



BOARD OF TRUSTEES AGENDA

May 13, 2025



Elgin
Community
College

Bright Choice. Bright Future.

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

**Regular Board Meeting
May 13, 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. Finance Committee – Trustee Parks
- B. Committee of the Whole – Trustee Barbosa-Guzman
- C. Illinois Community College Trustee Association (ICCTA) – Trustee Allen
- D. Association of Community College Trustees (ACCT) – Trustee Arroyo
- E. Legislative – Trustee Rodriguez
- F. ECC Foundation – Trustee Allen
- G. Student Activities – Student Trustee Gidlund

	Reports
8. College Reports	1
A. Personnel (April)	2
B. Treasurer (March)	4

College Reports Under Separate Cover

- C. Institutional Advancement and ECC Foundation (April)
- D. Community Engagement and Legislative Affairs (April)
- E. Grant Monitoring Report (as of 3/31/25)

	Actions
Acceptance of College Reports	1

9. Consent Agenda Approval

A. Minutes of the Regular Board Meeting of April 15, 2025	2
B. Closed Session Minutes of the Regular Board Meeting of April 15, 2025	10
C. Minutes of the Special Board Meeting of April 28, 2025	11
D. Closed Session Minutes of the Special Board Meeting of April 28, 2025	17
E. Destruction of Audiotape of Closed Sessions of August 8, 2023	18
F. Ratification of Report of Expenses	19
G. Ratification of Trustee Travel Expenses	20
H. In-Residence Ensemble Renewal of Agreement – Ballet Folklórico Huehuecoyotl (also known as BFH)	21
I. In-Residence Ensemble Renewal of Agreement – Children’s Theatre of Elgin/Fox Valley Theatre Company	32
J. In-Residence Ensemble Renewal of Agreement – Elgin Master Chorale, Inc.	42
K. In-Residence Ensemble Renewal of Agreement – Elgin Youth Symphony Orchestra	52

L. In-Residence Ensemble Renewal of Agreement – Hamilton Wings	63
M. Fiscal Year 2026 Salary Adjustment and Insurance Contribution Rate for Administrative and Tutor Employees	74
N. Revised Administrator and Tutor Employees Salary Schedules	75
O. Amendment to Board Policies: Governance Process (GP)	78
P. Trustees’ In-State Attendance at Illinois Community College Trustees Association (ICCTA) Meeting	80
Q. Purchases	
1. Additional Funding for Mail House Services	81
2. Annual Fire Alarm System Testing	82
3. Arts Center 2025-2026 Season Brochure	83
4. Billboard Advertising Services - Lamar	84
5. Construction Management Fees – Truck Driving Program Building	85
6. Construction of the New Truck Driving Program Building	86
7. Data Warehouse Maintenance Consultant	88
8. End User Software Support Subscription – Multi Year	89
9. Fall 2025 and Spring 2026 Continuing Ed/Career Training Schedule	90
10. Instructional and Office Replacement Computers and Monitors	91
11. Integrated Library Platform Software Renewal	92
12. Networking Equipment Purchase	93
13. Purchase and Renewal of Computer Backup Software	94
14. Safety Data Sheet Portal for Chemicals on Campus	95
15. Transcript Services Renewal	96
16. Waste Removal Services	97
R. Personnel	
1. Resolution of Appreciation, Lead Building Engineer, Mr. John Manning	98
2. Resolution of Appreciation, Professor II of Human Services, Dr. Joseph Rosenfeld	100
3. New Hire, Chief Human Resources Officer, Ms. Allison K. Guengerich	102

10. Old Business

11. New Business

12. Adjournment

Next regular meeting: 6:30 p.m. Tuesday, June 10, 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

8/18/15, 9/14/15, 7/19/16; 8/19/16; 6/29/17; 6/5/19; 5/20/20; 6/7/21; 7/27/21; 5/16/23



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 course fees for 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 Goal Planning Period: Board articulates budgetary considerations for next fiscal year		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 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
	CTW and Board Reports for Suggested Reports for	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		Goal and Budget Planning Period: Cabinet retreats to affirm progress of the current fiscal year and directions 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	PIE summarizes progress on performance indicators from the previous fiscal year	President previews goals for the current fiscal year with the Board	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)	Finance makes tuition recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year
	Cabinet retreats to outline key directions for next fiscal year	Finance audits budget from the previous fiscal year	TLSD drafts academic calendar for the fiscal year that follows the next	TLSD makes tuition recommendation for the next fiscal year	Finance makes recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year	Finance makes tax levy recommendation for the next fiscal year

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
------------------	---

ICCTA REGIONAL AND OTHER MEETINGS:

August 8 - 9, 2025	Location to be announced
--------------------	--------------------------

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

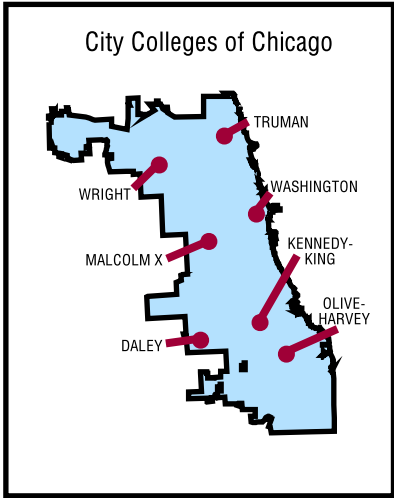
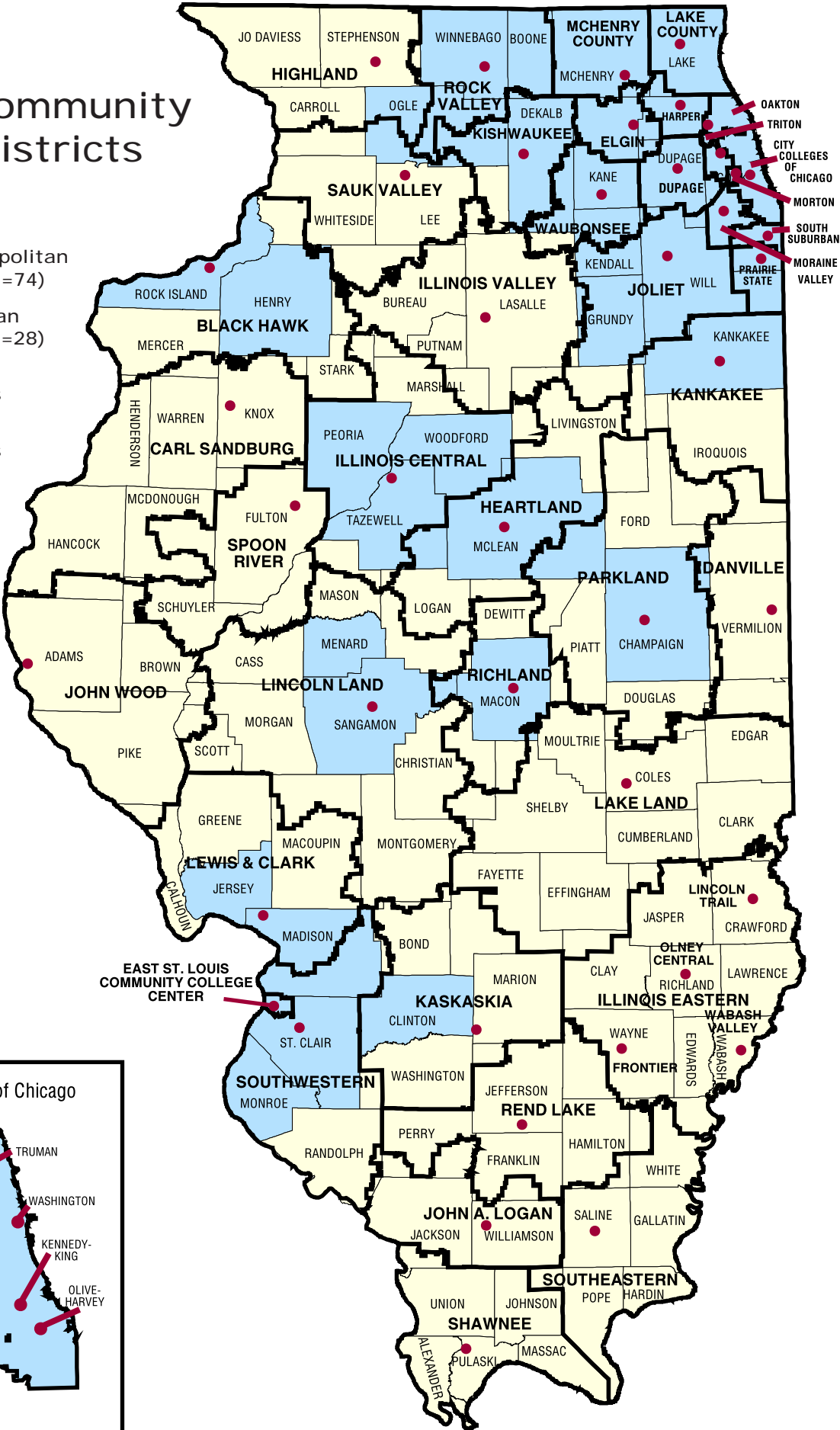
- 🎓 The average full-time Illinois community college student pays **\$4,410 per year in tuition and fees; nearly one-third the average tuition and fees** at Illinois public universities.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school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

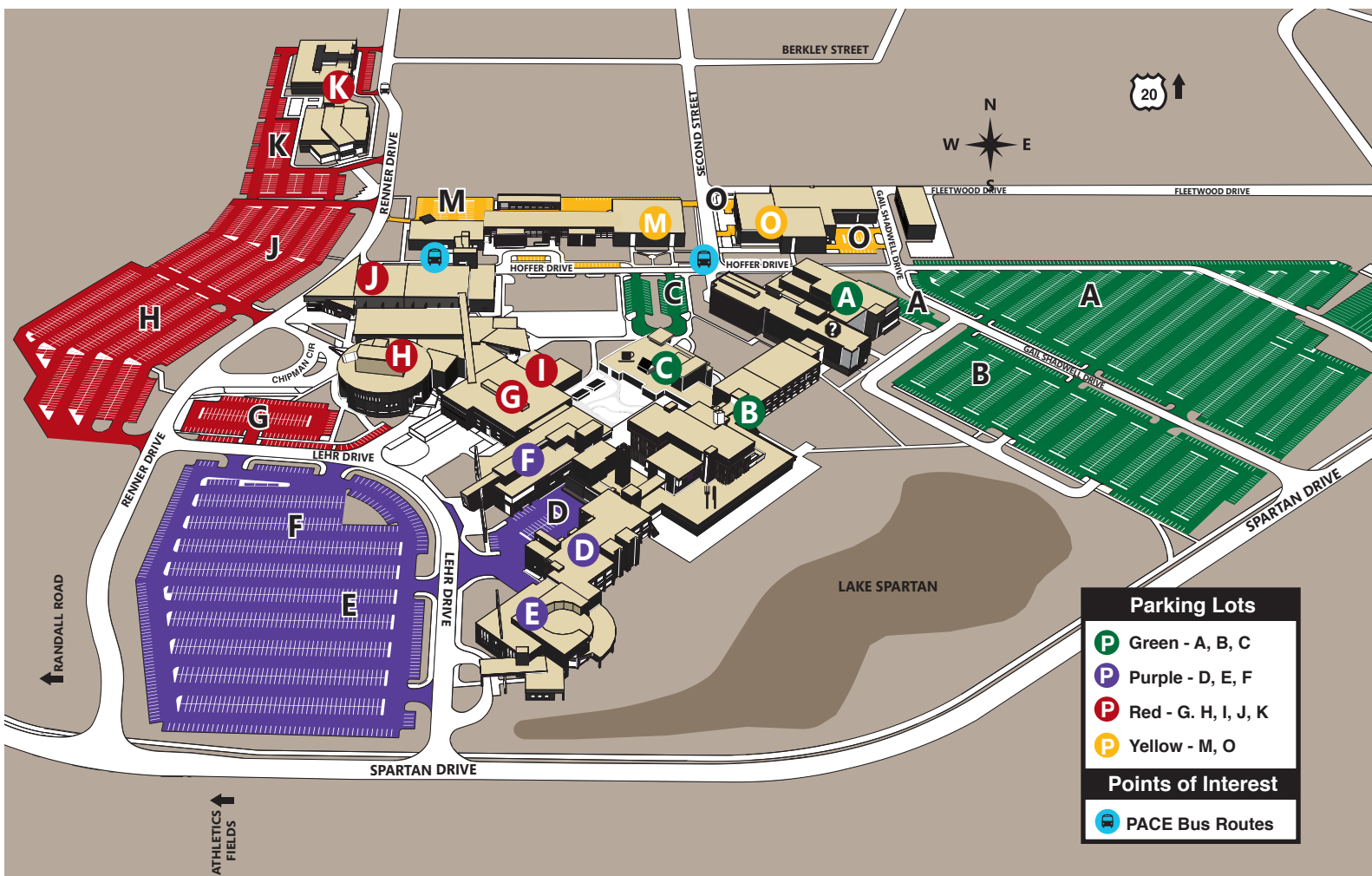
- Adult Basic Education Center (ABEC)
- Continuing Education/Corporate Training
- English as a Second Language (ESL)
- High School Equivalency/GED®
- TRiO/Upward Bound
- Workforce Development

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



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 (April)
- B. Treasurer (March)

College reports/procedures presented under separate cover:

- C. Institutional Advancement and ECC Foundation (April)
- D. Community Engagement and Legislative Affairs (April)
- E. Grant Monitoring Report (as of 3/31/25)

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

PERSONNEL REPORT

First Name	Last Name	Action Code	Department and Position	Effective Date	Wage	Position Class
Vanessa	Macias Arias	NH	Administrative Assistant III - TRiO Student Support	4/14/2025	\$42,000.00	11
Mariam	Regalado-Velez	NH	Administrative Assistant III - Upward Bound	4/28/2025	\$42,000.00	11
Jennifer	Weber	RH	Administrative Assistant I - ADA Student Access and Disability Services	5/5/2025	\$17.75	9
Elizabeth	Herrera	RC	Director of Student Recruitment and Outreach	1/7/2025	\$95,000.00	16
Sarah	Buzzelli	CG	Director of Academic Advising	4/7/2025	\$90,000.00	16
Adam	Vial	CG	Executive Assistant	4/14/2025	\$58,000.00	14
Valeria	Garza Cordero	TRN	Financial Aid Advisor - Veterans Certifying Official	4/14/2025	\$57,000.00	14
Brian	Trejo	TC	Lead Building Engineer	5/1/2025	\$99,694.00	Grade E Step Lead
John	Wicker	RES	Assistant Director of Technology Services Support	4/25/2025		
Janice	Hare	RET	Administrative Assistant III	4/25/2025		
John	Manning	RET	Lead Building Engineer	4/30/2025		

Key
NH - New Hire
RH - Rehire
RC - Reclassification
CG - Change Employee Group
TRN - Transfer - New Grade/Group
TC - Title Change
RES - Resignation
RET - Retirement

Staff Contact: Dr. Tonisha Via, Interim Chief Human Resources Officer 847-214-7372

HUMAN RESOURCES STAFFING REPORT

Vanessa Macias Arias

Vanessa Macias Arias joins Elgin Community College as an Administrative Assistant III – TRiO Student Support. Vanessa received a Master of Arts, specializing in English, from Northeastern Illinois University. She comes to the College from Heartland Law Firm, where she served as a Paralegal.

Mariam Regalado-Velez

Mariam Regalado-Velez joins Elgin Community College as an Administrative Assistant III – Upward Bound. She comes to the College from Whole Foods Market, where she served as a Sanitation Supervisor.

Jennifer Weber

Jennifer Weber returns to Elgin Community College as an Administrative Assistant I – ADA Student Access and Disability Services. Jennifer received a Bachelor of Arts, specializing in Communication, from Western Illinois University. She comes to the College from Wellspring Creative Communications, where she served as a Social Media Manager.

Staff Contact: Dr. Tonisha Via, Interim Chief Human Resources Officer, 847-214-7372

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of March 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	11/1/2024	4/4/2025	4.342%	249,896.17	245,400.00	Kendall Bank
Certificate of Deposit	10/22/2024	4/17/2025	4.352%	249,864.27	244,700.00	First National Bank
Certificate of Deposit	11/5/2024	4/17/2025	4.292%	249,798.38	245,100.00	First Community Bank of the Heartland, Inc.
Certificate of Deposit	12/3/2024	4/17/2025	4.260%	249,876.11	246,000.00	West Pointe Bank
Certificate of Deposit	12/3/2024	4/17/2025	4.260%	249,876.11	246,000.00	First State Bank and Trust Company, Inc.
Certificate of Deposit	5/2/2023	5/2/2025	4.815%	249,724.77	227,350.00	EagleBank
Certificate of Deposit	5/2/2024	5/2/2025	5.071%	1,576,065.00	1,500,000.00	Western Alliance Bank
Certificate of Deposit	12/20/2024	5/16/2025	4.110%	249,868.63	245,800.00	Cendera Bank, National Association
Certificate of Deposit	12/20/2024	5/16/2025	4.119%	249,877.54	245,800.00	Bank 7
Certificate of Deposit	12/20/2024	5/16/2025	4.200%	249,856.03	245,700.00	CrossFirst Bank
Certificate of Deposit	5/30/2024	5/30/2025	5.080%	249,880.27	237,800.00	New OMNI Bank, National Association
Certificate of Deposit	1/9/2025	6/6/2025	4.136%	249,820.97	245,700.00	The First National Bank of Gordon
Certificate of Deposit	8/16/2024	6/20/2025	4.487%	249,917.47	240,800.00	First Capital Bank
Certificate of Deposit	8/16/2024	6/20/2025	4.618%	249,871.88	240,500.00	5Star Bank
Certificate of Deposit	8/19/2024	6/20/2025	4.637%	249,922.51	240,600.00	NexBank
Certificate of Deposit	8/28/2024	6/20/2025	4.421%	4,402,373.10	4,250,000.00	Western Alliance Bank
Certificate of Deposit	9/3/2024	6/20/2025	4.363%	249,871.96	241,500.00	CIBC Bank USA
Certificate of Deposit	9/3/2024	6/20/2025	4.272%	249,903.79	241,700.00	Preferred Bank
Certificate of Deposit	9/3/2024	6/20/2025	4.487%	249,903.27	241,300.00	Dundee Bank
Certificate of Deposit	9/3/2024	6/20/2025	4.332%	249,916.57	241,600.00	The Western State Bank
Certificate of Deposit	11/5/2024	7/7/2025	4.322%	249,917.59	242,900.00	Merrick Bank
Certificate of Deposit	2/18/2025	7/18/2025	4.190%	249,930.75	245,700.00	BANK
Certificate of Deposit	2/25/2025	8/1/2025	4.160%	249,892.90	245,500.00	First Community Bank
Certificate of Deposit	3/7/2025	8/1/2025	4.130%	249,888.43	245,800.00	Northbrook Bank and Trust Company
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	3/14/2025	8/22/2025	4.143%	249,884.59	245,400.00	Third Coast Bank
Certificate of Deposit	8/28/2024	8/28/2025	4.488%	249,727.03	239,000.00	Enterprise Bank
Certificate of Deposit	9/3/2024	9/3/2025	4.598%	249,884.32	238,900.00	Cornerstone Capital Bank, SSB
Certificate of Deposit	9/6/2024	9/9/2025	4.457%	249,920.96	239,200.00	Baxter Credit Union
Certificate of Deposit	9/12/2024	9/12/2025	4.346%	249,909.67	239,500.00	The First National Bank of Hutchinson
Certificate of Deposit	9/12/2024	9/12/2025	4.129%	249,909.60	240,000.00	Solera National Bank
Certificate of Deposit	9/12/2024	9/12/2025	4.177%	249,920.62	239,900.00	Bank Of Clarke
Certificate of Deposit	9/15/2023	9/15/2025	5.036%	249,892.95	227,000.00	First National Bank
Certificate of Deposit	9/30/2024	9/30/2025	4.168%	249,899.03	239,900.00	Grand Ridge National Bank
Certificate of Deposit	9/30/2024	9/30/2025	3.915%	249,914.82	240,500.00	Bank of Hindman
Certificate of Deposit	9/30/2024	9/30/2025	4.134%	249,921.03	240,000.00	T Bank, National Association
Certificate of Deposit	10/7/2024	10/7/2025	4.122%	249,892.80	240,000.00	City First Bank, National Association
Certificate of Deposit	10/7/2024	10/7/2025	4.099%	249,941.70	240,100.00	Consumers Credit Union
Certificate of Deposit	10/22/2024	10/22/2025	4.143%	249,942.00	240,000.00	First Guaranty Bank
Certificate of Deposit	10/23/2023	10/23/2025	5.235%	249,861.83	226,150.00	Bank of Crockett
Certificate of Deposit	5/2/2024	11/3/2025	4.936%	249,848.49	232,550.00	Community National Bank
Certificate of Deposit	12/20/2024	12/22/2025	4.150%	249,910.40	239,900.00	Omb Bank
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.
Certificate of Deposit	1/7/2025	1/7/2026	4.070%	249,872.78	240,100.00	Trustar Bank
Certificate of Deposit	1/22/2025	1/22/2026	4.110%	249,864.00	240,000.00	Premier Bank
Certificate of Deposit	1/27/2025	1/27/2026	4.060%	249,847.97	240,100.00	Sentry Bank
Certificate of Deposit	1/27/2025	1/27/2026	4.060%	249,847.97	240,100.00	Royal Business Bank
Certificate of Deposit	1/31/2025	2/2/2026	4.120%	249,943.39	240,000.00	Texas Heritage National Bank
Certificate of Deposit	2/18/2025	2/17/2026	4.100%	249,917.13	240,100.00	Veritex Community Bank
Certificate of Deposit	2/25/2025	2/25/2026	4.072%	249,877.60	240,100.00	First Bank
Certificate of Deposit	2/26/2024	2/26/2026	4.647%	249,876.75	228,600.00	American National Bank & Trust
Certificate of Deposit	3/28/2025	3/30/2026	3.980%	249,812.34	240,200.00	Northeast Community Bank
Certificate of Deposit	3/28/2025	3/30/2026	4.026%	249,820.45	240,100.00	Dream First Bank
Certificate of Deposit	3/28/2025	3/30/2026	3.970%	249,893.39	240,300.00	EvaBank
Certificate of Deposit	3/28/2025	3/30/2026	3.970%	249,892.18	240,300.00	American Pride Bank
Certificate of Deposit	3/28/2025	3/30/2026	3.970%	249,892.18	240,300.00	American Plus Bank
Certificate of Deposit	3/31/2025	3/31/2026	3.942%	249,773.83	240,300.00	Caldwell Bank & Trust Company
Certificate of Deposit	3/31/2025	3/31/2026	3.993%	249,789.99	240,200.00	State Bank of Texas
Certificate of Deposit	3/31/2025	3/31/2026	3.965%	249,827.90	240,300.00	Armor Bank
Certificate of Deposit	4/30/2024	4/30/2026	4.880%	249,868.64	227,650.00	The First National Bank of McGregor
Certificate of Deposit	5/16/2024	5/18/2026	4.978%	249,882.00	227,200.00	ServisFirst Bank
Certificate of Deposit	12/20/2024	6/22/2026	4.120%	249,881.38	235,300.00	Milledgeville State Bank
Certificate of Deposit	9/12/2024	9/14/2026	3.542%	249,874.59	233,300.00	American Commercial Bank & Trust, National Association
Certificate of Deposit	9/12/2024	9/14/2026	3.541%	249,867.79	233,300.00	Mountain Pacific Bank
Certificate of Deposit	9/12/2024	9/14/2026	3.391%	249,913.86	234,000.00	GBC International Bank
Certificate of Deposit	3/31/2025	10/1/2026	3.798%	249,905.47	236,400.00	First Internet Bank of Indiana
Certificate of Deposit	10/22/2024	10/22/2026	3.965%	249,697.64	231,100.00	First FSB of Mascoutah
Certificate of Deposit	1/7/2025	1/7/2027	4.131%	249,867.78	230,500.00	Cornerstone Bank
Certificate of Deposit	2/18/2025	2/18/2027	4.190%	249,924.28	230,600.00	Affinity Bank, National Association
Certificate of Deposit	3/28/2025	3/29/2027	3.842%	249,853.62	232,000.00	Fairfax State Savings Bank

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of March 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	3/31/2025	3/31/2027	3.750%	249,937.50	232,500.00	Cross River Bank
Certificate of Deposit	3/31/2025	3/31/2028	3.730%	249,866.89	224,700.00	The Commercial Bank
Certificate of Deposit	3/31/2025	3/31/2028	3.730%	249,866.89	224,700.00	Farmers Bank & Trust
Treasury Bills	10/23/2024	4/3/2025	4.334%	250,000.00	245,281.75	Treasury Bill
Treasury Bills	10/31/2024	4/8/2025	4.400%	764,376.30	750,000.00	ISDLAF Term Series
Treasury Bills	12/23/2024	4/15/2025	4.170%	1,250,000.00	1,234,070.14	Treasury Bill
Treasury Bills	10/23/2024	4/17/2025	4.339%	250,000.00	244,876.44	Treasury Bill
Treasury Bills	12/4/2024	4/17/2025	4.264%	2,250,000.00	2,215,319.13	Treasury Bill
Treasury Bills	4/7/2021	4/30/2025	0.520%	1,250,000.00	1,242,724.61	U.S. Treasury Note
Treasury Bills	5/1/2024	4/30/2025	5.095%	250,000.00	238,662.11	U.S. Treasury Note
Treasury Bills	12/23/2024	5/1/2025	4.114%	4,500,000.00	4,435,500.00	Treasury Bill
Treasury Bills	1/8/2025	5/6/2025	4.160%	4,000,000.00	3,946,913.11	Treasury Bill
Treasury Bills	5/24/2024	5/23/2025	5.053%	236,000.00	236,441.40	Key Bank NA
Treasury Bills	1/28/2025	5/27/2025	4.161%	250,000.00	246,653.95	Treasury Bill
Treasury Bills	1/8/2025	5/29/2025	4.134%	4,000,000.00	3,937,129.67	Treasury Bill
Treasury Bills	1/23/2025	5/31/2025	4.170%	4,250,000.00	4,192,226.56	U.S. Treasury Note
Treasury Bills	2/4/2025	6/3/2025	4.166%	750,000.00	739,949.46	Treasury Bill
Treasury Bills	2/13/2025	6/10/2025	4.200%	2,533,657.53	2,500,000.00	ISDLAF Term Series
Treasury Bills	8/19/2024	6/15/2025	4.484%	1,000,000.00	987,109.38	U.S. Treasury Note
Treasury Bills	11/20/2024	6/25/2025	4.260%	4,000,000.00	3,899,866.56	Federal Home Loan Discount
Treasury Bills	11/6/2024	6/30/2025	4.219%	250,000.00	243,710.94	U.S. Treasury Note
Treasury Bills	2/13/2025	7/17/2025	4.205%	1,526,000.00	1,499,398.85	Treasury Bill
Treasury Bills	2/19/2025	7/17/2025	4.180%	2,750,000.00	2,704,167.28	Treasury Bill
Treasury Bills	2/19/2025	7/31/2025	4.202%	500,000.00	490,847.00	Treasury Bill
Treasury Bills	2/26/2025	7/31/2025	4.150%	750,000.00	737,012.29	Treasury Bill
Treasury Bills	2/27/2025	7/31/2025	4.159%	250,000.00	245,689.07	Treasury Bill
Treasury Bills	2/28/2025	7/31/2025	4.173%	500,000.00	491,404.38	Treasury Bill
Treasury Bills	3/3/2025	7/31/2025	4.146%	2,000,000.00	1,966,491.67	Treasury Bill
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	2/29/2024	8/29/2025	4.855%	243,000.00	243,502.59	Bank of America NA
Treasury Bills	2/29/2024	8/29/2025	4.854%	248,000.00	248,521.69	Meridian Bank
Treasury Bills	8/30/2023	9/2/2025	4.906%	243,000.00	243,662.41	Home Federal Savings Bank MN
Treasury Bills	3/16/2025	9/4/2025	4.100%	5,250,000.00	5,152,205.33	Treasury Bill
Treasury Bills	3/6/2024	9/8/2025	4.804%	243,000.00	243,509.07	Commercial Bank of Cal
Treasury Bills	3/8/2024	9/8/2025	4.769%	248,000.00	248,649.68	American National Bank/Fox Cities
Treasury Bills	3/12/2024	9/12/2025	4.955%	243,000.00	243,504.69	Western Alliance Bank
Treasury Bills	11/20/2024	9/15/2025	4.220%	5,500,000.00	5,468,203.13	U.S. Treasury Note
Treasury Bills	9/20/2024	9/19/2025	4.102%	239,000.00	239,452.66	Bank of Sun Prairie
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	4/26/2024	10/27/2025	4.955%	243,000.00	243,156.64	Bank of Bird-in-Hand
Treasury Bills	5/1/2024	10/31/2025	4.985%	250,000.00	233,125.00	U.S. Treasury Note
Treasury Bills	10/31/2024	10/31/2025	3.991%	249,000.00	249,265.63	First Bank of the Lake
Treasury Bills	5/3/2024	11/3/2025	5.000%	243,000.00	243,347.91	Simmons Bank/Pine Bluff
Treasury Bills	5/8/2024	11/10/2025	4.955%	243,000.00	243,506.48	Comerica Bank
Treasury Bills	5/8/2024	11/10/2025	4.950%	248,000.00	248,360.02	Mainstreet Bank
Treasury Bills	5/10/2024	11/10/2025	4.947%	243,000.00	243,184.49	First National Bank Long Island
Treasury Bills	5/3/2024	11/15/2025	4.930%	250,000.00	240,224.61	U.S. Treasury Note
Treasury Bills	5/23/2024	11/24/2025	4.955%	243,000.00	243,505.59	Banc of California Inc.
Treasury Bills	11/20/2024	11/30/2025	4.231%	500,000.00	480,820.31	U.S. Treasury Note
Treasury Bills	12/6/2024	12/5/2025	4.160%	239,000.00	239,320.39	Bankwell Bank
Treasury Bills	12/11/2024	12/11/2025	4.200%	239,000.00	239,229.37	Bangor Savings Bank
Treasury Bills	12/11/2024	12/11/2025	4.200%	239,000.00	239,229.37	Washington Federal
Treasury Bills	1/11/2023	1/8/2026	4.017%	247,000.00	247,575.71	Popular Bank
Treasury Bills	1/28/2025	1/31/2026	4.075%	500,000.00	492,910.16	U.S. Treasury Note
Treasury Bills	2/29/2024	3/2/2026	4.606%	244,000.00	244,665.81	BMO Bank NA
Treasury Bills	3/5/2024	3/5/2026	4.555%	248,000.00	248,685.78	Peoples Bank East Tennessee
Treasury Bills	3/5/2024	3/5/2026	4.581%	249,000.00	249,563.41	CF Bank
Treasury Bills	3/6/2025	3/6/2026	4.070%	249,000.00	249,438.47	First Western Trust Bank
Treasury Bills	3/6/2025	3/6/2026	4.070%	239,000.00	239,413.38	City National Bank of FL
Treasury Bills	3/8/2024	3/9/2026	4.605%	248,000.00	248,686.73	Anderson Bros. Bank
Treasury Bills	9/9/2024	3/9/2026	4.005%	244,000.00	244,508.79	Lendingclub Bank NA
Treasury Bills	3/11/2025	3/11/2026	4.060%	239,000.00	239,436.38	Cape Cod Co-operative Bank
Treasury Bills	9/13/2024	3/15/2026	3.673%	500,000.00	506,914.06	U.S. Treasury Note
Treasury Bills	9/30/2024	3/30/2026	3.904%	248,000.00	248,526.75	Oakstar Bank NA

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of March 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	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	10/4/2024	4/6/2026	3.553%	249,000.00	249,536.19	Security State Bank IA
Treasury Bills	10/9/2024	4/9/2026	3.569%	245,000.00	245,464.33	Truxton Trust Co.
Treasury Bills	10/11/2024	4/13/2026	3.553%	249,000.00	249,536.19	MI Bank
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
Treasury Bills	5/3/2024	4/30/2026	4.790%	500,000.00	462,050.78	U.S. Treasury Note
Treasury Bills	10/8/2024	4/30/2026	3.920%	250,000.00	238,095.70	U.S. Treasury Note
Treasury Bills	10/23/2024	4/30/2026	3.963%	250,000.00	238,251.95	U.S. Treasury Note
Treasury Bills	5/7/2024	5/7/2026	4.820%	243,000.00	243,366.46	Goldman Sachs Bank USA
Treasury Bills	5/15/2024	5/15/2026	4.820%	248,000.00	248,377.55	Vision Bank
Treasury Bills	11/20/2024	5/15/2026	4.237%	500,000.00	469,790.00	STRIPS
Treasury Bills	12/11/2024	6/11/2026	4.104%	244,000.00	244,161.54	Dollar Bank FSB PA
Treasury Bills	12/4/2024	6/15/2026	4.092%	250,000.00	250,117.19	U.S. Treasury Note
Treasury Bills	12/13/2024	6/15/2026	4.110%	244,000.00	244,317.17	Northwest Bank PA
Treasury Bills	1/8/2025	7/15/2026	4.133%	250,000.00	251,337.89	U.S. Treasury Note
Treasury Bills	1/23/2025	7/31/2026	4.121%	250,000.00	237,236.33	U.S. Treasury Note
Treasury Bills	1/31/2025	7/31/2026	4.060%	244,000.00	244,490.98	Paragon Bank Memphis, TN
Treasury Bills	1/31/2025	7/31/2026	4.105%	244,000.00	244,509.49	Adams Community Bank
Treasury Bills	2/5/2025	8/5/2026	4.060%	249,000.00	249,324.72	First Community Bank of TN
Treasury Bills	2/19/2025	8/15/2026	4.150%	250,000.00	235,167.50	STRIPS
Treasury Bills	2/26/2025	8/31/2026	3.990%	500,000.00	476,562.50	U.S. Treasury Note
Treasury Bills	9/19/2024	9/21/2026	3.805%	244,000.00	244,676.98	Ally Bank
Treasury Bills	3/21/2025	9/21/2026	4.036%	249,000.00	249,413.58	Southern States Bank
Treasury Bills	9/24/2024	9/24/2026	3.705%	244,000.00	244,676.04	First Premier Bank
Treasury Bills	3/31/2025	9/30/2026	3.860%	750,000.00	717,685.55	Treasury Bill
Treasury Bills	10/4/2024	10/5/2026	3.604%	249,000.00	249,701.41	Univ of Illinois Comm
Treasury Bills	10/7/2024	10/7/2026	3.504%	249,000.00	249,701.41	Primebank
Treasury Bills	10/9/2024	10/9/2026	3.504%	249,000.00	249,701.41	Washington State Bank
Treasury Bills	10/8/2024	10/15/2026	3.830%	250,000.00	253,828.13	U.S. Treasury Note
Treasury Bills	11/20/2024	11/15/2026	4.171%	500,000.00	460,640.00	STRIPS
Treasury Bills	12/6/2024	12/4/2026	4.056%	244,000.00	244,666.75	State Bank of India
Treasury Bills	12/6/2024	12/7/2026	4.030%	247,000.00	247,567.55	First Federal Bank FL
Treasury Bills	1/30/2025	1/29/2027	4.080%	244,000.00	244,324.44	First Business Bank
Treasury Bills	1/23/2025	1/31/2027	4.149%	250,000.00	237,285.16	U.S. Treasury Note
Treasury Bills	1/28/2025	1/31/2027	4.070%	500,000.00	475,468.75	U.S. Treasury Note
Treasury Bills	2/7/2025	2/5/2027	4.080%	249,000.00	249,333.33	Peoples State Bank WI
Treasury Bills	2/27/2024	2/28/2027	4.325%	1,000,000.00	910,703.13	U.S. Treasury Note
Treasury Bills	3/5/2024	3/5/2027	4.458%	244,000.00	244,960.22	Valley National Bank Wayne
Treasury Bills	3/6/2025	3/8/2027	4.054%	249,000.00	249,697.79	Bank3
Treasury Bills	3/14/2025	3/15/2027	4.104%	249,000.00	249,695.60	First County Bank/CT
Treasury Bills	5/1/2024	4/30/2027	4.710%	250,000.00	220,898.44	U.S. Treasury Note
Treasury Bills	5/8/2024	5/10/2027	4.784%	243,000.00	243,780.47	Morgan Stanley Bank
Treasury Bills	5/3/2024	5/15/2027	4.640%	1,250,000.00	1,170,751.95	U.S. Treasury Note
Treasury Bills	5/21/2024	5/21/2027	4.708%	248,000.00	248,983.47	Wells Fargo Bank
Treasury Bills	10/4/2024	10/15/2027	3.545%	249,000.00	250,107.32	Texas Exchange Bank SSB
Treasury Bills	10/25/2024	10/25/2027	3.807%	245,000.00	245,296.02	BMW Bank North America
Treasury Bills	10/8/2024	10/31/2027	3.751%	250,000.00	226,689.45	U.S. Treasury Note
Treasury Bills	11/20/2024	11/15/2027	4.181%	250,000.00	220,937.50	STRIPS
Treasury Bills	12/11/2024	12/13/2027	3.960%	245,000.00	245,619.05	Optum Bank Inc.
Treasury Bills	12/4/2024	12/31/2027	3.988%	250,000.00	225,908.20	U.S. Treasury Note
Treasury Bills	1/8/2025	1/31/2028	4.226%	250,000.00	244,833.98	U.S. Treasury Note
Treasury Bills	1/28/2025	1/31/2028	4.114%	1,000,000.00	982,812.50	U.S. Treasury Note
Treasury Bills	2/20/2025	2/15/2028	4.270%	250,000.00	220,367.50	STRIPS
Treasury Bills	2/26/2025	2/29/2028	3.960%	750,000.00	690,292.97	U.S. Treasury Note
Money Market Funds	3/31/2025	3/31/2025	5.131%	1,049.27	1,049.27	LIQ General Fund #10896-101
Money Market Funds	3/31/2025	3/31/2025	5.228%	16,235,374.22	16,235,374.22	MAX General Fund #10896-101
Money Market Funds	3/31/2025	3/31/2025	5.228%	427,545.73	427,545.73	MAX Campus Door Project #10896-217
Money Market Funds	3/31/2025	3/31/2025	1.000%	5,434,264.63	5,434,264.63	US Bank - IL Funds (01-00000-125000)
			4.15%	\$ 135,827,432.24	\$ 133,836,199.49	

*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

Alternate Revenue Bonds Schedule

As of March 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	10/24/2024	4/24/2025	4.290%	248,034.62	242,839.88	Bank of Bridger, National Association
Certificate of Deposit	10/24/2024	4/24/2025	4.290%	248,034.62	242,839.88	Pinnacle Bank, NE
Certificate of Deposit	10/24/2024	4/24/2025	4.290%	248,034.62	242,839.88	Relyance Bank, AR
Certificate of Deposit	10/24/2024	4/24/2025	4.290%	248,034.62	242,839.88	The Hardin County Bank, TN
Certificate of Deposit	10/24/2024	4/24/2025	4.290%	248,034.59	242,839.87	Tri-County Bank, MI
Certificate of Deposit	10/24/2024	4/24/2025	4.290%	36,566.44	35,800.61	Central Bank, TX
Certificate of Deposit	10/15/2024	9/29/2025	4.092%	249,911.01	240,500.00	Regent Bank
Certificate of Deposit	10/15/2024	10/15/2025	4.092%	249,926.09	240,100.00	Security Bank
Certificate of Deposit	10/15/2024	10/15/2025	4.143%	249,942.00	240,000.00	GBank
Certificate of Deposit	10/15/2024	3/30/2026	4.100%	249,652.73	235,600.00	Financial Federal Bank
Certificate of Deposit	10/15/2024	5/26/2026	3.988%	249,883.94	234,700.00	First Priority Bank
Treasury Bills	10/16/2024	5/31/2025	4.264%	1,250,000.00	1,219,469.42	U.S. Treasury Note
Treasury Bills	10/16/2024	6/30/2025	4.168%	1,500,000.00	1,459,491.72	U.S. Treasury Note
Treasury Bills	10/16/2024	7/31/2025	4.133%	1,250,000.00	1,212,616.48	U.S. Treasury Note
Treasury Bills	10/16/2024	8/15/2025	4.126%	2,000,000.00	1,965,546.88	U.S. Treasury Note
Treasury Bills	10/16/2024	9/30/2025	4.093%	2,500,000.00	2,474,609.38	U.S. Treasury Note
Treasury Bills	10/16/2024	10/15/2025	4.060%	2,250,000.00	2,254,130.86	U.S. Treasury Note
Treasury Bills	10/16/2024	11/15/2025	4.038%	2,500,000.00	2,453,125.00	U.S. Treasury Note
Treasury Bills	10/16/2024	12/31/2025	4.022%	3,000,000.00	3,007,811.56	U.S. Treasury Note
Treasury Bills	10/16/2024	1/31/2026	3.970%	3,250,000.00	3,104,384.77	U.S. Treasury Note
Treasury Bills	10/16/2024	2/15/2026	3.962%	3,250,000.00	3,152,365.05	U.S. Treasury Note
Treasury Bills	10/16/2024	3/31/2026	3.926%	3,750,000.00	3,583,007.81	U.S. Treasury Note
Treasury Bills	10/16/2024	4/30/2026	3.901%	5,250,000.00	5,004,931.64	U.S. Treasury Note
Treasury Bills	10/16/2024	5/15/2026	3.938%	1,750,000.00	1,645,316.76	STRIPS
Treasury Bills	10/25/2024	5/15/2026	4.020%	1,000,000.00	939,902.28	STRIPS
Money Market Funds	3/31/2025	3/31/2025	4.708%	52,021.71	52,021.71	LIQ Alternate Revenue Bonds #10896-218
Money Market Funds	3/31/2025	3/31/2025	4.788%	19,700,853.22	19,700,853.22	MAX Alternate Revenue Bonds #10896-218
			4.16%	\$ 56,778,930.21	\$ 55,670,484.54	

ELGIN COMMUNITY COLLEGE DISTRICT 509
EDUCATION FUND
For the Months Ending March 31, 2025

	2025	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	Mar. 31 2024	FY2024
				Actual	Budget
REVENUES					
Property Taxes	\$ 44,633,163	\$ 42,331,047	94.84%	\$ 40,960,582	101.36%
Local Grants and Contracts	-	150,095	-	2,000	-
Personal Property Replacement Tax	1,150,000	597,279	51.94%	943,730	106.04%
Illinois Community College Board	7,164,000	5,660,531	79.01%	5,304,429	76.03%
Student Tuition and Fees *	24,378,800	24,507,805	100.53%	22,850,247	93.84%
Payment Plan and Late Fees	150,000	144,100	96.07%	137,185	91.46%
Investment Income	2,000,000	5,111,463	255.57%	5,278,639	728.09%
Miscellaneous External Revenue	843,952	652,095	77.27%	455,020	56.63%
Miscellaneous Internal Revenue	-	3,351	-	1,195	-
TOTAL REVENUES	80,319,915	79,157,765	98.55%	75,933,027	102.19%
EXPENDITURES BY OBJECT					
Salaries	49,095,358	40,170,445	81.82%	37,698,162	78.74%
Employee Benefits	10,377,975	7,583,788	73.08%	6,926,224	68.38%
Contractual Services	5,858,461	4,373,444	74.65%	3,882,202	71.22%
General Material & Supplies	4,974,318	3,264,719	65.63%	3,457,128	68.61%
Professional Development	667,092	672,668	100.84%	583,707	83.47%
Fixed Charges	262,493	147,131	56.05%	171,515	70.09%
Utilities	1,500	1,221	81.40%	1,323	101.77%
Capital Outlay	2,591,118	889,612	34.33%	2,113,422	89.68%
Other	185,714	116,374	62.66%	186,649	45.46%
Waivers/Institutional Scholarships	375,000	404,644	107.91%	346,155	125.87%
TOTAL EXPENDITURES BY OBJECT	74,389,029	57,624,046	77.46%	55,366,487	130.92%
EXPENDITURES BY FUNCTION					
Instruction	35,463,119	28,444,519	80.21%	26,807,093	78.29%
Academic Support	11,171,653	8,273,117	74.05%	7,790,452	72.97%
Student Services	7,414,396	5,205,882	70.21%	4,915,444	72.34%
Public Services	726,584	480,888	66.18%	401,818	63.22%
Institutional Support	19,238,277	14,814,995	77.01%	15,105,525	76.06%
Institutional Waiver	375,000	404,645	107.91%	346,155	125.87%
TOTAL EXPENDITURES BY FUNCTION	74,389,029	57,624,046	77.46%	55,366,487	130.92%
Excess (deficiency) of revenues over expenditures					
	5,930,886	21,533,719	-	20,566,540	-
OTHER FINANCING SOURCES (USES)					
Transfer to Capital Projects Fund	(4,000,000)	-	-	-	-
Transfer to Student Life	(571,525)	(394,032)	68.94%	(349,134)	62.61%
Transfer to Athletics	(1,058,779)	(844,633)	79.77%	(685,963)	62.10%
Transfer to Early Childhood Lab School	(300,582)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(5,930,886)	(1,238,665)	-	(1,035,097)	-
Excess (deficiency) of revenues over expenditures and other sources (uses)					
	-	20,295,054	-	19,531,443	-
Fund Balance at beginning of year					
	-	52,412,937	-	47,825,820	-
Fund Balance					
	\$ -	\$ 72,707,991	-	\$ 67,357,263	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS AND MAINTENANCE FUND
For the Months Ending March 31, 2025**

	2025 Budget	Fiscal Year Actual	% Actual Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
REVENUES					
Local Government Services:					
Property Taxes	13,103,297	14,148,394	107.98%	12,363,424	98.72%
State Government Services:					
Other Local Government (Hanover Park)	137,325	333	.24%	373	0.20%
Miscellaneous External Revenue		985	-	1,186	-
Miscellaneous Internal Revenue		4,480	-	4,224	42.24%
Miscellaneous Internal Revenue (Security)		4,947	-	9,804	-
Building Rental External Revenue (Net Comps)	200,000	135,352	67.68%	154,081	77.56%
TOTAL REVENUES	13,440,622	14,294,491	106.35%	12,533,092	97.04%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Salaries	4,482,355	3,878,969	86.54%	3,400,259	69.13%
Employee Benefits	1,004,336	772,994	76.97%	656,319	59.06%
Contractual Services	1,356,903	633,889	46.72%	708,107	167.40%
General Material & Supplies	884,930	683,438	77.23%	539,607	55.47%
Professional Development	14,850	7,210	48.55%	6,551	49.34%
Fixed Charges	609,513	424,778	69.69%	366,308	54.59%
Utilities	2,677,686	1,917,438	71.61%	1,890,494	67.28%
Capital Outlay	1,175,663	279,344	23.76%	472,238	76.09%
Other	7,500	-	-	-	-
TOTAL INSTITUTIONAL SUPPORT	12,213,736	8,598,059	70.40%	8,039,884	69.95%
CAMPUS SAFETY AND SECURITY					
Salaries	681,315	508,324	74.61%	495,376	74.15%
Employee Benefits	307,106	273,130	88.94%	250,417	69.70%
Contractual Services	57,552	13,929	24.20%	8,870	40.97%
General Material & Supplies	97,146	36,886	37.97%	37,558	44.49%
Professional Development	16,606	9,628	57.98%	9,653	65.57%
Other	43,139	43,122	-	71,474	26.10%
TOTAL CAMPUS SAFETY AND SECURITY	1,202,863	885,018	73.58%	873,347	61.41%
TOTAL EXPENDITURES BY OBJECT	13,416,599	9,483,077	70.68%	8,913,231	131.36%
EXPENDITURES BY FUNCTION					
Institutional Support	12,213,736	8,598,059	70.40%	8,039,884	69.95%
Campus Safety and Security	1,202,863	885,018	73.58%	873,347	61.41%
TOTAL EXPENDITURES BY FUNCTION	13,416,599	9,483,077	70.68%	8,913,231	69.01%
Excess (deficiency) of revenues over expenditures	24,023	4,811,414	-	3,619,860	-
OTHER FINANCING SOURCES (USES)					
Transfer to O&M Facility Rental	(188,063)	-	-	-	-
Transfer from Other Funds	188,063	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	24,023	4,811,414	-	3,619,860	-
Fund Balance at beginning of year	-	21,038,333	-	20,477,286	-
Fund Balance	\$ 24,023	\$ 25,849,747	-	\$ 24,097,146	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
CAPITAL PROJECT FUND
For the Months Ending March 31, 2025

	2025	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Mar. 31 2024	FY2024
				Actual	Budget
REVENUES					
Bond Proceeds	\$ 55,000,000	\$ 56,285,245	102.34%	\$ -	-
TOTAL REVENUES	55,000,000	56,285,245	102.34%	-	-
EXPENDITURES BY OBJECT					
Contractual Services	3,893,500	2,187,299	56.18%	927,353	151.48%
General Material & Supplies	50,000	24,673	49.35%	-	-
Capital Outlay	72,700,500	2,796,123	3.85%	6,790,739	61.00%
TOTAL EXPENDITURES BY OBJECT	76,644,000	5,008,094	6.53%	7,718,092	65.71%
EXPENDITURES BY FUNCTION					
Institutional Support	76,644,000	5,008,094	6.53%	7,718,092	65.71%
TOTAL EXPENDITURES BY FUNCTION	76,644,000	5,008,094	6.53%	7,718,092	65.71%
Excess (deficiency) of revenues over expenditures	(21,644,000)	51,277,151	-	(7,718,092)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	4,000,000	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	4,000,000	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	(17,644,000)	51,277,151	-	(7,718,092)	-
Fund Balance at beginning of year	-	34,950,554	-	44,301,582	-
Fund Balance	\$ (17,644,000)	\$ 86,227,705	-	\$ 36,583,490	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
BOND AND INTEREST FUND
For the Months Ending March 31, 2025

	2025	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	Mar. 31 2024	FY2024
				Actual	Budget
REVENUES					
Property Taxes	\$ 10,968,742	\$ 10,890,282	99.28%	\$ 10,444,168	98.17%
TOTAL REVENUES	10,968,742	10,890,282	99.28%	10,444,168	98.17%
EXPENDITURES BY OBJECT					
Fixed Charges	10,709,172	9,317,493	87.00%	8,485,507	81.41%
TOTAL EXPENDITURES BY OBJECT	10,709,172	9,317,493	87.00%	8,485,507	81.41%
EXPENDITURES BY FUNCTION					
Institutional Support	10,709,172	9,317,493	87.00%	8,485,507	81.41%
TOTAL EXPENDITURES BY FUNCTION	10,709,172	9,317,493	87.00%	8,485,507	81.41%
Excess (deficiency) of revenues over expenditures and other sources (uses)	259,570	1,572,789	-	1,958,662	-
Fund Balance at beginning of year	-	5,165,635	-	4,699,641	-
Fund Balance	\$ 259,570	\$ 6,738,424	-	\$ 6,658,303	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CONTINUING ED
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 101,000	\$ 59,243	58.66%	\$ 244,762	135.98%
TOTAL REVENUES	101,000	59,243	58.66%	244,762	135.98%
OPERATING EXPENSES					
Salaries	88,056	77,740	88.28%	79,799	115.08%
Employee Benefits	16,018	14,560	90.90%	11,197	48.99%
Contractual Services	15,000	10,451	69.68%	5,857	27.24%
General Material & Supplies	10,750	8,097	75.32%	11,955	31.92%
Professional Development	1,000	-	-	184	18.42%
TOTAL OPERATING EXPENSES	130,824	110,848	85.06%	108,992	71.64%
Excess (deficiency) of revenues over expenditures	(29,824)	(51,605)	-	135,770	-
OTHER FINANCING SOURCES (USES)					
Transfers from Corporate Funds	31,824	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	31,824	-	-	-	-
Net Income (Loss)	2,000	(51,606)	-	135,768	-
Retained Earnings at beginning of the year	-	-	-	(15,044)	-
Retained Earnings	\$ 2,000	\$ (51,606)	-	\$ 120,724	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CORPORATE TRAINING
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 576,500	\$ 365,147	63.34%	\$ 71,746	12.62%
TOTAL REVENUES	576,500	365,147	63.34%	71,746	12.62%
OPERATING EXPENSES					
Salaries	262,335	256,774	97.88%	175,912	97.38%
Employee Benefits	80,696	83,080	102.95%	53,791	717.89%
Contractual Services	72,000	52,373	72.74%	56,409	47.42%
General Material & Supplies	73,500	46,452	63.20%	20,587	39.36%
Professional Development	5,500	455	8.28%	1,043	15.34%
Capital Outlay	500	-	-	-	-
Others	26,500	21,275	80.28%	448	4.98%
TOTAL OPERATING EXPENSES	521,031	460,409	88.36%	308,189	82.14%
Excess (deficiency) of revenues over expenditures	55,469	(95,262)	-	(236,443)	-
OTHER FINANCING SOURCES (USES)					
Transfers to Continuing Funds	(31,825)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(31,825)	-	-	-	-
Net Income (Loss)	23,644	(95,262)	-	(236,443)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ 23,644	\$ (95,262)	-	\$ (236,443)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, BOOKSTORE
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 2,402,339	\$ 2,082,640	86.69%	\$ 2,018,569	82.60%
Miscellaneous Internal Revenue	101,392	67,295	66.37%	83,115	94.17%
TOTAL REVENUES	2,503,731	2,149,935	85.87%	2,101,685	83.00%
OPERATING EXPENSES					
Salaries	304,802	178,261	58.48%	173,040	54.78%
Employee Benefits	64,119	34,338	53.55%	30,838	41.63%
Contractual Services	57,569	45,542	79.11%	48,163	97.39%
General Material & Supplies	1,999,993	1,850,256	92.51%	2,017,078	96.50%
Professional Development	3,000	-	-	4,450	143.69%
Capital Outlay	2,000	909	45.44%	-	-
Other	(500)	(193)	38.59%	(241)	48.19%
TOTAL OPERATING EXPENSES	2,430,983	2,109,113	86.76%	2,273,327	89.78%
Excess (deficiency) of revenues over expenditures	72,748	40,822	-	(171,642)	-
OTHER FINANCING SOURCES (USES)					
Transfers to/from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	72,748	40,822	-	(171,642)	-
Retained Earnings at beginning of the year	-	363,549	-	379,870	-
Retained Earnings	\$ 72,748	\$ 404,371	-	\$ 208,228	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, EARLY CHILDHOOD LAB SCHOOL
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 582,402	\$ 404,693	69.49%	\$ 361,198	72.38%
TOTAL REVENUES	582,402	404,693	69.49%	361,198	72.38%
OPERATING EXPENSES					
Salaries	642,239	418,731	65.20%	381,617	83.31%
Employee Benefits	158,660	126,671	79.84%	90,903	78.48%
Contractual Services	3,465	1,991	57.47%	1,797	35.85%
General Material & Supplies	77,170	59,888	77.61%	47,329	60.50%
Professional Development	1,450	409	28.21%	612	87.49%
TOTAL OPERATING EXPENSES	882,984	607,690	68.82%	522,258	79.39%
Excess (deficiency) of revenues over expenditures	(300,582)	(202,997)	-	(161,060)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	300,582	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	300,582	-	-	-	-
Net Income (Loss)	-	(202,997)	-	(161,060)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ (202,997)	-	\$ (161,060)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, FOOD SERVICES
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 792,914	\$ 615,872	77.67%	\$ 581,126	70.80%
Miscellaneous Internal Revenue	204,334	202,099	98.91%	147,829	61.31%
TOTAL REVENUES	997,248	817,971	82.02%	728,955	68.65%
OPERATING EXPENSES					
Salaries	420,266	316,239	75.25%	272,991	70.22%
Employee Benefits	43,822	33,582	76.63%	30,968	75.33%
Contractual Services	14,935	7,101	47.55%	7,688	80.03%
General Material & Supplies	485,352	390,880	80.54%	345,138	78.67%
Professional Development	207	165	80.06%	260	91.56%
Capital Outlay	32,709	32,672	99.89%	18,707	223.69%
Other	(43)	-	-	-	-
TOTAL OPERATING EXPENSES	997,248	780,639	78.28%	675,752	76.19%
Excess (deficiency) of revenues over expenditures	-	37,332	-	53,203	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	-	37,332	-	53,203	-
Retained Earnings at beginning of the year	-	283,979	-	110,563	-
Retained Earnings	\$ -	\$ 321,311	-	\$ 163,766	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, VISUAL AND PERFORMING ARTS CENTER
For the Months Ending March 31, 2025

	2025	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Mar. 31 2024	FY2024
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 815,845	\$ 258,043	31.63%	\$ 234,885	37.39%
Miscellaneous Internal Revenue	145,000	139,770	96.39%	153,414	62.93%
TOTAL REVENUES	960,845	397,813	41.40%	388,299	44.53%
OPERATING EXPENSES					
Salaries	292,699	147,053	50.24%	121,015	44.50%
Employee Benefits	20,092	18,609	92.62%	15,173	55.98%
Contractual Services	338,237	302,953	89.57%	210,688	63.97%
General Material & Supplies	160,522	86,297	53.76%	92,865	72.45%
Professional Development	18,500	14,812	80.06%	16,678	109.72%
Capital Outlay	153,102	73,280	47.86%	58,481	61.43%
Fixed Charges	5,000	851	17.01%	660	13.20%
TOTAL OPERATING EXPENSES	988,152	643,855	65.16%	515,560	59.12%
Excess (deficiency) of revenues over expenditures	(27,307)	(246,042)	-	(127,261)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	78,310	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	78,310	-	-	-	-
Net Income (Loss)	51,003	(246,042)	-	(127,261)	-
Retained Earnings at beginning of the year	-	1,082,632	-	1,143,290	-
Retained Earnings	\$ 51,003	\$ 836,590	-	\$ 1,016,029	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, PRODUCTION SERVICES
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 3,500	\$ 1,964	56.11%	\$ 3,190	122.70%
Miscellaneous Internal Revenue	508,000	410,944	80.89%	421,940	90.24%
TOTAL REVENUES	511,500	412,908	80.73%	425,130	90.41%
OPERATING EXPENSES					
Salaries	206,138	156,480	75.91%	126,528	84.22%
Employee Benefits	70,377	54,396	77.29%	39,752	174.10%
Contractual Services	17,375	658	3.79%	13,568	93.59%
General Material & Supplies	63,115	53,060	84.07%	47,525	79.50%
Professional Development	800	-	-	-	-
Other	600	600	100.00%	5,402	86.20%
Depreciation	8,375	-	-	-	-
Fixed Charges	116,500	70,980	60.93%	60,159	62.95%
TOTAL OPERATING EXPENSES	483,280	336,174	69.56%	292,934	81.81%
Excess (deficiency) of revenues over expenditures	28,220	76,734	-	132,196	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	28,220	76,735	-	132,197	-
Retained Earnings at beginning of the year	-	367,994	-	-	-
Retained Earnings	\$ 28,220	\$ 444,729	-	\$ 132,197	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, STUDENT LIFE
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 2,570	-	\$ 849	-
TOTAL REVENUES	-	2,570	-	849	-
OPERATING EXPENSES					
Salaries	377,184	286,054	75.84%	266,204	66.66%
Employee Benefits	96,735	51,744	53.49%	49,107	54.21%
Contractual Services	33,305	32,171	96.60%	2,287	38.12%
General Material & Supplies	42,228	16,346	38.71%	21,620	54.45%
Professional Development	21,945	8,743	39.84%	11,614	52.79%
Capital Outlay	1,544	1,544	100.00%	(137)	-
TOTAL OPERATING EXPENSES	572,941	396,602	69.22%	350,695	62.89%
Excess (deficiency) of revenues over expenditures	(572,941)	(394,032)	68.77%	(349,846)	62.74%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	571,525	394,032	68.94%	349,134	62.61%
TOTAL OTHER FINANCING SOURCES (USES)	571,525	394,032	68.94%	349,134	62.61%
Net Income (Loss)	(1,416)	-	-	(711)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ (1,416)	\$ -	-	\$ (711)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, INTERCOLLEGIATE ATHLETICS
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 825	-	\$ 575	-
TOTAL REVENUES	-	825	-	575	-
OPERATING EXPENSES					
Salaries	525,068	437,235	83.27%	370,721	74.09%
Employee Benefits	73,711	70,838	96.10%	59,448	113.86%
Contractual Services	101,000	65,150	64.50%	49,476	42.29%
General Material & Supplies	134,500	110,755	82.35%	73,285	44.71%
Professional Development	210,500	148,079	70.35%	116,799	52.14%
Fixed Charges	9,000	8,801	97.79%	10,626	53.13%
Capital Outlay	5,000	4,600	92.00%	7,352	27.13%
TOTAL OPERATING EXPENSES	1,058,779	845,458	79.85%	687,707	62.26%
Excess (deficiency) of revenues over expenditures	(1,058,779)	(844,633)	79.77%	(687,132)	62.21%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	1,058,779	844,633	79.77%	685,963	62.10%
TOTAL OTHER FINANCING SOURCES (USES)	1,058,779	844,633	79.77%	685,963	62.10%
Net Income (Loss)	-	-	-	(1,170)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ -	-	\$ (1,170)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
WORKING CASH
For the Months Ending March 31, 2025

	2025	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Mar. 31 2024	FY2024
				Actual	Budget
REVENUES					
Interest	\$ 75,000	\$ 100,672	134.23%	41,144	54.86%
TOTAL REVENUES	75,000	100,672	134.23%	41,144	54.86%
EXPENDITURES BY OBJECT					
General Material & Supplies	-	-	-	-	-
TOTAL EXPENDITURES BY OBJECT	-	-	-	-	-
EXPENDITURES BY FUNCTION					
Institutional Support	-	-	-	-	-
TOTAL EXPENDITURES BY FUNCTION	-	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	75,000	100,672	-	41,144	-
Fund Balance at beginning of year	-	4,874,441	-	4,806,192	-
Fund Balance	\$ 75,000	\$ 4,975,113	-	\$ 4,847,336	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUDIT FUND
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
REVENUES					
Property Taxes	\$ 205,000	\$ 208,573	101.74%	\$ 154,527	123.62%
TOTAL REVENUES	205,000	208,573	101.74%	154,527	123.62%
EXPENDITURES BY OBJECT					
Salaries	108,366	83,396	76.96%	79,777	-
Contractual Services	95,834	71,450	74.56%	68,210	133.18%
General Material & Supplies	800	597	74.56%	764	-
TOTAL EXPENDITURES BY OBJECT	205,000	155,443	75.83%	148,751	61.07%
EXPENDITURES BY FUNCTION					
Institutional Support	205,000	155,443	75.83%	148,751	163.75%
TOTAL EXPENDITURES BY FUNCTION	205,000	155,443	75.83%	148,751	163.75%
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	53,130	-	5,776	-
Fund Balance at beginning of year	-	103,351	-	139,524	-
Fund Balance	\$ -	\$ 156,481	-	\$ 145,300	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
LIABILITY, PROTECTION & SETTLEMENT SUBFUND
For the Months Ending March 31, 2025

	2025 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Mar. 31 2024 Actual	% of FY2024 Budget
REVENUES					
Local Government Services:					
Property Taxes	\$ 1,905,000	\$ 1,940,841	101.88%	1,427,325	101.59%
TOTAL REVENUES	1,905,000	1,940,841	101.88%	1,427,325	101.59%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Contractual Services	45,000	123,921	275.38%	35,239	78.31%
Fixed Charges	1,250,000	1,411,627	112.93%	1,411,627	117.64%
TOTAL INSTITUTIONAL SUPPORT	1,295,000	1,535,548	118.58%	1,446,866	116.21%
CAMPUS SAFETY AND SECURITY					
Salaries	662,621	505,254	76.25%	505,254	105.03%
TOTAL CAMPUS SAFETY & SECURITY	662,621	505,254	76.25%	505,254	102.00%
TOTAL EXPENDITURES BY OBJECT	1,957,621	2,040,802	104.25%	1,952,121	113.10%
EXPENDITURES BY FUNCTION					
Institutional Support	1,295,000	1,535,548	118.58%	1,446,866	116.21%
Campus Safety and Security	662,621	505,254	76.25%	505,254	105.03%
TOTAL EXPENDITURES BY FUNCTION	1,957,621	2,040,802	104.25%	1,952,120	113.10%
Excess (deficiency) of revenues over expenditures other sources (uses)	(52,621)	(99,961)	-	(524,795)	-
Fund Balance Released from Reserved Fund Balance	52,621	-	-	-	-
Fund Balance at beginning of year	-	1,944,663	-	2,309,378	-
Fund Balance	\$ -	\$ 1,844,702	-	\$1,784,583	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
INTERNAL SERVICE FUND
For the Months Ending March 31, 2025

	2,025.00	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Mar. 31 2024	FY2024
				Actual	Budget
REVENUES					
Benefit Charges	\$ 13,468,823	\$ 9,965,357	73.99%	\$ 8,960,223	30.11%
TOTAL REVENUES	13,468,823	9,965,357	73.99%	8,960,223	30.11%
				-	
EXPENDITURES BY OBJECT					
Employee Benefits	13,468,823	9,860,926	73.21%	8,773,244	68.39%
TOTAL EXPENDITURES BY OBJECT	13,468,823	9,860,926	73.21%	8,773,244	68.39%
				-	
EXPENDITURES BY FUNCTION					
Institutional Support	13,468,823	9,860,926	73.21%	8,773,244	68.39%
TOTAL EXPENDITURES BY FUNCTION	13,468,823	9,860,926	73.21%	8,773,244	68.39%
Excess (deficiency) of revenues over expenditures other sources (uses)	-	104,431	-	186,978	-
				-	
Fund Balance at beginning of year	-	(6,998,578)	-	(7,287,958)	-
				-	
Fund Balance	\$ -	\$ (6,894,147)	-	\$ (7,100,980)	-

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 (April)
- B. Treasurer (March)

The administration recommends that the Board of Trustees accepts the following written college reports/procedures, which were presented under separate cover:

- C. Institutional Advancement and ECC Foundation (April)
- D. Community Engagement and Legislative Affairs (April)
- E. Grant Monitoring Report (as of 3/31/25)



Dr. Peggy Heinrich, 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. Peggy Heinrich, President, 847-214-7374

**MINUTES OF REGULAR BOARD MEETING
APRIL 15, 2025**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the regular board meeting held April 15, 2025.



Dr. Peggy Heinrich, 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. Peggy Heinrich, President, 847-214-7374

**MINUTES OF REGULAR BOARD MEETING
APRIL 15, 2025**

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, April 15, 2025, in Building E, Room E100.01.

1. Call to Order and Roll Call

Chair Redmer called the regular meeting to order at 5:41 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, Ms. Arroyo, Mr. Parks and Student Trustee Ms. Heiser.

Trustees absent: None

ECC staff: Dr. Heinrich, President; Dr. Schopen, VP, Teaching, Learning and Student Development; Ms. Scholl, Assistant VP, Business & Finance; Dr. Phil Garber, VP, Planning, Institutional Effectiveness & Technology; Mr. Vazquez, General Counsel; and Ms. Kerruish, Recorder.

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 of 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 Rakow moved to recess to closed session.

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 7: Redmer, Rakow, Nowak, Ollayos, Rodriguez, Parks, and Arroyo; nay, 0; Student Trustee Heiser, aye; motion carried at 5:43 p.m.

3. Reconvene Open Session

The closed-session concluded at 6:53 p.m. The board reconvened in open session at 6:59 p.m. in E125, Seigle Auditorium.

MINUTES OF REGULAR MEETING OF
APRIL 15, 2025

4. Preliminary Matters

A. Roll Call

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

Trustees absent: None

ECC staff: Dr. Heinrich, President; Dr. Schopen, VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business and Finance; Dr. Phil Garber, VP, Planning, Institutional Effectiveness & 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 Ollayos.

D. Shared Values

The Shared Values were recited by the Trustees.

5. President's Report

- Dr. Heinrich acknowledged SSECCA leadership in attendance.
- April 25, ECC will host the Skyway STEM Competition 2025. This is a poster contest designed to inspire student engagement in STEM disciplines by encouraging participants to explore STEM-related questions, apply field-specific methodologies, and use logical reasoning to address problems. We have 30 submissions – our faculty will lead activities, and one of our faculty, Dr. Jesik, will deliver a keynote lecture; *Where Time Stops and Physics Breaks*.
- Experience ECC is April 16 – a great opportunity for potential students and families to take tours, meet faculty, learn more about ECC.
- The Community Recovery Support Specialist (CRSS) Program at Elgin Community College was recently recognized as a Center of Distinction by Advocates for Human Potential (AHP), the official organization behind WRAP (Wellness Recovery Action Plan) training. ECC is the first higher education institution to receive this recognition.
- Dr. Cathy Taylor will serve as co-chair of the Illinois Innovation Network (IIN) Subcommittee on Community College Collaboration. The Illinois Innovation Network (IIN) is a state-wide initiative that connects universities, communities, and industries to drive innovation, workforce development, and economic growth.
- Student Trustee Heiser was nominated as ICCTA's 2025 Prairie State College / Gigi Campbell Student Trustee Excellence Scholarship. She is one of eight nominated for this award.
- ECC student Abigail Schaber is one of 7 nominees for the newest ICCTA honor -- the Gregg Chadwick Student Service Scholarship.
- ECC's Rho Kappa Chapter of Phi Theta Kappa recently returned from their Catalyst Convention in Kansas City and brought home some amazing awards.

MINUTES OF REGULAR MEETING OF
APRIL 15, 2025

- Brenda Arroyo was recognized as a Distinguished Chapter Officer, among 3000 of her Phi Theta Kappa (PTK) peers. This honor was in recognition of her exceptional College Project initiative, which includes partnerships with Finance, Nutrition, and Yoga experts across campus. With over 1400 chapters worldwide, each with several officers, Brenda was one of only 32 awardees to receive this prestigious recognition. Our chapter also won a College Project Award (50 recipients worldwide) which was created and led by Brenda. Rho Kappa Chapter also won a Distinguished Chapter Award – one of 35 awarded. This is a result of our combined score in the College Project and HIA Hallmark Award entries.
- One of ECC's former PTK officers and ECC Alumni, Michael Storey, was recognized as a PTK Board of Directors Alumni Achievement Award winner. This award is only given sporadically, in fact in PTK's over 100-year history it's been awarded fewer than 35 times.
- 2024-2025 Phi Theta Kappa Rho Kappa Chapter International Awards
 - Distinguished Officer – Brenda Eliza Royer (32 students awarded)
 - Distinguished College Project (Top 50)
 - Distinguished Chapter (Top 35)
 - Top 100 chapter
 - Board of Directors Alumni Achievement Award – Michael Storey
 - Reach Award (15% increase in membership)

6. Audience Wishing to Address the Board

Ms. Anitra King, President of SSECCA, offered thanks to Dr. Ollayos for her 30 years of service to the District 509 community.

7. Board Reports

A. Committee of the Whole

Trustee Arroyo provided an overview of the Committee of the Whole meeting held Monday, April 14, 2025. Presentations included: Emergency Operations Plan Update by Ms. Kies and PACE Campus Climate Survey Trends by Dr. Garber. A construction update was provided. Board Actions and items on the April 15, 2025 agenda were discussed, no questions were raised. 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 leadership team for next year is coming together and the award nominations are being reviewed for the June awards banquet.

C. Association of Community College Trustees (ACCT)

Trustee Ollayos shared that updates regarding education funding and upcoming changes have been provided. The call for presentation proposals for October has gone out.

D. Legislative

Trustee Rakow shared the following:

- Trustees Rakow and Ollayos and Dr. Heinrich attended the ICCTA meetings in Lisle. Topics of discussion included: National landscape changes, DEI language and confusion on campuses, etc.

MINUTES OF REGULAR MEETING OF
APRIL 15, 2025

- Preparations continue for the upcoming ICCTA Lobby Day in Springfield, scheduled for May 6 and 7, 2025. We are currently working on logistics and organizing our delegate arrangements. This year, our main goal is to express our gratitude to our legislators for their efforts during these uncertain times and to provide an update on the MTC building. The message will be similar to what we presented in February at the National Legislative Summit in Washington DC.
- ECC's Center for Civic Engagement was highlighted. They organized a visit to Springfield last week for a group of about six students. During their trip, the students met with legislators, attended a committee meeting, and observed legislative action on the House floor. They shared their experiences as ECC students and discussed the programs they have participated in.

E. ECC Foundation

Trustee Parks reported the following:

- Total monetary giving in FY25 is currently at \$1,231,598.
- As of March 20, 2025, \$370,313 in scholarships have been awarded to 321 students.
- The ECC Retirees Network has scheduled a Spring tour of the San Filippo mansion in South Barrington on May 1 with a group lunch to follow.
- The Alumni Network Steering Committee met in March and will be sending a survey to ECC alumni to determine how the Committee should proceed with a variety of initiatives.
- State Farm Insurance continues its investment in the Burlington emergency services facility with a new \$10K grant, which will be implemented to support the introduction of fire safety careers to young students.

F. Student Report

Student Trustee Heiser highlighted the following from her written report: Black History Month events; Women's History Month events, New Spartan Connections; Building Konnections; Nutrition Workshop; Party at the Polls; and the Student Trustee Election.

8. College Reports

Board Action No. 177-A-25, Acceptance of Written College Reports

- A. Personnel (March)
- B. Treasurer (February)
- C. Student (February 1-March 19)

College Reports Under Separate Cover

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

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

Motion: Student Trustee Heiser moved to accept the college reports.
Second: Trustee Nowak seconded the motion.

MINUTES OF REGULAR MEETING OF
APRIL 15, 2025

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay, 0; Student Trustee Heiser, aye; motion carried

9. Consent Agenda

Chair Redmer read the following consent agenda items:

- A. Board Action No. 178-A-25, Minutes of Regular Board Meeting, March 11, 2025**
- B. Board Action No. 179-A-25, Minutes of Closed Session of Board Meeting, March 11, 2025**
- C. Board Action No. 180-A-25, Destruction of Audiotapes of Closed Session Board Meetings, June 13, 21 & 22, 2023**
- D. Board Action No. 181-A-25, Release of Select Closed-Session Minutes of Board Meetings of March 2023 – December 2024**
- E. Board Action No. 182-F-25, Ratification of Report of Expenses**
- F. Board Action No. 183-F-25, Ratification of Trustee Travel Expenses**
- G. Board Action No. 184-A-25, Trustees' In-State Attendance at Illinois Community College Trustee Association (ICCTA) Meeting**
- H. Board Action No. 185-A-25, Emergency Operations Plan Update**
- I. Purchases**
 - 1. Board Action No. 186-C-25, Architectural Fees – Truck Driving Building** authorizes the administration contract with Pekins & Will, (Chicago, IL) for additional architectural service fees for the College's Truck Driving Building in the amount of \$44,970 for a total not to exceed amount of \$467,929 for the project.
 - 2. Board Action No. 187-B-25, Consulting Services for New External Digital Signage** authorizes the administration to contract with IMEG (Naperville, IL) for design, drawings, and bidding documents associated with replacing the existing external digital displays. The contract will be in place until completed in an amount not to exceed \$29,500.
 - 3. Board Action No. 188-T-25, End User Software Support Subscription** authorizes the administration to increase the current contract with Salesforce (previously Tableau, San Francisco, CA) in order to switch licensing from the current Tableau Server (ECC-managed hosting) to Tableau Online (Tableau-managed hosting) not to exceed \$97,890.00 annually. This contract will replace the current subscription and extend the licensing for this software through August, 2027.
 - 4. Board Action No. 189-S-25, Precision Tig Welders Purchase** authorizes the administration to purchase precision TIG welders from WeldingMart LLC (Kaukauna, WI), the lowest responsible bidder, in an amount not to exceed \$47,534.56.
 - 5. Board Action No. 190-T-25, Purchase and Installation of Library Security Technology Gates, Accessories, and Software** authorizes the administration to purchase hardware and software for library security technology gates, accessories, and five (5) years of support from FE Technologies (Southlake, TX) in the amount not to exceed \$50,371, over the term.
 - 6. Board Action No. 191-T-25, Sale of Used Computer Equipment** authorizes the administration to sell used computer equipment consisting of desktop computers with peripheral equipment, monitors, and monitor stands to Cornerstone Technologies, Inc. (Norcross, GA), the highest responsible buyer, in a total amount of \$41,500.

MINUTES OF REGULAR MEETING OF
APRIL 15, 2025

7. **Board Action No. 192-M-25, Spring Impact Magazine** authorizes the administration to purchase print services for the Spring Impact Magazine from Schiele Group (Elk Grove Village, IL), the lowest responsible bidder, in an amount not to exceed \$37,700.
8. **Board Action No. 193-B-25, Ratification of Building Equipment Maintenance Services** ratifies and authorizes the administration to contract for three (3) years for building equipment maintenance services with Thermo Systems (Elmhurst, IL), in the amount not to exceed \$136,078 over the term.

Motion: Trustee Nowak moved to accept the consent agenda as presented.

Second: Trustee Rakow seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay, 0; Student Trustee Heiser, aye; motion carried

10. **Board Action No. 194-A-25, Resolution Adopting Results of Student Trustee Election and Appointing the Student Trustee for 2025-2026**

Motion: Trustee Nowak moved to approve the resolution as presented.

Second: Student Trustee Heiser seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay, 0; Student Trustee Heiser, aye; motion carried.

11. **Board Action No. 195-A-25, Resolution of Appreciation, 2024-2025 Student Trustee, Jess Heiser**

Student Trustee Heiser's Resolution of Appreciation was read by Trustee Rodriguez.

Motion: Trustee Arroyo moved to approve the resolution as presented.

Second: Trustee Ollayos seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay, 0; Student Trustee Gidlund, aye; motion carried.

12. **Board Action No. 196-A-25, Resolution of Appreciation, Trustee Clare Ollayos, DC**

Trustee Ollayos' Resolution of Appreciation was read by Trustee Rakow.

Motion: Trustee Parks moved to approve the resolution as presented.

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay, 0; Student Trustee Gidlund, aye; motion carried.

13. **Old Business**

There was no old business brought forward.

MINUTES OF REGULAR MEETING OF
APRIL 15, 2025

14. New Business

There was no new business brought forward.

15. Adjournment

Motion: Trustee Nowak moved to adjourn the meeting.

Second: Trustee Arroyo seconded the motion.

Voice Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay; 0; Student Trustee Gidlund, aye: meeting adjourned at 7:57 p.m.

Patricia Arroyo, Board Secretary

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF BOARD MEETING
APRIL 15, 2025**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the closed session of the regular board meeting held April 15, 2025.



Dr. Peggy Heinrich, 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. Peggy Heinrich, President, 847-214-7374

**MINUTES OF SPECIAL BOARD MEETING
APRIL 28, 2025**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the special board meeting held April 28, 2025.



Dr. Peggy Heinrich, 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. Peggy Heinrich, President, 847-214-7374

**MINUTES OF SPECIAL BOARD MEETING OF
APRIL 28, 2025**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, convened a special meeting on Monday, April 28, 2025, in Building E, Room E125, Seigle Auditorium.

Call to Order

Chair Redmer called the special meeting to order at 5:31 p.m., indicated that a quorum was present, and asked the recorder to call roll.

1. Preliminary Matters

A. Roll Call

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Nowak, Ms. Arroyo, Dr. Ollayos, Mr. Parks, Mr. Rodriguez and student trustee, Mr. Gidlund

Trustees absent: None

ECC staff Present: Dr. Heinrich, President; Dr. Schopen, 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. Pledge of Allegiance

The Pledge of Allegiance led by Student Trustee Gidlund.

C. The Board Purpose

Trustee Ollayos read the Board Purpose.

Introductions were made.

2. President's Comments

- Dr. Heinrich acknowledged Ms. King, SSECCA president in the audience.
- Dr. Heinrich welcomed new Student Trustee Gidlund to the Board and thanked Mr. Nowak and Dr. Ollayos for their years of service.

3. Audience Wishing to Address the Board

There were no audience members wishing to address the Board.

4. Board Action No. 197-A-25, Resolution Adopting Results of the Consolidated Election Held April 1, 2025

Motion: Trustee Nowak moved to approve the resolution.

Second: Trustee Arroyo seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Nowak, Arroyo, Ollayos, Parks, Rodriguez, 7; nay, 0; student trustee, aye; motion carried

MINUTES OF SPECIAL MEETING OF
APRIL 28, 2025

5. Consideration of and Possible Actions on Any Requests for a Board Member's Electronic Participation in a Meeting

Motion: Trustee Rodriguez made a motion to allow Trustee Barbosa-Guzman to attend the meeting via phone due to personal illness.

Second: Trustee Arroyo seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Arroyo, Parks, Rodriguez and Allen, 6; nay, 0; student trustee, aye; motion carried

Trustee Barbosa-Guzman confirmed her attendance by phone, could hear and be heard.

6. Affirmation of Service – All Trustees

In unison, the Board stated the Elgin Community College Board of Trustees Affirmation of Service. Trustee Barbosa-Guzman participated via phone.

7. Board Action No. 198-A-25, Resolution of Appreciation, Trustee Shane Nowak

Trustee Nowak's Resolution of Appreciation was read by Trustee Parks.

Motion: Trustee Rodriguez moved to approve the resolution as presented.

Second: Trustee Arroyo seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Arroyo, Parks, Rodriguez, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

8. Election of Officers

A. Board Action No. 199-A-25, Election of Board Chair

Dr. Heinrich opened the floor to nominations for the office of Board Chair.

Motion: Trustee Redmer moved to nominate Trustee Rakow for Board Chair.

Second: Trustee Rodriguez seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

B. Board Action No. 200-A-25, Election of the Board Secretary

Dr. Heinrich opened the floor to nominations for the office of Board Secretary.

Motion: Trustee Rakow moved to nominate Trustee Arroyo for Board Secretary.

Second: Trustee Allen seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

MINUTES OF SPECIAL MEETING OF
APRIL 28, 2025

C. Board Action No. 201-A-25, Election of Vice Chair

Dr. Heinrich opened the floor to nominations for the office of Board Vice Chair.

Motion: Trustee Parks moved to nominate Trustee Rodriguez for Board Vice Chair.

Second: Trustee Rakow seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

9. Reorganization of the Board of Trustees

A. Approval of Chair Rakow's Appointments

- 1. Board Action No. 202-A-25, Appointment of the Treasurer,** approves the appointment of Dr. Kimberly Wagner as treasurer for a one-year term and affixes her compensation at \$1 per year.

Motion: Trustee Parks moved to approve the appointment.

Second: Trustee Rodriguez seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

- 2. Board Action No. 203-A-25, Appointment of Audit Firm Fiscal Year 2025,** approves the chair's reappointment 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.

Motion: Trustee Rodriguez moved to approve the appointment.

Second: Trustee Arroyo seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

- 3. Board Action No. 204-A-25, Appointment of Legal Counsel,** approves the appointment of law firms to act as legal counsel for the college.

Motion: Trustee Parks moved to approve the appointment.

Second: Trustee Allen seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

MINUTES OF SPECIAL MEETING OF
APRIL 28, 2025

4. Board Action No. 205-A-25, Appointment of Board Representatives and Liaisons, approves the Board Chair's appointments to various committees of the college and external organizations as follows:

- Committee of the Whole; Entire Board of Trustees
- Finance Committee; Chair, Trustee Parks; Members, Trustees Allen and Barbosa-Guzman
- Legislative Liaison, Trustee Rodriguez
- Foundation Liaison, Trustee Allen
- Retreat Leader, TBD at a later date
- ICCTA Representative, Trustee Allen; Alternate, Trustee Arroyo
- ACCT Representative, Trustee Arroyo

Motion: Trustee Rodriguez moved to accept the appointments.

Second: Trustee Arroyo seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

B. Board Action No. 206-A-25, Confirmation of 2025 Schedule of Board Meetings, Elgin Community College, Regular, Committee of the Whole and Finance Committee

Motion: Trustee Allen moved to accept the recommendation.

Second: Trustee Rodriguez seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

C. Board Action No. 207-A-25, Administrative Line of Succession During the President's Absence

Motion: Trustee Parks moved to accept the recommendation.

Second: Trustee Allen seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried

10. Old Business

There was no old business brought forward.

11. New Business

There was no new business brought forward.

MINUTES OF SPECIAL MEETING OF
APRIL 28, 2025

12. Recess to Closed Session

Chair Rakow asked for a motion to recess immediately to closed session under the following exceptions to the *Illinois Open Meetings Act*:

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)

Motion: Trustee Redmer moved to recess to closed session.

Second: Trustee Allen seconded the motion.

Roll-Call Vote: Aye, Redmer, Rakow, Rodriguez, Arroyo, Parks, Allen and Barbosa-Guzman, 7; nay, 0; student trustee, aye; motion carried at 5:55 p.m.

The closed-session concluded at 6:34 p.m. The Board reconvened in open session at 6:35 p.m. in E100.01.

13. Adjournment

Motion: Trustee Parks moved to adjourn the meeting at 6:36 p.m.

Second: Trustee Arroyo seconded the motion.

Voice Vote: Aye, 6; nay, 0; student trustee, aye; motion carried

Patricia Arroyo, BA, Board Secretary

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF SPECIAL BOARD MEETING
APRIL 28, 2025**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the closed session of the special board meeting held April 28, 2025.



Dr. Peggy Heinrich, 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. Peggy Heinrich, President, 847-214-7374

**DESTRUCTION OF AUDIOTAPES OF CLOSED SESSION BOARD MEETING
AUGUST 8, 2023**

Recommendation

The administration recommends that the Board of Trustees approves the destruction of the verbatim audiotapes of the closed session of August 8, 2023 as all criteria for destruction of these tapes have been met.



Dr. Peggy Heinrich, 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. Peggy Heinrich, President, 847-214-7374

RATIFICATION OF REPORT OF EXPENSES

Recommendation

The Treasurer recommends that the Board of Trustees ratifies the Report of Expenses for April 2025. (The Report of Expenses is provided under separate cover.)



Dr. Peggy Heinrich, President

Background

The Report of Expenses identifies the vendors that have been paid during the month of April 2025 in the amount of \$4,424,111.31.

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

RATIFICATION OF TRUSTEE TRAVEL EXPENSES

Recommendation

The Treasurer recommends that the Board of Trustees ratify the Board of Trustee Travel Expenses for April 2025. (The Report of Expenses is provided under separate cover.)



Dr. Peggy Heinrich, President

Background

The Board of Trustee Travel Expenses identifies the expenses that have been paid during the month of April 2025 for \$118.60.

This recommendation is provided in accordance with the provisions of the Local Government Travel Expense Control Act (50 ILCS 150/).

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

**IN-RESIDENCE ENSEMBLE RENEWAL OF AGREEMENT
BALLET FOLKLORICO HUEHUECOYOTL also known as BFH**

Recommendation

The administration recommends that the Board of Trustees approves renewal of an In-Residence Ensemble (IRE) Agreement with Ballet Folklorico Huehuecoyotl also known as BFH, effective July 1, 2025 through June 30, 2028



Dr. Peggy Heinrich, President

Background

Ballet Folklorico Huehuecoyotl (BFH) has requested renewal of its IRE agreement with Elgin Community College, effective July 1, 2025, through June 30, 2028. Approximately 70 students per semester enroll in performance classes offered jointly by Ballet Folklorico Huehuecoyotl (BFH) and Elgin Community College.

The Ballet Folklorico Huehuecoyotl (BFH) was established in 1996 as a non-profit organization under the direction of founder Julian Hernandez. Their mission is to learn, promote and show the beauty and culture of Mexico through the art of folkloric dance. In 2000, a children's ensemble was added so that Mexican folkloric dance and Mexico's rich cultural heritage could be passed on to younger generations while being shared with a broader audience. The Ballet Folklorico Huehuecoyotl (BFH) has been regionally and nationally recognized for excellence. They perform at the ECC Arts Center and at various festivals, venues and competitions throughout the district and across the United States.

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

ELGIN COMMUNITY COLLEGE IN-RESIDENCE ENSEMBLE AGREEMENT

This **AGREEMENT** entered into by and between **BALLET FOLKLORICO HUEHUECOYOTL** (hereinafter referred to as: “IRE”) and **COMMUNITY COLLEGE DISTRICT NO. 509** known as **ELGIN COMMUNITY COLLEGE** hereinafter referred to as “ECC”) shall constitute the complete and total understanding of all requirements and obligations by ECC and by **BALLET FOLKLORICO HUEHUELOYOTL**, in the establishment and continuation of an **IN-RESIDENCE ENSEMBLE (IRE)**.

The commencement of this **Agreement** shall be on July 1, 2025, and shall expire on June 30, 2028. If not renewed in writing, this **Agreement** shall terminate on the date stated, or the end of the effective term.

Notwithstanding the foregoing, IRE retains the right to terminate this **Agreement** at any time, or because of a failure to resolve other issues concerning this **Agreement**.

ECC retains the right to terminate this **Agreement** at any time, or based upon its review of learning outcomes and performance standards assessment of IRE, and finding that such are unsatisfactory as to quality or efficacy in light of established ECC standards, or because of a failure to resolve other issues concerning this **Agreement**.

Either party shall give written notice of any such termination of this **Agreement** to the other party, in accordance with the provisions of Paragraph 3(S) below, at least six (6) months prior to the termination of the **Agreement**; however, scheduled performances and classes already in progress as of the termination date shall continue under this **Agreement** until completion.

The mission and vision of ECC are:

- To improve people's lives through learning; and
- Our mission of encouraging learning by focusing all our efforts on making Elgin Community College one of the best centers of learning in the United States. In recognition of our role as a comprehensive community college, we will strive to create high-quality learning opportunities that respond to the needs of the residents of our district. As we work toward this Vision, our efforts will be guided by Shared Values of Excellence, Freedom of Inquiry, Equity, Ethical Practices, Accountability, Respect for Diversity and Community Engagement.

The stated purpose of the IRE is:

- To provide professional level performing experiences for ECC performing arts majors through the offering of apprenticeships, and/or to provide advanced level performance training opportunities for students;
- To provide youth a positive, healthy activity of which they can be proud;
- Promote, maintain and share the rich heritage of the folkloric dances of Mexico;
- To engage and inspire future leaders to realize their potential through artistic expression and community engagement; and

- To enhance the performing arts offerings to ECC students and enhance ECC efforts in the recruitment of performing arts majors.

1. **ECC REQUIREMENTS FOR IN-RESIDENCE ENSEMBLES**

In recognition of the above, IRE will conform to the following requirements:

- A. IRE shall work with the Senior Director of Performing Arts to develop and offer at least two (2) one semester classes per academic year. All class participants shall be registered as students of ECC, and each class must have at least sixteen (16) registered students. Additional classes may be offered with the approval of the Senior Director of Performing Arts. IRE shall work with ECC staff to process student registrations as a batch.

Xi. Upon completion of batch registration processing, ECC shall submit to IRE an invoice to collect tuition and fees owed for each student participant. Individual students shall not be billed. IRE shall remit balance due within thirty (30) days. Tuition Fee charges for all registered students shall be billed at the published ECC tuition rate per student.

- B. Students age 16 years or older may enroll in courses for college credit. Students under 16 years-old will be enrolled in a non-credit course and will receive no college credit, unless the student meets requirements outlined in Administrative Procedure 4.101 College Admission.
- C. IRE shall work with the Senior Director of Performing Arts to create additional programs, performances, workshops and/or other unique educational opportunities for ECC students and residents of District 509 which support the philosophy and goals of ECC. Any increase in size or scope of an IRE program must be submitted in writing to and approved by the Senior Director of Performing Arts prior to increasing the size and/or scope. Any expansion to the program beyond its' current size or scope may incur additional charges to the IRE, as determined by the Senior Director of Performing Arts.
- D. IRE shall not create any on-campus programs, performances, workshops and/or other educational opportunities that compete directly with any past, present, or future programs, performances, workshops or other educational opportunities offered, or included in any plan of the Performing Arts Department adopted by ECC. This **Agreement** does not limit, or apply to other programming outside Elgin Community College.
- E. IRE shall employ a highly qualified paid professional artistic or program director of its own choosing, provided that such artistic or program director meets the qualifications specified in ECC Administrative Procedure 5.103. Minimum Requirements for Appointment to Faculty. The artistic or program director shall comply with ECC registration and records procedures and utilize an established ECC e-mail account.
- F. IRE shall rent ECC Arts Center for at least one (1) event per year. The Senior Director of Performing Arts has the final approval on matters or disputes regarding whether a performance or event meets the above-mentioned rental requirement. ECC will provide rehearsal and performance space, and technical, box office and front-of-house event support for all performances at standard not-for-profit rental rates. Rental agreement and rates for fiscal year 2026 are attached as an addendum to this **Agreement**. Rental rates

shall not increase by more than four percent (4%) annually for the duration of this **Agreement**. IRE will produce performances at its own expense and risk.

The parties further understand that IRE will need to undertake substantial planning and costs in order to ensure adequate advanced promotion of performances each fiscal year (July 1 through June 30). Accordingly, IRE shall submit requests for the next fiscal year's performance dates by August 1st of the current fiscal year. In response to such requests, ECC shall confirm both the availability of facilities for such performances, and provide any approvals or denials required by Senior Director of Performing Arts no later than January 1st of the current fiscal year.

- G. IRE shall operate with a not-for-profit state charter and obtain/maintain IRS tax exempt status, under IRS Section 501(c)(3).
- H. IRE shall operate with its own United States Postal Service mailing permit.
- I. IRE shall employ a separate executive director and artistic or program director to provide professional management for its operations and programs. IRE may employ on (1) individual to perform the duties of both the executive director and artistic or program director, if practicable.
- J. IRE shall list ECC prominently as a major sponsor in all sponsor acknowledgements, and as an "in-kind" sponsor of the IRE on all promotional materials, press releases, web pages and publications as follows:

BALLET FOLKLORICO HUEHUECOYOTL
An In-Residence Ensemble at the Elgin Community College Arts Center

- K. The Arts Center will receive one (1) full page of advertising, in all IRE produced event program books or digital media.
- L. IRE will be solely responsible for its financial affairs. ECC will assume no responsibility for debts incurred by IRE. IRE may be required to provide ECC with annual audited financial statements, reviewed by an independent CPA, upon request from ECC.
- M. IRE shall continue to foster financial stability through means outside of the college.
- N. IRE shall provide thirty (30) tickets per season to the ECC president for the purpose of promoting ECC, the Arts Center and its programs.
- O. IRE shall offer the ECC Arts Center ticket office right of first refusal to sell tickets to IRE performances held off-campus but within District 509 boundaries, unless other contractual obligations prohibit such service provisions.
- P. IRE shall provide equal access and services to all participants and performers regardless of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- Q. IRE shall express concerns, issues or questions about other ECC Departments or college policies to ECC Arts Center staff members, and not directly to other ECC Departments

or ECC personnel. Any and all concerns, issues or questions regarding sexual harassment, hostile work environment, or discrimination should be directed to the appropriate party or parties identified in the college's Administrative Procedures, and shall not be communicated directly to other ECC Departments or ECC personnel.

- R. IRE shall comply with all published policies and procedures of ECC, whether now or hereafter adopted, regarding ECC Arts Center or ECC programs and operations; however, ECC shall provide notice to IRE of any changes to such policy or procedures. Procedures are available and updated on the Elgin Community College internal website.
- S. IRE shall be responsible for creating an annual, detailed participant handbook and syllabus that meets IRE's stated mission and supports the learning outcomes established by ECC for courses offered under this **Agreement**. Failure to present the participant handbook and syllabus upon request each year of this **Agreement** term, or if the handbook or syllabus fails to meet ECC approval, this contract will be considered null and void. ECC shall in all cases consult with IRE regarding any concerns, issues or questions about IRE's proposed participant handbook and syllabus before disapproving same, and IRE shall have the right to resolve within a reasonable time any problem called to its attention by ECC. In the event that any such problem is not resolved, ECC shall then give prompt notice of final disapproval to IRE, in accordance with the requirements of Paragraph 3(S) below.
- T. The IRE artistic or program director shall participate in the development and assessment of learning outcomes and public performance standards for IRE classes as outlined by the Dean of Liberal, Visual and Performing Arts. These outcomes and standards will be used to evaluate the quality and efficacy of programs offered by IRE and sponsored by ECC.

2. ECC SUPPORT SERVICES AVAILABLE TO IRE

The following ECC services shall be and remain available to IRE, ECC funds available as outlined in Section 4 of this **Agreement**, and may include:

- A. Part-Time Instructional Salaries;
- B. Other Contractual Services
- C. Copying/printing services;
- D. Facilities Rental
- E. In-State Travel

3. ADDITIONAL PROVISIONS

- A. No partnership exists between these parties and neither party can act on behalf or in the absence of the other party as an agent for the other or assume any obligation for the other.
- B. If applicable, Elgin Community College shall notify IRE no later than September 15th of each fiscal year of this **Agreement** if ECC funds allocated for the following fiscal year shall be reduced. ECC funds allocated to IRE for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) are described in Section 4 of this **Agreement**.
- C. Upon request, and within five (5) business days, ECC shall provide IRE with financial statements reflecting status of ECC allotted funds and any monies held by ECC accruing

to the benefit of IRE. IRE will be responsible for its own organizational 501 (c) (3) budget.

- D. ECC shall provide shared office space, in an appropriate designated area, including local and long-distance telephone and fax service within District 509, internet access on a designated network, and web-mail service relating to the business of the IRE. IRE shall provide for their own data security and shall comply with ECC Administrative Procedure Section 7.0 Information Technology.
- E. ECC shall provide classroom space as per an ECC performance class.
- F. ECC shall provide Liability Insurance in an amount not less than One Million Dollars, (\$1,000,000.00) per incident and One Million Dollars (\$1,000,000.00) per occurrence for all performances and rehearsals on ECC property, for acts or omissions occurring on its property, subject to immunities and defenses contained in State statutes.
- G. IRE shall provide commercial general liability insurance not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for all performances and rehearsals on ECC property for any claim of negligent acts or omission committed by the IRE during performances and rehearsals on ECC property. IRE shall provide Sexual Abuse and Molestation Liability Coverage with a minimum coverage limit of \$1,000,000 per occurrence and \$2,000,000 aggregate for all performances and rehearsals on ECC property. Elgin Community College shall be named as an additional insured on a primary and noncontributory basis and granted a waiver of subrogation in the commercial general liability and sexual abuse and molestation liability Coverages.
- H. ECC shall provide postage for ordinary class-related mailings, but will not provide postage for any operational or event promotion-related materials. IRE shall submit a sample of each class-related mailing to Senior Director of Performing Arts and Manager of Receiving, Records Retention, & Mail Operations for approval prior to mailing.
- I. ECC shall provide processing of IRE first-class mail and post office delivery of bulk mail with postage to be reimbursable by IRE at college rates and scheduled to coincide with and complement ECC production guidelines, with ECC not assuming any obligation with regard to services outside of the usual and customary capabilities of its services.
- J. IRE shall submit a request for mailing list and mailing checklist for all bulk mailings and a mailing form for all first class mailing to Elgin Community College Manager of Receiving, Records, & Mail Operations.
- K. ECC shall provide use of college-owned, regularly maintained and tuned musical instruments, chairs, music stands, podiums and audio/visual equipment when available. A performance event shall take precedence for the use of equipment over the use of equipment for a class should a conflict with equipment arise between ECC and IRE or multiple IREs.
- L. IRE agrees to indemnify and hold harmless Elgin Community College, and its affiliates, directors, trustees, officers, agents, and employees, against all liabilities, claims, demands, judgments, expenses, obligations or costs; including, but not limited to reasonable attorney's fees, arising out of or in connection with the IRE's use of ECC's trucks/vans and/or ECC's property, both real and personal.

IRE shall indemnify, defend, and hold harmless Elgin Community College, and its affiliates, directors trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses arising out of or related to any third-party claims, suits, or actions which arise directly or indirectly from (1) IRE's activities under this Agreement; (2) IRE's agreement with the third-party; or (3) the use of the third-party's products or services on ECC property, both real and personal

- M. Upon prior approval from the Senior Director of Performing Arts, IRE may use ECC Marketing Services Department per Section 2 for print shop services such as printing and copying. Costs and schedules associated with print shop services are subject to change and should be confirmed with an ECC Marketing Services representative prior to commencing any print shop services.
- N. It is understood and agreed that ECC may utilize IRE brochures, posters, logos, trade names and promotional materials for advertisement of IRE programs, performances, and class opportunities and to describe ECC's programs and cooperation with community arts activities.
- O. IRE shall submit all news releases and promotional material to the Senior Director of Performing Arts for approval of that portion relating to ECC programs, classes or other activities that will occur on ECC property or any material using any ECC logos or ECC's name, prior to printing and/or dissemination.
- P. Any profits generated from a performance, after IRE performance costs have been paid, shall belong exclusively to IRE and shall be paid by check from ECC to IRE within forty-five (45) days of the date of the performance.
- Q. IRE shall name ECC as an additional insured on all liability policies as applicable. Certificates of Insurance shall be provided to ECC within ten (10) business days, upon request.
- R. Both parties acknowledge and agree that each is an Affirmative Action/Equal Opportunity Employer and each does not discriminate against any employee or service provider because of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- S. All notices, requests, demands or other communications required or permitted hereunder, shall be in writing, shall reference this **Agreement** and shall be deemed given: (a) when delivered personally; (b) two (2) business days after deposit with an express overnight courier, with written confirmation of receipt; or (c) five (5) business days after having been sent by certified or registered mail, return receipt requested, postage prepaid. All such notices, requests, demands or other communications shall be delivered or sent to the addresses set forth below:
- T.

Ballet Folklorico Huehucoytl
1700 Spartan Drive
Elgin, IL. 60123

Elgin Community College
1700 Spartan Drive
Elgin, IL. 60123

Attn: Executive Director

Attn: Dr. Peggy Heinrich,
College President

- U. Nothing herein shall be construed as an express or implied waiver, relinquishment or release of any common law or statutory privileges and/or immunities of ECC or any of its Trustees, officers, employees, attorneys, volunteers or agents, including without limitation those privileges and immunities existing under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et.seq.
- V. This **Agreement** shall be governed and construed in accordance with the Constitution and laws of the State of Illinois, Kane County. It is the intent of the parties that arbitration or mediation shall not be a remedy or prerequisite required by this **Agreement**, and any reference to "arbitration" or "mediation" contained in this **Agreement** is void and of no legal effect. The parties waive any right to demand a trial by jury and agree that litigation arising from this **Agreement** shall be heard only by a Judge sitting without a jury in Kane County, Illinois regardless of the place of business or residence of the IRE. The parties agree that this venue is convenient for all parties involved. In the event of any litigation, the prevailing party shall have the right to recover its reasonable attorney's fees and costs.
- W. In order to maintain a safe and productive educational environment, IRE's Executive Director and Artistic or Program Director(s) shall consent to and pass a background investigation conducted by ECC's Human Resource Department prior to employment.

4. BUDGET ALLOCATION:

Per Section 2, ECC funds

Funds allocated to IRE for FY 2026 and shall be:

Part-Time Instructional Salaries - 18 hours	\$ 20,000.00
Summer School Faculty - 9 hours	\$ 10,000.00
Other salaries	\$ -
Instructional supplies	\$ -
Other contractual services	\$ 20,000.00
Copying and Printing	\$ 500.00
Repairs, Materials, Supplies	\$ -
Facilities Rental	\$ 12,000.00
IN-State Travel	\$ 500.00
TOTAL	\$ 63,000.00

Part-time Faculty budget amounts contingent upon IRE offering two (2) sections per year.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives, set their signatures

in assent to this **Agreement** as of this _____ day of _____ 2025.

BALLET FOLKLORICO HUEHUECOYOTL ELGIN COMMUNITY COLLEGE

(Authorized Official Signature)

Title

Address:
1700 Spartan Drive
Elgin, IL 60123

Peggy Heinrich, College President
Community College District 509, Counties of Kane,
Cook, DuPage, McHenry and DeKalb, and State of
Illinois, commonly known as Elgin Community
College
Address:
1700 Spartan Drive
Elgin, IL 60123

Arts Center FY26 Rental Rates

<u>SPACE RENTAL RATES</u>	Blizzard Theatre	SecondSpace
Performance Block (3 hrs.)	\$ 922.23	\$372.41
Each Additional performance hour	\$252.95	\$ 99.66
Same Day 2 nd Performance block	\$691.67	\$301.09
Rehearsal, Set-up & Strike Hourly Rate	\$149.67	\$ 73.14
H142, H122, H123, H245 per hour	\$ 51.86	
All other H bldg. classrooms per hour	\$ 34.26	
Commons/Lobby	\$364.21	
SERVICES & PERSONNEL RATES		
Box Office Presale (per Event)	\$518.00	
Ticket Agent	\$23.45	
House Manager	\$21.50	
Head Usher	\$17.65	
Event Coordinator	\$37.23	
Technicians	\$34.76	
Production Director	\$42.15	
Shop Foreman	\$42.15	
Sound Engineer	\$42.15	
Campus Security	\$49.65	
Maintenance Staff	\$27.04	
EQUIPMENT		
Orchestra Shell	\$154.50	
9' Concert Grand Piano	\$134.89	
Upright Piano	\$ 96.38	
Piano Tuning	\$117.83	
Cordless Microphone	\$ 66.70	
Standard Microphone	\$ 14.83	
Choral Risers	\$ 19.27	
Band Risers	\$ 16.27	
Follow Spot	\$ 49.44	
Fog/Haze Machine	\$ 80.34	
Automated Lighting Fixtures	\$ 75.00	
Projection Screen	\$101.76	
12K Video Projector	\$187.46	
Video Camera	\$ 77.25	
High Boy Tables	\$ 15.00	
Snow Bag	\$ 35.00	

Not for profit organizations receive a 20% discount on standard space rates only. The Arts Center reserves the right to change or modify space rentals rates, service charges and personnel rates.

Service and personnel rates are subject to annual increases and are not restricted to any % cap negotiated in long term contracts signed for more than one year.

The Arts Center reserves the right to access additional reasonable fees for changes to event date(s) and /or equipment requested received less than 10 business days from your event.

Late Request Clause:

The Arts Center reserves the right to refuse and late requests relative to equipment, labor, rehearsal time, etc. which were not included in the original Production Request form (due 30 days prior to the event).

Additionally, if the late request is granted the following provisions may be implemented:

- Any and all discounts previously agreed upon by the contract, orally or in writing, may be reduced voided. (i.e. NFP discount rates waived).
- If no discount exists, the Arts Center reserves the right to add \$250 or a 20% increase (whichever is larger) to any or all rental rates.
- Additional charges for labor at 1.5 times the hourly rental agreement rate may be imposed for any supplementary hours that the staff is required to accomplish these last-minute requests, and the production may incur an extra 25% upcharge for any equipment rented.

**IN-RESIDENCE ENSEMBLE RENEWAL OF AGREEMENT
CHILDREN'S THEATRE OF ELGIN/FOX VALLEY THEATRE COMPANY**

Recommendation

The administration recommends that the Board of Trustees approves renewal of an In-Residence Ensemble (IRE) agreement with Children's Theatre of Elgin/Fox Valley Theatre Company, effective July 1, 2025, through June 30, 2028.



Dr. Peggy Heinrich, President

Background

Children's Theatre of Elgin/Fox Valley Theatre Company has requested renewal of its IRE agreement with Elgin Community College, effective July 1, 2025, through June 30, 2028. Approximately 200 students enroll each year in performance-ensemble classes offered jointly by Children's Theatre of Elgin/Fox Valley Theatre Company and Elgin Community College.

Children's Theatre of Elgin/Fox Valley Theatre Company's mission is to provide high-quality theatrical experiences for children and young adults, ages 7 through 20, to encourage family support and participation in theatre and to make live theatre affordable and accessible. The organization strives to include all students who audition, regardless of experience or innate ability, in order to give them opportunities to develop and improve upon their talents throughout the rehearsal and performance process. Participation also promotes increased self-confidence as they work side by side with more experienced performers and under the direction of professional artists. Economically disadvantaged students receive financial assistance to help pay participation fees and tuition, as needed.

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

ELGIN COMMUNITY COLLEGE IN-RESIDENCE ENSEMBLE AGREEMENT

This AGREEMENT entered into by and between **CHILDREN'S THEATRE OF ELGIN/FOX VALLEY THEATRE COMPANY** (hereinafter referred to as "IRE") and **COMMUNITY COLLEGE DISTRICT NO. 509, known as ELGIN COMMUNITY COLLEGE** (hereinafter referred to as "ECC") shall constitute the complete and total understanding of all requirements and obligations by ECC and by **CHILDREN'S THEATRE OF ELGIN/FOX VALLEY THEATRE COMPANY** in the establishment and continuation of an **IN-RESIDENCE ENSEMBLE (IRE)**.

The commencement of this **Agreement** shall be on July 1, 2025, and shall expire on June 30, 2028. If not renewed in writing, this **Agreement** shall terminate on the date stated, or the end of the effective term.

Notwithstanding the foregoing, IRE retains the right to terminate this **Agreement** at any time, or because of a failure to resolve other issues concerning this **Agreement**.

ECC retains the right to terminate this **Agreement** at any time, or based upon its review of learning outcomes and performance standards assessment of IRE, and finding that such are unsatisfactory as to quality or efficacy in light of established ECC standards, or because of a failure to resolve other issues concerning this **Agreement**.

Either party shall give written notice of any such termination of this **Agreement** to the other party, in accordance with the provisions of Paragraph 3(S) below, at least six (6) months prior to the termination of the **Agreement**, however, scheduled performances and classes already in progress as of the termination date shall continue under this **Agreement** until completion.

The mission and vision of ECC are:

- To improve people's lives through learning; and
- Our mission of encouraging learning by focusing all our efforts on making Elgin Community College one of the best centers of learning in the United States. In recognition of our role as a comprehensive community college, we will strive to create high-quality learning opportunities that respond to the needs of the residents of our district. As we work toward this Vision, our efforts will be guided by Shared Values of Excellence, Freedom of Inquiry, Equity, Ethical Practices, Accountability, Respect for Diversity and Community Engagement.

The stated purpose of the IRE is:

- To provide a place where all potential and current ECC students have an equitable opportunity to learn, grow, and enrich their lives through theatre.
- To enhance the performing arts offerings to ECC students and enhance ECC efforts in the recruitment of performing arts majors so that all young people in Elgin and surrounding areas will be given the opportunity to participate in transformative theatrical experiences that engage them in broadening perspectives, building confidence, creating community, and fostering a love of the arts in each participant and audience member.

1. ECC REQUIREMENTS FOR IN-RESIDENCE ENSEMBLES

In recognition of the above, IRE will conform to the following requirements:

- A. IRE shall work with the Senior Director of Performing Arts to develop and offer at least two (2) one semester classes per academic year. All class participants shall be registered as students of ECC, and each class must have at least twenty (7) registered students. Additional classes may be offered with the approval of the Senior Director of Performing Arts. IRE shall work with ECC staff to process student registrations as a batch.

 X Upon completion of batch registration processing, ECC shall submit to IRE an invoice to collect tuition and fees owed for each student participant. Individual students shall not be billed. IRE shall remit balance due within thirty (30) days. Tuition Fee charges for all registered students shall be billed at the published ECC tuition rate per student.

- B. Students age 16 years or older may enroll in courses for college credit. Students under 16 years old will be enrolled in a non-credit course and will receive no college credit, unless the student meets requirements outlined in Administrative Procedure 4.101: College Admission.
- C. IRE shall work with the Senior Director of Performing Arts to create additional programs, performances, workshops and/or other unique educational opportunities for ECC students and residents of District 509 which support the philosophy and goals of ECC. Any increase in size or scope of an IRE program must be submitted in writing to and approved by the Senior Director of Performing Arts prior to increasing the size or scope. Any expansion to the program beyond its' current size or scope may incur additional charges to the IRE as determined by the Senior Director of Performing Arts.
- D. IRE shall not create any on-campus programs, performances, workshops and/or other educational opportunities that compete directly with any past, present, or future programs, performances, workshops or other educational opportunities offered, or included in any plan of the Performing Arts Department adopted by ECC. This **Agreement** does not limit, or apply to other programming conducted outside of Elgin Community College.
- E. IRE shall employ a highly qualified paid artistic or program director of its own choosing, provided that such artistic or program director meets the qualifications specified in ECC Administrative Procedure 5.103: Minimum Requirements for Appointment to Faculty. The artistic or program director shall comply with ECC registration and records procedures and utilize an established ECC e-mail account. Once the director has been qualified they will remain qualified for the duration of the contract even if an update in ECC's policy would disqualify the employee.
- F. IRE shall rent ECC Arts Center for at least two (2) events per year offering nine (9) to twelve (12) performances annually. The Senior Director of Performing Arts has the final approval on matters or disputes regarding whether a performance or event meets the abovementioned rental requirement. ECC will provide rehearsal and performance space, and technical, box office and front-of-house event support for all performances at standard not-for-profit rental rates. Rental agreement and rates for fiscal year 2026 are attached as an addendum to this **Agreement**. Rental rates shall not increase by more than four percent (4%) annually for the duration of this **Agreement**. IRE will produce performances at its own expense and risk.

The parties further understand that IRE will need to undertake substantial planning and costs in order to ensure adequate advanced promotion of performances each fiscal year (July 1 through June 30). Accordingly, IRE shall submit requests for the next fiscal year's

performance dates by August 1st of the current fiscal year. In response to such requests, ECC shall confirm both the availability of facilities for such performances, and provide any approvals or denials required by Senior Director of Performing Arts, no later than January 1st of the current fiscal year.

- G. IRE shall operate with a not-for-profit state charter and obtain/maintain IRS tax exempt status, under IRS Section 501(c)(3).
- H. IRE shall operate with its own United States Postal Service mailing permit.
- I. IRE shall employ a separate executive director and artistic or program director to provide professional management for its operations and programs. IRE may employ one (1) individual to perform the duties of both the executive director and artistic or program director, if practicable.
- J. IRE shall list ECC prominently as a major sponsor in all sponsor acknowledgements, and as an "in-kind" sponsor of the IRE on all promotional materials, press releases, web pages and publications as follows:

CHILDREN'S THEATRE OF ELGIN/FOX VALLEY THEATRE COMPANY
An In-Residence Ensemble at the Elgin Community College Arts Center

- K. The Arts Center will receive one (1) full page of advertising, in all IRE produced event program books or digital media.
- L. IRE will be solely responsible for its financial affairs. ECC will assume no responsibility for debts incurred by IRE. IRE may be required to provide ECC with annual audited financial statements, reviewed by an independent CPA, upon request from ECC.
- M. IRE shall continue to foster financial stability through means outside of the college.
- N. IRE shall provide thirty (30) tickets per season to the ECC president for the purpose of promoting ECC, the Arts Center and its programs.
- O. IRE shall offer the ECC Arts Center ticket office right of first refusal to sell tickets to IRE performances held off-campus but within District 509 boundaries, unless other contractual obligations prohibit such service provisions.
- P. IRE shall provide equal access and services to all participants and performers regardless of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- Q. IRE shall express concerns, issues or questions about other ECC Departments or college policies to ECC Arts Center staff members, and not directly to other ECC Departments or ECC personnel. Any and all concerns, issues or questions regarding sexual harassment, hostile work environment, or discrimination should be directed to the appropriate party or parties identified in the college's Administrative Procedures, and shall not be communicated directly to other ECC Departments or ECC personnel.

- R. IRE shall comply with all published policies and procedures of ECC, whether now or hereafter adopted, regarding ECC Arts Center or ECC programs and operations; however, ECC shall provide notice to IRE of any changes to such policy or procedures. Procedures are available and updated on the Elgin Community College internal website.
- S. IRE, for itself and for all affiliated organizations such as Children's Theatre of Elgin ("the affiliated organizations") shall be responsible for creating an annual, detailed participant handbook and syllabus that meets IRE's stated mission and supports the learning outcomes established by ECC for courses offered under this **Agreement**. Failure to present a participant handbook and syllabus upon request each year of this **Agreement** term, or if the handbook or syllabus fails to meet ECC approval, this contract will be considered null and void. ECC shall in all cases consult with IRE regarding any concerns, issues or questions about IRE's proposed participant handbook or syllabus before disapproving same, and IRE shall have the right to resolve within a reasonable time any problem called to its attention by ECC. In the event that any such problem is not resolved, ECC shall then give prompt notice of final disapproval to IRE, in accordance with the requirements of Paragraph 3(S) below.
- T. The IRE artistic or program director shall participate in the development and assessment of learning outcomes and public performance standards for IRE classes as outlined by the Dean of Liberal, Visual and Performing Arts. These outcomes and standards will be used to evaluate the quality and efficacy of programs offered by IRE and sponsored by ECC.

2. **ECC SUPPORT SERVICES AVAILABLE TO IRE**

The following ECC services shall be and remain available to IRE, through the expenditure of ECC funds as outlined in Section 4 of this **Agreement**, and may include:

- A. Part-Time Instructional Salaries
- B. Other Contractual Services
- C. Copying/printing Services
- D. Facilities Rental

3. **ADDITIONAL PROVISIONS**

- A. No partnership exists between these parties and neither party can act on behalf or in the absence of the other party as an agent for the other or assume any obligation for the other.
- B. If applicable, Elgin Community College shall notify IRE no later than September 15th of each fiscal year of this **Agreement** if ECC funds allocated for the following fiscal year shall be reduced. ECC funds allocated to IRE for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) are described in Section 4 of this **Agreement**.
- C. Upon request, and within five (5) business days, ECC shall provide IRE with financial statements reflecting status of ECC allotted funds and any monies held by ECC accruing to the benefit of IRE. IRE will be responsible for its own organizational 501(c)(3) budget.
- D. ECC shall provide shared office space, in an appropriate designated area, including local and long-distance telephone and fax service within District 509, Internet access on a designated

network, and web-mail service relating to the business of the IRE. IRE shall provide for their own data security and shall comply with ECC Administrative Procedure Section 7.0: Information Technology.

- E. ECC shall provide classroom space as per an ECC performance or class.
- F. ECC shall provide Liability Insurance in an amount not less than One Million Dollars, (\$1,000,000.00) per incident and One Million Dollars (\$1,000,000.00) per occurrence for all performances and rehearsals on ECC property, for acts or omissions occurring on its property, subject to immunities and defenses contained in State statutes.
- G. IRE shall provide commercial general liability insurance not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for all performances and rehearsals on ECC property for any claim of negligent acts or omission committed by the IRE during performances and rehearsals on ECC property. IRE shall provide Sexual Abuse and Molestation Liability Coverage with a minimum coverage limit of \$1,000,000 per occurrence and \$2,000,000 aggregate for all performances and rehearsals on ECC property. Elgin Community College shall be named as an additional insured on a primary and noncontributory basis and granted a waiver of subrogation in the commercial general liability and sexual abuse and molestation liability Coverages.
- H. ECC shall provide postage for ordinary class-related mailings, but will not provide postage for any operational or event promotion-related materials. IRE shall submit a sample of each class-related mailing to Senior Director of Performing Arts and Manager of Receiving, Records Retention, & Mail Operations for approval prior to mailing.
- I. ECC shall provide processing of IRE first-class mail and post office delivery of bulk mail with postage to be reimbursable by IRE at college rates and scheduled to coincide with and complement ECC production guidelines, with ECC not assuming any obligation with regard to services outside of the usual and customary capabilities of its services.
- J. IRE shall submit a mailing list and mailing checklist for all bulk mailings and a mailing form for all first class mailing to Elgin Community College Manager of Receiving, Records Retention, & Mail Operations.
- K. ECC shall provide use of college-owned, regularly maintained and tuned musical instruments, chairs, music stands, podiums and audio/visual equipment when available. A performance event shall take precedence for the use of equipment over the use of equipment for a class should a conflict with equipment arise between ECC and IRE or multiple IREs.
- L. IRE shall indemnify, defend and hold harmless Elgin Community College, and its affiliates, directors, trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses, arising out of or resulting from IRE's use of ECC's trucks/vans and/or ECC's property, both real and personal.

IRE shall indemnify, defend, and hold harmless Elgin Community College, and its affiliates, directors trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses arising out of or related to any third-party claims, suits, or actions

which arise directly or indirectly from (1) IRE's activities under this Agreement; (2) IRE's agreement with the third-party; or (3) the use of the third-party's products or services on ECC property, both real and personal.

- M. Upon prior approval from the Senior Director of Performing Arts, IRE may use ECC Marketing Services Department per Section 2 for print shop services such as printing and copying. Costs and schedules associated with print shop services are subject to change and should be confirmed with an ECC Marketing Services representative prior to commencing any print shop services.
- N. It is understood and agreed that ECC may utilize IRE brochures, posters, logos, trade names and promotional materials for advertisement of IRE programs, performances, and class opportunities and to describe ECC's programs and cooperation with community arts activities.
- O. IRE shall submit all news releases and promotional material to the Senior Director of Performing Arts for approval of that portion relating to ECC programs, classes or other activities that will occur on ECC property or any material using ECC logos or ECC's name, prior to printing and/or dissemination.
- P. Any profits generated from a performance, after IRE performance costs have been paid, shall belong exclusively to IRE and shall be paid by check from ECC to IRE within forty-five (45) days of the date of the performance.
- Q. IRE shall name ECC as an additional insured on all liability policies as applicable. Certificates of Insurance shall be provided to ECC within ten (10) business days, upon request.
- R. Both parties acknowledge and agree that each is an Affirmative Action/Equal Opportunity Employer and each does not discriminate against any employee or service provider because of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- S. All notices, requests, demands or other communications shall be required or permitted hereunder, shall be in writing, shall reference this **Agreement** and shall be deemed given: (a) when delivered personally; (b) two (2) business days after deposit with an express overnight courier, with written confirmation of receipt; or (c) five (5) business days after having been sent by certified or registered mail, return receipt requested, postage prepaid. All such notices, requests, demands or other communications shall be delivered or sent to the addresses set forth below:

Children's Theatre of Elgin/
Fox Valley Theatre Company
1700 Spartan Drive
Elgin, IL. 60123
Attn: Executive Director

Elgin Community College
1700 Spartan Drive
Elgin, IL. 60123
Attn: _____,
College President

- T. Nothing herein shall be construed as an express or implied waiver, relinquishment or release of any common law or statutory privileges and/or immunities of ECC or any of its Trustees, officers, employees, attorneys, volunteers or agents, including without limitation those

privileges and immunities existing under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et. seq.

U. This **Agreement** shall be governed and construed in accordance with the Constitution and laws of the State of Illinois. It is the intent of the parties that arbitration or mediation shall not be a remedy or prerequisite required by this **Agreement**, and any reference to "arbitration" or "mediation" contained in this **Agreement** is void and of no legal effect. The parties waive any right to demand a trial by jury and agree that litigation arising from this **Agreement** shall be heard only by a Judge sitting without a jury in Kane County, Illinois regardless of the place of business or residence of the IRE. The parties agree that this venue is convenient for all parties involved. In the event of any litigation, the prevailing party shall have the right to recover its reasonable attorney's fees and costs.

V. In order to maintain a safe and productive educational environment, IRE's Executive Director and Artistic or Program Director(s) shall consent to and pass a background investigation conducted by ECC's Human Resource Department prior to employment.

4. **BUDGET ALLOCATION:**

Per Section 2, ECC funds are allocated to IRE for FY 2026 and shall be:

Part-Time Instructional Salaries - 3 hours	\$ 3,400.00
Summer School Faculty - 3 hours	\$ 3,400.00
Other salaries	\$ -
Instructional supplies	\$ -
Other contractual services	\$ 6,000.00
Copying and Printing	\$ 2,000.00
Repairs, Materials, Supplies	\$ -
Facilities Rental	\$ 39,200.00
IN-State Travel	\$ -
TOTAL	\$ 54,000.00

Full and Part-time Faculty and Other Salaries budget amounts contingent upon IRE offering two (2) sections per year.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives, set their signatures in assent to this **Agreement** as of this _____ day of _____ 2025.

**CHILDREN'S THEATRE OF ELGIN/
FOX VALLEY THEATRE COMPANY**

ELGIN COMMUNITY COLLEGE

(Authorized Official Signature)

Dr. Peggy Heinrich, College President
Community College District 509, Counties of Kane,
Cook, DuPage, McHenry and DeKalb, and State of

Title
Address:
1700 Spartan Drive
Elgin, IL 60123

Illinois commonly known as Elgin Community College
Address:
1700 Spartan Drive
Elgin, IL 60123

Arts Center FY26 Rental Rates

<u>SPACE RENTAL RATES</u>	Blizzard Theatre	SecondSpace
Performance Block (3 hrs.)	\$ 922.23	\$372.41
Each Additional performance hour	\$252.95	\$ 99.66
Same Day 2 nd Performance block	\$691.67	\$301.09
Rehearsal, Set-up & Strike Hourly Rate	\$149.67	\$ 73.14
H142, H122, H123, H245 per hour	\$ 51.86	
All other H bldg. classrooms per hour	\$ 34.26	
Commons/Lobby	\$364.21	
SERVICES & PERSONNEL RATES		
Box Office Presale (per Event)	\$518.00	
Ticket Agent	\$23.45	
House Manager	\$21.50	
Head Usher	\$17.65	
Event Coordinator	\$37.23	
Technicians	\$34.76	
Production Director	\$42.15	
Shop Foreman	\$42.15	
Sound Engineer	\$42.15	
Campus Security	\$49.65	
Maintenance Staff	\$27.04	
EQUIPMENT		
Orchestra Shell	\$154.50	
9' Concert Grand Piano	\$134.89	
Upright Piano	\$ 96.38	
Piano Tuning	\$117.83	
Cordless Microphone	\$ 66.70	
Standard Microphone	\$ 14.83	
Choral Risers	\$ 19.27	
Band Risers	\$ 16.27	
Follow Spot	\$ 49.44	
Fog/Haze Machine	\$ 80.34	
Automated Lighting Fixtures	\$ 75.00	
Projection Screen	\$101.76	

12K Video Projector	\$187.46
Video Camera	\$ 77.25
High Boy Tables	\$ 15.00
Snow Bag	\$ 35.00

Not for profit organizations receive a 20% discount on standard space rates only. The Arts Center reserves the right to change or modify space rentals rates, service charges and personnel rates.

Service and personnel rates are subject to annual increases and are not restricted to any % cap negotiated in long term contracts signed for more than one year.

The Arts Center reserves the right to assess additional reasonable fees for changes to event date(s) and /or equipment requested received less than 10 business days from your event.

Performance Spaces: Late Request Clause:

The Arts Center reserves the right to refuse and late requests relative to equipment, labor, rehearsal time, etc. which were not included in the original Production Request form (due 30 days prior to the event). Additionally, if the late request is granted the following provisions may be implemented:

- Any and all discounts previously agreed upon by the contract, orally or in writing, may be reduced voided. (i.e. NFP discount rates waived).
- If no discount exists, the Arts Center reserves the right to add \$250 or a 20% increase (whichever is larger) to any or all rental rates.
- Additional charges for labor at 1.5 times the hourly rental agreement rate may be imposed for any supplementary hours that the staff is required to accomplish these last-minute requests, and the production may incur an extra 25% upcharge for any equipment rented.

**IN-RESIDENCE ENSEMBLE RENEWAL OF AGREEMENT
ELGIN MASTER CHORALE, INC.**

Recommendation

The administration recommends that the Board of Trustees approves renewal of an In-Residence Ensemble (IRE) agreement with Elgin Master Chorale, Inc., effective July 1, 2025, through June 30, 2028.



Dr. Peggy Heinrich, President

Background

Elgin Master Chorale, Inc. (EMC) (formerly known as Elgin Choral Union, Inc.) requests renewal of its IRE agreement with Elgin Community College, effective July 1, 2025 through June 30, 2028. This not-for-profit organization is the Fox Valley's oldest performing organization. Between 80 and 100 choristers (ages 17 and up) enroll each semester in this program, which is jointly offered as a music course by Elgin Community College and Elgin Master Chorale, Inc. (EMC). Recently, EMC has created a children's chorus for the purpose of reviving the defunct Elgin Children's Chorus.

Founded in 1947, under the name of Elgin Choral Union until 2014, Elgin Master Chorale, Inc. has been associated with the college since 1978, and the organization became an IRE in 1993. EMC has provided lifelong learning opportunities for its members, played a key role as a preserver of the arts in the area, and has enriched the cultural and social quality of life for thousands through innovative partnerships and community outreach events. EMC regularly performs at the Elgin Community College Arts Center, as well as other locations throughout the Fox River Valley. The chorus has distinguished itself by its ambitious programming, by performances of master choral works as well as contemporary compositions, and by the commissioning of several world premieres.

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

ELGIN COMMUNITY COLLEGE IN-RESIDENCE ENSEMBLE AGREEMENT

This AGREEMENT entered into by and between **ELGIN MASTER CHORALE, INC** (hereinafter referred to as “IRE”) and **COMMUNITY COLLEGE DISTRICT NO. 509, known as ELGIN COMMUNITY COLLEGE** (hereinafter referred to as “ECC”) shall constitute the complete and total understanding of all requirements and obligations by ECC and by **ELGIN MASTER CHORALE, INC**, in the establishment and continuation of an **IN-RESIDENCE ENSEMBLE (IRE)**.

The commencement of this **Agreement** shall be on July 1, 2025, and shall expire on June 30 2028. If not renewed in writing, this **Agreement** shall terminate on the date stated, or the end of the effective term.

Notwithstanding the foregoing, IRE retains the right to terminate this **Agreement** at any time, or because of a failure to resolve other issues concerning this **Agreement**.

ECC retains the right to terminate this **Agreement** at any time, or based upon its review of learning outcomes and performance standards assessment of IRE, and finding that such are unsatisfactory as to quality or efficacy in light of established ECC standards, or because of a failure to resolve other issues concerning this **Agreement**.

Either party shall give written notice of any such termination of this **Agreement** to the other party, in accordance with the provisions of Paragraph 3(S) below, at least six (6) months prior to the termination of the **Agreement**, however, scheduled performances and classes already in progress as of the termination date shall continue under this **Agreement** until completion.

The mission and vision of ECC are:

- To improve people's lives through learning; and
- Our mission of encouraging learning by focusing all our efforts on making Elgin Community College one of the best centers of learning in the United States. In recognition of our role as a comprehensive community college, we will strive to create high-quality learning opportunities that respond to the needs of the residents of our district. As we work toward this Vision, our efforts will be guided by Shared Values of Excellence, Freedom of Inquiry, Equity, Ethical Practices, Accountability, Respect for Diversity and Community Engagement.

The stated purpose of the IRE is:

- To Foster Creativity and Innovation: EMC and ECC commit to a partnership that embraces innovative and creative approaches in developing performances, educational programs, and community engagement initiatives.
- To Strengthen the Artistic Community: Through this collaboration, EMC and ECC aim to enrich cultural offerings and expand access to the arts, serving as a catalyst for a vibrant and strengthened artistic community in Elgin and beyond.
- To Provide Enriching Educational Opportunities: The agreement supports advanced training and performance experiences for students of all ages, including ECC performing arts majors, through apprenticeships and other developmental programs.

1. **ECC REQUIREMENTS FOR IN-RESIDENCE ENSEMBLES**

In recognition of the above, IRE will conform to the following requirements:

- A. IRE shall work with the Senior Director of Performing Arts to develop and offer at least two (2) one semester classes per academic year. All class participants shall be registered as students of ECC, and each class must have at least twenty (20) registered students. Additional classes may be offered with the approval of the Senior Director of Performing Arts. IRE shall work with ECC staff to process student registrations as a batch.

 X Upon completion of batch registration processing, ECC shall submit to IRE an invoice to collect tuition and fees owed for each student participant. Individual students shall not be billed. IRE shall remit balance due within thirty (30) days. Tuition Fee charges for all registered students shall be billed at the published ECC tuition rate per student.
- B. Students age 16 years or older may enroll in courses for college credit. Students under 16 years old will be enrolled in a non-credit course and will receive no college credit, unless the student meets requirements outlined in Administrative Procedure 4.101: College Admission.
- C. IRE shall work with the Senior Director of Performing Arts to create additional programs, performances, workshops and/or other unique educational opportunities for ECC students and residents of District 509 which support the philosophy and goals of ECC. Any increase in size or scope of an IRE program must be submitted in writing to and approved by the Senior Director of Performing Arts prior to increasing the size or scope. Any expansion to the program beyond its' current size or scope may incur additional charges to the IRE as determined by the Senior Director of Performing Arts.
- D. IRE shall not create any on-campus programs, performances, workshops and/or other educational opportunities that compete directly with any past, present, or future programs, performances, workshops or other educational opportunities offered, or included in any plan of the Performing Arts Department adopted by ECC. This **Agreement** does not limit, or apply to other programming conducted outside of Elgin Community College.
- E. IRE shall employ a highly qualified paid artistic or program director of its own choosing, provided that such artistic or program director meets the qualifications specified in ECC Administrative Procedure 5.103: Minimum Requirements for Appointment to Faculty. The artistic or program director shall comply with ECC registration and records procedures and utilize an established ECC e-mail account.
- F. IRE shall rent ECC Arts Center for at least two (2) events per year with a minimum of two (2) public performances annually (one performance, for each event). The Senior Director of Performing Arts has the final approval on matters or disputes regarding whether a performance or event meets the above-mentioned rental requirement. ECC will provide rehearsal and performance space, and technical, box office and front-of-house event support for all performances at standard not-for-profit rental rates. Rental agreement and rates for fiscal year 2026 are attached as an addendum to this **Agreement**. Rental rates shall not increase by more than four percent (4%) annually for the duration of this **Agreement**. IRE will produce performances at its own expense and risk.

The parties further understand that IRE will need to undertake substantial planning and costs in order to ensure adequate advanced promotion of performances each fiscal year (July 1 through June 30). Accordingly, IRE shall submit requests for the next fiscal year's performance dates by August 1st of the current fiscal year. In response to such requests, ECC shall confirm both the availability of facilities for such performances, and provide any approvals or denials required by Senior Director of Performing Arts, no later than January 1st of the current fiscal year.

- G. IRE shall operate with a not-for-profit state charter and obtain/maintain IRS tax exempt status, under IRS Section 501(c)(3).
- H. IRE shall operate with its own United States Postal Service mailing permit.
- I. IRE shall employ a separate executive director and artistic or program director to provide professional management for its operations and programs. IRE may employ one (1) individual to perform the duties of both the executive director and artistic or program director, if practicable.
- J. IRE shall list ECC prominently as a major sponsor in all sponsor acknowledgements, and as an "in-kind" sponsor of the IRE on all promotional materials, press releases, web pages and publications as follows:

ELGIN MASTER CHORALE, INC.

An In-Residence Ensemble at the Elgin Community College Arts Center

- K. The Arts Center will receive one (1) full page of advertising, in all IRE produced event program books or digital media.
- L. IRE will be solely responsible for its financial affairs. ECC will assume no responsibility for debts incurred by IRE. IRE may be required to provide ECC with annual audited financial statements, reviewed by an independent CPA, upon request from ECC.
- M. IRE shall continue to foster financial stability through means outside of the college.
- N. IRE shall provide thirty (30) tickets per season to the ECC president for the purpose of promoting ECC, the Arts Center and its programs.
- O. IRE shall offer the ECC Arts Center ticket office right of first refusal to sell tickets to IRE performances held off-campus but within District 509 boundaries, unless other contractual obligations prohibit such service provisions.
- P. IRE shall provide equal access and services to all participants and performers regardless of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- Q. IRE shall express concerns, issues or questions about other ECC Departments or college policies to ECC Arts Center staff members, and not directly to other ECC Departments or ECC personnel. Any and all concerns, issues or questions regarding sexual harassment,

hostile work environment, or discrimination should be directed to the appropriate party or parties identified in the college's Administrative Procedures, and shall not be communicated directly to other ECC Departments or ECC personnel.

- R. IRE shall comply with all published policies and procedures of ECC, whether now or hereafter adopted, regarding ECC Arts Center or ECC programs and operations; however, ECC shall provide notice to IRE of any changes to such policy or procedures. Procedures are available and updated on the Elgin Community College internal website.
- S. IRE, for itself and for all affiliated organizations such as Elgin Master Chorale ("the affiliated organizations") shall be responsible for creating an annual, detailed participant handbook and syllabus that meets IRE's stated mission and supports the learning outcomes established by ECC for courses offered under this **Agreement**. Failure to present a participant handbook and syllabus upon request each year of this **Agreement** term, or if the handbook or syllabus fails to meet ECC approval, this contract will be considered null and void. ECC shall in all cases consult with IRE regarding any concerns, issues or questions about IRE's proposed participant handbook or syllabus before disapproving same, and IRE shall have the right to resolve within a reasonable time any problem called to its attention by ECC. In the event that any such problem is not resolved, ECC shall then give prompt notice of final disapproval to IRE, in accordance with the requirements of Paragraph 3(S) below.
- T. The IRE artistic or program director shall participate in the development and assessment of learning outcomes and public performance standards for IRE classes as outlined by the Dean of Liberal, Visual and Performing Arts. These outcomes and standards will be used to evaluate the quality and efficacy of programs offered by IRE and sponsored by ECC.

2. ECC SUPPORT SERVICES AVAILABLE TO IRE

The following ECC services shall be and remain available to IRE, through the expenditure of ECC funds as outlined in Section 4 of this **Agreement**, and may include:

- A. Part-Time Instructional Salaries;
- B. Other Contractual Services
- C. Copying/printing services;
- D. Facilities Rentals

3. ADDITIONAL PROVISIONS

- A. No partnership exists between these parties and neither party can act on behalf or in the absence of the other party as an agent for the other or assume any obligation for the other.
- B. If applicable, Elgin Community College shall notify IRE no later than September 15th of each fiscal year of this **Agreement** if ECC funds allocated for the following fiscal year shall be reduced. ECC funds allocated to IRE for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) are described in Section 4 of this **Agreement**.

- C. Upon request, and within five (5) business days, ECC shall provide IRE with financial statements reflecting status of ECC allotted funds and any monies held by ECC accruing to the benefit of IRE. IRE will be responsible for its own organizational 501(c)(3) budget.
- D. ECC shall provide shared office space, in an appropriate designated area, including local and long-distance telephone and fax service within District 509, Internet access on a designated network, and web-mail service relating to the business of the IRE. IRE shall provide for their own data security and shall comply with ECC Administrative Procedure Section 7.0: Information Technology.
- E. ECC shall provide classroom space as per an ECC performance class.
- F. ECC shall provide Liability Insurance in an amount not less than One Million Dollars, (\$1,000,000.00) per incident and One Million Dollars (\$1,000,000.00) per occurrence for all performances and rehearsals on ECC property, for acts or omissions occurring on its property, subject to immunities and defenses contained in State statutes.
- G. IRE shall provide commercial general liability insurance not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for all performances and rehearsals on ECC property for any claim of negligent acts or omission committed by the IRE during performances and rehearsals on ECC property.
- H. ECC shall provide postage for ordinary class-related mailings, but will not provide postage for any operational or event promotion-related materials. IRE shall submit a sample of each class-related mailing to Senior Director of Performing Arts and Manager of Receiving, Records Retention, & Mail Operations for approval prior to mailing.
- I. ECC shall provide processing of IRE first-class mail and post office delivery of bulk mail with postage to be reimbursable by IRE at college rates and scheduled to coincide with and complement ECC production guidelines, with ECC not assuming any obligation with regard to services outside of the usual and customary capabilities of its services.
- J. IRE shall submit a mailing list and mailing checklist for all bulk mailings and a mailing form for all first class mailing to Elgin Community College Manager of Receiving, Records Retention, & Mail Operations.
- K. ECC shall provide use of college-owned, regularly maintained and tuned musical instruments, chairs, music stands, podiums and audio/visual equipment when available. A performance event shall take precedence for the use of equipment over the use of equipment for a class should a conflict with equipment arise between ECC and IRE or multiple IREs.
- L. IRE shall indemnify, defend and hold harmless Elgin Community College, and its affiliates, directors, trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses, arising out of or resulting from IRE's use of ECC's trucks/vans and/or ECC's property, both real and personal.

IRE shall indemnify, defend, and hold harmless Elgin Community College, and its affiliates, directors trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses arising out of or related to any third-party claims, suits, or actions which arise directly or indirectly from (1) IRE's activities under this **Agreement**; (2) IRE's agreement with the third-party; or (3) the use of the third-party's products or services on ECC property, both real and personal.

- M. Upon prior approval from the Senior Director of Performing Arts, IRE may use ECC Marketing Services Department per Section 2 for print shop services such as printing and copying. Costs and schedules associated with print shop services are subject to change and should be confirmed with an ECC Marketing Services representative prior to commencing any print shop services.
- N. It is understood and agreed that ECC may utilize IRE brochures, posters, logos, trade names and promotional materials for advertisement of IRE programs, performances, and class opportunities and to describe ECC's programs and cooperation with community arts activities.
- O. IRE shall submit all news releases and promotional material to the Senior Director of Performing Arts for approval of that portion relating to ECC programs, classes or other activities that will occur on ECC property or any material using ECC logos or ECC's name, prior to printing and/or dissemination.
- P. Any profits generated from a performance, after IRE performance costs have been paid, shall belong exclusively to IRE and shall be paid by check from ECC to IRE within forty-five (45) days of the date of the performance.
- Q. IRE shall name ECC as an additional insured on all liability policies as applicable. Certificates of Insurance shall be provided to ECC within ten (10) business days, upon request.
- R. Both parties acknowledge and agree that each is an Affirmative Action/Equal Opportunity Employer and each does not discriminate against any employee or service provider because of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- S. All notices, requests, demands or other communications shall be required or permitted hereunder, shall be in writing, shall reference this **Agreement** and shall be deemed given: (a) when delivered personally; (b) two (2) business days after deposit with an express overnight courier, with written confirmation of receipt; or (c) five (5) business days after having been sent by certified or registered mail, return receipt requested, postage prepaid. All such notices, requests, demands or other communications shall be delivered or sent to the addresses set forth below:

Elgin Master Chorale, Inc
1700 Spartan Drive
Elgin, IL. 60123
Attn: Executive Director

Elgin Community College
1700 Spartan Drive
Elgin, IL. 60123
Attn: _____,
College President

- T. Nothing herein shall be construed as an express or implied waiver, relinquishment or release of any common law or statutory privileges and/or immunities of ECC or any of its Trustees, officers, employees, attorneys, volunteers or agents, including without limitation those privileges and immunities existing under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et. seq.
- U. This **Agreement** shall be governed and construed in accordance with the Constitution and laws of the State of Illinois. It is the intent of the parties that arbitration or mediation shall not be a remedy or prerequisite required by this **Agreement**, and any reference to "arbitration" or "mediation" contained in this **Agreement** is void and of no legal effect. The parties waive any right to demand a trial by jury and agree that litigation arising from this **Agreement** shall be heard only by a Judge sitting without a jury in Kane County, Illinois regardless of the place of business or residence of the IRE. The parties agree that this venue is convenient for all parties involved. In the event of any litigation, the prevailing party shall have the right to recover its reasonable attorney's fees and costs.
- V. In order to maintain a safe and productive educational environment, IRE's Executive Director and Artistic or Program Director(s) shall consent to and pass a background investigation conducted by ECC's Human Resource Department prior to employment.

4. **BUDGET ALLOCATION:**

Per Section 2, ECC funds are allocated to IRE for FY 2026 and shall be:

Part-Time Instructional Salaries - 12 hours	\$ 13,400.00
Summer School Faculty	\$ -
Other salaries	
Instructional supplies	
Other contractual services	\$ 22,600.00
Copying and Printing	\$ 4,000.00
Repairs, Materials, Supplies	
Facilities Rental	\$ 10,000.00
IN-State Travel	\$ -
TOTAL	\$ 50,000.00

Part-time Faculty and Other Salaries budget amounts contingent upon IRE offering two (2) sections per year.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives, set their signatures in assent to this **Agreement** as of this _____ day of _____ 2025.

ELGIN MASTER CHORALE, INC

ELGIN COMMUNITY COLLEGE

(Authorized Official Signature)

Dr. Peggy Heinrich, College President
Community College District 509, Counties of Kane,
Cook, DuPage, McHenry and DeKalb, and State of
Illinois commonly known as Elgin Community College

Title

Address:
1700 Spartan Drive
Elgin, IL 60123

Address:
1700 Spartan Drive
Elgin, IL 60123

Arts Center FY26 Rental Rates

<u>SPACE RENTAL RATES</u>	Blizzard Theatre	SecondSpace
Performance Block (3 hrs.)	\$ 922.23	\$372.41
Each Additional performance hour	\$252.95	\$ 99.66
Same Day 2 nd Performance block	\$691.67	\$301.09
Rehearsal, Set-up & Strike Hourly Rate	\$149.67	\$ 73.14
H142, H122, H123, H245 per hour	\$ 51.86	
All other H bldg. classrooms per hour	\$ 34.26	
Commons/Lobby	\$364.21	
SERVICES & PERSONNEL RATES		
Box Office Presale (per Event)	\$518.00	
Ticket Agent	\$23.45	
House Manager	\$21.50	
Head Usher	\$17.65	
Event Coordinator	\$37.23	
Technicians	\$34.76	
Production Director	\$42.15	
Shop Foreman	\$42.15	
Sound Engineer	\$42.15	
Campus Security	\$49.65	
Maintenance Staff	\$27.04	
EQUIPMENT		
Orchestra Shell	\$154.50	
9' Concert Grand Piano	\$134.89	
Upright Piano	\$ 96.38	
Piano Tuning	\$117.83	
Cordless Microphone	\$ 66.70	
Standard Microphone	\$ 14.83	
Choral Risers	\$ 19.27	
Band Risers	\$ 16.27	
Follow Spot	\$ 49.44	
Fog/Haze Machine	\$ 80.34	
Automated Lighting Fixtures	\$ 75.00	
Projection Screen	\$101.76	
12K Video Projector	\$187.46	
Video Camera	\$ 77.25	
High Boy Tables	\$ 15.00	
Snow Bag	\$ 35.00	

Not for profit organizations receive a 20% discount on standard space rates only. The Arts Center reserves the right to change or modify pace rentals rates, service charges and personnel rates.

Service and personnel rates are subject to annual increases and are not restricted to any % cap negotiated in long term contracts signed for more than one year.

The Arts Center reserves the right to access additional reasonable fees for changes to event date(s) and /or equipment requested received less than 10 business days from your event.

Late Request Clause:

The Arts Center reserves the right to refuse and late requests relative to equipment, labor, rehearsal time, etc. which were not included in the original Production Request form (due 30 days prior to the event).

Additionally, if the late request is granted the following provisions may be implemented:

- Any and all discounts previously agreed upon by the contract, orally or in writing, may be reduced voided. (i.e. NFP discount rates waived).
- If no discount exists, the Arts Center reserves the right to add \$250 or a 20% increase (whichever is larger) to any or all rental rates.
- Additional charges for labor at 1.5 times the hourly rental agreement rate may be imposed for any supplementary hours that the staff is required to accomplish these last-minute requests, and the production may incur an extra 25% upcharge for any equipment rented.

**IN-RESIDENCE ENSEMBLE RENEWAL OF AGREEMENT
ELGIN YOUTH SYMPHONY ORCHESTRA**

Recommendation

The administration recommends that the Board of Trustees approves renewal of an In-Residence Ensemble (IRE) agreement with Elgin Youth Symphony Orchestra, effective July 1, 2025 through June 30, 2028.



Dr. Peggy Heinrich, President

Background

Elgin Youth Symphony Orchestra has requested renewal of its IRE agreement with Elgin Community College, effective July 1, 2025 through June 30, 2028. Over 350 students enroll each semester in performance-related programs, which are jointly offered as music courses by Elgin Community College and Elgin Youth Symphony Orchestra.

The Elgin Youth Symphony Orchestra (EYSO) has been an IRE since 2001. This group is a not-for-profit organization that provides opportunities for young musicians from age 7 to 25 in six ensembles. Participating students come from over sixty communities with diverse backgrounds. No qualified student is turned away due to financial need. The EYSO strives to build a community that supports and enriches each student's experience through a comprehensive curriculum and unique opportunities that have included guest conductors and performers, chamber music groups, and domestic and international tours.

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

ELGIN COMMUNITY COLLEGE IN-RESIDENCE ENSEMBLE AGREEMENT

This AGREEMENT entered into by and between **ELGIN YOUTH SYMPHONY ORCHESTRA** hereinafter referred to as “IRE”) and **COMMUNITY COLLEGE DISTRICT NO. 509, known as ELGIN COMMUNITY COLLEGE** (hereinafter referred to as “ECC”) shall constitute the complete and total understanding of all requirements and obligations by ECC and by **ELGIN YOUTH SYMPHONY ORCHESTRA**, in the establishment and continuation of an **IN-RESIDENCE ENSEMBLE (IRE)**.

The commencement of this **Agreement** shall be on July 1, 2025, and shall expire on June 30 2028. If not renewed in writing, this **Agreement** shall terminate on the date stated, or the end of the effective term.

Notwithstanding the foregoing, IRE retains the right to terminate this **Agreement** at any time, or because of a failure to resolve other issues concerning this **Agreement**.

ECC retains the right to terminate this **Agreement** at any time, or based upon its review of learning outcomes and performance standards assessment of IRE, and finding that such are unsatisfactory as to quality or efficacy in light of established ECC standards, or because of a failure to resolve other issues concerning this **Agreement**.

Either party shall give written notice of any such termination of this **Agreement** to the other party, in accordance with the provisions of Paragraph 3(S) below, at least six (6) months prior to the termination of the **Agreement**, however, scheduled performances and classes already in progress as of the termination date shall continue under this **Agreement** until completion.

The mission and vision of ECC are:

- To improve people's lives through learning; and
- Our mission of encouraging learning by focusing all our efforts on making Elgin Community College one of the best centers of learning in the United States. In recognition of our role as a comprehensive community college, we will strive to create high-quality learning opportunities that respond to the needs of the residents of our district. As we work toward this Vision, our efforts will be guided by Shared Values of Excellence, Freedom of Inquiry, Equity, Ethical Practices, Accountability, Respect for Diversity and Community Engagement.

The stated purpose of the IRE is:

- To create a community of young musicians, enriching their lives and those of their families, schools, communities and beyond, through the study and performance of excellent music.
- To provide extraordinary performing experiences for students through a comprehensive learning environment which promotes curiosity, imagination, critical thinking and collaboration.

1. ECC REQUIREMENTS FOR IN-RESIDENCE ENSEMBLES

In recognition of the above, IRE will conform to the following requirements:

- A. IRE shall work with the Senior Director of Performing Arts to develop and offer at least three (3) one semester classes per academic year. All class participants shall be registered

as students of ECC. Additional classes may be offered with the approval of the Senior Director of Performing Arts. ECC shall not charge, and neither IRE nor the enrolled students shall be required to pay any ECC tuition or course fees for any class developed and offered by the IRE.

- B. Students age 16 years or older may enroll in courses for college credit. Students under 16 years old will be enrolled in a non-credit course and will receive no college credit, unless the student meets requirements outlined in Administrative Procedure 4.101: College Admission.
- C. IRE shall work with the Senior Director of Performing Arts to create additional programs, performances, workshops and/or other unique educational opportunities for ECC students and residents of District 509 which support the philosophy and goals of ECC. Any increase in size or scope of an IRE program must be submitted in writing to and approved by the Senior Director of Performing Arts prior to increasing the size or scope. Any expansion to the program beyond its' current size or scope may incur additional charges to the IRE as determined by the Senior Director of Performing Arts. This **Agreement** does not limit or apply to other programming conducted outside of Elgin Community College

Current Scope (Course Offerings):

ECC Course EYSO Ensemble Name	ECC Course Name
MUS125/CSX125 Sinfonia	Intermediate Symphony Orchestra
CSX120 Brass Choir	Brass Ensemble
MUS130/CSX130 Philharmonia	Advanced Symphony Orchestra
MUS124/CSX124 Youth Symphony	Symphony Orchestra
CSX121 R01/R03 Primo	String Ensemble
CSX204 R01/R03, R11/R13, R21/R23 Percussion Ensemble	Percussion Ensemble EYSO
CSX123 Prelude	String Ensemble
CSX121 R11/R13 Flute Choir	Woodwind Ensemble
CSX205 Chamber Music Institute & Honors Chamber Ensembles	Chamber Music Institute EYSO

- D. IRE shall not create any on-campus programs, performances, workshops and/or other educational opportunities that compete directly with any past, present, or future programs, performances, workshops or other educational opportunities offered, or included in any plan of the Performing Arts Department adopted by ECC. This **Agreement** does not limit, or apply to other programming conducted outside of Elgin Community College.

- E. IRE shall employ a highly qualified paid artistic or program director of its own choosing, provided that such artistic or program director meets the qualifications specified in ECC Administrative Procedure 5.103: Minimum Requirements for Appointment to Faculty. The artistic or program director shall comply with ECC registration and records procedures and utilize an established ECC e-mail account.
- F. IRE shall rent ECC Arts Center for at least three (3) events per year offering a range of six (6) to nine (9) performances (two to three performances each date.) The Senior Director of Performing Arts has the final approval on matters or disputes regarding whether a performance or event meets the above-mentioned rental requirement. ECC will provide rehearsal and performance space, and technical, box office and front-of-house event support for all performances at standard not-for-profit rental rates. Rental agreement and rates for fiscal year 2026 are attached as an addendum to this **Agreement**. Rental rates shall not increase by more than four percent (4%) annually for the duration of this **Agreement**. IRE will produce performances at its own expense and risk.

The parties further understand that IRE will need to undertake substantial planning and costs in order to ensure adequate advanced promotion of performances each fiscal year (July 1 through June 30). Accordingly, IRE shall submit requests for the next fiscal year's performance dates by August 1st of the current fiscal year. In response to such requests, ECC shall confirm both the availability of facilities for such performances, and provide any approvals or denials required by Senior Director of Performing Arts, no later than January 1st of the current fiscal year.

- G. IRE shall operate with a not-for-profit state charter and obtain/maintain IRS tax exempt status, under IRS Section 501(c)(3).
- H. IRE shall operate with its own United States Postal Service mailing permit.
- I. IRE shall employ a separate executive director and artistic or program director to provide professional management for its operations and programs. IRE may employ one (1) individual to perform the duties of both the executive director and artistic or program director, if practicable.
- J. IRE shall list ECC prominently as a major sponsor in all sponsor acknowledgements, and as an "in-kind" sponsor of the IRE on all promotional materials, press releases, web pages and publications as follows:

ELGIN YOUTH SYMPHONY ORCHESTRA
An In-Residence Ensemble at the Elgin Community College Arts Center

- K. The Arts Center will receive one (1) full page of advertising, in all IRE produced event program books or digital media.
- L. IRE will be solely responsible for its financial affairs. ECC will assume no responsibility for debts incurred by IRE. IRE may be required to provide ECC with annual audited financial statements, reviewed by an independent CPA, upon request from ECC.
- M. IRE shall continue to foster financial stability through means outside of the college.

- N. IRE shall provide thirty (30) tickets per season to the ECC president for the purpose of promoting ECC, the Arts Center and its programs.
- O. IRE shall offer the ECC Arts Center ticket office right of first refusal to sell tickets to IRE performances held off-campus but within District 509 boundaries, unless other contractual obligations prohibit such service provisions.
- P. IRE shall provide equal access and services to all participants and performers regardless of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- Q. IRE shall express concerns, issues or questions about other ECC Departments or college policies to ECC Arts Center staff members, and not directly to other ECC Departments or ECC personnel. Any and all concerns, issues or questions regarding sexual harassment, hostile work environment, or discrimination should be directed to the appropriate party or parties identified in the college's Administrative Procedures, and shall not be communicated directly to other ECC Departments or ECC personnel.
- R. IRE shall comply with all published policies and procedures of ECC, whether now or hereafter adopted, regarding ECC Arts Center or ECC programs and operations; however, ECC shall provide notice to IRE of any changes to such policy or procedures. Procedures are available and updated on the Elgin Community College internal website.
- S. IRE, for itself and for all affiliated organizations such as EYSO ("the affiliated organizations") shall be responsible for creating an annual, detailed participant handbook and syllabus that meets IRE's stated mission and supports the learning outcomes established by ECC for courses offered under this **Agreement**. Failure to present a participant handbook and syllabus upon request each year of this **Agreement** term, or if the handbook or syllabus fails to meet ECC approval, this contract will be considered null and void. ECC shall in all cases consult with IRE regarding any concerns, issues or questions about IRE's proposed participant handbook or syllabus before disapproving same, and IRE shall have the right to resolve within a reasonable time any problem called to its attention by ECC. In the event that any such problem is not resolved, ECC shall then give prompt notice of final disapproval to IRE, in accordance with the requirements of Paragraph 3(S) below.
- T. The IRE artistic or program director shall participate in the development and assessment of learning outcomes and public performance standards for IRE classes as outlined by the Dean of Liberal, Visual and Performing Arts. These outcomes and standards will be used to evaluate the quality and efficacy of programs offered by IRE and sponsored by ECC.

2. **ECC SUPPORT SERVICES AVAILABLE TO IRE**

The following ECC services shall be and remain available to IRE. IRE shall pay for such services at the rates generally charged for such services, including:

- A. Part-Time Instructional Salaries;
- B. Other Contractual Services
- C. Copying/printing services;
- D. Facilities Rentals

3. ADDITIONAL PROVISIONS

- A. No partnership exists between these parties and neither party can act on behalf or in the absence of the other party as an agent for the other or assume any obligation for the other.
- B. If applicable, Elgin Community College shall notify IRE no later than September 15th of each fiscal year of this **Agreement** if ECC funds allocated for the following fiscal year shall be reduced. ECC funds allocated to IRE for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) are described in Section 4 of this **Agreement**.
- C. Upon request, and within five (5) business days, ECC shall provide IRE with financial statements reflecting status of ECC allotted funds and any monies held by ECC accruing to the benefit of IRE. IRE will be responsible for its own organizational 501(c)(3) budget.
- D. ECC shall provide shared office space, in an appropriate designated area, including local and long-distance telephone and fax service within District 509, Internet access on a designated network, and web-mail service relating to the business of the IRE. IRE shall provide for their own data security and shall comply with ECC Administrative Procedure Section 7.0: Information Technology.
- E. ECC shall provide storage units (lockers), in an appropriate designated area, for IRE's use. IRE shall provide locks. ECC shall not be held responsible for loss or damage caused by IRE's failure to properly store and secure IRE-owned equipment.
- F. ECC shall provide classroom space as per an ECC performance class.
- G. ECC shall provide Liability Insurance in an amount not less than One Million Dollars, (\$1,000,000.00) per incident and One Million Dollars (\$1,000,000.00) per occurrence for all performances and rehearsals on ECC property, for acts or omissions occurring on its property, subject to immunities and defenses contained in State statutes.
- H. IRE shall provide commercial general liability insurance not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for all performances and rehearsals on ECC property for any claim of negligent acts or omission committed by the IRE during performances and rehearsals on ECC property. IRE shall provide Sexual Abuse and Molestation Liability Coverage with a minimum coverage limit of \$1,000,000 per occurrence and \$2,000,000 aggregate for all performances and rehearsals on ECC property. Elgin Community College shall be named as an additional insured on a primary and noncontributory basis and granted a waiver of subrogation in the commercial general liability and sexual abuse and molestation liability Coverages.
- I. ECC shall provide postage for ordinary class-related mailings, but will not provide postage for any operational or event promotion-related materials. IRE shall submit a sample of each class-related mailing to Senior Director of Performing Arts and Manager of Receiving, Records Retention, & Mail Operations for approval prior to mailing.
- J. ECC shall provide processing of IRE first-class mail and post office delivery of bulk mail with postage to be reimbursable by IRE at college rates and scheduled to coincide with and

complement ECC production guidelines, with ECC not assuming any obligation with regard to services outside of the usual and customary capabilities of its services.

- K. IRE shall submit a mailing list and mailing checklist for all bulk mailings and a mailing form for all first class mailing to Elgin Community College Manager of Receiving, Records Retention, & Mail Operations.
- L. ECC shall provide use of college-owned, regularly maintained and tuned musical instruments, chairs, music stands, podiums and audio/visual equipment when available. A performance event shall take precedence for the use of equipment over the use of equipment for a class should a conflict with equipment arise between ECC and IRE or multiple IREs. In the event that a conflicting performance event removes instruments from regularly scheduled IRE student use, the following resolutions apply:
 - i Pianos: grand pianos would be substituted with uprights and/or keyboards already in ECC's possession
 - ii Percussion equipment: any percussion equipment that is already owned by ECC would be rented. This only applies to ECC's existing inventory.
- M. IRE shall indemnify, defend and hold harmless Elgin Community College, and its affiliates, directors, trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses, arising out of or resulting from IRE's use of ECC's trucks/vans and/or ECC's property, both real and personal.

IRE shall indemnify, defend, and hold harmless Elgin Community College, and its affiliates, directors trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses arising out of or related to any third-party claims, suits, or actions which arise directly or indirectly from (1) IRE's activities under this **Agreement**; (2) IRE's agreement with the third-party; or (3) the use of the third-party's products or services on ECC property, both real and personal.
- N. Upon prior approval from the Senior Director of Performing Arts, IRE may use ECC Marketing Services Department per Section 2 for print shop services such as printing and copying. Costs and schedules associated with print shop services are subject to change and should be confirmed with an ECC Marketing Services representative prior to commencing any print shop services.
- O. It is understood and agreed that ECC may utilize IRE brochures, posters, logos, trade names and promotional materials for advertisement of IRE programs, performances, and class opportunities and to describe ECC's programs and cooperation with community arts activities.
- P. IRE shall submit all news releases and promotional material to the Senior Director of Performing Arts for approval of that portion relating to ECC programs, classes or other activities that will occur on ECC property or any material using ECC logos or ECC's name, prior to printing and/or dissemination.

- Q. Any profits generated from a performance, after IRE performance costs have been paid, shall belong exclusively to IRE and shall be paid by check from ECC to IRE within forty-five (45) days of the date of the performance.
- R. IRE shall name ECC as an additional insured on all liability policies as applicable. Certificates of Insurance shall be provided to ECC within ten (10) business days, upon request.
- S. Both parties acknowledge and agree that each is an Affirmative Action/Equal Opportunity Employer and each does not discriminate against any employee or service provider because of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- T. All notices, requests, demands or other communications shall be required or permitted hereunder, shall be in writing, shall reference this **Agreement** and shall be deemed given: (a) when delivered personally; (b) two (2) business days after deposit with an express overnight courier, with written confirmation of receipt; or (c) five (5) business days after having been sent by certified or registered mail, return receipt requested, postage prepaid. All such notices, requests, demands or other communications shall be delivered or sent to the addresses set forth below:

Elgin Youth Symphony Orchestras	Elgin Community College
1700 Spartan Drive, Room G226/228	1700 Spartan Drive
Elgin, IL. 60123	Elgin, IL. 60123
Attn: Executive Director	Attn: _____,
	College President

- U. Nothing herein shall be construed as an express or implied waiver, relinquishment or release of any common law or statutory privileges and/or immunities of ECC or any of its Trustees, officers, employees, attorneys, volunteers or agents, including without limitation those privileges and immunities existing under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et. seq.
- V. This **Agreement** shall be governed and construed in accordance with the Constitution and laws of the State of Illinois. It is the intent of the parties that arbitration or mediation shall not be a remedy or prerequisite required by this **Agreement**, and any reference to "arbitration" or "mediation" contained in this **Agreement** is void and of no legal effect. The parties waive any right to demand a trial by jury and agree that litigation arising from this **Agreement** shall be heard only by a Judge sitting without a jury in Kane County, Illinois regardless of the place of business or residence of the IRE. The parties agree that this venue is convenient for all parties involved. In the event of any litigation, the prevailing party shall have the right to recover its reasonable attorney's fees and costs.
- W. In order to maintain a safe and productive educational environment, IRE's Executive Director and Artistic or Program Director(s) shall consent to and pass a background investigation conducted by ECC's Human Resource Department prior to employment.

4. BUDGET ALLOCATION:

Per Section 2, NO ECC funds are allocated to IRE:

IN WITNESS WHEREOF, the parties have by their duly authorized representatives, set their signatures in assent to this **Agreement** as of this _____ day of _____ 2025.

ELGIN YOUTH SYMPHONY ORCHESTRA ELGIN COMMUNITY COLLEGE

(Authorized Official Signature)

Title
Address:
1700 Spartan Drive
Elgin, IL 60123

Dr. Peggy Heinrich
College President
Community College District 509, Counties of Kane,
Cook, DuPage, McHenry and DeKalb, and State of
Illinois commonly known as Elgin Community College
Address:
1700 Spartan Drive
Elgin, IL 60123

Arts Center FY26 Rental Rates

<u>SPACE RENTAL RATES</u>	Blizzard Theatre	SecondSpace
Performance Block (3 hrs.)	\$ 922.23	\$372.41
Each Additional performance hour	\$252.95	\$ 99.66
Same Day 2 nd Performance block	\$691.67	\$301.09
Rehearsal, Set-up & Strike Hourly Rate	\$149.67	\$ 73.14
H142, H122, H123, H245 per hour	\$ 51.86	
All other H bldg. classrooms per hour	\$ 34.26	
Commons/Lobby	\$364.21	

SERVICES & PERSONNEL RATES

Box Office Presale (per Event)	\$518.00
Ticket Agent	\$23.45
House Manager	\$21.50
Head Usher	\$17.65
Event Coordinator	\$37.23
Technicians	\$34.76
Production Director	\$42.15
Shop Foreman	\$42.15
Sound Engineer	\$42.15
Campus Security	\$49.65
Maintenance Staff	\$27.04

EQUIPMENT

Orchestra Shell	\$154.50
9' Concert Grand Piano	\$134.89
Upright Piano	\$ 96.38
Piano Tuning	\$117.83
Cordless Microphone	\$ 66.70
Standard Microphone	\$ 14.83
Choral Risers	\$ 19.27
Band Risers	\$ 16.27
Follow Spot	\$ 49.44
Fog/Haze Machine	\$ 80.34
Automated Lighting Fixtures	\$ 75.00
Projection Screen	\$101.76
12K Video Projector	\$187.46
Video Camera	\$ 77.25
High Boy Tables	\$ 15.00
Snow Bag	\$ 35.00

Not for profit organizations receive a 20% discount on standard space rates only. The Arts Center reserves the right to change or modify space rental rates, service charges and personnel rates.

Service and personnel rates are subject to annual increases and are not restricted to any % cap negotiated in long term contracts signed for more than one year.

The Arts Center reserves the right to assess additional reasonable fees for changes to event date(s) and /or equipment requested received less than 10 business days from your event.

Performance Facilities: Late Request Clause:

The Arts Center reserves the right to refuse any late requests relative to equipment, labor, rehearsal time, etc. which were not included in the original Production Request form (due 30 days prior to the event). Additionally, if the late request is granted the following provisions may be implemented:

- Any and all discounts previously agreed upon by the contract, orally or in writing, may be reduced or voided. (i.e. NFP discount rates waived).
- If no discount exists, the Arts Center reserves the right to add \$250 or a 20% increase (whichever is larger) to any or all rental rates.

- Additional charges for labor at 1.5 times the hourly rental agreement rate may be imposed for any supplementary hours that the staff is required to accomplish these last-minute requests, and the production may incur an extra 25% upcharge for any equipment rented.

**IN-RESIDENCE ENSEMBLE RENEWAL OF AGREEMENT
HAMILTON WINGS**

Recommendation

The administration recommends that the Board of Trustees approves renewal of an In-Residence Ensemble (IRE) agreement with Hamilton Wings, effective July 1, 2025 through June 30, 2028.



Dr. Peggy Heinrich, President

Background

Hamilton Wings has requested renewal of its IRE agreement with Elgin Community College, effective July 1, 2025, through June 30, 2028. Enrolling approximately 75 students each semester in classes offered jointly with Elgin Community College, the enrichment program uses arts-immersion activities to promote leadership, self-development, and academic readiness among youth in the community of school District U-46.

The Hamilton Wings organization is a not-for-profit organization providing performance opportunities for area residents with programs targeting diverse, economically and/or socially disadvantaged children aged 6-17, who have limited access to arts and enrichment programs at school and at home. Involving student, teacher and parent education, this group's innovative program, *Students Creating Opera to Reinforce Education* (SCORE), allows students to spend nearly a year creating an original opera which is then performed by the students themselves. This program offers youth and their families opportunities for meaningful, creative, non-traditional learning and it promotes participation by children and families in the area's rich cultural resources.

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

ELGIN COMMUNITY COLLEGE IN-RESIDENCE ENSEMBLE AGREEMENT

This **AGREEMENT** entered into by and between **HAMILTON WINGS** (hereafter referred to as “IRE”) and **COMMUNITY COLLEGE DISTRICT NO. 509**, as **ELGIN COMMUNITY COLLEGE** (hereafter referred to as “ECC”) shall constitute the complete and total understanding of all requirements and obligations by ECC and by **HAMILTON WINGS**, in the establishment and continuation of an **IN-RESIDENCE ENSEMBLE (IRE)**.

The commencement of this **Agreement** shall be on July 1, 2025, and shall expire on June 30, 2028 if not renewed in writing, this **Agreement** shall terminate on the date stated, or the end of the effective term.

Notwithstanding the foregoing, IRE retains the right to terminate this **Agreement** at any time, or because of a failure to resolve other issues concerning this **Agreement**.

ECC retains the right to terminate this **Agreement** at any time, or based upon its review of learning outcomes and performance standards assessment of IRE, and finding that such are unsatisfactory as to quality or efficacy in light of established ECC standards, or because of a failure to resolve other issues concerning this **Agreement**.

Either party shall give written notice of any such termination of this **Agreement** to the other party, in accordance with the provisions of Paragraph 3(S) below, at least six (6) months prior to the termination of the **Agreement**; however, scheduled performances and classes already in progress as of the termination date shall continue under this **Agreement** until completion.

The mission and vision of ECC are:

- To improve people's lives through learning; and
- Our mission of encouraging learning by focusing all our efforts on making Elgin Community College one of the best centers of learning in the United States. In recognition of our role as a comprehensive community college, we will strive to create high-quality learning opportunities that respond to the needs of the residents of our district. As we work toward this Vision, our efforts will be guided by Shared Values of Excellence, Freedom of Inquiry, Equity, Ethical Practices, Accountability, Respect for Diversity and Community Engagement.

The stated purpose of the IRE is:

- To promote leadership development and academic readiness of socially and/or economically challenged children through the use of, and access to, the arts;
- To introduce families to Elgin Community College as an educational and community resource; and
- To enhance the performing arts offerings to ECC students and enhance ECC efforts in the recruitment of performing arts majors.

1. ECC REQUIREMENTS FOR IN-RESIDENCE ENSEMBLES

In recognition of the above, IRE will conform to the following requirements:

- A. IRE shall work with the Senior Director of Performing Arts to develop and offer at least three (3) one semester classes per academic year. All class participants shall be registered as students of ECC, and each class must have at least twenty (20) registered students. Additional classes may be offered with the approval of the Senior Director of Performing Arts. IRE shall work with ECC staff to process student registrations as a batch.

X i. Upon completion of batch registration processing, ECC shall submit to IRE an invoice to collect tuition and fees owed for each student participant. Individual students shall not be billed. IRE shall remit balance due within thirty (30) days. Tuition Fee charges for all registered students shall be billed at the published ECC tuition rate per student.

- B. Students age 16 years or older may enroll in coursed for college credit. Students under 16 years old will be enrolled in a non-credit course and will receive no college credit, unless the student meets requirements outlined in Administrative Procedure 4.101 College Admission.
- C. IRE shall work with the Senior Director of Performing Arts to create additional programs, performances, workshops and/or other unique educational opportunities for ECC students and residents of District 509 which support the philosophy and goals of ECC. Any increase in size or scope of an IRE program must be submitted in writing to and approved by the Senior Director of Performing Arts prior to increasing the size or scope. Any expansion beyond its' current size or scope may incur additional charges to the IRE as determined by the Senior Director of Performing Arts.
- D. IRE shall not create any on-campus programs, performances, workshops and/or other educational opportunities that compete directly with any past, present, or future programs, performances, workshops or other educational opportunities offered, or included in any plan of the Performing Arts Department adopted by ECC. This **Agreement** does not limit, or apply to other programming outside Elgin Community College.
- E. IRE shall employ a highly qualified paid artistic or program director of its own choosing, provided that such artistic or program director meets the qualifications specified in ECC Administrative Procedure 5.103. Minimum Requirements for Appointment to Faculty. The artistic or program director shall comply with ECC registration and records procedures and utilize an established ECC e-mail account.
- F. IRE shall rent ECC Arts Center for at least one (1) event, per year offering two (2) public performances annually. The Senior Director of Performing Arts has the final prior approval on matters or disputes regarding whether a performance or event meets the above-mentioned rental requirement. ECC will provide rehearsal and performance space, and technical, box office and front-of-house event support for all performances

at standard not-for-profit rental rates. Rental agreement and rates for fiscal year 2026 are attached as an addendum to this **Agreement**. Rental rates shall not increase by more than four percent (4%) annually for the duration of this **Agreement**, IRE will produce performances at its own expense and risk.

The parties further understand that IRE will need to undertake substantial planning and costs in order to ensure adequate advanced promotion of performances each fiscal year (July 1 through June 30). Accordingly, IRE shall submit requests for the next fiscal year's performance dates by August 1st of the current fiscal year. In response to such requests, ECC shall confirm the availability of facilities for such performances, and provide any approvals required by Senior Director of Performing Arts, no later than January 1st of the current fiscal year.

- G. IRE shall operate with a not-for-profit state charter and obtain/maintain IRS tax exempt status, under IRS Section.
- H. IRE shall operate with its own United States Postal Service mailing permit.
- I. IRE shall employ a separate executive director and artistic or program director to provide professional management for its operations and programs. IRE may employ one (1) individual to perform the duties of both the executive director and artistic or program director, if practicable.
- J. IRE shall list ECC prominently as a major sponsor in all sponsor acknowledgements, and as an "in-kind" sponsor of the IRE on all promotional materials, press releases, web pages and publications as follows:

HAMILTON WINGS

An In-Residence Ensemble at the Elgin Community College Arts Center

- K. The Arts Center will receive one (1) full page of advertising in IRE produced event program books or digital media.
- L. IRE will be solely responsible for its financial affairs. ECC will assume no responsibility for debts incurred by IRE. IRE may be required to provide ECC with annual audited financial statements, reviewed by an independent CPA, upon request from ECC.
- M. IRE shall continue to foster financial stability through means outside of the college.
- N. IRE shall provide thirty (30) tickets per season to the ECC president for the purpose of promoting ECC, the Arts Center and its programs.
- O. IRE shall offer the ECC Arts Center ticket office right of first refusal to sell tickets to IRE performances held off-campus but within District 509 boundaries, unless other contractual obligations prohibit such service provisions.

- P. IRE shall provide equal access and services to all participants and performers regardless of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.
- Q. IRE shall express concerns, issues or questions about other ECC Departments or college policies to ECC Arts Center staff members, and not directly to other ECC Departments or ECC personnel. Any and all concerns, issues or questions regarding sexual harassment, hostile work environment, or discrimination should be directed to the appropriate party or parties identified in the college's Administrative Procedures, and shall not be communicated directly to other ECC Departments or ECC personnel.
- R. IRE shall comply with all published policies and procedures of ECC, whether now or hereafter adopted, regarding ECC Arts Center or ECC programs and operations; however, ECC shall provide notice to IRE of any changes to such policy or procedures. Procedures are available and updated on the Elgin Community College internal website.
- S. IRE shall be responsible for creating an annual, detailed participant handbook and syllabus that meets IRE's stated mission and supports the learning outcomes established by ECC for courses offered under this **Agreement**. Failure to present a participant handbook and syllabus each year of this **Agreement** term, or if the handbook or syllabus fails to meet ECC approval, this contract will be considered null and void. ECC shall in all cases consult with IRE regarding any concerns, issues or questions about IRE's proposed handbook or syllabus before disapproving same, and IRE shall have the right to resolve within a reasonable time any problem called to its attention by ECC. In the event that any such problem is not resolved, ECC shall then give prompt notice of final disapproval to IRE, in accordance with the requirements of Paragraph 3(S) below.
- T. The IRE artistic or program director shall participate in the development and assessment of learning outcomes and public performance standards for IRE classes as outlined by the Dean of Liberal, Visual and Performing Arts. These outcomes and standards will be used to evaluate the quality and efficacy of programs offered by IRE and sponsored by ECC.

2. ECC SUPPORT SERVICES AVAILABLE TO IRE

The following ECC services shall be and remain available to IRE,

through the expenditure of ECC funds as outlined in Section 4 of this **Agreement**, and may include:

- A. Part-Time Instructional Salaries;
- B. Instructional Supplies
- C. Other Contractual Services
- D. Facilities Rental

3. ADDITIONAL PROVISIONS

- A. No partnership exists between these parties and neither party can act on behalf or in the absence of the other party as an agent for the other or assume any obligation for the other.
- B. If applicable, Elgin Community College shall notify IRE no later than September 15th of each fiscal year of this **Agreement** if ECC funds allocated for the following fiscal year shall be reduced. ECC funds allocated to IRE for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) are described in Section 4 of this **Agreement**.
- C. Upon request, and within five (5) business days, ECC shall provide IRE with financial statements reflecting status of ECC allotted funds and any monies held by ECC accruing to the benefit of IRE. IRE will be responsible for its own organizational 501 (c)(3) budget.
- D. ECC shall provide shared office space, in an appropriate designated area, including local and long-distance telephone and fax service within District 509, Internet access on a designated network, and web-mail service relating to the business of the IRE. IRE shall provide for their own data security and shall comply with ECC Administrative Procedure Section 7.0 Information Technology.
- E. ECC shall provide classroom space as per an ECC performance class.
- F. ECC shall provide Liability Insurance in an amount not less than One Million Dollars, (\$1,000,000.00) per incident and One Million Dollars (\$1,000,000.00) per occurrence for all performances and rehearsals on ECC property, for acts or omissions occurring on its property, subject to immunities and defenses contained in State statutes.
- G. *IRE shall provide commercial general liability insurance not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for all performances and rehearsals on ECC property for any claim of negligent acts or omission committed by the IRE during performances and rehearsals on ECC property. IRE shall provide Sexual Abuse and Molestation Liability Coverage with a minimum coverage limit of \$100,000 per occurrence and \$100,000 aggregate for all performances and rehearsals on ECC property. Elgin Community College shall be named as an additional insured on a primary and noncontributory basis and granted a waiver of subrogation in the commercial general liability and sexual abuse and molestation liability Coverages.*
- H. ECC shall provide processing of IRE first-class mail and post office delivery of bulk mail with postage to be reimbursable by IRE at college rates and scheduled to coincide with and complement ECC production guidelines, with ECC not assuming any obligation with regard to services outside of the usual and customary capabilities of its services.
- I. IRE shall submit a mailing list and mailing check list for all bulk mailings and a mailing form for all first class mailing to Elgin Community College Manager of Receiving, Records Retention, & Mail Operations.

- J. ECC shall provide use of college-owned, regularly maintained and tuned musical instruments, chairs, music stands, podiums and audio/visual equipment when available. A performance event shall take precedence for the use of equipment over the use of equipment for a class should a conflict with equipment arise between ECC and IRE or multiple IREs.
- K. IRE agrees to indemnify and hold harmless Elgin Community College from any liability, claim, demand, judgment and costs (including reasonable attorney's fees,) arising out of or in connection with the IRE's use of ECC's trucks/vans and/or ECC's property, both real and personal.

IRE shall indemnify, defend, and hold harmless Elgin Community College, and its affiliates, directors trustees, officers, agents, and employees, against all claims, losses, damages, demands, judgments, liabilities, costs, expenses, or obligations; including, but not limited to attorney's fees and expenses arising out of or related to any third-party claims, suits, or actions which arise directly or indirectly from (1) IRE's activities under this Agreement; (2) IRE's agreement with the third-party; or (3) the use of the third-party's products or services on ECC property, both real and personal.

- L. Upon prior approval from the Senior Director of Performing Arts, IRE may use ECC Marketing Services Department per Section 2 for print shop services such as printing and copying. Costs and schedules associated with print shop services are subject to change and should be confirmed with an ECC Marketing Services representative prior to commencing any print shop services.
- M. It is understood and agreed that ECC may utilize IRE brochures, posters, logos, trade names and promotional materials for advertisement of IRE programs, performances, and class opportunities and to describe ECC's programs and cooperation with community arts activities.
- N. IRE shall submit all news releases and promotional material to the Senior Director of Performing Arts for approval of that portion relating to ECC programs, classes or other activities that will occur on ECC property or any material using any ECC logos or ECC's name, prior to printing and/or dissemination.
- O. Any profits generated from a performance, after IRE performance costs have been paid, shall belong exclusively to IRE and shall be paid by check from ECC to IRE within forty-five (45) days of the date of the performance.
- P. IRE shall name ECC as an additional insured on all liability policies as applicable. Certificates of Insurance shall be provided to ECC within ten (10) business days, upon request.
- Q. Both parties acknowledge and agree that each is an Affirmative Action/Equal Opportunity Employer and each does not discriminate against any employee or service provider because of race, sex, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, veteran's status, physical or mental disability, or any protected status under federal and/or state law.

- R. All notices, requests, demands or other communications shall be required or permitted hereunder, shall be in writing, shall reference this **Agreement** and shall be deemed given: (a) when delivered personally; (b) two (2) business days after deposit with an express overnight courier, with written confirmation of receipt; or (c) five (5) business days after having been sent by certified or registered mail, return receipt requested, postage prepaid. All such notices, requests, demands or other communications shall be delivered or sent to the addresses set forth below:

Hamilton Wings

14 Crescent St.

Elgin, IL. 60123

Attn: Executive Director

Elgin Community College

1700 Spartan Drive

Elgin, IL, 60123

Attn: _____.

College President

- S. Nothing herein shall be construed as an express or implied waiver, relinquishment or release of any common law or statutory privileges and/or immunities of ECC or any of its Trustees, officers, employees, atomics, volunteers or agents, including without limitation those privileges and immunities existing under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et. seq.
- T. This **Agreement** shall be governed and construed in accordance with the Constitution and laws of the State of Illinois. It is the intent of the parties that arbitration or mediation shall not be a remedy or prerequisite required by this **Agreement**, and any reference to "arbitration" or "mediation" contained in this **Agreement** is void and of no legal effect. The parties waive any right to demand a trial by jury and agree that litigation arising from this **Agreement** shall be heard only by a Judge sitting without a jury in Kane County, Illinois regardless of the place of business or residence of the IRE. The parties agree that this venue is convenient for all parties involved. In the event of any litigation, the prevailing party shall have the right to recover its reasonable attorney's fees and costs.
- U. In order to maintain a safe and productive educational environment, IRE's Executive Director and Artistic or Program Director(s) shall consent to and pass a background investigation conducted by ECC's Human Resource Department prior to employment.

4. **BUDGET ALLOCATION:**

Per Section 2, ECC funds allocated to IRE for FY 2026 and shall be:

Part-Time Instructional Salaries - 18 hours	\$ 20,000.00
Summer School Faculty - 9 hours	\$ 10,000.00
Other salaries	\$ -
Instructional supplies	\$ 1,500.00
Other contractual services	\$ 4,500.00
Copying and Printing	\$ -
Repairs, Materials, Supplies	\$ -
Facilities Rental	\$ 14,000.00
IN-State Travel	\$ -

TOTAL	\$ 50,000.00
--------------	---------------------

Part-time Faculty budget amounts contingent upon IRE offering 9 sections per year.
Hamilton Wings course fee enrollment will be reduced by 50% for up to 60 students per semester annually.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives, set their signatures in assent to this **Agreement** as of this _____ day of _____ 2025.

HAMILTON WINGS

ELGIN COMMUNITY COLLEGE



(Authorized Official Signature)

Interim Executive Director

Title

Address:
14 Crescent St
Elgin, IL 60123

College President

Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, and State of Illinois commonly known as Elgin Community College

Address:
1700 Spartan Drive
Elgin, IL 60123

Arts Center FY26 Rental Rates

SPACE RENTAL RATES**Blizzard Theatre****SecondSpace**

Performance Block (3 hrs.)	\$ 922.23	\$372.41
Each Additional performance hour	\$252.95	\$ 99.66
Same Day 2 nd Performance block	\$691.67	\$301.09
Rehearsal, Set-up & Strike Hourly Rate	\$149.67	\$ 73.14
H142, H122, H123, H245 per hour	\$ 51.86	
All other H bldg. classrooms per hour	\$ 34.26	
Commons/Lobby	\$364.21	

SERVICES & PERSONNEL RATES

Box Office Presale (per Event)	\$518.00
Ticket Agent	\$23.45
House Manager	\$21.50
Head Usher	\$17.65
Event Coordinator	\$37.23
Technicians	\$34.76
Production Director	\$42.15
Shop Foreman	\$42.15
Sound Engineer	\$42.15
Campus Security	\$49.65
Maintenance Staff	\$27.04

EQUIPMENT

Orchestra Shell	\$154.50
9' Concert Grand Piano	\$134.89
Upright Piano	\$ 96.38
Piano Tuning	\$117.83
Cordless Microphone	\$ 66.70
Standard Microphone	\$ 14.83
Choral Risers	\$ 19.27
Band Risers	\$ 16.27
Follow Spot	\$ 49.44
Fog/Haze Machine	\$ 80.34
Automated Lighting Fixtures	\$ 75.00
Projection Screen	\$101.76
12K Video Projector	\$187.46
Video Camera	\$ 77.25
High Boy Tables	\$ 15.00
Snow Bag	\$ 35.00

Not for profit organizations receive a 20% discount on standard space rates only. The Arts Center reserves the right to change or modify space rentals rates, service charges and personnel rates.

Service and personnel rates are subject to annual increases and are not restricted to any % cap negotiated in long term contracts signed for more than one year.

The Arts Center reserves the right to access additional reasonable fees for changes to event date(s) and /or equipment requested received less than 10 business days from your event.

Late Request Clause:

The Arts Center reserves the right to refuse and late requests relative to equipment, labor, rehearsal time, etc. which were not included in the original Production Request form (due 30 days prior to the event). Additionally, if the late request is granted the following provisions may be implemented:

- Any and all discounts previously agreed upon by the contract, orally or in writing, may be reduced voided. (i.e. NFP discount rates waived).
- If no discount exists, the Arts Center reserves the right to add \$250 or a 20% increase (whichever is larger) to any or all rental rates.
- Additional charges for labor at 1.5 times the hourly rental agreement rate may be imposed for any supplementary hours that the staff is required to accomplish these last-minute requests, and the production may incur an extra 25% upcharge for any equipment rented.

**FISCAL YEAR 2026 SALARY ADJUSTMENT AND INSURANCE
CONTRIBUTION RATE FOR ADMINISTRATIVE AND TUTOR EMPLOYEES**

Recommendation

The administration recommends that the Board of Trustees approve a 4% increase for current administrative and tutor (non-bargaining unit) employees with at least 90 days of ECC employment, effective July 1, 2025 at the approximate cost of \$618,452. The administration recommends no percentage change in the employee share insurance contribution rate in accordance with the guidelines below; however, the administration will implement the appropriate medical premium rate increases.



Dr. Peggy Heinrich, President

Background

The administration believes that employees should be compensated fairly and equitably and requests that the Board of Trustees approve a 4% general increase for administrative and tutor (non-bargaining unit) employees.

Finally, it is recommended that the employee share insurance contribution rates for administrative employees remain the same for FY26. These rates are consistent with the other workgroups.

Staff Contacts: Dr. Tonisha Via, Interim Chief Human Resources Officer, 847-214-7372
Mr. Respicio F. Vazquez, General Counsel, 847-214-7760

**REVISED SALARY SCHEDULES FOR ADMINISTRATIVE
AND TUTOR EMPLOYEES**

Recommendation

The administration recommends to the Board of Trustees to approve revised salary scales effective July 1, 2025 for administrative and tutor employees where any administrative or tutor employee below the minimum of the new salary grade will be brought up to the new minimum as of July 1, 2025. Additionally, the administration recommends to the Board of Trustees to approve an increase from the FY25 scales by 1%, effective July 1, 2025.



Dr. Peggy Heinrich, President

Background

In March 2024, the Board of Trustees approved salary schedules for non-bargaining employees following a Korn Ferry analysis and review. Included in the market adjustment plan was a periodic review of the salary schedules as they relate to the market rates for pay grade levels. In 2023, Korn Ferry recommended adjustments to the current scales to align with market pay rates from which the administration derived new scales (Attachment A). Any administrative or tutor employee who falls below the minimum of the new salary range will be brought up to the minimum of the range as of July 1, 2025. Furthermore, the administration recommends that the FY25 salary scales be increased by 1% for FY26 to allow the scales to keep pace with the labor market.

Staff Contacts: Dr. Tonisha Via, Interim Chief Human Resources Officer, 847-214-7372
 Mr. Respicio F. Vazquez, General Counsel, 847-214-7760

ATTACHMENT A

GRADE	Regular Positions (P50)		
	Minimum (75%)	Midpoint (100%)	Maximum (125%)
23	\$229,676	\$306,234	\$382,793
22	\$193,487	\$257,983	\$322,479
21	\$163,114	\$217,485	\$271,857
20	\$137,407	\$183,210	\$229,012
19	\$116,138	\$154,851	\$193,564
18	\$98,848	\$131,797	\$164,746
17	\$84,923	\$113,231	\$141,539
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	IT/Legal Positions (P75)		
	Minimum (75%)	Midpoint (100%)	Maximum (125%)
223	\$259,437	\$345,916	\$432,395
222	\$219,194	\$292,259	\$365,323
221	\$185,378	\$247,170	\$308,963
220	\$156,687	\$208,916	\$261,146
219	\$133,047	\$177,395	\$221,744
218	\$113,843	\$151,791	\$189,739
217	\$98,312	\$131,083	\$163,854
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

AMENDMENT TO BOARD POLICIES: GOVERNANCE PROCESS (GP)

Recommendation

The administration recommends that the Board of Trustees adopts the following addition to Board Policies:

GP 6:

- 6.1 The long-range vision of the Board will be embodied in the college's five-year strategic plan, which may be reviewed and adjusted based on emerging challenges and institutional needs in coordination with the college president.
- 6.4 ...as a whole through deepened relationships. ~~Ultimately improving and directly strengthening~~ They ultimately improve and strengthen the Board as a team and lead to...
- 6.4.c ...report on conference travel (~~form provided in Trustees handbook~~) to the board Chair upon their return in order to educate ~~those trustees unable to attend~~ who did not attend.

GP 7:

- 7.2.c Trustees must not enroll in a credit-bearing class and receive a grade; they may only audit the class.
- 7.2.d Board members shall complete an annual conflict of interest disclosure statement, which will be reviewed by the Chair and recorded for transparency.

GP 8:

- 8.5 The Board shall conduct its annual review of policies ~~between May and July~~ annually.
- 8.11 ...individuals specifically invited by the President or Chair shall attend closed sessions.
- 8.14 ~~...Any dispute as to such information requested will be provided to the Board as a whole.~~
In case of a dispute regarding the requested information, the matter will be presented to the full Board for resolution.

GP 10:

- 10.2 ...the board parliamentarian, who is ECC's General Counsel ~~a trustee and retains all rights to participate as a trustee during meetings~~, will advise the Chair....



Dr. Peggy Heinrich, President

Background

This action is presented in accordance with GP 8:5 which states, “The board will consider proposed new or revised policy twice, first as an information item and second as a recommendation for approval. Upon majority vote of the board, the policy will be incorporated into the Board’s policy.”

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

**TRUSTEES' IN-STATE ATTENDANCE AT ILLINOIS COMMUNITY COLLEGE
TRUSTEE ASSOCIATION (ICCTA) MEETING**

Recommendation

The administration recommends that the Board of Trustees approves the attendance of Trustees at the June 7 and 8, 2025 ICCTA Annual Meeting in Normal, IL. Registration, hotel and travel expenses should not exceed \$5,200 should all attend. Each trustee is a member of ICCTA and dues are paid from the board's budget.



Dr. Peggy Heinrich, President

Background

Board policy GP 6.4.c.2, states *...only one trustee may be appointed as the board's official representative (with one alternate) to the ICCTA meetings, all trustees are encouraged to attend all appropriate ICCTA meetings, seminars and workshops, whether held in the Chicago area or downstate...*

Administrative Procedure 2.601, *Travel and Business-Related Expenses* outlines the details regarding travel arrangements. Board members are required to complete a travel claim form for reimbursement within 30 days of attending professional development meetings.

The Public Community College Act (110 ILCS 805/3-8.5) requires every voting member of a board of trustees to complete a minimum of 4 hours of professional leadership training, covering topics that include, but are not limited to, open meetings law, community college and labor law, freedom of information law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee during the first, third and fifth year of his or her term.

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

ADDITIONAL FUNDING FOR MAIL HOUSE SERVICES

Recommendation

The administration recommends that the Board of Trustees 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 \$410,000, increasing the original \$300,000 approved in the last board action noted below by an additional \$110,000 through the remaining term, which ends in December 2026.



Dr. Peggy Heinrich, President

Background

Board Action No. 090-F-21 was approved December 8, 2020 for a period of five (5) years. In addition, Board Action No. 144-F-24 to increase the amount was approved by the Board in March 2024 for additional funds for the five (5) year period.

The College utilizes mail house 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 mail house owns and provides United States Postal Services specialized software required for use of bulk billings and National Change of Address software that allows the mail house to provide the College with updated mailing lists.

The mail house 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 mail house for addressing and distribution.

Funding Source: Education Fund

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

ANNUAL FIRE ALARM SYSTEM TESTING

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Affiliated Customer Service, Inc. (Downers Grove, IL), for annual fire alarm systems testing at the main and Burlington campuses for \$28,540 and \$1,149 respectively, for a combined total of \$29,689.



Dr. Peggy Heinrich, President

Background

Affiliated Customer Service is an authorized dealer and service firm for Gamewell Fire Control Instruments by Honeywell, the manufacturer of the College's alarm system and is the College's sole provider of fire alarm system maintenance, service, annual testing, and proprietary programming for the entire campus life safety network. As such, this service is exempt from bidding in accordance with the Illinois Public Community College Act 110 ILCS 805/3-27.1.

A fire alarm system is the first line of defense in an emergency, alerting occupants to evacuate and signaling first responders to act swiftly. Without testing, we risk silent failures—dead batteries, faulty wiring, or clogged detectors—that could delay response times. Testing ensures that every component, from smoke detectors to sirens, works when seconds count, minimizing harm and loss.

Unmaintained systems are susceptible to breakdowns, leading to costly emergency repairs. Regular testing identifies minor problems—such as corrosion or weak batteries—before they escalate, shielding us from unexpected repair expenses or system replacements.

Fire alarm testing is mandated by NFPA 72 and local fire codes, which require weekly, monthly, quarterly, or annual checks. Routine testing demonstrates our commitment to the safety of our students and employees.

Our students, faculty, and visitors depend on us to ensure a safe environment. Regular testing gives them confidence that we prioritize their well-being.

Funding Source: Operations and Maintenance Fund

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

ARTS CENTER 2025-2026 SEASON BROCHURE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase the Arts Center 2025-2026 Season Brochure from Schiele Group (Elk Grove Village, IL), the lowest responsible bidder, in an amount not to exceed \$20,032.



Dr. Peggy Heinrich, President

Background

The invitation to bid was advertised and sent to eight (8) vendors, two (2) of which were in-district. Two (2) bids were received and one (1) vendor was disqualified.

The College Arts Center Brochure is used to promote Centerstage visiting artists, the College Ensembles, and In-Resident Ensemble performances. The brochure will be mailed to over 50,000 existing, former, and future patrons of the Arts Center and the district.

Schiele Group will print fifty-five thousand (55,000) 32-page brochures. Fifty thousand (50,000) of them will be mailed directly to community members and the remaining will be distributed on campus.

Funding Source: Visual Performing Arts Auxiliary Fund

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

BILLBOARD ADVERTISING SERVICES - LAMAR

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Lamar (Crown Point, IN) for billboard advertising services, in an amount not to exceed \$35,050 for one year.



Dr. Peggy Heinrich, President

Background

The College's Marketing and Communications Division requests to purchase billboard advertising with Lamar for \$35,050 for fiscal year 2026. This marketing strategy aims to increase brand awareness of the College within District 509 during or leading up to open enrollment periods. The contract includes five (5) billboard locations plus production costs.

Panel #	Location	Service Dates
1536	LAKE (US 20) S/S 1.2 MI E/O BARTLETT F/SE	8/18/25 to 1/4/26
1451	LAKE (US 20) N/S .4 MI E/O BARTLETT F/E	3/16/26 to 6/7/26
1021	NATIONAL W/S 300' E/O STATE (RT 31) F/NW	3/9/26 to 5/3/26
1134	DUNDEE E/S S/O CHESTER F/NE	11/17/25 to 1/18/26
1198	WILLARD W/S N/O LAUREL F/N	7/7/25 to 10/5/25 3/16/26 to 6/7/26

Total space cost: \$32,400, Total production cost (printing of posters and vinyl): \$2,650
Total cost: \$35,050

Funding Source: Education Fund

Staff Contact: Maureen Jouhet, Interim Chief Marketing and Communications Officer,
Marketing and Communications, 847-214-7769

CONSTRUCTION MANAGEMENT FEES – TRUCK DRIVING PROGRAM BUILDING

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for an additional \$75,925 in professional construction management service fees for the College's new truck driving building with Shales McNutt Construction, (Elgin, IL). This increase is due to changes by the Illinois Secretary of State Commercial Drivers Licenses training requirements. The new total for construction management service fees on the project will not exceed \$498,884.



Dr. Peggy Heinrich, President

Background

Board Action No. 121-A-24 was approved by the Board of Trustees in January 2024 for Construction Management services for the truck driving building. The new amount is an increase of \$75,925 from the previously approved \$422, 959.

With the development of the additional work required for the Truck Driving Skills lot to meet recent changes in the Illinois Secretary of State (ILSOS) requirements for Commercial Driver's License (CDL) training, the construction manager fees to construct the additional excavation, paving and site concrete will correspondingly increase all with the sub-contractor costs. Those fees are a percentage of the cost of construction per our original contract with Shales McNutt Construction for the entire Truck Driving Project.

Construction management services consist of cost estimating, value engineering, scheduling and development of phasing strategies, and site logistics planning. The construction manager is responsible to collaborate with the architect to provide estimated project costs and with the College's project manager to ensure that the owner's visions are achieved on the project.

Funding Source: Operations and Maintenance Restricted Fund

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

CONSTRUCTION OF THE NEW TRUCK DRIVING PROGRAM BUILDING

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to grant additional funding for the new truck driving building to Shales McNutt Construction (SMC) (Elgin, IL) and authority to contract, on behalf of Elgin Community College, for the re-bidding of construction trade packages due to changes in the Illinois state requirements and architectural drawings to build the new truck driving program building. The total amount not to exceed is \$456,646.



Dr. Peggy Heinrich, President

Background

The invitation to bid was advertised and sent to numerous contractors, many of which were in district.

In November 2024, Board Action No. 094-C-25 was approved for construction management services from SMC, in conjunction with design services from Perkins and Will (Board Action No. 118-B-21) for the new truck driving building. The November Board Action was for \$4,648,446.

Recent changes in the Illinois Secretary of State (ILSOS) requirements for Commercial Driver's License (CDL) training have highlighted issues with the configuration of the proposed truck driving skills lot approved by the Board of Trustees in November as noted above. The truck driving team, operations and maintenance, and finance met with Perkins & Will and Erickson Engineering to review the updated regulations and determine the necessary changes to safely teach and practice the skills required to pass the CDL exam. The team determined that additional buffers are needed between, and at the ends, of the skills lanes to prevent unskilled drivers from crossing lanes, which would pose safety risks to both individuals and vehicles. A minimum of five lanes with at least 8 feet between lanes will provide maximum safety for students and instructors. These potential changes are needed to continue running the Truck Driving School program at the current student capacity, up to 90 students per semester. The changes will require the skills lot to be expanded into the entire H Lot for the program. The expansion requires the College to re-bid some trades, Bid Package #2, which includes additional excavation, paving and site concrete.

Funding Source: Operations and Maintenance Restricted Fund

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

Trade Package Costs

BIDDERS - #31A -Excavation/Site Demolition	LOCATION	BASE BID
Schneider Excavating, Inc.	Elgin, IL	\$ 286,696.00
Stark & Sons Trenching	Hampshire	\$ 321,615.00
BIDDERS-#32A- Asphalt Paving/Site Concrete	LOCATION	BASE BID
Abbey Construction Company, Inc.	Aurora, IL	\$ 169,950.00
Troch-McNeil Paving Company, Inc.	Elk Grove Village, IL	\$ 211,104.45

DATA WAREHOUSE MAINTENANCE CONSULTANT

Recommendation

The administration recommends that the Board of Trustees authorizes administration to contract with ASR Analytics (Columbia, MD) for additional technical support and maintenance of the Institutional Research office's data warehouse. This agreement will be for a period of twelve (12) months (July, 2025 to July, 2026), in an amount not to exceed \$50,400.



Dr. Peggy Heinrich, President

Background

Per 110 ILCS 805/3-27.1, “(a) 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” and “(f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services”; are exempt from bidding.

In April, 2021, the Board approved a contract with ASR Analytics to build an enterprise data warehouse platform for the College. In the four years since that initial contract, ASR has established a server-based data warehouse incorporating nearly all of the student, financial and human resource data from the College's Ellucian ERP system. Data elements from additional (non-Colleague ERP) sources, including the National Student Clearinghouse and Desire 2 Learn, have been added over the past year. The new data warehouse is the source of data for most of the current ad hoc analysis requests that come to the Institutional Research office and about half of the College's data dashboards are connected to the warehouse.

The current contract seeks to continue this consulting work with ASR Analytics to continue adding new data elements to the data warehouse. This next year will include the addition of assessment data from Desire 2 Learn and book cost data from the College's bookstore data management system, in addition to other data elements, to the data warehouse. ASR will also provide technical training to IR and IT staff on how to maintain the warehouse and troubleshoot any minor technical issues.

Funding Source: Education Fund

Staff Contact: Dr. Philip Garber, Vice President of Planning, Institutional Effectiveness & Technology, 847-214-7285

END USER SOFTWARE SUPPORT SUBSCRIPTION – MULTI YEAR

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to increase the current contract request that was submitted at the April 2025 Board of Trustees meeting with Salesforce (previously Tableau, San Francisco, CA) in order to switch licensing from the current Tableau Server (ECC-managed hosting) to Tableau Online (Tableau-managed hosting) not to exceed \$97,890.00 annually, for a period of two (2) years. This contract will replace the current subscription and extend the licensing for this software through August, 2027. The total amount not to exceed is \$201,244 over the term.



Dr. Peggy Heinrich, President

Background

The board of Trustees approved Board Action No. 188-T-25 at the April 2025 meeting. In that board action, only eighteen (18) months of support was accounted for, and it should have included thirty (30) months, to expire in August 2027.

This current agreement is set to expire in August 2026 and annually costs \$87,850. The request for approval seeks to nullify the final 14 months of that prior license (ECC-maintained server hosting) and replace it with the proposed terms (Tableau cloud-hosted) which will begin in June 2025 and extend through August 2027. The new amount will be \$195,780 for two years, plus the proration of the June 2025 – August 2025 period, which is \$5,464, for a combined total of \$201,244.

This purchase is to modify and extend the current contract to shift from a Tableau Server to Tableau Online licensing agreement to extend until August 2027. Tableau Online will eliminate the need for the College to manage the software, which had been a minor but not insignificant responsibility for the IT department, as the Tableau Online license is hosted and managed by Tableau/Salesforce. The primary benefit to shifting from a Server to Online license model is that the Online license has artificial intelligence modeling capabilities, whereas the Server does not. This will allow for an as-of-yet untapped data visualization capability for the Planning and Institutional Effectiveness (PIE) office.

Funding Source: Education Fund

Staff Contact: Dr. Philip Garber, Vice President of Planning, Institutional Effectiveness & Technology, 847-214-7285

FALL 2025 & SPRING 2026 CONTINUING ED/CAREER TRAINING SCHEDULE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase the fall 2025 and spring 2026 Continuing Ed/Career Training schedule from Woodward Printing (Platteville, WI), the lowest responsible bidder, in an amount not to exceed \$37,890.14.

Woodward Printing	Platteville, WI	\$	37,890.14
Indiana Printing and Publishing Company, Inc.	Indiana, PA	\$	50,814.00
Schiele Group	Elk Grove Village, IL	\$	80,841.78



Dr. Peggy Heinrich, President

Background

The invitation to bid was advertised and sent to ten (10) vendors, two (2) of which were in-district.

This purchase ensures the delivery of the College's Continuing Education schedule of programs to approximately 125,000 targeted District 509 residents twice per year (250,000 total impressions), significantly increasing awareness of College programming. Previously, the catalog of programs had been delivered to 75,000 households twice per year using the College's registration driver list, which is imprecise to reach seniors, families with small children, and others who may be interested in non-credit or personal interest classes. National research consistently demonstrates that a printed catalog is a best practice for community colleges to drive traffic to non-credit classes as well as other College programs.

Funding Source: Continuing Ed Auxiliary Fund

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

INSTRUCTIONAL AND OFFICE REPLACEMENT COMPUTERS AND MONITORS

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase computers and monitors for instructional and office use from the lowest responsible bidder, Government Goods, Inc. (Brooklyn, NY), in the amount of \$434,221.

Vendor	HP Pro Mini 400 G9	5-Year Warranty for PC	HP EliteBook 840 Notebook	5-Year Warranty for Notebook	HP E22 Monitor	HP E24u Monitor	HP USB-C Dock	Freight	Total
Qty	200	200	115	115	500	175	75	1	
Government Goods, Inc. (Brooklyn, NY)	\$ 152,400.00	\$ 8,798.00	\$ 118,731.75	\$ 21,677.50	\$ 79,500.00	\$41,125.00	\$11,988.75	\$ -	\$ 434,221.00
Best Buy Stores, L.P. (Richfield, MN)	\$ 153,386.00	\$13,514.00	\$ 119,605.75	\$ 50,018.10	\$ 80,550.00	\$41,924.75	\$12,246.00	\$ -	\$ 471,244.60
Howard Tehcnology Solutions (Ellisville, MS)	\$ 173,400.00	\$10,400.00	\$ 135,125.00	\$ 23,530.00	\$ 93,500.00	\$46,725.00	\$13,500.00	\$ -	\$ 496,180.00
Coquina Labs Inc. (New York, NY)	\$ 363,276.00	\$ 12,272.00	\$ 277,462.80	\$ 45,428.45	\$ 109,585.00	\$41,441.75	\$12,477.00	\$ -	\$ 861,943.00
Software Information Resource Corporation (Washington, DC)	\$ 389,842.00	\$26,860.00	\$ 295,305.05	\$ 50,987.55	\$117,665.00	\$46,301.50	\$18,724.50	\$22,848.00	\$968,533.60
Dynamic Solutions (Oswego, IL)	\$ 411,032.51	\$ 26,590.96	\$ 314,426.57	\$ 50,494.26	\$ 124,653.37	\$ 48,195.57	\$ 15,063.72	\$ 549.39	\$ 991,006.35



Dr. Peggy Heinrich, President

Background

An invitation to bid was advertised and sent to twenty-nine (29) vendors, one (1) was in-district and seven (7) were Illinois Certified Business Enterprises.

This purchase will replace instructional and office computers on the College's campuses in accordance with the replacement schedule, approximately every 6 years. The purchase of this equipment will provide students, faculty and staff access to current technology for instruction, work, and allow students to employ state-of-the-art technology and tools to develop the technical skills needed to transform concepts into presentations. The College's Information Technology Department will continue efforts to purchase the right technology at the right time in order to provide state-of-the-art computing services to the College's students, faculty and staff efficiently.

Funding Source: Education Fund

Staff Contact: Dr. Philip Garber, Vice President of Planning, Institutional Effectiveness & Technology, 847-214-7285

INTEGRATED LIBRARY PLATFORM SOFTWARE RENEWAL

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Consortium of Academic and Research Libraries in Illinois (CARLI) (Champaign, IL) for the renewal of an additional two (2) years of software for the Integrated Library Platform in the amount of \$30,873 and \$31,799, for an amount not to exceed \$62,672 over the term.



Dr. Peggy Heinrich, President

Background

In October of 2022, Board Action No. 084-A-23 was approved for the use of this software.

I-Share is a shared library catalog system, known as an Integrated Library System (ILS), currently consisting of 94 libraries. The ILS includes community colleges, universities, colleges and special libraries across Illinois. These shared resources have added 15 million items for the College's students, faculty and staff use. I-Share provides participating libraries with an online catalog of their own collection as well as a merged catalog of the holdings of all I-Share libraries and support resource sharing among participating libraries.

The renewal establishes the Renner Academic Library's continued participation of the I-Share services, brokered and managed by CARLI. The I-Share service will provide expanded resources and savings to the library.

I-Share also supports library collection management functions including circulation, cataloging, acquisitions, serials control, course reserves and reporting.

Funding Source: Education Fund

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning, and Student Development, 847-214-7363

NETWORKING EQUIPMENT PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase four (4) high-end switches, associated accessories, and equipment maintenance to support the network infrastructure from CDW (Vernon Hills, IL), in an amount not to exceed \$376,345.65.

Vendor	Location	Equipment Cost	Delivery	Total Cost
CDW	Vernon Hills, IL	\$ 376,345.65	\$ -	\$ 376,345.65
HyperTec USA, Inc	Tempe, AZ	\$ 387,386.98	\$ -	\$ 387,386.98
Core92, Inc	Eagan, MN	\$ 635,895.00	\$ 900.00	\$ 636,795.00



Dr. Peggy Heinrich, President

Background

The bid was advertised and sent to twenty (20) vendors, none of which were in district.

This purchase will replace old, unsupported, core router and server switches with new network devices. The current equipment is over 12 years old and is no longer supported by the vendor. New switches will increase the College's data transfer capability of the data backbone which connects campus servers to communication closets throughout campus. This will provide better network connectivity and stability for all students, faculty, and employees on campus.

Funding Source: Education Fund

Staff Contact: Dr. Philip Garber, Vice President of Planning, Institutional Effectiveness & Technology, 847-214-7285

PURCHASE AND RENEWAL OF COMPUTER BACKUP SOFTWARE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to renew existing computer backup licenses and purchase additional licenses with Veeam software from CDW (Vernon Hills, IL), in an amount not to exceed \$62,281.76 for a period of one year.



Dr. Peggy Heinrich, President

Background

Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, the purchase of software is exempt from bidding.

Information Technology (IT) is requesting additional features in the form of Veeam Data Cloud for Microsoft 365 to the College's existing computer backup software. This addition will allow IT to back up all employee Microsoft Office 365 data. Microsoft Teams and OneDrive are being used more often for the College's back-office data and day-to-day operations. Ensuring access to the College's business data when needed is critical for business continuity and security. This feature is an additional \$46,976 to our normal \$15,306 annual renewal of licensing. The annual total cost of our backup software licensing will now be \$62,282.

Funding Source: Education Fund

Staff Contact: Dr. Philip Garber, Vice President of Planning, Institutional Effectiveness & Technology, 847-214-7285

SAFETY DATA SHEET PORTAL FOR CHEMICALS ON CAMPUS

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Velocity EHS (Chicago, IL), for safety data sheet (SDS) portal in an amount of \$30,960, for a total of three (3) years.

Vendor	Location	3-year cost	Implementation cost	Total Cost
VelocityEHS	Chicago, IL	\$ 30,960.00	\$ -	\$ 30,960.00
CampusOptics	Austin, TX	\$ 18,915.00	\$ 18,000.00	\$ 36,915.00
CloudSDS	South Holland, IL	\$ 18,828.43	\$ 21,560.44	\$ 40,388.87



Dr. Peggy Heinrich, President

Background

A Request for Proposal was advertised and sent to five (5) vendors, none of which were in district. There were three (3) responses.

A safety data sheet (SDS) (also known as a Material Safety Data Sheet, MSDS) is a document that lists information relating to occupational safety and health for the use of various substances and products. It contains 16 sections that cover topics such as identification, hazards, composition, first aid measures, firefighting measures, handling, storage, and disposal of the chemical substance or mixture. An SDS is not intended for the general consumer, but for the workers who handle the chemical in an occupational setting. It helps them identify and communicate the potential risks and protective measures associated with the chemical.

To ensure chemical safety in the workplace, Occupational Safety Health Administration (OSHA's) Hazard Communication Standard (HCS) has a twofold requirement related to safety data sheets. It requires chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import and prepare labels and safety data sheets to convey the hazard information to their downstream customers; additionally, employers, like the College, with hazardous chemicals in departments throughout the campus.

Funding Source: Education Fund

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

TRANSCRIPT SERVICES RENEWAL

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to approve additional services with Parchment (Scottsdale, AZ) for transcript credential services for the remaining two (2) years from \$25,000 per year to \$33,000 per year, in an amount not to exceed \$91,000 for the remainder of the term.



Dr. Peggy Heinrich, President

Background

Board Action No. 025-A-25 was approved in August 2024 for \$75,000 over a three (3) year term or \$25,000 annually.

The College has experienced an increase in the number of student requests for transcripts, requiring the College to increase the initial \$25,000 per year to \$33,000 per year. The invoices were previously averaging around \$1,200 per month and are now averaging around \$2,400 per month. Since the College is billed per transaction (per time a student requests a transcript), the College can only provide an estimate of the additional funds needed. There are some months when the College may experience an influx of transcript requests, which leads to a higher invoice for that month.

Funding Source: Education Fund

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning, and Student Development, 847-214-7363

WASTE REMOVAL SERVICES

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for additional waste removal services with Groot (Elgin, IL), in the amount of \$65,000 for the remainder of fiscal year 2025 and through June 2026, the total not to exceed is \$239,000.



Dr. Peggy Henrich, President

Background

Board Action No. 215-B-21 was approved in June of 2021 for waste management services in an amount of \$174,000.

In addition to our normal operations for waste management the College has had some demolition/construction roll-off waste that increased the amount of anticipated fees for this service.

Funding Source: Operations and Maintenance Fund

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

RESOLUTION OF APPRECIATION
Lead Building Engineer, Mr. John Manning

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Mr. John Manning, who will retire on April 30, 2025.



Dr. Peggy Heinrich, President

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

RESOLUTION OF APPRECIATION
Lead Building Engineer, Mr. John Manning

WHEREAS, Mr. John Manning began his employment with Elgin Community College on November 1, 1995 as a Building Engineer and became a Lead Building Engineer in 2009; and

WHEREAS, Mr. Manning began his career at the College as one of only three Engineers for the entire campus for several years. Many instances early in his employment, Mr. Manning and Mr. Ed Cook were the only Engineers operating all systems for the College.

WHEREAS, Mr. Manning was instrumental in growing the department to the current staff of thirteen Engineers on two shifts to respond to the growing number of buildings on campus. His mentorship and training of the Engineers will be his legacy to the College for decades to come; and

WHEREAS, Mr. Manning has been instrumental in maintaining operations of the College through his careful planning and skill at plant system operations and led many deferred maintenance projects performed by in-house staff. Mr. Manning was the lead operator of the campus Co-gen electrical plant for several years. His professionalism and *cool-under-pressure* demeanor ensure that the campus is ready for the faculty, students, and staff on a daily basis; and

WHEREAS, Mr. Manning has managed numerous plant upgrades including decommissioning the Co-gen plant, three (3) major chillers replacement, five (5) major boiler replacements, rebuilding of the main campus boiler chimney and piping project, as well as numerous automations, hydronic and lighting system upgrades; and

WHEREAS, Mr. Manning has been a collaborative partner across campus, not only to the teams within the Operations and Maintenance Departments, but also those he interacted with from other departments and divisions, always providing leadership and guidance.

WHEREAS, Mr. Manning participated in contract negotiations both as a member of the International Brotherhood of Electrical Workers and the switch of membership to the International Union of Operating Engineers in 2021; and

WHEREAS, Mr. Manning has been on call and available 24 hours a day, seven days a week for most of his career at Elgin Community College responding to the needs of campus, as well as managing any outside vendor responses to emergencies or breakdowns; and

WHEREAS, it is appropriate to formally recognize and honor Mr. John Manning upon his retirement from Elgin Community College on April 30, 2025; now, therefore, be it

RESOLVED that the Board of Trustees of Community College District 509, Counties of Kane, Cooke, DuPage, McHenry and Dekalb, State of Illinois, on the 13th day of May 2025, expresses to Mr. John Manning, on behalf of District 509 citizens, his colleagues and the many students who have benefited from his hard work and diligence in maintaining the campus, heartfelt appreciation for his many years of dedicated service and best wishes for the future; and, be it further

RESOLVED that this Resolution be entered into the minutes of the Board and a copy signed by each Trustee be prepared for, and presented to, Mr. John Manning.

RESOLUTION OF APPRECIATION
Dr. Joseph Rosenfeld, Professor II of Human Services

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Professor II of Human Services, Dr. Joseph Rosenfeld, who will retire May 31, 2025.



Dr. Peggy Heinrich, President

Staff Contact: Dr. Annamarie Schopen, Vice President of Teaching, Learning and Student Development, 847-214-7363

RESOLUTION OF APPRECIATION
Professor II of Human Services, Dr. Joseph Rosenfeld

WHEREAS, Professor Rosenfeld joined the Human Services department at Elgin Community College as faculty in August 2005; and

WHEREAS, Professor Rosenfeld served on the Board of Directors of the International Coalition of Addiction Studies Education, on the Board of Commissioners and Chair of the National Addiction Studies Accreditation Commission, and on Editorial Advisory Committee of *Advances in Addiction and Recovery*; and

WHEREAS, Professor Rosenfeld has regularly contributed to professional theory and practice in the field of counseling, with a significant publishing record on addiction treatment and recovery that includes articles in *Addiction Educator*, *Advances in Addiction and Recovery*, *The Counselor*, and *Behavioral Health Management*, as well as two books: *A Guided Study Text in Employee Assistance for Supervisors* (1990), and *The Next Step: Etiology and Treatment of Addiction* (1995); and

WHEREAS, Professor Rosenfeld has a long, distinguished history of delivering presentations and trainings at Elgin Community College and at state and national conferences, workshops, and webinars, on professional theory and practice in the field of counseling, on teaching practices and assessment, on accreditation of substance use programs, and on ethics in leadership, and was the first Professor at Elgin Community College to deliver a Last Lecture to the ECC community on April 22, 2025; and

WHEREAS, Professor Rosenfeld served in multiple leadership roles at ECC, which included instructional coordinator of Human Services, chair and vice-chair of Curriculum Committee, chair of the Sick Bank Committee, and chair of the ECCFA Election Committee. He also served on the Teaching Equity and Diversity in Education Committee (TIDE), the Grievance Committee, numerous tenure and hiring committees and was a tremendous support for adjunct Human Services faculty; and

WHEREAS, Professor Rosenfeld took the lead in applying for, securing, and coordinating the Certified Recovery Support Specialist Success Learning Collaborative Grant, with Elgin Community College being awarded a first-year competitive grant in 2022 and two additional years of non-competitive training grants totaling \$1.4 million, which allowed Professor Rosenfeld and ECC to create the Certified Recovery Support Specialist program and award Basic Vocational Certificates in the field; and

WHEREAS, Professor Rosenfeld earned several awards for his work in the field, including the International Coalition for Addiction Studies Education (INCASE) Fast Starter Award in 2018, the National Institute for Staff and Organizational Development (NISOD) Excellence Award in 2022, the League of Innovation in the Community College Excellence Award (2022), and the INCASE Lifetime Achievement Award (2024); and

WHEREAS, Professor Rosenfeld dedicated the focus of his 20 years in higher education to being a tireless and engaged advocate for his students in the classroom and in life. He always had sage advice for his colleagues and was always willing to help; 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 13th day of May 2025, expresses to Professor Joseph Rosenfeld, 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 Professor Rosenfeld, upon his retirement from Elgin Community College on May 31, 2025, be granted the status of Professor Emeritus (as defined in the ECCFA contract) and that he be accorded such recognition and honors as may be appropriate to a person holding this rank, 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, Professor Joseph Rosenfeld.

NEW HIRE, CHIEF HUMAN RESOURCES OFFICER
Ms. Alison K. Guengerich

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to appoint Alison K. Guengerich as Chief Human Resources Officer at an annual salary of \$163,500 (Hay position classification 20), effective June 9, 2025.



Dr. Peggy Heinrich, President

Background

Alison K. Guengerich has over ten years of experience in Human Resources, including higher education, and has demonstrated competency in leading human resources programs in the area of employee and labor relations, Title IX coordination, performance management, contribution to and administration of collective bargaining agreements, succession planning, recruitment, payroll, and fiscal management. She was most recently the Director of Human Resources at Wilbur Wright College, one of the seven colleges of the City Colleges of Chicago. Her past experiences include Director of Athletics at Harry S Truman College and Human Resources Analyst at the City Colleges of Chicago district office.

Alison has earned a Bachelors of Science, Science – Business from the University of Notre Dame, Notre Dame, Indiana and a Masters of Arts, Sports Administration from Northwestern University, Evanston, Illinois. In addition, Alison maintains certifications including: Senior Professional in Human Resources (SPHR) and Mental Health First Aid for Higher Education from the National Counsel for Mental Wellbeing.

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