



# BOARD OF TRUSTEES AGENDA

March 12, 2024



Elgin  
Community  
College

Bright Choice. Bright Future.

1700 Spartan Drive • Elgin, IL 60123-7193 • 847-697-1000 • [elgin.edu](http://elgin.edu)

**Regular Board Meeting  
March 12, 2024**

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

**3. Reconvene Open Session**

**4. Preliminary Matters**

- A. Roll Call
- B. 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 Nowak
- 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 (January, February) 2
- B. Treasurer (December, January) 5
- C. Student (January 11-March 1) 43

**College Reports Under Separate Cover**

- D. Institutional Advancement and ECC Foundation (January, February)
- E. Community Engagement and Legislative Affairs (January)
- F. Marketing and Communications (quarterly)
- G. Grant Monitoring Report (for period ending December 31, 2023)
- H. Supporting Justice-Impacted Students

Actions

**Acceptance of College Reports**

1

**9. Ratification of the Agreement Between the Board of Trustees of Community College District 509 and the Support Staff of Elgin Community College Association**

2

**10. Consent Agenda Approval**

- A. Minutes of the Regular Board Meeting of January 23, 2024 81
- B. Closed Session Minutes of the Regular Board Meeting of January 23, 2024 89
- C. Destruction of Audiotape of Closed Session of June 14, 2022 90
- D. Ratification of Report of Expenses 91
- E. Implementation of Korn Ferry Salary Scales and Recommendations 92
- F. Modified Instructional Fee Recommendations for Fiscal Year 2025 93

G. Ratification of Transitional English Language Arts Course Memorandum of Understanding Between Community Unit School District No. 300, School District U-46, and Community College District No. 509	94
H. Resolution Adopting a Neurodiversity Statement	108
I. Purchases	
1. Computer Equipment and License Purchase	110
2. Digital Accessibility Software Renewal	111
3. General Architectural & Engineering Services	112
4. Interpreter Services	114
5. Ratification of Additional Funding for Mail House Services	115
6. Ratification of Mobile Safety Renewal Services	116
7. Ratification of Spring Baseball Bus Transportation	117
J. Personnel	
1. Granting of Tenure, Instructor of HVAC, Mr. Reyes Estrada	118
2. Granting of Tenure, Professor II of History, Dr. Vincent Gaddis	119
3. Granting of Tenure, Assistant Professor I of Sociology, Ms. Emily Healy	120
4. Granting of Tenure, Instructor of Nursing, Ms. Lisa Stoltenberg	121
5. Granting of Tenure, Instructor of Culinary Arts & Hospitality, Mr. Lucas Wagner	122
6. New Hire, Dean of College Transitions and Secondary Partnerships, Ms. Sandra Gonzalez	123
<b>11. Old Business</b>	
<b>12. New Business</b>	
<b>13. Adjournment</b>	

**Next regular meeting: 6:30 p.m. Tuesday, April 9, 2024**



# 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 29 .....All Facilities Closed: Memorial Day Weekend
Mon., June 5 .....Summer 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 10 .....Summer 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. 4 .....All 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. 26 .....All 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. 2 .....Offices 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. 15 .....All Facilities Closed: Martin Luther King, Jr. Day
Tues., Jan. 16 .....Spring 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. 31 .....All 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 27 .....All Facilities Closed: Memorial Day

Final examinations or other appropriate final evaluation activities will be held within regularly scheduled class hours. The number of weeks classes are offered may vary. Please check the college website 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 <sup>1</sup>	AUG	SEP	OCT	NOV	DEC	JAN	FEB <sup>1</sup>	MAR	APR	MAY	JUN
Suggested Reports for CTW and Board Meetings <sup>1</sup>	Board Policy Review Period <i>(cont'd from Jun)</i>		Attorney reviews closed session minutes	Board adopts course fees for next fiscal year  Board attends ACCT Annual Congress  Board awards faculty tenure  Board adopts audit report from the previous fiscal year (Finance Committee)	Board adopts tax levy  Board conducts semi-annual self-evaluation	Board articulates budgetary considerations for next fiscal year	Board adopts tuition for the next fiscal year  Board provides input regarding budget projections and considerations proposed for the next fiscal year	Board attends ACCT Legislative Summit	Attorney reviews closed session minutes  Board awards faculty tenure  Board and College discuss budget and considerations in preparation for budget adoption in June (Finance Committee)	Board seats student trustee  Board plans state lobby events (ICCTA)  Board approves external audit firm and legal counsel  Board presents and discusses President's evaluation with President	Board seats newly elected trustees (in odd years)	Board Policy Review Period <i>(cont'd thru Jul)</i>  Board adopts the next fiscal year's budget including auxiliary business unit operating parameters and transfers  Board retreats and conducts semi-annual self-evaluation and goal setting
		Vendor Report (Finance)  Grant Monitoring Report (Apr-Jun)  Quarterly Student Success and Equity Report (EDI)	Campus Crime Report (Clery Act)  Faculty Tenure Recommendations (TLSD)  ICCB Program Report from previous fiscal year (TLSD)	Update on General Education (TLSD)  Course and lab fees (TLSD)  Performance Report on Key Indicators (PIE)  Quarterly Student Success and Equity Report (EDI)	Institutional Advancement and ECC Foundation Annual Report (ECCF)  Grant Monitoring Report (Jul-Sep)	Annual Insurance Report (Finance)  Community Report (Communications)  Quarterly Student Success and Equity Report (EDI)	Faculty Tenure Recommendations (TLSD)  Auxiliary unit business plans for next fiscal year	Grant Monitoring Report (Oct-Dec)	Quarterly Student Success and Equity Report (EDI)	Committee Representation Report (CELA)	ICCB RAMP (Operations & Maintenance)  Grant Monitoring Report (Jan-Mar)	
<sup>1</sup> Committee of the Whole (COTW) and Board of Trustees meetings are not held in February and July. Reports provided to the Board on a monthly basis include: enrollment updates (e.g., headcounts, seats/hours, etc.) as part of the President's Report, Illinois Community College Trustees Association Report, ECC Foundation/Institutional Advancement Report, Personnel Report, Marketing and Communications Report, Report of Expenses, and Student Activities Report.												
Cabinet Activities	Departments review their accomplishments from the previous fiscal year	Employees update goals for the current fiscal year into the performance management system  Finance audits budget from the previous fiscal year  TLSD compiles and summarizes five-year progress and goals for academic programs	TLSD & Finance recommend course fees for the next fiscal year  PIE summarizes performance indicators from the previous fiscal year  President previews goals for the current fiscal year with the Board	Finance proposes tax levy and abatements  TLSD drafts academic calendar for the fiscal year that follows the next	Finance places tax levy on display and prepares tax levy hearing  Finance makes tuition recommendation for the next fiscal year	New Positions for Next Fiscal Year: Cabinet accepts proposals for new positions for next fiscal year, deliberates, finalizes, and communicates selections	Departments outline goals and budgets for the next fiscal year	Goal and Budget Planning Period: Cabinet retreats to affirm progress of the current fiscal year and directions for the next fiscal year	Strategic Budget Council reviews department budget requests for the next fiscal year	Budget Discussions and Adjustments Period: Finance finalizes budget for the next fiscal year and places it on display for the public	Finalize Budget and Goals for the Next Fiscal Year	



**ICCTA MEETING AND CONVENTION SCHEDULE**

\*\*Meetings, dates, and locations are subject to change\*\*

**ICCTA SEMINARS (Fridays) & BOARD OF REPRESENTATIVES (Saturdays): (unless otherwise noted)**

February 5, 2024	Board of Representatives Meeting in conjunction w/ACCT, Washington, DC
March 8 – 9, 2024	Kankakee Community College, Kankakee, IL
May 1, 2024	Committee and Board of Representatives Meeting in conjunction with ICCTA Lobby Day President Abraham Lincoln Hotel, Springfield, IL
May 2, 2024	Lobby Day, Springfield, IL
September 13 – 14, 2024	President Abraham Lincoln Hotel, Springfield, IL
November 15 – 16, 2024	Chicago Marriott Schaumburg, Schaumburg, IL

**ICCTA ANNUAL CONVENTION:**

June 7 - 8, 2024	The Westin Chicago Lombard, Lombard, IL
------------------	---

**ICCTA REGIONAL AND OTHER MEETINGS:****ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ICCCP):**

February 1, 2024	Virtual
March 7 – 8, 2024	Kankakee Community College, Kankakee, IL (Joint meeting & ICCCP meetings)
May 1, 2024 (Tentative)	Springfield, IL
June 7, 2024	The Westin Chicago Lombard, Lombard, IL
September 13, 2024	President Abraham Lincoln Hotel, Springfield, IL
November 15, 2024	Chicago Marriott Schaumburg, Schaumburg, IL

**ICCB MEETINGS:**

February 2, 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:**

January 17, 2024	Loyola University of Chicago, Chicago, IL & Videoconference
March 13, 2024	Monmouth College, Monmouth, IL & Videoconference
June 26, 2024	TBD
August 14, 2024	Southern Illinois University, Carbondale, IL & Videoconference
November 13, 2024	Lake Land College, Mattoon, IL & Videoconference

**ISAC MEETINGS:**

April 18, 2024	In-person at either Springfield or Deerfield Office
June 20, 2024	In-person at either Springfield or Deerfield Office
September 19, 2024	In-person at either Springfield or Deerfield Office
December 5, 2024	In-person at either Springfield or Deerfield Office

**ACCT/AACC EVENTS:**

February 4 – 7, 2024	ACCT National Legislative Summit (NLS), Marriott Marquis, Washington, DC
April 5 – 9, 2024	AACC 2024, Louisville, KY
October 23 – 26, 2024	ACCT Leadership Congress, Arch/Washington State Convention Ctr, Seattle, WA

**OTHER DATES/MEETINGS:**

February 23, 2024	<b>Deadline for ICCTA Awards</b> – Distinguished Alumnus, Equity and Diversity, Gary W. Davis Ethical Leadership, Gigi Campbell Student Trustee Excellence Scholarship, Pacesetter, Professional Board Staff Member, and Ray Hartstein Trustee Achievement
March 29, 2024	<b>Deadline for ICCTA Awards</b> – Advocacy, Business/Industry Partnership, Certificate of Merit, Gandhi/King Peace Scholarship, Gregg Chadwick Student Service Scholarship, Honorary Membership, Lifelong Learning, Michael S. Monaghan Meritorious Service, Outstanding Adjunct Faculty Member, Outstanding Full-Time Faculty Member, and Paul Simon Student Essay Contest
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

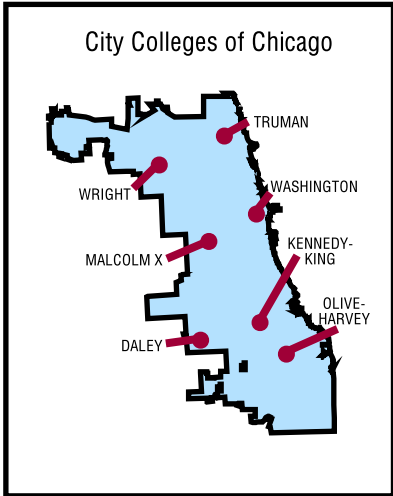
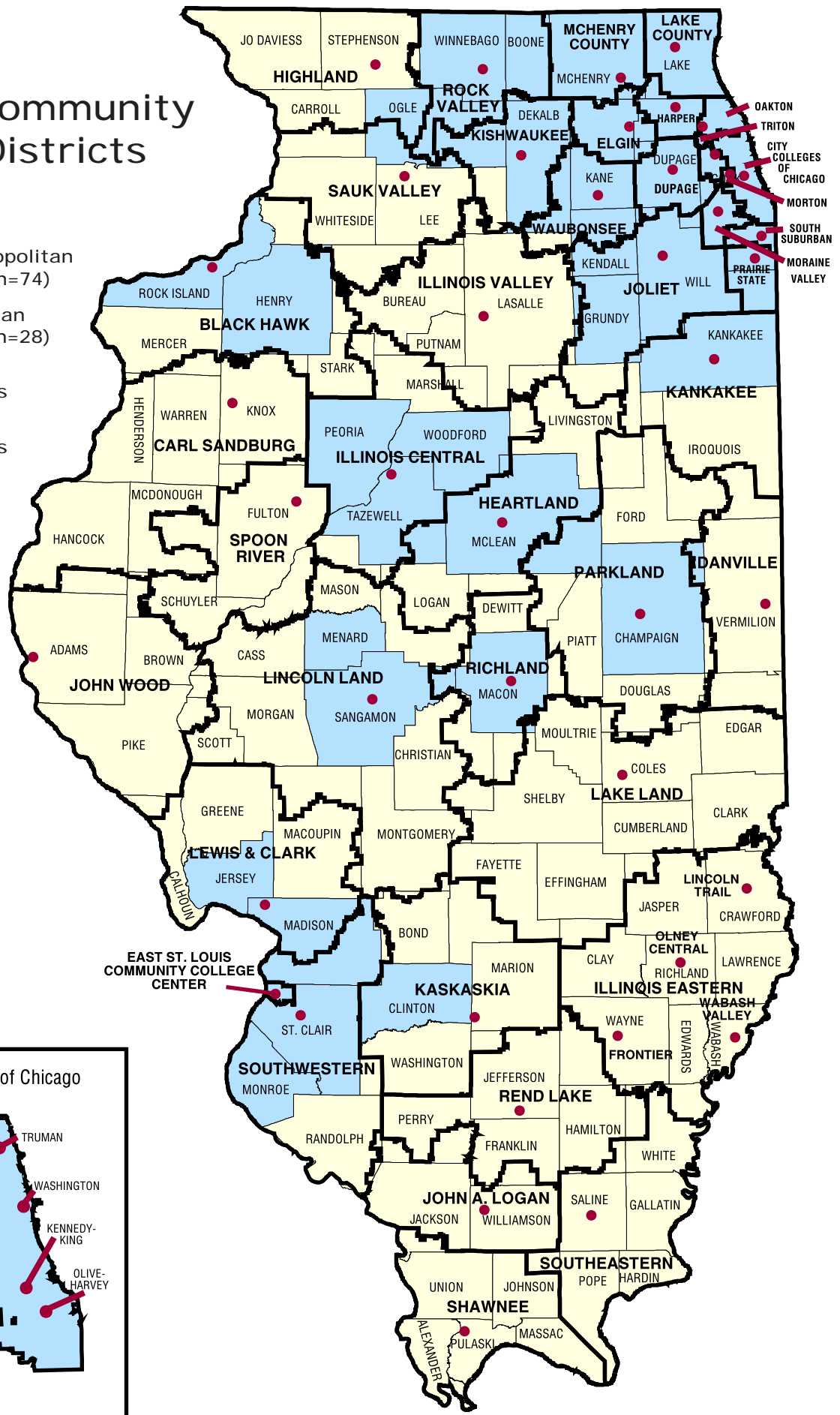
- 🎓 The average full-time Illinois community college student pays **\$4,410 per year in tuition and fees; nearly one-third the average tuition and fees** at Illinois public universities.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school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

# Illinois Community College Districts

- Non-Metropolitan Counties (n=74)
- Metropolitan Counties (n=28)
- District Boundaries
- County Boundaries





# CAMPUS MAP

1700 Spartan Drive, Elgin, IL 60123-7193

## Directory

### A BUILDING

- First Stop (Information Desk)
- Lost and Found
- Main Entrance

### B BUILDING

- Academic & Transfer Advising
- Admissions
- Bookstore
- Cafeteria/Student Lounges
- Career Development Services
- Disability Services/ADA
- Financial Aid & Scholarships
- First Year Programs & Student Life
- International Education & Programs
- Records & Registration
- Spartan Food Pantry
- Student Accounts
- Testing Center
- TRiO
- Veterans Services
- Wellness Services

### C BUILDING

- Center for the Enhancement of Teaching & Learning (CETL)
- Distance Learning (D2L)
- Intensive English
- Library
- Tutoring Center

### D BUILDING

- Print Shop/Copy Center
- ECC Police

### E BUILDING

- Dining Rooms
- Facilities Rental
- Seigle Auditorium
- Strategic Partnerships & Experiential Learning

### F BUILDING

- Student Computer Lab

### G BUILDING

- College Transitions & Secondary Partnerships
- Spartan Auditorium

### H BUILDING

- Blizzard Theatre
- Box Office
- Safety-Kleen Gallery One
- SecondSpace Theatre

### I BUILDING

- Culinary Arts Retail Store
- Spartan Terrace Restaurant

### J BUILDING

- Athletics
- Fitness Center
- Gymnasium
- Walking Track

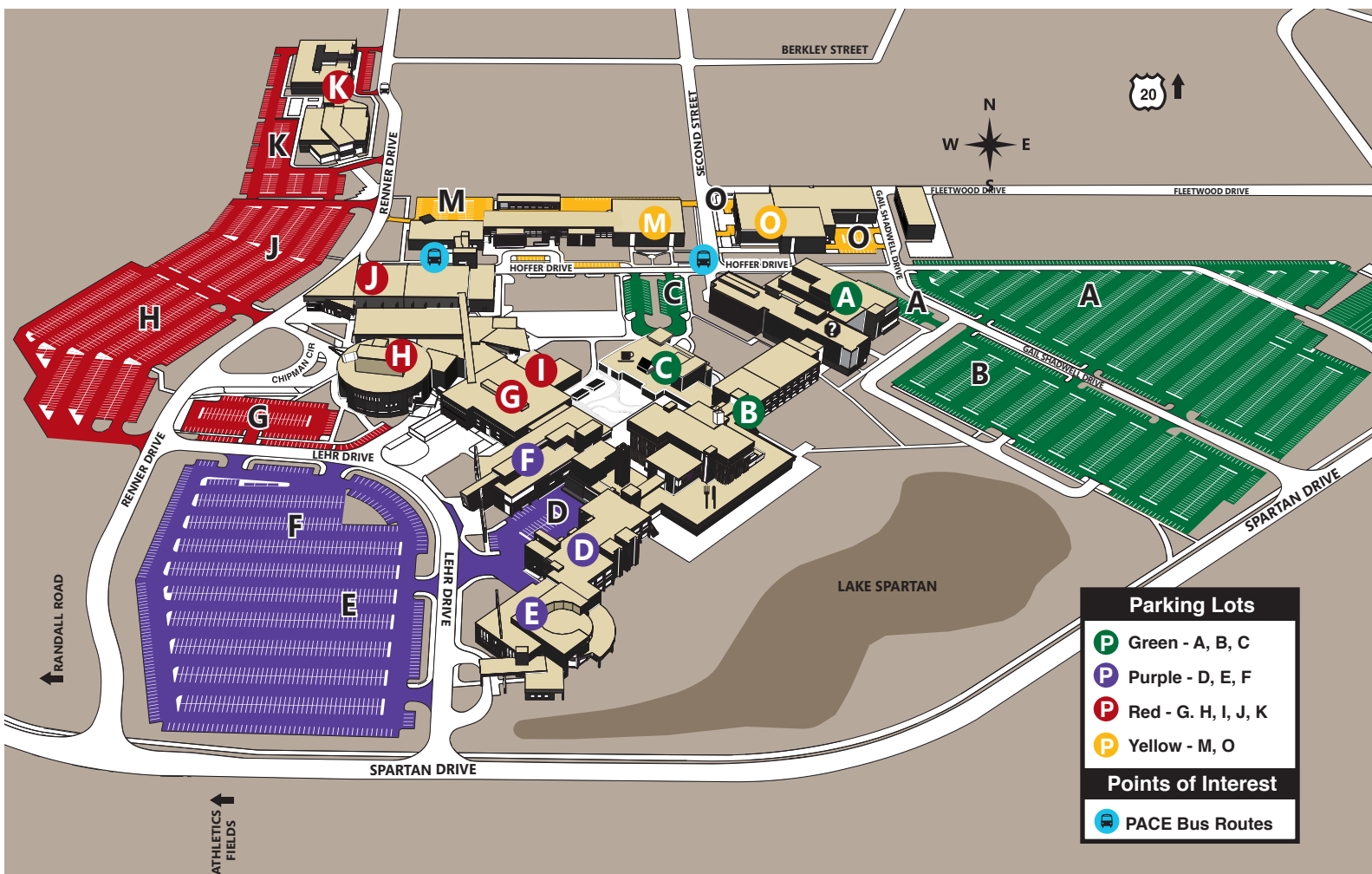
### K BUILDING

- Adult Basic Education Center (ABEC)
- Continuing Education/Corporate Training
- English as a Second Language (ESL)
- High School Equivalency/GED®
- TRiO/Upward Bound
- Workforce Development

### M BUILDING

- Early Childhood Lab School

### O BUILDING



## **COLLEGE REPORTS**

At each regular board meeting, various written departmental and liaison reports and materials are submitted to the board for their information and acceptance. That information includes, but is not limited to, the reports listed below.

College reports attached:

- A. Personnel (January, February)
- B. Treasurer (December, January)
- C. Student (January 11-March 1)

College reports/procedures presented under separate cover:

- D. Institutional Advancement and ECC Foundation (January, February)
- E. Community Engagement and Legislative Affairs (January)
- F. Marketing & Communications (quarterly)
- G. Grant Monitoring Report (for period ending December 31, 2023)
- H. Supporting Justice-Impacted Students

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
Christine	Beach	NH	Office Coordinator II	1/8/2024	\$43,537.00	13
Devaraj	Daniel	NH	Business and Finance Systems Analyst	1/8/2024	\$28.16	214
Jesus	Garcia	NH	Food Service Worker	1/29/2024	\$15.43	7
Bonita	Goist	NH	Manager of Alumni and Affinity Relations	1/22/2024	\$71,000.00	15
Shannon	Obrecht	NH	Marketing Operations Specialist	2/5/2024	\$60,000.00	14
Katelyn	Schultz	NH	Catering Services Assistant	2/5/2024	\$17.00	10
Joli	Sumoski	NH	Administrative Assistant III	3/4/2024	\$34,000.00	11
Norma	Vilchis	NH	Student Success Coach	1/8/2024	\$50,960.00	14
Andrea	Watson	NH	Director of Communications	2/5/2024	\$80,000.00	16
Hecmari	Munoz	RH	Registration Quality Specialist II	3/4/2024	\$38,000.00	11
Cynthia	Lackowski	RC	Early Childhood Lab School Teacher - Director Qualified	11/11/2023	\$41,184.00	12
Jacob	Van Meter	PF	Testing Assistant III	2/5/2024	\$35,256.00	10
Tonisha	Via	RSTR	Deputy Chief Human Resources Officer	1/10/2024	\$102,632.00	17
Joel	Brusatori	TRN	Groundskeeper Lead Applicator	1/8/2024	\$39,641.00	12
Shimaa	Kamel	TRN	Human Resources Generalist	2/20/2024	\$70,000.00	15
Ian	Schwartz	TRN	Upward Bound Coordinator III	2/12/2024	\$23.83	14
Amy	Brandolino	TC	Assistant Professor I of Art History	12/12/2023	\$83,569.00	VI
Athony	Ramos	TC	Chief Equity, Diversity, Inclusion, an Belonging Officer	1/10/2024	\$133,349.00	18
Kevin	Munoz	DFP	Registration Specialist II	2/6/2024		
Luis	Alarcon	RES	Recruitment Coordinator IV Bilingual	1/26/2024		
Renee	Arcos	RES	Internship Coordinator IV	1/5/2024		
Chantel	Bosso	RES	Administrative Assistant III	2/1/2024		
Carina	Flores	RES	Career Development Specialist V	2/6/2024		
Mario	Gonzalez	RES	Custodian I	1/2/2024		
Nancy	Gutierrez	RES	Scholarship Specialist III	1/31/2024		
John	Jameson	RES	Analyst of Human Resources Information Systems	1/11/2024		
Nicole	Lacognata	RES	Busar	2/13/2024		
Marisela	Morales	RES	Out-of-School Coordinator IV	2/14/2024		
David	Snyder	RES	Theatre Technician	2/5/2024		
Jacob	Van Meter	RES	Testing Assistant III	2/23/2024		
Norma	Vilchis	RES	Student Success Coach	1/11/2024		
Virginia	Wolak	RES	Office Coordinator II	2/2/2024		
Joseph	Kaczynski	RET	Administrative Assistant III	1/31/2024		

Key
NH - New Hire
RH - Rehire
RC - Reclassification
PF - Part-time to Full-Time
RSTR - Re-structure with Redesign
TRN - Transfer - New Grade/Group
TC - Title Change
DFP - Discharged for Performance
RES - Resignation
RET - Retirement

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

## HUMAN RESOURCES STAFFING REPORT

### **Christine Beach**

Christine Beach joins Elgin Community College as an Office Coordinator II. Christine received a Bachelor of Art in Secondary Education from Augustana College. Christina comes to the College from Anderson Humane, where she served as a Foster Coordinator.

### **Devaraj Daniel**

Devaraj Daniel joins Elgin Community College as a Business and Finance Systems Analyst. Devaraj received a Bachelor of Science in Computer Information Systems from DeVry University. Devaraj comes to the College from Kohl's Department Stores, Inc., where he served as an Operations Associate.

### **Jesus Garcia**

Jesus Garcia joins Elgin Community College as a Food Service Worker. He comes to the College from AutoZone, where he served as a Part Sales Manager.

### **Bonita Goist**

Bonita Goist joins Elgin Community College as a Manager of Alumni and Affinity Relations. Bonita received a Master of Science in Communication from Purdue University, and a Bachelor of Science in Communication from Carroll University. She comes to the College from Elgin Academy, where she served as the Director of Admission and Marketing.

### **Shannon Obrecht**

Shannon Obrecht joins Elgin Community College as a Marketing Operations Specialist. Shannon received a Master of Science in Strategic Brand Communication and a Bachelor of Fine Arts in Graphic Design from the University of Illinois at Urbana-Champaign. She comes to the College from PAXXUS, where she served as a Brand Manager.

### **Katelyn Schultz**

Katelyn Schultz joins Elgin Community College as a Catering Services Assistant. Katelyn received an associate's degree from Waubensee Community College. She comes to the College from Fairfield Inn and Suites by Marriott, where she served as a front Desk Agent.

### **Joli Sumoski**

Joli Sumoski joins Elgin Community College as an Administrative Assistant III. Joli received a Bachelor of Arts degree in Communication and Theater from the University of Illinois Chicago. She comes to the College from Crowne Industries Ltd., where she served as an Office Coordinator and Business Administrator.

### **Norma Vilchis**

Norma Vilchis joins Elgin Community College as a Student Success Coach. Norma received a Master of Science in Counseling from the University of Wisconsin Whitewater and a bachelor's degree in Psychology from Columbia College Missouri. She comes to the College from National Lewis University, where she served as a Student Success Coach.

**Andrea Watson**

Andrea Watson joins Elgin Community College as the Director of Communications. Andrea received a Master of Arts in Journalism from Columbia College Chicago and a bachelor's degree in Language and Literature from the University of Illinois. She comes to the College from Rockford University, where she served as the Senior Marketing and Communications Director.

**Hecmari Munoz**

Hecmari Munoz joins Elgin Community College as a Registration Quality Specialist II. Hecmari received a Basic Vocational Specialist Certificate from Elgin Community College. She comes to the College from Business and Career Services, Inc., where she served as a Resource Center Specialist.

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

**ELGIN COMMUNITY COLLEGE DISTRICT 509**

**Investment Schedule**

**As of December 31, 2023**

	<b>Purchase Date</b>	<b>Maturity Date</b>	<b>Percentage Yield</b>	<b>Total Maturity Value</b>	<b>Cost</b>	<b>Bank</b>
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	5Star 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	5.211%	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	9/12/2023	9/12/2024	5.332%	249,882.84	237,200.00	Pacific National Bank
Certificate of Deposit	9/15/2023	9/16/2024	5.290%	249,868.68	237,250.00	COREBANK
Certificate of Deposit	9/15/2023	9/16/2024	5.605%	249,897.66	236,600.00	Consumers Credit Union
Certificate of Deposit	4/7/2023	10/7/2024	5.190%	249,697.38	231,500.00	First Priority Bank
Certificate of Deposit	10/17/2023	10/16/2024	5.414%	249,884.41	237,050.00	First National Bank
Certificate of Deposit	10/17/2023	10/16/2024	5.343%	249,872.41	237,200.00	First Guaranty Bank
Certificate of Deposit	10/17/2023	10/16/2024	5.341%	249,868.57	237,200.00	The Valley State Bank
Certificate of Deposit	10/23/2023	10/22/2024	5.421%	249,847.77	237,000.00	Bank 7
Certificate of Deposit	10/23/2023	10/22/2024	5.285%	249,893.95	237,350.00	CIBM 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	9/15/2023	9/15/2025	5.036%	249,892.95	227,000.00	First National Bank
Certificate of Deposit	10/23/2023	10/23/2025	5.235%	249,861.83	226,150.00	Bank of Crockett
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	12/13/2021	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
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	9/21/2023	5/2/2024	5.311%	1,750,000.00	1,694,020.22	Federal Home Loan Discount
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	9/21/2023	5/16/2024	5.311%	9,000,000.00	8,694,705.50	Federal Home Loan Discount
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

**ELGIN COMMUNITY COLLEGE DISTRICT 509**

**Investment Schedule**

**As of December 31, 2023**

	<b>Purchase Date</b>	<b>Maturity Date</b>	<b>Percentage Yield</b>	<b>Total Maturity Value</b>	<b>Cost</b>	<b>Bank</b>
Treasury Bills	7/22/2021	7/15/2024	0.225%	1,742,000.00	1,749,757.34	U.S. Treasury Note
Treasury Bills	12/15/2023	7/15/2024	5.150%	772,540.07	750,000.00	ISDLAF+ Term Series IL
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	9/18/2023	9/13/2024	5.301%	1,250,000.00	1,186,912.74	Federal Home Loan Discount
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	9/18/2023	3/15/2025	5.088%	1,250,000.00	1,190,771.48	U.S. Treasury Note
Treasury Bills	9/22/2023	3/21/2025	5.122%	248,000.00	248,634.38	Essa Bank & Trust PA
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	9/20/2023	9/22/2025	5.106%	243,000.00	243,658.17	American Express National Bank
Treasury Bills	9/20/2023	9/22/2025	5.006%	243,000.00	243,659.55	Eaglemark Savings Bank
Treasury Bills	9/22/2023	9/22/2025	5.083%	243,000.00	243,533.69	Northern Bank & Trust MA
Treasury Bills	9/27/2023	9/26/2025	5.006%	248,000.00	248,680.35	Bank of Deerfield
Treasury Bills	9/27/2023	9/26/2025	5.056%	248,000.00	248,679.75	Signature Bank of Arkansas
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	12/31/2023	12/31/2023	5.119%	5,432.06	5,432.06	LIQ General Fund #10896-101
Money Market Funds	12/31/2023	12/31/2023	5.135%	31,504,321.92	31,504,321.92	MAX General Fund #10896-101
Money Market Funds	12/31/2023	12/31/2023	5.135%	202,583.03	202,583.03	MAX Chiller Replacement #10896-215
Money Market Funds	12/31/2023	12/31/2023	5.135%	827,684.57	827,684.57	MAX Campus Door Project #10896-217
Money Market Funds	12/31/2023	12/31/2023	1.000%	19,394,760.56	19,394,760.56	US Bank - IL Funds (01-00000-125000)
			<b>3.82%</b>	<b>\$ 151,552,788.37</b>	<b>\$ 150,540,519.13</b>	

\*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

Investment Schedule

As of January 31, 2024

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	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	5Star Bank
Certificate of Deposit	8/15/2023	7/12/2024	5.280%	249,797.19	238,350.00	DMB Community Bank
Certificate of Deposit	1/9/2024	7/26/2024	5.136%	249,855.73	243,050.00	CrossFirst 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	5.211%	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	9/12/2023	9/12/2024	5.332%	249,882.84	237,200.00	Pacific National Bank
Certificate of Deposit	9/15/2023	9/16/2024	5.290%	249,868.68	237,250.00	COREBANK
Certificate of Deposit	9/15/2023	9/16/2024	5.605%	249,897.66	236,600.00	Consumers Credit Union
Certificate of Deposit	1/16/2024	10/4/2024	5.150%	249,857.23	240,950.00	Financial Federal Bank
Certificate of Deposit	1/16/2024	10/4/2024	5.185%	249,893.26	240,950.00	GBank
Certificate of Deposit	1/16/2024	10/4/2024	4.978%	2,071,464.99	2,000,000.00	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	10/17/2023	10/16/2024	5.414%	249,884.41	237,050.00	First National Bank
Certificate of Deposit	10/17/2023	10/16/2024	5.343%	249,872.41	237,200.00	First Guaranty Bank
Certificate of Deposit	10/17/2023	10/16/2024	5.341%	249,868.57	237,200.00	The Valley State Bank
Certificate of Deposit	10/23/2023	10/22/2024	5.421%	249,847.77	237,000.00	Bank 7
Certificate of Deposit	10/23/2023	10/22/2024	5.285%	249,893.95	237,350.00	CIBM 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	9/15/2023	9/15/2025	5.036%	249,892.95	227,000.00	First National Bank
Certificate of Deposit	10/23/2023	10/23/2025	5.235%	249,861.83	226,150.00	Bank of Crockett
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	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
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	1/10/2024	4/11/2024	5.230%	4,500,000.00	4,441,603.00	Treasury Bill
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	9/21/2023	5/2/2024	5.311%	1,750,000.00	1,694,020.22	Federal Home Loan Discount
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	9/21/2023	5/16/2024	5.311%	9,000,000.00	8,694,705.50	Federal Home Loan Discount
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	1/10/2024	7/12/2024	4.980%	1,500,000.00	1,462,765.67	Federal Home Loan Discount

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of January 31, 2024

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Treasury Bills	7/22/2021	7/15/2024	0.225%	1,742,000.00	1,749,757.34	U.S. Treasury Note
Treasury Bills	12/15/2023	7/15/2024	5.150%	772,540.07	750,000.00	ISDLAF+ Term Series IL
Treasury Bills	7/16/2021	7/16/2024	0.310%	249,000.00	249,297.65	Hanmi Bank
Treasury Bills	1/18/2024	7/18/2024	5.047%	1,250,000.00	1,219,394.09	WI Treasury Note
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	9/18/2023	9/13/2024	5.301%	1,250,000.00	1,186,912.74	Federal Home Loan Discount
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	9/18/2023	3/15/2025	5.088%	1,250,000.00	1,190,771.48	U.S. Treasury Note
Treasury Bills	9/22/2023	3/21/2025	5.122%	248,000.00	248,634.38	Essa Bank & Trust PA
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	9/20/2023	9/22/2025	5.106%	243,000.00	243,658.17	American Express National Bank
Treasury Bills	9/20/2023	9/22/2025	5.006%	243,000.00	243,659.55	Eaglemark Savings Bank
Treasury Bills	9/22/2023	9/22/2025	5.083%	243,000.00	243,533.69	Northern Bank & Trust MA
Treasury Bills	9/27/2023	9/26/2025	5.006%	248,000.00	248,680.35	Bank of Deerfield
Treasury Bills	9/27/2023	9/26/2025	5.056%	248,000.00	248,679.75	Signature Bank of Arkansas
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	1/31/2024	1/31/2024	5.119%	4,148.06	4,148.06	LIQ General Fund #10896-101
Money Market Funds	1/31/2024	1/31/2024	5.135%	23,619,345.84	23,619,345.84	MAX General Fund #10896-101
Money Market Funds	1/31/2024	1/31/2024	5.135%	203,496.32	203,496.32	MAX Chiller Replacement #10896-215
Money Market Funds	1/31/2024	1/31/2024	5.135%	831,415.92	831,415.92	MAX Campus Door Project #10896-217
Money Market Funds	1/31/2024	1/31/2024	1.000%	20,622,585.54	20,622,585.54	US Bank - IL Funds (01-00000-125000)
			<b>3.92%</b>	<b>\$ 145,220,393.34</b>	<b>\$ 144,121,104.60</b>	

\*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 December 31, 2023**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Property Taxes	40,411,000	40,961,234	101.36%	\$39,714,169	99.92%
Local Grants and Contracts	-	-	-	50,517	-
Personal Property Replacement Tax	890,000	672,951	75.61%	865,188	115.36%
Illinois Community College Board	6,976,437	3,454,621	49.52%	3,202,245	50.25%
Student Tuition and Fees *	24,349,800	21,782,907	89.46%	19,892,058	82.13%
Payment Plan and Late Fees	150,000	98,375	65.58%	76,550	49.39%
Investment Income	725,000	3,884,611	535.81%	586,592	117.32%
Miscellaneous External Revenue	803,458	312,764	38.93%	181,861	4.73%
Miscellaneous Internal Revenue	-	620	-	-	-
<b>TOTAL REVENUES</b>	<b>74,305,695</b>	<b>71,168,083</b>	<b>95.78%</b>	<b>64,569,180</b>	<b>54.42%</b>
<b>EXPENDITURES BY OBJECT</b>					
Salaries	47,907,450	\$24,400,698	50.93%	24,130,436	52.06%
Employee Benefits	10,128,699	4,438,337	43.82%	4,107,040	42.80%
Contractual Services	5,427,496	3,005,992	55.38%	2,093,447	51.13%
General Material & Supplies	5,102,517	2,501,649	49.03%	2,798,824	52.77%
Professional Development	725,272	350,450	48.32%	291,638	38.42%
Fixed Charges	250,121	69,469	27.77%	118,366	55.81%
Utilities	1,300	1,729	133.00%	833	64.11%
Capital Outlay	2,187,161	2,004,330	91.64%	405,989	18.49%
Other	479,650	198,100	41.30%	222,210	20.62%
Waivers/Institutional Scholarships	275,000	214,824	78.12%	203,771	45.28%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>72,484,666</b>	<b>37,185,578</b>	<b>51.30%</b>	<b>34,372,554</b>	<b>49.36%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Instruction	34,324,982	17,672,028	51.48%	16,326,333	49.32%
Academic Support	10,619,664	5,234,240	49.29%	5,638,431	55.43%
Student Services	6,781,648	3,352,765	49.44%	3,239,820	50.84%
Public Services	635,632	232,449	36.57%	221,253	35.26%
Institutional Support	19,847,740	10,479,272	52.80%	8,742,946	46.25%
Institutional Waiver	275,000	214,824	78.12%	203,771	45.28%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>72,484,666</b>	<b>37,185,578</b>	<b>51.30%</b>	<b>34,372,554</b>	<b>49.36%</b>
Excess (deficiency) of revenues over expenditures	1,821,029	33,982,505	-	30,196,626	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer to Student Life	(557,647)	(222,500)	39.90%	(339,499)	68.08%
Transfer to Athletics	(1,104,555)	(434,821)	39.37%	(417,974)	45.59%
Transfer to Early Childhood Lab School	(158,827)	-	-	-	-
Transfer to LLL Continuing Education	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,821,029)</b>	<b>(657,321)</b>	<b>36.10%</b>	<b>(757,473)</b>	<b>114.00%</b>
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	33,325,184	-	29,439,152	-
Fund Balance at beginning of year	-	47,825,820	-	46,440,691	-
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ 81,151,004</b>	<b>-</b>	<b>\$75,879,843</b>	<b>-</b>



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

	<b>2024 Budget</b>	<b>Fiscal Year Actual</b>	<b>% Actual to Budget</b>	<b>Prior Yr Dec. 31 2022 Actual</b>	<b>% of FY2023 Budget</b>
<b>REVENUES</b>					
<b>Local Government Services:</b>					
Property Taxes	\$ 12,524,047	\$ 12,363,247	98.72%	\$ 12,053,309	98.23%
<b>State Government Services:</b>					
Other Local Government (Hanover Park)	183,100	619	0.34%	-	-
Miscellaneous External Revenue	-	713	-	1,211	-
Miscellaneous Internal Revenue	10,000	1,272	12.72%	2,664	44.40%
Miscellaneous Internal Revenue (Security)	-	2,862	-	2,490	62.25%
Building Rental External Revenue (Net Comps)	198,663	102,380	51.70%	71,960	42.36%
<b>TOTAL REVENUES</b>	<b>12,915,810</b>	<b>12,471,093</b>	<b>96.56%</b>	<b>12,131,634</b>	<b>96.73%</b>
<b>EXPENDITURES BY OBJECT</b>					
<b>INSTITUTIONAL SUPPORT</b>					
Salaries	4,918,340	2,145,609	43.62%	2,138,843	49.79%
Employee Benefits	1,111,187	420,110	37.81%	409,884	44.48%
Contractual Services	405,299	441,063	108.82%	463,329	32.09%
General Material & Supplies	880,900	354,358	40.23%	358,855	42.18%
Professional Development	13,200	6,506	49.29%	462	5.19%
Fixed Charges	822,500	(8,950)	(1.09)%	583,947	116.87%
Utilities	2,853,100	1,181,682	41.42%	759,951	28.43%
Capital Outlay	721,600	347,139	48.11%	65,932	10.61%
Other	(47,240)	-	-	-	-
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>11,678,886</b>	<b>4,887,517</b>	<b>41.85%</b>	<b>4,781,204</b>	<b>42.19%</b>
<b>CAMPUS SAFETY AND SECURITY</b>					
Salaries	668,095	324,999	48.65%	309,944	47.65%
Employee Benefits	359,285	163,485	45.50%	131,978	38.78%
Contractual Services	44,150	5,736	12.99%	9,388	17.80%
General Material & Supplies	86,160	19,043	22.10%	33,096	32.47%
Professional Development	13,825	8,970	64.88%	5,442	52.96%
Other	65,409	53,969	-	4,339	8.08%
<b>TOTAL CAMPUS SAFETY AND SECURITY</b>	<b>1,236,924</b>	<b>576,203</b>	<b>45.58%</b>	<b>494,186</b>	<b>40.86%</b>
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>12,915,810</b>	<b>5,463,720</b>	<b>42.21%</b>	<b>5,275,390</b>	<b>42.06%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	11,678,886	4,887,517	41.85%	4,781,204	42.19%
Campus Safety and Security	1,264,025	576,203	45.58%	494,186	40.86%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>12,942,911</b>	<b>5,463,720</b>	<b>42.21%</b>	<b>5,275,390</b>	<b>42.06%</b>
Excess (deficiency) of revenues over expenditures	(27,101)	7,007,373	-	6,856,243	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer to O&M Facility Rental	(137,125)	-	-	-	-
Transfer from Other Funds	137,125	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues over expenditures and other sources (uses)	(27,101)	7,007,373	-	6,856,243	-
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>20,477,286</b>	<b>-</b>	<b>18,647,890</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$ (27,101)</b>	<b>\$ 27,484,659</b>	<b>-</b>	<b>\$ 25,504,133</b>	<b>-</b>

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

	<b>2024 Budget</b>	<b>Fiscal Year Actual</b>	<b>% Actual to Budget</b>	<b>Prior Yr Dec. 31 2022 Actual</b>	<b>% of FY2023 Budget</b>
<b>REVENUES</b>					
BABS Rebates	\$11,745,000	\$ -	-	\$ -	-
<b>TOTAL REVENUES</b>	<b>11,745,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES BY OBJECT</b>					
Contractual Services	495,000	401,141	81.04%	388,309	43.28%
General Material & Supplies	-	-	-	1,690	84.50%
Capital Outlay	11,250,000	5,606,473	49.84%	1,827,947	25.74%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>11,745,000</b>	<b>6,007,614</b>	<b>51.15%</b>	<b>2,217,947</b>	<b>27.72%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	11,745,000	6,007,614	51.15%	2,217,947	27.72%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>11,745,000</b>	<b>6,007,614</b>	<b>51.15%</b>	<b>2,217,947</b>	<b>27.72%</b>
Excess (deficiency) of revenues over expenditures	-	(6,007,614)	-	(2,217,947)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
Fund Balance Released from Reserved Fund Balance	11,745,000	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>11,745,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	(6,007,614)	-	(2,217,947)	-
Fund Balance at beginning of year	-	44,301,582	-	53,481,330	-
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ 38,293,968</b>	<b>-</b>	<b>\$ 51,263,383</b>	<b>-</b>

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

	<b>2024 Budget</b>	<b>Fiscal Year Actual</b>	<b>% Actual to Budget</b>	<b>Prior Yr Dec. 31 2022 Actual</b>	<b>% of FY2023 Budget</b>
<b>REVENUES</b>					
Property Taxes	\$10,638,700	10,444,012	98.17%	\$10,473,653	98.72%
<b>TOTAL REVENUES</b>	<b>\$10,638,700</b>	<b>10,444,012</b>	<b>98.17%</b>	<b>10,473,653</b>	<b>98.72%</b>
<b>EXPENDITURES BY OBJECT</b>					
Fixed Charges	10,423,499	8,484,757	81.40%	8,639,463	81.01%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>10,423,499</b>	<b>8,484,757</b>	<b>81.40%</b>	<b>8,639,463</b>	<b>81.01%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	10,423,499	8,484,757	81.40%	8,639,463	81.01%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>10,423,499</b>	<b>8,484,757</b>	<b>81.40%</b>	<b>8,639,463</b>	<b>81.01%</b>
<b>Excess (deficiency) of revenues over expenditures and other sources (uses)</b>	<b>215,201</b>	<b>1,959,255</b>	<b>-</b>	<b>1,834,191</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>		<b>4,699,641</b>	<b>-</b>	<b>4,534,356</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$ 215,201</b>	<b>\$ 6,658,896</b>	<b>-</b>	<b>\$ 6,368,547</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$447,700	\$180,159	40.24%	\$159,298	66.93%
<b>TOTAL REVENUES</b>	<b>447,700</b>	<b>180,159</b>	<b>40.24%</b>	<b>159,298</b>	<b>66.93%</b>
<b>OPERATING EXPENSES</b>					
Salaries	150,441	118,869	79.01%	56,389	47.93%
Employee Benefits	22,855	27,056	118.38%	6,173	31.56%
Contractual Services	59,000	28,394	48.13%	60,555	49.23%
General Material & Supplies	50,500	20,285	40.17%	8,423	16.65%
Professional Development	2,500	743	29.72%	-	-
Others	6,000	448	7.47%	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>291,296</b>	<b>195,795</b>	<b>67.22%</b>	<b>131,540</b>	<b>42.36%</b>
Excess (deficiency) of revenues over expenditures	156,404	(15,636)	-	27,757	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Education Funds	-	-	-	-	-
Transfers from Corporate Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>156,404</b>	<b>(15,636)</b>	<b>-</b>	<b>27,757</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>(14,954)</b>	<b>-</b>	<b>(17,350)</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ 156,404</b>	<b>\$ (30,590)</b>	<b>-</b>	<b>\$ 10,407</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$256,000	\$51,497	20.12%	\$700	0.25%
<b>TOTAL REVENUES</b>	<b>256,000</b>	<b>51,497</b>	<b>20.12%</b>	<b>700</b>	<b>0.25%</b>
<b>OPERATING EXPENSES</b>					
Salaries	99,539	49,792	50.02%	12,423	16.52%
Employee Benefits	7,493	12,157	162.25%	4,011	16.29%
Contractual Services	45,000	20,274	45.05%	500	3.85%
General Material & Supplies	30,500	408	1.34%	-	-
Professional Development	6,000	369	6.14%	-	-
Others	3,000	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>191,532</b>	<b>83,000</b>	<b>44.02%</b>	<b>16,935</b>	<b>14.16%</b>
Excess (deficiency) of revenues over expenditures	64,468	(31,503)	-	(16,235)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers to Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>64,468</b>	<b>(31,503)</b>	<b>-</b>	<b>(16,235)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>4,311</b>	<b>-</b>	<b>14,096</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ 64,468</b>	<b>\$ (27,192)</b>	<b>-</b>	<b>\$ (2,139)</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$2,443,919	\$1,205,557	49.33%	\$1,128,388	51.26%
Miscellaneous Internal Revenue	88,257	48,283	54.71%	61,029	70.36%
<b>TOTAL REVENUES</b>	<b>2,532,176</b>	<b>1,253,840</b>	<b>49.52%</b>	<b>1,189,417</b>	<b>51.98%</b>
<b>OPERATING EXPENSES</b>					
Salaries	316,257	110,685	35.00%	115,385	37.44%
Employee Benefits	74,068	20,036	27.05%	19,903	27.64%
Contractual Services	53,554	40,732	76.06%	30,142	68.46%
General Material & Supplies	2,054,700	1,735,994	84.49%	1,524,197	84.68%
Professional Development	3,097	1,975	63.79%	-	-
Other	30,500	197	0.65%	(540)	(1.71)%
<b>TOTAL OPERATING EXPENSES</b>	<b>2,532,176</b>	<b>1,909,620</b>	<b>75.41%</b>	<b>1,689,088</b>	<b>74.88%</b>
Excess (deficiency) of revenues over expenditures	-	(655,780)	-	(499,671)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers to Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(655,780)</b>	<b>-</b>	<b>(499,671)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>379,870</b>	<b>-</b>	<b>379,870</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ (275,910)</b>	<b>-</b>	<b>\$ (119,801)</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$499,000	\$229,933	46.08%	\$203,251	47.49%
<b>TOTAL REVENUES</b>	<b>499,000</b>	<b>229,933</b>	<b>46.08%</b>	<b>203,251</b>	<b>47.49%</b>
<b>OPERATING EXPENSES</b>					
Salaries	458,059	236,582	51.65%	196,411	42.03%
Employee Benefits	115,829	51,235	44.23%	27,599	33.14%
Contractual Services	3,465	1,029	29.70%	1,961	36.98%
General Material & Supplies	80,474	23,994	29.82%	30,829	50.31%
Professional Development	-	567	-	99	99.00%
Other	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>657,827</b>	<b>313,407</b>	<b>47.64%</b>	<b>256,899</b>	<b>41.27%</b>
Excess (deficiency) of revenues over expenditures	<b>(158,827)</b>	<b>(83,474)</b>	<b>66.27%</b>	<b>(53,648)</b>	<b>27.59%</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	158,827	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>158,827</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(83,474)</b>	<b>-</b>	<b>(53,648)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ (83,474)</b>	<b>-</b>	<b>\$ (53,648)</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$688,366	\$355,534	51.65%	\$279,720	41.60%
Miscellaneous Internal Revenue	188,127	100,154	53.24%	109,741	48.58%
<b>TOTAL REVENUES</b>	<b>876,493</b>	<b>455,688</b>	<b>51.99%</b>	<b>389,461</b>	<b>43.35%</b>
<b>OPERATING EXPENSES</b>					
Salaries	400,115	173,801	43.44%	152,390	46.48%
Employee Benefits	59,711	20,086	33.64%	23,381	54.47%
Contractual Services	17,000	6,130	36.06%	6,527	45.06%
General Material & Supplies	380,144	221,891	58.37%	187,506	49.19%
Professional Development	200	-	-	91	89.25%
Capital Outlay	19,281	-	-	-	-
Other	42	-	-	4	17.36%
<b>TOTAL OPERATING EXPENSES</b>	<b>876,493</b>	<b>421,906</b>	<b>48.14%</b>	<b>369,900</b>	<b>48.26%</b>
Excess (deficiency) of revenues over expenditures	-	33,782	-	19,561	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>33,782</b>	<b>-</b>	<b>19,561</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>110,563</b>	<b>-</b>	<b>(21,210)</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 144,345</b>	<b>-</b>	<b>\$ (1,649)</b>	<b>-</b>



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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$628,215	\$145,731	23.20%	\$155,411	25.98%
Miscellaneous Internal Revenue	243,774	61,897	25.39%	106,099	49.75%
<b>TOTAL REVENUES</b>	<b>871,989</b>	<b>207,628</b>	<b>23.81%</b>	<b>261,509</b>	<b>32.23%</b>
<b>OPERATING EXPENSES</b>					
Salaries	271,972	75,745	27.85%	49,182	23.10%
Employee Benefits	27,105	9,573	35.32%	7,666	54.76%
Contractual Services	332,167	186,783	56.23%	168,692	49.96%
General Material & Supplies	124,546	71,816	57.66%	36,058	28.12%
Professional Development	16,000	11,361	71.01%	5,030	28.42%
Capital Outlay	95,198	28,488	29.93%	42,016	59.87%
Fixed Charges	5,000	230	4.60%	930	18.60%
<b>TOTAL OPERATING EXPENSES</b>	<b>871,989</b>	<b>383,997</b>	<b>44.04%</b>	<b>309,574</b>	<b>39.40%</b>
Excess (deficiency) of revenues over expenditures	-	(176,369)	-	(48,064)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(176,369)</b>	<b>-</b>	<b>(48,064)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>1,143,293</b>	<b>-</b>	<b>1,131,223</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 966,924</b>	<b>-</b>	<b>\$ 1,083,159</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$2,600	\$2,417	92.96%	\$2,455	122.72%
Miscellaneous Internal Revenue	467,600	257,897	55.15%	247,990	68.54%
<b>TOTAL REVENUES</b>	<b>470,200</b>	<b>260,314</b>	<b>55.36%</b>	<b>250,445</b>	<b>68.84%</b>
<b>OPERATING EXPENSES</b>					
Salaries	150,228	74,974	49.91%	74,274	50.45%
Employee Benefits	22,833	21,747	95.24%	21,223	48.36%
Contractual Services	14,332	12,993	90.66%	-	-
General Material & Supplies	60,029	28,344	47.22%	30,467	52.62%
Professional Development	550	-	-	-	-
Other	6,179	3,915	63.36%	-	-
Depreciation	8,375	-	-	-	-
Fixed Charges	95,560	37,248	38.98%	38,733	42.61%
<b>TOTAL OPERATING EXPENSES</b>	<b>358,086</b>	<b>179,221</b>	<b>50.05%</b>	<b>164,698</b>	<b>45.27%</b>
Excess (deficiency) of revenues over expenditures	112,114	81,093	-	85,747	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>81,093</b>	<b>-</b>	<b>85,747</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>228,468</b>	<b>-</b>	<b>70,791</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 309,561</b>	<b>-</b>	<b>\$ 156,538</b>	<b>-</b>

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

	<b>2024 Budget</b>	<b>Fiscal Year Actual</b>	<b>% Actual to Budget</b>	<b>Prior Yr Dec. 31 2022 Actual</b>	<b>% of FY2023 Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$ -	\$ 13	-	\$ -	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING EXPENSES</b>					
Salaries	399,349	170,021	42.78%	176,859	52.16%
Employee Benefits	90,593	32,608	35.99%	43,428	48.65%
Contractual Services	9,000	1,262	14.02%	4,808	74.31%
General Material & Supplies	36,705	8,956	24.40%	40,260	70.75%
Professional Development	22,000	7,203	32.74%	1,178	18.39%
Capital Outlay	-	2,463	-	73,095	13,666.17%
<b>TOTAL OPERATING EXPENSES</b>	<b>557,647</b>	<b>222,513</b>	<b>39.90%</b>	<b>339,629</b>	<b>68.11%</b>
Excess (deficiency) of revenues over expenditures	(557,647)	(222,500)	39.90%	(339,629)	68.11%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	557,647	222,500	39.90%	339,499	68.08%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>557,647</b>	<b>222,500</b>	<b>39.90%</b>	<b>339,499</b>	<b>68.08%</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(130)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>66,323</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 66,323</b>	<b>-</b>	<b>\$ (130)</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$ -	\$ 650	-	\$ 1,175	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>650</b>	<b>-</b>	<b>1,175</b>	<b>-</b>
<b>OPERATING EXPENSES</b>					
Salaries	500,343	235,314	47.03%	231,833	49.21%
Employee Benefits	52,212	41,060	78.64%	39,889	63.11%
Contractual Services	117,000	28,335	24.22%	35,037	52.77%
General Material & Supplies	132,000	57,750	43.75%	38,597	37.64%
Professional Development	278,000	61,703	22.20%	68,792	36.17%
Fixed Charges	20,000	6,352	31.76%	6,070	49.75%
Capital Outlay	5,000	4,957	99.13%	5,934	39.04%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,104,555</b>	<b>435,471</b>	<b>39.43%</b>	<b>426,153</b>	<b>46.28%</b>
Excess (deficiency) of revenues over expenditures	(1,104,555)	(434,821)	39.37%	(424,978)	46.15%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	1,104,555	434,821	39.37%	417,974	45.59%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,104,555</b>	<b>434,821</b>	<b>39.37%</b>	<b>417,974</b>	<b>45.59%</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(7,004)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>924</b>	<b>-</b>	<b>(2,103)</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 924</b>	<b>-</b>	<b>\$ (9,107)</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Interest	\$75,000	\$30,695	40.93%	\$14,853	37.13%
<b>TOTAL REVENUES</b>	<b>75,000</b>	<b>30,695</b>	<b>40.93%</b>	<b>14,853</b>	<b>37.13%</b>
<b>EXPENDITURES BY OBJECT</b>					
General Material & Supplies	-	-	-	-	-
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	-	-	-	-	-
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (deficiency) of revenues over expenditures and other sources (uses)</b>	<b>75,000</b>	<b>30,695</b>	<b>-</b>	<b>14,853</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>4,806,192</b>	<b>-</b>	<b>4,771,949</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$75,000</b>	<b>\$4,836,887</b>	<b>-</b>	<b>\$4,786,802</b>	<b>-</b>

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

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Dec. 31 2022</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Property Taxes	\$125,000	\$154,526	123.62%	\$110,522	65.49%
<b>TOTAL REVENUES</b>	<b>125,000</b>	<b>154,526</b>	<b>123.62%</b>	<b>110,522</b>	<b>65.49%</b>
<b>EXPENDITURES BY OBJECT</b>					
Salaries	-	51,822	-	-	-
Contractual Services	90,840	60,000	66.05%	83,610	101.72%
General Material & Supplies	0	11	-	-	-
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>90,840</b>	<b>111,833</b>	<b>123.11%</b>	<b>83,610</b>	<b>201.85%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	90,840	111,833	123.11%	83,610	49.54%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>90,840</b>	<b>111,833</b>	<b>123.11%</b>	<b>83,610</b>	<b>49.54%</b>
<b>Excess (deficiency) of revenues over expenditures and other sources (uses)</b>	<b>34,160</b>	<b>42,692</b>	<b>-</b>	<b>26,912</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>139,524</b>	<b>-</b>	<b>165,890</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$34,160</b>	<b>\$182,216</b>	<b>-</b>	<b>\$192,801</b>	<b>-</b>

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

	<b>2024 Budget</b>	<b>Fiscal Year Actual</b>	<b>% Actual to Budget</b>	<b>Prior Yr Dec. 31 2022 Actual</b>	<b>% of FY2023 Budget</b>
<b>REVENUES</b>					
<b>Local Government Services:</b>					
Property Taxes	\$1,405,000	\$1,427,313	101.59%	\$986,638	98.17%
<b>TOTAL REVENUES</b>	<b>1,405,000</b>	<b>1,427,313</b>	<b>101.59%</b>	<b>986,638</b>	<b>98.17%</b>
<b>EXPENDITURES BY OBJECT</b>					
<b>INSTITUTIONAL SUPPORT</b>					
Contractual Services	45,000	25,022	55.60%	11,941	26.54%
Fixed Charges	1,200,000	1,097,244	91.44%	884,193	88.42%
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>1,245,000</b>	<b>1,122,266</b>	<b>90.14%</b>	<b>896,134</b>	<b>85.75%</b>
<b>CAMPUS SAFETY AND SECURITY</b>					
Salaries	645,919	322,664	49.95%	310,184	49.29%
<b>TOTAL CAMPUS SAFETY &amp; SECURITY</b>	<b>645,919</b>	<b>322,664</b>	<b>49.95%</b>	<b>310,184</b>	<b>49.29%</b>
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>1,890,919</b>	<b>1,444,930</b>	<b>76.41%</b>	<b>1,206,318</b>	<b>72.05%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	1,245,000	1,122,266	90.14%	896,134	85.75%
Campus Safety and Security	645,919	322,664	49.95%	310,184	49.29%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>1,890,919</b>	<b>1,444,930</b>	<b>76.41%</b>	<b>1,206,318</b>	<b>72.05%</b>
<b>Excess (deficiency) of revenues over expenditures other sources (uses)</b>	<b>(485,919)</b>	<b>(17,617)</b>	<b>-</b>	<b>(219,680)</b>	<b>-</b>
<b>Fund Balance Released from Reserved Fund Balance</b>	<b>485,919</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>2,309,378</b>	<b>-</b>	<b>2,901,450</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ 2,291,761</b>	<b>-</b>	<b>\$ 2,681,771</b>	<b>-</b>

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

	<b>2024 Budget</b>	<b>Fiscal Year Actual</b>	<b>% Actual to Budget</b>	<b>Prior Yr Dec. 31 2022 Actual</b>	<b>% of FY2023 Budget</b>
<b>REVENUES</b>					
Benefit Charges	\$12,827,450	\$5,741,303	44.76%	\$5,317,981	43.54%
<b>TOTAL REVENUES</b>	<b>12,827,450</b>	<b>5,741,303</b>	<b>44.76%</b>	<b>5,317,981</b>	<b>43.54%</b>
<b>EXPENDITURES BY OBJECT</b>					
Employee Benefits	12,827,450	5,480,451	42.72%	5,112,228	41.85%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>12,827,450</b>	<b>5,480,451</b>	<b>42.72%</b>	<b>5,112,228</b>	<b>41.85%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	12,827,450	5,480,451	42.72%	5,112,228	41.85%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>12,827,450</b>	<b>5,480,451</b>	<b>42.72%</b>	<b>5,112,228</b>	<b>41.85%</b>
<b>Excess (deficiency) of revenues over expenditures other sources (uses)</b>	-	<b>260,852</b>	-	<b>205,753</b>	-
<b>Fund Balance at beginning of year</b>	-	<b>(13,092,263)</b>	-	<b>(21,456,128)</b>	-
<b>Fund Balance</b>	<b>\$ -</b>	<b>(\$12,831,411)</b>	-	<b>(\$21,250,375)</b>	-



**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**EDUCATION FUND**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Property Taxes	40,411,000	40,961,234	101.36%	39,712,176	99.92%
Local Grants and Contracts	-	-	-	50,517	-
Personal Property Replacement Tax	890,000	843,284	94.75%	1,155,257	154.03%
Illinois Community College Board	6,976,437	4,290,298	61.50%	4,024,676	63.16%
Student Tuition and Fees *	24,349,800	22,905,562	94.07%	21,183,511	87.46%
Payment Plan and Late Fees	150,000	134,665	89.78%	114,035	73.57%
Investment Income	725,000	4,515,693	622.85%	1,198,749	239.75%
Miscellaneous External Revenue	803,458	338,135	42.08%	199,352	5.18%
Miscellaneous Internal Revenue	-	820	-	-	-
<b>TOTAL REVENUES</b>	<b>74,305,695</b>	<b>73,989,691</b>	<b>99.57%</b>	<b>67,638,273</b>	<b>89.48%</b>
<b>EXPENDITURES BY OBJECT</b>					
Salaries	47,930,994	27,749,371	57.89%	27,240,345	58.77%
Employee Benefits	10,128,699	5,165,989	51.00%	4,764,060	49.64%
Contractual Services	5,427,496	3,317,363	61.12%	2,286,407	55.84%
General Material & Supplies	5,102,517	2,743,196	53.76%	3,193,933	60.22%
Professional Development	725,272	446,566	61.57%	344,063	45.33%
Fixed Charges	250,121	71,083	28.42%	119,407	56.30%
Utilities	1,300	1,876	144.31%	977	75.12%
Capital Outlay	2,187,162	2,021,805	92.44%	512,632	23.35%
Other	456,105	198,100	43.43%	222,210	20.62%
Waivers/Institutional Scholarships	275,000	221,701	80.62%	208,127	46.25%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>72,484,666</b>	<b>41,937,050</b>	<b>57.86%</b>	<b>38,892,161</b>	<b>55.88%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Instruction	34,301,438	19,787,004	57.69%	18,411,954	55.62%
Academic Support	10,619,664	5,922,767	55.77%	6,247,598	61.42%
Student Services	6,781,648	3,796,429	55.98%	3,726,866	58.84%
Public Services	635,632	280,893	44.19%	253,068	40.33%
Institutional Support	19,871,284	11,928,255	60.03%	10,044,547	53.14%
Institutional Waiver	275,000	221,702	80.62%	208,127	46.25%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>72,484,666</b>	<b>41,937,050</b>	<b>57.86%</b>	<b>38,892,160</b>	<b>55.88%</b>
Excess (deficiency) of revenues over expenditures	1,821,029	32,052,641	-	28,746,112	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer to Student Life	(557,647)	(253,332)	45.43%	(372,691)	74.74%
Transfer to Athletics	(1,104,555)	(495,121)	44.83%	(474,305)	51.73%
Transfer to Early Childhood Lab School	(158,827)	-	-	-	-
Transfer to LLL Continuing Education	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,821,029)</b>	<b>(748,453)</b>	<b>41%</b>	<b>(846,996)</b>	<b>-</b>
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	31,304,188	-	27,899,116	-
Fund Balance at beginning of year	-	47,825,820	-	46,440,691	-
Fund Balance	\$ -	\$ 79,130,008	-	\$ 74,339,807	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
OPERATIONS AND MAINTENANCE FUND  
For the Months Ending January 31, 2024**

	<b>2024 Budget</b>	<b>Fiscal Year Actual</b>	<b>% Actual Budget</b>	<b>Prior Yr Jan. 31 2023 Actual</b>	<b>% of FY2023 Budget</b>
<b>REVENUES</b>					
Local Government Services:					
Property Taxes	\$ 12,524,047	\$ 12,363,247	98.72%	\$ 12,053,309	98.23%
State Government Services:					
Other Local Government (Hanover Park)	183,100	949	0.52%	-	-
Miscellaneous External Revenue	-	182	-	1,298	-
Miscellaneous Internal Revenue	10,000	1,272	12.72%	3,600	60.00%
Miscellaneous Internal Revenue (Security)	-	5,654	-	4,010	100.25%
Building Rental External Revenue (Net Comps)	198,663	113,574	57.17%	90,832	53.47%
<b>TOTAL REVENUES</b>	<b>12,915,810</b>	<b>12,484,878</b>	<b>96.66%</b>	<b>12,153,049</b>	<b>96.90%</b>
<b>EXPENDITURES BY OBJECT</b>					
<b>INSTITUTIONAL SUPPORT</b>					
Salaries	4,918,340	2,488,113	50.59%	2,446,164	56.94%
Employee Benefits	1,111,187	484,777	43.63%	473,244	51.35%
Contractual Services	405,299	575,413	141.97%	549,631	38.07%
General Material & Supplies	880,900	414,111	47.01%	430,466	50.59%
Professional Development	13,200	6,506	49.29%	462	5.19%
Fixed Charges	822,500	228,349	27.76%	583,947	116.87%
Utilities	2,853,100	1,546,005	54.19%	931,789	34.86%
Capital Outlay	721,600	420,069	58.21%	65,932	10.61%
Other	(47,240)	-	-	-	-
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>11,678,886</b>	<b>6,163,343</b>	<b>52.77%</b>	<b>5,481,635</b>	<b>48.37%</b>
<b>CAMPUS SAFETY AND SECURITY</b>					
Salaries	668,095	373,259	55.87%	358,868	55.17%
Employee Benefits	359,285	188,855	52.56%	155,870	45.81%
Contractual Services	44,150	8,339	18.89%	10,566	20.03%
General Material & Supplies	86,160	26,900	31.22%	36,403	35.71%
Professional Development	13,825	8,970	64.88%	6,342	61.72%
Other	92,510	63,024	-	4,339	8.08%
<b>TOTAL CAMPUS SAFETY AND SECURITY</b>	<b>1,264,025</b>	<b>669,347</b>	<b>52.95%</b>	<b>572,388</b>	<b>47.33%</b>
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>12,942,911</b>	<b>6,832,690</b>	<b>52.79%</b>	<b>6,054,023</b>	<b>48.27%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	11,678,886	6,163,343	52.77%	5,481,635	48.37%
	1,264,025	669,347	52.95%	572,387	47.33%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>12,942,911</b>	<b>6,832,690</b>	<b>52.79%</b>	<b>6,054,022</b>	<b>48.27%</b>
Excess (deficiency) of revenues over expenditures	(27,101)	5,652,188	-	6,099,027	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer to O&M Facility Rental	(137,125)	-	-	-	-
Transfer from Other Funds	137,125	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues over expenditures and other sources (uses)	(27,100)	5,652,188	-	6,099,027	-
Fund Balance at beginning of year	-	20,477,286	-	18,647,890	-
<b>Fund Balance</b>	<b>\$ (27,100)</b>	<b>\$ 26,129,474</b>	<b>-</b>	<b>\$ 24,746,917</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**CAPITAL PROJECT FUND**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
BABS Rebates	\$ 11,745,000	-	-	-	-
<b>TOTAL REVENUES</b>	<b>11,745,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES BY OBJECT</b>					
Contractual Services	495,000	755,859	152.70%	557,382	62.12%
General Material & Supplies	-	-	-	1,690	84.50%
Capital Outlay	11,250,000	6,425,958	57.12%	2,119,744	29.85%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>11,745,000</b>	<b>7,181,817</b>	<b>61.15%</b>	<b>2,678,816</b>	<b>33.49%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	11,745,000	7,181,817	61.15%	2,678,816	33.49%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>11,745,000</b>	<b>7,181,817</b>	<b>61.15%</b>	<b>2,678,816</b>	<b>33.49%</b>
Excess (deficiency) of revenues over expenditures	-	(7,181,817)	-	(2,678,816)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
Fund Balance Released from Reserved Fund Balance	11,745,000	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>11,745,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	(7,181,817)	-	(2,678,816)	-
Fund Balance at beginning of year	-	44,301,582	-	53,481,330	-
Fund Balance	\$ -	\$ 37,119,765	-	\$ 50,802,514	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
 BOND AND INTEREST FUND  
 For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Property Taxes	\$10,638,700	10,444,012	98.17%	\$10,473,653	98.72%
<b>TOTAL REVENUES</b>	<b>\$10,638,700</b>	<b>10,444,012</b>	<b>98.17%</b>	<b>10,473,653</b>	<b>98.72%</b>
<b>EXPENDITURES BY OBJECT</b>					
Fixed Charges	10,423,499	8,485,507	81.41%	8,639,463	81.01%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>10,423,499</b>	<b>8,485,507</b>	<b>81.41%</b>	<b>8,639,463</b>	<b>81.01%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	10,423,499	8,485,507	81.41%	8,639,463	81.01%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>10,423,499</b>	<b>8,485,507</b>	<b>81.41%</b>	<b>8,639,463</b>	<b>81.01%</b>
<b>Excess (deficiency) of revenues over expenditures and other sources (uses)</b>	<b>215,201</b>	<b>1,958,505</b>	<b>-</b>	<b>1,834,191</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>4,699,641</b>	<b>-</b>	<b>4,534,356</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$ 215,201</b>	<b>\$ 6,658,146</b>	<b>-</b>	<b>\$ 6,368,547</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
AUXILIARY SERVICES FUND, CONTINUING ED  
For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$447,700	\$193,857	43.30%	\$196,595	82.60%
<b>TOTAL REVENUES</b>	<b>447,700</b>	<b>193,857</b>	<b>43.30%</b>	<b>196,595</b>	<b>82.60%</b>
<b>OPERATING EXPENSES</b>					
Salaries	150,441	132,988	88.40%	64,920	55.18%
Employee Benefits	22,855	31,346	137.15%	7,766	39.71%
Contractual Services	59,000	28,394	48.13%	68,829	55.96%
General Material & Supplies	50,500	20,368	40.33%	19,418	38.38%
Professional Development	2,500	752	30.08%	-	-
Others	6,000	448	7.47%	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>291,296</b>	<b>214,296</b>	<b>73.57%</b>	<b>160,934</b>	<b>51.45%</b>
Excess (deficiency) of revenues over expenditures	156,404	(20,439)	(13.07)%	35,661	(47.67)%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Education Funds	-	-	-	-	-
Transfers from Corporate Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>156,404</b>	<b>(20,439)</b>	<b>-</b>	<b>35,661</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>(14,954)</b>	<b>-</b>	<b>(17,350)</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$156,404</b>	<b>(\$35,393)</b>	<b>-</b>	<b>\$18,311</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
AUXILIARY SERVICES FUND, CORPORATE TRAINING  
For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$256,000	\$51,497	20.12%	\$700	0.25%
<b>TOTAL REVENUES</b>	<b>256,000</b>	<b>51,497</b>	<b>20.12%</b>	<b>700</b>	<b>0.25%</b>
<b>OPERATING EXPENSES</b>					
Salaries	99,539	58,002	58.27%	19,543	25.98%
Employee Benefits	7,493	14,605	194.92%	6,596	26.79%
Contractual Services	45,000	20,274	45.05%	500	3.85%
General Material & Supplies	30,500	442	1.45%	-	-
Professional Development	6,000	369	6.15%	215	11.03%
Other	3,000	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>191,532</b>	<b>93,692</b>	<b>49.68%</b>	<b>26,854</b>	<b>22.45%</b>
Excess (deficiency) of revenues over expenditures	64,468	(42,195)	(65.45)%	(26,154)	(16.83)%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers to Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>64,468</b>	<b>(42,195)</b>	<b>-</b>	<b>(26,154)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>4,311</b>	<b>-</b>	<b>14,096</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ 64,468</b>	<b>\$ (37,884)</b>	<b>-</b>	<b>\$ (12,058)</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**AUXILIARY SERVICES FUND, BOOKSTORE**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$2,443,919	\$1,935,535	79.20%	\$1,820,465	82.69%
Miscellaneous Internal Revenue	88,257	48,283	54.71%	72,451	83.53%
<b>TOTAL REVENUES</b>	<b>2,532,176</b>	<b>1,983,818</b>	<b>78.34%</b>	<b>1,892,916</b>	<b>82.72%</b>
<b>OPERATING EXPENSES</b>					
Salaries	316,257	127,952	40.46%	131,146	42.56%
Employee Benefits	74,068	23,122	31.22%	22,965	31.90%
Contractual Services	53,554	40,763	76.12%	32,820	74.54%
General Material & Supplies	2,054,700	1,974,822	96.11%	1,630,659	90.59%
Professional Development	3,097	1,975	63.77%	-	-
Other	30,500	(314)	(1.03)%	(401)	(1.27)%
<b>TOTAL OPERATING EXPENSES</b>	<b>2,532,176</b>	<b>2,168,320</b>	<b>85.63%</b>	<b>1,817,189</b>	<b>80.56%</b>
Excess (deficiency) of revenues over expenditures	-	(184,502)	-	75,727	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers to Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(184,502)</b>	<b>-</b>	<b>75,727</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>379,870</b>	<b>-</b>	<b>379,870</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 195,368</b>	<b>-</b>	<b>\$ 455,597</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**AUXILIARY SERVICES FUND, EARLY CHILDHOOD LAB SCHOOL**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$499,000	\$259,470	52.00%	\$227,088	53.06%
<b>TOTAL REVENUES</b>	<b>499,000</b>	<b>259,470</b>	<b>52.00%</b>	<b>227,088</b>	<b>53.06%</b>
<b>OPERATING EXPENSES</b>					
Salaries	458,059	271,849	59.35%	226,353	48.44%
Employee Benefits	115,829	62,274	53.76%	34,270	41.15%
Contractual Services	3,465	1,386	40.00%	2,208	41.64%
General Material & Supplies	80,474	33,349	41.44%	37,173	60.66%
Professional Development	-	567	-	99	99.00%
Other	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>657,827</b>	<b>369,425</b>	<b>56.16%</b>	<b>300,103</b>	<b>48.22%</b>
Excess (deficiency) of revenues over expenditures	(158,827)	(109,955)	69.23%	(73,015)	37.55%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	158,827	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>158,827</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(109,955)</b>	<b>-</b>	<b>(73,015)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ (109,955)</b>	<b>-</b>	<b>\$ (73,015)</b>	<b>-</b>



**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**AUXILIARY SERVICES FUND, FOOD SERVICES**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$688,366	\$416,103	60.45%	\$326,781	48.60%
Miscellaneous Internal Revenue	188,127	111,683	59.37%	121,846	53.94%
<b>TOTAL REVENUES</b>	<b>876,493</b>	<b>527,786</b>	<b>60.22%</b>	<b>448,627</b>	<b>49.94%</b>
<b>OPERATING EXPENSES</b>					
Salaries	400,115	198,249	49.55%	174,205	53.14%
Employee Benefits	59,711	23,195	38.85%	26,517	61.78%
Contractual Services	17,000	6,572	38.66%	8,455	58.37%
General Material & Supplies	380,144	246,806	64.92%	215,948	56.66%
Professional Development	200	-	-	91	89.25%
Capital Outlay	19,281	18,705	97.01%	-	-
Other	42	-	-	24	100.00%
<b>TOTAL OPERATING EXPENSES</b>	<b>876,493</b>	<b>493,527</b>	<b>56.31%</b>	<b>425,240.49</b>	<b>55.48%</b>
Excess (deficiency) of revenues over expenditures	-	34,259	-	23,387	17.75%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>34,259</b>	<b>-</b>	<b>23,387</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>110,563</b>	<b>-</b>	<b>(21,210)</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 144,822</b>	<b>-</b>	<b>\$ 2,177</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**AUXILIARY SERVICES FUND, VISUAL AND PERFORMING ARTS CENTER**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$628,215	\$174,490	27.78%	\$192,202	32.13%
Miscellaneous Internal Revenue	243,774	61,897	25.39%	107,855	50.57%
<b>TOTAL REVENUES</b>	<b>871,989</b>	<b>236,387</b>	<b>27.11%</b>	<b>300,057</b>	<b>36.98%</b>
<b>OPERATING EXPENSES</b>					
Salaries	271,972	91,245	33.55%	59,901	28.13%
Employee Benefits	27,105	11,170	41.21%	8,985	64.18%
Contractual Services	332,167	200,796	60.45%	189,119	56.01%
General Material & Supplies	124,546	80,709	64.80%	48,181	37.58%
Professional Development	16,000	11,549	72.18%	5,262	29.73%
Capital Outlay	95,198	57,193	60.08%	42,016	59.87%
Fixed Charges	5,000	230	4.60%	930	18.60%
<b>TOTAL OPERATING EXPENSES</b>	<b>871,988</b>	<b>452,892</b>	<b>51.94%</b>	<b>354,394</b>	<b>45.11%</b>
Excess (deficiency) of revenues over expenditures	-	(216,505)	-	(54,336)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(216,505)</b>	<b>-</b>	<b>(54,336)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>1,143,293</b>	<b>-</b>	<b>1,131,223</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$926,788</b>	<b>-</b>	<b>\$1,076,887</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**AUXILIARY SERVICES FUND, PRODUCTION SERVICES**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$ 2,600	\$ 3,025	116.35%	\$2,471	123.55%
Miscellaneous Internal Revenue	467,600	326,906	69.91%	304,239	84.09%
<b>TOTAL REVENUES</b>	<b>470,200</b>	<b>329,931</b>	<b>70.17%</b>	<b>306,710</b>	<b>84.30%</b>
<b>OPERATING EXPENSES</b>					
Salaries	150,228	89,704	59.71%	85,359	57.97%
Employee Benefits	22,833	25,121	110.02%	24,489	55.80%
Contractual Services	14,332	12,993	90.66%	598	9.67%
General Material & Supplies	60,029	40,513	67.49%	30,542	52.75%
Professional Development	550	-	-	-	-
Other	6,179	3,915	63.36%	-	-
Depreciation	8,375	-	-	-	-
Fixed Charges	95,560	46,272	48.42%	45,289	49.83%
<b>TOTAL OPERATING EXPENSES</b>	<b>358,086</b>	<b>218,518</b>	<b>61.02%</b>	<b>186,276</b>	<b>51.20%</b>
Excess (deficiency) of revenues over expenditures	112,114	111,413	-	120,434	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>112,114</b>	<b>111,413</b>	<b>-</b>	<b>120,434</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>228,468</b>	<b>-</b>	<b>70,791</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ 112,114</b>	<b>\$ 339,881</b>	<b>-</b>	<b>\$ 191,225</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
AUXILIARY SERVICES FUND, STUDENT LIFE  
For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$ -	\$ 13	-	\$ -	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING EXPENSES</b>					
Salaries	399,349	196,839	49.29%	201,890	59.54%
Employee Benefits	90,593	37,322	41.20%	50,109	56.14%
Contractual Services	9,000	1,262	14.02%	4,808	74.31%
General Material & Supplies	36,705	10,446	28.46%	42,449	74.60%
Professional Development	22,000	7,613	34.60%	1,439	22.46%
Capital Outlay	0	(137)	-	73,095	13,666.17%
<b>TOTAL OPERATING EXPENSES</b>	<b>557,647</b>	<b>253,345</b>	<b>45.43%</b>	<b>373,790</b>	<b>74.96%</b>
Excess (deficiency) of revenues over expenditures	<b>(557,647)</b>	<b>(253,332)</b>	<b>45.02%</b>	<b>(373,790)</b>	<b>74.96%</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	(557,647)	253,332	(45.43)%	372,691	74.74%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(557,647)</b>	<b>253,332</b>	<b>(45.43)%</b>	<b>372,691</b>	<b>74.74%</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,099)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>66,323</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 66,323</b>	<b>-</b>	<b>\$ (1,099)</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**AUXILIARY SERVICES FUND, INTERCOLLEGIATE ATHLETICS**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
Miscellaneous Revenue	\$ -	\$ 650	\$ -	\$ 1,175	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>650</b>	<b>-</b>	<b>1,175</b>	<b>-</b>
<b>OPERATING EXPENSES</b>					
Salaries	500,343	270,952	54.15%	259,789	55.15%
Employee Benefits	52,212	46,524	89.11%	46,150	73.01%
Contractual Services	117,000	33,695	28.80%	41,022	61.78%
General Material & Supplies	132,000	62,199	46.93%	42,466	41.41%
Professional Development	278,000	71,033	25.55%	86,066	45.26%
Fixed Charges	20,000	6,412	32.06%	6,614	54.21%
Capital Outlay	5,000	4,956	99.13%	5,934	39.04%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,104,555</b>	<b>495,771</b>	<b>44.86%</b>	<b>488,041</b>	<b>53.00%</b>
Excess (deficiency) of revenues over expenditures	(1,104,555)	(495,121)	44.80%	(486,866)	52.87%
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers from Other Funds	1,104,555	495,121	39.37%	474,305	51.73%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,104,555</b>	<b>495,121</b>	<b>39.37%</b>	<b>474,305</b>	<b>51.73%</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(12,561)</b>	<b>-</b>
<b>Retained Earnings at beginning of the year</b>	<b>-</b>	<b>924</b>	<b>-</b>	<b>(2,103)</b>	<b>-</b>
<b>Retained Earnings</b>	<b>\$ -</b>	<b>\$ 924</b>	<b>-</b>	<b>(14,664)</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
WORKING CASH  
For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Interest	\$75,000	\$36,965	49.29%	\$18,742	46.85%
<b>TOTAL REVENUES</b>	<b>75,000</b>	<b>36,965</b>	<b>49.29%</b>	<b>18,742</b>	<b>46.85%</b>
<b>EXPENDITURES BY OBJECT</b>					
General Material & Supplies	-	-	-	-	-
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	-	-	-	-	-
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (deficiency) of revenues over expenditures and other sources (uses)</b>	<b>75,000</b>	<b>36,965</b>	<b>-</b>	<b>18,742</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>4,806,192</b>	<b>-</b>	<b>4,771,949</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$75,000</b>	<b>\$4,843,157</b>	<b>-</b>	<b>\$4,790,690</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
AUDIT FUND  
For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Property Taxes	\$125,000	\$154,526	123.62%	\$110,522	65.49%
<b>TOTAL REVENUES</b>	<b>125,000</b>	<b>154,526</b>	<b>123.62%</b>	<b>110,522</b>	<b>65.49%</b>
<b>EXPENDITURES BY OBJECT</b>					
Salaries	-	59,809	-	-	-
Contractual Services	90,840	60,610	66.05%	83,610	101.72%
General Material & Supplies	-	761	-	-	-
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>90,840</b>	<b>121,180</b>	<b>133.40%</b>	<b>83,610</b>	<b>201.85%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	90,840	121,180	131.90%	83,610.00	49.54%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>90,840</b>	<b>121,180</b>	<b>131.90%</b>	<b>83,610.00</b>	<b>49.54%</b>
<b>Excess (deficiency) of revenues over expenditures and other sources (uses)</b>	<b>34,160</b>	<b>33,346</b>	<b>-</b>	<b>26,912</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>139,524</b>	<b>-</b>	<b>165,890</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$34,160</b>	<b>\$172,870</b>	<b>-</b>	<b>\$192,801</b>	<b>-</b>

**ELGIN COMMUNITY COLLEGE DISTRICT 509  
LIABILITY, PROTECTION & SETTLEMENT SUBFUND  
For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
<b>Local Government Services:</b>					
Property Taxes	\$1,405,000	\$1,427,313	101.59%	\$986,638	98.17%
<b>TOTAL REVENUES</b>	<b>1,405,000</b>	<b>1,427,313</b>	<b>101.59%</b>	<b>986,638</b>	<b>98.17%</b>
<b>EXPENDITURES BY OBJECT</b>					
<b>INSTITUTIONAL SUPPORT</b>					
Contractual Services	45,000	30,622	68.05%	11,941	26.54%
Fixed Charges	1,200,000	1,097,244	91.44%	884,193	88.42%
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>1,245,000</b>	<b>1,127,866</b>	<b>90.59%</b>	<b>896,134</b>	<b>85.75%</b>
<b>CAMPUS SAFETY AND SECURITY</b>					
Salaries	645,919	370,922	57.43%	358,869	57.02%
<b>TOTAL CAMPUS SAFETY &amp; SECURITY</b>	<b>645,919</b>	<b>370,922</b>	<b>57.43%</b>	<b>358,869</b>	<b>57.02%</b>
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>1,890,919</b>	<b>1,498,789</b>	<b>79.26%</b>	<b>1,255,003</b>	<b>74.96%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	1,245,000	1,127,866	90.59%	896,134	85.75%
Campus Safety and Security	645,919	370,922	57.43%	358,869	57.02%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>1,890,919</b>	<b>1,498,789</b>	<b>79.26%</b>	<b>1,255,003</b>	<b>74.96%</b>
<b>Excess (deficiency) of revenues over expenditures other sources (uses)</b>	<b>(485,919)</b>	<b>(71,476)</b>	<b>-</b>	<b>(268,365)</b>	<b>-</b>
<b>Fund Balance Released from Reserved Fund Balance</b>	<b>485,919</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance at beginning of year</b>	<b>-</b>	<b>2,309,378</b>	<b>-</b>	<b>2,901,450</b>	<b>-</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ 2,237,902</b>	<b>-</b>	<b>\$ 2,633,085</b>	<b>-</b>



**ELGIN COMMUNITY COLLEGE DISTRICT 509**  
**INTERNAL SERVICE FUND**  
**For the Months Ending January 31, 2024**

	<b>2024</b>	<b>Fiscal Year</b>	<b>% Actual</b>	<b>Prior Yr</b>	<b>% of</b>
	<b>Budget</b>	<b>Actual</b>	<b>to Budget</b>	<b>Jan. 31 2023</b>	<b>FY2023</b>
				<b>Actual</b>	<b>Budget</b>
<b>REVENUES</b>					
Benefit Charges	\$ 12,827,450	\$ 6,647,055	51.82%	\$ 6,158,073	50.42%
<b>TOTAL REVENUES</b>	<b>12,827,450</b>	<b>6,647,055</b>	<b>51.82%</b>	<b>6,158,073</b>	<b>50.42%</b>
<b>EXPENDITURES BY OBJECT</b>					
Employee Benefits	12,827,450	6,721,905	52.40%	6,120,953	50.11%
<b>TOTAL EXPENDITURES BY OBJECT</b>	<b>12,827,450</b>	<b>6,721,905</b>	<b>52.40%</b>	<b>6,120,953</b>	<b>50.11%</b>
<b>EXPENDITURES BY FUNCTION</b>					
Institutional Support	12,827,450	6,721,905	52.40%	6,120,953	50.11%
<b>TOTAL EXPENDITURES BY FUNCTION</b>	<b>12,827,450</b>	<b>6,721,905</b>	<b>52.40%</b>	<b>6,120,953</b>	<b>50.11%</b>
<b>Excess (deficiency) of revenues</b>					
<b>over expenditures</b>	-	(74,850)	-	37,120	-
<b>Fund Balance at beginning of year</b>	-	(13,092,263)	-	(21,456,128)	-
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ (13,167,113)</b>	<b>-</b>	<b>\$ (21,419,008)</b>	<b>-</b>

## 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.*

### January 2023 - March 2024

*January 11th through March 1st, 2024*

#### Welcome Weeks (January 16th - February 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.

#### Rock the Block (January 16th)

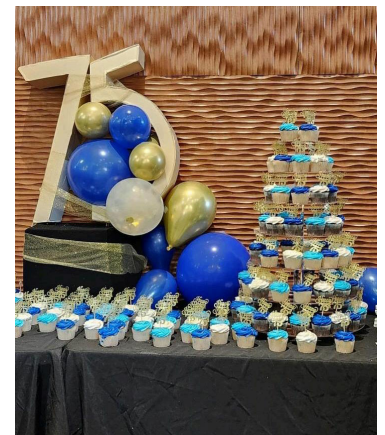
To kick off the semester there was the Rock the Block event on Tuesday, January 16th from 10am-1pm in the Building B hallway. Students were able to catch up with their fellow students on the first day of classes and also enjoy some snacks and multiple giveaways.

#### Happy Birthday ECC (January 17th)

The second event of Welcome Weeks was a big one because it was ECC's 75th Anniversary Birthday. The party took place from 10am-2pm in the Jobe Lounge. Throughout the party there were many fun activities including games, a 360 degree photo booth, cupcakes, churros, condogs and giveaways as well. During the program, Dr.Sam (President), Dr Redmer (Board Chair), and Ryan Kolbusz (Student Trustee) all gave speeches about how ECC has been serving the students and the community for the past 75 years.

#### Celebrate Play! (January 18th)

On Thursday, January 18th, Celebrate and Play took place in the Jobe Lounge from 10am-1pm. During this time students were able to have a great time rolling, bumping, twirling and bashing around the bumper car course.



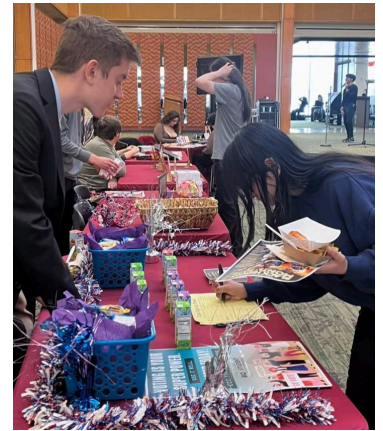
### **Es Una Fiesta (January 23rd)**

To begin the second week of Welcome Weeks, Student Life hosted Es Una Fiesta on Tuesday, January 23rd from 10am-1pm in the Jobe Lounge. Attendees were able to take part in cultural celebrations with traditional pinatas and pan dulce.



### **Nacho Ordinary Club Fair (January 24th)**

On Wednesday, January 24th from 11am-1pm in the Jobe Lounge was the club recruiting event known as Nacho Ordinary Club Fair. During this time all clubs and organizations were able to promote their club and bring in new members. Each club offered attendees snacks or a giveaway. In addition there were free nachos as well as kareokee.



### **Trivia Night (January 25th)**

The next 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.

### **Cocoa Crawl (January 30th)**

The penultimate event of Welcome Weeks was Cocoa Crawl which took place on Tuesday, January 30th in the Student Life Office (B173). Students were able to go to the Office of Student Life and enjoy some hot cocoa with toppings while getting acclimated with the Student Life staff, as well as exploring the clubs and activities of Student Life.

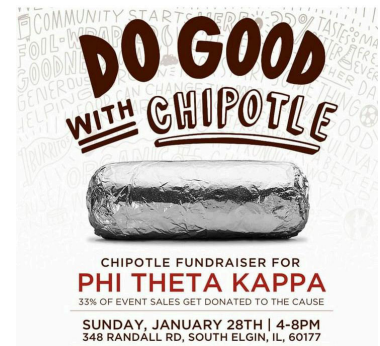
### **ECC Spirit Night (February 6th)**

And to wrap up Welcome Weeks, there was an ECC Spirit Night on Tuesday, February 6th in the Events Center (Building J). The spirit night began at 5:15pm with the ECC Women's Basketball Game and then continued into the evening with the men's game. Students wore their ECC apparel while cheering on ECC's basketball teams. In addition, there were giveaways, food, and entertainment.



### **Phi Theta Kappa Chipotle Fundraiser (January 28th)**

Phi Theta Kappa (PTK) held their first fundraiser of the semester at Chipotle in South Elgin on Sunday, January 28th from 4:00pm to 8:00pm. 33% of the sales were donated to Phi Theta Kappa.





### **Art and Design Club Art Break (January 30th & February 9th)**

Art and Design Club (ADC) hosted two art breaks on Tuesday, January 30th and Friday, February 9th. The theme of the art break was card printmaking. Attendees learned about printmaking from the Art Galleries Lab Coordinator Wes, and then created their own print on a card.



### **Organization of Latin American Students Churro Fundraiser (January 31st)**

OLAS held a churros fundraiser in the Building B Hallway on Wednesday, November 14th from 10am to 2pm. They sold chocolate, strawberry, vanilla and plain churros as well as some hot chocolate.

### **Blood Drive (January 31st)**

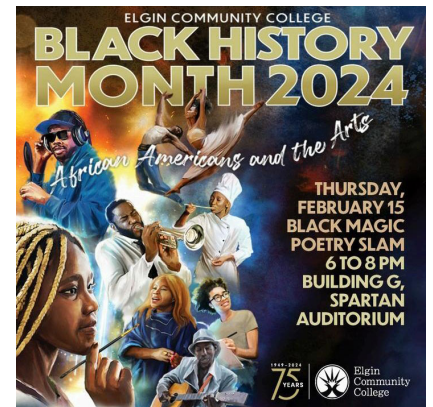
Elgin Community College held a blood drive on Wednesday, January 31st, from 8am-6pm in the Job lounge. Students and others were able to give either blood or plasma and receive snacks afterward. This is a great event as it helps give to those in need. This Blood Drive was sponsored by Student Life.

### **Associated Nursing Students Panda Express Fundraiser (January 31st)**

Associated Nursing Students (ANS) held their first fundraiser of the semester at Panda Express in South Elgin on Wednesday, January 31st from 10:30am-9pm. 20% of the sales were donated to Associated Nursing Students to help current ECC Nursing students with supplies, graduation ceremonies, and volunteering.

### **Black History Month (February)**

Every February, ECC celebrates Black History Month which recognizes and focuses attention on the contributions and successes of African Americans to the United States throughout history. This year's focus is on African American and the Arts, which include visual, literature, performing, and culinary arts. Throughout the month there will be peer and employee networking and critical conversations through formal discussions, creative outlets, and community gatherings.



### **Black Student Connection (February 1st)**

To kick off Black History Month this year there was the Black Student Connection on Thursday, February 1st in the Job Lounge from 6:30pm-9:30pm. Students were able to network with their peers, ECC faculty, and staff who want to partner to help bring success. Dr. Sam also attended the event and gave a speech.



### **Expressive Arts of Color (February 7th)**

The second event of Black History Month was all about art. On Wednesday, February 7th, from 11am-12:30pm in the Jobe Lounge, Art and Design Club (ADC) led a unique painting session that displayed and celebrated African Americans and the Arts. Attendees were able to explore their artistic and creative side and learn about the contributions of African Americans to art.

### **Black Magic Poetry Slam (February 15th)**

Staying with the theme of African Americans and the Arts, the next event was Black Magic Poetry Slam which took place in the Spartan Auditorium (Building G) from 6pm-8pm. Participants shared incredible stories of triumph, honored icons, and shed light on important issues through poetry.

### **MAGIC : Black Lives Matter Series Part 14 (February 27th)**

The second to last event of Black History month was a discussion about African American History that took place on Tuesday, February 27th in B180 from 11am-12:30pm. The discussion included topics of how African American History IS American History, and also the major impact of African American History on Art and Culture.

### **African Ball (March 1st)**

The final Black History Month was the annual African Ball, which took place on Friday, March 1st from 6:30-9:30 in the Jobe Lounge. There was a traditional African cuisine for dinner, along with African dances and songs to go with it. Some of our very own ECC students won the Black Student Achievers award for overcoming many obstacles to become exceptional students and role models for the college and community.

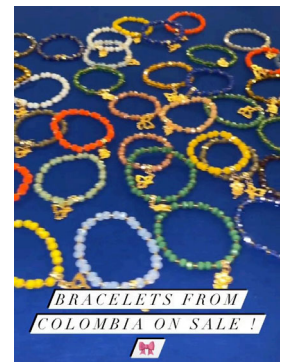


### **Students Who Are Not Silent Karaoke Night (February 2nd)**

Students Who Are Not Silent (SWANS) hosted a Karaoke Night on Friday, February 2nd at 5:30pm in the Jobe Lounge. Those in attendance were able to sing or listen to some fun songs while enjoying some pizza, snacks, and drinks.

### **We Rise ECC Bracelet Fundraiser (February 6th & 7th)**

One of ECC's newest clubs, We Rise ECC hosted their first fundraiser of the spring semester on Tuesday, February 6th and Wednesday, February 7th in the building B Hallway where they sold bracelets from Cali, Columbia.



### **Organization of Latin American Students Cookie Fundraiser (February 7th)**

OLAS remained busy this semester with their second fundraiser which took place on Wednesday, February 7th from 10am-1pm in the Building B hallway where they sold cookies.



### **Honors In Action Up For Anything (February 8th)**

Honors in Action (HIA) had their first Up for Anything event on Thursday, February 8th from 12:30pm-1:30pm in the Honors Space (B349). During this time, students can connect with others, play board games, watch cartoons, make bracelets, play with playdough, have snacks, and more.



### **Phi Theta Kappa Panera Bread Fundraiser (February 10th)**

Phi Theta Kappa (PTK) held a fundraiser at Panera Bread in Geneva on Monday, September 25th from 4:00pm to 8:00pm. 20% of the sales will go to Phi Theta Kappa, and the proceeds were used to make Valentine's Day bundles, and bouquets for mothers and children in transitional housing. This was done in collaboration with Honors in Action (HIA).

### **Art and Design Club Fundraiser (February 11th & 12th)**

Another Valentine's Day fundraiser took place on February 11th, and 12th from 11am-2pm in the Building B hallway where the Art and Design Club (ADC) sold Valentine's Day cards. The proceeds went to support their upcoming spring field trip.



### **Associated Nursing Students Chipotle Fundraiser (February 12th)**

Associated Nursing Students (ANS) held their second fundraiser of the semester at Chipotle in South Elgin on Monday, February 12th from 4:00pm to 8:00pm. 33% of the sales were donated to Associated Nursing Students.

### **Blue Stockings Auditions (February 12th & 13th)**

The spring play at ECC is called Blue Stockings by Jessica Swale. The play is a moving, comical story of four young women fighting for education and self-determination against the larger backdrop of women's suffrage in 1896. So the Theatre Department hosted auditions on February 12th & 13th in H245 for anyone interested in being part of the production.

### **United Students of All Cultures Valentines Day Fundraiser (February 12th, 13th & 14th)**

United Students of All Cultures (USAC) hosted a Valentine's Day Fundraiser on February 12th, 13th and 14th from 10am-3pm in the Building Hallway. They sold Jarritos, Valentine's Day balloons, and goodie bags.

### **For The Girls Valentines Day Event (February 13th)**

Building off of the successful "For The Girls" Slumber Party in December, Honors in Action and Phi Theta Kappa hosted a similar event but for Valentine's Day on Tuesday, February 13th from 11am-1pm. Attendees helped assemble Valentine's bouquets and bundles for babies and moms living in transitional housing.



### **Building Konnections (February)**

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.

### **DIY Valentine's Day Craft (February 13th)**

Students enjoyed some fun Valentine's Day crafts.

### **Gourmet Popcorn (February 28th)**

Students were able to interact with each other and enjoy some gourmet popcorn.

### **Organization of Latin American Students Concha Fundraiser (February 14th)**

OLAS brought the Valentine's Day Spirit for their Concha Fundraiser on Wednesday, February 14th from 10am-1pm in the Building B hallway. Students could stop by and enjoy a delicious concha and also get another for their loved one.

### **Honors in Action Book Club (February 15th)**

Honors in Action (HIA) held their first book club of the semester on Thursday, February 15th from 12:30pm-1:30pm in the Honor's Space (B349). The theme of this meeting was romance or humor. Every person picked their book, read it, and then came to the book club to discuss their choice and then rate it for everyone else.

### **United Students of All Cultures & Asian Filipino Club Lunar New Year Trip (February 18th)**

United Students of All Cultures (USAC), and Asian Filipino Club (AFC) collaborated to take a field trip on Sunday, February 18th. This year is the year of the dragon on the lunar calendar. So both clubs took a trip to Chicago to see and be a part of Chinatown's Lunar New Year parade, and learn more about the lunar new year.



### **Phi Theta Kappa Panda Express Fundraiser (February 20th)**

Phi Theta Kappa (PTK) held a fundraiser at Panda Express all day on Tuesday, February 20th. 20% of the sales were donated to Phi Theta. Each student that participates in the fundraiser will receive 1 PTK fundraising credit.

### **Coffee With A Cop (February 20th)**

On Tuesday, February 20th from 11am-12pm, the ECC Police Department and the Elgin Police Department hosted a Coffee With a Cop event in the Jobe Lounge. The event encouraged students to stop by, and have an open discussion with our local police in a safe environment while also enjoying a cup of coffee. Participants asked questions and learned about safety tips and community resources.



### **For Every Student For Every Community (February 28th)**

The Illinois Community College Board recently dropped their new brand campaign called “For Every Student For Every Community” to highlight the benefits that community colleges bring to Illinois. To promote the campaign, the Student Trustee (Ryan Kolbusz), and Student Government of ECC hosted an event in the Building B hallway on Wednesday, February 28th from 11am-1pm. During the event students stopped by to grab a slice of pizza, get a compass keychain with the slogan to help promote the campaign, and also learn about ECC’s Trustees.



### **Acceptance and Excellence (February 22nd)**

Black Student Achievers (BSA) and Honors in Action (HIA) collaborated to host an event called Acceptance and Excellence on Thursday, February 22nd from 1pm-3pm in the Jobe Lounge. At the event there was free graffiti coloring, a place to make bracelets, and also bracelets and scrunchies for sale.

### **Student Experience and Engagement Delegates (February 22nd)**

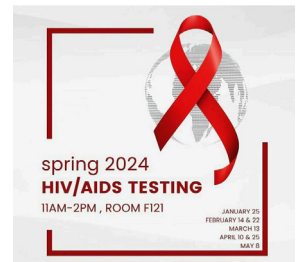
The Office of Student Life has launched a new pilot program called Student Experience and Engagement Delegates (SEED) on Thursday, February 22nd from 11am-12:30pm in B166. The goal of the program is to provide space for students to exchange ideas, information and concerns about out of classroom experiences on campus.

### **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.

### **HIV Testing**

Break the stigma. Raise awareness. Get tested. Get tested on January 25th, February 14th & 22nd from 11:00 am-2:00 pm, in F121.



### **Legal Clinic**

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, on February 2nd and February 14th.



### **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.



If you have any questions, please contact  
[StudentTrusteeKolbusz@elgin.edu](mailto: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 (January, February)
- B. Treasurer (December, January)
- C. Student (January 11-March 1)

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 (January, February)
- E. Community Engagement and Legislative Affairs (January)
- F. Marketing & Communications (quarterly)
- G. Grant Monitoring Report (for period ending December 31, 2023)
- H. Supporting Justice-Impacted Students



---

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

**RATIFICATION OF THE AGREEMENT BETWEEN  
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 509  
AND  
THE SUPPORT STAFF OF ELGIN COMMUNITY COLLEGE ASSOCIATION**

**Recommendation**

The administration recommends the Board of Trustees of Community College District 509 (“Board”) approves the collective bargaining agreement (“CBA”) with the updated Korn Ferry salary scales, effective July 1, 2023 through June 30, 2026, with the Support Staff of Elgin Community College Association. Further, the Board authorizes the President and/or his designee to prepare and print the final draft of this CBA.



---

Dr. David Sam, President

**Background**

Negotiations between the Board of Trustees and the Support Staff of Elgin Community College Association commenced May 9, 2023, and concluded February 22, 2024. The Support Staff of Elgin Community College completed their ratification meetings by February 28, 2024 and ratified the CBA.

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

**Agreement Between**

**The Board of Trustees  
Community College District 509  
Elgin Community College**

**And**

**Support Staff of Elgin Community College Association  
(SSECCA)**

**July 1, 2023 to June 30, 2026**

DRAFT

**Agreement Between**

**The Board of Trustees of Community College District 509, Elgin  
Community College**

**And**

**The Support Staff of Elgin Community College Association  
From July 1, 2023 through June 30, 2026**

**SSECCA Negotiation Team**

Anitra King  
Chris McCoy  
Theresa Bosteder  
Vanessa Culbertson  
Soynia Gilliam  
Heather Glass  
Dennece Jefferson  
Andrea Lang  
Karen Moore – IEA Uni-Serve  
Director

**BOT Negotiation Team**

Respicio Vazquez  
Anthony Ray  
Lourdes Blacksmith  
Marge Scheller  
Heather Scholl  
Dr. Tonisha Via  
Dr. Kimberly Wagner

<b>ARTICLE 1 RECOGNITION DEFINITION .....</b>	<b>3</b>
A.    DEFINITION (FULL-TIME AND PART-TIME) .....	3
B.    DEFINITION OF MEMBERS (FULL-TIME AND PART-TIME) .....	3
C.    SOLE BARGAINING AGENT (FULL-TIME AND PART-TIME) .....	3
D.    UNIT DEFINITION (FULL-TIME AND PART-TIME).....	4
E.    DEFINITION OF ELGIN COMMUNITY COLLEGE (FULL-TIME AND PART-TIME).....	4
F.    DEFINITION OF SPOUSE (FULL-TIME AND PART-TIME).....	4
G.    WORKING DAYS (FULL-TIME AND PART-TIME) .....	4
H.    OTHER DUTIES ASSIGNED (FULL-TIME AND PART-TIME).....	4
I.    LIKE POSITIONS (FULL-TIME AND PART-TIME) .....	4
J.    CONTINGENT EMPLOYEES (FULL-TIME AND PART-TIME).....	4
<b>ARTICLE 2 UNION AND EMPLOYEE RIGHTS.....</b>	<b>4</b>
A.    MEETINGS, NOTICES, INFORMATION (FULL-TIME AND PART-TIME) .....	4
B.    FACILITIES EQUIPMENT (FULL-TIME AND PART-TIME) .....	5
C.    RIGHT OF REPRESENTATION (FULL-TIME AND PART-TIME) .....	5
D.    PRINTING AND TRANSLATION OF AGREEMENT (FULL-TIME AND PART-TIME) .....	6
E.    EMPLOYEE PERSONNEL RECORDS (FULL-TIME AND PART-TIME).....	6
F.    HEALTH AND SAFETY (FULL-TIME AND PART-TIME) .....	6
G.    BUILDING SHUT DOWN AND CLOSURE DUE TO AN EMERGENCY (FULL-TIME AND PART-TIME).....	7
H.    UNION/ADMINISTRATION MEETINGS (FULL-TIME AND PART-TIME) .....	7
I.    RELEASE TIME (FULL-TIME AND PART-TIME).....	7
J.    FAIR SHARE NONPAYING MEMBERS’ DUES (FULL-TIME AND PART-TIME) .....	8
K.    COMMITTEE INVOLVEMENT (FULL-TIME AND PART-TIME) .....	8
<b>ARTICLE 3 MANAGEMENT RIGHTS (FULL-TIME AND PART-TIME) .....</b>	<b>8</b>
<b>ARTICLE 4 NO STRIKE/NO LOCKOUT (FULL-TIME AND PART-TIME).....</b>	<b>9</b>
<b>ARTICLE 5 GRIEVANCE PROCEDURE .....</b>	<b>9</b>
A.    DEFINITION (FULL-TIME AND PART-TIME) .....	9
B.    PROCEDURES (FULL-TIME AND PART-TIME).....	9
C.    AUTHORITY OF ARBITRATOR (FULL-TIME AND PART-TIME) .....	10
D.    BYPASS TO COLLEGE PRESIDENT (FULL-TIME AND PART-TIME) .....	10
E.    BYPASS TO ARBITRATION (FULL-TIME AND PART-TIME).....	10
F.    UNION PARTICIPATION - EMPLOYEE REPRESENTED (FULL-TIME AND PART-TIME) .....	10
G.    UNION PARTICIPATION - EMPLOYEE NOT REPRESENTED (FULL-TIME AND PART-TIME) .....	10
H.    NO REPRISALS CLAUSE (FULL-TIME AND PART-TIME) .....	10
I.    RELEASE TIME (FULL-TIME AND PART-TIME).....	10
J.    FILING OF MATERIALS (FULL-TIME AND PART-TIME).....	10
K.    GRIEVANCE WITHDRAWAL (FULL-TIME AND PART-TIME) .....	10
L.    TIME LIMIT EXTENSION (FULL-TIME AND PART-TIME).....	10
M.    NO WRITTEN RESPONSE (FULL-TIME AND PART-TIME) .....	11
N.    EXPENSE OF ARBITRATION (FULL-TIME AND PART-TIME).....	11
<b>ARTICLE 6 WORKING HOURS AND OVERTIME .....</b>	<b>11</b>
A.    COLLEGE-INITIATED SCHEDULE CHANGE (FULL-TIME) .....	11
B.    WORKING HOURS (FULL-TIME).....	12
C.    SUMMER SCHEDULE (FULL-TIME) .....	12
D.    OVERTIME (FULL-TIME).....	13
E.    COMPENSATORY TIME – NON-EXEMPT EMPLOYEES (FULL-TIME) .....	14
F.    COMPENSATORY TIME - EXEMPT EMPLOYEES (FULL-TIME) .....	15
G.    ALTERNATE WORK SCHEDULE (FULL-TIME).....	16
H.    FLEX-TIME (FULL-TIME) .....	16
I.    SHIFT CHANGE (FULL-TIME) .....	17

J.	ADDITIONAL WORK HOURS FOR PART-TIME EMPLOYEES (PART-TIME).....	17
<b>ARTICLE 7 WORKING CONDITIONS.....</b>		<b>17</b>
A.	PAY PERIOD (FULL-TIME AND PART-TIME) .....	17
B.	ADDITIONAL WORK (FULL-TIME AND PART-TIME) .....	17
C.	BACKUP DEFINITION (FULL-TIME AND PART-TIME).....	18
D.	LONG-TERM TEMPORARY POSITION CHANGE (FULL-TIME AND PART-TIME) .....	18
E.	TEMPORARY ADMINISTRATIVE APPOINTMENT (FULL-TIME AND PART-TIME) .....	19
F.	TRAVEL REIMBURSEMENT (FULL-TIME AND PART-TIME) .....	19
G.	PHYSICAL EXAM REIMBURSEMENT (FULL-TIME AND PART-TIME) .....	19
H.	POSITION DESCRIPTION QUESTIONNAIRES AND JOB DESCRIPTIONS FOR NEW POSITIONS (FULL-TIME AND PART-TIME) .....	19
I.	REQUEST FOR POSITION CLASSIFICATION REVIEW (FULL-TIME AND PART-TIME) .....	20
J.	POSITION REDESIGN (FULL-TIME AND PART-TIME).....	21
K.	PERFORMANCE FEEDBACK PROCESS (FULL-TIME AND PART-TIME) .....	21
L.	UNIFORMS (FULL-TIME AND PART-TIME).....	22
<b>ARTICLE 8 PROFESSIONAL DEVELOPMENT.....</b>		<b>22</b>
A.	PROFESSIONAL GROWTH OPPORTUNITIES (FULL-TIME AND PART-TIME).....	22
B.	CONVOCATION (FULL-TIME AND PART-TIME).....	24
C.	TRAINING (FULL-TIME AND PART-TIME) .....	25
D.	MEMBERSHIP MEETING (FULL-TIME AND PART-TIME).....	25
<b>ARTICLE 9 NOTICE OF VACANCIES, ORIENTATION, TRANSFERS, RESIGNATIONS, TEMPORARY EMPLOYEES AND PROBATION .....</b>		<b>25</b>
A.	VACANCIES (FULL-TIME AND PART-TIME) .....	25
B.	ORIENTATION (FULL-TIME AND PART-TIME) .....	25
C.	TRANSFERS (FULL-TIME).....	26
D.	RESIGNATIONS (FULL-TIME AND PART-TIME).....	26
E.	TEMPORARY EMPLOYEES (FULL-TIME AND PART-TIME).....	26
F.	GRANT FUNDED POSITIONS (FULL-TIME AND PART-TIME) .....	26
G.	PROBATION (FULL-TIME AND PART-TIME).....	27
<b>ARTICLE 10 SENIORITY.....</b>		<b>27</b>
A.	DEFINITION (FULL-TIME AND PART-TIME) .....	27
B.	FULL-TIME SENIORITY CONFLICTS .....	28
C.	PART-TIME SENIORITY CONFLICTS.....	28
<b>ARTICLE 11 REDUCTION IN FORCE (FULL-TIME AND PART-TIME).....</b>		<b>28</b>
<b>ARTICLE 12 DISCIPLINE/JUST CAUSE (FULL-TIME AND PART-TIME).....</b>		<b>31</b>
<b>ARTICLE 13 VACATION (FULL-TIME) .....</b>		<b>31</b>
<b>ARTICLE 14 PAID HOLIDAYS (FULL-TIME).....</b>		<b>32</b>
<b>ARTICLE 15 PAID LEAVES .....</b>		<b>33</b>
A.	PERSONAL LEAVE (FULL TIME) .....	33
B.	SURS SICK LEAVE CREDIT .....	34
C.	SICK LEAVE (FULL-TIME).....	34
D.	SSECCA SICK LEAVE BANK (FULL-TIME).....	34
E.	BEREAVEMENT LEAVE (FULL-TIME AND PART-TIME).....	36
<b>ARTICLE 16 EXTENDED LEAVES OF ABSENCE.....</b>		<b>36</b>
A.	JURY DUTY/COURT RELATED LEAVE (FULL-TIME AND PART-TIME) .....	36
B.	MATERNITY LEAVE (FULL-TIME) .....	37



C.	PARENTAL/ADOPTION LEAVE (FULL-TIME) .....	38
D.	FAMILY & MEDICAL LEAVE (FMLA) (FULL-TIME AND PART-TIME) .....	38
E.	LEAVE OF ABSENCE (FULL-TIME) .....	41
F.	MILITARY LEAVE (FULL-TIME AND PART-TIME).....	41
G.	VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT (VESSA) (FULL-TIME AND PART-TIME).....	43
<b>ARTICLE 17 INSURANCE AND BENEFITS .....</b>		<b>44</b>
A.	HEALTH AND DENTAL INSURANCE (FULL-TIME).....	44
B.	GROUP LIFE INSURANCE (FULL-TIME) .....	44
C.	TUITION REIMBURSEMENT FOR ECC CREDIT COURSES (FULL-TIME).....	44
<b>ARTICLE 18 SALARY .....</b>		<b>44</b>
A.	SALARY AND WAGE SCHEDULE (FULL-TIME AND PART-TIME) .....	44
B.	NEW MEMBER PLACEMENT (FULL-TIME AND PART-TIME).....	51
C.	RETURN TO BARGAINING UNIT (FULL-TIME) .....	51
D.	POSITION CHANGE (FULL-TIME AND PART-TIME).....	52
E.	LATERAL POSITION (FULL-TIME AND PART-TIME).....	52
<b>ARTICLE 19 PART-TIME CONDITIONS FOR EMPLOYMENT .....</b>		<b>52</b>
A.	WORKING HOURS (PART-TIME) .....	52
B.	PAID TIME OFF (PTO) (PART-TIME) .....	53
C.	UNPAID TIME OFF (PART-TIME).....	53
D.	TUITION REIMBURSEMENT (PART-TIME) .....	53
E.	HOURLY WAGES (PART-TIME) .....	54
F.	SHIFT DIFFERENTIAL (PART-TIME).....	54
G.	BEREAVEMENT (PART-TIME) .....	54
<b>ARTICLE 20 INAPPROPRIATE WORKPLACE BEHAVIOR.....</b>		<b>54</b>
<b>APPENDIX A.....</b>		<b>57</b>
<b>SCENARIOS WITH REGARD TO CALL BACK.....</b>		<b>57</b>
<b>APPENDIX B .....</b>		<b>58</b>
<b>MATERNITY LEAVE .....</b>		<b>58</b>
<b>APPENDIX C .....</b>		<b>59</b>
<b>POSITION CLASSIFICATIONS.....</b>		<b>59</b>
<b>APPENDIX D.....</b>		<b>60</b>
<b>SAVINGS CLAUSE.....</b>		<b>60</b>
<b>APPENDIX E .....</b>		<b>61</b>
<b>WAGE AND SALARY PAY RANGES .....</b>		<b>61</b>

# ARTICLE 1 Recognition Definition

## PREAMBLE

The Board and SSECCA acknowledge that we have a shared responsibility to students, community members and fellow colleagues, to deliver services in a professional, responsible and cost-effective manner. We agree to keep this purpose at the forefront of our collaborations and we also agree that these services can best be delivered in an environment in which we strive to:

- Respect one another
- Actively listen to one another
- Communicate with candor and honesty
- Seek information before reaching conclusions
- Embrace the challenges of the future
- See problems as opportunities to work together
- Recognize and value each other's needs and interests
- Seek consensus whenever possible
- Celebrate our accomplishments
- Recognize and value the dignity, contributions, and responsibilities of each other
- Build a shared vision

No portion of this Preamble shall constitute the basis for a grievance under this Agreement.

### A. Definition (Full-Time and Part-Time)

The Board of Trustees of Community College District #509, Kane, Cook, DuPage, McHenry, and DeKalb Counties, and the State of Illinois, hereinafter referred to as the "Board," recognizes the Support Staff of Elgin Community College Association affiliated with the Illinois Education Association - National Education Association, hereinafter referred to as the "Union," as the sole and exclusive bargaining representative for all employees who fall under the following definition of the unit:

All Full and Part-Time Support Staff, excluding tutors, seasonal, temporary, and contingent employees, supervisors, managers and confidential employees as defined in the Illinois Educational Labor Relations Act.

### B. Definition of Members (Full-Time and Part-Time)

Members of this Bargaining Unit shall be referred to as "employees" in this Agreement.

### C. Sole Bargaining Agent (Full-Time and Part-Time)

The Board agrees not to negotiate or consult with any other employee organization relating to the Unit described above, individual employee, or group of employees as defined in the previous section, with regard to wages, hours, terms, and conditions of employment, additional compensation (including stipends, honoraria, etc.), other negotiable items under the law, unless otherwise provided for in this Agreement or unless mutually agreed to by Human Resources (the Board's designee) and the Union.

**D. Unit Definition (Full-Time and Part-Time)**

1. Full-time support staff shall be defined as any employee who regularly works more than thirty-five (35) hours per week.
2. Part-Time employees are employees who are regularly scheduled to work thirty-five (35) or fewer hours a week.

**E. Definition of Elgin Community College (Full-Time and Part-Time)**

Elgin Community College will be referred to as "the College" in this Agreement.

**F. Definition of Spouse (Full-Time and Part-Time)**

For the purposes of this agreement the term "spouse" shall include but not be limited to domestic partners, and partners in a civil union. All rights and benefits afforded to employee spouses and dependents under this agreement shall be extended to domestic partners as defined by an "Affidavit of Domestic Partnership". Similarly, dependent children of employees' domestic partners shall be defined as employees' dependent children.

The Board will afford domestic partners rights and benefits in accordance with regulations and requirements from insurance vendors, county, state and federal government.

**G. Working Days (Full-Time and Part-Time)**

Working days do not include Saturdays, Sundays, holidays or days that the administrative offices are not open.

**H. Other Duties Assigned (Full-Time and Part-Time)**

Other duties assigned are those duties that are related to the job description.

**I. Like Positions (Full-Time and Part-Time)**

Like positions are defined as similar in responsibilities and requirements, are within the same salary group.

**J. Contingent Employees (Full-Time and Part-Time)**

Contingent employees are employed on an as needed basis for short or sporadic periods of employment. Their employment does not consist of a regular or consistent work schedule.

## **ARTICLE 2 Union and Employee Rights**

**A. Meetings, Notices, Information (Full-Time and Part-Time)**

1. Board Packet

A copy of the Board packet, agenda, non-confidential exhibits, and minutes shall be made available to the Union President or designee at his or her work station by 3:00 P.M. Friday before the regularly scheduled Board meeting on Tuesday. A copy of materials furnished to representatives of the press and other organizations at the Board meetings shall be provided to the Union President or designee prior to or within twenty-four (24) hours following the Board meeting.

2. Public Information

The Board shall make available public information necessary to conduct negotiations. This shall include relevant financial statistics. Such materials shall be provided within five (5) working days following a written request to the Union President or designee. This section shall not be construed as requiring the Board to research or compile data.

**B. Facilities Equipment (Full-Time and Part-Time)**

1. Posting of Union Information

The Union shall be provided with a 4' x 8' bulletin board for the posting of notices and materials relating to Union activities. Such materials shall be identified with the name of the Union, signed by an appropriate officer thereof, and shall include an expiration date. Such materials shall not be derogatory to any person.

2. Intracollege Mail Service

The Union shall have the right to use the intracollege mail service and employee mailboxes for the circulation and distribution of internal communications. This authorization shall terminate forthwith if any governmental agency or court of competent jurisdiction shall determine such mail services cannot be utilized without the affixation of postage or payment of fees. This privilege is granted exclusively to the Union. In preparation to use this service, the Union shall be responsible for grouping such mailings by department or location and placing them in standard inter-office envelopes.

3. Equipment and Office Space

- a. The Union shall have the right to use College office and reproduction equipment (e.g., duplicating machines, PC and printer, telephones) and other supplies provided that such use does not occur during the employee's work time and does not otherwise interfere with the normal operation of the College or its programs. The Union shall reimburse the Board for the reasonable cost of supplies and for any extraordinary expenses incurred as a result of misuse or damage to office equipment, normal wear and tear exempted. The Union may also utilize College meeting room facilities by making a request in accordance with College procedures. There shall be no charge for use of facilities where such facilities do not entail any additional costs. When the use of such facilities entails additional expenses, the Board may make a charge consistent with other College organizations
- b. Employees shall have the right to use College computer equipment for non-business personal use, provided that such use does not occur during the employee's work time and does not otherwise interfere with the normal operation of the College or its programs.
- c. The College shall provide an office for the Union to conduct official business.

**C. Right of Representation (Full-Time and Part-Time)**

When an employee is required (asked) to appear before a supervisor or other Board representative for oral or written warnings related to job duties and performance, reprimand, suspension, or dismissal, the employee shall be entitled to have a representative of the Union present who will notify his/her immediate supervisor in advance of such meetings. The employee shall be given twenty-four (24) hour notice

in advance of such meeting so he or she has time to make arrangements for Union representation, unless irreparable harm may ensue.

Time spent on member representation shall be reflected on individual timesheets as union/administration meeting time.

**D. Printing and Translation of Agreement (Full-Time and Part-Time)**

The Board shall be responsible for the English and Spanish reproduction of the Agreement and they shall be in a printed format mutually agreed upon. The Board shall be responsible for delivering the copies of the Agreement to the Union President within thirty (30) calendar days after the signatures are affixed. The cost of the Spanish translation and reproduction of the Agreements shall be shared equally by the Board and the Union. The Board and the Union recognize the English language version of the Agreement as the authoritative account of the contractual content in any and all instances.

**E. Employee Personnel Records (Full-Time and Part-Time)**

Each employee shall have the right, upon request, to review the contents of his or her personnel file and to place therein written reactions to any of its contents within thirty (30) calendar days of the filing of the original material. Every effort shall be made to comply with the employee's request to review his or her file within twenty-four (24) hours. A designee from Human Resources may be present during this review for the sole purpose of ensuring that no materials are removed from the file.

The Board shall maintain only one (1) official personnel file for each individual employee, the file to be located in Human Resources. The employee shall have the right to place documents and materials in his or her personnel file, including but not limited to responses to evaluations, letters of commendation, notes of appreciation, and other appropriate items. Removal of materials from the personnel file shall occur only with the mutual consent of the employee and the Board. The employee may make photocopies of any and all documents in his or her personnel file at the customary cost, currently 10 cents per page.

The Board will not place evaluative material in an employee's personnel file until the employee has been given a copy of such material. All evaluative material in an employee's personnel file shall be dated with the date of prior notice to the employee and the date of placement in the file. Access to the employee's personnel file, without express written consent of the employee, will be limited to the employee and the Chief Human Resources Officer or designee.

**F. Health and Safety (Full-Time and Part-Time)**

Employees shall not be required to work under conditions which may be unsafe or hazardous or perform tasks which may endanger their health or safety without proper equipment or precautions or training. Warning signs shall be posted in and about all hazardous and/or dangerous areas and materials. Employees shall bring such conditions to the attention of the Vice President for Business and Finance as well as Chief Human Resource Officer. Such conditions are those conditions that do not meet Illinois Department of Labor requirements. Employees shall be appointed to a College safety committee to address safety concerns.

**G. Building Shut Down and Closure Due to an Emergency (Full-Time and Part-Time)**

Employees shall not lose pay when buildings are closed due to an emergency (i.e. inclement weather and power/utilities outage). Any employee who is required to work on a day when the College is closed due to an emergency will be paid one and one-half (1½) times his or her normal rate of pay in addition to the pay he or she is entitled to under this section. An employee who reports to work, but who is not required to do so, will be paid his or her normal rate of pay with no additional compensation.

In the event that a state of emergency is declared by the federal, state, county, village or incorporated township authorities and/or the College that impacts the working conditions of the College, SSECCA and ECC shall, subject to the submission of a written demand to bargain, engage in impact bargaining.

**H. Union/Administration Meetings (Full-Time and Part-Time)**

Upon the request of either party, the Union and the Board or their designee(s) shall meet to discuss matters of mutual concern. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least two (2) working days prior to the date of the meeting. Union member(s) will notify immediate supervisor(s) in advance of such meetings. This section shall not be applicable to any matter that is the subject of a grievance that is being processed pursuant to Grievance Procedure Steps 1, 2 and 3. Union/Administration Meetings shall be comprised of:

- SSECCA Leadership and HR
- General Membership Meetings
- Informal Grievance Communications with supervisor prior to filing Step 1
- Contract Negotiations
- President
- Hay Committee Meeting
- Hay Committee Meeting Preparation
- Represent a member in a discipline and/or investigation meeting (Weingarten rights)

**I. Release Time (Full-Time and Part-Time)**

The Union President and/or designees shall be released from employment duties for fifteen (15) hours per week to conduct Union business. Article 2 Union Orientation and Contract Negotiations and Preparations are excluded from this fifteen (15) hours per week maximum. Hours not used within a week will accumulate, but not to exceed a total of five hundred and fifty (550) hours per each year of the contract except for preparation of contract negotiations, for purposes of attending Union functions, and/or participating in conventions. In the year the contract is being negotiated, SSECCA will have access to an additional two hundred (200) hours for the sole purpose of contract preparations. These two hundred (200) hours will become available to SSECCA after exhausting the initial five hundred and fifty (550) hours. The employee(s) shall suffer no loss of pay or benefits for exercising this right.

Release time will be taken based upon a mutually agreed flexible weekly schedule with the supervisor. This time is to be conducted away from the normal workstation(s) unless mutually agreed to between both parties (the supervisor and employee). Authorized release time taken by Union officials shall be reflected on individual time sheets. UNR is not to be used at the discretion of a member.

Request for release time must be initiated by the SSECCA President or designee, and must be approved by the supervisor of the employee taking the release time. The release time request must be given in writing to the immediate supervisor at least forty-eight (48) hours in advance, except in an emergency. Examples of Union Release Time activities include:

- Attending Committee of the Whole
- Attending Finance Committee
- Meeting with SSECCA Members
- SSECCA Executive Board
- Preparation for Contract Negotiations
- Article 9B Union Orientation
- Grievance Procedure matters/issues for Steps 1, 2, and 3

**J. Fair Share Nonpaying Members' Dues (Full-Time and Part-Time)**

1. It is recognized that the Union, as the sole and exclusive bargaining agent, entails expenses for collective bargaining and contract administration which are appropriately shared by all employees who are beneficiaries of said Agreement. These members are covered by the Union for collective bargaining and contract administration in its role as the sole and exclusive bargaining agent. The concept of fair share no longer exists in Illinois due to a Supreme Court case, so the language from 2017 is outdated. If the ruling is someday reversed, though unlikely, we would impact bargain.
2. The Union, the Illinois Education Association, and the National Education Association agree to defend, indemnify, and hold the Board harmless against any claim, demand, suit, or other form of liability which may arise by reason of any action taken by the Union or the Board in complying with the provisions of this Section, will not include reimbursement for any legal fees or expenses incurred in connection therewith.

**K. Committee Involvement (Full-Time and Part-Time)**

SSECCA and the Board recognize the importance of employee involvement in committees that have institutional impact. Therefore, institutional committees shall include representatives of SSECCA with appropriate expertise and availability. The College will work with SSECCA to identify mutually acceptable representation to address institutional goals. SSECCA members should notify, in writing, their immediate supervisor a minimum of forty-eight (48) hours in advance prior to the time of leaving their work area to participate in such College committee activities and the use of Union Administrative Meetings will be used to cover that time away from their work duties.

## **ARTICLE 3 Management Rights (Full-Time and Part-Time)**

The Board has the responsibility and authority to manage and direct, on behalf of the public, the operations of the College to the full extent provided by law, limited only by the provisions of this Agreement and the Illinois Educational Labor Relations Act.



## **ARTICLE 4 No Strike/No Lockout (Full-Time and Part-Time)**

The Union agrees that for the duration of this Agreement it will not engage in a strike, work stoppage, or slowdown of any kind. The Board agrees that for the duration of this Agreement it will not engage in a lockout of employees.

## **ARTICLE 5 Grievance Procedure**

### **A. Definition (Full-Time and Part-Time)**

A grievance is any claim by the Union or an employee that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement.

### **B. Procedures (Full-Time and Part-Time)**

The parties agree that it is usually most desirable for an employee and their immediately involved supervisor to resolve problems through free and informal communications; therefore, the employee should meet with the immediate supervisor before proceeding to Step 1. When requested by the employee, a Union Representative may accompany the employee to assist in the informal or formal resolution of the grievance. If the informal process fails to satisfy the employee or the Union, a grievance may be processed using the following steps:

#### **Step 1**

The employee or the Union may present a grievance in writing to the immediately involved supervisor, or to the person who has the authority to adjust the issue of the grievance, within ten (10) working days following the end of the informal process or within twenty (20) working days following the date of the act or omission giving rise to the grievance or following the date on which the employee knew or, in the exercise of reasonable diligence if that date is later, should have known of such act of omission. The Supervisor will arrange for a meeting of the affected parties within six (6) working days after receipt of the grievance. The Supervisor shall provide a written response to the grievant within ten (10) working days after the meeting. The response shall include a reason for the decision.

#### **Step 2**

If the grievance is not resolved to the satisfaction of the employee or the Union at Step 1, then the Union may refer the grievance to the College President or his or her official designee within ten (10) working days after receipt of the response in Step 1. The College President or his or her designee shall arrange with the Union Representative for a meeting to take place within ten (10) working days of the College President's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counsel as each party deems necessary. Within ten (10) working days of the meeting, the Union shall be provided with a written response from the College President or his or her designee, including the reasons for the decision.

#### **Step 3**

If the Union is not satisfied with the disposition of the grievance at Step 2 or if the time limits expire without the issuance of the College President's written reply, the Union may submit the grievance to final and binding arbitration. Within ten (10) working days of receipt of the above notice the parties shall attempt to agree upon an arbitrator. If the parties are unable to agree upon an arbitrator within the ten (10) working day period, the parties shall immediately and jointly request the American Arbitration Association to submit a panel of arbitrators. The American Arbitration Association shall serve as administrators of the proceeding. The Arbitrator's decision shall be final



and binding. If a demand for arbitration is not filed within thirty (30) working days of the date for the Step 2 answer, then the grievance shall be deemed withdrawn.

**C. Authority of Arbitrator (Full-Time and Part-Time)**

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation on any other issue not submitted. The decision of the arbitrator shall be final and binding.

**D. Bypass to College President (Full-Time and Part-Time)**

If the Union and the College President agree, Step 1 of the grievance procedures may be bypassed and the grievance brought directly to Step 2.

**E. Bypass to Arbitration (Full-Time and Part-Time)**

If the College President and the Union agree, a grievance may be submitted directly to arbitration.

**F. Union Participation - Employee Represented (Full-Time and Part-Time)**

The Board acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Union's Representative is not present.

**G. Union Participation - Employee Not Represented (Full-Time and Part-Time)**

When an employee is not represented by the Union, the Union shall reserve the right to have its representative present to state its views at any formal stage of the grievance procedure. The administration shall make every effort to notify the Union of any adjustment of a grievance filed at the informal level when the Union is not present.

**H. No Reprisals Clause (Full-Time and Part-Time)**

No reprisals shall be taken by the Board or the Administration against an employee because of his or her participation in a grievance.

**I. Release Time (Full-Time and Part-Time)**

Should a grievance hearing require that an employee or a Union Representative be released from his or her regular assignment; he or she shall be released without loss of pay or benefits. Union member(s) will notify immediate supervisor(s), in writing, a minimum of forty-eight (48) hours in advance of such meetings.

**J. Filing of Materials (Full-Time and Part-Time)**

All records related to a grievance shall be filed separately from the personnel files of the participants.

**K. Grievance Withdrawal (Full-Time and Part-Time)**

A grievance may be withdrawn at any level without establishing precedent and shall be deemed as never having been filed.

**L. Time Limit Extension (Full-Time and Part-Time)**

Time limits may be extended by the mutual consent of the Union and the Board.

**M. No Written Response (Full-Time and Part-Time)**

If no written response or decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

**N. Expense of Arbitration (Full-Time and Part-Time)**

Each party shall bear the full cost of its representation in arbitration. The cost of the arbitrator and of the American Arbitration Association shall be divided equally between the parties. If either party requests a transcript of the proceedings, that party shall bear the full cost of such transcripts. If both parties request a transcript, the cost shall be equally divided. If the arbitrator requests a copy of the transcript, these costs shall be divided equally between the parties.

## **ARTICLE 6 Working Hours and Overtime**

Maintaining regular attendance is a condition of employment and an essential function of an employee's job. Being absent from work diminishes a work unit's ability to fulfill its mission and impacts morale. As specified below, the College has the right to set and modify the work schedule according to the needs of the institution. The College will make a reasonable effort to maintain a work/life balance for its employees.

**A. College-Initiated Schedule Change (Full-Time)**

The College will modify schedule(s) as follows:

1. When institutional needs require modifications to the schedule, the College will initially seek volunteers for schedule modification.

Employees in order of seniority will have first refusal. The lowest seniority employee may be assigned the schedule. No schedules will be changed if there are budgeted and posted vacancies for that position within the department.

Changes of the days worked or a change of more than four (4) hours in start or end time are considered significant changes to the job; and therefore, will be documented in an updated PDQ and job description (Article 7.K).

2. If the College is unable to find volunteers, the College will meet with the Union to discuss and explain the business need at least ten (10) working days prior to the intended employee notification date. If the Union has concerns regarding the business need, both parties will jointly meet with the College President within five (5) working days of the union notification meeting. The College President's decision will be final.
3. An employee's schedule may be changed no more than once per semester with no less than forty-five (45) calendar days' prior notice in writing to the employee. The College and Association may agree to waive the forty-five (45) day notice in extenuating circumstances.
4. Should an employee not be able to work the revised schedule, the Reduction in Force (Article 11) process shall be followed.

## **B. Working Hours (Full-Time)**

Unless an alternative/flex work schedule has been mutually agreed to in writing between an employee and his or her immediate supervisor, the regular employment work day or week, outside of the summer schedule, shall include:

1. The normal work week shall consist of five (5) consecutive days worked and two (2) consecutive days off, consisting of forty (40) hours per calendar week (Monday through Saturday) and the normal work day shall consist of eight (8) continuous hours. Included in this eight (8) hour period are two (2) fifteen (15) minute paid breaks, one (1) before an unpaid meal period and one (1) after. Break times will be coordinated by the immediate supervisor to ensure coverage and will normally fall near the middle of the four (4) hour shift.
2. Employees shall be entitled to a one (1) hour unpaid meal period unless a different duration less than one (1) hour is mutually agreed to between the employee and his or her immediate supervisor. Each meal period shall normally fall between the third (3rd) and fifth (5th) hour of the employment day unless mutually agreed to between the employee and his or her immediate supervisor.
3. Those positions which are required to be available on campus during their entire shift will receive a thirty (30) minute paid meal period and two (2) fifteen (15) minute paid breaks, one (1) before the meal period and one (1) after.

## **C. Summer Schedule (Full-Time)**

Unless an alternative work schedule has been mutually agreed to between an employee and his or her immediate supervisor, the summer schedule employment workweek shall include:

1. Nine (9) hours of work, Monday through Thursday, for a total of thirty-six (36) hours in the employment week.
2. Employees shall be entitled to a thirty (30) minute unpaid meal period each nine (9) hour day unless a meal period of a different duration is mutually agreed to between the employee and his or her immediate supervisor.
3. Regular paid breaks shall be fifteen (15) minutes in duration. Employees shall be entitled to two (2) breaks each day, one (1) before the meal period and one (1) after.
4. Employees shall not lose pay from the regular employment workday during the summer schedule.
5. Some areas of the College may be required to offer services on Fridays. Those areas shall be determined by the College President. In those areas the workweek will be nine (9) hours a day, four (4) continuous days for a total of thirty-six (36) hours.
6. The work week for those positions which are indicated in the job description to work outside of the regular employment work week shall be nine (9) hours of work

per day, for four (4) continuous days, for a total of thirty-six (36) hours.

#### **D. Overtime (Full-Time)**

##### **1. Definition**

Overtime is work required by the supervisor in excess of forty (40) hours per week, or thirty-six (36) hours in the summer, during the ten (10) week (eleven (11) week, when substituted for Independence Day) summer period for all non-exempt employees. An overtime opportunity is defined as work that a manager needs one or more people to perform.

##### **2. Eligibility**

To qualify for overtime pay, an employee must work his or her scheduled weekly shift of forty (40) hours (thirty-six (36) in the summer) which may include any benefit time.

All work that is normally performed by Bargaining Unit employees must remain as Bargaining Unit employee work. The Parties agree that it is equitable to ensure that all employees in the unit have access to overtime opportunities while still respecting seniority. To achieve this end, overtime shall be offered using the following process:

- The department manager/administration shall maintain an overtime (OT) list based on seniority and overtime opportunities worked. The manager will continuously rotate the OT list until it resets.
- If any employee(s) cannot work an OT opportunity, they will be the first offered the next OT opportunity, following seniority order.
- The list must be accessible to all employees in the department.
- The employee must be trained and/or certified (if applicable) for the work to be done in order to be eligible to be offered the OT opportunity.
- A member must indicate they are able and willing to work an OT opportunity within 24 hours of being offered, unless it is a last-minute OT opportunity.
- The list will reset back to zero (0) opportunities worked for all employees at the start of each semester.
- New employees will be added to the list in seniority order.

The administration will offer overtime to the employees at the top of the overtime list based on the needs identified by the supervisor. The administration will continue offering overtime to employees based on the overtime list until the list is reset. Employees who are scheduled for a full week vacation must notify the supervisor of their overtime availability, in writing, prior to the commencement of vacation. Employees who fail to notify their supervisor of their availability will be considered unavailable.

##### **3. Compensation**

Overtime shall be compensated at one and one-half (1 ½) times the normal hourly rate of pay for non-exempt employees except as it applies to Section 4 in this article.

##### **4. Call Back**

Emergency work is defined as work that if not attended to immediately would cause hardship to the operation of the department and/or college, and cannot

wait until the employee's next regularly scheduled shift. Non-emergency work is defined as work that does not require immediate attention but one that the supervisor would like to have taken care of prior to the employees next regularly scheduled shift. Call back shall be initiated by a supervisor.

- a. All employees who are asked to return to work at their original job assignment, not adjacent to their regular employment workday schedule, shall be compensated for a minimum of two (2) hours at the rate of one and one-half (1 ½) times their normal hourly rate of pay for the call back hours. Mileage will be reimbursed round trip (to and from) their primary residence at the current IRS rate only if called back after completing a regular employment work schedule. If an employee is called in to work due to emergency work on a non-premium holiday, the call back language will apply.
- b. If any employee (exempt or non-exempt) is contacted by a supervisor outside their shift for emergency work and resolves the request, they will be paid a minimum of two (2) hours of call back pay. If the employee is unable to resolve the request, they shall be compensated as a non-emergency work call (see c. and d. below).
- c. If a non-exempt employee is contacted by a supervisor outside their shift for non-emergency work, they will be paid at the overtime rate in increments of fifteen (15) minutes, for the total time that is spent on the matter. Example: 20 minutes would equal 30 minutes on the time card, paid at the overtime rate.
- d. If an exempt employee is contacted by a supervisor outside their shift for non-emergency work, they will accumulate compensatory time, in increments of fifteen (15) minutes, for the total time spent on the matter.
- e. If a supervisor contacts an employee outside their shift and does not indicate non-emergency work, it is considered emergency work and shall be compensated at the agreed upon pay terms listed in 4a.

#### **E. Compensatory Time – Non-Exempt Employees (Full-Time)**

Any time worked by a non-exempt employee over forty (40) hours per week or thirty-six (36) hours per week during the summer schedule shall be considered overtime and shall be compensated at one and one-half (1 ½) times the employee's regular rate of pay as calculated pro-rata, except under the following conditions:

1. When overtime pay is due a non-exempt employee, the employee may request compensatory time off in lieu of overtime pay. Such time off shall be calculated by multiplying the hours worked over forty (40) in a week by one and one-half (1 ½). (Example: One (1) hour worked over forty (40) in a week equals one and one-half (1 ½) hours of time off at regular pay or thirty-six (36) hours during the ten (10) week summer period).
2. The employee shall be entitled to accumulate time off in lieu of overtime pay up to forty (40) hours. In no case shall such time be accumulated to more than forty (40) hours.
3. Compensatory time may be taken in fifteen (15) minute increments or more, up to the maximum earned. Use of compensatory time is at the employee's

choosing and may be denied only if taking of said leave will create a hardship for the department and then only to the extent that other accommodations have been explored.

4. All requests for use of compensatory time must be submitted in writing at least ten (10) working days in advance of the leave. The supervisor must approve or deny, in writing, the request within five (5) working days of the request.
5. Compensatory time requests maybe be submitted less than ten (10) working days in advance of the leave; however, sections 3 and 4 do not apply. Approval of the request shall be at the discretion of the supervisor. If the request is denied, a reason shall be given to the employee.
6. If time off is denied, the supervisor will promptly initiate the payment of the denied compensatory hours. Compensatory hours will be paid on the following pay period.

**F. Compensatory Time - Exempt Employees (Full-Time)**

1. Definition  
Compensatory time is work required by the supervisor in excess of forty (40) hours per week or thirty-six (36) hours per week during the ten (10) week summer period performed by exempt employees.
2. Eligibility  
Compensatory time shall be offered to employees within the department in order of seniority.
3. Compensation  
Employees exempt from overtime shall be entitled to time off to compensate for hours worked over forty (40) per week at the rate of one to one (1:1). In no case shall compensatory time accrue in excess of forty (40) hours.
4. Usage  
Compensatory time may be taken in fifteen (15) minute increments or more, up to the maximum earned. Use of compensatory time is at the employee's choosing and may be denied only if taking said leave will create a hardship for the department and then only to the extent that other accommodations have been explored.

All requests for use of compensatory time must be submitted in writing at least ten (10) working days in advance of the leave. The supervisor must approve or deny, in writing, the request within five (5) working days of the request.

Compensatory time requests may be submitted less than ten (10) working days in advance of the leave; however, section 4 paragraphs 1 and 2 above do not apply. Approval of the request shall be at the discretion of the supervisor. If the request is denied, a reason shall be given to the employee.



## **G. Alternate Work Schedule (Full-Time)**

### **1. Definition**

An employment work schedule which is mutually acceptable to the employee and his or her immediate supervisor which occurs on a regular basis in which the employment hours and/or days vary from the regular work schedule and/or the summer schedule.

### **2. Employees may request an alternate work schedule for employment hours and/or days. Employees who desire an alternate schedule shall submit a written request to their immediate supervisor.**

- (a) A meeting between the two parties shall be held to clarify and confirm details of the alternate schedule.
- (b) Employees working with an alternate work schedule are still expected to perform work duties in a timely manner.
- (c) The supervisor shall provide a written approval/denial or other response to the employee within ten (10) working days of receipt of a written request.
- (d) Denied requests may be appealed within ten (10) working days to the next level of administration whose decision shall be final.
- (e) Appeals will be resolved within ten (10) working days and both parties (employee, immediate supervisor) will be notified of the decision in writing.

Each approved schedule shall be non-precedential and subject to revision and/or rescission after a trial period of one (1) semester. A meeting between the two parties shall be held prior to the end of the semester to determine if the alternate schedule will continue.

## **H. Flex-Time (Full-Time)**

### **1. Definition**

An employment work schedule which is mutually acceptable to the employee and his or her immediate supervisor which occurs on a temporary basis in which the employment hours, days, and/or location varies from the regular work schedule, work site, and/or the summer schedule.

### **2. Employees may request flex-time on short notice or for unplanned events. Such requests shall be approved or denied, in writing, at the supervisor's sole discretion. Otherwise, employees who desire flex-time shall submit a written request to their immediate supervisor:**

- (a) A meeting between the two parties shall be held to clarify and confirm the details, which will include the time limitation.
- (b) Employees working with a flexible work schedule are still expected to perform work duties in a timely manner.
- (c) The supervisor shall provide a written approval/denial or other response to the employee within ten (10) working days of receipt of a written request.
- (d) Denied requests may be appealed within ten (10) working days to the next level of administration whose decision shall be final.
- (e) Appeals will be resolved within ten (10) working days and both parties (employee, immediate supervisor) will be notified of the decision in writing. Each approved schedule shall be non-precedential.

**I. Shift Change (Full-Time)**

An employee may petition his or her supervisor to work a different shift within the same job type if an opening becomes available. If more than one (1) employee petitions for the shift change, seniority shall rule.

**J. Additional Work Hours for Part-Time Employees (Part-Time)**

1. Additional work hours will be offered by the supervisor to the most senior Part-Time member of the Bargaining Unit who normally performs the work.
2. In the event that additional work hours become available due to an emergency or very short notice, the additional work hours will be offered to the most senior Part-Time employee who is physically present, within the same work group.

**K. Shift Differential - 3rd shift (Full-time and Part-time)**

Third (3rd) shift employees who work between 11:00 p.m. and 7:00 a.m. will receive a shift differential of 10% of their rate of pay for only those hours worked. Meal breaks are unpaid as outlined in this Article Section B.

## **ARTICLE 7 Working Conditions**

**A. Pay Period (Full-Time and Part-Time)**

Employees shall be paid over fifty-two (52) weeks for a total of twenty-six (26) pay periods per year, normally on a Friday. If a regular pay date falls on a federal holiday, employees shall be paid on the business day preceding the holiday. Pay dates may be adjusted to accommodate years in which normal pay schedule would exceed twenty-six (26) pay dates. Non-exempt employees will be paid for all hours worked. Exempt employees will be paid an annual base salary in equal installments.

Administration will develop an annual payroll calendar and SSECCA leadership will be afforded a courtesy review of the payroll calendar prior to its publication. Any comments from SSECCA on the payroll calendar must be received by the Chief Human Resource Officer no later than fourteen (14) calendar days from the date of receipt.

In the event the Board desires during the term of this agreement to change the pay period and/or the pay-to-date process, the Board shall provide written notice to SSECCA. If such written notice is given, SSECCA representatives shall serve on a task force to explore options that relate to a potential change in the pay period and/or the pay-to-date process.

**B. Additional Work (Full-Time and Part-Time)**

1. Definition  
Additional work includes the essential duties of another bargaining unit position or work which is not in the employee's job description and/or PDQ.
  - a. To be eligible for the additional work, the member must meet the requirements of the work to be done.
  - b. Work shall be offered to employees starting with those with the greatest length of service in the department.
  - c. If multiple people are qualified and have the same length of service, SSECCA seniority shall be used to resolve the tie.



2. A full-time employee will receive a ten (10) percent increase in his or her current salary/rate of pay or the minimum salary/rate of pay for the classification level to which the work has been assigned per day, whichever amount is greater. When an employee is asked and agrees to assume additional work, it is to be performed during the regular work day so that the business of the college can continue.
3. A part-time member who assumes duties of a higher classification level will receive a ten (10) percent increase in his or her current rate of pay or the minimum rate of pay for the classification level to which the work has been assigned, whichever amount is greater. Pay will be based on the actual hours worked at the higher level outside of the normally scheduled workday.

A part-time member who assumes duties of a lower classification level will receive his or her current rate of pay. Pay will be based on the actual hours of additional work outside of the normally scheduled workday.

4. The employee shall retain the right to refuse additional work without reprisal. However, the administration shall have the right to retain temporary help to perform the additional work that the employee cannot/refused to perform.

**C. Backup Definition (Full-Time and Part-Time)**

Backup is when an employee is asked to perform the duties of another employee as described in his or her job description, but not in addition to his or her duties. Such instances might include: peak time, break, and all absences.

**D. Long-Term Temporary Position Change (Full-Time and Part-Time)**

1. Definition  
A temporary promotion into an open higher group position that lasts over thirty (30) days and up to one (1) year maximum with the ability to request more time.
2. The position will be posted by Human Resources internally for one (1) week.
3. An employee may apply for the temporary promotion. He or she must provide documentation to Human Resources showing he or she is qualified to do the essential functions listed in the job description.
4. The hiring manager may choose the employee to be placed in the position. The employee will leave his or her current position and move into the temporary position. An employee who is promoted to a position in a higher classification level will receive the minimum salary/rate of pay for the classification level to which the position has been assigned, or a 10% increase in his or her current salary/rate of pay, whichever is greater.

The employee will return to his or her previous position at the end of the temporary promotion, and will receive his or her previous salary/rate of pay and any salary/rate of pay increases that would have occurred had the promotion not taken place.

**E. Temporary Administrative Appointment (Full-Time and Part-Time)**

If an employee agrees to assume an administrative appointment, the employee's Union status will be negotiated between Human Resources and the Union.

**F. Travel Reimbursement (Full-Time and Part-Time)**

Elgin Community College has established guidelines for reimbursement of persons who drive his or her own vehicles for College business and apply for mileage reimbursement. A driver shall possess a valid driver's license and the Human Resources Department will annually verify that the driver's license is valid. Drivers shall provide the Human Resources Department with a photocopy of both sides of his or her driver's license and the authorization form prior to submission of mileage claims. A travel claim must be submitted, properly approved by the individual's supervisor or other appropriate College administrator, to the Business Services Office. Mileage will be reimbursed for use of personal autos at the rate determined by the prevailing IRS rate as of July of the current year. Employees using personal vehicles for College business will maintain current and valid car insurance which will provide primary coverage.

**G. Physical Exam Reimbursement (Full-Time and Part-Time)**

When an employee is required to have a physical examination/procedure as a condition of his or her continuing employment, the Board shall pay the cost of such physical examination/procedure and/or any related tests and laboratory fees. The employee shall be given release time for such examination/procedure.

**H. Position Description Questionnaires and Job Descriptions for New Positions (Full-Time and Part-Time)**

1. A Position Description Questionnaire (PDQ) will be developed for each Union position and submitted to the Human Resources Department for evaluation and classification.
2. PDQ's will be evaluated using the Hay methodology and classified by a panel of employees who have been trained in the Hay Group methodology. A PDQ evaluation and classification panel will consist of no fewer than two (2) members with one (1) member representing the Union and at least one (1) member representing the Board. Human Resources will write the job description based on the PDQ reviewed by the Hay Committee. The job description will be reviewed by the supervisor and the Union.
3. Job descriptions will contain the following elements: Position code, job title, employee group, salary grade, FLSA status, supervisor's job title, date of preparation or update, purpose of job, Hay Group element summary, including classification level, required knowledge, skills, abilities, essential duties, other duties, and American with Disabilities (ADA)-related factors. All job descriptions will be reviewed by the Union and supervisor prior to implementation, distribution or posting.

If the Union does not agree with elements of the job description, the Union has the right to submit a written appeal to the Human Resources Department within ten (10) working days of receiving the job description stating its concerns or objections. The Human Resources Department will meet with the Union to discuss the concerns or objections articulated in the written appeal. The Chief Human Resources Officer will make the final decision and will provide a copy of the final

job description to the Union and supervisor. This will become the official job description until such time that modifications are made in the job.

#### **I. Request for Position Classification Review (Full-Time and Part-Time)**

Every employee shall be provided a copy of their PDQ. If an employee believes that the essential duties or another major element of his or her position has changed substantially:

- a. The employee should prepare a revised PDQ using "Track Changes" on the most recent version and the supervisor section must be completed.
- b. The PDQ must be signed by the employee and by the employee's immediate supervisor.
- c. The changes to the work must be noted.
- d. The PDQ must include the date when the noted work changes began in order to be considered for review.
- e. Once completed, the form should be submitted via email to the Human Resources Department for review and copied to all parties involved (supervisor/employee).

PDQ's which are incomplete will be returned. No incomplete forms will be considered for review.

The Human Resources Department will convene a PDQ evaluation and classification panel on fixed, published dates at least six (6) times per year. The Hay panel will consist of no fewer than two (2) members trained in the Hay Group methodology with one (1) member representing the Union and at least one (1) member representing the Human Resources Hay Review Committee. The Panel will make every effort to reach a consensus on the status of each PDQ.

If the panel concludes that the position should be assigned to a higher classification level, the employee will receive the minimum rate of pay for the classification level to which the position has been assigned, or a ten (10) percent increase in his or her current rate of pay not to exceed the maximum rate of pay for the new classification level, whichever amount is greater.

The effective date of a position reclassification will be the date that the supervisor initially submits the PDQ to Human Resources for review. Human Resources will write the new job description based on the PDQ reviewed by the Hay Committee. The job description will be reviewed by the supervisor and the Union.

An employee who disagrees with the outcome of a position evaluation and classification review may appeal within ten (10) working days of receipt of notification of the results by submitting a revised PDQ and written explanation of the basis of his or her disagreement to the Hay Appeal Panel. The PDQ evaluation and classification appeal panel will consider the employee's appeal at the next separately scheduled meeting. The appeal panel will consist of one (1) member selected by the Union, one (1) Human Resources Hay Review Committee member, and a facilitator from Human Resources. Every effort will be made to include experienced panel members. A member from the original review committee will provide an introduction, when feasible. Notification of the panel's appeal decision and a copy of the final PDQ will be sent to the employee, the employee's supervisor, and the Union within five (5) working days. The panel's appeal decision will be final and will not be subject to further appeal.

Requests for a position classification review may be submitted anytime during the year, but only once in a 12-month period.

#### **J. Position Redesign (Full-Time and Part-Time)**

The Human Resources Department will meet with the Union whenever internal or external forces, institutional needs, or other factors require modifications to the essential duties or another major element of an employee's position. When a position must be redesigned, a new PDQ will be developed and submitted to the Human Resources Department by the supervisor. The Human Resources Department will convene a PDQ evaluation and classification panel on fixed, published dates at least six (6) times per year. The Hay Group will consist of no fewer than two (2) members trained in the Hay Group methodology with one (1) member representing the Union and at least one (1) member representing the Human Resources Hay Review Panel.

The redesigned position will not be treated as a vacancy, and the incumbent will continue in it. If professional development is required for the incumbent to fulfill the duties of the redesigned position, he or she will be given the opportunity to acquire the necessary skills within a mutually agreed upon time period.

If the position redesign and subsequent PDQ evaluation causes the position to be assigned to a higher classification level, the incumbent will receive the minimum rate of pay for the classification level to which the position has been assigned, or a ten (10) percent increase in his or her current rate of pay not to exceed the maximum rate of pay for the new classification level, whichever amount is greater.

The effective date of a position reclassification due to a position redesign will be the date the PDQ was submitted to Human Resources.

#### **K. Performance Feedback Process (Full-Time and Part-Time)**

The purpose of the annual job performance evaluation process is to provide direction and feedback to employees about their professional development and job performance.

The parties agree that job performance evaluations must be a collaborative process between employees and their supervisor. Further, the instrument used to evaluate an employee's job performance should, at a minimum, contain the following elements:

- Job responsibilities
- Accomplishments
- Strengths
- Opportunities for improvement
- Goals/Objectives for the coming year
- Ratings on specific job elements, including work quality, attendance/punctuality, and dependability
- Overall job performance rating
- Professional development

Further, the instrument should afford the employee and supervisor the opportunity to add specific comments about the employee's job performance.

Finally, the Union will be represented on a task force coordinated by the Human Resources Department to review the performance instrument on an annual basis or as needed.

**L. Uniforms (Full-Time and Part-Time)**

Employees (e.g., custodial, grounds, and food services) who are required to wear uniforms will be provided uniforms consistent with the practice of their department.

## **ARTICLE 8 Professional Development**

**A. Professional Growth Opportunities (Full-Time and Part-Time)**

Elgin Community College and the Union recognize the benefits of continued education and the institution’s role in providing opportunities for professional growth.

This is evident not only in the services that we provide to our community, but also in developing and maintaining the capabilities of our employees. This procedure is intended to provide continued education and growth opportunities to Full-Time and Part-Time SSECCA employees as a way of developing individuals for future career opportunities. SSECCA is given an allotted amount to enhance our Professional Development.

**Please Note:**

**A SSECCA member** must complete the pre-approval form and receive a written approval back from Human Resources before purchasing any items or registering for any courses.

1. Employee Eligibility

To qualify for this benefit, an employee must be a current employee with one (1) year of continuous service.

2. Benefit Amount

The Board will allocate \$100,000 each fiscal year for the life of the contract for professional development. Reimbursement requests will be processed on a first-come, first-serve basis until all funds are either encumbered or exhausted.

Eligible staff may be reimbursed for professional development at the following per year maximum rates:

<b>Full-Time</b>	<b>\$2,400</b>
<b>Part-Time</b>	<b>\$1,250</b>

3. Reimbursement Eligibility

- a. Courses offered through accredited institutions or certifying organizations toward a bachelor’s or graduate degree or for a specialized certification relevant to the employee’s current position, or courses awarding continuing professional education units required to maintain required certification.
- b. Professional development may include activities and related expenses associated with conferences and workshops, tuition, membership dues for professional organizations, books, professional publications, certification

exam fees, and other activities and materials. Only one submission for reimbursement for an electronic device and related accessories in excess of \$500 may be purchased within any three (3) consecutive fiscal years.

- i. An electronic device is comprised of one of the following: computer, laptop, or tablet;
- ii. Accessories are comprised of the following: carrying case, warranty/protection plan, security/antivirus software, computer mouse, keyboard, monitor, printer, screen protector, and/or software applications.

The following are examples of items that are not considered to be professional development activities or reimbursable expenses: party costs, snacks, candies for students or colleagues, gifts for students or staff, fitness center memberships, personal enrichment classes, cell phones or phone contracts, subscriptions to music download companies or movie providers, dues for professional associations not related to an employee's job at the college, furniture, desks, chairs, and equipment not directly utilized in the performance of an employee's job or career development goal.

#### 4. Process

- a. **PRE-APPROVAL** for Professional Development Funds must be completed before purchasing anything or registering for a course/conference. To request pre-approval, submit the completed SSECCA Professional Development Pre-Approval Form to your supervisor. The form will be available on the college intranet each year on July 1. The supervisor will check to see whether any requests have been made previously. The pre-approval request must be submitted to Human Resources and approved prior to registering for any activity (e.g., course or conference or purchasing an item related to professional development). Human Resources will keep track of the amount being spent. If an employee intends to register for a course, the request must include:
  - i. Name, position and department
  - ii. Course name and number
  - iii. Course information, including starting and ending dates, time, and day(s) of the week the course is taught
  - iv. Institution through which the course is being offered
  - v. Tuition, books and fees for the course
  - vi. Copy of the course description
  - vii. Transportation (parking, IRS mileage rate, etc.) as stated in Travel Reimbursement, Article 7F.
- b. The course approval must be submitted prior to the start of the course.
- c. Human Resources will process the form and will notify the employee if funds have been encumbered and/or exhausted within ten (10) working days.
- d. To receive reimbursement for a course, the final grade for the approved request must be an A, B, C, pass, or Certificate of Completion. A statement from the instructor of successful completion will be accepted if a grade or certificate of completion is not issued.



- e. Approval for an employee to be reimbursed for a course does not constitute approval of release-time for the employee to attend a course offered during normal work hours. The employee is responsible for securing proper approval from his or her supervisor to do this, either through a flexible work schedule, or the utilization of vacation or compensatory leave.

5. Reimbursement Procedures

Reimbursements will be charged to the fiscal year in which the employee completed the professional development activity or purchased the professional development item.

- a. To receive reimbursement for an approved request, submit a reimbursement form to Human Resources within 30 working days of completion of the pre-approved course, activity, or purchase(s) with:
  - i. An official final grade report or a certificate of completion. A statement from the instructor of completion of successful completion will be accepted if a grade or certificate of completion is not issued.
  - ii. A receipt listing payment(s) for tuition, fees, books, and other approved costs applicable to the grade report
- b. Any employee who resigns prior to completion of an approved course will not be eligible for reimbursement. No reimbursements will be provided if the employee-employer relationship has ended.
- c. Failure to provide any of the above information, or an employee separation, will result in forfeit of reimbursement.
- d. Reimbursements will be made within twenty (20) working days of receipt of all the required documents.

6. Appeal Procedures

If a professional development request is denied, the employee shall have the right to appeal the decision. The appeal box on the SSECCA Professional Development Pre-Approval Form should be checked and the form returned to Human Resources. A committee comprised of the President of Elgin Community College and the President of the Union will rule on the appeal. The decision of this committee will be final.

7. Unused Funds

Unused funds shall be rolled over and eligible for the next fiscal year.

**B. Convocation (Full-Time and Part-Time)**

The College will provide opportunities for all support staff employees to participate in Convocation activities, which may include general and/or specific program topics. To maximize participation, the College will make every effort to close offices during scheduled Convocation activities. In the event that some offices are required to remain open, alternative staffing (student and/or temporary employees) will be considered first.

**C. Training (Full-Time and Part-Time)**

The Board will institutionally grant a minimum of six (6) hours of professional development opportunities annually.

**D. Membership Meeting (Full-Time and Part-Time)**

SSECCA will be provided with an opportunity to hold general membership meetings. A two (2) hour session for SSECCA-related business will be held on the third Friday of September and another two (2) hour session will be held on the Friday prior to Spring Break. Regarding this two (2) hour session, one (1) hour of Union/Administration Meeting time will be institutionally granted and one (1) hour session will be the employee's lunch, personal, vacation, or unpaid leave for part-time members. **No Union Release Time (UNR) will be given to attend the Membership meeting.**

## **ARTICLE 9 Notice of Vacancies, Orientation, Transfers, Resignations, Temporary Employees and Probation**

**A. Vacancies (Full-Time and Part-Time)**

The Board shall post all Bargaining Unit positions and shall make every effort to post and make available all other regular positions within the College through the College's employment opportunities web page.

1. Notices of vacancies shall include:

Position title, qualifications desired, an anticipated salary/rate of pay, exempt/non-exempt status, grant-funded position when applicable, job description for the position, posting date and "soft" closing date. The "soft" closing date is a minimum of five (5) business days after the posting date.

All College vacancies shall remain open until filled. All bargaining unit applicants shall be guaranteed the opportunity to interview for a vacant position so long as they meet all of the following criteria:

- The application is completed in full
- The application is submitted by the "soft" closing date
- The applicant meets the minimum requirements for the position
- If supplemental materials are requested with the application, they must be provided and they must be accurate

2. In the event a Part-Time position becomes full-time with the intent of elimination of a Part-Time position, the following shall apply:

- a. If there is only one (1) incumbent in the position, the position will not be treated as a vacancy and the incumbent will continue in the position.
- b. If there is more than one incumbent in the position, it will be treated as a vacancy.

**B. Orientation (Full-Time and Part-Time)**

New employees will be provided a copy of their job description and the SSECCA contract at the time of hire/onboarding. By July 1, Human Resources will provide the Union an orientation schedule for the fiscal year. The Union shall provide at orientation, information relevant to the Union. If Human Resources needs to postpone or cancel the orientation, the portion originally designated for the Union to present



information to the member shall be left intact. All union members shall be given one (1) hour to attend the member orientation that is scheduled on a day other than the designated original Human Resources orientation day. SSECCA Membership Officer or designee will meet with new hires after the last hour of the orientation session (4:00 to 5:00 p.m.). Release time shall be utilized by the Union representatives to present the information.

**C. Transfers (Full-Time)**

A current employee who transfers into a new position shall serve a probationary period in the new position. Probationary and newly transferred employees will be evaluated according to Article 7, L, of the current contract. However, if during the probationary period the employer, or the employer and employee mutually agree that the employee should not continue in the new position, the employee shall be transferred back to a job in his or her previous job group when a job becomes available.

The employee shall receive his or her previous salary/rate of pay in the event of a transfer back to the former job group, and any salary/rate of pay increase given the former job group will be given to the employee who transferred back.

Any full-time employee who is transferred temporarily to another position as a replacement for another employee on an approved leave of absence shall not be required to serve a probationary period. Should the employee on leave terminate his or her employment, the position shall be declared vacant and all terms of Article 9, Section A shall apply.

**D. Resignations (Full-Time and Part-Time)**

When possible, an employee who wishes to resign his or her position shall notify the College at least twenty-one (21) calendar days prior to the last date of employment.

**E. Temporary Employees (Full-Time and Part-Time)**

For the purpose of this Agreement, a temporary employee shall be defined as a person who is hired into a position on a short-term basis not to exceed ninety (90) calendar days. Upon mutual agreement between the College and the Union, the ninety (90) calendar days may be extended for another ninety (90) calendar days. If the position/person exceeds one hundred-eighty calendar days, the position must be terminated and the work must be returned to the Bargaining Unit. The exceptions to this are persons who are hired to:

1. Replace employees who are absent due to illness, work-related injury, leave of absence, or child rearing leave;
2. Cover positions for employees during temporary promotions; and
3. Seasonal grounds workers hired to work a maximum of one hundred-eighty (180) days.

**F. Grant Funded Positions (Full-Time and Part-Time)**

The Board and the Union recognize that as a condition of employment, employees who are being paid out of the restricted funds, are hired only for the duration of the grant for which they work. Therefore, it is agreed that these employees shall enjoy all the rights and benefits of this Agreement except Article 11. Further, it is agreed that should the grant expire, every effort shall be made to absorb these employees into the College system.

Those employees who have been employed prior to July 1, 1998, under the conditions of a grant shall enjoy all rights and benefits of this Agreement except Article 11 for a period of one (1) year after initial hire. After a period of one (1) year, these employees shall enjoy all rights and benefits of the Agreement without restrictions.

**G. Probation (Full-Time and Part-Time)**

The purpose of the probationary period of employment is to allow time for the immediate supervisor to orient an employee to the work requirements and expectations of the position and to determine whether or not the employee demonstrates satisfactory knowledge and skills in the performance of the work requirements and expectations of the position. The probationary period is also intended to afford the employee an opportunity to become adapted to the work required, to the department, and to determine whether he or she wishes to continue in the position.

If during the initial probationary period, an employee accepts a new position within the Bargaining Unit, his or her initial probationary period will commence with the most recent date of hire. For salary schedule placement purposes, the individual will be treated as a new employee.

All new employees shall serve a ninety (90) calendar day probationary employment period. This provisional period may be extended for two (2) additional periods of ninety (90) calendar days at the option of the Board or its designee. If the probationary period is extended, the probationary employee and the Union shall be given reasons in writing for each extension. A probationary employee may be dismissed without cause at any time during any of these provisional periods and such dismissal shall not be subject to the grievance procedure. At the successful conclusion of the probationary period, the employee and the Union will be notified in writing, within ten (10) working days, by the Human Resources Office that the employee is now considered a continuing employee.

Within the new or newly transferred employee's first ten (10) working days, Human Resources or the immediate supervisor shall explain the purpose of the probationary period. In addition, the immediate supervisor shall explain the expectations regarding performance in the new position and provide training that covers the specific duties and responsibilities of the position. During the probationary period, the immediate supervisor shall observe and assess the employee's job performance and work methods. The immediate supervisor shall establish criteria or checkpoints to determine normal progress expected in the new employee. The employee's performance shall be evaluated against these criteria or check points, in writing, at forty-five (45) and ninety (90) day intervals. Problems and deficiencies, as well as successes shall be reviewed with employees with instructions provided on how to improve.

## **ARTICLE 10 Seniority**

**A. Definition (Full-Time and Part-Time)**

The length of continuous Full-Time or Part-Time service at the College in a Bargaining Unit position. Seniority shall not accrue during an unpaid personal leave of absence but shall resume when an employee returns from leave.

**B. Full-Time Seniority Conflicts**

If it becomes necessary to resolve conflicts of seniority between employees with the identical length of continuous full-time service at the College, the following factors shall be used in this order:

1. Part-Time service at the College
2. Lot

**C. Part-Time Seniority Conflicts**

If it becomes necessary to resolve conflicts of seniority between employees with the identical length of continuous Part-Time service at the College, the following factors shall be used in this order:

1. Official date of hire with the College in a Bargaining Unit position.
2. Lot

**ARTICLE 11 Reduction in Force (Full-Time and Part-Time)**

If for any reason the Board acts to eliminate positions to decrease the number of employees in the Bargaining Unit, the following procedures shall govern such reduction in force:

- A. The Board shall provide notice in writing to the Union regarding the pending reduction in force at least thirty (30) days prior to the commencement of the actual reduction. The Board shall provide current seniority lists for Full- and Part-Time employees in the Bargaining Unit to the Union prior to the meeting.
- B. The Administration shall meet with the Union on the following:
  1. Business need for the reduction
  2. Review the list of vacancies and probationary employees
  3. Review of the seniority lists for accuracy
  4. Review of layoff and recall procedures as written in Article 11
  5. Notification of impacted employees
  6. The contents of a packet of information to be provided to each impacted employee
  7. Review of any documentation from the employee file relative to his or her skills and qualifications that can be verified to prove the employee's ability to fill a position
  8. The statement jointly authored by the Union and the Board to communicate the impact of the reduction in force to all employees upon completion of the action
- C. The Administration shall provide notice to an impacted employee no less than fourteen (14) calendar days prior to the commencement of the reduction. The Board, at its discretion, may substitute pay at the employee's regular rate of pay and schedule in lieu of notification.
- D. Employees shall be laid off in the following order:
  1. Contingent, Seasonal, and Temporary employees performing duties essentially similar to jobs performed by Part-Time or Full-Time employees affected by the

layoff shall be laid off first.

2. Part-Time employees shall be removed from service in reverse order of their respective lengths of service (last hired, first laid off) as determined by seniority.
  3. Full-time employees shall be removed from service in reverse order of their respective lengths of service (last hired, first laid off) as determined by seniority.
  4. Employees that are above the salary/rate of pay maximums for their grade as of the effective date of this agreement shall suffer no loss of pay during a reduction in force.
- E. Placement into Vacant Positions:** Reduced employees shall be placed in any vacant, non-grant funded, Bargaining Unit position at the highest grade, not to exceed their current grade, for which he or she has the ability to perform the minimum job requirements based on the essential duties and minimum qualifications of their current job and the contents of their personnel file. If multiple available positions exist in the same grade the reduced employee may select between them. Part-Time employees may only transfer to other Part-Time positions, Full-Time employees may transfer into either Full-Time or Part-Time positions. If placed in a lower position, their placement on the salary schedule would be matched with their current rate of pay, or placed at the maximum of the range if their current salary/rate of pay exceeds the range. If an employee's option would be a vacant position and moving into this position would cause a loss of pay, the employee may opt to instead exercise their bumping rights in accordance with Section G.
- F. Bumping Probationary Employees:** In the event there are no vacant positions for which the reduced employee is qualified, the reduced employee may bump any probationary employee in the Bargaining Unit from a position, at the employee's current grade or lower, for which the reduced employee has the ability to perform the minimum job requirements based on the essential duties and minimum qualifications of their current job and the contents of their personnel file. Employees in positions funded in whole or part with grant funds will not be bumped. Part-Time employees may only bump into other Part-Time positions, Full-Time employees may bump into either Full-Time or Part-Time positions. If placed in a lower position, their placement on the salary schedule would be matched with their current rate of pay, or placed at the maximum of the range if their current salary/rate of pay exceeds the range. If an employee's option would be to bump a probationary employee and moving into this position would cause a loss of pay, the employee may opt to instead exercise their bumping rights in accordance with Section G.
- G. Bumping Regular Employees:** In the event there are no probationary employees within the same grade or lower in the Bargaining Unit or the reduced employee does not have the ability to perform the minimum job requirements of any probationary employee at the same grade or lower, then the reduced employee may bump the least senior Full-Time employee in the Bargaining Unit from a position (within their same grade or lower) for which the reduced employee has the ability to do the work based on the essential duties and minimum qualifications of their current job and the contents of their personnel file. Part-Time employees may only bump into other Part-Time positions, Full-Time employees may bump into either Full-Time or Part-Time positions. If placed in a lower position, their placement on the salary schedule would be matched with their current rate of pay, or placed at the maximum of the range if their current rate of pay exceeds the range. Employees in positions funded in whole

or part with grant funds will not be bumped.

**H. Voluntary Layoff:** A reduced employee may accept a layoff and be placed on the recall list instead of accepting a vacant position or bumping into another job which is currently occupied. The employee's decision to be placed on the recall list shall count as a refusal under Section I.

**I. Recall Rights:** If a reduced employee is unable to secure an immediate position at the College through bumping and/or seniority, said employee shall be laid off subject to recall. Recall rights shall extend for twelve (12) months from the date of the final layoff action performed by the College. If job vacancies within the Bargaining Unit become available within the twelve (12) month period, employees shall be recalled to work in order of seniority, provided they are capable of returning to work and performing the minimum duties required for the vacant position.

An employee may refuse a position two (2) times and retain his or her seniority status on the recall list. A reduced employee who refuses recall for a third and final time shall be considered as having voluntarily surrendered his or her recall privileges and have fully separated from the College.

**J. Return from Recall List:** All benefits to which an employee was entitled at the time of his or her layoff (including, but not limited to, unused accumulated sick leave and seniority), will be restored to the employee upon his or her return to active employment.

The employee will be placed on the salary schedule at their previous rate of pay, or placed at the maximum of the range if their previous rate of pay exceeds the range. An employee on the recall list shall provide Human Resources with any change of address while awaiting recall. Notice of recall shall be made in writing by certified or registered mail to the employee's last known address on file with Human Resources. If the employee fails to report to work within ten (10) working days after recall notice is received, or fails to notify the College that he or she wishes to pass over this particular position, the employee shall be considered to have abandoned recall rights and have fully separated from the College and voluntarily resigned. The ten (10) working day timeframe may be extended by mutual agreement of the Board and the employee.

**K. Evaluation Period:** Any employee who bumps another employee from a position, or who is recalled to a position, shall be subject to a 30-day, 60-day, 90-day performance evaluation period. If the employee requests union representation at any of these meetings, the request will be granted.

a. After thirty (30) calendar days on the new job, the supervisor will meet with the employee to assess performance and expectations. If the thirty (30) day evaluation is unsuccessful, a performance improvement plan will be put in place. At this time the employee may elect to return to the recall list. This action will count as a refusal as per recall language in Section I.

b. After sixty (60) calendar days on the new job, the supervisor will meet with the employee to assess performance and expectations. If the thirty (30) day evaluation was unsuccessful and no substantial improvement has been made since, the Board may elect to return the employee to the recall list. This action will count as a refusal as per recall language in Section I.

c. After ninety (90) calendar days on the new job, the supervisor will meet with the employee to assess performance and expectations. In the absence of acceptable performance at the end of the ninety (90) calendar day period, the

employee shall be laid off subject to the recall provisions of this Agreement. This action will count as a refusal as per recall language in Section I. The Board at its discretion may instead extend the evaluation period.

## **ARTICLE 12 Discipline/Just Cause (Full-Time and Part-Time)**

The College agrees that disciplinary action shall be in a timely fashion with progressive and corrective discipline.

No continuing employee may be dismissed, suspended, or otherwise disciplined without pay, except for just cause. Nothing in this Article shall preclude the Board from exercising reduction in force.

- A. Human Resources shall schedule an investigatory meeting with the employee and SSECCA prior to issuing disciplinary action, except in cases of emergency. The College recognizes the employees right to representation under Article 2c.

Progressive discipline can include a wide range of disciplinary actions, depending on the circumstances, including some or all of the following:

1. Verbal warning
  2. Written warning
  3. Suspension with or without pay
  4. Termination of employment
- B. Discipline records shall be removed from member's personnel file after 3 years for verbal & written notices, and after 5 years if suspended. See also Article 2 E.

## **ARTICLE 13 Vacation (Full-time)**

- A. Employees who work twelve (12) months per year shall be granted paid vacations on the following schedule:
1. Employees exempt from the Federal Wage and Hour Law (exempt from overtime):
    - a. 1-5 years full-time continuous service: 15 working days per year
    - b. 6-11 years full-time continuous service: 20 working days per year
    - c. 12-13 years full-time continuous service: 21 working days per year
    - d. 14-15 years full-time continuous service: 22 working days per year
    - e. 16-17 years full-time continuous service: 23 working days per year
    - f. 18-19 years full-time continuous service: 24 working days per year
    - g. 20 years full-time continuous service: 25 working days per year
  2. Employees not exempt from the Federal Wage and Hour Law (not exempt from overtime):
    - a. 1-3 years full-time continuous service: 10 working days per year
    - b. 4-9 years full-time continuous service: 15 working days per year
    - c. Beginning with the 10th year of full-time continuous service: 20 working days per year



- B. Vacation leave may only be taken to the extent it has been earned and has the approval of the immediate supervisor.
- C. Use of vacation time is at the employee's choosing and may be denied only if taking of said leave will create a hardship for the department and then only to the extent that other accommodations have been explored.
- D. All requests for vacation leave must be submitted via the College's time and attendance system at least ten (10) working days in advance of the leave. The supervisor must approve or deny, via the College's time and attendance system, the request within five (5) working days of the request.
- E. Vacation leave requests may be submitted less than ten (10) working days in advance of the leave; however, sections C and D do not apply. Approval of the request shall be at the discretion of the supervisor. If the request is denied, a reason shall be given to the employee.
- F. Vacation leave may be taken in fifteen (15) minute increments or more, up to the maximum earned. Unused vacation days shall be cumulative but only thirty (30) days will be carried over on September 1 of every year. Any unused days over thirty (30) on September 1 will automatically roll into a non-SURS eligible sick leave plan. The member will use this non-SURS eligible sick leave first.
- G. Upon termination of employment, vacation leave earned, but not used, shall be paid at the employee's current rate of pay.

Vacation leave shall be granted on a first requested, first granted basis. In the event two or more employees request the same vacation period at the same time, vacation will be given to the more senior employee.

## **ARTICLE 14 Paid Holidays (Full-Time)**

- A. The following holidays shall be paid premium holidays for employees:
  - Dr. Martin Luther King Day
  - President's Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Thanksgiving Day and the following Friday
  - December 24
  - December 25
  - January 1

The following holidays shall be paid holidays for employees:

- Spring Break
- Winter Break

- B. If any of these premium holidays fall on a weekend, the College shall grant the preceding Friday or the Monday following the weekend as the paid holiday. If Independence Day and/or Juneteenth falls on Friday or Saturday, an 11th and/or 12th Friday (in 2026) will be added to the summer schedule.
- C. All employees required to work on premium holidays because of the nature of their duties will be paid one and one-half (1 ½) times their normal rate of pay in addition to their holiday pay.
- D. All other paid holidays will be paid one (1) times their normal rate in addition to holiday pay.
- E. To qualify for holiday pay, an employee must work their scheduled shift immediately prior to or after the holiday, unless using any benefit time.

## **ARTICLE 15 Paid Leaves**

### **A. Personal Leave (Full Time)**

1. Each employee shall be granted five (5) days without loss of pay each year for personal leave.
2. Upon hire, new employees will be granted personal leave prorated based on their hire date as follows:
  - July 1 – September 30 – 5 days – 40 hours
  - October 1 – December 31 – 3 days – 24 hours
  - January 1 – March 31 – 2 days – 16 hours
  - April 1 – June 30 – 1 day – 8 hours
3. Notice of planned use of personal business leave shall be given in writing to the immediate supervisor or designee at least twenty-four (24) hours in advance, except in an emergency, (inclement weather may be considered an emergency) when such notice shall be given orally as soon as possible, and thereafter promptly confirmed in writing.
4. Personal days may be taken in fifteen (15) minute increments.
5. Any personal leave not used by June 30 shall be rolled into non-SURS eligible sick leave.
6. Personal leave may be used at the employee's choosing and may be denied only if it creates a hardship for the department, and then only to the extent that other accommodations have been explored.
7. This Article complies with the Illinois Paid Leave for all Workers Act [820 ILCS 192]



## **B. SURS Sick Leave Credit**

SURS eligible credit for service is earned through your sick time. Any benefit time rolled into your sick time cannot be counted as SURS service credit.

1. Sick Leave Balance (College Time & Attendance System): Once the Board has implemented the new SURS leave plan rules, the Board will provide a sick time balance on a payroll basis which shows individual employees their sick time balance. The sick leave information will be available in the College Time & Attendance System and will indicate the difference between earned sick hours and rolled over sick time.
2. Sick Leave Usage: Once the Board has implemented the new SURS leave plan rules, when a SSECCA member uses sick time, any rolled over sick time shall be utilized first. No earned sick time shall be utilized until all of the employee's rolled over sick time has been exhausted.

## **C. Sick Leave (Full-Time)**

Any member eligible for State Universities Retirement System (SURS) long term disability leave and has used all of his or her accumulated sick leave shall be paid one-half (1/2) his or her salary for a maximum of sixty (60) working days or until SURS begins disability payments, whichever comes first.

1. Upon hire, the employee shall be credited with twelve (12) sick days. After the first year of employment, sick leave shall be earned at one (1) day per month. Sick leave is to be used for personal illness, wellness, disability, or because of a medical reason related to the employee or employee's family defined as spouse, spouse-substitute, children, siblings, parents, grandparents, grandchildren, or those for whom the employee has legal guardianship. Sick leave may be taken in fifteen (15) minute increments.
2. Sick leave in cases of serious illness to family shall be limited to five (5) days. If extenuating circumstances arise, the employee may use additional sick leave providing the employee can substantiate the need with a doctor's statement.
3. The employee will notify his or her immediate supervisor when using sick leave unless, due to the nature of the illness, the employee seeks privacy and confidentiality and notifies the Human Resources Department instead. The Human Resource Department will advise the supervisor within his or her right to know, but will protect the confidence of the employee.
4. A doctor's statement substantiating illness and/or verifying ability to return to work may be required by the College. Such examination costs will be paid by the Board.
5. No payment for unused sick time accrued will be made. If legislation during the term of this contract requires the College to pay employees for unused accrued sick days, the maximum which may be accrued for payment is one hundred-eighty (180) days.

## **D. SSECCA Sick Leave Bank (Full-Time)**

1. Purpose of Sick Leave Bank  
The intent of the SSECCA Sick Leave Bank is to offer interim emergency assistance to employees who have depleted their own sick, personal and

vacation time and remain unable to work due to serious illness. Eligible employees are able to withdraw additional sick leave time from a bank donated by other employees.

2. Who can participate?

All new employees and employees returning to the Bargaining Unit as of July 1, 2001 will be automatically entered into the SSECCA Sick Leave Bank.

- a. All new full-time employees and employees returning to the Bargaining Unit as of July 1, 2001 will be automatically entered into the SSECCA Sick Leave Bank.
- b. For all non-new employees, on July 1st, if there are more than 500 days in the SSECCA Sick Bank the employee will not have one day taken. However, if the SSECCA Sick Bank is below the 500 days threshold, a day will be taken from the employee to add to the SSECCA Sick Bank. Non-new employees can donate a personal, vacation, or sick day.
- c. No employee will have two (2) days taken within any twelve (12) month period.
- d. If a member would like to change his or her election from a sick day to a vacation day or a personal day they must notify Human Resources by June 15<sup>th</sup>. In the event that an employee who is participating in the bank does not have a sick or a designated day to donate, Human Resources will deduct a personal day in its place.
- e. Whenever a member is donating a sick day to SSECCA Sick Leave Bank, Non-SURS eligible sick time will be used before regular sick time.
- f. Full-time employees who were hired prior to July 1, 2021 and elected not to participate in the SSECCA Sick Leave Bank are not eligible to use the SSECCA Sick Leave Bank. Once an employee hired prior to July 1, 2001, elects to participate in the bank, the participation is annual and irrevocable during the existence of the SSECCA Sick Leave Bank.
- g. The SSECCA Sick Leave Bank can only be used for the employee's serious illness.
- h. Employees receiving disability benefits or workers compensation are not eligible to draw concurrently from the SSECCA Sick Leave Bank.

3. Amount of available sick leave days

- a. Participating employees are eligible to draw up to thirty (30) days from SSECCA Sick Leave Bank for each illness in a twelve (12) month period.
- b. The total days approved for each employee is dependent upon the number of days in the bank and number of people requesting days.

- c. Employee requests for withdrawal from the SSECCA Sick Leave Bank will be processed in the order received.
4. Process for withdrawing sick days
- a. To request withdrawal, the eligible employee must complete the SSECCA Sick Leave Bank Withdrawal Request form. Withdrawals shall be made in one (1) day increments.
  - b. The form, along with a physician's written statement shall be submitted to Human Resources/Benefits at least five (5) days prior to using the SSECCA Sick Leave Bank time. Exception is made if the employee is incapacitated. The physician's statement must indicate that the employee is currently unable to return to work and provide an approximate date when the employee can be expected to return to work. Except if there is a pandemic, these requests will be reviewed on a case by case basis.
  - c. Upon return to work, the employee shall present a physician's written statement of release to return to work.
5. Administration of the Sick Leave Bank
- a. Requests that are denied may be appealed to the Chief Human Resources Officer. The employee may request a SSECCA representative be a part of the appeal process.
  - b. Employees applying to the SSECCA Sick Leave Bank shall absolve and hold harmless in all respects SSECCA, the Board of Trustees and the Administration.
  - c. Human Resources will track the time available in the SSECCA Sick Leave Bank and maintain a list of eligible employees. After the annual election, Human Resources will provide SSECCA with a report indicating the participating members, number of days granted and number of days available in the bank. SSECCA may also request a report at any time during the year.
  - d. Any time remaining in the SSECCA Sick Leave Bank at the end of the fiscal year will be rolled over into the next fiscal year.

**E. Bereavement Leave (Full-Time and Part-Time)**

Employees may use up to six (6) workdays, three (3) of which are bereavement days and three (3) of which are sick days or PTO, for bereavement of the death of a family member defined as spouse, spouse substitute, children, parents, siblings, aunts, uncles, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians and dependents.

## **ARTICLE 16 Extended Leaves of Absence**

**A. Jury Duty/Court Related Leave (Full-Time and Part-Time)**

Employees summoned as or jurors will notify their appropriate supervisor as soon as possible after he or she has received notice to serve, or the College Paralegal if subpoenaed for a work-related matter. Summoned/subpoenaed employees required to appear in court during a day and time on which they were scheduled to work, will be paid their normal salary during this period. Reimbursement, exclusive of mileage,

from county, state or federal agencies will be turned over to the College. Such time will not be deducted from accumulated benefit time leave. Leave for employees serving as witnesses at civil trials may be used for a maximum of three (3) days per trial.

Employees who are a plaintiff or defendant in a criminal or civil proceeding unrelated to their employment by the College must use accumulated benefit time, if available.

## **B. Maternity Leave (Full-Time)**

Employees are entitled to a maternity leave as outlined in Appendix B and subject to the following conditions:

1. Application for Maternity Leave and a written statement by the attending physician of the estimated due date shall be submitted to Human Resources at least one hundred and twenty (120) calendar days prior to the anticipated birth of her child. At the time of application the employee must designate her leave intentions.
2. For the time period in which the attending physician certifies that the employee is disabled, the employee will be placed on a maternity disability leave. The employee's accumulated benefit time will be used during this time in the order of use by sick, vacation, then personal time. If the employee's accumulated time runs out prior to the end of the disability leave, the Board shall continue to maintain the affected employee group health insurance coverage. The employee shall pay for her share of dependent health insurance premiums for the remainder of the leave.
3. Once the employee has been released from her physician's care she is entitled to additional maternity leave time as follows:
  - a. If **eligible** for Family and Medical Leave Act (FMLA) the employee will be entitled to twelve (12) weeks of leave as outlined in Article 16, Section D.  
OR
  - b. If the employee is **not eligible** under the provisions of the Family and Medical Leave Act she will be entitled to the same provisions as outlined in Article 16, Section D.
4. At the conclusion of any maternity leave as outlined in paragraph three (3), the employee may request an unpaid maternity leave up to thirty-four (34) weeks. The employee will be responsible for maintaining her health insurance benefits, if she so desires, by making the appropriate payments to Human Resources as outlined in her application for Maternity Leave.
5. An employee who is granted Maternity Leave in the duration of six (6) months or less shall be returned to her former position at the conclusion of the leave. If the leave is in duration of more than six (6) months, the employee shall be returned to the next available similar and open position in the Bargaining Unit for which she meets the requirements of the job description.
6. The total amount of maternity leave time shall not exceed one (1) year.
7. An employee on maternity leave may return to work prior to the end of her leave, provided that a written notice is submitted to Human Resources at least three (3)

days prior to her return date.

### C. Parental/Adoption Leave (Full-Time)

Employees are entitled to a Parental/Adoption Leave subject to the following conditions:

1. The employee shall notify Human Resources, in a written statement, indicating the date that the child is expected to arrive. Application for Parental/Adoption Leave shall be submitted to Human Resources at least one hundred and twenty (120) calendar days prior to the anticipated arrival of the child. At the time of application the employee must designate his or her leave intentions.
2. Leave may be taken as follows:
  - a. If **eligible** for Family and Medical Leave Act (FMLA) the employee will be entitled to twelve (12) weeks of leave as outlined in Article 16, Section C.  
OR
  - b. If the employee is **not eligible** under the provisions of the Family and Medical Leave Act he or she will be entitled to the same provisions as outlined in Article 16, Section D.
3. At the conclusion of any Parental/Adoption Leave as outlined in paragraph two (2), the employee may request an unpaid leave up to forty (40) weeks. The employee will be responsible for maintaining his or her health insurance benefits, if they so desire, by making the appropriate payments to Human Resources as outlined in their application for Parental/Adoption Leave.
4. An employee who is granted Parental/Adoption Leave in the duration of six (6) months or less shall be returned to her former position at the conclusion of the leave. If the leave is in duration of more than six (6) months the employee shall be returned to the next available similar and open position in the Bargaining Unit for which she meets the requirements of the job description.
5. The total amount of Parental/Adoption Leave time shall not exceed one (1) year.
6. An employee on Parental/Adoption Leave may return to work prior to the end of his or her leave, provided that a written notice is submitted to Human Resources at least three (3) days prior to his or her return date.
7. This section shall not be applicable if the child is attending school (except kindergarten).
8. An employee cannot be granted both a maternity and parental leave for the same child.

### D. Family & Medical Leave (FMLA) (Full-Time and Part-Time)

For simplification on this document, FMLA refers to the Family & Medical Leave Act FML refers to Family Medical Leave.

1. Eligible Employees  
Eligible employees are those who have worked at least one thousand two hundred and fifty (1250) hours over the twelve (12) months prior to the first day of the FMLA leave. Eligible employees shall be entitled to a total of twelve (12)

work weeks of unpaid leave in which they are scheduled to work during one thousand two hundred and fifty (1250) hours for one or more of the following:

- a. In order to care for the spouse, child or parent of the employee if such spouse, child or parent has a serious health condition;
- b. Because a serious health condition, defined by a written statement by the attending physician, makes the employee unable to perform the functions of his or her position;
- c. Because of reasons provided for under the provision "Maternity/Child Rearing Leave" as stated in this contract, the commencement to be determined by the employee, not to exceed the accumulation of the twelve (12) week aggregate and will not be taken simultaneously with any other leave covered by this contract.
- d. For qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

2. Intermittent Leave

Leave under Section 1, subparagraph (a) or (b) may be taken intermittently or on a reduced schedule leave when medically necessary. The taking of leave intermittently or on a reduced schedule leave shall not result in a reduction in the total amount of leave to which the employee is entitled beyond the amount of leave actually taken.

3. Alternative Position

If an employee requests intermittent leave, or leave on a reduced schedule that is foreseeable based upon planned medical treatment, the College may require that employee to transfer temporarily to an available alternative position offered by the College for which that employee is qualified and that:

- a. Has equivalent pay and benefits; and
- b. Better accommodates recurring periods of leave than the regular assignment of the employee.

4. Duties of Employee

If any case in which the necessity for leave under Section 1, subparagraph (a) or (b) is foreseeable based upon planned medical treatment, the employee:

- a. Shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the College. Such treatment shall be subject to the approval of a health care provider's medical determination of need for treatment; and
- b. Shall provide the College with not less than a thirty (30) day advance notice. If the date of the treatment requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.



## 5. Certification

The College may require:

- a. Thirty (30) day advance notice of the need to take FMLA leave when the need is foreseeable;
- b. Medical certifications supporting the need for leave due to a serious health condition affecting the employee, spouse, child, or parent;
- c. Second (2nd) or third (3rd) medical opinions, and periodic recertification by a designated health care provider of the College (at the College's expense); and
- d. Periodic reports during FMLA leave regarding the employee's status and intent to return to work. Such reports shall include the date of the onset of the condition, the probable duration, the appropriate medical facts, and a statement by the employee that they are needed to care for the seriously ill spouse, child, or parent.
- e. Statement from the employee (including available written support documentation) about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member, as well as certification (i.e. the service members' active duty orders) that the covered service member is a member of the National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation.

When leave is needed to care for self, a spouse, child, or parent and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

The College will grant an eligible employee who is a spouse, child, parent, or next of kin of a current service member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member. The single 12-month period is measured forward from the date an employee's leave to care for the covered service member begins.

Also, the College must inform employees of their rights and responsibilities under FMLA, including giving specific information when an employee gives notice of FMLA leave on what is required of the employee and what might happen in certain circumstances, such as, if the employee fails to return to work after FMLA leave.

## 6. Leave Designation

An eligible employee may elect to substitute any accrued personal leave, or medical or sick leave for any part of the twelve (12) week period of such FMLA. Such designation shall be prior to the conclusion of the leave.

7. Job Restoration

Employees electing leave under FMLA shall be given the opportunity to return to work upon conclusion of such leave. Seniority shall accrue during FMLA leave.

8. Maintenance of Health Benefits

The College is required to maintain group health insurance coverage for employees on FMLA leave on the same terms as if the employee had continued to work. Employees shall pay their share of dependents health insurance premiums while on leave. If the employee fails to return to work, the College may recover premiums it paid to maintain his or her health coverage.

**E. Leave of Absence (Full-Time)**

Employees may be granted an extended leave of absence for personal reasons without pay. Such leaves are not to exceed one year. All requests for such leaves are to be made to the immediate supervisor and, if recommended, submitted by the administration to the Board for approval.

An employee who is granted a leave of absence in the duration of six (6) months or less shall be returned to the former position at the conclusion of the leave. An employee who receives a leave of absence in duration of more than six (6) months shall be returned to the next available similar and open position in the Bargaining Unit, for which he or she meets the requirements of the job description. Employees on leaves granted for job skills improvement and work experience shall be advanced one (1) step on the salary schedule as though they were not on leave, provided they carry out the provision(s) of the leave.

1. Compensation

The employee agrees to waive any claim of any nature for unemployment compensation during the period of such leave.

2. Notice to Return

In all instances where an employee is granted a leave, as a condition thereof, the employee must advise the appropriate Vice President or designee at least thirty (30) calendar days in advance of the end of such leave of his or her intention of return.

**F. Military Leave (Full-Time and Part-Time)**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave and upon the satisfaction of the conditions outlined herein, an employee has the right to return to the same position he or she held prior to the leave or to a like-position with seniority, status, and pay intact.

1. Continuation of Health Benefits

During a military leave of less than thirty-one (31) days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than thirty (30) days, an employee may elect to continue his or her health coverage for up to eighteen (18) months of uniformed service, but shall be required to pay all or part



of the premium for the continuation coverage.

## 2. Requests for Military Leave

### a. Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty, and employee shall notify his or her supervisor, as well as Human Resources, as soon as possible, and submit a copy of the military orders to his or her supervisor and Human Resources (unless he or she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

### b. Leave for Initial Training and Other Related Obligations (e.g., fitness for service examinations).

Employees will also be granted time off for initial military training (fourteen (14) days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees shall advise their supervisor and Human Resources of their training schedule and/or other related obligations as far in advance as possible. Employees shall retain their military pay vouchers. Upon return from training, the employee shall submit his or her military pay voucher to the Human Resources Office; the College will pay an employee's full salary, less base military pay, for the training period, not to exceed fourteen (14) days.

## 3. Return from Military Leave

Notice Required: Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

An employee who served for less than thirty-one (31) days or who reported for a fitness to serve examination, must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight (8) hours after the employee has returned from the location of service.

An employee who served for more than thirty (30) days, but less than one hundred and eighty-one (181) days, must submit an application for reemployment no later than fourteen (14) days after completing his or her period of service. An employee who served for more than one hundred and eighty (180) days must submit an application for reemployment no later than thirty (30) days after the completion of the uniformed service. If these deadlines are impossible or unreasonable through no fault of the employee, then submission shall be made on the next business day.

An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to Human Resources (if the service was less than thirty-one (31) days), or submit an application for reemployment (if the service was greater than thirty (30) days), at the end of the necessary recovery period, not to exceed two (2) years.

## 4. Required Documentation

An employee whose military service was for more than thirty (30) days must provide documentation within two (2) weeks of his or her return (unless such documentation does not yet exist or is not readily available) showing the following: (1) the application for reemployment is timely (i.e. submitted within the

required time period); (2) the period of service has not exceeded five (5) years; and (3) the employee received an honorable or general discharge.

**G. Victims' Economic Security and Safety Act (VESSA) (Full-Time and Part-Time)**

Employees who have worked for the College during any 12-month period may be entitled to a total of 12 workweeks of leave during any 12-month period under the Victims' Economic Security and Safety Act (VESSA). VESSA leave may be taken on an intermittent basis.

An employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
2. Obtain victim services for the employee or employee's family or household member;
3. Obtain psychological or counseling for the employee or employee's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Employees who have paid sick leave available to them may use such leave concurrently with their VESSA leave. After exhausting his or her paid leave, the remainder of an employee's VESSA leave will be unpaid. VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act (FMLA); thus, such leave shall run concurrently with VESSA.

Employees who wish to apply for a VESSA leave are required to meet certain notification and documentation requirements that are available from the Human Resources. The College reserves the right to request one or more of the following:

- Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee's family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

Employees must pay their share of health insurance premiums while on VESSA leave. If an employee fails to return to work following the conclusion of a VESSA leave, the College may recover the health insurance premiums it paid on behalf of the employee.

For more information on VESSA leave procedures and requirements, employees should contact Human Resources.

## **ARTICLE 17 Insurance and Benefits**

### **A. Health and Dental Insurance (Full-Time)**

The Board Shall provide at its expense \$200 deductible comprehensive Major Medical Health and Accident Insurance for each employee.

Employees enrolled in the health and dental benefits plan will pay the listed percentage of the employee premium for the duration of this agreement:

- 15% for employee premiums

Employees enrolled in the health and dental benefits plans will pay the listed percentage of the dependent premium for the duration of this agreement:

- 24% for dependent premiums

### **B. Group Life Insurance (Full-Time)**

The Board shall provide group term life and accidental death and dismemberment policy to employees at two (2) times their base annual salary or \$100,000 whichever is greater, rounded up to the nearest thousand but not to exceed the maximum allowed by the insurance carrier provided at no cost to the employee.

### **C. Tuition Reimbursement for ECC Credit Courses (Full-Time)**

Each employee, employee's spouse, and employee's children age twenty-five (25) or younger shall have the right to receive reimbursement of tuition for ECC credit courses in which the employee, employee's spouse, or employee's children age twenty-five (25) or younger earn a grade of "C" or better. If the course is graded on a pass/fail scale, the grade earned must be "pass". Other fees must be paid by the individual and will not be reimbursed, including but not limited to: laboratory fees, course fees, supplies, textbooks, etc. However, these items may be reimbursed with pre-approval under Professional Development pursuant to Article 8.

Qualified individuals, within thirty (30) working days of the successful completion of a College course, will submit a request for reimbursement to the Human Resources Department. The request will be validated both for eligibility and course grade by the Human Resources Department and the Business and Finance Department.

## **ARTICLE 18 Salary**

### **A. Salary and Wage Schedule (Full-Time and Part-Time)**

Wage and Salary Pay Ranges shall be in effect for the term of this contract as listed in Appendix E. Two tables are listed for each fiscal year for each Wage or Salary table – labeled "P50" and "P75". For FY 25 and FY 26 these tables will have a 1% increase added to the MIN/MID/MAX tables each years of this contract, as reflected in those tables.

**Annual Salary (Full Time) FY 2024**

GRADE	FY 24 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$71,700	\$95,600	\$119,500
15	\$61,800	\$82,400	\$103,000
14	\$53,850	\$71,800	\$89,750
13	\$47,100	\$62,800	\$78,500
12	\$41,100	\$54,800	\$68,500
11	\$35,775	\$47,700	\$59,625
10	\$34,856	\$42,200	\$52,375
9	\$33,938	\$39,100	\$46,125
8	\$33,019	\$36,700	\$41,375
7	\$32,100	\$34,800	\$37,500

GRADE	FY 24 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$83,475	\$111,300	\$139,125
215	\$72,525	\$96,700	\$120,875
214	\$63,600	\$84,800	\$106,000
213	\$56,100	\$74,800	\$93,500
212	\$49,500	\$66,000	\$82,500
211	\$43,575	\$58,100	\$72,625
210	\$38,700	\$51,600	\$64,500
209	\$34,500	\$46,000	\$57,500
208	\$33,300	\$42,200	\$52,250
207	\$32,100	\$40,000	\$47,875

**Rate of Pay (Part Time) FY 2024**

GRADE	FY 24 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$34.47	\$45.96	\$57.45
15	\$29.71	\$39.62	\$49.52
14	\$25.89	\$34.52	\$43.15
13	\$22.64	\$30.19	\$37.74
12	\$19.76	\$26.35	\$32.93
11	\$17.20	\$22.93	\$28.67
10	\$16.76	\$20.29	\$25.18
9	\$16.32	\$18.80	\$22.18
8	\$15.87	\$17.64	\$19.89
7	\$15.43	\$16.73	\$18.03

GRADE	FY 24 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$40.13	\$53.51	\$66.89
215	\$34.87	\$46.49	\$58.11
214	\$30.58	\$40.77	\$50.96
213	\$26.97	\$35.96	\$44.95
212	\$23.80	\$31.73	\$39.66
211	\$20.95	\$27.93	\$34.92
210	\$18.61	\$24.81	\$31.01
209	\$16.59	\$22.12	\$27.64
208	\$16.01	\$20.29	\$25.12
207	\$15.43	\$19.23	\$23.02

**Annual Salary (Full Time) FY 2025**

GRADE	FY 25 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$72,417	\$96,556	\$120,695
15	\$62,418	\$83,224	\$104,030
14	\$54,389	\$72,518	\$90,648
13	\$47,571	\$63,428	\$79,285
12	\$41,511	\$55,348	\$69,185
11	\$36,133	\$48,177	\$60,221
10	\$35,205	\$42,622	\$52,899
9	\$34,277	\$39,491	\$46,586
8	\$33,349	\$37,067	\$41,789
7	\$32,421	\$35,148	\$37,875

GRADE	FY 25 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$84,310	\$112,413	\$140,516
215	\$73,250	\$97,667	\$122,084
214	\$64,236	\$85,648	\$107,060
213	\$56,661	\$75,548	\$94,435
212	\$49,995	\$66,660	\$83,325
211	\$44,011	\$58,681	\$73,351
210	\$39,087	\$52,116	\$65,145
209	\$34,845	\$46,460	\$58,075
208	\$33,633	\$42,622	\$52,773
207	\$32,421	\$40,400	\$48,354

**Rate of Pay (Part Time) FY 2025**

GRADE	FY 25 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$34.82	\$46.42	\$58.03
15	\$30.01	\$40.01	\$50.01
14	\$26.15	\$34.86	\$43.58
13	\$22.87	\$30.49	\$38.12
12	\$19.96	\$26.61	\$33.26
11	\$17.37	\$23.16	\$28.95
10	\$16.93	\$20.49	\$25.43
9	\$16.48	\$18.99	\$22.40
8	\$16.03	\$17.82	\$20.09
7	\$15.59	\$16.90	\$18.21

GRADE	FY 25 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$40.53	\$54.04	\$67.56
215	\$35.22	\$46.96	\$58.69
214	\$30.88	\$41.18	\$51.47
213	\$27.24	\$36.32	\$45.40
212	\$24.04	\$32.05	\$40.06
211	\$21.16	\$28.21	\$35.27
210	\$18.79	\$25.06	\$31.32
209	\$16.75	\$22.34	\$27.92
208	\$16.17	\$20.49	\$25.37
207	\$15.59	\$19.42	\$23.25

**Annual Salary (Full Time) FY 2026**

GRADE	FY 26 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$73,141	\$97,522	\$121,902
15	\$63,042	\$84,056	\$105,070
14	\$54,932	\$73,243	\$91,554
13	\$48,047	\$64,062	\$80,078
12	\$41,926	\$55,901	\$69,877
11	\$36,494	\$48,659	\$60,823
10	\$35,557	\$43,048	\$53,428
9	\$34,620	\$39,886	\$47,052
8	\$33,683	\$37,438	\$42,207
7	\$32,745	\$35,499	\$38,254

GRADE	FY 26 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$85,153	\$113,537	\$141,921
215	\$73,983	\$98,644	\$123,305
214	\$64,878	\$86,504	\$108,131
213	\$57,228	\$76,303	\$95,379
212	\$50,495	\$67,327	\$84,158
211	\$44,451	\$59,268	\$74,085
210	\$39,478	\$52,637	\$65,796
209	\$35,193	\$46,925	\$58,656
208	\$33,969	\$43,048	\$53,300
207	\$32,745	\$40,804	\$48,837



**Rate of Pay (Part Time) FY 2026**

GRADE	FY 26 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$35.16	\$46.89	\$58.61
15	\$30.31	\$40.41	\$50.51
14	\$26.41	\$35.21	\$44.02
13	\$23.10	\$30.80	\$38.50
12	\$20.16	\$26.88	\$33.59
11	\$17.55	\$23.39	\$29.24
10	\$17.09	\$20.70	\$25.69
9	\$16.64	\$19.18	\$22.62
8	\$16.19	\$18.00	\$20.29
7	\$15.74	\$17.07	\$18.39

GRADE	FY 26 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$40.94	\$54.59	\$68.23
215	\$35.57	\$47.42	\$59.28
214	\$31.19	\$41.59	\$51.99
213	\$27.51	\$36.68	\$45.86
212	\$24.28	\$32.37	\$40.46
211	\$21.37	\$28.49	\$35.62
210	\$18.98	\$25.31	\$31.63
209	\$16.92	\$22.56	\$28.20
208	\$16.33	\$20.70	\$25.63
207	\$15.74	\$19.62	\$23.48

As part of the 2023 Korn Ferry market review, the following items shall take effect on July 1, 2023:

1. Employees who were below a wage of \$15.43/hour on May 15, 2023 shall be retroactively increased to \$15.43 per hour (or the equivalent annual salary)

effective May 15, 2023 plus any other FY24 increases they are entitled to receive under this agreement.

2. Any employee who is below the minimum for their pay grade shall be moved to the minimum for that pay grade.
3. **Equity Pay Adjustment:** Employees shall be paid a one-time equity adjustment of five cents (.05) per hour added to their rate of pay (or the equivalent annual salary) for each year of continuous work service which includes year(s) of full-time and part-time classifications for a maximum amount not to exceed \$2.00 per hour. This adjustment will be in addition to any other FY24 increases they are entitled to receive under this agreement.
4. Each employee shall receive the following increases, not to exceed the maximum rate of pay for their classification level:
  - July 1, 2023: 3% (FY24)
  - July 1, 2024: 4% (FY25)
  - July 1, 2025: 4% (FY26)

Employees who meet or exceed the maximum of the compensation schedule shall have the annual increase paid in a lump sum payment subject to federal and state taxes paid to the employee. Alternatively, the employee may elect to have the lump sum payment to be paid to the employee's 403(b) or 457(b) account; however, the employee must submit a written request to Human Resources no later than June 30 of each applicable year to have the lump sum payment be paid to the employee's 403(b) or 457(b) account.

**B. New Member Placement (Full-Time and Part-Time)**

1. A new member may receive a higher starting rate of pay than an existing member if they have greater years of applicable experience and/or higher degrees or certifications which are directly related to the position qualifications. If a current member in the same like position meets or exceeds the qualifications of the new member, that current member's rate of pay shall be brought up to equal or exceed that of the new member.

Any internal regular Full-Time and Part-Time employee, excluding faculty, student workers, tutors, seasonal, temporary, and contingent employees, who accepts an internal transfer into the bargaining unit, will not be treated as a new member in terms of placement as defined in B1.

2. Within ten (10) working days of the effective date of hire, the Union will be provided with the new member's salary/rate of pay, and hire date.

**C. Return to Bargaining Unit (Full-Time)**

If an employee accepts an ECC position outside of the Bargaining Unit and subsequently returns to a position in the Bargaining Unit, the employee will be credited with the same number of years of seniority as he or she had when he or she left. Vacation time will be calculated based on the number of total years of service to the College. The returning employee's salary/rate of pay will be negotiated with the Union.

If an employee accepts a position outside of the College and is subsequently re-hired for a Bargaining Unit position within three years of his or her departure, then he or she will lose one year of seniority for every year that he or she was not in the Bargaining Unit. The returning employee will be treated as a new employee for purposes of salary/rate of pay determination

**D. Position Change (Full-Time and Part-Time)**

An employee who is promoted to a position in a higher classification level will receive the commensurate salary/rate of pay for the classification level to which the position has been assigned based on their level of education, experience and requirements of the position but not less than a ten (10) percent increase in their current salary/rate of pay. The employee's salary/rate of pay will not exceed the maximum of the new classification level.

An employee who applies for and accepts a position in a lower classification level may retain their current salary/rate of pay so long as they do not receive a higher salary/rate of pay than a current member within the same classification level in a like position; however, the employee's salary/rate of pay will not exceed the maximum salary/rate for that classification level.

**E. Lateral Position (Full-Time and Part-Time)**

A lateral transfer is considered movement into a job classification that is the same grade level as their current position.

An employee who applies for and accepts a position in a lateral classification level will receive the commensurate salary/rate of pay for the classification level to which the position has been assigned based on their level of education, experience, requirements of the position, any training required for the new position they are moving into, and the employee's performance history, the location of the employee's salary on the salary range, and may receive an increase of up to two (2) percent in their current salary/rate of pay. The employee's salary/rate of pay will not exceed the maximum salary/rate for the classification level.

## **ARTICLE 19 Part-Time Conditions for Employment**

**A. Working Hours (Part-Time)**

1. We will recognize that our part-time employees are a flexible workforce; however, every effort will be made to provide adequate notice of their work schedule.
2. Employees are entitled to breaks as follows:
  - a. Fifteen (15) minute paid break during the first four (4) hours of continuous work. Break times will be coordinated by the immediate supervisor to ensure coverage and will normally fall near the middle of the four (4) hour shift.
  - b. Fifteen (15) minute paid break and thirty (30) minute unpaid meal period for six (6) or more hours, but less than eight (8) hours of continuous work.
  - c. Two (2) fifteen (15) minute paid breaks and one (1) hour unpaid meal period for eight (8) or more hours of continuous work. The meal period should normally fall between the third (3rd) and fifth (5th) hour of employment unless an alternate schedule is mutually agreed to between the employee

and his or her immediate supervisor.

**B. Paid Time Off (PTO) (Part-Time)**

1. Employees will accrue paid time off (PTO) on a bi-weekly basis based upon their hours worked and their length of continuous, completed service. The rate of accrual per hour worked will be calculated per the following schedule:

<b>Years of Continuous, Completed Service</b>	<b>0-3</b>	<b>4-5</b>	<b>6-7</b>	<b>8-9</b>	<b>10+</b>
Rate	0.0490	0.0530	0.0570	0.0610	0.0650

PTO may be used at the employee's choosing and may be denied only if it creates a hardship for the department, and then only to the extent that other accommodations have been explored.

2. PTO may be taken in fifteen (15) minute increments.
3. Notice of planned use of PTO time shall be given in writing to the immediate supervisor or designee at least twenty-four (24) hours in advance, except in an emergency, (inclement weather may be considered an emergency) when such notice shall be given orally as soon as possible, and thereafter promptly confirmed in writing.
4. Employees may carry over a maximum of one hundred (100) hours on September 1. Any hours exceeding one hundred (100) will be forfeited. No annual payouts of unused PTO will be made.
5. Upon termination of employment, PTO earned, but not used, shall be paid at the employee's current rate of pay.
6. This Article complies with the Illinois Paid Leave for All Workers Act [820 ILCS 192].

**C. Unpaid Time Off (Part-Time)**

Recognizing the flexible nature of the Part-Time labor force, Part-Time employees may request unpaid time-off. Requests shall be given in writing to the immediate supervisor or designee. Approval of unpaid time-off will be made at the supervisor's discretion. The supervisor must approve or deny the request in writing. If the request is denied, a reason shall be given to the employee.

**D. Tuition Reimbursement (Part-Time)**

Each part-time employee shall have the right to receive reimbursement of tuition for credit courses taken at Elgin Community College.

1. Members may accumulate up to thirty (30) credit hours per year to their tuition reimbursement account. The accumulation earned will be prorated each pay period based upon actual hours worked. Members will earn .0204 credit hours per actual hours worked per pay period.

2. There is no limit to the amount of credit hours an employee may accumulate in their tuition reimbursement account. Upon termination, any remaining credit hours will be forfeited. Credit hours forfeited are non-compensable
3. Reimbursement is for credit classes taken at the College and may be used for self, spouse, and children age twenty-five (25) or younger.
4. To receive reimbursement, an employee must be actively employed at the end or completion of the course and the employee, employee's spouse or children age twenty-five (25) or younger must earn a grade of "C" or better. If the course is graded on a pass/fail scale, the grade earned must be "pass". The tuition reimbursement is limited to tuition only. Other fees must be paid by the individual and will not be reimbursed, including, but not limited to laboratory fees, course fees, supplies, textbooks, etc.
5. Tuition credits will be awarded in whole hours and cannot exceed the balance of credits an individual has accumulated at the time of the reimbursement request.
6. Qualified individuals, within thirty (30) working days after successful completion of a College course, will submit a request for reimbursement to the Human Resources Department. The request will be validated both for eligibility and course grade by the Human Resources Department and the Business and Finance Department.

**E. Hourly Wages (Part-Time)**

**See Article 18A.**

**F. Shift Differential (Part-Time)**

Those part-time employees who work between 11:00 p.m. and 7:00 a.m. will receive a shift differential of 10% of their salary for only those hours actually worked. Meal breaks are unpaid as outlined in this Article Section A.

**G. Bereavement (Part-Time)**

See Article 15 E.

## **ARTICLE 20 Inappropriate Workplace Behavior**

**A. Inappropriate Workplace Behavior (Full-Time and Part-Time)**

1. Equal Employment Opportunity and Affirmative Action Statement

***See Administrative Procedure 3.402 for complete administrative detailed procedures. (also see Appendix E)***

The Board and the Union, in accordance with applicable law, shall not discriminate, or tolerate discrimination, against any employee on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state, or

local law in matters of employment, or membership or participation in, or association with, the lawful activities of any organization.

The College's policies and procedures regarding the investigation and resolution of alleged or suspected violation of the College's policy against discrimination, harassment, and retaliation (as set forth in Administrative Procedure 3.403).

## 2. Discrimination, Harassment, and Retaliation

***See Administrative Procedure 3.403 for complete administrative detailed procedures.***

Sexual harassment is defined as any unwelcome advances or requests for sexual favors or any conduct of a sexual nature\* when: a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. A hostile work environment exists if a person's conduct (unwelcomed sexual conduct) "unreasonably interferes" with an employee's work performance or creates "an intimidating, hostile or offensive working environment."

\*Behaviors which, if unwelcome, may be perceived as sexual harassment can be verbal, non-verbal or physical. Verbal harassment may include, but not be limited to, epithets, derogatory comments or jokes, suggestive and insulting sounds, or whistling. Physical acts may include obscene gestures, touching, leering, pinching, and brushing the body. Non-verbal behavior may include displaying offensive posters, cartoons, pictures or drawings.

## 3. Bullying in the Workplace

Workplace bullying refers to *repeated*, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s).

Bullying behavior may include, but not limited to, an abuse or misuse of power and may create feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work.

## 4. Reporting Procedures

The Board has determined that bullying in the workplace, hostile working environment and a working environment wherein sexual harassment of employees are permitted fosters disrespect for fellow employees and supervisors, interferes with an employee's work performance, and creates an intimidating work

environment. Accordingly, sexual harassment of employees, hostile work environment, and bullying in the workplace shall not be permitted.

- a) Employees who are the victims of sexual harassment, hostile work environment, or bullying must notify the College through the College Executive Director, EEO/AA Officer, Title VI, Title IX and FOIA Compliance Officer and the Chief Human Resources Officer. A witness of such behavior may also file a complaint using the reporting procedures.
- b) When requested by the employee, a Union Representative may accompany the employee.
- c) A formal report shall be made in writing, detailing the specifics of the charge to the College Executive Director, EEO/AA Officer, Title VI, Title IX and FOIA Compliance Officer and the Chief Human Resources Officer.
- d) Upon receipt of a charge or complain, an investigation shall be conducted in a timely fashion and a proposed remedy shall be proffered to all affected personnel.
- e) If the employee is dissatisfied with the response of the College Executive Director, EEO/AA Officer, Title VI, Title IX and FOIA Compliance Officer or the Chief Human Resource Officer, they may use the grievance policy as stated in this contract, or file a complaint with EEOC.

DRAFT

# Appendix A

## Scenarios With Regard to Call Back

### Scenario I

An Exempt employee receives a call from any supervisor indicating the existence of an emergency. The employee handles the matter from his or her cell phone while he or she is fishing down on the Fox River. It takes the employee 15 minutes. The employee will be compensated for two (2) hours of work time and a half at his or her normal rate of pay of \$20/hour. The supervisor will complete a special pay request form for a total amount of \$60.00.

### Scenario II

A Non-Exempt employee receives a call from any supervisor at a conference that he or she is attending on behalf of the college to assist in handling an emergency. The call is received in the evening at which time the employee is not responsible for attending any sessions. The employee and the supervisor are on the phone for 30 minutes and it is determined that the employee cannot help resolve the problem. The employee is compensated for 30 minutes of overtime pay, which is to be indicated on his or her timesheet as overtime.

### Scenario III

A supervisor contacts an employee at home and begins talking with the employee about a work matter. They are on the phone for 20 minutes. As the supervisor did not indicate the call was a non-emergency, the call is treated as an emergency and is therefore compensated at two (2) hours of overtime calculated at the employee's normal rate of pay.

### Scenario IV

An employee receives a call at home from a co-worker, not directed by his or her supervisor, to assist him/her in handling a matter. They are on the phone for one (1) hour. As the call was not directed from the supervisor the employee would not receive compensation for the call.

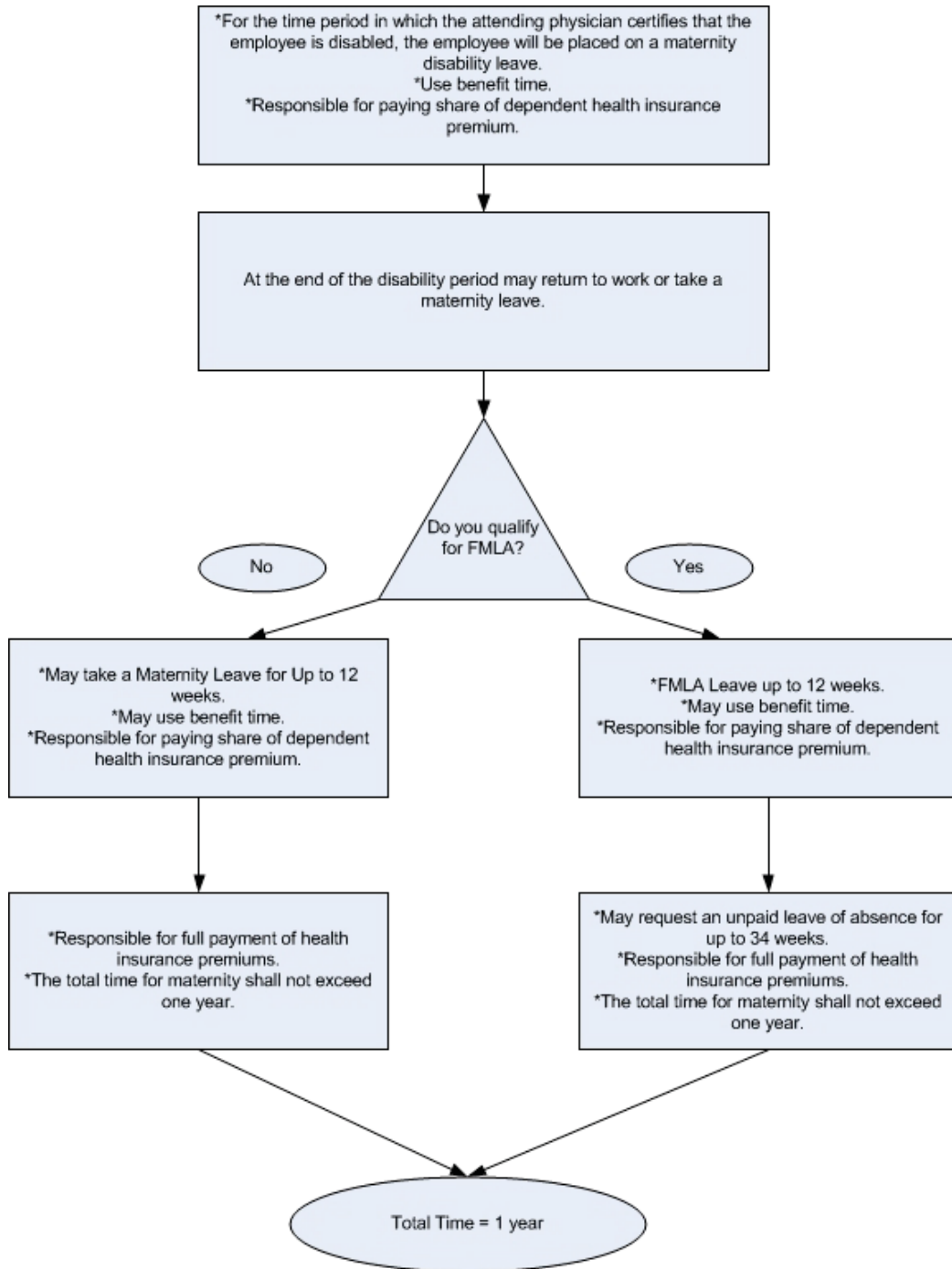
### Scenario V

A supervisor calls an employee at home but reaches a family member. The supervisor leaves a message requesting the employee to call him/her to assist in handling a work-related problem. The employee never returns the call. The employee will not be compensated as he or she did not return the call, nor be the subject of any discipline.



# Appendix B

## Maternity Leave



## **Appendix C**

### **Position Classifications**

A list of SSECCA positions will be kept on the Human Resources intranet page listed on the College's intranet site.

DRAFT

## **Appendix D**

### **Savings Clause**

If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement and the parties shall meet as soon as possible to agree on a substitute provision. However, if parties are unable to agree within thirty (30) days following commencement of the initial meeting then the matter shall be postponed until contract negotiations are reopened.

DRAFT

## Appendix E

### Wage and Salary Pay Ranges

**Annual Salary (Full Time) FY 2024**

GRADE	FY 24 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$71,700	\$95,600	\$119,500
15	\$61,800	\$82,400	\$103,000
14	\$53,850	\$71,800	\$89,750
13	\$47,100	\$62,800	\$78,500
12	\$41,100	\$54,800	\$68,500
11	\$35,775	\$47,700	\$59,625
10	\$34,856	\$42,200	\$52,375
9	\$33,938	\$39,100	\$46,125
8	\$33,019	\$36,700	\$41,375
7	\$32,100	\$34,800	\$37,500

GRADE	FY 24 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$83,475	\$111,300	\$139,125
215	\$72,525	\$96,700	\$120,875
214	\$63,600	\$84,800	\$106,000
213	\$56,100	\$74,800	\$93,500
212	\$49,500	\$66,000	\$82,500
211	\$43,575	\$58,100	\$72,625
210	\$38,700	\$51,600	\$64,500
209	\$34,500	\$46,000	\$57,500
208	\$33,300	\$42,200	\$52,250
207	\$32,100	\$40,000	\$47,875

**Rate of Pay (Part Time) FY 2024**

GRADE	FY 24 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$34.47	\$45.96	\$57.45
15	\$29.71	\$39.62	\$49.52
14	\$25.89	\$34.52	\$43.15
13	\$22.64	\$30.19	\$37.74
12	\$19.76	\$26.35	\$32.93
11	\$17.20	\$22.93	\$28.67
10	\$16.76	\$20.29	\$25.18
9	\$16.32	\$18.80	\$22.18
8	\$15.87	\$17.64	\$19.89
7	\$15.43	\$16.73	\$18.03

GRADE	FY 24 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$40.13	\$53.51	\$66.89
215	\$34.87	\$46.49	\$58.11
214	\$30.58	\$40.77	\$50.96
213	\$26.97	\$35.96	\$44.95
212	\$23.80	\$31.73	\$39.66
211	\$20.95	\$27.93	\$34.92
210	\$18.61	\$24.81	\$31.01
209	\$16.59	\$22.12	\$27.64
208	\$16.01	\$20.29	\$25.12
207	\$15.43	\$19.23	\$23.02

**Annual Salary (Full Time) FY 2025**

GRADE	FY 25 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$72,417	\$96,556	\$120,695
15	\$62,418	\$83,224	\$104,030
14	\$54,389	\$72,518	\$90,648
13	\$47,571	\$63,428	\$79,285
12	\$41,511	\$55,348	\$69,185
11	\$36,133	\$48,177	\$60,221
10	\$35,205	\$42,622	\$52,899
9	\$34,277	\$39,491	\$46,586
8	\$33,349	\$37,067	\$41,789
7	\$32,421	\$35,148	\$37,875

GRADE	FY 25 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$84,310	\$112,413	\$140,516
215	\$73,250	\$97,667	\$122,084
214	\$64,236	\$85,648	\$107,060
213	\$56,661	\$75,548	\$94,435
212	\$49,995	\$66,660	\$83,325
211	\$44,011	\$58,681	\$73,351
210	\$39,087	\$52,116	\$65,145
209	\$34,845	\$46,460	\$58,075
208	\$33,633	\$42,622	\$52,773
207	\$32,421	\$40,400	\$48,354

**Rate of Pay (Part Time) FY 2025**

GRADE	FY 25 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$34.82	\$46.42	\$58.03
15	\$30.01	\$40.01	\$50.01
14	\$26.15	\$34.86	\$43.58
13	\$22.87	\$30.49	\$38.12
12	\$19.96	\$26.61	\$33.26
11	\$17.37	\$23.16	\$28.95
10	\$16.93	\$20.49	\$25.43
9	\$16.48	\$18.99	\$22.40
8	\$16.03	\$17.82	\$20.09
7	\$15.59	\$16.90	\$18.21

GRADE	FY 25 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$40.53	\$54.04	\$67.56
215	\$35.22	\$46.96	\$58.69
214	\$30.88	\$41.18	\$51.47
213	\$27.24	\$36.32	\$45.40
212	\$24.04	\$32.05	\$40.06
211	\$21.16	\$28.21	\$35.27
210	\$18.79	\$25.06	\$31.32
209	\$16.75	\$22.34	\$27.92
208	\$16.17	\$20.49	\$25.37
207	\$15.59	\$19.42	\$23.25

**Annual Salary (Full Time) FY 2026**

GRADE	FY 26 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$73,141	\$97,522	\$121,902
15	\$63,042	\$84,056	\$105,070
14	\$54,932	\$73,243	\$91,554
13	\$48,047	\$64,062	\$80,078
12	\$41,926	\$55,901	\$69,877
11	\$36,494	\$48,659	\$60,823
10	\$35,557	\$43,048	\$53,428
9	\$34,620	\$39,886	\$47,052
8	\$33,683	\$37,438	\$42,207
7	\$32,745	\$35,499	\$38,254

GRADE	FY 26 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$85,153	\$113,537	\$141,921
215	\$73,983	\$98,644	\$123,305
214	\$64,878	\$86,504	\$108,131
213	\$57,228	\$76,303	\$95,379
212	\$50,495	\$67,327	\$84,158
211	\$44,451	\$59,268	\$74,085
210	\$39,478	\$52,637	\$65,796
209	\$35,193	\$46,925	\$58,656
208	\$33,969	\$43,048	\$53,300
207	\$32,745	\$40,804	\$48,837



**Rate of Pay (Part Time) FY 2026**

GRADE	FY 26 P50 RANGES		
	Min (75%)	Mid (KF P50)	Max (125%)
16	\$35.16	\$46.89	\$58.61
15	\$30.31	\$40.41	\$50.51
14	\$26.41	\$35.21	\$44.02
13	\$23.10	\$30.80	\$38.50
12	\$20.16	\$26.88	\$33.59
11	\$17.55	\$23.39	\$29.24
10	\$17.09	\$20.70	\$25.69
9	\$16.64	\$19.18	\$22.62
8	\$16.19	\$18.00	\$20.29
7	\$15.74	\$17.07	\$18.39

GRADE	FY 26 P75 RANGES		
	Min (75%)	Mid (KF P75)	Max (125%)
216	\$40.94	\$54.59	\$68.23
215	\$35.57	\$47.42	\$59.28
214	\$31.19	\$41.59	\$51.99
213	\$27.51	\$36.68	\$45.86
212	\$24.28	\$32.37	\$40.46
211	\$21.37	\$28.49	\$35.62
210	\$18.98	\$25.31	\$31.63
209	\$16.92	\$22.56	\$28.20
208	\$16.33	\$20.70	\$25.63
207	\$15.74	\$19.62	\$23.48

**AGREEMENT**

Between  
The Board of Trustees of  
Community College District #509, Elgin Community College  
And  
The Support Staff of Elgin Community College Association  
From

July 1, 2023 through June 30, 2026

This Agreement shall be effective on the date of execution except as otherwise provided herein

\_\_\_\_\_  
Dr. Donna Redmer  
Chair, Board of Trustees

\_\_\_\_\_  
Theresa Bosteder  
SSECCA Negotiator

\_\_\_\_\_  
Lourdes Blacksmith  
BOT Negotiator

\_\_\_\_\_  
Vanessa Culbertson  
SSECCA Negotiator

\_\_\_\_\_  
Anthony Ray  
BOT Negotiator

\_\_\_\_\_  
Soynia Gilliam  
SSECCA Negotiator

\_\_\_\_\_  
Marge Scheller  
BOT Negotiator

\_\_\_\_\_  
Heather Glass  
SSECCA Negotiator

\_\_\_\_\_  
Heather Scholl  
BOT Negotiator

\_\_\_\_\_  
Dennece Jefferson  
SSECCA Negotiator

\_\_\_\_\_  
Respicio Vazquez  
BOT Negotiator

\_\_\_\_\_  
Anitra King  
SSECCA Negotiator

\_\_\_\_\_  
Dr. Tonisha Via  
BOT Negotiator

\_\_\_\_\_  
Andrea Lang  
SSECCA Negotiator

\_\_\_\_\_  
Dr. Kimberly Wagner  
BOT Negotiator

\_\_\_\_\_  
Chris McCoy  
SSECCA Negotiator

---

**A**

Additional Work (Full-Time and Part-Time)	17
Additional Work Hours (Part-Time)	17
Alternate Work Schedule (Full-Time)	16

---

**B**

Backup Definition (Full-Time and Part-Time)	18
Benefits (Full-Time)	44
<b>Bereavement (Part-Time)</b>	54
Bereavement Leave (Full-Time)	36
Building Shut Down and Closure Due to an Emergency (Full-Time and Part-Time)	7

---

**C**

Call Back (Full-Time)	13
Call Back Scenarios (Full-Time)	57
Closure Due to an Emergency (Full-Time and Part-Time)	7
College-Initiated Schedule Change (Full-Time)	11
Committee Involvement (Full-Time and Part-Time)	8
Compensatory Time – Exempt Employees (Full-Time)	15
Compensatory Time - Non-Exempt Employees (Full-Time)	14
Contingent Employees (Full-Time and Part-Time)	4
Convocation (Full-Time and Part-Time)	24

---

**D**

Definition of Spouse (Full-Time and Part-Time)	4
Discipline/Just Cause (Full Time and Part Time)	31

---

**E**

Employee Personnel Records (Full-Time and Part-Time)	6
Extended Leaves of Absence (Full-Time and Part-Time)	36

---

**F**

Facilities Equipment (Full-Time and Part-Time)	5
Fair Share (Full-Time and Part-Time)	8
Family & Medical Leave (FMLA) (Full-Time and Part-Time)	38
Flex-Time (Full-Time)	16

---

**G**

Grant Funded Positions (Full-Time and Part-Time)	26
Grievance Procedure (Full-Time and Part-Time)	9

---

**H**

Hay	See Article 7, Sections I, J, K
Health and Dental Insurance (Full-Time)	44
Health and Safety (Full-Time and Part-Time)	6
<b>Holidays (Full-Time)</b>	32
Hourly Wages (Full-Time)	44
Hourly Wages (Part-Time)	54

---

**I**

Insurance and Benefits (Full-Time)	44
------------------------------------	----

---

**J**

Jury Duty/Court Related Leave (Full-Time and Part-Time)	36
---	----

---

**L**

Leaves of Absence (Full-Time and Part-Time)	36
Life Insurance (Full-Time)	44
Like Positions (Full-Time and Part-Time)	4
Long-Term Temporary Promotion (Full-Time and Part-Time)	18

---

**M**

Management Rights (Full-Time and Part Time)	8
---	---

Maternity Leave (Full-Time)	37
Maternity Leave Flowchart (Full Time)	58
Meetings, Notices, Information (Full-Time and Part-Time)	4
Membership Meeting (Full-Time and Part-Time)	25
Military Leave (Full-Time and Part-Time)	41

---

**N**

New Member Placement (Full-Time and Part-Time)	51
--	----

---

**O**

Orientation (Full-Time and Part-Time)	25
Other Duties Assigned (Full-Time and Part-Time)	4
Overtime (Full-Time)	13

---

**P**

Paid Leaves (Full-Time)	33
Paid Time Off (Part-Time)	53
Parental/Adoption Leave (Full-Time)	38
Part-Time Conditions for Employment (Part-Time)	52, 54
Pay Period (Full-Time and Part-Time)	17
Performance Feedback Process (Full-Time and Part-Time)	21
Personal Leave (Full Time)	33
Physical Exam Reimbursement (Full-Time and Part-Time)	19
Position Classifications (Full-Time and Part-Time)	59
Position Description Questionnaire (PDQ) (Full-Time and Part-Time)	19
Position Description Questionnaires and Job Descriptions for New Positions (Full-Time and Part-Time)	19
Position Redesign (Full-Time and Part-Time)	21
Printing of Agreement (Full-Time and Part-Time)	6
Probation (Full-Time and Part-Time)	27
Professional Development	22
Professional Development Fund (Full-Time and Part-Time)	22
Professional Growth Opportunities (Full-Time and Part-Time)	22
Promotion Procedures (Full-Time and Part-Time)	52

---

**R**

Reduction in Force (RIF) (Full-Time and Part-Time)	28
Release Time (Full-Time and Part-Time)	7

Request for Position Classification Review (Full-Time and Part-Time)	20
Resignations (Full-Time and Part-Time)	26
Return to Bargaining Unit (Full-Time)	51
Right of Representation (Full-Time and Part-Time)	5

---

## S

Salary Schedule (Full-Time)	44
Savings Clause (Full-Time and Part-Time)	60
Schedule Change, College-Initiated (Full-Time)	11
Schedule Change, Employee Initiated (Full-Time)	16
Seniority (Full-Time and Part-Time)	27
Seniority Conflicts (Full-Time and Part-Time)	27
Shift Change (Full-Time)	17
Shift Differential (Part-Time)	54
Sick Leave (Full-Time)	34
Sick Leave Bank (Sick Bank) (Full-Time)	34
Sole Bargaining Agent (Full-Time and Part-Time)	3
Summer Schedule (Full-Time)	12

---

## T

Temporary Administrative Appointment (Full-Time and Part-Time)	19
Temporary Employees (Full-Time and Part-Time)	26
Training (Full-Time and Part-Time)	25
Transfers (Full-Time)	26
Travel Reimbursement (Full-Time and Part-Time)	19
Tuition Reimbursement (Full-Time)	44
Tuition Reimbursement (Part-Time)	53

---

## U

Uniforms (Full-Time and Part-Time)	22
Union and Employee Rights (Full-Time and Part-Time)	4
Union Release Time (UNR) (Full-Time and Part-Time)	7
Union/Administration Meetings (Full-Time and Part-Time)	7
Unit Definition (Full-Time and Part-Time)	4
Unpaid Leave of Absence (Full-Time)	41
Unpaid Time Off (Part-Time)	53

---

## V

Vacancies (Full-Time and Part-Time)	25
Vacation (Full-time)	31
Victims' Economic Security and Safety Act (VESSA) (Full-Time and Part-Time)	43

---

## W

Weingarten Rights (Full-Time and part-Time)	5
Working Conditions (Full-Time and Part-Time)	17
Working Days (Full-Time and Part-Time)	4
Working Hours (Full-Time)	12
Working Hours (Part-Time)	52, 56

DRAFT

DRAFT



DRAFT

**MINUTES OF REGULAR BOARD MEETING  
JANUARY 23, 2024**

**Recommendation**

The administration recommends that the Board of Trustees approves the minutes of the regular board meeting held January 23, 2024.



---

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  
JANUARY 23, 2024**

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, January 23, 2024, in Building E, Room E100.01.

**1. Call to Order and Roll Call**

Chair Redmer called the regular meeting to order at 5:35 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, Mr. Parks and Student Trustee Mr. Kolbusz.

*Trustees absent:* Ms. Arroyo

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

***Motion:*** Trustee Nowak moved to recess to closed session.

***Second:*** Trustee Ollayos seconded the motion.

***Roll-Call Vote:*** Aye, 6: Redmer, Rakow, Nowak, Ollayos, Parks and Rodriguez; nay, 0; Student Trustee Kolbusz, aye; motion carried at 5:37 p.m.

**3. Reconvene Open Session**

The closed-session concluded at 6:06 p.m. The board reconvened in open session at 6:30 p.m. in E125, Seigle Auditorium.

**4. Preliminary Matters**

**A. Roll Call**

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

MINUTES OF REGULAR MEETING OF  
JANUARY 23, 2024

*Trustees absent:* Ms. Arroyo

*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.

**C. Pledge of Allegiance**

The Pledge of Allegiance was led by Trustee Rodriguez.

**D. Board Purpose**

Trustee Ollayos read the Board Purpose.

**5. President's Report**

- Dr. Sam acknowledged Lori Clark, ECCFA president and Anitra King, SSECCA president in the audience.
- Enrollment is up with 9,318 students registered as of today.

**6. Audience Wishing to Address the Board**

The following audience members addressed the Board:

- Anitra King, SSECCA president, offered comments on bargaining and thanked everyone for their support.

**7. Board Reports**

**A. Committee of the Whole**

Trustee Nowak provided an overview of the Committee of the Whole meeting held Monday, January 22, 2024. The following presentation was provided: FY23 Audit Report – Sikich, Speer Financial – Ms. McKenzie and College Transitions and Secondary Partnerships – Dr. Douglas, Dr. Wegman and Ms. Leisering. Dr. Wagner provided a construction update. Board Actions and items on the January 23, 2024 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 shared that the next ICCTA meeting will be March 8-9, 2024 in Kankakee, IL.

**C. Association of Community College Trustees (ACCT)**

Trustee Ollayos shared that she will be attending the Trustee Advisory Committee meeting at the National Legislative Summit on February 3rd.

**D. Legislative**

Trustee Rakow reported the following: December 5 Elgin's Mayor David Kaptain gave his State of the City address at Elgin Community College. The event sponsored by the Elgin Area Chamber gathered different community leaders and celebrated Elgin's achievements while planting seeds for the future. Chair Redmer, Trustee Ollayos, and

MINUTES OF REGULAR MEETING OF  
JANUARY 23, 2024

Student Trustee Kolbusz attended. December 7, Elgin Community College's Culinary Program hosted the Savour the Semester event in Spartan Terrace. Chair Redmer, Trustees Nowak, Arroyo, and Parks, and Trustee Emeritus Duffy and Dr. Sam attended. January 18, The Hoffman Estates Chamber of Commerce and Industry hosted their Celebration of Excellence Awards Gala at the Stonegate Banquets in Hoffman Estates. Trustee Nowak attended. January 20, Trustees Ollayos and Rodriguez and Dr Sam attended the annual MLK Breakfast. January 20, Chair Redmer and Vice Chair Rakow attended the Algonquin/Lake in the Hills Chamber Awards Dinner.

The 2024 National Legislative Summit will be held in Washington, DC, February 4 to February 7. The summit focuses on informing and educating participants about federal policy issues affecting postsecondary institutions and students. Representing ECC this year will be Vice Chair Rakow, Trustees Ollayos and Parks, Student Trustee Kolbusz, and Dr. Sam. A meeting with Representative Delia Ramirez has been scheduled. A joint session with U.S. Senators Dick Durbin and Tammy Duckworth is scheduled for February 6. January 30, ECC will host Senator Linda Holmes, at a meet and greet in the Building E Dining Room. Trustees are invited for the presentation of the 75<sup>th</sup> Anniversary Proclamation at the Elgin City Council Meeting, on January 24.

The U.S. House of Representatives Committee on Education and the Workforce concluded 2023 with bipartisan approval of two significant bills. The Stronger Workforce for America Act, focusing on updating workforce development programs and a bill expanding Pell Grants for short-term career training were approved. The Bipartisan Workforce Pell Act (BWPA) is a legislative initiative introduced by House members to expand Pell Grant eligibility for students in short-term workforce education programs. The bill, resulting from bipartisan negotiations, combines key elements from the JOBS Act, PELL Act, and Jobs to Compete Act. It allows students in programs lasting 150 to 599 clock hours over at least eight weeks to qualify for workforce Pell grants, aligning with federal Pell Grant funding criteria.

**E. ECC Foundation**

Trustee Parks reported the following: Through November 30, FY24 fundraising is \$509,534 in monetary giving. We continue to have a board and campaign cabinet members bring prospective donors on campus sharing our state-of-the-art facilities. The launch of the Bright Futures public phase was held December 15. Awarding for the 2023-2024 school year is currently underway with 82% of scholarships awarded. The Retiree Advisory Network Committee met in December and have planned their first 2024 event for April 13 at the ECC Arts Center. The Sensational Seventy-Five Alumni will be announced in January and celebrated in 2024. Purses with Purpose continues to be an exemplary provider of scholarship funds for ECC students. Scholarships are welcomed, but just as important are the relationships the young ladies are forging with their mentors. ECC received notice of successful awards from the Illinois Arts Council (\$7,150) grant for Chicago Tap Theater, the IL Board of Higher Education (\$10,000) Nurse Educator Fellowship for Professor Lisa Hodson, and the IL Community College Board's (\$313,784) Innovative Bridge and Transitions funding for Improving Accessibility for Students with Disabilities. ECC submitted an Illinois Community College Board FY24 Digital Instruction for Adult Education Grant proposal for Increasing Technology Access for ABEC Students (\$74,928). ECC also submitted a proposal to the Illinois Community

MINUTES OF REGULAR MEETING OF  
JANUARY 23, 2024

College Board for a Career Training and Technology Virtual Reality Exploration grant (\$94,000). The Bright Futures campaign has reached the \$1.9 M giving level and the Foundation is excited to complete the \$3 M goal in 2024. The Foundation Board welcomes Meghan Early (ECC alumn) as a new board member.

**F. Student Report**

Student Trustee Kolbusz highlighted several student events including the following: Native American Heritage month events; Student Life Holiday Cubicle Decorating Contest; Strength & Wellness and Gamers United Dodgeball Tournament; Hip Hop Turns 50 events; Associated Nursing Students Toy Drive; Stress Free Zen Zone; Spartan Mic Night; “For the Girls” Slumber Party; Student Life Holiday Party; Fall Commencement Ceremonies and the Building Konnections event. A detailed report of these and many other activities is included in the Reports Section of the Board Book.

**8. College Reports**

**Board Action No. 111-A-24, Acceptance of Written College Reports**

- A. Personnel (December)
- B. Treasurer (November)
- C. Student (November 23-January 10)

*College Reports Under Separate Cover*

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

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

**Motion:** Trustee Nowak moved to accept the college reports.

**Second:** Student Trustee Kolbusz seconded the motion.

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

**9. Consent Agenda**

Trustee Ollayos requested the following item be removed from the consent agenda:

**F.1. Board Action No. 117-A-24, 75<sup>th</sup> Anniversary Commemorative Book**

Trustee Rakow requested the following item be removed from the consent agenda:

**F.7. Board Action No. 123-B-24, Building A – Respiratory Care Space Buildout**

Chair Redmer read the following consent agenda items:

**A. Board Action No. 112-A-24, Minutes of the Regular Board Meeting of December 12, 2023**

**B. Board Action No. 113-A-24, Minutes of Closed Session Board Meeting of December 12, 2023**

MINUTES OF REGULAR MEETING OF  
JANUARY 23, 2024

- C. **Board Action No. 114-A-24, Destruction of Audiotapes of Closed Session Board Meeting of May 10, 2022**
- D. **Board Action No. 115-F-24, Ratification of Report of Expenses**
- E. **Board Action No. 116-F-24, Annual Comprehensive Financial Reports Fiscal Year 2023**
- F. **Purchases**
  - 2. **Board Action No. 118-A-24, Architectural Services – Fitness Center Renovation**, authorizes the administration to contract for professional architectural services with Williams Architects (Itasca, IL) for the renovation of the Fitness Center in an amount not to exceed \$652,500.
  - 3. **Board Action No. 119-A-24, Construction Management Fees – Fitness Center Renovation**, authorizes the administration to contract for professional construction management services for the renovation of the Fitness Center with Shales McNutt Construction (Elgin, IL), in an amount not to exceed \$727,885.
  - 4. **Board Action No. 120-A-24, Architectural Services – Truck Driving Building**, authorizes the administration to contract for additional professional architectural services from Perkins and Will (Chicago, IL) for the Truck Driving Building in the amount of \$160,735.20, for a total not to exceed amount of \$326,600 for the project.
  - 5. **Board Action No. 121-A-24, Construction Management Fees – Truck Driving Building**, authorizes the administration to contract for additional professional construction management services for the College’s Truck Driving Building with Shales McNutt Construction (Elgin, IL) in an amount of \$178,960 for a total not to exceed amount of \$422,959 for the project.
  - 6. **Board Action No. 122-A-24, Professional Survey Fees – Truck Driving**, authorizes the administration to contract with The W-T Group, LLC (Hoffman Estates, IL) to survey the property where the new Truck Driving Building and program will reside, in an amount not to exceed \$24,950.
  - 8. **Board Action No. 124-B-24, Floor Scrubber Units Purchase**, authorizes the administration to purchase floor scrubbers from Windy City Equipment (Glendale Heights, IL), the lowest responsible bidder, in an amount not to exceed \$27,031.99.
  - 9. **Board Action No. 125-T-24, Police Body Camera Equipment and Service Purchase**, authorizes the administration to purchase body cameras and services for the College’s Police Department from Axon Enterprises, Inc. (Scottsdale, AZ), the lowest responsible bidder in an amount not to exceed \$65,525.13 for a five (5) year period.
  - 10. **Board Action No. 126-A-24, Ratification of Professional Survey Services**, ratifies and authorizes the administration to contract with The W-T Group, LLC (Hoffman Estates, IL) to survey the property at 550 S. McLean Blvd, Elgin, IL 60123 that the College acquired on December 15, 2023, in an amount not to exceed \$29,250.
  - 11. **Board Action No. 127-B-24, Ratification of Annual Trane HVAC System Management of Equipment (All Buildings)**, ratifies and authorizes the administration to contract with Trane U.S., Inc. (Willowbrook, IL) for three (3) years of annual factory maintenance automation services for all of the Trane HVAC equipment located across the main campus in an amount not to exceed of \$70,377.

MINUTES OF REGULAR MEETING OF  
JANUARY 23, 2024

**G. Personnel**

- 1. Board Action No. 128-P-24, Ratification of New Hire, Instructor of Basic Nurse Assistant, Mr. Rhey Ayende,** ratifies and approves the appointment of Mr. Rhey Ayende as a tenure-track Instructor of Basic Nurse Assistant at a salary of \$58,324 (Lane I, Step 3) on the Elgin Community College Faculty Association (ECCFA) 2024 salary schedule, effective Spring semester, 2024.
- 2. Board Action No. 129-P-24, Ratification of New Hire, Instructor of Sociology, Mr. Bilal Hussain,** ratifies and approves the appointment of Mr. Bilal Hussain as a tenure-track Instructor of Sociology at a salary of \$58,324 (Lane I, Step 3) on the Elgin Community College Faculty Association (ECCFA) 2024 salary schedule, effective Spring semester, 2024.

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

**Second:** Trustee Ollayos seconded the motion.

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

**Other**

- F.1. Board Action No. 117-A-24, 75<sup>th</sup> Anniversary Commemorative Book,** authorizes the administration to contract with Schiele Group (Elk Grove Village, IL) for the printing of the College's commemorative book, in an amount not to exceed \$29,080.17.

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

**Second:** Trustee Nowak seconded the motion.

Trustee Ollayos thanked Mary Hatch for all of her hard work on this project.

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

- F.7. Board Action No. 123-B-24, Building A – Respiratory Care Space Buildout,** authorizes the administration to grant IHC Construction Companies, LLC (Elgin, IL) authority to contract, on behalf of Elgin Community College, for the construction trade packages outlined to build respiratory care rooms. The total amount not to exceed is \$690,972.

Vice-Chair Rakow will abstain from the vote, as IHC Construction Companies, LLC is her employer.

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

**Second:** Trustee Nowak seconded the motion.

**Roll-Call Vote:** Aye, 5; Redmer, Nowak, Ollayos, Parks, Rodriguez; nay, 0; abstain, 1; Rakow; Student Trustee Kolbusz, aye; motion carried.



MINUTES OF REGULAR MEETING OF  
JANUARY 23, 2024

**10. Old Business**

There was no Old Business to discuss.

**11. New Business**

Student Trustee Kolbusz shared ICCB's new campaign 4EveryStudent4EveryCommunity will kick off on February 28 from 11 a.m. – 1p.m. in Jobe Lounge.

Trustee Ollayos shared that the Daily Herald honored Sherman's Nurse of the Year and she is a graduate of ECC. Also, she indicated that she will be sharing information regarding the Board of Trustees skit for the 75<sup>th</sup> anniversary talent show.

**12. Adjournment**

***Motion:*** Trustee Nowak moved to adjourn the meeting.

***Second:*** Trustee Ollayos seconded the motion.

***Voice Vote:*** Aye, 6; Redmer, Rakow, Nowak, Ollayos, Parks, Rodriguez; nay; 0;  
Student Trustee Kolbusz, aye: meeting adjourned at 7:05 p.m.

---

Shane Nowak, Board Secretary

---

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF BOARD MEETING  
January 23, 2024**

**Recommendation**

The administration recommends that the Board of Trustees approves the minutes of the closed session of the regular board meeting held January 23, 2024.



---

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  
JUNE 14, 2022**

**Recommendation**

The administration recommends that the Board of Trustees approves the destruction of the verbatim audiotapes of the closed session of June 14, 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 months of January and February 2024. (Reports provided under separate cover.)



---

Dr. David Sam, President

### **Background**

The Report of Expenses identifies the vendors that have been paid during the months of January and February 2024 in the amount of \$8,996,556.83.

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

## **IMPLEMENTATION OF KORN FERRY SALARY SCALES AND RECOMMENDATIONS**

### **Recommendation**

The administration recommends that the Board of Trustees of Community College District 509 (“Board”) approves the implementation of the updated Korn Ferry salary scales and recommendations for current Administrative (non-bargaining unit) employees effective July 1, 2023.



---

Dr. David Sam, President

### **Background**

The Administration supports a compensation philosophy that is established and implemented in a fair and equitable manner based on internal factors and external market review and data.

In January 2023, the College engaged with Korn Ferry to complete an updated analysis and review of the College’s pay practices and compensation for Administrators and Support Staff. The implementation of the results and recommendations from this updated analysis will set the College on the road to fair and equitable pay policies which will help to retain and attract employees as well as reflect the College’s label as a Leader College.

Implementation of the updated Korn Ferry salary scales, as it relates to Support Staff, was negotiated with SSECCA during its negotiations of the collective bargaining agreement for the period between July 1, 2023 and June 30, 2026.

Staff Contact: Mr. Anthony Ray, Chief Human Resource Officer, 847-214-7415  
Mr. Respicio F. Vazquez, General Counsel, 847-214-7760

**MODIFIED INSTRUCTIONAL FEE RECOMMENDATIONS  
FOR FISCAL YEAR 2025**

**Recommendation**

The Administration recommends that the Board of Trustees approves the modified instructional fees for fiscal year 2025.



---

Dr. David Sam, President

**Background**

Annually, each academic dean does an in-depth course-by-course analysis to review the appropriateness of both lab and course fees. Lab and course fees are assessed to offset higher cost teaching/learning environments. These courses require specialized consumable supplies and materials, specialized software, and equipment maintenance costs.

The modified request to the instructional fees for FY25 is for two new courses, MUS 141 and MUS 241, for one-hour private music lessons. The request is for a course fee of \$528 for each course. Typically, new courses with fees are requested in the following fiscal year, however, these two courses are the counterpart to two existing courses for half-hour private music lessons (MUS 104 & MUS 240 with a course fee of \$264 for each). The course fee is charged to allow the College to compensate private music lesson faculty at a rate that is commensurate with the private music lesson market in our region.

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

**RATIFICATION OF TRANSITIONAL ENGLISH LANGUAGE ARTS COURSE  
MEMORANDUM OF UNDERSTANDING BETWEEN  
COMMUNITY UNIT SCHOOL DISTRICT NO. 300, SCHOOL DISTRICT U-46, AND  
COMMUNITY COLLEGE DISTRICT NO. 509**

**Recommendation**

The administration recommends that the Board of Trustees ratifies the transitional English language arts course memorandums of understanding with Community Unit School District No. 300 and School District U-46.



---

Dr. David Sam, President

**Background**

These memorandums of understanding, intergovernmental agreements, between Elgin Community College and Community Unit School District No. 300 and School District U-46 pertain to the transitional English language arts course. This agreement between Community Unit School District No. 300 and Elgin Community College was previously ratified at the November 2023 Board of Trustees meeting; however, a minor modification has since been made via the inclusion of a grading scale on page two to comply with feedback from the Transitional English Statewide Portability Panel.

These agreements outline 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

**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:

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



- A. 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.
  - District 509 has agreed to adhere to the following grading parameters as outlined by ISBE’s Statewide Course Parameters and Competencies document:
    - All D509 Transitional English Language Arts courses will adhere to the following grading scale:
      - 90% - 100% = A
      - 80% - 89% = B
      - 70 - 79% = C
      - 60 - 69% = D
      - 0 - 59% = F
    - 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)
- B. 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](mailto:kwegman@elgin.edu)

Alison Douglas, Ed.D.  
English Professor and Director of College Readiness  
Elgin Community College  
847-214-7644  
[adouglas@elgin.edu](mailto:adouglas@elgin.edu)

For the District: Jennifer Porter  
Chief Financial Officer  
847-551-8300  
[Jennifer.porter@d300.org](mailto: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 **DAVID SAM**

Signature *David Sam*

Date **Feb 9, 2024**

**Chief Academic Officer / Dean Overseeing English Department**

Printed Name **Kristina Garcia**

Signature *Kristina Garcia*

Date **2-9-2024**

**FOR THE DISTRICT**

**Chief Financial Officer**

Printed Name: Jennifer Porter

Signature *Jennifer Porter*

Date **2024-02-06**

B286855FF728A002A6B185572D79A17D contractworks

**TRANSITIONAL ENGLISH PARTNERSHIP AGREEMENT BETWEEN**

**Elgin Community College**

**AND**

**Board of Education of School District U-46**

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 School District U-46 (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:

<b>District</b>	<b>High School(s) Where Offered</b>	<b>High School Course Title</b>
School District U-46	Bartlett High School Elgin High School Larkin High School South Elgin High School Streamwood High School Dream High School Central Schools Program	College Preparatory English

A. 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.
- District 509 has agreed to adhere to the following grading parameters as outlined by ISBE's Statewide Course Parameters and Competencies document:
  - All D509 Transitional English Language Arts courses will adhere to the following grading scale:
    - 90% - 100% = A
    - 80% - 89% = B
    - 70 - 79% = C
    - 60 - 69% = D
    - 0 - 59% = F
  - 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)

B. 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](mailto:kwegman@elgin.edu)

Alison Douglas, Ed.D.  
 English Professor and Director of College Readiness  
 Elgin Community College  
 847-214-7644  
[adouglas@elgin.edu](mailto:adouglas@elgin.edu)

For the District: Dr. Ann Williams  
 Deputy Superintendent for Operations  
 847-888-5000 ext. 5023  
[annwilliams@u-46.org](mailto:annwilliams@u-46.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 **DAVID SAM**

Signature *DA Sam*

Date **Feb 9, 2024**

**Chief Academic Officer / Dean Overseeing English Department**

Printed Name **Kristina Garcia**

Signature *Kristina Garcia*

Date **2-9-2024**

**FOR THE DISTRICT**

**Deputy Superintendent of Operations**

Printed Name **Dr. Ann C. Williams  
Deputy Superintendent of Operations  
School District U-46  
355 E. Chicago St. Elgin, IL 60120**

Signature *AW*

Date **1.31.2024**

## RESOLUTION ADOPTING A NEURODIVERSITY STATEMENT

### Recommendation

The administration recommends that the Board of Trustees supports the following resolution adopting a neurodiversity statement.



---

Dr. David Sam, President

Staff Contacts: Dr. Anthony Ramos, Chief Equity, Diversity, Inclusion, & Belonging Officer,  
847-214-7257

## RESOLUTION ADOPTING A NEURODIVERSITY STATEMENT

**WHEREAS**, the Illinois 103<sup>rd</sup> General Assembly adopted House Resolution 219 on May 18, 2023 which encourages Illinois' institutions of higher education to embrace the neurodiversity paradigm and adopt a statement of inclusivity of neurodivergent individuals that appreciates and embraces the fact that every student is different and should be encouraged to reach their full potential; and

**WHEREAS**, a neurodiversity strategy team of the Equity and Student Success Action Council comprised of faculty, staff, and administrators agreed to advance the draft below as the college's official neurodiversity statement; now, therefore, be it

**RESOLVED** that the Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry, and DeKalb, State of Illinois, on this 13<sup>th</sup> Day of March, adopts the following text as Elgin Community College's official neurodiversity statement:

*Neurodiversity reflects the range of individual differences in brain function and behavioral presentation, which is part of the expected variation of people. Elgin Community College (ECC) recognizes neurodivergence among its students, faculty, staff, trustees, administration, and community and values their unique perspectives, approaches, strengths, talents, and myriad contributions to our diverse community. Accordingly, ECC embraces "neurodiversity" as a core component in its mission to "improve people's lives through learning."*

*Committed to principles, policies, and practices of inclusion, equity, and justice, ECC will utilize existing and develop additional resources to: (a) cultivate a more inclusive and supportive learning and operating environment, (b) continue to integrate accessibility measures, (c) implement Universal Design principles that will benefit all individuals, and (d) overall, enrich the experiences of all members of our institution and community.*

**COMPUTER EQUIPMENT AND LICENSE PURCHASE**

**Recommendation**

The administration recommends that the Board of Trustees authorizes the administration to purchase laptops, monitors, printers and licenses for instructional and office departments from the lowest responsible bidder, CDW Government LLC (Vernon Hills, IL), in the amount of \$39,553.53.

Description	QTY	CDW Government LLC	Hypertec USA, Inc	Howard Technology Solutions
HP 840 Notebook	19	\$ 21,705.60	\$ 20,835.78	\$ 20,843.00
HP e-Care Laptop Support – 5 Year Warranty	19	\$ 4,302.36	\$ 4,948.17	\$ 3,914.00
HP USB-C Dock G5	2	\$ 278.08	\$ 263.14	\$ 310.00
HP E24q G5 24" Monitor	2	\$ 445.52	\$ 473.68	\$ 426.00
HP 320MK Wired Mouse & Keyboard	2	\$ 55.60	\$ 32.60	\$ 56.00
HP LaserJet Pro M283fdw Printer	2	\$ 975.98	\$ 1,050.52	\$ 1,126.00
HP 65W USB-C Power Adapter	12	\$ 367.20	\$ 549.36	\$ 300.00
Fujitsu iX1600 Scanner w/ 4 Year Warranty	2	\$ 988.24	\$ 915.30	\$ 992.00
iPad 10.9 inch 10th Generation Case Black	8	\$ 222.88	\$ 320.24	\$ 126.00
Bretford 36 Unit CDWCHROME36 Cart	1	\$ 1,369.77	\$ 1,353.35	\$ 1,769.00
Adobe Pro License	2	\$ 83.14	\$ 78.66	\$ 126.00
Dragon Software Licenses	18	\$ 8,759.16	\$ 8,955.00	\$ 11,988.00
<b>Total</b>		<b>\$ 39,553.53</b>	<b>\$ 39,775.80</b>	<b>\$ 41,976.00</b>

Dr. David Sam, President

**Background**

An invitation to bid was advertised and sent to twenty-six (26) vendors, one (1) was in-district, seven (7) were Illinois Business Enterprise Program Certified. Six (6) bids were received and three (3) were disqualified for incomplete bids.

The College’s Student Access & Disability Services (SDS) department is purchasing laptops to loan to students who have disabilities and require assistive technology to access their course materials. Additional office equipment is needed for new staff. Two (2) high-efficiency scanners will facilitate the creation of adaptive materials and the scanning of disability documentation during intake appointments.

Funding Source: Illinois Community College Board (ICCB) Innovative Bridge FY24 Grant Fund

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



## **DIGITAL ACCESSIBILITY SOFTWARE RENEWAL**

### **Recommendation**

The administration recommends that the Board of Trustees authorizes the administration to renew its contract with Siteimprove (Bloomington, MN) for web-based accessibility and quality assurance tools in an amount not to exceed \$32,000 (\$10,666.66 per year) for a period of three (3) years.



---

Dr. David Sam, President

### **Background**

The College's Marketing and Communications Web Services Team is requesting to renew the contract for SiteImprove, a digital accessibility and quality assurance tool for Elgin.edu and Catalog.Elgin.edu.

This project will help the College continue to offer digital accessibility and quality assurance, including environments that comply with the American Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG) compliance requirements. In addition, this tool helps the College maintain its digital certainty index, and improve the search engine optimization to strengthen our indexing by Google and Bing. Lastly, the tool will help manage broken links, site outages, and other content governance activities. SiteImprove is utilized by more than 7,500 companies to optimize their content, including Search Engine Optimization (SEO), Digital Analytics, Digital Accessibility, and Digital Governance.

Funding Source: Education Fund

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



## GENERAL ARCHITECTURAL AND ENGINEERING SERVICES

### Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for general architectural and engineering services for interior and exterior building space-related projects from the following firms: Bailey Edwards (Chicago, IL), FGM Architects (Chicago, IL), and Legat Architects (Chicago, IL). The contracts will be for three (3) years.



---

Dr. David Sam, President

### Background

The statement of qualifications was sent to thirty-two (32) firms of which two (2) were in-district, three (3) were Illinois Certified minority owned businesses, four (4) were Illinois Certified woman owned businesses, and one (1) was an Illinois Certified minority woman owned business.

The purpose of this statement of qualifications request is to contract with three (3) architects to provide general architectural and engineering services. The work would be on an as-needed basis and would include interior and exterior building space-related projects. The intent is for these firms to provide services for less complex, small to medium sized projects at the College. Each project's scope of work will be reviewed against cost and complexity criteria. If the project falls within the pre-defined parameters, the scope of work will be sent to the contracted architects for pricing and availability.

Some benefits of selecting three (3) firms for architectural and engineering services include but are not limited to: a) each firms' qualifications have been pre-evaluated by the College, allowing for shorter lead times for these small to medium sized projects, b) resources are not expended on each project selecting a firm for each project, c) and that projects may be worked on simultaneously.

Twelve (12) firms provided their qualifications for consideration. A selection committee of College staff from purchasing, operations and maintenance, and finance departments reviewed these submittals using pre-determined criteria. Based on this review, the following firms were selected to interview with the College committee:

- Bailey Edward – Chicago, IL
- FGM Architects – Chicago, IL
- Cordogan Clark – Aurora, IL
- Engberg Anderson – Chicago, IL
- Legat Architects, Inc. – Chicago, IL

Each firm was provided a list of questions/scenarios to discuss during their interview to offer more specific examples of their qualifications. The committee conducted onsite interviews with each firm. We selected the final three (3) firms based on both the statement of qualification submittals and the interviews.

Upon board approval, the College will execute a master agreement with each architectural firm.

Funding Source: Various Funds - Project Related

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

## INTERPRETER SERVICES

### Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for the period of one (1) year for interpreter services from 5 Star Interpreting Chicago, (Chicago, IL), in an amount not to exceed \$42,000 annually.



---

Dr. David Sam, President

### Background

Per 110 ILCS 805/3-27.1, “contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part” are exempt from bidding.

The College’s Student Access & Disability Services department provides sign language interpreters for our students who are deaf/hard of hearing in two methods of delivery. The College enters into contracts with multiple independent contractors and utilizes the services of 5 Star Interpreting Chicago. This service is provided to our students many times on a just-in-time basis. 5 Star Interpreting Chicago is the leader in the industry and is utilized by the majority of other Illinois community colleges. Their mission is to provide excellence in services to the Midwest Deaf and Hard of Hearing Community.

Funding Source: Education Fund

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

## **RATIFICATION OF ADDITIONAL FUNDING FOR MAIL HOUSE SERVICES**

### **Recommendation**

The administration recommends that the Board of Trustees ratifies and authorizes the administration to increase the amount of funds for mail house services from Carol Ann Marketing (West Chicago, IL), to a total amount of \$300,000, increasing the original \$151,843.38 by \$148,156.62 over the five (5) year term.



---

Dr. David Sam, President

### **Background**

Board Action No. 090-F-21 was approved by the board on December 8, 2020 for a period of five (5) years. The additional funds are required due to increases in services and printed material being mailed out.

The College utilizes mailhouse services for larger projects that require staffing and specific equipment such as folding, inserting, and sealing machines, and intelligent mail bar code and addressing printers. Additionally, the mailhouse owns and provides United States Postal Services specialized software required for use for bulk billings and National Change of Address software that allows the mailhouse to provide the College with updated mailing lists.

The mailhouse addresses letters, postcards, and brochures and sorts them by zip code area, ensuring that United States Postal Service regulations are met. They appropriately prepare them for delivery to the designated centralized post office. Some of the project types are Performing Arts brochures, Student Life postcards, Continuing Education brochures, and Registration Drivers, which after being printed are delivered to the mailhouse for addressing and distribution.

Funding Source: Education Fund

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

## **RATIFICATION OF MOBILE SAFETY RENEWAL SERVICES**

### **Recommendation**

The administration recommends that the Board of Trustees ratifies and authorizes the administration to contract for three (3) years for Mobile Safety Services with Rave Mobile Safety (Framingham, MA) in an amount not to exceed \$26,874.19.



---

Dr. David Sam, President

### **Background**

Elgin Community College utilizes a mass notification system called Rave to issue timely alerts and warnings to the college community during emergencies. The ability to quickly reach every student, staff, and faculty members with critical information is a key foundation to ensuring a safe campus for everyone. Rave Alerts allow for alerts and warnings to be sent via Text Messages, Emails, Voice calls, Alertus (Desktop Computers on campus and ECC TV), ECC X (formerly known as Twitter), and the ECC Facebook account. Rave Alerts allow multiple ways for a person to receive information about a situation on campus.

The primary objective of notification systems is to disseminate timely and accurate warnings and instructions to the population at risk before and during an emergency. Rapid dissemination and delivery of warning information and instructions may provide time for ECC students, faculty, and staff to act to protect themselves and their property.

The College meets the Clery Act requirements in Clery Act Compliance Policy 3.104 by utilizing this product. A timely warning will be also be provided to alert the College campus of any reportable crimes that may aid in the prevention of similar crimes or allow people to take the appropriate protective actions.

Funding Source: Education Fund

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

## **RATIFICATION OF SPRING BASEBALL BUS TRANSPORTATION**

### **Recommendation**

The administration recommends that the Board of Trustees ratifies and authorizes the administration to contract for bus transportation services for the spring baseball season from Chicago Classic Coach (Chicago, IL), in an amount not to exceed, \$40,000, which will allow for post-season trips.



---

Dr. David Sam, President

### **Background**

The request for quote was sent to three (3) vendors, none of which were in-district. Two (2) quotes were received but one (1) vendor 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 men's baseball team. As such, we had to secure transportation services for the College's Spring baseball season.

Funding Source: Education Fund

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

**GRANTING OF TENURE, INSTRUCTOR OF HVAC  
Mr. Reyes Estrada**

**Recommendation**

The administration recommends that the Board of Trustees grants tenure to Mr. Reyes Estrada, Instructor of HVAC, effective August, 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. 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*.

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

**GRANTING OF TENURE, PROFESSOR II OF HISTORY  
Dr. Vincent Gaddis**

**Recommendation**

The administration recommends that the Board of Trustees grants tenure to Dr. Vincent Gaddis, Professor II of History, effective August, 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. Mary Perkins, dean of liberal, visual, and performing arts, 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*.

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



**GRANTING OF TENURE, ASSISTANT PROFESSOR I OF SOCIOLOGY**  
**Ms. Emily Healy**

**Recommendation**

The administration recommends that the Board of Trustees grants tenure to Ms. Emily Healy, Assistant Professor I of Sociology, effective August, 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. Kristina Garcia, dean of communications and behavioral sciences, 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*.

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

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

**Recommendation**

The administration recommends that the Board of Trustees grants tenure to Ms. Lisa Stoltenberg, Instructor of Nursing, effective August, 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, & 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*.

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

**GRANTING OF TENURE, INSTRUCTOR OF CULINARY ARTS & HOSPITALITY  
Mr. Lucas Wagner**

**Recommendation**

The administration recommends that the Board of Trustees grants tenure to Mr. Lucas Wagner, Instructor of Culinary Arts & Hospitality, effective August, 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. 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*.

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

**NEW HIRE, DEAN OF COLLEGE TRANSITIONS AND SECONDARY PARTNERSHIPS**  
**Ms. Sandra Gonzalez**

**Recommendation**

The administration recommends that the Board of Trustees approves the appointment of Ms. Sandra Gonzalez as the new Dean of College Transitions and Secondary Partnerships at an annual salary of \$120,000, effective March 18, 2024.



---

Dr. David Sam, President

**Background**

Ms. Sandra Gonzalez brings nearly 20 years of experience specifically in the college transitions/college readiness landscape to ECC, along with additional experience within both the higher education and secondary education settings. For the past eight years, Ms. Gonzalez has served as the Officer of College and Secondary School Partnerships for Minneapolis Community and Technical College. Prior to this position, Ms. Gonzalez served for nearly 12 years as the Director of College and High School Partnerships at Schenectady County Community College in New York. She has volunteered with the National Alliance of Concurrent Enrollment Partnerships for 18.5 years and was a contributing writer of the NACEP accreditation standards, having also led her current institution through a successful application process for NACEP accreditation, which has since been maintained.

Ms. Gonzalez also holds over nine years of experience teaching public speaking and Spanish courses as an adjunct faculty member at Schenectady County Community College, as well as six years of teaching experience as a high school English teacher in the Dominican Republic. She also served as a high school principal in the Dominican Republic for a six-year period and is fluent in Spanish. Prior to her time in the education landscape, Ms. Gonzalez worked in the area of communications, serving as a reporter, assistant editor, and editor for several newspapers in Minnesota and Iowa.

Ms. Gonzalez holds a Master of Education from Framingham State College in Massachusetts and a Bachelor of Science with a major in Mass Communications and a minor in English from Mankato State University in Minnesota. She holds permanent New York State School Administrative and Supervisory (principalship) licensure, along with English teaching licensure, and has completed a Certificate of International School Leadership with the Principal's Training Center, along with 22 credits toward a second Master's degree in Educational Leadership.

Ms. Sandra Gonzalez's depth and breadth of experience will serve ECC well in supporting the quality, equity, and growth of college transitions and dual credit programming options. As ECC is one of only two colleges with NACEP accreditation in the state of Illinois, her experience leading NACEP efforts within the organization and within a community setting will serve to further strengthen the quality of ECC's dual credit program.

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