



BOARD OF TRUSTEES AGENDA

April 28, 2025



Elgin
Community
College

Bright Choice. Bright Future.

1700 Spartan Drive • Elgin, IL 60123-7193 • 847-697-1000 • elgin.edu

**Special Board Meeting
April 28, 2025**

5:30 p.m.

Building E Room E 100.01
Elgin Community College
1700 Spartan Drive
Elgin, IL 60123

The Special 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 2:00 p.m. which will be read aloud at the appropriate time on the agenda.

Agenda

Call to Order by Presiding Officer

1. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Board Purpose

2. President's Comments

3. Audience Wishing to Address the Board

**4. Resolution Adopting Results of the Consolidated Election Held
April 1, 2025**

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**5. Consideration of and possible actions on any requests for a board
member's electronic participation in a meeting**

6. Affirmation of Service – All Trustees

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7. Resolution of Appreciation, Trustee Shane Nowak

5

8. Election of Officers

- | | |
|---------------|---|
| A. Chair | 7 |
| B. Secretary | 8 |
| C. Vice Chair | 9 |

9. Reorganization of the Board of Trustees

- | | |
|---|----|
| A. Approval of Chair's Appointments | |
| 1. Treasurer | 10 |
| 2. Auditor | 11 |
| 3. Legal Counsel | 12 |
| 4. Committee Representatives and Liaisons | 13 |
| B. Confirmation of 2025 Schedule of Board Meetings | 14 |
| C. Administrative Line of Succession During the President's Absence | 15 |

10. Old Business

11. New Business

12. Recess to Closed Session

- A. To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting...
- B. 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) (1 and 11 respectively)

13. Adjournment

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

**RESOLUTION ADOPTING FINAL RESULTS OF CONSOLIDATED ELECTION
HELD APRIL 1, 2025**

Recommendation

The administration recommends that the Board of Trustees adopts the Resolution Adopting Final Results of Consolidated Election Held April 1, 2025.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy 2:1, which states,

[The Board of Trustees will] . . . act in accordance with all applicable laws, rules and regulations in carrying out the mission of Elgin Community College and to uphold its statutory duties and powers as stipulated in the Illinois Compiled Statutes.

Also,

All elections held pursuant to this Act shall be governed by the provisions of the general election law. *(Source: P.A. 81-1490.)*
(110 ILCS 805/3-7.1) (from Ch. 122, par. 103-7.1)

- (a) The election of the members of the board of trustees shall be nonpartisan and shall be held at the time and in the manner provided in the general election law.
- (b) Unless otherwise provided in this Act, members shall be elected to serve 6-year terms. The term of members . . . shall be from the date the member is officially determined to be elected to the board by a canvass conducted pursuant to the Election Code, to the date that the winner of the seat is officially determined by the canvass conducted pursuant to the Election Code the next time the seat on the board is to be filled by election.

(110 ILCS 805/3-7) (from Ch. 122, par. 103-7)

Staff Contact: Ms. Diane Kerruish, Board Recorder/Election Official, 847-214-7374

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 509
COUNTIES OF KANE, COOK, DUPAGE, MCHENRY
AND DEKALB, STATE OF ILLINOIS

RESOLUTION ADOPTING FINAL RESULTS OF CONSOLIDATED
ELECTION HELD APRIL 1, 2025

WHEREAS, on the 1st day of April, 2025, there was held by the Board of Trustees (hereinafter referred to as the "board") of Community College District No. 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, and the State of Illinois, in and for such district, an election for the purpose of electing two trustees, for a six-year full term for said board, and

WHEREAS, said election was regularly called and held as provided by law, and the returns of said election have been certified as canvassed by the Kane County Clerk and filed with the board's recorder/election official, and the returns are now before this board the 28th day of April, 2025, and have been canvassed by this board, and this board is familiar therewith; now, therefore, be it

RESOLVED that the board finds, from a canvass of the returns of said election, that a total of 51,719 ballots were cast for candidates with the following list of candidates (presented in ballot order) receiving the number of votes ascribed to each for the six-year term for trustee:

Candidate for 6-year Term	County					Candidate Totals
	Kane	Cook	DuPage	McHenry	DeKalb	
Shane Nowak	16,208	2,743	1,908	893	0	21,752
Melissa Barbosa-Guzman	19,147	3,166	2,192	1,094	0	25,599
James George Allen, Jr.	16,943	2,443	1,684	838	0	21,908

and be it further

RESOLVED that, as a result of said election, the following candidates were elected to serve as trustees, for two six-year terms:

NAME	ADDRESS	CITY / STATE / ZIP
Melissa Barbosa-Guzman	919 Stonehaven Dr.	Elgin, IL 60124
James George Allen, Jr.	183 N. DuBois Ave.	Elgin, IL 60123

And be it further

RESOLVED that the secretary or the secretary's designee (recorder/election official) transmits copies of this resolution in executed form to each election authority having jurisdiction of Community College District No. 509 and a copy, thereof, to the State Board of Elections, and to take such actions as may be required by law.

ADOPTED this 28th day of April, 2025, at Elgin, Illinois.

Ayes: _____

Nays: _____

Present: _____

Student Advisory Vote: _____

Chair
Board of Trustees

Diane Kerruish, Board Recorder
Election Official

We, the undersigned, certify that the foregoing Resolution Adopting Final Results of Consolidated Election Held April 1, 2025, was adopted by the District 509 Board of Trustees this 28th day of April, 2025.

Trustee

Trustee

Trustee

Trustee

Trustee

Student Trustee

Trustee

ELGIN COMMUNITY COLLEGE BOARD OF TRUSTEES
AFFIRMATION OF SERVICE

It is with the deepest sense of responsibility and conviction, as I assume my office as a Trustee of Elgin Community College, District 509 that I do solemnly affirm:

That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;

That I will exemplify ethical behavior and conduct that is above reproach;

That I will engage in an ongoing process of in-service education and continuous improvement;

That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than advance any special interests, and I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels; and

That I will honor the division of responsibility between the board and the president; and

That I will contribute to creating a spirit of true cooperation and a mutually-supportive relationship in support of our community.

RESOLUTION OF APPRECIATION
Trustee Shane Nowak

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Mr. Shane Nowak for his service to the College from May 2019 to April 2025.



Dr. Peggy Heinrich, President

Staff Contact: Dr. Peggy Heinrich, President, 847-214-7374

RESOLUTION OF APPRECIATION
Trustee Shane Nowak, MA

WHEREAS, Mr. Shane Nowak was elected to the Board of Trustees for Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, from May 2019 to April 2025, and served with sincerity and commitment; and

WHEREAS, Mr. Nowak served with integrity as secretary of the Board of Trustees for two years, 2023 and 2024; and

WHEREAS, Mr. Nowak also served with distinction as a member of the finance committee throughout his term of office; and

WHEREAS, Mr. Nowak served as the chair of the finance committee for two years; and

WHEREAS, Mr. Nowak participated in professional development activities through the Illinois Community College Trustees Association (ICCTA), Association of Community College Trustees (ACCT) and board retreats; and

WHEREAS, Mr. Nowak is proud to say he never missed a board meeting during his six-year term; and

WHEREAS, Mr. Nowak was a keen advocate for District 509 taxpayers regarding annual tax levies and tuition rates; and

WHEREAS, Mr. Nowak has shown forward thinking in taking the College to new levels of achievement, the by-products of which are represented by the acknowledged growth of Elgin Community College, including the 2020 Master Plan; and

WHEREAS, Mr. Nowak is proud of the Board's work, the Administration, Faculty, Staff and Students, to maintain affordability of access to quality education while delivering value to and respecting the taxpayers' investment in the College and its students; 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 the 28th day of April, 2025, expresses to Mr. Nowak, on behalf of District 509 citizens, his colleagues, and the many students who have benefited from his service, heartfelt appreciation for his years of dedicated service and extends to him best wishes for the future; and be it further

RESOLVED that this resolution be entered into the minutes of the Board of Trustees and a copy signed by all trustees be prepared for, and presented to, Mr. Shane Nowak.

ELECTION OF BOARD CHAIR

Recommendation

The administration recommends that the Board of Trustees elects the board chair for a one-year term.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP 8.2, which reads:

The chair shall convene the annual board organizational meeting in April or May, in accordance with current election regulations. The board shall elect a chair, a vice chair and a secretary. The vice chair shall fulfill the duties of the chair in the absence, inability or refusal to act by the chair. The secretary will oversee the appropriate signatory responsibilities of the board

and

. . . At all . . . organizational meetings, the chairman of the board, or, in his or her absence, the president of the community college or acting chief executive officer of the college shall convene the new board, and conduct the election for chairman, vice chairman and secretary. The board shall then proceed with its organization under the newly elected board officers

(110 ILCS 805/3-8) (from Ch. 122, par. 103-8)

Staff Contact: Dr. Peggy Heinrich President, 847-214-7374

ELECTION OF BOARD SECRETARY

Recommendation

The administration recommends that the Board of Trustees elects the board secretary for a one-year term.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP 8.2, which reads:

The chair shall convene the annual board organizational meeting in April or May, in accordance with current election regulations. The board shall elect a chair, a vice chair and a secretary. The vice chair shall fulfill the duties of the chair in the absence, inability or refusal to act by the chair. The secretary will oversee the appropriate signatory responsibilities of the board

and

. . . At all . . . organizational meetings, the chairman of the board, or, in his or her absence, the president of the community college or acting chief executive officer of the college shall convene the new board, and conduct the election for chairman, vice chairman and secretary. The board shall then proceed with its organization under the newly elected board officers

(110 ILCS 805/3-8) (from Ch. 122, par. 103-8)

Staff Contact: Dr. Peggy Heinrich, President, 847-214-7374

ELECTION OF BOARD VICE CHAIR

Recommendation

The administration recommends that the Board of Trustees elects the board vice chair for a one-year term.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP 8.2, which reads:

The chair shall convene the annual board organizational meeting in April or May, in accordance with current election regulations. The board shall elect a chair, a vice chair and a secretary. The vice chair shall fulfill the duties of the chair in the absence, inability or refusal to act by the chair. The secretary will oversee the appropriate signatory responsibilities of the board

and

. . . At all . . . organizational meetings, the chairman of the board, or, in his or her absence, the president of the community college or acting chief executive officer of the college shall convene the new board, and conduct the election for chairman, vice chairman and secretary. The board shall then proceed with its organization under the newly elected board officers

(110 ILCS 805/3-8) (from Ch. 122, par. 103-8)

Staff Contact: Dr. Peggy Heinrich, President, 847-214-7374

APPOINTMENT OF THE TREASURER

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Dr. Kimberly Wagner as treasurer for a one-year term and affixes her compensation at the rate of \$1 per year.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP 4.10, which reads:

. . . The chair will . . . appoint a college treasurer and fix his or her compensation with approval of the board at the annual organizational meeting.

and

. . . Community college boards shall appoint a treasurer to serve at the pleasure of the board. The treasurer may not be a member of the community college board. The board of the community college district shall fix the compensation of the treasurer.

110 ILCS 805/3-18 (from Ch. 122, part 103-18)

Staff Contact: Dr. Peggy Heinrich, President, 847-214-7374

**APPOINTMENT OF AUDIT FIRM
FISCAL YEAR 2025**

Recommendation

The administration recommends that the Board of Trustees approves the chair's appointment of Sikich LLP to conduct the annual audit for fiscal year 2025. The fee for preparation of the fiscal year 2025 audit and financial statements should not exceed \$92,940.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP 4.11, which reads:

[The chair will . . .] Appoint auditors for the college, as recommended by the Finance Committee, with approval by the board at the annual organizational meeting.

and (110 ILCS 805/3-22.1) (from Ch. 122, par. 103-22.1)

[The board shall . . .] cause an audit to be made at of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the board.

The recommendation for the reappointment of Sikich LLP for the annual audit for fiscal year 2025 was presented and discussed at Finance Committee on March 10, 2025.

Funding Source: Audit Fund

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

APPOINTMENT OF LEGAL COUNSEL

Recommendation

The administration recommends the Board of Trustees approves the appointment of law firms to act as legal counsel for the college.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP 4.9, which reads,

[The chair will . . .] Appoint legal counsel for the college with approval by the board at the annual organizational meeting.

The chair has appointed the following law firms to act as legal counsel for the college:

Amundsen Davis
3815 East Main St., Suite A-1
St. Charles, IL 60174

Husch Blackwell LLP
120 S. Riverside Plaza, Suite 2200
Chicago, IL 60606

Littler Mendelson
321 North Clark Street, Suite 1100
Chicago, IL 60654

Robbins Schwartz
190 South LaSalle St. Suite 2550
Chicago, IL 60603-3410

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

APPOINTMENT OF BOARD REPRESENTATIVES AND LIAISONS

Recommendation

The administration recommends that the Board of Trustees approves the board Chair's appointments, as announced, of individual board members as representatives and liaisons to various committees of the college and external organizations.

Committee of the Whole	Entire Board of Trustees
Finance Committee Chair and Two Representatives	Trustee (Chair)
	Trustees (2)
Legislative Liaison	Trustee
Elgin Community College Foundation Liaison	Trustee
Retreat Leader	Trustee
Illinois Community College Trustees Association (ICCTA) Representative and Alternate	Trustee Trustee
Association of Community College Trustees (ACCT) Liaison	Trustee



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP 5, which reads:

The board may establish committees to help carry out its governing responsibilities and will determine committee goals and limits of committee authority. . . .

and Board Policy GP 8.2, which reads,

. . . The board shall approve . . . board representatives to external organizations and board committees.

Staff Contact: Dr. Peggy Heinrich, President, 847-214-7374

2025 SCHEDULE OF BOARD MEETINGS, ELGIN COMMUNITY COLLEGE
Regular, Committee of the Whole and Finance Committee

Recommendation

The administration recommends that the Board of Trustees re-confirms the following schedule of meetings for calendar year 2025, to be held in Building E on the Elgin Community College campus.

REGULAR MEETINGS		COMMITTEE OF THE WHOLE*		FINANCE COMMITTEE*	
6:30 pm Seigle Aud		3:00 pm Rm 100.01		2:00 pm Rm 100.01	
January	28	January	27		
<i>February [No Meetings]</i>		<i>February [No Meetings]</i>			
March	11	March	10	March	10
April	15	April	14		
May	13	May	12	May	12
June	10	June	9		
<i>July [No Meetings]</i>		<i>July [No Meetings]</i>			
August	12	August	11		
September	9	September	8		
October	14	October	13	October	13
November	11	November	10		
December	9	December	8	December	8

* When the Finance Committee is scheduled to meet (four times per year), the Committee of the Whole will follow. Meeting times may be adjusted to accommodate agenda items.



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy GP.3, which reads:

A schedule of regular board meetings will be adopted at the annual organizational meeting. All regular meetings are open and public.

and

. . . The board . . . shall fix a time and place for its regular meetings. . . . Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year. (110 ILCS 805/3-8) (from Ch. 122, par. 103-8) Sec. 3-8

Staff Contact: Dr. Peggy Heinrich, President, 847-214-7374

**ADMINISTRATIVE LINE OF SUCCESSION
DURING THE PRESIDENT'S ABSENCE**

Recommendation

The administration recommends that the Board of Trustees approves the president's recommended administrative line of succession, in the case of emergency during the president's absence:

- | | |
|--|----------------------|
| 1. Vice president, teaching, learning and student development
Schopen | Dr. Annamarie |
| 2. Vice president, business and finance | Dr. Kimberly Wagner |
| 3. Vice president, planning, institutional effectiveness/technology | Dr. Phil Garber |
| 4. General counsel | Mr. Respicio Vazquez |



Dr. Peggy Heinrich, President

Background

This recommendation is provided in accordance with Board Policy BPR 4.2 and 4.3, which reads:

- BPR 4.2 If the president cannot designate an acting president for an absence of less than 30 days, administrative responsibility shall be in the following order:
- Vice president for teaching, learning and student development
 - Vice president for business and finance
 - Vice president, planning, institutional effectiveness/technology

In the absence of all of the above (1 – 5), the president or his/her designee shall designate the person who has administrative responsibility.

- BPR 4.3 In order to protect the board from sudden loss of presidential services, the president must have at least two other executives familiar with board and presidential issues and processes. The president will recommend to the board each year, at the organizational meeting, his or her designated line of succession.

In preparation for possible emergency, the president shall annually provide contact information for the above-named administrators to the ECC Police Department, which they shall maintain with confidentiality. In the case of the president's absence during an emergency situation, ECC Police will communicate with the administrator designated as next in succession.

Staff Contact: Dr. Peggy Heinrich, President, 847-214-7374