

**Regular Board Meeting
April 15, 2025**

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, specific individuals who serve as independent contractors in an educational setting...
 - 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 Activities – Student Trustee Heiser

8. College Reports

	Reports
A. Personnel (March)	1
B. Treasurer (February)	2
C. Student (February 1-March 19)	4
	25

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (March)
- E. Community Engagement and Legislative Affairs (March)

Acceptance of College Reports

Actions
1

9. Consent Agenda Approval

A. Minutes of the Regular Board Meeting of March 11, 2025	2
B. Closed Session Minutes of the Regular Board Meeting of March 11, 2025	10
C. Destruction of Audiotape of Closed Sessions of June 13, 21 & 22, 2023	11
D. Release of Select Month-Session Minutes of Board Meetings of March 2023 – December 2024	12
E. Ratification of Report of Expenses	14
F. Ratification of Trustee Travel Expenses	15
G. Trustees In-State Attendance at ICCTA Meeting	16
H. Emergency Operations Plan Update	17
I. Purchases	
1. Architectural Fees – Truck Driving Building	19
2. Consulting Services – New External Digital Signs	20
3. End User Software Support Subscription	21
4. Precision Tig Welders Purchase	22

5. Purchase and Installation of Library Security Technology Gates, Accessories, and Software	23
6. Sale of Used Computer Equipment	24
7. Spring Impact Magazine	25
8. Ratification of Building Equipment Maintenance Services	26
10. Resolution Appointing the Student Trustee for 2025-2026	27
11. Resolution of Appreciation, 2024-2025 Student Trustee, Jess Heiser	29
12. Resolution of Appreciation, Trustee Clare Ollayos, DC	31
13. Old Business	
14. New Business	
15. Adjournment	

Next regular meeting: 6:30 p.m. Tuesday, May 13, 2025

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 (cont'd from Jun)		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 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 plans state lobby events (CCTA) 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 (cont'd thru Jul) 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			
	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 (TLSD) Course and lab fees (TLSD) Performance on Key Indicators (PIE) Quarterly Student Success and Equity Report (EDI)	Institutional Advancement and ECC Foundation Annual Report (ECCF) Grant Monitoring Report (Jul-Sep)	Board adopts tax levy Board conducts semi-annual self-evaluation	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)			
Suggested Reports for	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			Goal and Budget Planning Period: Finance places tax levy on display and prepares tax levy hearing			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 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	TLSD & Finance recommend course fees for the next fiscal year PIE summarizes progress on 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	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	Strategic Budget Council reviews department budget requests 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****

For the most current list of events, visit www.communitycolleges.org/upcoming-events.

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

February 10, 2025	Board of Representatives Meeting in conjunction w/ACCT, Washington, DC
March 14 – 15, 2025	Sheraton Lisle Naperville Hotel, Lisle, IL
May 6, 2025	Committee & Board of Representatives Meetings, President Abraham Lincoln Hotel, Springfield, IL
May 7, 2025	Lobby Day, Springfield, IL
September 12 – 13, 2025	Crowne Plaza, Springfield, IL
November 14 - 15, 2025	Chicago Marriott Naperville, Naperville, IL

ICCTA ANNUAL CONVENTION:

June 6 – 7, 2025	Bloomington-Normal Marriott Hotel & Conference Center, Normal, IL
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ICCTA REGIONAL AND OTHER MEETINGS:

August 8 - 9, 2025	Location to be announced
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ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ICCCP):

January 24, 2025	Virtual Meeting
March 13, 2025	CEO/CAO/CSSO/CFO Joint Meeting – College of DuPage, Glen Ellyn, IL
March 14, 2025	Sheraton Lisle Naperville Hotel, Lisle, IL
May 6, 2025	President Abraham Lincoln Hotel, Springfield, IL (afternoon)
May 6, 2025	Illinois Community College Reception, Springfield, IL (evening)
June 5, 2025	Bloomington-Normal Marriott Hotel & Conference Center, Normal, IL
September 12, 2025	Crowne Plaza, Springfield, IL
November 14, 2025	Chicago Marriott Naperville, Naperville, IL

ICCB MEETINGS:

January 31, 2025	Illinois Central College, Peoria, IL
March 21, 2025	Carl Sandburg College, Galesburg, IL
June 6, 2025	Bloomington-Normal Marriott Hotel & Conference Center, Normal, IL
July 2025	Subject to call
September 26, 2025	Kaskaskia College, Centralia, IL
December 5, 2025	Harry L. Crisp II Community College Center, Springfield, IL

IBHE MEETINGS:

January 22, 2025	Chicago State University, Telephone & Videoconference
March 12, 2025	TBD
June 25, 2025	TBD
August 13, 2025	TBD
November 12, 2025	TBD

ISAC MEETINGS:

April 17, 2025	In-person at either Springfield or Deerfield Office
June 26, 2025	In-person at either Springfield or Deerfield Office
September 18, 2025	In-person at either Springfield or Deerfield Office
December 4, 2025	In-person at either Springfield or Deerfield Office

ICCTA MEETING AND CONVENTION SCHEDULE****Meetings, dates, and locations are subject to change****For the most current list of events, visit www.communitycolleges.org/upcoming-events.**ACCT/AACC EVENTS:**

February 9 – 12, 2025	ACCT National Legislative Summit, Marriott Marquis, Washington, DC
October 22 – 25, 2025	ACCT Leadership Congress, New Orleans Marriott & Sheraton New Orleans, New Orleans, LA
February 8 – 11, 2026	ACCT National Legislative Summit, Marriott Marquis, Washington, DC

OTHER DATES/MEETINGS:

April 1, 2025	Illinois consolidated election
April 24, 2025	All-Illinois Recognition Banquet (PTK), President Abraham Lincoln Hotel, Springfield, IL
April 29, 2025	Final day for Illinois community college boards to conduct organizational meetings and seat trustees elected on April 1.



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

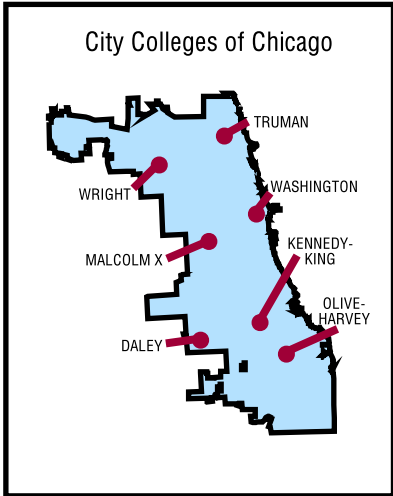
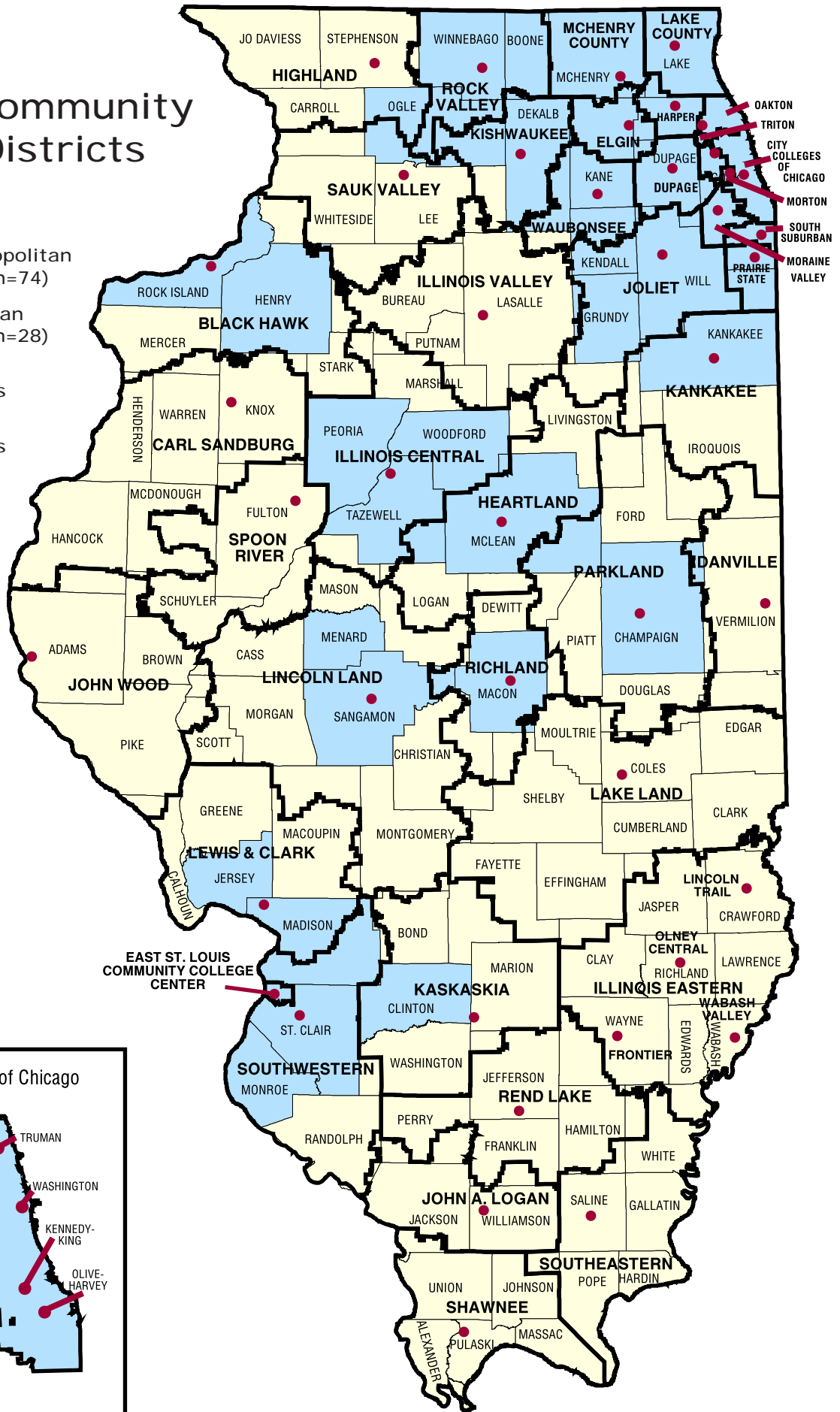
- 🎓 The average full-time Illinois community college student pays **\$4,410 per year in tuition and fees; nearly one-third the average tuition and fees** at Illinois public universities.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school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

