

**Regular Board Meeting  
August 13, 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. 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 (June/July) 2
- B. Treasurer (May/June) 5

### College Reports Under Separate Cover

- C. Institutional Advancement and ECC Foundation (June/July)
- D. Community Engagement and Legislative Affairs (June/July)
- E. Equity, Diversity & Inclusion (quarterly)
- F. Grant Monitoring Report (period ending June 30, 2024)

Actions

- Acceptance of College Reports** 1

## 9. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of June 11, 2024 2
- B. Closed Session Minutes of the Regular Board Meeting of June 11, 2024 10
- C. Minutes of the Special Board Meetings of June 25 and 26, 2024 11
- D. Closed Session Minutes of the Special Meetings of June 25 and 26, 2024 15
- E. Minutes of the Special Board Meeting of July 29, 2024 16
- F. Closed Session Minutes of the Special Board Meeting of July 29, 2024 18
- G. Destruction of Audiotape of Closed Session of October 11, 2022 19
- H. Ratification of Report of Expenses 20
- I. Ratification of Board of Trustees Travel Expenses 21
- J. Revised Academic Calendar 22
- K. Trustees' In-State Attendance at ICCTA - Springfield 24
- L. Resource Allocation and Management Plan for Community Colleges – Building F 25
- M. Resource Allocation and Management Plan for Community Colleges – Building I 28

N. Executive Search Firm for Presidential Replacement	31
O. Purchases	
1. Background Check Services	32
2. Campus Power Distribution System Repair	33
3. Chemical Disposal Services	34
4. Concrete and Stair Repairs	35
5. Data Extraction Software for Transcripts	36
6. Elevator Maintenance Services	38
7. Operations and Maintenance Service Vehicle Purchase	39
8. Portable Radios Purchase	40
9. Snow Removal Services	41
10. Transcript Services Renewal	42
11. Ventilator Purchase	43
12. Ratification of Ellucian Colleague Software Upgrades	44
13. Ratification of Kiln Purchase	46
14. Ratification of Mini-Van Purchase	47
15. Rescind and Ratification of Asbestos Abatement for 550 S. McLean Blvd	48
P. Personnel	
1. Ratification of Appointment, Associate Vice President of Student Services And Development, Mr. John Long	49
<b>10. Old Business</b>	
<b>11. New Business</b>	
<b>12. Adjournment</b>	

**Next regular meeting: 6:30 p.m. Tuesday, September 10, 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 ..... 2<sup>nd</sup> 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 ..... 2<sup>nd</sup> 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](http://www.elgin.edu) for information regarding Registration, Financial Aid and Payment

# 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					
<b>Board Activities</b>	<b>Board Policy Review Period</b> <i>(cont'd from Jun)</i>		Attorney reviews closed session minutes	Board adopts course fees for next fiscal year		<b>Board Goal Planning Period:</b> Board articulates budgetary considerations for next fiscal year				Board seats student trustee	Board seats newly elected trustees (in odd years)	<b>Board Policy Review Period</b> <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
<b>Suggested Reports for COTW and Board Meetings<sup>1</sup></b>		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)						
<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.																		
<b>Cabinet Activities</b>	<b>Goal and Budget Review Period:</b> Departments review their accomplishments from the previous fiscal year			<b>Goal and Budget Planning Period:</b> Departments outline goals and budgets for the next fiscal year				<b>Budget Discussions and Adjustments Period:</b> Strategic Budget Council reviews department budget requests for the next fiscal year				<b>Finalize Budget and Goals for the Next Fiscal Year</b>						
	Employees update accomplishments from the previous fiscal year in the performance management system	Cabinet retreats to outline key directions for next 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	<b>New Positions for Next Fiscal Year:</b> Cabinet accepts proposals for new positions for next fiscal year, deliberates, finalizes, and communicates selections				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	Finance outlines budget projections for expected revenues and expenditures for the next fiscal year (e.g., capital outlay, staffing needs, and auxiliary operating parameters)	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		

**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	<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**.

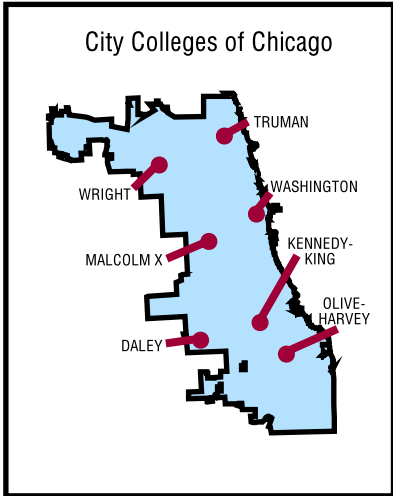
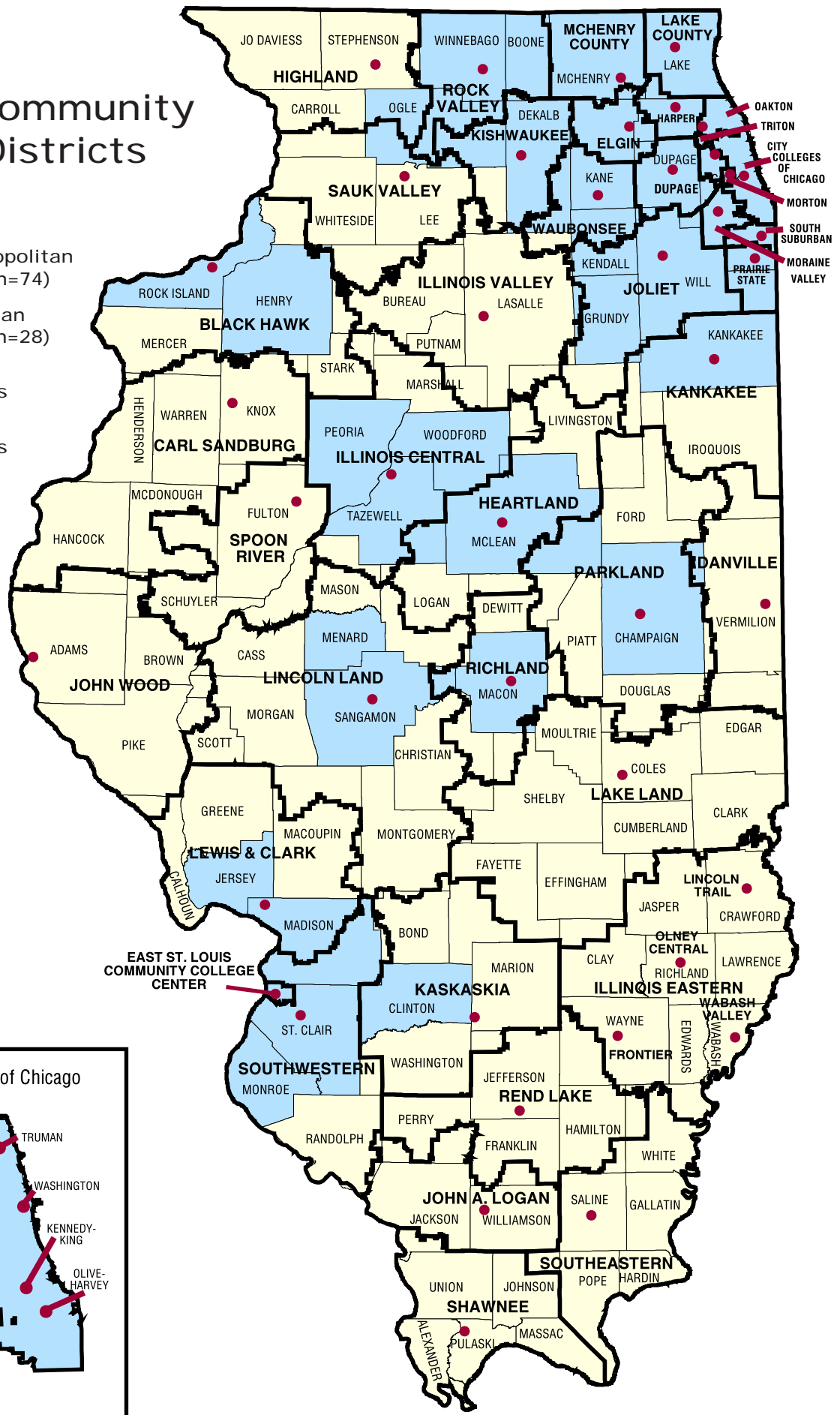
### ACCESS FOR ALL

- 🎓 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

- 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

