

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

5. President's Report

6. Audience Wishing to Address the Board

7. Board Reports

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

Reports

8. College Reports

- A. Personnel (May) 2
- B. Treasurer (April) 4
- C. Student (April 25-May 16) 23

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (May)
- E. Community Engagement and Legislative Affairs (May)
- F. Marketing and Communications Report (quarterly)
- G. Elgin Community College Equity Plan

Actions

- Acceptance of College Reports** 1

9. Public Hearing on Fiscal Year 2025 Budget

- 10. Resolution to Adopt Fiscal Year 2025 Budget** 2

11. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of May 14, 2024 6
- B. Closed Session Minutes of the Regular Board Meeting of May 14, 2024 14
- C. Destruction of Audiotape of Closed Session of September 13, 2022 15
- D. Ratification of Report of Expenses 16
- E. Ratification of Board of Trustees Travel Expenses 17
- F. Faculty Supplemental Assignment Chart Modification ECC Observer Compensation 18
- G. Trustees' In-State Attendance at ACCT Annual Leadership Congress 19
- H. Purchases
 - 1. Advertising Services - EFFECTV 20
 - 2. Annual Fire Alarm System Testing 22

3.	Digital Advertising Services - Viant	23
4.	Low Voltage Wiring – Building H	25
5.	Remote Support Software Purchase	26
6.	Tour Arrangements for Summer College Campus Visits for Trio Student Support Services	27
7.	Update to Master Planning Services	28
8.	Ratification of Laser Scanners and Troubleshooting System Purchase	29
9.	Ratification of Talent Management Software Services	30
I.	Personnel	
1.	New Hire, Dean of Math, Science and Engineering, Dr. Farah Bennani	31
2.	New Hire, Instructor of Certified Recovery Support Specialist Program, Ms. Rita Braun	32
3.	New Hire, Instructor of Industrial Maintenance Technology, Mr. Dorian Simmons	33
4.	New Hire, Instructor of Respiratory Care, Ms. Adyson Totten	34
5.	Resolution of Appreciation, Retiree, Ms. Rebecca Knopkie	35
12.	Approval of Interim Presidential Contract, Dr. Peggy Heinrich	37
13.	Appointment, Interim Vice President of Teaching, Learning and Student Development, Dr. Annamarie Schopen	44
14.	Resolution of Appreciation, Retiree, President David Sam	45
15.	Old Business	
16.	New Business	
17.	Adjournment	

Next regular meeting: 6:30 p.m. Tuesday, August 13, 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.

ELGIN COMMUNITY COLLEGE
ACADEMIC CALENDAR 2024 - 2025

SUMMER SESSION 2024

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

Sat., May 25 – Mon., May 27 All Facilities Closed: Memorial Day Weekend
Mon., June 3..... Summer Session I Begins
Mon., June 10..... Summer Session II Begins
Wed., June 19 All Facilities Closed: Juneteenth
Thurs., July 4 All Facilities Closed: Independence Day
Mon., July 15 Summer Session III Begins
Thurs., Aug. 8 End of Summer Session Classes
Note: Summer session grades due by 4 p.m. the Monday following the last day of class.

***Critical Registration,
Financial Aid or
Payment Dates***
[Check dates»](#)

FALL SEMESTER 2024

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

SPRING SEMESTER 2025

Thurs., Jan.2..... Offices Reopen
Tues., Jan. 7 – Wed., Jan. 8..... New Full-Time Faculty Orientation
Thurs., Jan. 9..... College Convocation
Fri., Jan. 10 New Student Convocation
Mon., Jan. 13..... Spring Semester Begins
Mon., Jan. 20..... All Facilities Closed: Martin Luther King, Jr. Day
Mon., Feb. 17..... All Facilities Closed: Presidents' Day
Tues., Feb. 24..... 12-Week Spring Session Begins
Mon., Mar. 17 2nd 8-Week Spring Session Begins
Mon., Mar. 31 – Sun. Apr 6..... All Facilities Closed: Spring Recess
Wed., May 14..... Spring Semester Classes End
Thurs., May 15..... Grading Day/Semester Ends
Fri., May 16 High School Equivalency Graduation Ceremony
Sat., May 17..... Graduation
Mon., May 19..... Grades Due by 4:00 p.m.
Sat., May 24 - Mon., May 26..... All Facilities Closed: Memorial Day Weekend

Final examinations or other appropriate final evaluation activities will be held within regularly scheduled class hours. The number of weeks classes are offered may vary.

Please check the College website www.elgin.edu for information regarding Registration, Financial Aid and Payment

Elgin Community College Board of Trustees Annual Planning Calendar

		JUL ¹	AUG	SEP	OCT	NOV	DEC	JAN	FEB ¹	MAR	APR	MAY	JUN				
Board Activities	Board Policy Review Period <i>(cont'd from Jun)</i>		Attorney reviews closed session minutes	Board adopts course fees for next fiscal year		Board Goal Planning Period: Board articulates budgetary considerations for next fiscal year				Board seats student trustee	Board seats newly elected trustees (in odd years)	Board Policy Review Period <i>(cont'd thru Jul)</i>					
			Board 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 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 considerations in preparation for budget adoption in June (Finance Committee)	Board plans state lobby events (ICCTA)	Board approves external audit firm and legal counsel	Board presents and discusses President's evaluation with President	Board adopts the next fiscal year's budget including auxiliary business unit operating parameters and transfers
Suggested Reports for COTW and Board Meetings¹		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 Review Report from previous fiscal year (TLSD)	Update on General Education Assessment (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)	Grant Monitoring Report (Oct-Dec) Auxiliary unit business plans for next fiscal year	Quarterly Student Success and Equity Report (EDI)	Committee Representation Report (CELA)	ICCB RAMP (Operations & Maintenance) Grant Monitoring Report (Jan-Mar)					
¹ 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	Goal and Budget Review Period: Departments review their accomplishments from the previous fiscal year			Goal and Budget Planning Period: Departments outline goals and budgets for the next fiscal year				Budget Discussions and Adjustments Period: Strategic Budget Council reviews department budget requests for the next fiscal year				Finalize Budget and Goals for the Next Fiscal Year					
	Employees update accomplishments from the previous fiscal year in the performance management system	Employees update goals for the current fiscal year into the performance management system	TLSD & Finance recommend course fees 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				Cabinet retreats to affirm progress of the current fiscal year and directions for the next fiscal year				Finance finalizes budget for the next fiscal year and places it on display for the public					
Cabinet retreats to outline key directions for next fiscal year	Finance audits budget from the previous fiscal year	PIE summarizes progress on performance indicators from the previous fiscal year	Finance proposes tax levy and abatements	Finance places tax levy on display and prepares tax levy hearing	Finance outlines budget projections for expected revenues and expenditures for the next fiscal year (e.g., capital outlay, staffing needs, and auxiliary operating parameters)	TLSD drafts academic calendar for the fiscal year that follows the next	Finance makes tuition recommendation for the next fiscal year										
	TLSD compiles and summarizes five-year progress and goals for academic programs	President previews goals for the current fiscal year with the Board															

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
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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	Deadline for ICCTA Awards – 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	Deadline for ICCTA Awards – 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

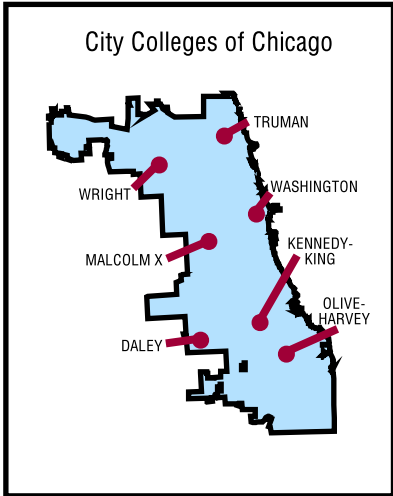
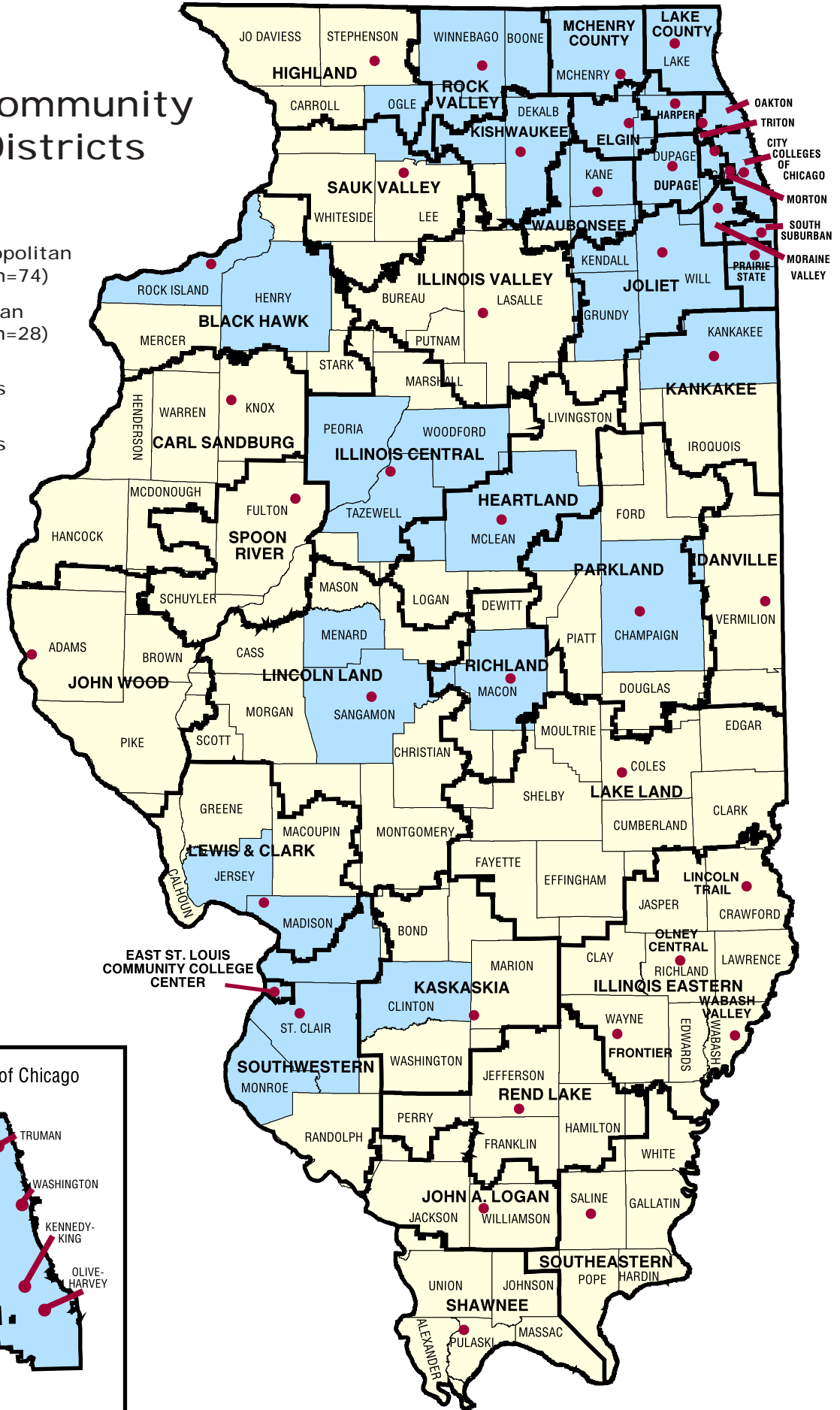
- 🎓 The average full-time Illinois community college student pays **\$4,410 per year in tuition and fees; nearly one-third the average tuition and fees** at Illinois public universities.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school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

- Refrigeration Lab
- Sheet Metal Lab
- HVAC Lab
- Welding Lab
- Manufacturing Lab
- IST Maintenance Tech Lab
- Motor Control/PLC Lab
- Hydraulic Lab
- CDL Driving Simulation Lab
- Electrical Lab

