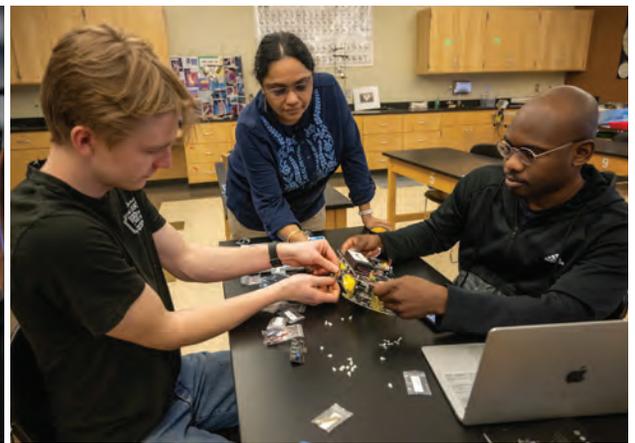




BOARD OF TRUSTEES AGENDA



Elgin
Community
College

Bright Choice. Bright Future.

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

**Regular Board Meeting
March 10, 2026**

5:00 p.m. Board Dinner	Dining Bay	Building E
5:30 p.m. Open Session	Room E 100.01	Elgin Community College
5:35 p.m. Closed Session	Room E 100.01	1700 Spartan Drive
6:30 p.m. Reconvene Open Session	Seigle Auditorium, Room E 125	Elgin, IL 60123

The Regular Board Meeting will be conducted in person. Anyone wishing to provide public comment is welcome to do so in-person at the appropriate time indicated on the agenda. Written comments can be sent to dkerruish@elgin.edu in advance of the meeting by 4:00 p.m. which will be read aloud at the appropriate time on the agenda.

Agenda

Call to Order by Presiding Officer

1. Roll Call

2. Recess to Closed Session

- A. To discuss minutes of meetings lawfully closed under this Act...
- B. To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the college...
- C. To discuss litigation, when an action...has been filed...or when the public body finds that an action is probable or imminent...
- 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. Board Purpose

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 Report – Student Trustee Gidlund

Reports

8. College Reports

- A. Personnel (January, February) 2
- B. Treasurer (December, January) 5
- C. Student (January-February) 49

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (January, February)
- E. Community Engagement and Legislative Affairs (January, February)
- F. Grant Monitoring Report (period ending 12/31/25)

Actions

Acceptance of College Reports

1

9. Consideration of Ratification of the Agreement Between the Board of Trustees of Community College District 509 and the Elgin Community College Faculty Association (ECCFA)

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10. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of January 27, 2026 125
- B. Closed Session Minutes of the Regular Board Meeting of January 27, 2026 133
- C. Closed Session Minutes of the Special Board Meeting of January 14, 2026 134
- D. Destruction of Audiotape of Closed Session of June 11, 2024, June 25 & 26, 2024 and July 29, 2024 135
- E. Ratification of Report of Expenses 136
- F. Ratification of Trustee Travel Expenses 137
- G. Trustees' In-State Attendance at Illinois Community College Trustee Association (ICCTA) Meeting 138

H. Rescission of Board Action No. 135-A-26 and Approval of Memorandum of Agreement Regarding Summer Schedule 2026 for Friday Juneteenth and Saturday Independence Day Holidays Between the Board of Trustees of Community College District 509 and the Support Staff of Elgin Community College Association (SSECCA)	139
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3. Granting of Tenure, Assistant Professor I of Applied Physical Science, Dr. Bailey Zo Kreager	165
4. Granting of Tenure, Assistant Professor I of Biology, Dr. Jennifer Maxwell	166
5. Granting of Tenure, Assistant Professor II of Mathematics, Mr. Richard McBride	167
6. Granting of Tenure, Instructor of Welding, Mr. Kyle Witek	168
7. Resolution of Appreciation, Dr. Elizabeth Hobson, Dean of Adult Education	169

11. Old Business

12. New Business

13. Adjournment

Next regular meeting: 6:30 p.m. Tuesday, April 21, 2026

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.



ACADEMIC CALENDAR 2025 - 2026

SUMMER SESSION 2025

Beginning Fri., May 23 and ending Sun., Aug. 3 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.

Fri., May 23 – Mon., May 26 All Facilities Closed: Memorial Day Weekend
 Mon., June 2 Summer Session I Begins
 Mon., June 9 Summer Session II Begins
 Thurs., June 19 All Facilities Closed: Juneteenth
 Fri., July 4 All Facilities Closed: Independence Day
 Mon., July 7 Summer Session III Begins
 Thurs., Aug. 7 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 2025

Tues., Aug. 12 – Wed., Aug. 13 New Full-Time Faculty Orientation
 Thurs., Aug. 14 College Convocation
 Fri., Aug. 15 New Student Convocation
 Mon., Aug. 18 Fall Semester Begins
 Sat., Aug. 30 - Mon., Sept. 1 All Facilities Closed: Labor Day (No Classes Labor Day Weekend)
 Mon., Sept. 22 12-Week Fall Session Begins
 Mon., Oct. 13 2nd 8-Week Fall Session Begins
 5:00 p.m. Wed., Nov. 26 – Sun., Nov 30 All Facilities Closed: Thanksgiving Recess
 Thurs., Dec. 11 Fall Semester Classes End
 Fri., Dec. 12 Grading Day/Semester Ends
 Sat., Dec. 13 Graduation
 Mon., Dec. 15 Grades Due by 4 p.m.
 5:00 p.m. Tues., Dec. 23– Thurs. Jan.1 All Facilities Closed: Winter Recess

SPRING SEMESTER 2026

Fri., Jan.2 Offices Reopen
 Tues., Jan. 6 – Wed., Jan. 7 New Full-Time Faculty Orientation
 Thurs., Jan. 8 College Convocation
 Fri., Jan. 9 New Student Convocation
 Mon., Jan. 12 Spring Semester Begins
 Mon., Jan. 19 All Facilities Closed: Martin Luther King, Jr. Day
 Mon., Feb. 9 12-Week Spring Session Begins
 Mon., Feb. 16 All Facilities Closed: Presidents' Day
 Mon., Mar. 9 2nd 8-Week Spring Session Begins
 Mon., Mar. 30 – Sun. Apr. 5 All Facilities Closed: Spring Recess
 Wed., May 13 Spring Semester Classes End
 Thurs., May 14 Grading Day/Semester Ends
 Fri., May 15 State of Illinois High School Diploma Graduation Ceremony
 Sat., May 16 Graduation
 Mon., May 18 Grades Due by 4:00 p.m.
 Mon., May 25 All Facilities Closed: Memorial Day

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; 6/14/22

Elgin Community College Board of Trustees Annual Planning Calendar

	JUL ¹	AUG	SEP	OCT	NOV	DEC	JAN	FEB ¹	MAR	APR	MAY	JUN			
Board Activities	Board Policy Review Period <i>(cont'd from Jun)</i>		Attorney reviews closed session minutes	Board adopts course fees for next fiscal year Board attends ACCT Annual Congress Board awards faculty tenure Board adopts audit report from the previous fiscal year (Finance Committee)		Board adopts tax levy Board conducts semi-annual self-evaluation	Board adopts tuition for the next fiscal year Board provides input regarding budget projections and considerations proposed for the next fiscal year	Board attends ACCT Legislative Summit	Attorney reviews closed session minutes Board awards faculty tenure Board and College discuss budget considerations in preparation for budget adoption in June (Finance Committee)	Board 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			
Suggested Reports¹		Vendor Report (Finance) Grant Monitoring Report (Apr-Jun) Biannual Student Success and Equity Report (ISE)	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)	Institutional Advancement and ECC Foundation Annual Report (ECCF) Grant Monitoring Report (Jul-Sep)		Annual Insurance Report (Finance) Community Report (Communications) Biannual Student Success and Equity Report (ISE)	Faculty Tenure Recommendations (TLSD)	Grant Monitoring Report (Oct-Dec) Auxiliary unit business plans for next fiscal year		Committee Representation Report (CELA)	ICCB RAMP (Operations & Maintenance) Grant Monitoring Report (Jan-Mar)			
<i>¹ Committee of the Whole (COTW) and Board of Trustees meetings are not held in February and July. Reports provided to the Board monthly 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.</i>															
Cabinet Activities	Goal and Budget Review Period:			New Positions for Next Fiscal Year:			Goal and Budget Planning Period:			Budget Discussions and Adjustments Period:			Finalize Budget and Goals for the Next Fiscal Year		
	Departments review their accomplishments from the previous fiscal year	Employees update goals for the current fiscal year into the performance management system	Finance audits budget from the previous fiscal year	TLSD & Finance recommend course fees for the next fiscal year President previews goals for the current fiscal year with the Board	Finance proposes tax levy and abatements PIE summarizes progress on performance metrics from the previous fiscal year TLSD drafts academic calendar that follows the next	Finance places tax levy on display and prepares tax levy hearing Finance makes recommendations for the next fiscal year	Budget Forum outlines budget projections for expected revenues and expenditures for the next fiscal year (e.g., capital outlay, staffing needs, and auxiliary operating parameters)	Departments outline goals and budgets for the next fiscal year	Cabinet retreats to affirm progress of the current fiscal year and directions for the next fiscal year Budget workbooks (Questica) are opened for budget officers to plan next fiscal year's budget	Budget officers submit planned budgets for next fiscal year	Budget Council reviews department budget requests for the next fiscal year	Finance finalizes budget for the next fiscal year and places it on display for the public			

ICCTA MEETING AND CONVENTION SCHEDULE****Meetings, dates, and locations are subject to change****For the most current list of events, visit www.communitycolleges.org/upcoming-events.**ICCTA SEMINARS (Fridays) & BOARD OF REPRESENTATIVES (Saturdays): (unless otherwise noted)**

February 9, 2026	Board of Representatives Meeting in conjunction w/ACCT, Washington, DC
March 20 – 21, 2026	Moraine Valley Community College, Palos Hills, IL
May 6, 2026	Lobby Day, Location TBD, Springfield, IL
May 7, 2026	Committee & Board of Representatives Meetings, Location TBD Springfield, IL
September 18 - 19, 2026	Crowne Plaza, Springfield, IL

ICCTA ANNUAL CONVENTION:

June 5 – 6, 2026	The Westin Chicago Lombard, Lombard, IL
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ICCTA REGIONAL AND OTHER MEETINGS:

August 7 – 8, 2026	ICCTA Executive Committee Retreat, Freeport, IL
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ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ICCP):

January or February 2026 (Date TBD)	Virtual
March 19 - 20, 2026	CEO/CAO/CSSO Meeting and Regular Meeting, Moraine Valley Community College, Palos Hills, IL
May 6 or 7, 2026 (Tentative)	Location TBD, Springfield, IL
June 5, 2026	The Westin Chicago Lombard, Lombard, IL
September 18, 2026	Crowne Plaza, Springfield, IL

ICCB MEETINGS:

January 16, 2026	Harry L. Crisp II Community College Center, Springfield, IL
March 27, 2026	Lake Land College, Mattoon, IL
June 5, 2026	The Westin Chicago Lombard, Lombard, IL
September 25, 2026	Lewis & Clark Community College, Godfrey, IL
December 4, 2026	Harry L. Crisp II Community College Center, Springfield, IL

IBHE MEETINGS:

January 21, 2026	Kennedy-King College, Vandalia CUSD #203, & Videoconference
March 18, 2026	Southern Illinois University-Edwardsville & Videoconference
June 17, 2026	CMS Regional Complex-Springfield & Videoconference
August 19, 2026	TBD
November 18, 2026	College of DuPage & Videoconference

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.**ISAC MEETINGS:**

April 16, 2026	In-person at either Springfield or Deerfield Office
June 25, 2026	In-person at either Springfield or Deerfield Office
September 17, 2026	In-person at either Springfield or Deerfield Office
December 3, 2026	In-person at either Springfield or Deerfield Office

ACCT/AACC EVENTS:

February 8 – 11, 2026	ACCT National Legislative Summit, Marriott Marquis, Washington, DC
October 21 – 24, 2026	ACCT Leadership Congress, Hyatt Regency Chicago, Chicago, IL
February 7 – 11, 2027	ACCT National Legislative Summit, Marriott Marquis, Washington, DC

OTHER DATES/MEETINGS:

April 16, 2026	All-Illinois Recognition Banquet (PTK) – President Abraham Lincoln Hotel, Springfield, IL
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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

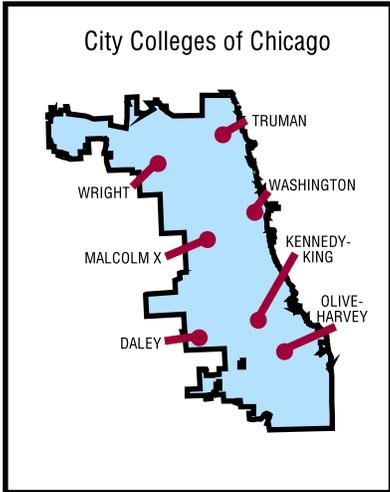
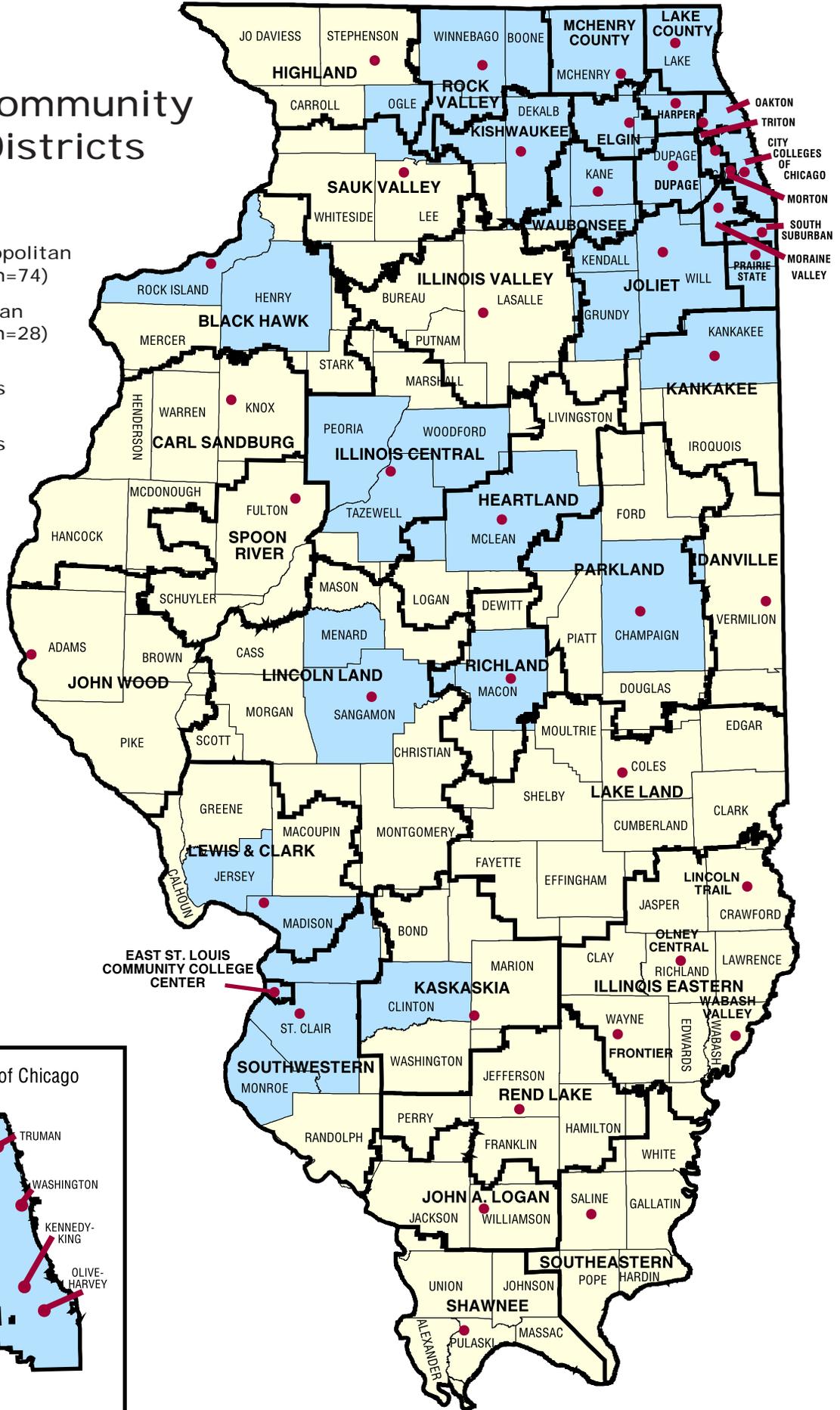
- 🎓 The average full-time Illinois community college student pays **\$4,410 per year in tuition and fees; nearly one-third the average tuition and fees** at Illinois public universities.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school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

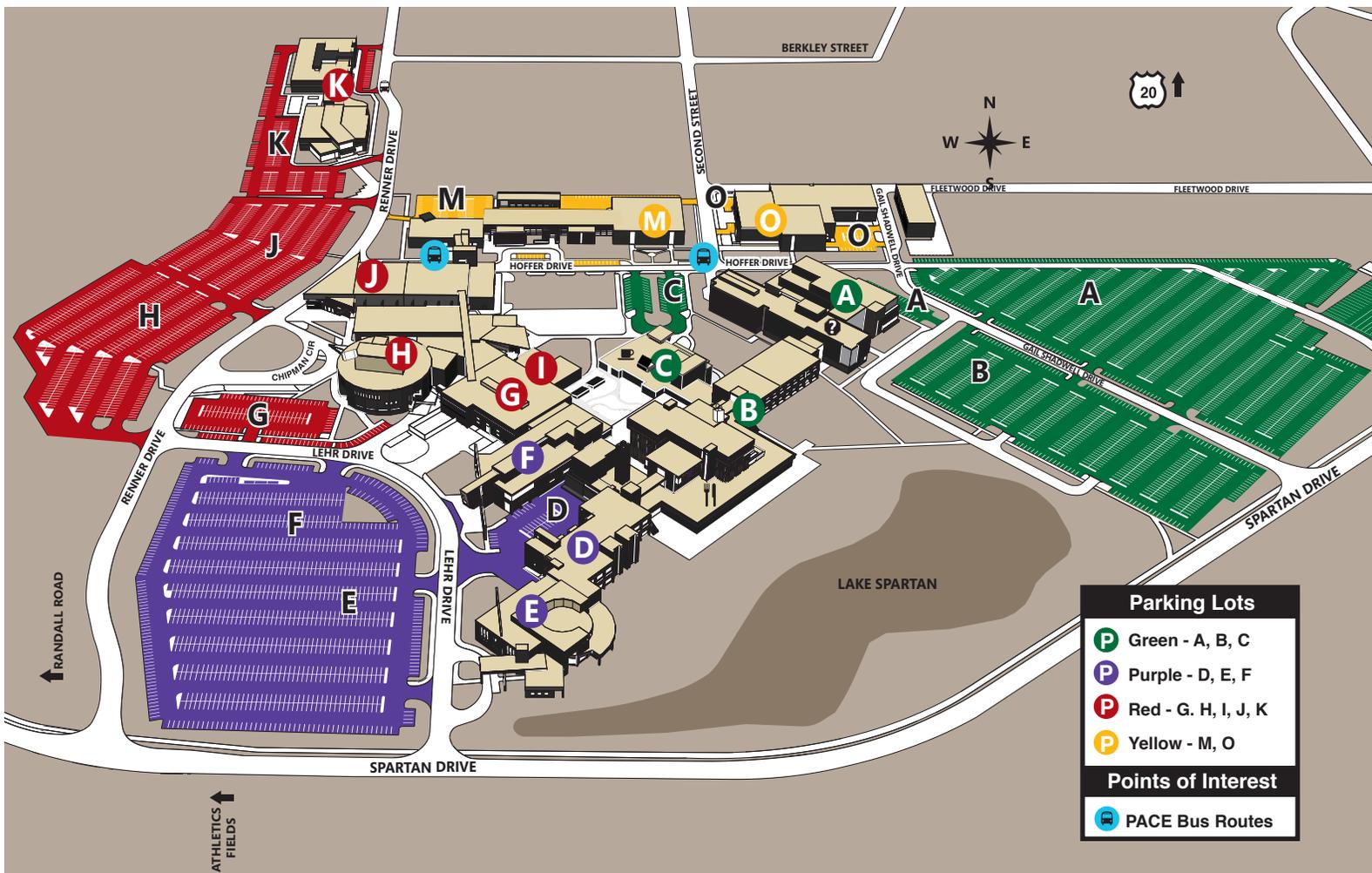
- Adult Basic Education Center (ABEC)
- Continuing Education/Corporate Training
- English as a Second Language (ESL)
- High School Equivalency/GED®
- TRiO/Upward Bound
- Workforce Development

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 (January, February)
- B. Treasurer (December, January)
- C. Student (January-February)

College reports/procedures presented under separate cover:

- D. Institutional Advancement and ECC Foundation (January, February)
- E. Community Engagement and Legislative Affairs (January, February)
- F. Grant Monitoring Report (period ending 12/31/25)

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
Dejuan	Akins	NH	Custodian I	1/26/2026	\$15.74	7
Thomas	Cassens	NH	Athletic Trainer	2/17/2026	\$72,000.00	14
Kristyn	Ducett	NH	Senior Director of Development	1/20/2026	\$113,230.00	17
Daniela	Favela	NH	Custodian I	2/2/2026	\$15.74	7
Charles	Howard	NH	Production and Print Coordinator	1/20/2026	\$50,000.00	12
Adam	Milne	NH	Theatre Technician	3/2/2026	\$20.00	11
Thomas	Moroz	NH	Custodian I	1/26/2026	\$15.74	7
Derek	Persson	NH	Police Officer	2/2/2026	\$65,963.24	Grade A Step 1
Kelly	Roller	NH	Administrative Assistant III	2/2/2026	\$44,000.00	11
Antoinette	Ugarte	NH	Office Coordinator II	1/20/2026	\$57,000.00	13
Brooks	Boyce	RH	Police Officer	1/20/2026	\$65,963.24	Grade A Step 1
David	McGill	RH	Administrative Assistant II	2/2/2026	\$20.00	10
Dagmawit	Mekonen	RH	Administrative Assistant I	1/26/2026	\$18.00	9
Joshua	Cho	CG	Clerk I	2/2/2026	\$15.74	7
Kylie	Miller	CG	Food Service Worker	2/2/2026	\$15.74	7
Magnolia	Im	TRN	Student Life Coordinator IV	2/17/2026	\$76,526.00	15
Debra	Lester	TRN	Director of Corporate and Community Education	2/2/2026	\$80,900.00	16
Logan	Widtfeldt	TRN	Institutional Advancement Operations Manager	2/2/2026	\$70,000.00	15
Lewis	Rule	DFC	Assistant Dean of College Readiness	2/20/2026		
Roberto	Adame	RES	Risk and Insurance Manager	1/23/2026		
Mark	Adams	RES	Groundskeeper III	2/12/2026		
Jalpa	Barot	RES	Analyst of Human Resources Information Systems	3/2/2026		
Maureen	Jouhet	RES	Managing Director of Digital Strategy and Innovation	1/14/2026		
Violet	Lara	RES	Director of Respiratory Care Program	2/6/2026		
Christina	Smith	RES	Switchboard Operator	1/16/2026		
Raquel	Villagomez	RET	Custodian I	12/31/2025		

Key
NH - New Hire
RH - Rehire
CG - Change Employee Group
TRN - Transfer - New Grade/Group
DFC - Discharged for Cause
RES - Resignation
RET - Retirement

Staff Contact: Ms. Alison Guengerich, Chief Human Resources Officer

HUMAN RESOURCES STAFFING REPORT

Dejuan Akins

Barbara Drumm joins Elgin Community College as a Custodian I (Part-Time) – 3rd Shift.

Brooks Boyce

Brooks Boyce joins Elgin Community College as a Police Officer. Brooks received a Master of Science, specializing in Criminal Justice, from Columbia College of Missouri. He comes to the College from Community Unit School District 303, where he served as a Bus Driver.

Thomas Cassens

Thomas Cassens joins Elgin Community College as an Athletic Trainer. Thomas received a Bachelor of Science, specializing in Athletic Training, from Aurora University. He comes to the College from Northwestern Medicine, where he served as an Athletic Trainer.

Kristyn Ducett

Kristyn Ducett joins Elgin Community College as a Senior Director of Development. Kristyn received a Bachelor's degree, specializing in Psychology, from Roosevelt University. She comes to the College from Missing Peace Solutions, where she served as a Consultant.

Daniela Favela

Daniela Favela joins Elgin Community College as a Custodian I (Part-Time) – 3rd Shift. She comes to the College from Encore, where she served on the Production Line.

Charles Howard

Charles Howard joins Elgin Community College as a Production and Print Coordinator. Charles received an Associate of Applied Science, specializing in Communication Design, from Elgin Community College. He comes to the College from MI-TE Printing and Graphics, where he served as a Senior Graphic Designer/Digital Print Specialist.

David McGill

David McGill returns to Elgin Community College as an Administrative Assistant II. David received a Bachelor of Science, specializing in Theatre, from Illinois State University. He comes to the College from District 300, where he served as an English Teacher.

Dagmawit Mekonen

Dagamwit Mekonen returns to Elgin Community College as an Administrative Assistant I (Part-Time) – ADA Student Access and Disability. Dagmawit received a Bachelor of Arts, specializing in Political Science, from the University of Illinois – Urbana Champaign. She comes to the College from the Williams, Bax & Saltzman, P.C., where she served as a Legal Assistant/Paralegal.

Adam Milne

Adam Milne joins Elgin Community College as a Theatre Technician. He comes to the College from Motorola Solutions, where he served as a Partner Portal Support Supervisor.

Thomas Moroz

Thomas Moroz joins Elgin Community College as a Custodian I (Part-Time) – 3rd Shift. Thomas received a Bachelor of Music, specializing in Performance, from Northern Illinois University. He comes to the College from CUSD 300, where he served as a Custodian.

Derek Persson

Derek Persson joins Elgin Community College as a Police Officer. Derek received a Bachelor of Science, specializing in Law Enforcement and Justice Administration, from Western Illinois University. He comes to the College from the Schaumburg Police, where he served as a Police Sergeant.

Kelly Roller

Kelly Roller joins Elgin Community College as an Administrative Assistant III – Health Services. Kelly received an Associate's degree, specializing in Veterinary Science, from Joliet Junior College. She comes to the College from Advocate Aurora Health, where she served as a Pre-Procedure Scheduler.

Antoinette Ugarte

Antoinette Ugarte joins Elgin Community College as an Office Coordinator II – Health Services. Antoinette received a Bachelor's degree, specializing in Business Administration, from Northern Illinois University. She comes to the College from the Society of Actuaries, where she served as a Customer Service Manager.

Staff Contact: Ms. Alison Guengerich, Chief Human Resources Officer, 847-214-7415

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of December 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	7/31/2025	1/2/2026	4.128%	249,905.33	245,600.00	Quaint Oak Bank
Certificate of Deposit	8/1/2025	1/2/2026	4.014%	249,861.12	245,700.00	Exchange Bank
Certificate of Deposit	8/1/2025	1/2/2026	4.011%	249,858.01	245,700.00	Iroquois Federal Savings and Loan Association
Certificate of Deposit	8/15/2025	1/2/2026	4.023%	249,897.49	246,100.00	Cendera Bank, National Association
Certificate of Deposit	8/15/2025	1/2/2026	3.990%	249,866.38	246,100.00	First National 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	9/15/2025	1/16/2026	3.743%	249,912.57	246,800.00	Luminate 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	6/16/2025	3/20/2026	4.019%	249,896.55	242,500.00	MapleMark Bank
Certificate of Deposit	6/16/2025	3/20/2026	4.009%	249,877.65	242,500.00	Winchester Savings Bank
Certificate of Deposit	6/16/2025	3/20/2026	4.047%	249,947.87	242,500.00	Cumberland Federal Bank, FSB
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	8/15/2025	4/2/2026	3.860%	249,934.88	244,000.00	DMB Community Bank
Certificate of Deposit	8/15/2025	4/2/2026	3.993%	249,831.06	243,700.00	Mission National Bank
Certificate of Deposit	8/15/2025	4/2/2026	3.860%	249,832.45	243,900.00	Bank of Houston
Certificate of Deposit	8/15/2025	4/2/2026	3.860%	249,934.89	244,000.00	Merrick Bank
Certificate of Deposit	8/15/2025	4/2/2026	3.942%	249,856.76	243,800.00	Dundee Bank
Certificate of Deposit	4/3/2025	4/3/2026	4.026%	249,870.55	240,200.00	First State Bank of DeQueen
Certificate of Deposit	4/3/2025	4/3/2026	4.000%	249,912.00	240,300.00	Security Bank of Texas
Certificate of Deposit	4/4/2025	4/6/2026	3.900%	249,930.90	240,500.00	Security Bank and Trust Company
Certificate of Deposit	10/22/2025	4/17/2026	3.652%	249,848.33	245,500.00	Loyal Trust Bank
Certificate of Deposit	10/23/2025	4/17/2026	3.650%	249,922.56	245,600.00	First State 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	11/3/2025	5/1/2026	3.680%	249,931.17	245,500.00	First State Bank and Trust Company, Inc.
Certificate of Deposit	10/27/2025	5/1/2026	3.829%	249,882.45	245,100.00	GBank
Certificate of Deposit	12/17/2025	5/15/2026	3.600%	249,818.13	246,200.00	Golden Bank, National Association
Certificate of Deposit	5/16/2024	5/18/2026	4.978%	249,882.00	227,200.00	ServisFirst Bank
Certificate of Deposit	12/17/2025	6/18/2026	3.523%	249,836.33	245,500.00	Farmers and Merchants State Bank
Certificate of Deposit	12/20/2024	6/22/2026	4.120%	249,881.38	235,300.00	Milledgeville State Bank
Certificate of Deposit	6/25/2025	6/25/2026	4.143%	249,942.00	240,000.00	NexBank
Certificate of Deposit	6/30/2025	6/30/2026	4.131%	249,915.17	240,000.00	Preferred Bank
Certificate of Deposit	6/30/2025	6/30/2026	3.972%	249,740.74	240,200.00	Uinta Bank
Certificate of Deposit	6/30/2025	6/30/2026	3.981%	249,763.27	240,200.00	Harmony Bank
Certificate of Deposit	6/30/2025	6/30/2026	3.950%	249,791.85	240,300.00	Susquehanna Community Bank
Certificate of Deposit	7/21/2025	7/21/2026	3.950%	249,895.80	240,400.00	Pacific Alliance Bank
Certificate of Deposit	7/21/2025	7/21/2026	3.993%	249,893.98	240,300.00	The First State Bank of Healy
Certificate of Deposit	8/1/2025	8/3/2026	3.950%	249,947.83	240,400.00	The Exchange State Bank of St. Paul, Kansas
Certificate of Deposit	8/25/2025	8/25/2026	3.792%	249,828.55	240,700.00	FirstBank Southwest
Certificate of Deposit	8/25/2025	8/25/2026	3.783%	249,908.26	240,800.00	Patriot Bank
Certificate of Deposit	8/27/2025	8/27/2026	3.871%	249,809.01	240,500.00	BOM Bank
Certificate of Deposit	8/27/2025	8/27/2026	3.760%	249,855.28	240,800.00	First Community Bank of the Heartland, Inc.
Certificate of Deposit	9/3/2025	9/3/2026	3.871%	249,912.80	240,600.00	Millennial Bank
Certificate of Deposit	9/4/2025	9/4/2026	3.743%	249,811.94	240,800.00	California International Bank, N.A.
Certificate of Deposit	9/8/2025	9/8/2026	3.660%	249,924.26	241,100.00	Third Coast 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	10/7/2025	10/7/2026	3.821%	249,897.15	240,700.00	Consumers Credit Union
Certificate of Deposit	10/22/2024	10/22/2026	3.965%	249,697.64	231,100.00	First FSB of Mascoutah
Certificate of Deposit	10/24/2025	10/26/2026	3.537%	249,881.95	241,300.00	Town & Country Bank
Certificate of Deposit	11/3/2025	11/3/2026	3.603%	249,785.63	241,100.00	First Guaranty Bank
Certificate of Deposit	11/6/2025	11/6/2026	3.639%	249,770.42	241,000.00	Solera National Bank
Certificate of Deposit	11/10/2025	11/10/2026	3.660%	249,924.26	241,100.00	Western Alliance Bank
Certificate of Deposit	12/17/2025	12/17/2026	3.723%	249,764.82	240,800.00	T Bank, National Association
Certificate of Deposit	6/30/2025	12/30/2026	3.993%	249,722.38	235,600.00	BankChampaign, NA
Certificate of Deposit	6/30/2025	12/30/2026	3.806%	249,906.98	236,400.00	CIBC Bank USA

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of December 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	6/30/2025	12/30/2026	3.692%	249,927.74	236,800.00	First Capital Bank
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
Certificate of Deposit	3/31/2025	3/31/2027	3.750%	249,937.50	232,500.00	Cross River Bank
Certificate of Deposit	10/7/2025	4/7/2027	3.619%	249,747.17	236,900.00	Bank of Cashton
Certificate of Deposit	6/16/2025	6/16/2027	3.885%	249,596.82	231,600.00	Ponce Bank
Certificate of Deposit	6/20/2025	6/21/2027	3.886%	249,624.61	231,600.00	First Southwest Bank
Certificate of Deposit	8/25/2025	8/25/2027	3.600%	249,669.69	232,900.00	Community Savings Bank
Certificate of Deposit	9/9/2025	9/9/2027	3.792%	249,704.79	232,100.00	Farmers and Merchants Union 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
Certificate of Deposit	7/9/2025	7/7/2028	3.718%	249,849.17	224,800.00	Oklahoma Capital Bank
Certificate of Deposit	8/25/2025	8/25/2028	3.825%	249,501.40	223,800.00	High Plains Bank
Certificate of Deposit	9/9/2025	9/11/2028	3.322%	249,903.37	227,200.00	CIBM Bank
Certificate of Deposit	11/6/2025	11/6/2028	3.480%	249,726.40	226,100.00	Stryv Bank
Treasury Bills	10/3/2025	1/2/2026	3.810%	3,533,246.16	3,500,000.00	ISDLAF Term Series
Treasury Bills	1/11/2023	1/8/2026	4.017%	247,000.00	247,575.71	Popular Bank
Treasury Bills	6/9/2025	1/9/2026	4.090%	243,000.00	243,153.05	Champlain National Bank
Treasury Bills	6/10/2025	1/9/2026	4.103%	243,000.00	243,272.82	HomeTrust Bank Clyde NC
Treasury Bills	6/12/2025	1/12/2026	4.090%	243,000.00	243,222.62	Bank of Western Oklahoma
Treasury Bills	6/13/2025	1/13/2026	4.090%	243,000.00	243,153.05	Parke Bank
Treasury Bills	10/20/2025	1/27/2026	3.741%	500,000.00	494,977.13	Treasury Bill
Treasury Bills	1/28/2025	1/31/2026	4.075%	500,000.00	492,910.16	U.S. Treasury Note
Treasury Bills	10/3/2025	2/2/2026	3.770%	3,797,254.11	3,750,000.00	ISDLAF Term Series
Treasury Bills	10/21/2025	2/17/2026	3.733%	4,000,000.00	3,951,910.78	Treasury Bill
Treasury Bills	12/19/2025	2/18/2026	3.531%	754,425.84	750,000.00	ISDLAF Term Series
Treasury Bills	2/29/2024	3/2/2026	4.606%	244,000.00	244,665.81	BMO Bank NA
Treasury Bills	12/4/2025	3/5/2026	3.660%	3,000,000.00	2,972,872.74	WI Treasury SEC
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	6/20/2025	3/17/2026	4.050%	2,832,386.99	2,750,000.00	ISDLAF Term Series
Treasury Bills	6/20/2025	3/20/2026	4.169%	242,000.00	242,317.60	First National Jeanerette
Treasury Bills	6/23/2025	3/23/2026	4.119%	242,000.00	242,317.76	Bank of New York Mellon
Treasury Bills	6/24/2025	3/24/2026	4.169%	242,000.00	242,317.60	First Source Bank
Treasury Bills	6/27/2025	3/27/2026	4.168%	249,000.00	249,333.00	Jefferson Bank
Treasury Bills	9/30/2024	3/30/2026	3.904%	248,000.00	248,526.75	Oakstar Bank NA
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	8/18/2025	3/31/2026	3.866%	1,750,000.00	1,717,050.78	U.S. Treasury Note
Treasury Bills	8/20/2025	3/31/2026	3.866%	500,000.00	495,156.25	U.S. Treasury Note
Treasury Bills	8/26/2025	3/31/2026	3.881%	500,000.00	495,234.38	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	10/24/2025	4/16/2026	3.642%	3,500,000.00	3,440,267.25	Treasury Bill
Treasury Bills	10/28/2025	4/16/2026	3.640%	250,000.00	245,832.64	Treasury Bill
Treasury Bills	8/22/2025	4/22/2026	3.912%	243,000.00	243,296.82	KS Bank Inc.
Treasury Bills	11/4/2025	4/30/2026	3.665%	3,000,000.00	2,947,622.75	Treasury Bill
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	10/30/2025	4/30/2026	3.617%	250,000.00	245,570.51	WI Treasury SEC
Treasury Bills	10/31/2025	4/30/2026	3.680%	750,000.00	736,556.98	WI Treasury SEC
Treasury Bills	11/6/2025	5/7/2026	3.670%	250,000.00	245,507.29	WI Treasury SEC
Treasury Bills	5/7/2024	5/7/2026	4.820%	243,000.00	243,366.46	Goldman Sachs Bank USA
Treasury Bills	12/18/2025	5/15/2026	3.469%	3,250,000.00	3,204,565.00	STRIPS
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	12/18/2025	5/28/2026	3.435%	3,500,000.00	3,447,766.68	Treasury Bill
Treasury Bills	12/18/2025	5/31/2026	3.454%	3,250,000.00	3,211,025.39	U.S. Treasury Note
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	6/20/2025	6/15/2026	4.020%	1,299,561.64	1,250,000.00	ISDLAF Term Series

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of December 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Treasury Bills	12/18/2025	6/18/2026	3.453%	5,750,000.00	5,652,675.50	Treasury Bill
Treasury Bills	6/23/2025	6/30/2026	3.760%	1,000,000.00	928,984.38	U.S. Treasury Note
Treasury Bills	1/8/2025	7/15/2026	4.133%	250,000.00	251,337.89	U.S. Treasury Note
Treasury Bills	7/25/2025	7/24/2026	3.952%	240,000.00	240,455.38	First Horizon Bank
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	11/28/2025	8/28/2026	3.619%	243,000.00	243,231.82	EverBank NA
Treasury Bills	8/29/2025	8/28/2026	3.781%	240,000.00	240,389.79	Cornerstone Bank
Treasury Bills	2/26/2025	8/31/2026	3.990%	500,000.00	476,562.50	U.S. Treasury Note
Treasury Bills	9/9/2025	9/9/2026	3.760%	240,000.00	240,323.82	Brantley Bank & Trust Co.
Treasury Bills	9/17/2025	9/17/2026	3.552%	240,000.00	240,458.90	Community Bank & Trust WST GA
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	4/1/2025	9/30/2026	3.785%	1,565,000.00	1,499,282.23	U.S. Treasury Note
Treasury Bills	10/4/2024	10/5/2026	3.604%	249,000.00	249,701.41	Univ of Illinois Comm
Treasury Bills	4/4/2025	10/5/2026	3.903%	249,000.00	249,533.69	Community First Bank
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	4/9/2025	10/9/2026	3.854%	245,000.00	245,516.83	First Merchants Bank
Treasury Bills	4/11/2025	10/13/2026	3.703%	249,000.00	249,536.73	Community West Bank
Treasury Bills	10/8/2024	10/15/2026	3.830%	250,000.00	253,828.13	U.S. Treasury Note
Treasury Bills	9/5/2025	10/30/2026	3.680%	104,234.62	100,000.00	ISDLAF Term Series
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	6/24/2025	12/24/2026	4.004%	244,000.00	244,513.43	First Bank of Richmond
Treasury Bills	6/25/2025	12/28/2026	3.953%	249,000.00	249,536.55	Great North Bank
Treasury Bills	6/23/2025	12/31/2026	3.870%	500,000.00	480,839.84	U.S. Treasury Note
Treasury Bills	7/22/2025	1/15/2027	3.796%	500,000.00	501,445.31	U.S. Treasury Note
Treasury Bills	7/18/2025	1/19/2027	3.850%	245,000.00	245,177.68	Commercial Savings Bank
Treasury Bills	7/28/2025	1/28/2027	3.820%	245,000.00	245,461.28	Bank of Coushatta
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	8/26/2025	2/28/2027	3.650%	1,000,000.00	974,101.56	U.S. Treasury Note
Treasury Bills	9/12/2025	3/1/2027	3.470%	1,313,585.73	1,250,000.00	ISDLAF Term Series
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	9/12/2025	3/12/2027	3.553%	249,000.00	249,531.34	Timberland Bank Hoquaim
Treasury Bills	3/14/2025	3/15/2027	4.104%	249,000.00	249,695.60	First County Bank/CT
Treasury Bills	9/19/2025	3/19/2027	3.653%	249,000.00	249,530.64	Capital Bank NA/Rockville, MD
Treasury Bills	8/29/2025	3/22/2027	3.620%	528,265.75	500,000.00	ISDLAF Term Series
Treasury Bills	9/23/2025	3/23/2027	3.504%	245,000.00	245,516.73	First Natl Bank In Sioux
Treasury Bills	4/1/2025	3/31/2027	3.740%	531,000.00	499,451.13	U.S. Treasury Note
Treasury Bills	4/2/2025	4/2/2027	3.855%	245,000.00	245,676.68	Tompkins Community Bank
Treasury Bills	4/4/2025	4/5/2027	3.851%	245,000.00	245,697.19	VersaBank USA NA
Treasury Bills	4/7/2025	4/7/2027	3.740%	245,000.00	245,514.71	First Citizens Natl Bank
Treasury Bills	4/9/2025	4/9/2027	3.854%	249,000.00	249,697.10	Chesapeake Bank
Treasury Bills	4/9/2025	4/9/2027	3.754%	249,000.00	249,698.33	American Bank of Freedom
Treasury Bills	4/15/2025	4/15/2027	3.851%	249,000.00	249,713.06	Katahdin Trust Co
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	11/18/2025	5/18/2027	3.503%	249,000.00	249,531.70	Enterprise Bank & Trust
Treasury Bills	5/21/2024	5/21/2027	4.708%	248,000.00	248,983.47	Wells Fargo Bank
Treasury Bills	6/27/2025	6/25/2027	3.855%	249,000.00	249,693.95	American State Bank IA
Treasury Bills	6/27/2025	6/28/2027	3.854%	249,000.00	249,698.68	Cedarstone Bank TN
Treasury Bills	12/29/2025	6/29/2027	3.453%	249,000.00	249,533.67	Sawyer Savings Bank
Treasury Bills	7/22/2025	7/31/2027	3.695%	500,000.00	490,859.38	U.S. Treasury Note
Treasury Bills	9/9/2025	9/9/2027	3.653%	249,000.00	249,530.64	Freedom Bank of Virginia
Treasury Bills	9/9/2025	9/9/2027	3.554%	145,000.00	145,408.09	Park Bank
Treasury Bills	9/10/2025	9/10/2027	3.555%	245,000.00	245,680.95	MI Bank
Treasury Bills	9/9/2025	9/11/2027	3.530%	245,000.00	245,485.42	Bank of Greene County
Treasury Bills	9/12/2025	9/13/2027	3.554%	249,000.00	249,701.77	Premier Community Bank WI
Treasury Bills	9/16/2025	9/16/2027	3.604%	249,000.00	249,700.17	Tab Bank
Treasury Bills	9/19/2025	9/20/2027	3.504%	249,000.00	249,702.13	Woodford State Bank

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of December 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	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	12/30/2025	12/30/2027	3.504%	249,000.00	249,701.41	Bankers Bank Oklahoma
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
Treasury Bills	8/29/2025	3/24/2028	3.521%	272,619.98	250,000.00	ISDLAF Term Series
Treasury Bills	4/1/2025	3/31/2028	3.721%	1,074,000.00	999,407.34	U.S. Treasury Note
Treasury Bills	4/2/2025	4/3/2028	3.982%	244,000.00	244,808.01	Morgan Stanley Bank
Treasury Bills	4/2/2025	4/3/2028	3.831%	249,000.00	249,839.93	UBS Bank USA
Treasury Bills	4/3/2025	4/3/2028	3.932%	245,000.00	245,811.31	Toyota Financial SGS Bank
Treasury Bills	4/3/2025	4/3/2028	3.782%	245,000.00	245,813.37	BNY Mellon NA
Treasury Bills	4/9/2025	4/10/2028	3.832%	245,000.00	245,813.39	Luana Savings Bank
Treasury Bills	9/5/2025	6/1/2028	3.501%	1,095,914.92	1,000,000.00	ISDLAF Term Series
Treasury Bills	7/22/2025	7/15/2028	3.650%	750,000.00	754,716.80	U.S. Treasury Note
Treasury Bills	8/26/2025	8/31/2028	3.544%	500,000.00	465,703.13	U.S. Treasury Note
Treasury Bills	9/19/2025	9/19/2028	3.373%	249,000.00	249,901.85	Hardin City Savings Bank
Treasury Bills	12/23/2025	12/22/2028	3.456%	249,000.00	250,021.71	1st Financial Bank USA
Money Market Funds	12/31/2025	12/31/2025	5.131%	897.86	897.86	LIQ General Fund #10896-101
Money Market Funds	12/31/2025	12/31/2025	5.228%	6,017,252.19	6,017,252.19	MAX General Fund #10896-101
Money Market Funds	12/31/2025	12/31/2025	4.236%	2,221,599.67	2,221,599.67	MAX Building F Renovation #10896-0104
Money Market Funds	12/31/2025	12/31/2025	1.000%	3,871,668.12	3,871,668.12	US Bank - IL Funds (01-00000-125000)
			3.82%	\$ 133,099,680.98	\$ 130,832,221.01	

*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 December 31, 2025

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
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	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	12/31/2025	12/31/2025	4.708%	3,065,132.24	3,065,132.24	LIQ Alternate Revenue Bonds #10896-218
Money Market Funds	12/31/2025	12/31/2025	4.788%	2,720,100.21	2,720,100.21	MAX Alternate Revenue Bonds #10896-218
			4.13%	\$ 24,534,769.12	\$ 23,685,440.76	

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of January 31, 2026

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	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	6/16/2025	3/20/2026	4.019%	249,896.55	242,500.00	MapleMark Bank
Certificate of Deposit	6/16/2025	3/20/2026	4.009%	249,877.65	242,500.00	Winchester Savings Bank
Certificate of Deposit	6/16/2025	3/20/2026	4.047%	249,947.87	242,500.00	Cumberland Federal Bank, FSB
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	8/15/2025	4/2/2026	3.860%	249,934.88	244,000.00	DMB Community Bank
Certificate of Deposit	8/15/2025	4/2/2026	3.993%	249,831.06	243,700.00	Mission National Bank
Certificate of Deposit	8/15/2025	4/2/2026	3.860%	249,832.45	243,900.00	Bank of Houston
Certificate of Deposit	8/15/2025	4/2/2026	3.860%	249,934.89	244,000.00	Merrick Bank
Certificate of Deposit	8/15/2025	4/2/2026	3.942%	249,856.76	243,800.00	Dundee Bank
Certificate of Deposit	4/3/2025	4/3/2026	4.026%	249,870.55	240,200.00	First State Bank of DeQueen
Certificate of Deposit	4/3/2025	4/3/2026	4.000%	249,912.00	240,300.00	Security Bank of Texas
Certificate of Deposit	4/4/2025	4/6/2026	3.900%	249,930.90	240,500.00	Security Bank and Trust Company
Certificate of Deposit	10/22/2025	4/17/2026	3.652%	249,848.33	245,500.00	Loyal Trust Bank
Certificate of Deposit	10/23/2025	4/17/2026	3.650%	249,922.56	245,600.00	First State 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	11/3/2025	5/1/2026	3.680%	249,931.17	245,500.00	First State Bank and Trust Company, Inc.
Certificate of Deposit	10/27/2025	5/1/2026	3.829%	249,882.45	245,100.00	GBank
Certificate of Deposit	12/17/2025	5/15/2026	3.600%	249,818.13	246,200.00	Golden Bank, National Association
Certificate of Deposit	5/16/2024	5/18/2026	4.978%	249,882.00	227,200.00	ServisFirst Bank
Certificate of Deposit	1/20/2026	6/5/2026	3.460%	249,880.47	246,700.00	Cendera Bank
Certificate of Deposit	1/20/2026	6/5/2026	3.460%	249,880.47	246,700.00	Luminate Bank
Certificate of Deposit	12/17/2025	6/18/2026	3.523%	249,836.33	245,500.00	Farmers and Merchants State Bank
Certificate of Deposit	12/20/2024	6/22/2026	4.120%	249,881.38	235,300.00	Milledgeville State Bank
Certificate of Deposit	6/25/2025	6/25/2026	4.143%	249,942.00	240,000.00	NexBank
Certificate of Deposit	6/30/2025	6/30/2026	4.131%	249,915.17	240,000.00	Preferred Bank
Certificate of Deposit	6/30/2025	6/30/2026	3.972%	249,740.74	240,200.00	Uinta Bank
Certificate of Deposit	6/30/2025	6/30/2026	3.981%	249,763.27	240,200.00	Harmony Bank
Certificate of Deposit	6/30/2025	6/30/2026	3.950%	249,791.85	240,300.00	Susquehanna Community Bank
Certificate of Deposit	1/27/2026	7/2/2026	3.490%	249,872.56	246,200.00	Schertz Bank & Trust
Certificate of Deposit	1/27/2026	7/2/2026	3.490%	249,872.36	246,200.00	F & M Bank and Trust Company
Certificate of Deposit	7/21/2025	7/21/2026	3.950%	249,895.80	240,400.00	Pacific Alliance Bank
Certificate of Deposit	7/21/2025	7/21/2026	3.993%	249,893.98	240,300.00	The First State Bank of Healy
Certificate of Deposit	8/1/2025	8/3/2026	3.950%	249,947.83	240,400.00	The Exchange State Bank of St. Paul, Kansas
Certificate of Deposit	8/25/2025	8/25/2026	3.792%	249,828.55	240,700.00	FirstBank Southwest
Certificate of Deposit	8/25/2025	8/25/2026	3.783%	249,908.26	240,800.00	Patriot Bank
Certificate of Deposit	8/27/2025	8/27/2026	3.871%	249,809.01	240,500.00	BOM Bank
Certificate of Deposit	8/27/2025	8/27/2026	3.760%	249,855.28	240,800.00	First Community Bank of the Heartland, Inc.
Certificate of Deposit	9/3/2025	9/3/2026	3.871%	249,912.80	240,600.00	Millennial Bank
Certificate of Deposit	9/4/2025	9/4/2026	3.743%	249,811.94	240,800.00	California International Bank, N.A.
Certificate of Deposit	9/8/2025	9/8/2026	3.660%	249,924.26	241,100.00	Third Coast 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	10/7/2025	10/7/2026	3.821%	249,897.15	240,700.00	Consumers Credit Union
Certificate of Deposit	10/22/2024	10/22/2026	3.965%	249,697.64	231,100.00	First FSB of Mascoutah
Certificate of Deposit	10/24/2025	10/26/2026	3.537%	249,881.95	241,300.00	Town & Country Bank
Certificate of Deposit	11/3/2025	11/3/2026	3.603%	249,785.63	241,100.00	First Guaranty Bank
Certificate of Deposit	11/6/2025	11/6/2026	3.639%	249,770.42	241,000.00	Solera National Bank
Certificate of Deposit	11/10/2025	11/10/2026	3.660%	249,924.26	241,100.00	Western Alliance Bank
Certificate of Deposit	12/17/2025	12/17/2026	3.723%	249,764.82	240,800.00	T Bank, National Association
Certificate of Deposit	6/30/2025	12/30/2026	3.993%	249,722.38	235,600.00	BankChampaign, NA
Certificate of Deposit	6/30/2025	12/30/2026	3.806%	249,906.98	236,400.00	CIBC Bank USA
Certificate of Deposit	6/30/2025	12/30/2026	3.692%	249,927.74	236,800.00	First Capital Bank
Certificate of Deposit	1/7/2025	1/7/2027	4.131%	249,867.78	230,500.00	Cornerstone Bank
Certificate of Deposit	1/20/2026	1/20/2027	3.493%	249,727.40	241,300.00	Integro Bank
Certificate of Deposit	1/27/2026	1/27/2027	3.701%	249,919.41	241,000.00	KS StateBank
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
Certificate of Deposit	3/31/2025	3/31/2027	3.750%	249,937.50	232,500.00	Cross River Bank
Certificate of Deposit	10/7/2025	4/7/2027	3.619%	249,747.17	236,900.00	Bank of Cashton
Certificate of Deposit	6/16/2025	6/16/2027	3.885%	249,596.82	231,600.00	Ponce Bank

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of January 31, 2026

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	6/20/2025	6/21/2027	3.886%	249,624.61	231,600.00	First Southwest Bank
Certificate of Deposit	8/25/2025	8/25/2027	3.600%	249,669.69	232,900.00	Community Savings Bank
Certificate of Deposit	9/9/2025	9/9/2027	3.792%	249,704.79	232,100.00	Farmers and Merchants Union Bank
Certificate of Deposit	1/28/2026	1/28/2028	3.775%	249,944.61	232,400.00	Flagstar Bank, National Association
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
Certificate of Deposit	7/9/2025	7/7/2028	3.718%	249,849.17	224,800.00	Oklahoma Capital Bank
Certificate of Deposit	8/25/2025	8/25/2028	3.825%	249,501.40	223,800.00	High Plains Bank
Certificate of Deposit	9/9/2025	9/11/2028	3.322%	249,903.37	227,200.00	CIBM Bank
Certificate of Deposit	11/6/2025	11/6/2028	3.480%	249,726.40	226,100.00	Stryv Bank
Treasury Bills	1/28/2025	1/31/2026	4.075%	500,000.00	492,910.16	U.S. Treasury Note
Treasury Bills	10/3/2025	2/2/2026	3.770%	3,797,254.11	3,750,000.00	ISDLAF Term Series
Treasury Bills	10/21/2025	2/17/2026	3.733%	4,000,000.00	3,951,910.78	Treasury Bill
Treasury Bills	12/19/2025	2/18/2026	3.531%	754,425.84	750,000.00	ISDLAF Term Series
Treasury Bills	2/29/2024	3/2/2026	4.606%	244,000.00	244,665.81	BMO Bank NA
Treasury Bills	12/4/2025	3/5/2026	3.660%	3,000,000.00	2,972,872.74	WI Treasury SEC
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	6/20/2025	3/17/2026	4.050%	2,832,386.99	2,750,000.00	ISDLAF Term Series
Treasury Bills	6/20/2025	3/20/2026	4.169%	242,000.00	242,317.60	First National Jeanerette
Treasury Bills	6/23/2025	3/23/2026	4.119%	242,000.00	242,317.76	Bank of New York Mellon
Treasury Bills	6/24/2025	3/24/2026	4.169%	242,000.00	242,317.60	First Source Bank
Treasury Bills	6/27/2025	3/27/2026	4.168%	249,000.00	249,333.00	Jefferson Bank
Treasury Bills	9/30/2024	3/30/2026	3.904%	248,000.00	248,526.75	Oakstar Bank NA
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	8/18/2025	3/31/2026	3.866%	1,750,000.00	1,717,050.78	U.S. Treasury Note
Treasury Bills	8/20/2025	3/31/2026	3.866%	500,000.00	495,156.25	U.S. Treasury Note
Treasury Bills	8/26/2025	3/31/2026	3.881%	500,000.00	495,234.38	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	10/24/2025	4/16/2026	3.642%	3,500,000.00	3,440,267.25	Treasury Bill
Treasury Bills	10/28/2025	4/16/2026	3.640%	250,000.00	245,832.64	Treasury Bill
Treasury Bills	8/22/2025	4/22/2026	3.912%	243,000.00	243,296.82	KS Bank Inc.
Treasury Bills	11/4/2025	4/30/2026	3.665%	3,000,000.00	2,947,622.75	Treasury Bill
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	10/30/2025	4/30/2026	3.617%	250,000.00	245,570.51	WI Treasury SEC
Treasury Bills	10/31/2025	4/30/2026	3.680%	750,000.00	736,556.98	WI Treasury SEC
Treasury Bills	11/6/2025	5/7/2026	3.670%	250,000.00	245,507.29	WI Treasury SEC
Treasury Bills	5/7/2024	5/7/2026	4.820%	243,000.00	243,366.46	Goldman Sachs Bank USA
Treasury Bills	12/18/2025	5/15/2026	3.469%	3,250,000.00	3,204,565.00	STRIPS
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	12/18/2025	5/28/2026	3.435%	3,500,000.00	3,447,766.68	Treasury Bill
Treasury Bills	12/18/2025	5/31/2026	3.454%	3,250,000.00	3,211,025.39	U.S. Treasury Note
Treasury Bills	1/30/2026	6/1/2026	3.500%	1,517,548.22	1,500,000.00	ISDLAF Term Series
Treasury Bills	1/21/2026	6/4/2026	3.459%	3,250,000.00	3,209,244.46	Treasury Bill
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	6/20/2025	6/15/2026	4.020%	1,299,561.64	1,250,000.00	ISDLAF Term Series
Treasury Bills	12/18/2025	6/18/2026	3.453%	5,750,000.00	5,652,675.50	Treasury Bill
Treasury Bills	6/23/2025	6/30/2026	3.760%	1,000,000.00	928,984.38	U.S. Treasury Note
Treasury Bills	1/30/2026	7/1/2026	3.480%	1,775,361.10	1,750,000.00	ISDLAF Term Series
Treasury Bills	1/8/2025	7/15/2026	4.133%	250,000.00	251,337.89	U.S. Treasury Note
Treasury Bills	7/25/2025	7/24/2026	3.952%	240,000.00	240,455.38	First Horizon Bank
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	11/28/2025	8/28/2026	3.619%	243,000.00	243,231.82	EverBank NA

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of January 31, 2026

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Treasury Bills	8/29/2025	8/28/2026	3.781%	240,000.00	240,389.79	Cornerstone Bank
Treasury Bills	2/26/2025	8/31/2026	3.990%	500,000.00	476,562.50	U.S. Treasury Note
Treasury Bills	9/9/2025	9/9/2026	3.760%	240,000.00	240,323.82	Brantley Bank & Trust Co.
Treasury Bills	9/17/2025	9/17/2026	3.552%	240,000.00	240,458.90	Community Bank & Trust WST GA
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	4/1/2025	9/30/2026	3.785%	1,565,000.00	1,499,282.23	U.S. Treasury Note
Treasury Bills	10/4/2024	10/5/2026	3.604%	249,000.00	249,701.41	Univ of Illinois Comm
Treasury Bills	4/4/2025	10/5/2026	3.903%	249,000.00	249,533.69	Community First Bank
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	4/9/2025	10/9/2026	3.854%	245,000.00	245,516.83	First Merchants Bank
Treasury Bills	4/11/2025	10/13/2026	3.703%	249,000.00	249,536.73	Community West Bank
Treasury Bills	10/8/2024	10/15/2026	3.830%	250,000.00	253,828.13	U.S. Treasury Note
Treasury Bills	9/5/2025	10/30/2026	3.680%	104,234.62	100,000.00	ISDLAF Term Series
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	6/24/2025	12/24/2026	4.004%	244,000.00	244,513.43	First Bank of Richmond
Treasury Bills	6/25/2025	12/28/2026	3.953%	249,000.00	249,536.55	Great North Bank
Treasury Bills	6/23/2025	12/31/2026	3.870%	500,000.00	480,839.84	U.S. Treasury Note
Treasury Bills	7/22/2025	1/15/2027	3.796%	500,000.00	501,445.31	U.S. Treasury Note
Treasury Bills	7/18/2025	1/19/2027	3.850%	245,000.00	245,177.68	Commercial Savings Bank
Treasury Bills	7/28/2025	1/28/2027	3.820%	245,000.00	245,461.28	Bank of Coushatta
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	8/26/2025	2/28/2027	3.650%	1,000,000.00	974,101.56	U.S. Treasury Note
Treasury Bills	9/12/2025	3/1/2027	3.470%	1,313,585.73	1,250,000.00	ISDLAF Term Series
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	9/12/2025	3/12/2027	3.553%	249,000.00	249,531.34	Timberland Bank Hoquaim
Treasury Bills	3/14/2025	3/15/2027	4.104%	249,000.00	249,695.60	First County Bank/CT
Treasury Bills	9/19/2025	3/19/2027	3.653%	249,000.00	249,530.64	Capital Bank NA/Rockville, MD
Treasury Bills	8/29/2025	3/22/2027	3.620%	528,265.75	500,000.00	ISDLAF Term Series
Treasury Bills	9/23/2025	3/23/2027	3.504%	245,000.00	245,516.73	First Natl Bank In Sioux
Treasury Bills	4/1/2025	3/31/2027	3.740%	531,000.00	499,451.13	U.S. Treasury Note
Treasury Bills	4/2/2025	4/2/2027	3.855%	245,000.00	245,676.68	Tompkins Community Bank
Treasury Bills	4/4/2025	4/5/2027	3.851%	245,000.00	245,697.19	VersaBank USA NA
Treasury Bills	4/7/2025	4/7/2027	3.740%	245,000.00	245,514.71	First Citizens Natl Bank
Treasury Bills	4/9/2025	4/9/2027	3.854%	249,000.00	249,697.10	Chesapeake Bank
Treasury Bills	4/9/2025	4/9/2027	3.754%	249,000.00	249,698.33	American Bank of Freedom
Treasury Bills	4/15/2025	4/15/2027	3.851%	249,000.00	249,713.06	Katahdin Trust Co
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	11/18/2025	5/18/2027	3.503%	249,000.00	249,531.70	Enterprise Bank & Trust
Treasury Bills	5/21/2024	5/21/2027	4.708%	248,000.00	248,983.47	Wells Fargo Bank
Treasury Bills	6/27/2025	6/25/2027	3.855%	249,000.00	249,693.95	American State Bank IA
Treasury Bills	6/27/2025	6/28/2027	3.854%	249,000.00	249,698.68	Cedarstone Bank TN
Treasury Bills	12/29/2025	6/29/2027	3.453%	249,000.00	249,533.67	Sawyer Savings Bank
Treasury Bills	1/30/2026	7/30/2027	3.453%	249,000.00	249,532.06	Kentland Bank
Treasury Bills	1/30/2026	7/30/2027	3.653%	249,000.00	249,530.64	Connectone Bank
Treasury Bills	7/22/2025	7/31/2027	3.695%	500,000.00	490,859.38	U.S. Treasury Note
Treasury Bills	9/9/2025	9/9/2027	3.653%	249,000.00	249,530.64	Freedom Bank of Virginia
Treasury Bills	9/9/2025	9/9/2027	3.554%	145,000.00	145,408.09	Park Bank
Treasury Bills	9/10/2025	9/10/2027	3.555%	245,000.00	245,680.95	MI Bank
Treasury Bills	9/9/2025	9/11/2027	3.530%	245,000.00	245,485.42	Bank of Greene County
Treasury Bills	9/12/2025	9/13/2027	3.554%	249,000.00	249,701.77	Premier Community Bank WI
Treasury Bills	9/16/2025	9/16/2027	3.604%	249,000.00	249,700.17	Tab Bank
Treasury Bills	9/19/2025	9/20/2027	3.504%	249,000.00	249,702.13	Woodford State 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	12/30/2025	12/30/2027	3.504%	249,000.00	249,701.41	Bankers Bank Oklahoma
Treasury Bills	12/4/2024	12/31/2027	3.988%	250,000.00	225,908.20	U.S. Treasury Note
Treasury Bills	1/30/2026	1/31/2028	3.605%	245,000.00	245,680.51	Nano Banc

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of January 31, 2026

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
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	1/30/2026	2/1/2028	3.504%	245,000.00	245,684.79	Dart Bank Mason MI
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
Treasury Bills	8/29/2025	3/24/2028	3.521%	272,619.98	250,000.00	ISDLAF Term Series
Treasury Bills	4/1/2025	3/31/2028	3.721%	1,074,000.00	999,407.34	U.S. Treasury Note
Treasury Bills	4/2/2025	4/3/2028	3.982%	244,000.00	244,808.01	Morgan Stanley Bank
Treasury Bills	4/2/2025	4/3/2028	3.831%	249,000.00	249,839.93	UBS Bank USA
Treasury Bills	4/3/2025	4/3/2028	3.932%	245,000.00	245,811.31	Toyota Financial SGS Bank
Treasury Bills	4/3/2025	4/3/2028	3.782%	245,000.00	245,813.37	BNY Mellon NA
Treasury Bills	4/9/2025	4/10/2028	3.832%	245,000.00	245,813.39	Luana Savings Bank
Treasury Bills	9/5/2025	6/1/2028	3.501%	1,095,914.92	1,000,000.00	ISDLAF Term Series
Treasury Bills	7/22/2025	7/15/2028	3.650%	750,000.00	754,716.80	U.S. Treasury Note
Treasury Bills	8/26/2025	8/31/2028	3.544%	500,000.00	465,703.13	U.S. Treasury Note
Treasury Bills	9/19/2025	9/19/2028	3.373%	249,000.00	249,901.85	Hardin City Savings Bank
Treasury Bills	12/23/2025	12/22/2028	3.456%	249,000.00	250,021.71	1st Financial Bank USA
Treasury Bills	1/30/2026	1/30/2029	3.530%	249,000.00	249,495.90	Medallion Bank Utah
Money Market Funds	1/31/2026	1/31/2026	5.131%	11,838.32	11,838.32	LIQ General Fund #10896-101
Money Market Funds	1/31/2026	1/31/2026	5.228%	5,245,547.32	5,245,547.32	MAX General Fund #10896-101
Money Market Funds	1/31/2026	1/31/2026	4.236%	2,228,410.62	2,228,410.62	MAX Building F Renovation #10896-0104
Money Market Funds	1/31/2026	1/31/2026	1.000%	5,581,116.56	5,581,116.56	US Bank - IL Funds (01-00000-125000)
			3.78%	\$ 135,083,604.48	\$ 132,869,529.97	

*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 January 31, 2026

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
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	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	1/31/2026	1/31/2026	4.708%	3,074,497.07	3,074,497.07	LIQ Alternate Revenue Bonds #10896-218
Money Market Funds	1/31/2026	1/31/2026	4.788%	2,728,439.41	2,728,439.41	MAX Alternate Revenue Bonds #10896-218
			4.13%	\$ 24,552,473.15	\$ 23,703,144.79	

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

	2026 Budget	Fiscal Year Actual	% Actual Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
REVENUES					
Property Taxes	\$ 44,260,665	\$ 43,185,644	97.57%	\$ 42,433,281	95.07%
Local Government Sources	-	3,000	-	88,762	-
Personal Property Replacement Tax	1,150,000	400,576	34.83%	423,983	36.87%
Illinois Community College Board	7,570,000	3,473,191	45.88%	3,688,446	51.49%
Student Tuition and Fees *	25,680,000	24,855,409	96.79%	23,321,527	95.66%
Payment Plan and Late Fees	150,000	101,815	67.88%	103,570	69.05%
Investment Income	2,400,000	2,890,538	120.44%	3,625,642	181.28%
Miscellaneous External Revenue	400,000	268,380	67.10%	479,261	56.79%
Miscellaneous Internal Revenue	-	10,806	-	3,030	-
TOTAL REVENUES	81,610,665	75,189,359	92.13%	74,167,502	92.33%
EXPENDITURES BY OBJECT					
Salaries	51,769,506	27,821,332	53.74%	25,988,998	52.96%
Employee Benefits	10,815,032	5,499,984	50.85%	4,902,431	47.24%
Contractual Services	5,171,334	3,386,302	65.48%	3,180,020	53.45%
General Material & Supplies	4,391,503	2,375,684	54.10%	2,312,385	47.19%
Professional Development	603,550	332,109	55.03%	411,616	69.06%
Fixed Charges	280,550	121,542	43.32%	138,891	50.01%
Utilities	2,000	789	39.45%	910	60.64%
Capital Outlay	1,565,948	477,713	30.51%	683,415	25.79%
Other	622,419	45,631	7.33%	280,000	141.86%
Waivers/Institutional Scholarships	400,000	258,304	64.58%	234,327	62.49%
TOTAL EXPENDITURES BY OBJECT	75,621,842	40,319,390	53.32%	38,132,993	51.26%
EXPENDITURES BY FUNCTION					
Instruction	36,760,609	19,873,327	54.06%	18,491,066	52.16%
Academic Support	11,461,706	5,910,224	51.56%	5,487,428	49.07%
Student Services	7,820,739	3,864,610	49.41%	3,661,850	49.39%
Public Services	705,944	327,196	46.35%	308,232	43.16%
Institutional Support	18,472,844	10,085,729	54.60%	9,950,089	51.67%
Institutional Waiver	400,000	258,304	64.58%	234,327	62.49%
TOTAL EXPENDITURES BY FUNCTION	75,621,842	40,319,390	53.32%	38,132,992	51.26%
Excess (deficiency) of revenues over expenditures	5,988,823	34,869,968	-	36,034,510	-
OTHER FINANCING SOURCES (USES)					
Transfer to Capital Projects Fund	(4,000,000)	(4,000,000)	100.00%	(4,000,000)	100.00%
Transfer to Student Life	(557,648)	(245,713)	44.06%	(243,144)	42.54%
Transfer to Athletics	(1,115,406)	(639,085)	57.30%	(525,774)	49.66%
Transfer to Early Childhood Lab School	(315,769)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(5,988,823)	(4,884,798)	81.57%	(4,768,918)	80.41%
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	29,985,170	-	31,265,592	-
Fund Balance at beginning of year	-	50,945,600	-	52,412,937	-
Fund Balance	\$ -	\$ 80,930,770	-	\$ 83,678,529	-

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

	2026 Budget	Fiscal Year Actual	% Actual Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
REVENUES					
Local Government Services:					
Property Taxes	16,295,000	15,791,680	96.91%	14,151,886	108.00%
State Government Services:					
Other Local Government (Hanover Park)	-	344	-	333	.24%
Miscellaneous External Revenue	-	1,205	-	835	-
Miscellaneous Internal Revenue	-	1,806	-	2,504	-
Miscellaneous Internal Revenue (Security)	8,500	1,913	22.51%	2,707	-
Building Rental External Revenue (Net Comps)	165,170	121,502	73.22%	92,481	46.24%
TOTAL REVENUES	16,468,670	15,918,450	96.66%	14,250,745	106.03%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Salaries	4,649,431	2,583,697	55.57%	2,474,534	55.27%
Employee Benefits	943,758	585,450	62.03%	487,690	48.56%
Contractual Services	1,011,167	415,163	41.06%	393,650	29.27%
General Material & Supplies	857,968	423,803	49.40%	421,419	40.89%
Professional Development	17,650	5,729	32.46%	6,564	41.15%
Fixed Charges	515,000	437,008	84.86%	271,282	44.62%
Utilities	2,816,341	535,817	19.03%	1,276,325	44.86%
Capital Outlay	447,700	66,674	14.89%	143,810	16.18%
Other	-	41	-	-	-
TOTAL INSTITUTIONAL SUPPORT	11,259,014	5,053,382	44.88%	5,475,274	44.82%
CAMPUS SAFETY AND SECURITY					
Salaries	713,250	349,307	48.97%	329,181	48.32%
Employee Benefits	330,521	198,818	60.15%	171,374	55.80%
Contractual Services	73,800	7,204	9.76%	6,839	18.92%
General Material & Supplies	70,685	31,353	44.36%	26,644	27.43%
Professional Development	12,400	3,506	28.27%	6,377	38.40%
Other	-	(573)	-	9,335	15.23%
TOTAL CAMPUS SAFETY AND SECURITY	1,200,656	589,616	49.10%	549,750	45.83%
TOTAL EXPENDITURES BY OBJECT	12,459,670	5,642,997	45.29%	6,025,024	44.91%
EXPENDITURES BY FUNCTION					
Institutional Support	11,259,014	5,053,382	44.88%	5,475,274	44.82%
Campus Safety and Security	1,200,656	589,616	49.10%	549,750	45.83%
TOTAL EXPENDITURES BY FUNCTION	12,459,670	5,642,997	45.29%	6,025,024	44.91%
Excess (deficiency) of revenues over expenditures	4,009,000	10,275,453	-	8,225,721	-
OTHER FINANCING SOURCES (USES)					
Transfer from Other Fund	167,400	-	-	-	-
Transfer to O&M Facility Rental	(167,400)	-	-	-	-
Transfer to Other Fund- 2024 GO Bonds	(4,009,000)	(4,009,000)	100.00%	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(4,009,000)	(4,009,000)	100.00%	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	6,266,453	-	8,225,721	-
Fund Balance at beginning of year	-	20,486,632	-	21,038,333	-
Fund Balance	\$ -	\$ 26,753,085	-	\$ 29,264,054	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
REVENUES					
Bond Proceeds	\$ 1,000,000	\$ 960,810	96.08%	\$ 474,761	-
TOTAL REVENUES	1,000,000	960,810	96.08%	474,761	-
EXPENDITURES BY OBJECT					
Contractual Services	6,020,000	900,543	14.96%	1,553,642	39.90%
General Material & Supplies	40,000	11,674	29.18%	11,674	23.35%
Capital Outlay	61,200,000	19,060,067	31.14%	1,031,672	3.72%
TOTAL EXPENDITURES BY OBJECT	67,260,000	19,972,284	29.69%	2,596,988	8.21%
EXPENDITURES BY FUNCTION					
Institutional Support	67,260,000	19,972,284	29.69%	2,596,988	8.21%
TOTAL EXPENDITURES BY FUNCTION	67,260,000	19,972,284	29.69%	2,596,988	8.21%
Excess (deficiency) of revenues over expenditures	(66,260,000)	(19,011,474)	28.69%	(2,122,227)	6.71%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	4,000,000	4,000,000	100.00%	-	-
TOTAL OTHER FINANCING SOURCES (USES)	4,000,000	4,000,000	100.00%	-	-
Released of Reserved Fund Balance	62,260,000	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	(15,011,474)	-	(2,122,227)	-
Fund Balance at beginning of year	-	75,944,707	-	34,950,554	-
Fund Balance	\$ -	\$ 60,933,233	-	\$ 32,828,327	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
REVENUES					
Property Taxes	\$ 11,040,173	\$ 10,972,119	99.38%	\$ 10,893,240	99.31%
TOTAL REVENUES	11,040,173	10,972,119	99.38%	10,893,240	99.31%
EXPENDITURES BY OBJECT					
Fixed Charges	15,049,173	12,285,348	81.63%	9,317,493	87.00%
TOTAL EXPENDITURES BY OBJECT	15,049,173	12,285,348	81.63%	9,317,493	87.00%
EXPENDITURES BY FUNCTION					
Institutional Support	15,049,173	12,285,348	81.63%	9,317,493	87.00%
TOTAL EXPENDITURES BY FUNCTION	15,049,173	12,285,348	81.63%	9,317,493	87.00%
Excess (deficiency) of revenues over expenditures	(4,009,000)	(1,313,229)	-	1,575,747	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	4,009,000	4,009,000	100.00%	-	-
TOTAL OTHER FINANCING SOURCES (USES)	4,009,000	4,009,000	100.00%	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	2,695,771	-	1,575,747	-
Fund Balance at beginning of year	-	5,653,561	-	5,165,635	-
Fund Balance	\$ -	\$ 8,349,332	-	\$ 6,741,382	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 112,000	\$ 45,833	40.92%	35,144	34.80%
TOTAL REVENUES	112,000	45,833	40.92%	35,144	34.80%
OPERATING EXPENSES					
Salaries	104,410	67,357	64.51%	51,814	58.84%
Employee Benefits	20,237	7,765	38.37%	9,464	59.08%
Contractual Services	20,000	2,425	12.13%	8,688	52.65%
General Material & Supplies	9,550	-	-	5,438	53.05%
Professional Development	1,000	681	68.10%	-	-
TOTAL OPERATING EXPENSES	155,197	78,228	50.41%	75,404	57.64%
Excess (deficiency) of revenues over expenditures	(43,197)	(32,395)	-	(40,260)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Bookstore	43,197	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	43,197	-	-	-	-
Net Income (Loss)	-	(32,395)	-	(40,260)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ (32,395)	-	\$ (40,260)	-

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

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Dec. 31 2024	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 690,000	\$ 310,101	44.94%	\$ 194,749	32.24%
TOTAL REVENUES	690,000	310,101	44.94%	194,749	32.24%
OPERATING EXPENSES					
Salaries	338,182	218,686	64.67%	166,724	63.55%
Employee Benefits	114,622	50,517	44.07%	54,002	66.92%
Contractual Services	67,000	31,632	47.21%	26,901	27.04%
General Material & Supplies	129,750	41,666	32.11%	23,662	31.26%
Professional Development	5,000	3,773	75.45%	455	17.86%
Capital Outlay	500	-	-	-	-
Others	27,000	9,827	29.65%	14,519	56.94%
TOTAL OPERATING EXPENSES	682,054	356,100	51.94%	286,264	52.19%
Excess (deficiency) of revenues over expenditures	7,946	(45,999)	-	(91,515)	-
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	7,946	(45,999)	-	(91,515)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ 7,946	\$ (45,999)	-	\$ (91,515)	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 2,329,836	\$ 1,295,923	55.62%	\$ 1,161,038	48.33%
Miscellaneous Internal Revenue	105,028	28,888	27.93%	43,370	42.77%
TOTAL REVENUES	2,434,864	1,324,811	54.43%	1,204,407	48.10%
OPERATING EXPENSES					
Salaries	231,713	121,961	52.63%	117,767	38.64%
Employee Benefits	47,633	24,649	51.75%	22,320	34.81%
Contractual Services	58,808	38,248	65.04%	36,762	66.16%
General Material & Supplies	1,966,901	1,556,641	79.14%	1,410,570	70.35%
Professional Development	3,000	398	13.27%	-	-
Capital Outlay	1,000	-	-	909	45.44%
Other	17,742	883	3.99%	(232)	46.43%
TOTAL OPERATING EXPENSES	2,326,797	1,742,780	74.89%	1,588,095	65.33%
Excess (deficiency) of revenues over expenditures	108,067	(417,969)	-	(383,688)	-
OTHER FINANCING SOURCES (USES)					
Transfers to Continuing Ed Funds	(43,197)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(43,197)	-	-	-	-
Net Income (Loss)	64,870	(417,969)	-	(383,688)	-
Retained Earnings at beginning of the year	-	589,223	-	363,547	-
Retained Earnings	\$ 64,870	\$ 171,254	-	\$ (20,141)	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 700,728	\$ 252,282	36.00%	\$ 258,052	44.31%
TOTAL REVENUES	700,728	252,282	36.00%	258,052	44.31%
OPERATING EXPENSES					
Salaries	720,914	234,225	32.49%	282,574	44.00%
Employee Benefits	193,028	93,511	48.44%	82,352	51.90%
Contractual Services	4,000	855	21.38%	1,210	25.95%
General Material & Supplies	97,355	31,182	32.03%	40,231	52.75%
Professional Development	1,200	-	-	334	29.04%
TOTAL OPERATING EXPENSES	1,016,497	359,773	35.39%	406,701	46.06%
Excess (deficiency) of revenues over expenditures	(315,769)	(107,491)	34.04%	(148,649)	49.45%
OTHER FINANCING SOURCES (USES)					
Transfers from Ed Fund	315,769	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	315,769	-	-	-	-
Net Income (Loss)	-	(107,491)	-	(148,649)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ (107,491)	-	\$ (148,649)	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 871,482	\$ 414,742	47.59%	\$ 371,259	46.40%
Miscellaneous Internal Revenue	231,750	94,776	40.90%	159,277	72.62%
TOTAL REVENUES	1,103,232	509,518	46.18%	530,536	52.04%
OPERATING EXPENSES					
Salaries	490,396	217,927	44.44%	196,478	46.75%
Employee Benefits	66,081	23,802	36.02%	21,829	49.81%
Contractual Services	14,150	4,842	34.22%	4,866	21.98%
General Material & Supplies	492,364	269,778	54.79%	244,705	48.91%
Professional Development	212	14	6.60%	83	40.23%
Capital Outlay	40,073	2,378	5.94%	1,463	4.47%
Other	(44)	(1)	2.27%	-	-
TOTAL OPERATING EXPENSES	1,103,232	518,740	47.02%	469,424	46.05%
Excess (deficiency) of revenues over expenditures	-	(9,222)	-	61,112	-
OTHER FINANCING SOURCES (USES)					
Transfers from Ed Fund	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	-	(9,222)	-	61,112	-
Retained Earnings at beginning of the year	-	451,825	-	283,979	-
Retained Earnings	\$ -	\$ 442,603	-	\$ 345,091	-

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

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Dec. 31 2024	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 689,931	\$ 226,906	32.89%	\$ 202,518	24.82%
Miscellaneous Internal Revenue	240,000	118,647	49.44%	135,314	93.32%
TOTAL REVENUES	929,931	345,553	37.16%	337,832	35.16%
OPERATING EXPENSES					
Salaries	296,952	97,584	32.86%	78,932	26.97%
Employee Benefits	24,900	21,018	84.41%	11,736	58.41%
Contractual Services	344,300	212,265	61.65%	251,665	73.80%
General Material & Supplies	141,750	67,780	47.82%	49,767	31.54%
Professional Development	15,500	12,718	82.05%	10,152	54.88%
Capital Outlay	104,029	14,783	14.21%	21,717	14.18%
Fixed Charges	2,500	775	31.00%	851	17.01%
TOTAL OPERATING EXPENSES	929,931	426,923	45.91%	424,820	42.99%
Excess (deficiency) of revenues over expenditures	-	(81,370)	-	(86,988)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	-	(81,370)	-	(86,988)	-
Retained Earnings at beginning of the year	-	984,082	-	1,082,632	-
Retained Earnings	\$ -	\$ 902,712	-	\$ 995,644	-

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

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Dec. 31 2024	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 1,500	\$ 2,534	168.96%	\$ 1,278	36.51%
Miscellaneous Internal Revenue	526,000	273,421	51.98%	281,087	55.33%
TOTAL REVENUES	527,500	275,955	52.31%	282,365	55.20%
OPERATING EXPENSES					
Salaries	207,879	105,301	50.65%	102,665	49.80%
Employee Benefits	75,143	39,158	52.11%	35,357	50.24%
Contractual Services	2,500	575	23.00%	83	.94%
General Material & Supplies	60,050	29,656	49.39%	34,126	47.65%
Professional Development	800	-	-	-	-
Other	-	-	-	600	100.00%
Depreciation	7,677	-	-	-	-
Fixed Charges	126,000	56,530	44.97%	38,092	32.70%
TOTAL OPERATING EXPENSES	480,049	231,220	48.19%	210,923	43.64%
Excess (deficiency) of revenues over expenditures	47,451	44,735	-	71,442	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	47,451	44,735	-	71,442	-
Retained Earnings at beginning of the year	-	502,594	-	367,994	-
Retained Earnings	\$ 47,451	\$ 547,329	-	\$ 439,436	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 331	-	\$ 1,534	-
TOTAL REVENUES	-	331	-	1,534	-
OPERATING EXPENSES					
Salaries	409,073	189,313	46.28%	186,553	49.46%
Employee Benefits	71,975	30,177	41.93%	33,634	34.77%
Contractual Services	12,750	5,482	43.00%	8,092	24.30%
General Material & Supplies	36,650	12,022	32.80%	11,203	26.53%
Professional Development	20,200	9,050	44.80%	5,952	27.12%
Capital Outlay	7,000	-	-	1,544	100.00%
TOTAL OPERATING EXPENSES	557,648	246,044	44.12%	246,978	43.11%
Excess (deficiency) of revenues over expenditures	(557,648)	(245,713)	44.06%	(245,444)	42.84%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	557,648	245,713	44.06%	245,444	42.84%
TOTAL OTHER FINANCING SOURCES (USES)	557,648	245,713	44.06%	245,444	42.84%
Net Income (Loss)	-	-	-	-	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ -	-	\$ -	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 550	-	\$ 825	-
TOTAL REVENUES	-	550	-	825	-
OPERATING EXPENSES					
Salaries	579,953	328,475	56.64%	281,629	53.64%
Employee Benefits	91,453	54,441	59.53%	43,209	58.62%
Contractual Services	108,500	62,669	57.76%	42,079	44.37%
General Material & Supplies	130,500	67,604	51.80%	72,295	52.09%
Professional Development	192,000	120,021	62.51%	91,412	42.96%
Fixed Charges	13,000	6,425	49.42%	5,285	58.72%
TOTAL OPERATING EXPENSES	1,115,406	639,635	57.35%	535,909	50.62%
Excess (deficiency) of revenues over expenditures	(1,115,406)	(639,085)	57.30%	(535,084)	50.54%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	1,115,406	639,085	57.30%	535,084	50.54%
TOTAL OTHER FINANCING SOURCES (USES)	1,115,406	639,085	57.30%	535,084	50.54%
Net Income (Loss)	-	-	-	-	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ -	-	\$ -	-

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

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Dec. 31 2024	FY2025
				Actual	Budget
REVENUES					
Interest	\$ 75,000	\$ 52,240	69.65%	\$ 64,534	86.05%
TOTAL REVENUES	75,000	52,240	69.65%	64,534	86.05%
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	52,240	-	64,534	-
Fund Balance at beginning of year	-	5,001,947	-	4,874,441	-
Fund Balance	\$ 75,000	\$ 5,054,187	-	\$ 4,938,975	-

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

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Dec. 31 2024	FY2025
				Actual	Budget
REVENUES					
Property Taxes	\$ 210,000	\$ 214,494	102.14%	\$ 208,607	101.76%
TOTAL REVENUES	210,000	214,494	102.14%	208,607	101.76%
EXPENDITURES BY OBJECT					
Salaries	113,373	57,251	50.50%	54,207	50.02%
Contractual Services	95,850	72,940	76.10%	70,230	73.28%
General Material & Supplies	777	17	2.19%	596	74.55%
TOTAL EXPENDITURES BY OBJECT	210,000	130,208	62.00%	125,033	60.99%
EXPENDITURES BY FUNCTION					
Institutional Support	210,000	130,209	62.00%	125,034	60.99%
TOTAL EXPENDITURES BY FUNCTION	210,000	130,209	62.00%	125,034	60.99%
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	84,285	-	83,573	-
Fund Balance at beginning of year	-	110,042	-	103,351	-
Fund Balance	\$ -	\$ 194,327	-	\$ 186,924	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
REVENUES					
Local Government Services:					
Property Taxes	\$ 2,135,000	\$ 2,090,408	97.91%	\$ 1,941,180	101.90%
TOTAL REVENUES	2,135,000	2,090,408	97.91%	1,941,180	49.14%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Contractual Services	45,000	54,859	121.91%	123,093	273.54%
Fixed Charges	1,500,000	1,456,789	97.12%	1,411,627	112.93%
TOTAL INSTITUTIONAL SUPPORT	1,545,000	1,511,648	97.84%	1,534,720	118.51%
CAMPUS SAFETY AND SECURITY					
Salaries	693,250	347,363	50.11%	326,932	49.34%
TOTAL CAMPUS SAFETY & SECURITY	693,250	347,363	50.11%	326,932	49.34%
TOTAL EXPENDITURES BY OBJECT	2,238,250	1,859,011	83.06%	1,861,651	95.10%
EXPENDITURES BY FUNCTION					
Institutional Support	1,545,000	1,511,648	97.84%	1,534,720	-
Campus Safety and Security	693,250	347,363	50.11%	326,932	49.34%
TOTAL EXPENDITURES BY FUNCTION	2,238,250	1,859,011	83.06%	1,861,652	95.10%
Excess (deficiency) of revenues over expenditures	(103,250)	231,397	-	79,528	-
Fund Balance Released from Reserved Fund Balance	103,250	-	-	-	-
Excess (deficiency) of revenues over expenditures other sources (uses)	-	231,397	-	79,528	-
Fund Balance at beginning of year	-	1,778,018	-	1,944,663	-
Fund Balance	\$ -	\$ 2,009,415	-	\$ 2,024,191	-

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

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Dec. 31 2024 Actual	% of FY2025 Budget
REVENUES					
Benefit Charges	\$ 15,329,000	\$ 7,234,875	47.20%	\$ 6,437,748	47.80%
TOTAL REVENUES	15,329,000	7,234,875	47.20%	6,437,748	47.80%
EXPENDITURES BY OBJECT					
Employee Benefits	15,329,000	7,086,569	46.23%	6,345,183	47.11%
TOTAL EXPENDITURES BY OBJECT	15,329,000	7,086,569	46.23%	6,345,183	47.11%
EXPENDITURES BY FUNCTION					
Institutional Support	15,329,000	7,086,569	46.23%	6,345,183	47.11%
TOTAL EXPENDITURES BY FUNCTION	15,329,000	7,086,569	46.23%	6,345,183	47.11%
Excess (deficiency) of revenues over expenditures other sources (uses)	-	148,306	-	92,565	-
Fund Balance at beginning of year	-	(1,215,885)	-	(6,998,578)	-
Fund Balance	\$ -	\$ (1,067,579)	-	\$ (6,906,013)	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
EDUCATION FUND
For the Months Ending January 31, 2026**

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	Jan. 31 2025	FY2025
	Budget	Actual	Budget	Actual	Budget
REVENUES					
Property Taxes	44,260,665	43,210,186	97.63%	42,433,281	95.07%
Local Government Sources	-	3,500	-	105,828	-
Personal Property Replacement Tax	1,150,000	531,978	46.26%	546,711	47.54%
Illinois Community College Board	7,570,000	4,652,566	61.46%	4,820,652	67.29%
Student Tuition and Fees *	25,680,000	25,936,392	101.00%	24,339,187	99.84%
Payment Plan and Late Fees	150,000	142,085	94.72%	141,420	94.28%
Investment Income	2,400,000	3,250,163	135.42%	4,035,670	201.78%
Miscellaneous External Revenue	400,000	247,521	61.88%	530,063	62.81%
Miscellaneous Internal Revenue	-	2,450	-	3,063	-
TOTAL REVENUES	81,610,665	77,976,841	95.55%	76,955,875	95.80%
EXPENDITURES BY OBJECT					
Salaries	51,770,506	33,540,013	64.79%	31,592,710	64.38%
Employee Benefits	10,815,032	6,779,657	62.69%	6,061,638	58.41%
Contractual Services	5,171,490	3,858,098	74.60%	3,538,297	59.48%
General Material & Supplies	4,396,874	2,709,179	61.62%	2,665,057	54.39%
Professional Development	603,710	352,375	58.37%	486,771	81.67%
Fixed Charges	280,550	121,542	43.32%	139,429	50.21%
Utilities	2,000	789	39.45%	1,065	71.03%
Capital Outlay	1,560,762	597,944	38.31%	766,073	28.90%
Other	620,919	76,599	12.34%	286,084	144.94%
Waivers/Institutional Scholarships	400,000	265,979	66.49%	234,906	62.64%
TOTAL EXPENDITURES BY OBJECT	75,621,843	48,302,175	63.87%	45,772,030	61.53%
EXPENDITURES BY FUNCTION					
Instruction	36,747,286	23,711,865	64.53%	22,349,202	63.04%
Academic Support	11,475,029	6,993,758	60.95%	6,538,856	58.47%
Student Services	7,820,739	4,624,208	59.13%	4,392,468	59.24%
Public Services	705,944	400,331	56.71%	380,374	53.27%
Institutional Support	18,472,844	12,306,034	66.62%	11,876,223	61.67%
Institutional Waiver	400,000	265,979	66.49%	234,906	62.64%
TOTAL EXPENDITURES BY FUNCTION	75,621,842	48,302,175	63.87%	45,772,029	61.53%
Excess (deficiency) of revenues over expenditures	5,988,823	29,674,666	-	31,183,846	-
OTHER FINANCING SOURCES (USES)					
Transfer to Capital Projects Fund	(4,000,000)	(4,000,000)	100.00%	-	-
Transfer to Student Life	(557,648)	(293,237)	52.58%	(295,747)	51.75%
Transfer to Athletics	(1,115,406)	(734,482)	65.85%	(652,470)	61.62%
Transfer to Early Childhood Lab School	(315,769)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(5,988,823)	(5,027,719)	83.95%	(948,217)	15.99%
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	24,646,947	-	30,235,629	-
Fund Balance at beginning of year	-	50,945,600	-	52,412,937	-
Fund Balance Released from Reserved Fund Balance	-	-	-	-	-
Fund Balance	\$ -	\$ 75,592,547	-	\$ 52,412,937	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS AND MAINTENANCE FUND
For the Months Ending January 31, 2026**

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	Jan. 31 2025	FY2025
				Actual	Budget
REVENUES					
Local Government Services:					
Property Taxes	\$ 16,295,000	\$ 15,791,679	96.91%	\$ 14,151,886	108.00%
State Government Services:					
Other Local Government (Hanover Park)	-	344	-	333	.24%
Miscellaneous External Revenue	-	1,333	-	888	-
Miscellaneous Internal Revenue	-	1,806	-	2,504	-
Miscellaneous Internal Revenue (Security)	8,500	1,963	23.09%	2,867	-
Building Rental External Revenue (Net Comps)	165,170	126,395	76.52%	100,018	50.01%
TOTAL REVENUES	16,468,670	15,923,520	96.69%	14,258,495	106.09%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Salaries	4,649,431	3,178,280	68.36%	3,062,302	68.39%
Employee Benefits	943,758	723,647	76.68%	609,260	60.66%
Contractual Services	1,012,607	459,686	45.40%	488,891	36.36%
General Material & Supplies	856,528	484,614	56.58%	493,213	47.86%
Professional Development	17,650	5,729	32.46%	6,633	41.59%
Fixed Charges	515,000	437,008	84.86%	271,282	44.62%
Utilities	2,816,341	1,878,323	66.69%	1,522,693	53.52%
Capital Outlay	447,700	66,674	14.89%	182,025	20.48%
Other	-	41	-	-	-
TOTAL INSTITUTIONAL SUPPORT	11,259,014	7,234,001	64.25%	6,636,298	54.33%
CAMPUS SAFETY AND SECURITY					
Salaries	713,250	425,548	59.66%	406,396	59.65%
Employee Benefits	330,521	241,787	73.15%	216,827	70.60%
Contractual Services	73,800	22,537	30.54%	13,063	36.13%
General Material & Supplies	70,685	34,811	49.25%	28,549	29.39%
Professional Development	12,400	3,506	28.27%	8,639	52.02%
Other	-	(658)	-	39,895	65.07%
TOTAL CAMPUS SAFETY AND SECURITY	1,200,656	727,530	60.59%	713,368	59.47%
TOTAL EXPENDITURES BY OBJECT	12,459,670	7,961,532	63.90%	7,349,667	54.79%
EXPENDITURES BY FUNCTION					
Institutional Support	11,259,014	7,234,001	64.25%	6,636,298	54.33%
Campus Safety and Security	1,200,656	727,530	60.59%	713,368	59.47%
TOTAL EXPENDITURES BY FUNCTION	12,459,670	7,961,532	63.90%	7,349,667	54.79%
Excess (deficiency) of revenues over expenditures	4,009,000	7,961,989	-	6,908,829	-
OTHER FINANCING SOURCES (USES)					
Transfer from Other Fund	167,400	-	-	-	-
Transfer to O&M Facility Rental	(167,400)	-	-	-	-
Transfer to Other Fund- 2024 GO Bonds	(4,009,000)	(4,009,000)	100.00%	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(4,009,000)	(4,009,000)	100.00%	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	3,952,989	-	6,908,829	-
Fund Balance at beginning of year	-	20,486,632	-	21,038,333	-
Fund Balance	\$ -	\$ 24,439,621	-	\$ 27,947,162	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
CAPITAL PROJECT FUND
For the Months Ending January 31, 2026**

	2026 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Jan. 31 2025 Actual	% of FY2025 Budget
REVENUES					
Bond Proceeds	\$ 1,000,000	\$ 1,021,543	102.15%	\$ 628,448	-
TOTAL REVENUES	1,000,000	1,021,543	102.15%	628,448	-
EXPENDITURES BY OBJECT					
Contractual Services	6,020,000	2,083,966	34.62%	1,898,757	48.77%
General Material & Supplies	40,000	11,674	29.18%	11,674	23.35%
Capital Outlay	61,200,000	21,805,932	35.63%	1,299,966	4.69%
TOTAL EXPENDITURES BY OBJECT	67,260,000	23,901,572	35.54%	3,210,397	10.15%
EXPENDITURES BY FUNCTION					
Institutional Support	67,260,000	23,901,572	35.54%	3,210,397	10.15%
TOTAL EXPENDITURES BY FUNCTION	67,260,000	23,901,572	35.54%	3,210,397	10.15%
Excess (deficiency) of revenues over expenditures	(66,260,000)	(22,880,029)	34.53%	(2,581,949)	8.16%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	4,000,000	4,000,000	100.00%	-	-
TOTAL OTHER FINANCING SOURCES (USES)	4,000,000	4,000,000	100.00%	-	-
Released of Reserved Fund Balance	62,260,000	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	(18,880,029)	-	(2,581,949)	-
Fund Balance at beginning of year	-	75,944,707	-	34,950,554	-
Fund Balance	\$ -	\$ 57,064,678	-	\$ 32,368,605	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
BOND AND INTEREST FUND
For the Months Ending January 31, 2026

	Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Jan. 31 2025 Actual	% of FY2025 Budget
REVENUES					
Property Taxes	\$ 11,040,173	\$ 10,972,119	99.38%	\$ 10,893,240	99.31%
TOTAL REVENUES	11,040,173	10,972,119	99.38%	10,893,240	99.31%
EXPENDITURES BY OBJECT					
Fixed Charges	15,049,173	12,285,349	81.63%	9,317,493	87.00%
TOTAL EXPENDITURES BY OBJECT	15,049,173	12,285,349	81.63%	9,317,493	87.00%
EXPENDITURES BY FUNCTION					
Institutional Support	15,049,173	12,285,349	81.63%	9,317,493	87.00%
TOTAL EXPENDITURES BY FUNCTION	15,049,173	12,285,349	81.63%	9,317,493	87.00%
Excess (deficiency) of revenues over expenditures	(4,009,000)	(1,313,230)	-	1,575,747	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	4,009,000	4,009,000	100.00%	-	-
TOTAL OTHER FINANCING SOURCES (USES)	4,009,000	4,009,000	100.00%	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	2,695,770	-	1,575,747	-
Fund Balance at beginning of year	-	5,653,561	-	5,165,635	-
Fund Balance	\$ -	\$ 8,349,331	-	\$ 6,741,382	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CONTINUING ED
For the Months Ending January 31, 2026**

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 112,000	\$ 54,001	48.22%	\$ 40,910	40.50%
TOTAL REVENUES	112,000	54,001	48.22%	40,910	40.50%
OPERATING EXPENSES					
Salaries	104,410	71,292	68.28%	61,345	69.67%
Employee Benefits	20,237	8,160	40.32%	11,648	72.72%
Contractual Services	20,000	5,096	25.48%	9,529	57.75%
General Material & Supplies	9,550	-	-	5,481	53.47%
Professional Development	1,000	681	68.10%	-	-
TOTAL OPERATING EXPENSES	155,197	85,229	54.92%	88,003	67.27%
Excess (deficiency) of revenues over expenditures	(43,197)	(31,228)	-	(47,093)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Bookstore	43,197	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	43,197	-	-	-	-
Net Income (Loss)	-	(31,228)	-	(47,093)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ (31,228)	-	\$ (94,186)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CORPORATE TRAINING
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 690,000	\$ 357,585	51.82%	\$ 275,152	45.55%
TOTAL REVENUES	690,000	357,585	51.82%	275,152	45.55%
OPERATING EXPENSES					
Salaries	338,182	241,106	71.29%	206,218	78.61%
Employee Benefits	114,622	60,824	53.06%	66,464	82.36%
Contractual Services	67,000	32,277	48.17%	33,841	34.01%
General Material & Supplies	129,750	43,246	33.33%	24,291	32.09%
Professional Development	5,000	3,773	75.45%	455	17.86%
Capital Outlay	500	-	-	-	-
Others	27,000	9,827	36.40%	16,916	66.34%
TOTAL OPERATING EXPENSES	682,054	391,051	57.33%	348,186	63.48%
Excess (deficiency) of revenues over expenditures	7,946	(33,466)	-	(73,034)	-
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	7,946	(33,466)	-	(73,034)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ 7,946	\$ (33,466)	-	\$ (73,034)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, BOOKSTORE
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 2,329,836	\$ 2,112,745	90.68%	\$ 1,954,201	81.35%
Miscellaneous Internal Revenue	105,028	29,339	27.93%	55,005	54.25%
TOTAL REVENUES	2,434,864	2,142,083	87.98%	2,009,206	80.25%
OPERATING EXPENSES					
Salaries	231,713	153,297	66.16%	143,326	47.02%
Employee Benefits	47,633	30,337	63.69%	27,470	42.84%
Contractual Services	58,808	43,306	73.64%	38,627	69.51%
General Material & Supplies	1,966,901	1,640,732	83.42%	1,493,820	74.51%
Professional Development	3,000	398	13.27%	43	-
Capital Outlay	1,000	-	-	909	45.44%
Other	17,742	854	4.82%	(216)	43.10%
Depreciation	-	-	-	-	-
TOTAL OPERATING EXPENSES	2,326,797	1,868,926	80.32%	1,703,980	70.09%
Excess (deficiency) of revenues over expenditures	108,067	273,158	-	305,226	-
OTHER FINANCING SOURCES (USES)					
Transfers to Continuing Ed Funds	(43,197)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(43,197)	-	-	-	-
Net Income (Loss)	64,870	273,158	-	305,226	-
Retained Earnings at beginning of the year	-	589,223	-	363,547	-
Retained Earnings	\$ 64,870	\$ 862,381	-	\$ 668,773	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, EARLY CHILDHOOD LAB SCHOOL
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 700,728	\$ 282,894	40.37%	\$ 285,269	48.98%
TOTAL REVENUES	700,728	282,894	40.37%	285,269	48.98%
OPERATING EXPENSES					
Salaries	720,913	302,843	42.01%	349,609	54.44%
Employee Benefits	193,028	115,434	59.80%	101,391	63.90%
Contractual Services	4,000	1,055	26.38%	1,601	34.34%
General Material & Supplies	97,356	40,395	41.49%	49,489	64.89%
Professional Development	1,200	-	-	334	29.04%
Other	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,016,497	459,727	45.23%	502,424	56.90%
Excess (deficiency) of revenues over expenditures	(315,769)	(176,834)	-	(217,155)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Ed Fund	315,769	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	315,769	-	-	-	-
Net Income (Loss)	-	(176,834)	-	(217,155)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ (176,834)	-	\$ (217,155)	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, FOOD SERVICES
For the Months Ending January 31, 2026**

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 871,482	\$ 502,500	57.66%	\$ 432,253	54.02%
Miscellaneous Internal Revenue	231,750	94,777	40.90%	183,032	83.45%
TOTAL REVENUES	1,103,232	597,276	54.14%	615,285	60.35%
OPERATING EXPENSES					
Salaries	490,396	269,313	54.92%	243,537	57.95%
Employee Benefits	66,081	29,295	44.33%	26,866	61.31%
Contractual Services	14,150	5,517	38.99%	6,187	27.95%
General Material & Supplies	492,364	308,480	62.65%	279,550	55.87%
Professional Development	212	14	6.60%	83	40.23%
Capital Outlay	40,073	2,727	6.81%	4,260	13.03%
Other	(44)	-	-	-	-
TOTAL OPERATING EXPENSES	1,103,232	615,346	55.78%	560,483	54.98%
Excess (deficiency) of revenues over expenditures	-	(18,070)	-	54,802	-
OTHER FINANCING SOURCES (USES)					
Transfers From Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	-	(18,070)	-	54,802	-
Retained Earnings at beginning of the year	-	451,825	-	283,979	-
Retained Earnings	\$ -	\$ 433,755	-	\$ 338,781	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
 AUXILIARY SERVICES FUND, VISUAL AND PERFORMING ARTS CENTER
 For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 689,931	\$ 265,180	38.44%	\$ 229,510	28.13%
Miscellaneous Internal Revenue	240,000	115,577	48.16%	137,368	94.74%
TOTAL REVENUES	929,931	380,757	40.94%	366,878	38.18%
OPERATING EXPENSES					
Salaries	296,952	132,941	44.77%	106,368	36.34%
Employee Benefits	24,900	25,856	103.84%	14,681	73.07%
Contractual Services	344,300	242,266	70.36%	257,138	75.41%
General Material & Supplies	141,750	74,377	52.47%	67,236	42.62%
Professional Development	15,500	15,311	98.78%	10,773	58.23%
Capital Outlay	104,029	22,901	22.01%	36,507	23.85%
Fixed Charges	2,500	775	31.00%	851	17.01%
TOTAL OPERATING EXPENSES	929,931	514,427	55.32%	493,554	49.95%
Excess (deficiency) of revenues over expenditures	-	(133,670)	-	(126,676)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	-	(133,670)	-	(126,676)	-
Retained Earnings at beginning of the year	-	984,082		1,082,632	
Retained Earnings	\$ -	\$ 850,412	-	\$ 955,956	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, PRODUCTION SERVICES
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 1,500	\$ 2,548	169.87%	\$ 1,313	37.51%
Miscellaneous Internal Revenue	526,000	335,537	63.79%	342,237	67.37%
TOTAL REVENUES	527,500	338,085	64.09%	343,550	67.17%
OPERATING EXPENSES					
Salaries	207,879	128,207	61.67%	125,729	60.99%
Employee Benefits	75,143	46,179	61.45%	43,517	61.83%
Contractual Services	2,500	930	37.20%	83	0.94%
General Material & Supplies	60,050	37,976	63.24%	41,232	57.57%
Professional Development	800	-	-	-	-
Other	-	-	-	600	100.00%
Depreciation	7,677	-	-	-	-
Fixed Charges	126,000	67,781	53.79%	49,476	42.47%
TOTAL OPERATING EXPENSES	480,049	281,073	58.55%	260,637	53.93%
Excess (deficiency) of revenues over expenditures	47,451	57,012	-	82,913	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	47,451	57,012	-	82,913	-
Retained Earnings at beginning of the year	-	502,594	-	367,994	-
Retained Earnings	\$ 47,451	\$ 559,606	-	\$ 450,907	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
 AUXILIARY SERVICES FUND, STUDENT LIFE
 For the Months Ending January 31, 2026**

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 331	-	\$ 1,716	-
TOTAL REVENUES	-	331	-	1,716	-
OPERATING EXPENSES					
Salaries	409,073	226,596	55.39%	228,322	60.53%
Employee Benefits	71,975	34,899	48.49%	41,396	42.79%
Contractual Services	12,750	8,897	69.78%	8,092	24.30%
General Material & Supplies	36,650	13,999	38.20%	12,041	28.51%
Professional Development	20,200	9,177	45.43%	6,068	27.65%
Capital Outlay	7,000	-	-	1,544	100.00%
TOTAL OPERATING EXPENSES	557,648	293,568	52.64%	297,463	51.92%
Excess (deficiency) of revenues over expenditures	(557,648)	(293,237)	52.58%	(295,747)	51.62%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	557,648	293,237	52.58%	295,747	51.66%
TOTAL OTHER FINANCING SOURCES (USES)	557,648	293,237	52.58%	295,747	51.66%
Net Income (Loss)	-	-	-	-	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ -	-	\$ -	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, INTERCOLLEGIATE ATHLETICS
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 550	-	\$ 825	\$ -
TOTAL REVENUES	-	550	-	825	-
OPERATING EXPENSES					
Salaries	579,953	379,900	65.51%	348,623	66.40%
Employee Benefits	91,453	64,658	70.70%	53,180	72.15%
Contractual Services	107,500	70,464	65.55%	53,909	56.84%
General Material & Supplies	118,124	75,072	63.55%	86,188	62.10%
Professional Development	205,376	138,273	67.33%	103,950	48.86%
Fixed Charges	13,000	6,665	51.27%	7,445	82.72%
Depreciation Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,115,406	735,032	65.90%	653,295	61.70%
Excess (deficiency) of revenues over expenditures	(1,115,406)	(734,482)	65.85%	(652,470)	61.62%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	1,115,406	734,482	65.85%	652,470	61.62%
TOTAL OTHER FINANCING SOURCES (USES)	1,115,406	734,482	65.85%	652,470	61.62%
Net Income (Loss)	-	-	-	-	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ -	-	\$ -	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
WORKING CASH
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
REVENUES					
Interest	\$ 75,000	\$ 62,606	83.47%	\$ 69,012	92.02%
TOTAL REVENUES	75,000	62,606	83.47%	69,012	92.02%
EXPENDITURES BY OBJECT					
General Material & Supplies	-	-	-	-	-
Professional Development	-	-	-	-	-
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	62,606	-	69,012	-
Fund Balance at beginning of year	-	5,001,947	-	4,874,441	-
Fund Balance	\$ 75,000	\$ 5,064,553	-	\$ 4,943,453	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUDIT FUND
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
REVENUES					
Property Taxes	\$ 210,000	\$ 214,494	102.14%	\$ 208,607	101.76%
TOTAL REVENUES	210,000	214,494	102.14%	208,607	101.76%
EXPENDITURES BY OBJECT					
Salaries	113,373	70,463	62.15%	66,717	61.57%
Contractual Services	95,850	72,940	76.10%	71,450	74.56%
General Material & Supplies	777	24	3.09%	596	74.55%
Professional Development	-	-	-	-	-
TOTAL EXPENDITURES BY OBJECT	210,000	143,427	68.30%	138,763	67.69%
EXPENDITURES BY FUNCTION					
Institutional Support	210,000	143,427	68.30%	138,763	67.69%
TOTAL EXPENDITURES BY FUNCTION	210,000	143,427	68.30%	138,763	67.69%
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	71,067	-	69,844	-
Fund Balance at beginning of year	-	110,042	-	103,351	-
Fund Balance	\$ -	\$ 181,109	\$ -	\$ 173,195	\$ -

ELGIN COMMUNITY COLLEGE DISTRICT 509
LIABILITY, PROTECTION & SETTLEMENT SUBFUND
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
REVENUES					
Local Government Services:					
Property Taxes	\$ 2,135,000	\$ 2,090,408	97.91%	\$ 1,941,180	101.90%
TOTAL REVENUES	2,135,000	2,090,408	97.91%	1,941,180	49.14%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Contractual Services	45,000	54,859	121.91%	123,093	273.54%
Fixed Charges	1,500,000	1,454,945	97.00%	1,411,627	112.93%
TOTAL INSTITUTIONAL SUPPORT	1,545,000	1,509,804	97.72%	1,534,720	118.51%
CAMPUS SAFETY AND SECURITY					
Salaries	693,250	423,181	61.04%	403,747	60.93%
TOTAL CAMPUS SAFETY & SECURITY	693,250	423,181	61.04%	403,747	60.93%
TOTAL EXPENDITURES BY OBJECT	2,238,250	1,932,985	86.36%	1,938,467	99.02%
EXPENDITURES BY FUNCTION					
Institutional Support	1,545,000	1,509,804	97.72%	1,534,720	-
Campus Safety and Security	693,250	423,181	61.04%	403,747	60.93%
TOTAL EXPENDITURES BY FUNCTION	2,238,250	1,932,985	86.36%	1,938,467	99.02%
Excess (deficiency) of revenues over expenditures	(103,250)	157,423	-	2,713	-
Fund Balance Released from Reserved Fund Balance	103,250	-	-	-	-
Excess (deficiency) of revenues over expenditures other sources (uses)	-	157,423	-	2,713	-
Fund Balance at beginning of year	-	1,778,018	-	1,944,663	-
Fund Balance	\$ -	\$ 1,935,441	-	\$ 1,947,376	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
INTERNAL SERVICE FUND
For the Months Ending January 31, 2026

	2026	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Jan. 31 2025	FY2025
				Actual	Budget
REVENUES					
Benefit Charges	\$ 15,329,000	\$ 8,915,793	58.16%	\$ 7,943,441	58.98%
TOTAL REVENUES	15,329,000	8,915,793	58.16%	7,943,441	58.98%
EXPENDITURES BY OBJECT					
Employee Benefits	15,329,000	8,696,941	56.74%	7,734,894	57.43%
TOTAL EXPENDITURES BY OBJECT	15,329,000	8,696,941	56.74%	7,734,894	57.43%
EXPENDITURES BY FUNCTION					
Institutional Support	15,329,000	8,696,941	56.74%	7,734,894	57.43%
TOTAL EXPENDITURES BY FUNCTION	15,329,000	8,696,941	56.74%	7,734,894	57.43%
Excess (deficiency) of revenues					
over expenditures other sources (uses)	-	218,852	-	208,547	-
				-	
Fund Balance at beginning of year	-	(1,215,885)	-	(6,998,578)	-
				-	
Fund Balance	\$ -	\$ (997,033)	-	\$ (6,790,031)	-

STUDENT ACTIVITIES REPORT

Student Life Mission

*The Student Experience and Engagement Center enhances student **learning** and **success** by fostering a vibrant, inclusive campus community. Through co-curricular programs and meaningful engagement opportunities, we empower students to connect with one another, explore their interests, and build a sense of belonging. Our work supports the holistic student experience across key areas, including New Student Orientation, Cultural and Educational Programs, Leadership Development, Community Service, Campus Entertainment, Wellness and Stress Relief, and Civic Engagement.*

January -February, 2026

Welcome Weeks (January 12th- 28th)

Knights Tournament (January 14th, 10am to 1pm)

In Jobe lounge there were a series of activities set up. One of these activities was an archery challenge where students could shoot foam arrows at targets. Another activity allowed attendees to joust in a small arena using inflatable jousting staffs.

Attendees: 300

Spell Crafters Guide (January 15th, 10am to 1pm)

Students were able to craft various medieval themes props in Jobe Lounge such as clay and wooden magical wands, add beads and gems to golden paper crowns and also create their own flower crowns. It also included a workshop where students got the opportunity to create their own cork diffusers with the option to mix and make their own scents.

Attendees: 350

Quest of Honor (January 20th, 10am to 1pm)

A series of clues were set up all throughout campus for teams of 1-4 students to embark on a quest to save the college president and win a lunch with her at Spartan Terrace. Tarot Card readings and a close up magic show was also available for students who couldn't participate in the full quest.

Attendees: 150

Tavern Tunes and Troubadours (January 22nd, 11am to 2pm)

Karaoke was set up in Jobe Lounge for students to come sing their favorite songs solo or with friends. Additionally, a hot chocolate bar with custom toppings as well as snacks were provided for all students singing or just supporting their peers.

Karaoke Participants: 50

Attendees: 250

Medieval Times Trip (February 6th, 6 to 9pm)

For students who earned enough coins throughout the welcome weeks events, they were able to use their coins to purchase a ticket to come along for a trip to Medieval Times. Students could also use their coins to purchase various items at the gift shop in the Student Life office.

Attendees: 35

Spring Club Recruitment Fair (January 21st, 10am to 1pm)

Clubs tabled in Jobe Lounge to recruit and advertise upcoming events for the Spring semester. Clubs gave out snacks, merchandise and even small games for attending students to play.

Attendees: 200

Black History Month (February 5th- 27th)

Black Student Connections (January 5th, 6 to 9pm)

Jobe Lounge had small tables set up for representatives of resources across the college to speak to students in attendance about what resources are available to them. Food was served and social games were played to encourage students to get to know each other and faculty members.

Attendees: 50

BHM Nurturing Our Legacy: Mind, Body, and Community (February 11th, 11am)

In Spartan Corner, students gathered to learn about how connected mental, physical and communal health in the black community is. There was an African American dance inspired zumba session led by Iris T. London.

Attendees: 25

Reimagining Genius: Black Innovators Remix (February 17th, 11am to 2pm)

In Jobe Lounge Professor Glenn Earl led a contest where students could pitch inventions by black inventors of the past and students were tasked with reinventing these past inventions to fit modern needs.

Participants pitching: 3

Attendees: 30

The Anatomy of a Bar: Hip-Hop Lyric Writing 101 (February 19th, 1 to 2:30pm)

In B180, Jermiah Wright taught a workshop where students could write their own raps. They learned about rhythm, flow and style. At the end, students combined their raps to create one full song.

Attendees: 10

MAGIC Event: A Day Without an Immigrant Part 2 (February 24th, 11am to 12:15pm)

In B180-181, a series of presentations were presented on the topic of immigration and the experience of immigrants. Dianha Ortega-Ehreth from Centro de Informacion gave a data driven presentation that debunked myths about immigrants and showcased the work Centro de Information does and the resources it provides. Student Evelyn Aquino presented a video that displayed the immeasurable impact that would be seen in a world without immigrants. Jacky Neri Arias, the Vice President for Inequitable Educational Systems from Dominican University gave a presentation on supporting immigrant students in higher education and how policies and resources can help immigrant students. ECC Professor Dr. Vincent Gaddis also presented on how hispanic communities and black communities are being impacted by the current political climate in regards to immigration and why unity amongst communities is so important. Students were also able to attend online.

In-Person Attendees: 60

Virtual Attendees: 40

Total Attendees: 100

El Dia del Estudiante: Latinx Transfer Fair (February 18th, 11am to 1pm)

In the Jobe Lounge, several Hispanic Serving Institution universities set up tables to speak to students about what their universities have to offer. Students were given cards that could be stamped by college representatives present and if students spoke to every college representative and received their stamp, they won an ECC Spartan blanket in the color of their choosing. There was also horchata, conchas and chicharrones available for students.

Colleges Represented:

- Aurora University
- Depaul University
- Elmhurst University
- National Louis University
- Northern Illinois University
- Northeastern University
- University of Illinois Chicago

Completed Cards: 85

Attendees: 200

Drunk Busters (February 23rd, 10am to 1pm)

Student Government co-hosted alongside ECC Police our annual drunkbusters event in Jobe Lounge. Students had the opportunity to wear goggles that simulate being under the influence of various substances and would perform a small driving course in a pedal car. Students would then experience a field sobriety test conducted by ECC police officers to educate students on the dangers of driving under the influence. Donuts were provided for participants.

Participants: 104

GENERAL CLUB MEETINGS

Most clubs have meetings every week, every other week, or once a month. Check the MyECC app to learn more information about each club and the list of their meetings and events.

MYECC EXPERIENCE MOBILE APP

MyECC Experience is Elgin Community College's official app. Connect to all things ECC anytime, anywhere! This app is designed to enrich your ECC education and provide you with a personalized experience that provides access to student activities, events, and resources you use most often.



If you have any questions, please let me know.
StudentTrusteeGidlun@elgin.edu

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 (January, February)
- B. Treasurer (December, January)
- C. Student (January-February)

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

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December)
- F. Grant Monitoring Report (period ending 12/21/25))



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

**RATIFICATION OF THE AGREEMENT BETWEEN
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 509
AND
THE ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION (ECCFA)**

Recommendation

The administration recommends the Board of Trustees of Community College District 509 ratifies the three (3) year Collective Bargaining Agreement, effective January 1, 2026 through December 31, 2028, with the Elgin Community College Faculty Association.



Dr. Peggy Heinrich, President

Background

Negotiations between the Board of Trustees and the Elgin Community College Faculty Association commenced September 26, 2025, and a tentative agreement was reached on February 6, 2026. The Elgin Community College Faculty Association met on February 28, 2026 and ratified the three (3) year Collective Bargaining Agreement.

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

Agreement

Between

The Board of Trustees
Community College District 509
Elgin Community College

And

The Elgin Community College
Faculty Association
IFT/AFT
AFL-CIO Local 3791

January 1, 2026 – December 31, 2028

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Article I: Recognition and Bargaining Unit.

1.1 Recognition and Bargaining Unit, Full-Time.

The Board of Trustees of Community College District No. 509, counties of Kane, Cook, DuPage, McHenry, and DeKalb, and the State of Illinois, hereinafter referred to as the Board, recognizes the Elgin Community College Faculty Association (ECCFA), Illinois Federation of Teachers, AFT/AFL-CIO, IFT Local 3791, hereinafter referred to as the Association, as the exclusive bargaining representative for all full-time faculty as defined in Paragraphs 103B-1 through paragraphs 103B-6 of the Illinois Public Community College Act, including faculty and librarians, but excluding instructors employed by the College who are assigned full-time to the state correctional facilities, laboratory assistants, laboratory coordinators, and any management or supervisory employees.

1.2 Recognition and Bargaining Unit, Adjunct Faculty II.

The Board of Trustees of Community College District No. 509, counties of Kane, Cook, DuPage, McHenry, and DeKalb, and the State of Illinois, hereinafter referred to as the Board, recognizes the unit adjunct faculty II that meet one of the following criteria:

1. teach at least twelve (12) credit or contact hours for three (3) out of four (4) consecutive years beginning with their first semester of adjunct employment. This excludes independent study and summer assignments; or
2. teach at least six (6) credit or contact hours per semester for six (6) of eight (8) consecutive semesters. This excludes independent study and summer assignments; or
3. work at least 596 hours per 12-month period for three (3) out of four (4) consecutive years beginning with the librarian's start date (effective August 1994).

Once eligible, recognition as a Unit Adjunct Faculty II begins the Spring or Fall semester following completion of the requirement for teaching faculty. Unit Adjunct Faculty II librarians will be recognized beginning for the first pay period after meeting their requirement.

Employment prior to the Fall 1989 semester shall not be used in determining entry into the unit.

1.3 Recognition and Bargaining Unit, Adjunct Faculty I.

The recognition clause (1.3) in CBA 2023-2025 shall be in effect until the beginning of the Fall 2026 Semester, when the Board of Trustees of Community College District No. 509, Counties of Kane, Cook, DuPage, McHenry, and DeKalb, and the State of Illinois, hereinafter referred to as the Board, recognizes the unit adjunct faculty I that meet one of the following criteria:

1. Teach at least three (3) credit hours for three (3) out of four (4) consecutive semesters.. This excludes independent study and summer assignments.
2. Work as library faculty at least 447 hours for one 18-month period from the initial hire date as a library faculty.

In the case of qualification under paragraph (1) above, once eligible, recognition as a Unit Adjunct Faculty I begins when the faculty member teaches their next class or classes, but in no event more

than five semesters after the first semester used for the purpose of qualifying. In the case of qualification under paragraph (2) above, unit Adjunct Faculty I librarians will be recognized beginning the first pay period after meeting the requirement provided they are rehired at the end of their 18-month qualifying period.

Article II: Association-Board Relations.

2.1 Non-Discrimination.

The Board and the Association, in accordance with applicable law, shall not discriminate against any faculty member on the basis of race, color, national origin, religion, gender, age, physical and mental disability, marital status, sexual orientation, gender identification, genetic information, veteran status, ancestry, citizenship status, arrest record, military status, unfavorable discharge from military service, or any other legally protected class, or membership or participation in, or association with, the lawful activities of any organization. If a grievance alleging the violation of this section is appealed to the Grievance Procedure (arbitration), as a condition precedent to proceeding to arbitration, it shall be accompanied by a full and complete waiver by the grievant(s) involved and by the Association of the right to assert the substance of such grievance in any other forum or before any court or agency, provided nothing herein shall be construed as compelling the grievant(s) or the Association to execute such waiver, and the execution or non-execution of such waiver shall not be precedential in any regard.

2.2 Information to the Association.

The Board shall make available public information necessary to the conduct of negotiations. This shall include relevant financial statistics. Such materials shall be provided within a reasonable time following a written request by the Association President or designee. This section shall not be construed as requiring the Board to research or compile data.

2.3 Board Meetings.

A copy of the Board agenda, non-confidential exhibits and minutes shall be made available to the Association President or designee within a reasonable time following the distribution to the Board. A copy of materials furnished to representatives of the press and other organizations at Board meetings shall concurrently be made available to the Association President or designee.

2.4 Bulletin Board.

The Association shall be provided with reasonable bulletin board space for the posting of notices and materials relating to Association activities. Such materials shall be identified with the name of the Association, signed by an appropriate officer thereof, and shall include an expiration date. Such materials shall not be derogatory of any person associated with the College. All posting of notices and materials shall be subject to the current rules and regulations governing bulletin boards.

2.5 Mailboxes.

The Board shall permit the Association to place official Association materials in the mailboxes of faculty subject to reasonable Board regulations. This authorization shall terminate forthwith if any governmental agency or court of competent jurisdiction shall determine such mail services cannot be utilized without the affixation of postage or payment of fee. This privilege is granted exclusively to the Association.

2.6 Use of Facilities and Equipment.

The Association may utilize College meeting room facilities by making a proper request in accordance with College procedures. The Association may use normal classroom equipment available to faculty but will reimburse the College for any extraordinary expenses in accordance with College procedures. The Board will make available to the Association a room that is mutually acceptable.

2.7 Dues Checkoff.

The Board will deduct from the pay of each member of the bargaining unit from whom it receives written authorization the designated amount of union dues. Written requests for deductions or revocation of deduction will be processed in accordance with the payroll calendar.

The amount deducted for any individual faculty member shall be verified by the Association and not changed for at least one (1) year. Union dues will be processed against member pay each pay period. To change the dues rates and reset members' progress toward meeting any established limit, the ECCFA must submit the dues rate information to the Human Resources department in accordance with the deadlines set forth in the payroll calendar.

The dues and a list of faculty from whose pay the dues have been deducted, along with the amount deducted from each, shall be forwarded to the Association Treasurer no later than seven (7) working days after such deductions were made.

The Association shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of complying with the above provisions of this article, or in reliance on any list, notice, certification, affidavit, or reassignment furnished under any such provisions.

2.8 Printing of Agreement.

The Board shall be responsible for the reproduction of the Agreement and it shall be in a form mutually agreed upon. The cost of typing and reproduction shall be shared equally by the Board and the Association.

2.9 Committee Appointment and Participation.

From time to time the College President or Administration will establish ad hoc or standing advisory committees which will include representation from the Association. The College President or Administration will determine the number of faculty representatives needed. When faculty representation is requested, the Association will consult with the Administration and will select these

members within ten (10) school days of receipt of the request and encourage diverse participation from the faculty consistent with the job description in Appendix B of this contract. Insofar as is possible or logical, membership will be in proportion to the number of faculty in each of the divisions of the College. After ten (10) school days, if the Association is unable to fulfill the request, the Administration shall appoint, in consultation with the Association, faculty representatives to the committee. For the purpose of committee appointments, full-time librarians, ESL, and ABE faculty shall be considered to constitute one division of the College.

2.10 Fair Share [Intentionally Deleted 2023].

2.11 No Strike Pledge.

The Association agrees that it will not instigate, engage in, support, encourage or condone any strike, work stoppage or other concerted refusal to perform work by the faculty covered by this Agreement while this Agreement is in effect.

2.12 Resolution of Matters Not Covered by This Agreement.

In the event that during the terms of this Agreement either the Board or the Association desires a change in any wages, hours, terms or conditions of employment not covered by this Agreement, the party desiring the change shall notify the other party in writing of the specific change requested.

A committee consisting of an equal number of Board and Association appointees shall meet to consider the requested change and any alternatives that may exist and make recommendations, if any, to the Board and Association. Upon approval by the Board and the Association Senate the recommendations shall be implemented.

Where either party fails to approve the committee recommendations or where the committee decides to make no recommendation, the party which initiated these procedures may either withdraw its requested change or seek resolution through mediation by notifying the other party in writing of such intent. The party which initiated these procedures shall bear the cost of the mediator's services.

The parties shall attempt to agree upon an impartial chairperson, who shall serve for the term of this Agreement. Where the parties are unable to agree upon an impartial chairperson, they shall jointly follow the procedures of the American Arbitration Association and select an impartial chairperson through the American Arbitration Association.

Mediation shall continue for a period not to exceed thirty (30) calendar days or three (3) mediation sessions, whichever shall first occur, unless the parties jointly agree to extend such time limit.

If such mediation fails to resolve the matter, the impartial chairperson shall recommend a settlement in writing. The parties shall consider the settlement in good faith but neither shall be required to bargain any such change notwithstanding any obligation under law to do so in the absence of this provision.

2.13 Management Rights Clause.

The Elgin Community College Board of Trustees, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in by the laws and the Constitution of the State of Illinois and the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the College, its properties and facilities.
2. To hire all employees and subject to the provisions of law and procedures as outlined in this contract determine:
 - a. employee qualifications
 - b. conditions for their continued employment
 - c. conditions for their dismissal
 - d. conditions for demotion or reduction in force
 - e. conditions for promotion and transfer of all such employees.
3. To approve curriculum and courses of instruction, including special programs deemed necessary or advisable by the Board.

Article III: Grievance Procedure.

3.1 Definitions.

A grievance is any claim by faculty or the Association that there has been a violation, misrepresentation or misapplication of the terms of this contract.

A school day, for the purpose of the grievance procedure, is a day on which the Administrative Offices are open, excluding Saturdays and Sundays.

3.2 Time Limits.

1. All time limits shall be in school days.
2. Failure on the part of the administration to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.
3. Failure on the part of the grievant or the Association to meet the time limits shall result in the grievance being withdrawn.
4. The time limits may be extended by mutual agreement of the parties.

3.3 Filing.

The written grievance shall be filed either by the Association or individual grievant not later than thirty (30) days of the date of the occurrence giving rise to the grievance or from the date when the grievant might reasonably have become aware of the occurrence. The written grievance shall identify the grievant, summarize the relevant facts, identify the provisions of the Agreement allegedly violated, and describe the remedy which is requested.

The grievance shall be filed with the Chief Human Resources Officer and copied to the immediate supervisor.

3.4 Formal Procedure.

Upon receipt of the written grievance, the Chief Human Resources Officer shall have full authority to resolve the grievance. The parties shall meet and otherwise communicate as often as they jointly agree in a good faith effort to resolve the grievance. "Good faith" shall mean that the parties shall meet and otherwise communicate with an open mind and a sincere effort to resolve the matter(s) before them. The parties may include any individual(s) who may contribute to the resolution of the grievance in their meeting(s).

Any tacit or active refusal by either party to conduct itself in good faith shall work to the detriment of that party in arbitration if the other party raises such matter. The charging party shall carry the burden of proving any alleged lack of good faith.

Step One: Chief Human Resources Officer and Immediate Supervisor

Not later than thirty (30) days after the filing date of the grievance, Human Resources shall submit a written response to the President of the Association, Association Grievance Chair and supervisor. Such response shall contain the full and complete reasons for award, denial, or joint resolution of the grievance.

Step Two: College President

If the Association is not satisfied with such response, it shall, if it desires, advance the grievance to the College President not later than fifteen (15) days from receipt of Human Resources' written response. Upon receipt of the written grievance, the President shall either represent the Board directly or appoint a management representative with full authority to resolve the grievance. The College President shall provide a written response to the President of the Association and Association Grievance Chair within fifteen (15) days of receipt of the advanced grievance.

Step Three: Arbitration

If the Association is not satisfied with such Board response, it shall, if it desires, proceed to binding arbitration by notifying the President or designee not later than fifteen (15) days from the date of the Board's written response. No individual or organization other than the Association shall have the right to proceed to binding arbitration. If the notice is not filed with the President or designee within fifteen (15) days of the Board's written response or if there has been no mutual agreement to extend such time limits, the grievance shall be deemed withdrawn without prejudice or precedent

The parties shall appoint a panel of arbitrators mutually approved by the legal representatives of each party.

The names of such arbitrators shall be listed numerically by lot and shall be in the possession of each party.

Each arbitrator in turn shall be contacted by the parties until one is available to participate in the grievance arbitration case pursuant to the conditions set forth herein.

Such panel of arbitrators may be available to hear cases in more than one district represented by IFT/AFT and, if such is the matter, for the next such case that arises in whichever district, the first arbitrator to be contacted shall be the one on the list immediately following the one who rendered the decision in the immediately preceding case.

Before the same arbitrator can be used in cases in the same district in any twelve-month calendar period, the parties shall first proceed through the entire rotation of arbitrators. If none is available and if either party objects to the use of the same arbitrator during such twelve-month period, the parties shall attempt to agree on an alternate arbitrator. If such agreement is not concluded within one week from the date of either party's original objection, the American Arbitration Association rules shall be used.

Such panel of arbitrators shall continue for at least two years. At the request of either party any name(s) shall be deleted from such panel after two years and replaced by any mutually approved arbitrator(s) whose name(s) shall fill the slot vacated by the deleted arbitrator(s) or added to the end of the list if it is expanded. No pending case shall be delayed as the result of the deletion for any reason of an arbitrator from the list.

Once the arbitrator has been selected, every effort shall be made to schedule the hearing within thirty (30) calendar days of the date of appeal to arbitration. If the hearing cannot be scheduled within sixty (60) calendar days of such appeal, the next available arbitrator shall be selected unless the parties otherwise mutually agree.

Briefs if required shall be due within thirty (30) calendar days of the completion of the hearing. Briefs shall be submitted in duplicate directly to the arbitrator, who upon receipt shall submit one copy to each party.

The arbitrator's decision shall be due within thirty (30) calendar days of his/her receipt of both briefs.

Failure of either or both parties to comply with any of the rules incorporated herein shall result in enabling either or both parties to implement American Arbitration Association procedures to (a) select an arbitrator for any pending grievance arbitration case and (b) resolve any dispute over failure to comply with these rules.

These rules shall become effective upon agreement of the arbitrators included herein to serve on such panel. Until such agreement is reached, the American Arbitration Association shall be used.

Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation on any other issue not submitted. The decision of the arbitrator shall be final and binding on the parties.

3.5 Expense of Arbitration.

Each party shall bear the full cost of its representation in the arbitration. The cost of the arbitrator and of the American Arbitration Association shall be divided equally between the Board and the Association. If either party requests a transcript of the proceedings, that party shall bear the full cost of such transcripts. If both parties request a transcript the cost shall be equally divided. If the arbitrator requests a copy of the transcript these costs shall be divided equally between the Board and the Association.

3.6 Evidence and Hearings.

At all steps of the grievance procedure and arbitration it is the right of the administration/board and the grievant and the Association to be represented.

Article IV: Conditions of Employment.

4.1 Academic Freedom.

1. Each faculty member is free to present instructional materials and to discuss issues which are pertinent to the subject and level taught within the parameters of the course or activity. Each faculty member is expected to present all facets of pertinent controversial issues in an unbiased manner. Further, the faculty member should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject.
2. Each faculty member is entitled to full freedom in research and in the publication of the results, subject to satisfactory performance of his/her other academic duties; but research for pecuniary return should be based upon current Board policies.
3. Each faculty member is a citizen, a member of a learned profession, and a representative of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational representative, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

4.2 Instructor Workload.

All full-time teaching faculty shall be required to teach a minimum of thirty (30) credit or contact hours annually. Faculty who have satisfied the minimum load requirement and teach in excess of thirty (30) credit or contact hours shall be paid at the voluntary overload rate for the full number of excess credit or contact hours. Any assignment above thirty (30) credit or contact hours which is not voluntary shall be considered involuntary overload, except any class needed to make credit or contact hour load shall be considered voluntary.

4.3 [Previously Intentionally Deleted].

4.4 Librarian Workload.

Librarians shall work thirty-five (35) hours per week the same number of weeks during the academic year as instructional faculty. Schedules will be assigned by the dean/supervisor after consultation with the librarians. If a librarian works in excess of thirty-five (35) hours in a week, the librarian shall earn compensatory time at the rate of one (1) hour for each hour worked in excess of thirty-five (35) per week with the approval of the dean/supervisor. Compensatory time shall be taken on days during the academic year on which full time instructors are at work with the approval of the dean/supervisor. Disagreements about scheduling may be appealed to the Vice President of Teaching, Learning and Student Development.

For more information regarding Librarian Workload, see Section 6.16.

4.5 Office Hours.

Instructors shall, unless a reduction for multiple locations applies, hold not less than ten (10) office hours per week five (5) of which will be held in person and occur on a regularly scheduled basis, three (3) of which may be held virtually and occur on a regularly scheduled basis, and two (2) of which may be held by appointment (possible hours for appointment shall be provided to students, as applicable). Regularly scheduled office hours shall include a minimum of sixty (60) minutes of office hours each day they are assigned teaching responsibilities. Office hours that are held in person shall be held on campus in the instructor's office or laboratory, or another place on campus that is mutually convenient to the instructor and students. Office hours held virtually shall be delivered through one of the College's supported meeting software platforms or learning management system and shall be preestablished and consistent throughout the semester, aside from by appointment hours. Faculty shall be logged in to a College supported meeting software platform during all scheduled virtual office hours. Faculty may use alternative platforms if requested by students. Additionally, when communicating with students during virtual office hours, the faculty member's camera must remain turned on when students are present. Also, faculty should not be in transit while providing virtual office hours.

An office hour schedule must be submitted electronically to the dean or dean's designee for approval by the first school day after the initial day on which the instructor is scheduled to teach. For the purpose of this section, a school day is a day on which the administrative offices are open, excluding Saturdays and Sundays. This may be extended in the case of extenuating circumstances upon request to the dean or dean's designee, which shall not be arbitrarily or capriciously denied. Modified or updated office hours may be submitted to the dean or dean's designee at any time.

All office hours will be posted outside the instructor's office and within the learning management system. Office hour schedules must include days, times, and locations. If the instructor is unable to hold scheduled office hours, the dean or dean's designee must be notified, by email prior to the scheduled change or as soon as possible. Each instructor shall schedule office hours at times convenient for the students.

If a faculty member teaches at multiple locations, then the total number of required office hours shall be reduced by one (1) hour if the faculty member is assigned to two (2) or more locations one (1) day per week and reduced by two (2) hours if assigned to two (2) or more locations two (2) or more days per week, except that such reduction shall not be applicable to any assignment which is part of a voluntary overload.

4.6 Other Professional Duties.

In addition to the twenty-five (25) hours per week (15 credit/contact hour load and 10 office hours) required of full-time teaching faculty, full-time teaching faculty are expected to perform additional duties in accordance with Appendix B-1: Full-time Teaching Faculty Job Description. It is expected that performing these additional duties shall normally take a minimum of ten (10) hours per week.

4.7 Outside Employment.

Any professional/educational work performed by faculty outside the College during the academic year must be reported in writing or e-mail to the dean/supervisor as soon as reasonably possible prior to the commencement of such work. Faculty shall not perform any outside professional services which constitutes a conflict of interest with his/her primary job at Elgin Community College or provides impairment to the performance of the fulltime job at Elgin Community College.

4.8 Full-Time Faculty Workload.

Full-time faculty workload shall be assigned by the dean/supervisor in consultation with the faculty in the division. To the extent feasible, all full-time faculty will be assigned their contractual teaching load between the hours of 8 a.m. and 5 p.m., Monday through Friday. Should it not be possible to assign the regular contractual teaching load to a faculty member between these hours for any reason, the remainder of the load may be scheduled in the evening session or on Saturday. No more than five (5) consecutive days will be assigned during a week. A faculty member may not be assigned a Saturday class more than one (1) semester per academic year without his/her permission except when it is necessary to fill a full-time load. Other schedules may be made by mutual agreement between the faculty member and the appropriate dean. Conflicts may be appealed to the Vice President of Teaching, Learning and Student Development. However, the dean/supervisor, with the approval of the Vice President of Teaching, Learning and Student Development, maintains the discretion to assign courses or workload based on the interest of the College.

Load shall be offered and then assigned according to 4.29 Load Assignment Protocol.

4.9 Team Teaching.

For the purpose of this contract, team teaching will be defined as one (1) class section taught by multiple faculty who are each in instructional contact concurrently with all students in the section.

With prior written approval of the Vice President of Teaching, Learning and Student Development, faculty shall each be granted voluntary overload pay for participating in team teaching.

The maximum class size for the purpose of team teaching will be defined as in the agreed upon Master Course Table.

Courses designated in the class schedule for team teaching shall be taught only with a team teaching approach. If the minimum class size is not reached the Vice President of Teaching, Learning and Student Development may cancel the class.

4.10 Block Teaching.

For the purpose of this contract, block teaching will be defined as the teaching of a class section by more than one faculty with each teaching separate and different portions of the class.

The credit/contact load assigned to faculty teaching in a block teaching format shall be calculated in proportion to the credit/contact load delivered by each faculty.

Class size maximums shall be in accordance with Section 4.23 of this contract.

Minimum class size shall be handled in the same way as courses not utilizing a block teaching approach.

For example, if four (4) faculty each teach one-fourth (1/4) of a four (4) credit/contact hour course, each will have one (1) credit/contact hour counted in his/her load and compensation will be based on this proportion of the course/credit hour load.

4.11 Online Learning.

For the purpose of this contract, instruction through online learning shall be defined as:

Asynchronous Instruction

Asynchronous instruction shall refer to sections that utilize the Internet as the principal source of access to content, assessment and communication for the students and faculty members. Asynchronous sections utilize the adopted Learning Management System (LMS) as the sole source of access and do not include either traditional in-person requirements or synchronously delivered instruction. If a third party, such as Illinois Articulation Initiative (IAI), requires proctored exams for articulation or accreditation, proctored exams shall be required in line with those requirements. With prior approval from the Dean or Dean's designee, which shall not be arbitrarily or capriciously denied, additional online courses may be approved to allow an in-person proctored testing requirement. Faculty are responsible for administering any proctored exams required within an asynchronous section, and students shall be given a reasonable designated timeframe in which to complete their proctored exam. Faculty may allow for external proctoring if requested by the student, with approval from the Dean or Dean's designee.

Synchronous (SYNC) Instruction

SYNC instruction shall refer to sections that utilize the Internet as the principal source of access to content and for the students and faculty members' communication, but which also include regularly scheduled synchronous meetings through online meeting software. SYNC sections utilize the adopted

Learning Management System (LMS) as the sole source of access and do not include in-person meetings. If a third party, such as Illinois Articulation Initiative (IAI), requires proctored exams for articulation or accreditation, proctored exams shall be required in line with those requirements. With prior approval from the Dean or Dean's designee, which shall not be arbitrarily or capriciously denied, online courses may be approved to allow an in-person proctored testing requirement. Faculty are responsible for administering any proctored exams required within a SYNC section, and students shall be given a reasonable designated timeframe in which to complete their proctored exam. Faculty may allow for external proctoring if requested by the student, with approval from the Dean or Dean's designee. Synchronous meetings are delivered through an ECC adopted meeting platform.

Hybrid Instruction

Hybrid instruction shall refer to sections in which not more than 50 percent of instruction, evaluation and communication is provided electronically via the adopted LMS. Time required in a traditional classroom setting is reduced but not eliminated and may include instruction and/or proctored exams. Faculty are responsible for administering any proctored assessments required within a hybrid section.

Section modality will be determined by the Dean or Dean's designee. This includes identifying whether a section will meet in person or via an online modality including asynchronous, SYNC, or hybrid.

To promote faculty involvement in online learning, the College will, to the extent feasible, provide available technical training for faculty teaching online learning sections at no expense to the faculty member and provide professional development opportunities that support online learning.

The faculty member shall own any online materials they develop, but the College shall have the continuing right to use materials developed with College resources. Also see Article IX Intellectual Property.

The development and teaching of online sections are assigned and approved in writing by the Dean or Dean's designee. Online section seat maximums shall be in accordance with the agreed upon Master Course Table.

1. Qualifications for Teaching Online Learning

Beginning in the Spring 2027 semester, any faculty members teaching online learning classes will need to meet these requirements prior to load selection:

- a. Prior to teaching online at ECC for the first time, faculty members will be required to complete one of the following:
 - i. Completion of the "Techniques for Managing the Enhanced Classroom" and "Online Instruction and Assessment Practices" workshops provided through CETAL,

OR

- ii. Completion of one of the following online instruction external training/certification programs including, but not limited to:
 - 1. Master Online Teacher Certificate from the Illinois Online Network;
 - 2. Quality Matters (QM) Teaching Online Certificate;
 - 3. Online Teaching Certificate from the Online Learning Consortium;
 - 4. Advanced Online Teaching Certificate from the Online Learning Consortium;
 - 5. Other notable training/certification programs accepted at the discretion of the Dean, in consultation with the Dean of Academic Resources and Instructional Technology.

OR

- iii. With the Dean's approval, which shall not be arbitrarily or capriciously denied, prior online teaching experience.

- b. Faculty members assigned to teach online or hybrid courses shall maintain currency in effective online pedagogy and the use of instructional technologies by completing one of the following at least once every three (3) academic years:

- i. Completion of approved professional development listed in Qualifications to Teach (see Section 1 Qualifications for Teaching Online),

OR

- ii. Completion of quality assurance check aligned with Quality Matters Standards conducted by the Distance Learning staff,

OR

- iii. Completion of an approved CETAL workshop for online teaching.

- c. In the event that option b(ii) above is chosen by a faculty member for the purpose of maintaining currency in effective online pedagogy and the use of instructional technologies, neither the quality assurance check nor the results thereof may be used for evaluative purposes.

- d. At times, due to needs of the program and institution, the Deans can approve a faculty member to teach online while concurrently completing required professional development.

2. Asynchronous Course Development.

- a. A faculty member will receive compensation at the voluntary overload rate for the approved development or redevelopment of an asynchronous course equivalent to the credit hours of the course. Proposed courses must be submitted in writing for review and pre-approved in writing by the Dean or Dean's designee.
- b. The materials developed for the approved new or redeveloped asynchronous course will be delivered to the appropriate instructional Dean or Dean's designee at least three months prior to the implementation date of the course and are subject to written approval. At the Dean's discretion, the deadline for submission may be changed. Developed courses must reside within an ECC supported LMS course shell and must include the following, which shall be called the "Asynchronous Shell Components":
 - i. A syllabus for the full semester or as otherwise approved by the Dean or Dean's designee;
 - ii. Implementation of a clearly navigable structure minimally including:
 1. Welcome/Introduction News item posted on the section homepage;
 2. Instructor contact information on the homepage, along with office hours;
 3. Clearly delineated units or modules aligned with the Master Course Outline which include instructions for completing the activities within each module;
 4. Clearly stated learning objectives for each unit or module;
 5. Assigned resources for each unit or module including clear descriptions of what to link to within publisher's materials;
 6. Discussion boards supporting each unit or module and one for general questions are recommended;
 7. A list of example assignments for the course that could be used to assess student learning;
 - iii. Adherence to ECC's adopted quality rubric for online learning, including course policies in line with that quality rubric;

- iv. Publishers materials need to be linked from within the LMS shell.
- c. Payment will be processed upon final delivery and approval of the final product by the Dean or Dean's designee.
- d. Faculty who utilize publisher materials as the primary source of instruction will not be compensated for course development.
- e. At the Dean's discretion, a fully online course may be developed from an archived hybrid course. In this case, the payment rate shall be 30 percent of the voluntary overload rate for full-time faculty or the unit adjunct faculty member rate, equivalent to the number of credit hours of the course to be developed. However, if the new online course utilizes publisher content pursuant to (d) above, the faculty member shall not be compensated.

3. Teaching Asynchronous Sections:

- a. A faculty member who is scheduled to teach an asynchronous section and was not paid to develop that same asynchronous course will receive a stipend in addition to regular compensation the first time he/she teaches the course in an asynchronous format, and the first time he/she teaches the course in a new or (as determined by the Dean or Dean's designee) substantially upgraded Learning Management System. This stipend shall equal 15 percent of the voluntary overload rate or the Unit Adjunct rate for each credit/contact hour of the asynchronous class.
- b. At the Dean's discretion, the class maximum may be limited the first time a faculty member teaches a section in this format.
- c. If an asynchronous section is taught by full-time faculty, the combined asynchronous, SYNC, and hybrid assignment shall not exceed sixty percent (60%) of the faculty member's minimum load unless approved in writing by the Dean or Dean's designee.
- d. If an asynchronous section is taught by a full-time faculty member, compensation shall be paid as regular load, independent study, voluntary overload or summer school rate, whichever is applicable and accepted by the faculty member. If an asynchronous section is taught by a UAF I or II faculty member, the compensation shall be paid at his/her pay rate or independent study rate, whichever is applicable and accepted by the faculty member.
- e. Asynchronous courses must reside within an ECC supported LMS course shell. Beginning in the Fall Semester 2026 for course shells developed in alignment with

Article 4.11 section 2(b) and approved on or after January 1, 2023, the course shell must include the Asynchronous Shell Components set forth in Article 4.11 section 2(b).

- f. With regard to a faculty member who is scheduled to teach an asynchronous course for which the course shell was developed within the specified timeframe, the asynchronous shell components shall be present either by using the provided course shell or incorporated directly by the faculty member.
- g. The Dean or Dean's designee may review the course shell to confirm the presence of required components. Neither the required components check nor the results thereof may be used for evaluative purposes.

4. Synchronous (SYNC) Course Development

- a. A faculty member will receive compensation at the voluntary overload rate for the approved development or redevelopment of a SYNC course, not previously developed, equivalent to the credit hours of the course. Proposed courses must be submitted in writing for review and pre-approved in writing by the Dean or Dean's designee.
- b. The materials developed for the approved new SYNC course will be delivered to the appropriate Dean or Dean's designee at least three months prior to the implementation date of an assigned section and are subject to written approval. At the Dean's discretion, the deadline for submission may be changed. Developed courses must reside within an ECC supported LMS course shell and must include the following, which shall be called the "Synchronous Shell Components":
 - i. A syllabus for the full semester or as otherwise approved by the Dean or Dean's designee;
 - ii. Implementation of a clearly navigable structure minimally including:
 1. Welcome/Introduction News item posted on the section homepage;
 2. Instructor contact information on the homepage, along with office hours;
 3. Clearly delineated units or modules aligned with the Master Course Outline which include instructions for completing the activities within each module;
 4. Clearly stated learning objectives for each unit or module, including an outline of content to be covered in online and SYNC interactions;
 5. Assigned resources for each unit or module including clear descriptions of what to link to within publisher's materials;

- 6. Discussion boards supporting each unit or module and one for general questions are recommended;
 - 7. A list of example assignments for the course that could be used to assess student learning.
- iii. Synchronous sessions must be delivered using a video conferencing platform supported by ECC.
 - iv. Adherence to ECC's adopted quality rubric for online learning, including course policies in line with that quality rubric;
 - v. Publisher's materials need to be linked from within the LMS shell.
- c. Payment will be processed upon final delivery and approval of the final product by the Dean or Dean's designee.
 - d. Faculty who utilize publisher's materials as the primary source of instruction will not be compensated for course development.
 - e. At the Dean's discretion, a SYNC course may be developed from an existing hybrid archived course. In this case, the payment rate shall be 30 percent of the voluntary overload rate for full-time faculty or the unit adjunct faculty member rate, equivalent to the number of credit hours of the course to be developed. However, if the new SYNC course utilizes publisher's content pursuant to (d) above, the faculty member shall not be compensated.

5. Teaching a Synchronous (SYNC) Section

The instructor will determine the ratio of synchronous hours and online content based on an understanding of the learning environment and as approved in writing by the Dean or Dean's designee prior to the scheduling of the section. Synchronous sessions must be taught from a location conducive to managing the learning environment.

Synchronous hours for Adult Education courses will be determined by the Dean or Dean's designee of that division to ensure ICCB adult education guidelines for units of instruction under adult education grants are met.

- a. A faculty member who was not paid to develop a SYNC course will receive a stipend in addition to regular compensation the first time he/she teaches the course in a SYNC format, and the first time he/she teaches the SYNC course in a new or (as determined by the Dean or Dean's designee) substantially upgraded Learning Management System. This stipend shall equal 15 percent of the voluntary overload rate or the Unit Adjunct rate for each credit/contact hour of the synchronous class.
- b. At the Dean's discretion, the class maximum may be limited the first time a faculty member teaches a section in this format.

- c. If a SYNC section is taught by full-time faculty, the combined SYNC, asynchronous, and hybrid assignment total shall not exceed sixty percent (60%) of the faculty member's minimum load unless approved in writing by the Dean or Dean's designee.
- d. Scheduled synchronous session times cannot deviate from the published schedule.
- e. If a SYNC section is taught by a full-time faculty member, compensation shall be paid as regular load, independent study, voluntary overload or summer school rate, whichever is applicable and accepted by the faculty member. If a SYNC section is taught by a UAF I or II faculty member, the compensation shall be paid at his/her pay rate or independent study rate, whichever is applicable and accepted by the faculty member.
- f. Synchronous courses must reside within an ECC supported LMS course shell. Beginning in the Fall Semester 2026, for course shells developed in alignment with article 4.11 section b and approved on or after January 1, 2023, the course shell must include the Synchronous Shell Components set forth in Article 4.11 section 4(b).
- g. With regard to a faculty member who is scheduled to teach a synchronous course for which the course shell was developed within the specified timeframe, the synchronous shell components shall be present either by using the provided course shell or incorporated directly by the faculty member.
- h. The Dean or Dean's designee may review the course shell to confirm the presence of the required components. Neither the required components check nor the results thereof may be used for evaluative purposes.

6. Hybrid Course Development.

Asynchronous components of the class should include design components consistent with asynchronous learning and be in line with the adopted quality rubric for online learning. Hybrid sections shall not include synchronous delivery of instruction.

The instructor will determine the required number of in-person class sessions for hybrid courses based on an understanding of the learning environment and approved in writing by the Dean or Dean's designee. A hybrid course will have a reduction in seat time commensurate with the required online work. In-person meeting dates/times shall be built into the schedule.

An exception will be made for Adult Education where online courses were approved by the ICCB as being comprised of 50% synchronously delivered instruction. These courses will not require re-development in order to be offered as hybrid sections on campus. The required number of traditional in-person class sessions and the percentage of in-person instruction for Adult Education courses will be determined by the Dean or Dean's designee of the division to ensure ICCB adult education guidelines for units of instruction under adult education grants are met.

- a. A faculty member will receive compensation at the voluntary overload rate for the approved development or redevelopment of a hybrid course equivalent to the credit hours of the course. Proposed courses must be submitted in writing for review and pre-approved in writing by the Dean or Dean's designee.

- b. The materials developed for the approved new hybrid course will be delivered to the appropriate Dean or Dean's designee at least three months prior to the implementation date of an assigned section and are subject to written approval. At the Dean's discretion, the deadline for submission may be changed. Developed courses must reside within an ECC supported LMS course shell and must include the following, which shall be called the "Hybrid Shell Components":
 - i. A syllabus for the full semester or as otherwise approved by the Dean or Dean's designee;

 - ii. Implementation of a clearly navigable structure minimally including:
 - 1. Welcome/Introduction News item posted on the section homepage;

 - 2. Instructor contact information on the homepage, along with office hours;

 - 3. Clearly delineated units or modules aligned with the Master Course Outline which include instructions for completing the activities within each module;

 - 4. Clearly stated learning objectives for each unit or module, including an outline of content to be covered in online and traditional in-person instruction;

 - 5. Assigned resources for each unit or module including clear descriptions of what to link to within publisher's materials;

 - 6. Discussion boards supporting each unit or module and one for general questions are recommended;

 - 7. A list of example assignments for the course that could be used to assess student learning.

 - iii. Adherence to ECC's adopted quality rubric for online learning, including course policies in line with that quality rubric.

- c. Publisher's materials need to be linked from within the LMS shell.
- d. Payment will be processed upon final delivery and approval of the final product by the Dean or Dean's designee.
- e. Faculty who utilize publisher's materials as the primary source of instruction will not be compensated for the course development.
- f. At the Dean's discretion, a hybrid course may be developed from an archived online course. In this case, the payment rate shall be 30 percent of the voluntary overload rate for full-time faculty or the unit adjunct faculty member rate, equivalent to the number of credit hours of the course to be developed. However, if the new hybrid course utilizes publisher's content pursuant to (e) above, the faculty member shall not be compensated.

7. Teaching a Hybrid Course:

- a. A faculty member who is scheduled to teach a hybrid section and was not paid to develop the same hybrid course will receive a stipend in addition to regular compensation the first time he/she teaches the course in the hybrid format, and the first time he/she teaches the course in a new or (as determined by the Dean or Dean's designee) substantially upgraded Learning Management System. This stipend shall equal 15 percent of the voluntary overload rate or unit adjunct rate for each credit/contact hour of the hybrid class. If the section is taught as independent study, the faculty member will receive a stipend equal to 15 percent of the independent study rate for each credit/contact hour of the hybrid class.
- b. At the Dean's discretion, the class maximum may be limited the first time a faculty member teaches a section in this format.
- c. Faculty are responsible for administering any proctored assessments required within a hybrid section.
- d. If a hybrid section is taught by full-time faculty, the combined SYNC, asynchronous, and hybrid assignment total shall not exceed sixty percent (60%) of the faculty member's minimum load unless approved in writing by the Dean or Dean's designee.
- e. If a hybrid section is taught by a full-time faculty member, compensation shall be paid as regular load, independent study, voluntary overload or summer school rate, whichever is applicable and accepted by the faculty member. If a hybrid section is taught by a UAF I or II faculty member, the compensation shall be paid at his/her pay

rate or independent study rate, whichever is applicable and accepted by the faculty member.

- f. Hybrid courses must reside within an ECC supported LMS course shell. Beginning in the Fall Semester 2026, for course shells developed in alignment with Article 4.11 section b and approved on or after January 1, 2023, the course shell must include the Hybrid Shell Components set forth in Article 4.11 section 6(b).
- g. With regard to a faculty member who is scheduled to teach a hybrid course for which the course shell was developed within the specified timeframe, the hybrid shell components shall be present either by using the provided course shell or incorporated directly by the faculty member.
- h. The Dean or Dean's designee may review the course shell to confirm the presence of the required components. Neither the required components check nor the results thereof may be used for evaluative purposes.

If the college chooses a new LMS, video conferencing platform, or quality rubric, as described above, the college shall seek faculty input in the decision-making process.

4.12 [Previously Intentionally Deleted].

4.13 Faculty Personnel Records.

All evaluative materials relating to a faculty member shall be retained in his/her official personnel file. When evaluative material is placed in the faculty member's official personnel file (hereinafter described in this section as "file"), a copy of such material shall concurrently be provided to the faculty member. The faculty member shall acknowledge receipt of such copy, but such acknowledgment shall not signify anything other than receipt of the material. Non-evaluative material may be placed in the file without a copy being provided to the faculty member.

Faculty shall have the right to examine his/her file upon request. When made during normal business hours, every effort shall be made to comply with the faculty member's request within one (1) business day; but in no case later than three (3) business days.

A designee of the College administration may be present during such review. Nothing shall be permanently removed from the file without the consent of the faculty member and the College. Faculty may reproduce material from his/her file at the customary cost, currently \$.10 per page.

No material from a faculty member's file shall be made available to personnel or agencies unconnected with the College without the faculty member's consent, except as required by law. Verification of employment does not require a faculty member's consent.

4.14 Pay Period.

Faculty shall be paid bi-weekly over twenty-six (26) paydays.

In the event the Board desires during the term of this Agreement to change the pay period to a semi-monthly pay period and the paid-to-date payroll process, the Board may reopen 4.14 Pay Period by written notice to the Association. If such written notice is given, 4.14 Pay Period and the paid-to-date payroll process shall be open for renegotiation.

4.15 Academic Calendar.

By October 1 of each year, the College President or designee will provide the Association President with a copy of the Academic Calendar for the academic year that begins three (3) years from that semester. The proposed calendar will be sent directly to the Association President in time for the Association Senate to discuss changes and forward recommendations by November 1 to the Vice President of Teaching, Learning and Student Development's Team. The calendar shall include significant dates for fall, spring and summer terms.

4.16 Length of Academic Year.

The academic year shall consist of one hundred and sixty-eight (168) workdays, exclusive of holidays and spring vacation. The faculty will be encouraged to attend graduations appropriate to their area of instruction.

First year faculty are required to attend meetings for the two (2) workdays preceding their first semester of employment. All faculty shall attend instructional area meetings on Opening Day. (The attendance provisions of 4.18 Instructional Area Meetings do not apply.) One day following Opening Day will be available for preparation and, if needed, to complete other professional duties.

For the purpose of calculating daily rates of pay, the academic year shall consist of one hundred sixty-eight (168) days.

4.17 Grant Related Activities.

Faculty are encouraged to seek competitive grants both within and outside the College. If resources are available, clerical and editorial support may be given to faculty seeking grants. No grant that may increase demand upon or adversely affect the college's resources will be submitted without approval of the Dean and the President. Grant funds must be used in compliance with the terms of the grant agreement, as well as with Federal, State, and College policies and procedures. Grant funds are subject to audit.

The faculty member who holds a primary role in the development and/or delivery of the grant program may receive compensation as designated in the grant application for themselves and other necessary personnel. ECCFA and ECC will negotiate the compensation, either monetary and/or release time, in compliance with the terms of the grant.

4.18 Instructional Area Meetings.

Instructional area meetings are defined as divisional, departmental meetings or college-wide faculty meetings. Instructional area meetings will normally not be scheduled more than one (1) time per week during the academic year. If meetings conflict with classes, faculty will be given the minutes of

the meeting. Attendance at meetings is expected. When possible, faculty unable to attend a scheduled meeting shall notify the appropriate person at least twenty-four (24) hours in advance. Meetings will be scheduled on Outlook (or current college system) and will be held on campus. Faculty are encouraged to maintain their calendar of activities on Outlook (or the current college system).

Teaching and librarian faculty shall be provided with the option to attend divisional and departmental meetings virtually. College-wide faculty meetings may be offered with or without a virtual option at the discretion of the Vice President of Teaching, Learning and Student Development.

4.19 Seniority.

Seniority shall mean the length of continuous full-time employment as faculty of the College. If it shall be necessary to resolve conflicts of seniority between faculty with the identical length of employment, the following factors shall be used in this order:

1. All prior adjunct employment as faculty at the College.
2. Date of Board action of hiring.
3. Lot drawn by Human Resources.

Seniority shall accrue during sabbatical leaves, all other leaves with pay, and leaves of absence.

Seniority may be used to resolve conflicts between faculty members who are qualified to teach and wish to teach the same courses as voluntary overload. In this particular instance seniority will be used to establish a rotation schedule.

Administrators who leave their administrative positions to become full-time tenure-track faculty shall accrue seniority only for that time spent as full-time faculty at the College. Time spent in administration shall not count in the calculation of seniority.

4.20 Release Time.

- A. The Curriculum Committee Chair and Faculty Development Chair shall be granted six (6) hours release time each per academic year. None of these chairpersons may expend more than three (3) hours of release time in an academic semester.
- B. The Faculty Association President shall be granted seven (7) hours release time or voluntary overload per academic year.
- C. The Faculty Association will receive an additional fifteen (15) hours of release time or voluntary overload per academic year to be divided among the Association's officers and committee chairs, excluding the committee chairs listed above. None of these other officers or chairpersons may receive more than three (3) hours of release time or voluntary overload in an academic semester. Release time may only be used when no voluntary overload classes are part of an instructor's assignment. The Association shall notify Human Resources of the distribution of these contact hours sixty (60) days prior to the beginning of the fall semester each year.

- D. Release time earned in accordance with the items listed in this article, Article 4.26 (Instructional Coordinator) and Article B-12 (Dual Credit) may be combined in order to purchase release time. Release time may only be used when no voluntary overload classes are part of an instructor's assignment.

4.21 Tenure and Evaluation.

1. Tenure Provision of the Illinois Public Community College Act. In the event Article IIIB., Tenure, Paragraphs 103B-1 through Paragraphs 103B-6 of the Illinois Public Community College Act as amended by Public Act 82-783, Article XI, Section 264, effective July 13, 1982, is repealed, the provisions of the Act shall remain as part of this Agreement. In the event Article IIIB is amended, such amendment shall become applicable to this Agreement on the effective date of said amendment.
2. Criteria for Tenure. Criteria for tenure shall be given to new faculty at the time of their initial employment. Criteria for annual evaluation and tenure will not change, once given, for the duration of the non-tenured faculty status.
3. Evaluation of Non-Tenured Faculty.
 - a. During the first three (3) years of employment, the College President shall cause an annual evaluation to be made of non-tenured faculty. If the faculty member teaches in multiple modalities, the Dean may choose the modality to be evaluated; the faculty member will choose the course. The evaluation shall be performed by the non-tenured faculty member's dean/supervisor in accordance with procedures prescribed by the Faculty Evaluation Handbook.
 - b. The Elgin Community College Board, at its option, may extend the probationary period for one (1) additional academic year by giving the non-tenured faculty member notice not later than sixty (60) days prior to the end of the semester.
 - c. In the event it is determined by the College President that the evaluation of the performance and qualifications of a non-tenured faculty member should result in the Board considering the dismissal of the faculty member, the College President shall promptly advise the Board and shall give notice to the faculty member according to the following guideline:
 - i. Notification about non-renewal of contracts shall be given no later than sixty (60) days prior to the end of the semester.
 - ii. The foregoing guideline shall not apply to reduction-in-force, to matters which arise or become known subsequent to the notification date, or to instances in which the affected faculty member shall agree to an alternate notification date.
 - d. Evaluation of Tenured Faculty. Tenured faculty will be formally evaluated at least once each three (3) years according to criteria, procedures, deadlines and forms as specified in the Faculty Evaluation Handbook. If the faculty member teaches in multiple modalities, the Dean may choose the modality to be evaluated; the faculty member will choose the course. If formally evaluated more frequently, the faculty member's dean/supervisor shall discuss the reasons with the faculty member and Association representative (at the faculty member's option) prior to such formal evaluation.

- i. Tenured teaching faculty members shall facilitate submission of student evaluations to the Office of Institutional Research (IR) for all classes every semester. Aggregate data reports shall only include identifiers down to the course level. Data on courses taught by just one faculty member shall not include individual course identifiers but rather shall be reported in a single aggregate category by division.
- ii. For tenured faculty members undergoing triennial evaluation, IR shall tabulate student evaluation data for all classes taught during the two semesters prior to the triennial review.
- iii. Student evaluations may be used for the purpose of improvement of instruction and may be compiled in the aggregate to meet accreditation and other assessment of learning accountability measures.

No punitive action may be taken against faculty based upon student evaluations.

- iv. Tenured faculty shall not be required to participate in formal peer evaluation of other tenured faculty.
- v. Each year the faculty member will submit a self-evaluation, including a professional growth plan, to the dean/supervisor. The forms, procedure and deadlines for this evaluation are specified in the Faculty Evaluation Handbook.

See Letter of Agreement Regarding Faculty Evaluation Handbook, Appendix C-1.

4.22 Reduction in Force.

If the Board determines that it is necessary to decrease the number of faculty employed or to discontinue or reduce some service or program(s), the President of the College shall convene a meeting to discuss the proposed cuts with the Association. The Board shall make a reasonable effort to avoid layoff of faculty members whose positions could be maintained through the reduction or elimination of overload assignments.

Written notice shall be provided to the Association and the affected faculty member 60 days in advance of the action being taken. Such notice will be no later than 60 days before the end of the preceding academic year. In the event a tenured faculty member is not given notice within the time herein provided, he/she shall be deemed reemployed for the ensuing academic year. Dismissed faculty will receive a statement of honorable dismissal and the reason therefor.

Human Resources shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the Association on or before February 1 of each year.

A full-time tenured faculty member shall not be dismissed as part of a reduction in force while any non-tenured faculty member, or any other faculty member with less seniority, is retained to render a service which the tenured full-time faculty member is competent to render. Faculty members on

leave of absence/suspension at the time a reduction of force takes place shall be treated no differently from any other faculty members.

Within each program area, the order of layoff shall be in inverse order of seniority (subject to the requirements in the preceding paragraph). A faculty member shall have seniority in each program area in which he/she has full qualifications to teach. The order of layoff shall be as follows, with part-time faculty being laid off first in inverse order of seniority:

1. Non-Unit Adjunct Faculty
2. Voluntary overload assignments
3. Unit Adjunct Faculty I
4. Unit Adjunct Faculty II
5. Full-time Faculty

Prior to any layoff of non-unit adjunct faculty, a request shall be submitted to any full-time faculty member(s) assigned to teach voluntary overload in the program area to determine if any such full-time faculty member is willing, in his/her sole discretion, to forego the voluntary overload assignment.

With respect to faculty positions, a faculty member will be considered to have qualifications for another program area if he/she meets the minimum qualifications outlined in "Administrative Procedure 5.103: Minimum Requirements for Appointment". These qualifications will be reviewed collaboratively according to the Administrative Procedure review cycle. Additional course-level qualifications apply as documented on the approved master course outline available on CurricuNET.

For the period of 24 months from the beginning of the school year for which the faculty member was dismissed, any faculty member shall have the preferred right to reappointment to a position entailing services he or she is competent to render prior to the appointment of any new faculty member; provided that no non-tenured faculty member or other employee with less seniority shall be employed to render a service which a tenured faculty member is competent to render. When an offer of employment is made pursuant to this provision, it shall be transmitted in writing to the faculty member's last known address and to the Association. If the faculty member does not respond affirmatively to such offer within ten (10) calendar days of such receipt or within twenty (20) calendar days of the date of mailing, whichever shall occur first, the Board's obligation hereunder shall cease.

Any tenured faculty member laid-off hereunder and thereafter reemployed pursuant to the preceding paragraph, shall not suffer any loss of tenure rights as a consequence thereof. Any faculty member laid-off hereunder and subsequently re-employed shall not accrue seniority between the layoff and recall (if such should occur). If the faculty member is recalled to work in the twenty-four (24) month period, he/she will have their compensation and benefits reinstated.

4.23 Class Size.

The Master Course Table shall remain in full force and effect as long as it is mutually agreed upon by both the College and the Faculty Association.

Any changes in such Table shall be agreed upon between the Vice President Teaching, Learning and Student Development and the Association.

Class size maximums shall not exceed the numbers established by the Master Course Table without agreement by the faculty member involved.

Enrollment in ABE/GED/ESL classes will be based on documented average daily attendance at midterm (completion of 50% of the class meetings for that class) instead of tenth-day enrollment figures.

4.24 Discrimination, Harassment and Retaliation.

See Administrative Procedures 3.403 and 3.404 for the College's policies against sex discrimination, sexual misconduct, interpersonal violence, discrimination, harassment, and retaliation, which are incorporated herein by reference.

1. Notification

- a. Any faculty member covered by this agreement who is accused of engaging in prohibited sexual misconduct, interpersonal violence, discrimination, harassment, or retaliation shall be notified of any investigation conducted pursuant to Administrative Procedure 3.403. Either Union representation or legal counsel is allowed at the investigative stage when an accused faculty member is being interviewed. If the faculty member chooses to have legal counsel present at the interview, a new meeting will be scheduled to accommodate all parties involved. The faculty member shall provide the Executive Director, EEO/AA, Title VII, Title IX & FOIA Compliance Officer or President's designee with written notice of the attorney's name at least five (5) days prior to the interview. Failure to provide written notice or if the attorney fails to appear the interview will proceed as scheduled without legal counsel. In this case, the member has the right to invoke his/her Weingarten Rights.
- b. The results of an investigation conducted pursuant to Administrative Procedures 3.403 or 3.404 shall be a finding that each alleged violation of the College's policy against discrimination, harassment, and retaliation is either substantiated or not substantiated.
 - i. The outcome of the investigation shall be reported to both the accused faculty member and to the complainant.
 - ii. If substantiated, the President or the President's designee shall review and decide whether discipline is appropriate as provided in the process outlined in the "Disciplinary Action" section below and subject to any applicable provisions of the Illinois Public Community College Act.

2. Disciplinary Action

Prior to any disciplinary action being initiated by the College arising from the results of an investigation pursuant to Administrative Procedures 3.403 or 3.404:

- a. The faculty member shall receive notification of the proposed discipline.
- b. The faculty member shall be provided the opportunity to reply in writing, or in person within thirty (30) days of notification.
- c. After an administrative review by the President or the President's designee of any response from the accused faculty member, the President or the President's designee shall within thirty (30) days of the reply referenced in subsection II(B) above notify the faculty member of any disciplinary action to be imposed in light of the investigative findings unless a different process is required under the Illinois Public Community College Act.
- d. Should the President or President's designee (or other decision maker as referenced in any applicable provision of the Illinois Public Community College Act) decide to impose disciplinary action, the faculty member has the right to challenge that action through the grievance procedure set forth in Article III of this Agreement within thirty (30) days after being notified of the disciplinary action.
- e. Should the faculty member decide not to pursue a grievance, the decision of the President or President's designee shall be final.

4.25 Discipline.

Disciplinary actions are made subject to the grievance procedure. The College agrees that disciplinary action shall be in a timely fashion with progressive and corrective discipline, as appropriate.

4.26 Instructional Coordinator Position.

Instructional Coordinators will be appointed by the appropriate Dean and approved by the Vice President of Teaching, Learning and Student Development. Instructional coordinator designations are the prerogative of the Administration; however, a faculty member may not be assigned instructional coordinator duties without their expressed consent.

Every attempt will be made by the administration to select Instructional Coordinators from members of the bargaining unit. Under unusual circumstances where no unit member consents or where there are no bargaining unit members available from the appropriate discipline, non-unit members will be appointed to fill the Instructional Coordinator position.

An Instructional Coordinator shall be appointed for a term of one (1) year. Every such term of office shall commence on July 1 and shall expire on the succeeding June 30. Appointment of an Instructional Coordinator must be made by April 15 for the subsequent term's appointment.

Instructional Coordinators are not required to be on campus during the summer except for assisting in making schedule adjustments and faculty assignments. Provisions will be made for each Instructional Coordinator to have adequate clerical and administrative support.

Compensation stipend rates shall be consistent with the protocols set forth in the Instructional Coordinator Compensation Form. The number of faculty, credit hours, assessment, committees, and labs shall be determined from the prior year, less program withdrawals and plus program additions. During the first year of the program, compensation for program additions will be provided at the conclusion of the spring semester.

Laboratory support may also be assigned to another faculty member/s of the academic department. Compensation for laboratory support shall be determined based on the number of labs supported, by designation.

The assigned instructional coordinator has a right of first refusal for all instructional coordinator responsibilities. If the assigned instructional coordinator declines to prepare, author, or substantially revise required assessment reports, other faculty members, if any, who opt to perform this work shall be compensated at the current instructional coordinator rate for assessment reports per the compensation form. If multiple faculty members author an assessment report, they will be compensated at the pro rata rate, not to exceed the amount listed in the table below.

INSTRUCTIONAL COORDINATOR COMPENSATION FORM

Faculty Member: Course Prefixes:

	Numbers	Rates	
Number of Full-Time Faculty and Support Staff		\$326.82	
Number of Part Time Faculty and Support Staff		\$163.41	
Student Credit Hours Generated		\$0.17	
Assessment Report (# course assessment reports completed) Paid to the author of the report.		\$151.92	
Program Review Report (# ICCB identified programs per review)		\$506.40	
Perkins Program of Study Application (# of applications contributed to annually)		\$480.00	
Number of A.A.S. Advisory Committee Meetings with minutes submitted to the appropriate office (for career-technical education programs)		\$274.39	
Laboratory Support			
Light Lab		\$395.20	
Heavy Lab		\$1052.48	
TOTAL COMPENSATION:			
QUARTERLY PAYMENT:			

All rates in this form will remain constant through the term of this contract.

Instructional Coordinators may choose release time in lieu of the stipend at the current voluntary overload rate. Release time may only be used when no voluntary overload classes are part of an instructor’s assignment.

Laboratory Support:

Light laboratory spaces will be paid at the light lab rate if the Instructional Coordinator allocates fewer than 2.5 hours per week to lab maintenance. Heavy laboratory spaces will be paid at the heavy lab rate if the Instructional Coordinator allocates more than 2.5 hours per week to lab maintenance. This is comparable to the amount of time an instructor would spend in a three-credit or three-contact hour classroom per week. Lab support provided during concurrent class time or designated office hours shall not contribute to the Heavy/Light Lab calculation. A supported laboratory has at least 20 hours per week of assigned support staff or work study student time per week and/or a full-time faculty member who has traditionally managed the lab as part of professional responsibility.

Changes to lab designation will be reviewed annually according to the established process and joint committee comprised of faculty and administration representatives. All requests for revision must be submitted no later than October 1 to be implemented the following academic year. Any changes in Light or Heavy lab designation shall be mutually agreed upon between the Vice President of Teaching, Learning, and Student Development and the Association.

4.27 Committee Support.

The College will provide secretarial support for the Faculty Development Committee and Curriculum Committee meetings.

See Appendix C-1 Letter of Agreement Regarding Faculty Evaluation and Faculty Development Handbooks.

4.28 Faculty Teaching in Multiple Divisions or Departments.

(a) Faculty Teaching in Multiple Divisions

A faculty member, who is properly qualified and was assigned less than the standard load in his or her primary division, due to a lack of available classes, may request a one-semester teaching assignment from unassigned sections for which they are qualified to teach in a secondary division by submitting a written notification to the dean of the primary division and a written request to the dean of the secondary division in which he or she wishes to teach. The secondary dean may interview the faculty member. Approval must be provided electronically or in writing by the dean of the secondary division to the faculty member and the dean of the primary division. Any disagreement may be appealed to the Vice President of Teaching, Learning and Student Development.

Subsequent requests for a one-semester teaching assignment shall not be arbitrarily and capriciously denied, as long as unassigned sections are available. In the event multiple faculty request to teach the same unassigned section in the secondary division, then among those faculty members seniority ranking shall be honored in the second division.

In addition, a faculty member who has already been assigned the standard load in his or her primary division may use the above process to request an assignment to teach unassigned classes in a secondary division, if doing so would not cause the applicable overload limit to be exceeded for that faculty member, or if permission to exceed the applicable overload limit is granted by the Vice President of Teaching, Learning, and Student Development.

The College reserves the right to evaluate a faculty member who teaches in a secondary division for the first time. If a need exists for a subsequent evaluation, the unit member's dean/supervisor shall discuss the reasons with the unit member and Association representative (at the unit member's option) prior to such evaluation.

For the purpose of this section, a faculty member's "standard load" shall mean the maximum regular load for that faculty member specified in the load assignment protocol, section 4.29, not including any overload or excess load.

(b) Faculty Teaching in Multiple Departments within the Same Division

A qualified faculty member who wishes to teach regularly and on an ongoing basis across multiple departments within the same division may do so with approval from the division dean or dean's designee. This arrangement applies only to planned teaching in multiple departments within the same division and does not apply to teaching assignments in which faculty teach across different departments on an ad hoc basis due to cancellation of classes or replacement by more senior faculty.

For any such qualified faculty member who has been approved to teach in multiple departments within the same division, a Departmental Load Offer and term length for each such department shall be established by the dean or dean's designee in consultation with the faculty member. The Departmental Load Offer for each such department shall be less than the faculty member's standard load, and the sum of Departmental Load Offers for all such departments in which the faculty member is approved to teach shall equal the faculty member's standard load. The dean or dean's designee shall review Departmental Load Offer term length for renewal and, in the event of non-renewal of the Departmental Load Offer, shall notify the faculty member prior to the commencement of load selection for the semester immediately subsequent to the Departmental Load Offer term. Renewal shall not be arbitrarily or capriciously denied. A non-exhaustive list of situations in which renewal would not be considered to be denied arbitrarily or capriciously includes denial of renewal due to changing division or departmental needs or enrollment patterns.

In the case of a faculty member who has taught in multiple departments within the same division for three successive academic years or more as of the Fall 2025 semester, the dean or dean's designee shall perform a one-time review for potential renewal for the Fall 2026 semester, and, in the event of a non-renewal of multi-department teaching, shall notify the faculty member prior to the commencement of scheduling for the Fall 2026 semester. Such renewal shall not be arbitrarily or capriciously denied. Subsequently, the faculty member shall be subject to the regular process for teaching in multiple departments within the same division set forth above.

For the purpose of this section, a faculty member's "standard load" shall mean the maximum regular load for that faculty member specified in the load assignment protocol, section 4.29, not including any overload or excess load.

For the purpose of this section, the term “primary department” shall mean, in the case of a faculty member approved to teach in multiple departments within the same division, the faculty member’s department of formal affiliation.

Any qualified faculty member who has been approved to teach in multiple departments within the same division may, at the faculty member’s discretion, adopt a public-facing job title that lists one or more departments in which the faculty member is approved to teach. The public-facing job title shall be for the purpose of correspondence with students and colleagues and shall not affect or alter the faculty member’s formal departmental affiliation. The College shall explore alternate methods to potentially list public-facing non-primary departments and may, in consultation with the Association, choose to do so.

For any qualified faculty member teaching in multiple departments within the same division, the dean may reassign the faculty member’s departmental affiliation to the department where the majority of their teaching load is assigned.

The College reserves the right to evaluate a faculty member who, as contemplated in this section, teaches for the first time in a non-primary department within the same division. If a need exists for a subsequent evaluation, the faculty member’s dean/supervisor shall discuss the reasons with the faculty member and Association representative (at the faculty member’s option) prior to such evaluation. Notwithstanding the foregoing, nothing in this section modifies the schedule, calendar, process, or criteria for evaluations set forth in sections 4.21, 8.6, and 10.5 of this Agreement and in the Faculty Evaluation Handbook.

4.29 Load Assignment Protocol.

Load shall be offered and then assigned, in consultation with the faculty in the division, as follows:

- Full-time faculty members shall be assigned by seniority their regular load and, if desired, one (1) overload section.
- Unit adjunct faculty II members shall be assigned by seniority up to a maximum of twelve (12) credit or contact hours, or as close as possible without exceeding it, provided that such hours are available for assignment.
- Unit adjunct faculty I members shall be assigned by seniority up to a maximum of nine (9) credit or contact hours, or as close as possible without exceeding it, provided such hours are available for assignment.
- Full-time faculty members may be assigned additional hours up to a total of twenty-four (24) credit or contact hours (if available).
- At the dean’s/supervisor’s discretion and with approval of the Vice President of Teaching, Learning and Student Development, unit adjunct faculty II members may be offered, by seniority on a rotating basis, additional load never to exceed 12 credit/contact hours.

- At the dean's/supervisor's discretion and with approval of the Vice President of Teaching, Learning and Student Development, unit adjunct faculty I members may be offered, by seniority on a rotating basis, additional load never to exceed 12 credit/contact hours.
- When all contractual loads have been met, it will be at the dean's/supervisor's discretion to assign remaining load.

Load Assignment Protocol for Newly Added Classes

- New class sections, including those released by other faculty, shall be offered to those qualified to teach it by email. Faculty have two business days to respond and express interest. If fewer than three business days remain before the class starts, this requirement is waived.
- The load assignment protocol above shall be followed to assign new class sections. If needed in order to be assigned a new class section, and if it is at least three weeks prior to the new class section starting (or within three weeks with dean approval), a unit adjunct faculty member may opt to relinquish an existing class section to which they are assigned and replace it with the newly added, unassigned class section.
- In the event a unit adjunct faculty member elects to relinquish a class section in order to accept a newly added class section, the relinquished class section will be offered to unit adjunct faculty members on the seniority list below the adjunct faculty member who accepted the new class section and will be assigned in order of seniority. This process will continue until all classes are filled or the seniority list has been exhausted. In the event that no unit adjunct faculty member accepts the relinquished or newly added class section, any sections left unstaffed will be assigned at the dean's/dean's designee's discretion.
- Within three weeks before the start date, only new class sections of courses already being offered may be added to the schedule, following enrollment needs, with the exception of independent study classes.
- Textbook changes for these relinquished and reassigned courses shall only be allowed if the section does not yet have student enrollment.
- A faculty member shall not select a particular faculty member with whom to swap/exchange classes.

Load Assignment Protocol for Faculty Teaching in Multiple Departments Within the Same Division

- In the case of a qualified faculty member approved to teach in multiple departments within the same division, for each such department, the Departmental Load Offer shall be offered by seniority (as defined in section 4.19). All other provisions of this Load Assignment Protocol shall apply.

Load Assignment Protocol for Faculty Teaching Specialized Section Assignments (Honors and Learning Communities)

- When faculty receive approval from the dean or dean’s designee to teach an Honors or Learning Community section, they shall be assigned to these approved sections without being subject to the load assignment protocol. This scheduling language will not set precedent for other areas of the contract. The scheduling and approval of Honors and Learning Community courses is at the sole discretion of the dean or dean’s designee. Any such class will be subject to 4.32 Cancellation.

4.30 Workplace Training.

ECC is required to ensure that their employees are in compliance with any training mandated by the federal, state, and local government. Furthermore, there are opportunities for training that may not be mandated but are in the best interest of the College. Faculty members will be required to complete training that is mandated by governmental bodies. Also, ECC may require training that is in the best interest of the College. ECC will create a list of training requirements, outside of mandated trainings, that Faculty must complete. New Faculty Orientation shall be excluded from this article.

Any such training required of faculty that relates to instruction shall be decided upon by a committee, with at least 50% of the seats on the committee open to faculty, with faculty representation approved by the Senate. This list shall be available before August 31 of each year. Faculty may utilize scheduled office hours to complete training that is included on the annual list and may be completed remotely. All required training shall include an asynchronous option. Other modalities may also be offered as an option. Librarian faculty shall be allowed to complete required training during scheduled work hours. The total amount of non-government-mandated required training in a calendar year shall not exceed three (3) hours.

4.31 Syllabus.

For each course section taught, the faculty member shall provide a current course syllabus to students, and post that syllabus in the college learning management system, by the first day of instruction for that section or second day of instruction if pre-approved by the Dean or Dean’s designee, which shall not be arbitrarily or capriciously denied. Use of the latest version of the TLSD or ABEC TLSD syllabus template, developed by the Syllabus Template Committee and available to faculty no later than June 30, is optional and recommended. Syllabi for each section must be submitted electronically to the division office by the first school day after the syllabus is due to students. This may be extended in the case of extenuating circumstances upon request to the dean or dean’s designee, which shall not be arbitrarily or capriciously denied. Syllabi shall include (but not limited to) the following, and the items indicated with an asterisk shall reflect the College’s approved master course outline (available on the College’s curriculum management system). Items indicated with a double asterisk shall reflect the language included in the current TLSD syllabus template.

Part 1 – Course Information

- Course Code
- Section
- Title*
- Semester Offered

- Instructor Name
- ECC Issued Email Address
- Phone Number
- Office Location Number (including link to virtual office on a supported platform when applicable)
- Credit Hours*
- Classroom Location (when applicable)
- Start Date
- End Date
- Class Meeting Days and Times (when applicable)
- Office Hours Inclusive of Days of the Week, Hours and Location (including virtual hours when applicable)**
- Course Requirements (to include, when applicable: text, prerequisites*, technology, IAI Designation* (when applicable) and others as needed)
- Course Description*
- Course Learning Outcomes*
- Grading Policies and Procedures
- Grading Summary (graded items and associated point values)
- Makeup Exam and/or Late Work Policy
- Grading Scale
- Mid-term and Withdrawal Dates
- Attendance, Tardiness, and Student Illness Policy
- Behavioral Expectations
- Academic Integrity**
- Safety Requirements (when applicable)

Part II – Topical Course Outline, Assessment Methods and Tentative Class Schedule

- Topical Course Outline
- Evaluation/Assessment Methods
- Tentative Class Schedule (Including general topics to be covered and relevant dates for major tests, papers or other comparable major assignments)

Part III – Resources

- A list of student services and resources, including links, on campus that support student success**

4.32 Cancellation.

In the event that a course assigned to a full-time teaching faculty member is cancelled, the following process shall apply to replace it, provided that the potential replacement course is between the hours of 8 a.m. and 5 p.m. Monday through Friday to the extent feasible (unless taught online or this

condition is waived by the faculty member) is in the faculty member's discipline, and the faculty member is qualified and available to teach it.

1. The faculty member shall have the opportunity to select a course that remains unassigned within the same department as their original course assignment. If no such unassigned course exists within the same department, then the faculty member may select a course in a different department within the same division, for which they are qualified to teach, with the dean's approval.
2. If no such unassigned course exists, then the faculty member may select a course that had previously been assigned to a non-unit adjunct teaching faculty member from within the same department as their original course assignment.
3. If no such course assigned to a non-unit adjunct teaching faculty member exists, the faculty member shall have the opportunity to select a replacement course from within the same department as their original course assignment from a UAFI member, starting with the least senior unit adjunct faculty I (UAFI) member.
4. If no such course assigned to a unit adjunct teaching faculty I (UAFI) member exists, the faculty member shall have the opportunity to select a replacement course from within the same department as their original course assignment from a UAFII member, starting with the least senior unit adjunct faculty II (UAFII) member.
5. If no such course assigned to a unit adjunct teaching faculty II (UAFII) member exists, the faculty member shall have the opportunity to select a replacement course from within the same department as their original course assignment starting with those assigned to the least senior full-time faculty member.

As used in this section the phrase "to the extent feasible" means that, if no replacement course between the hours of 8 a.m. and 5 p.m., Monday through Friday, has been assigned after following the above process, then a replacement course outside of this timeframe may be assigned.

For the purpose of determining whether a potential replacement course is between the hours of 8 a.m. and 5 p.m. Monday through Friday, scheduled class meeting times and any laboratory or rehearsal times, and any other commitments for which the faculty member's physical presence is required, shall be considered.

All steps in this process shall be followed consistent with the steps set forth in Appendix C-13 Letter of Agreement Regarding Cancellations Affecting the Scheduling of Honors and Learning Community Courses.

4.33 Learning, Equity, Diversity, Inclusion, and Justice.

Faculty engage in work consistent with Elgin Community College's Philosophies of Learning, Equity, Diversity, Inclusion, and Justice. As a student-centered institution, faculty work primarily in pursuit of excellence in teaching, learning and student development. To effectively serve ECC's diverse student population, faculty utilize culturally responsive teaching practices as provided through ECC training,

provide relevant and timely individualized student support and cultivate learning environments in which all students feel welcome and supported.

4.34 Faculty Librarian Work Options.

Faculty librarians shall be permitted to attend online training and online meetings from a location of their choice for the portion of the training or meeting that falls outside scheduled work hours.

4.35 Full-time Faculty Searches.

The Board shall post all full-time faculty positions within the College through the College's employment opportunities web page. Notices of vacancies shall include posting date and "soft" closing date.

All bargaining unit applicants shall be provided the opportunity to participate in an initial interview for the vacant full-time faculty position so long as they meet all of the following criteria:

- The application is completed in full.
- The application is submitted by the "soft" closing date.
- The applicant meets the minimum requirements for the position.
- If supplemental materials are requested with the application, they must be provided and they must be accurate.

Membership in a bargaining unit is a factor for deans and search committees to consider when searching for full-time faculty, and such membership shall not be grounds to disqualify faculty applicants. Moreover, nothing in this section obligates the College to recommend for hire any bargaining unit applicant(s).

Article V: Leaves.

5.1 Jury Duty/Court Related Leave.

All faculty summoned as jurors must notify the appropriate dean/supervisor and Human Resources within ten (10) days of the date of the receipt of the summons issued to the faculty member, or the College General Counsel's Office if subpoenaed for a work-related matter. Summoned/subpoenaed faculty required to appear in court during a day on which otherwise they would have been scheduled to work, will be paid their normal salary during this period, provided the faculty member shall promptly reimburse the College any monies paid for such service which must be reported as income to the Internal Revenue Service (other than payments for meals, travel or other expenses). Such time will not be deducted from accumulated sick leave or personal leave.

Faculty members who are a plaintiff or defendant in a criminal or civil proceeding unrelated to their employment by the College must use accumulated sick or personal leave for any absence from work.

5.2 Parental Leave.

Employees who are seeking leave due to the birth, adoption, or fostering of a child of the employee, who will serve as the primary and/or coequal caregiver of the child, may be entitled to Parental Leave following the conclusion of Leave as outlined in paragraph three (3), subject to the following conditions:

1. Application for Parental Leave shall be submitted to the Human Resources Department at least one hundred twenty (120) calendar days prior to the anticipated arrival of the child.
2. At the time of application the employee must designate all of his/her/their leave intentions.
3. Leave may be taken as follows:

a. If **eligible** for Family and Medical Leave Act (FMLA) the employee will be entitled to twelve (12) weeks of leave as outlined in Article V, Section 5.3.

OR

b. If the employee is **not eligible** under the provisions of the Family and Medical Leave Act he/she will be entitled to leave for up to 12 weeks as follows:

- 1) During this time the employee must use any accumulated benefit time.
 - 2) The board will continue to pay health insurance premiums as if not on leave.
 - 3) After all benefit time has been exhausted, the employee shall pay for the employee and employer share of insurance premiums.
4. At the conclusion of Leave as outlined in paragraph three (3), the employee may request an unpaid Parental Leave up to forty (40) weeks. The employee will be responsible for maintaining all of his/her health insurance premium benefits, if he/she so desires, by making the appropriate payments to Human Resources as outlined in their application for Parental Leave.
 5. An employee who is granted a Parental Leave will return to his/her former position at the conclusion of the leave provided the employee returns by the fifth week or earlier of the semester in which he/she/they wishes to return.
 6. In the event that the leave ends after the fifth week of the semester, the college retains the right to keep the employee on leave until the start of the following semester.
 7. This section shall not be applicable if the child is attending school (except kindergarten).

5.3 Family Medical Leave.

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take job-protected leave, which the FMLA does not require to be paid, for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions

as if the employee had not taken leave. Eligible employees are entitled to twelve workweeks of leave in a rolling 12-month period calculated as set forth in the FMLA.

Qualifying Reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

The College will grant twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

An eligible employee is one who:

- works for a covered employer;
- has worked for the employer for at least 12 months;
- has at least 1,250 hours of service for the employer during the twelve (12) month period immediately preceding the leave; and
- works at a location where the employer has at least 50 employees within 75 miles.

Leave Designation:

An eligible faculty member may elect to substitute any accrued personal leave, or medical or sick leave, for any part of the twelve (12) week period of such family medical leave. Such designation shall be made prior to the conclusion of the leave.

Faculty members seeking FMLA leave are required to meet certain notification and documentation requirements that are available from Human Resources. The College reserves the right to designate a faculty member's absence from work as FMLA leave consistent with the law.

For more information on FMLA leave procedures and requirements, faculty members should contact Human Resources.

5.4 Personal Leave [Intentionally Deleted 2023].

5.5 Professional Activity/Meeting Leave.

Leaves of absence without loss of pay or other benefits may be granted by the dean/supervisor for a faculty member to attend professional meetings. Refusal of a request for professional meeting leave may be appealed to the Vice President of Teaching, Learning and Student Development.

Faculty may use four (4) days during each year of this contract for professional activities of his/her choice.

Notice to use professional leave shall be given in writing to the dean/supervisor or designee at least seventy-two (72) hours in advance.

5.6 Religious Leave.

A faculty member may utilize up to three (3) days per academic year without loss of pay or deduction of personal leave to observe recognized religious holidays of their faith if such observance requires such leave. Notice of intent to utilize such leave shall be given in writing at least fifteen (15) calendar days in advance.

5.7 Sabbatical Leave.

1. The Board shall grant to four (4) eligible, full-time, tenured faculty who shall have appropriately applied for the same sabbatical leave, provided that, in the judgment of the Faculty Development Committee and concurrence of the Board by its resolution, such leave will clearly add to the effectiveness of the faculty member in the performance of his/her responsibilities at the College and/or clearly accrue to the benefit of the College.
2. Tenured faculty are eligible to seek a sabbatical leave for an academic semester, an academic year or summer after having completed six (6) continuous years (including any non-sabbatical leave) of fulltime service as a faculty member of the College or since his/her last academic semester or academic year sabbatical leave. Tenured faculty will be eligible to request an academic semester or academic year sabbatical leave three (3) years after the completion of a summer sabbatical. Furthermore, tenured faculty are eligible to request a summer sabbatical three (3) years after the completion of an academic semester, academic year, or summer sabbatical. A faculty member shall not be eligible for any sabbatical leave following an academic year in which he/she was on leave of absence for sixty (60) days or more.
3. Faculty shall make application for sabbatical leave in writing to the Vice President of Teaching, Learning and Student Development or designee pursuant to a reasonable timetable which shall be established. Such application shall include all the dates pertinent to such leave.
4. Two (2) sabbatical leaves shall be for a period of one (1) academic semester or one (1) academic year, and two (2) shall be for the summer term.

5.
 - a. During the period of sabbatical leave, faculty shall receive one-half ($\frac{1}{2}$) of his/her salary for an entire academic year, or all of his/her salary for a leave of one (1) semester. Faculty on sabbatical leave during the summer session shall receive a stipend equal to six (6) credit hours multiplied by the summer school rate as referenced in section 6.14.
 - b. If, during the period of sabbatical leave, the faculty earn taxable remuneration for contracted work, the salary paid by the College shall be reduced accordingly. Faculty may accept a stipend or grant intended to cover expenses but which does not require the performance of specific duties. Taxable remuneration shall not include royalties, dividends, interest or like income not derived from work performed during the period of the sabbatical leave.
 - c. As used in the preceding subparagraph, "salary" shall not include any additional amounts for summer school, extra-duty stipends or overloads. All insurance benefits shall continue and sick leave and vertical movement on the salary schedule, if any, shall accrue during the term of the leave.
 - d. Faculty on sabbatical leave shall not teach at Elgin Community College or perform their customary duties, unless a request is submitted in writing to the dean and Vice President of Teaching, Learning, and Student Development and approved in writing by the President.
6. As a condition precedent to sabbatical leave, faculty shall agree to return to the College as full-time faculty for at least one (1) academic year immediately following the conclusion of such leave and shall execute a promissory note assuring restitution of all salary paid during such leave if he/she does not return, such to be payable in bi-monthly installments over a term not to exceed twice the length of the leave.
7. Faculty shall make a comprehensive written report to the College President and the Board at the conclusion of the leave. This report should include, but is not limited to, a summary of the program of study or project, an evaluation of the experience, and how the results of the leave will be used to improve instruction.

5.8 Sick Leave.

Faculty shall have the right to utilize sick leave due to personal illness or disability or because of a medical emergency in the faculty member's immediate family defined as spouse, children, parents, grandparents and grandchildren, or for the purpose of completing matters which cannot reasonably be attended to or postponed to days or hours on which the faculty member is not required to be on campus. If the leave does not qualify as FMLA or is due to death to immediate family, the leave shall be limited to five (5) days. If extenuating circumstances arise, the College President may approve additional leave. A doctor's statement substantiating the illness and/or verifying ability to return to work may be required.

Sick leave shall be earned at the rate of fourteen (14) days per year with unlimited accumulation. All sick days shall be available on the first day of the academic year. No payment for unused sick time accrued will be made. If legislation during the term of this contract requires the College to pay faculty members for unused accrued sick days, the maximum which may be accrued for payment is one hundred eighty (180) days.

When a teaching faculty member misses up to half of their scheduled working hours for a given day, then they will report ½ day of leave time. When a teaching faculty member misses more than half of their scheduled working hours for a given day, then they will report a full day of leave time. Leave time for faculty librarians shall be reported in increments of 15 minutes.

Faculty who are disabled and have used all of his/her accumulated sick leave shall be paid one-half (1/2) his/her salary for a maximum of sixty (60) calendar days or until the State Universities Retirement System (SURS) begins disability payments, whichever comes first.

The Board authorizes ECCFA to establish a Sick Leave Bank. Donations to this bank will be open to all faculty members and will be voluntary. The bank shall be administered by Human Resources.

The Sick Leave Bank is subject to the following guidelines:

1. Notices of participation in the bank must be provided on the appropriate form to Human Resources no later than September 30 for the current academic year.
2. Notice of withdrawal of participation must be made no later than September 30 for the current academic year. Days already donated shall remain in the bank.
3. Each faculty member may contribute up to two (2) sick days per academic year to the bank.
4. After depletion of personal sick leave, any ECC employee may apply to a faculty committee chaired by a member of the Human Resources staff for additional sick days from the bank. This committee will establish general guidelines for distribution of banked days. If the committee denies the request, the committee will notify the applicant in writing, with the reasons for denial.
5. The Sick Leave Bank shall be available only for the illness of the employee and not for the illness of a family member.
6. Employees applying to the bank must submit the request and all required documentation no later than thirty (30) calendar days after the employee has returned from leave, if all benefit time has been exhausted.

Employees applying to the bank shall absolve and hold harmless in all respects the Board of Trustees, the administration, ECCFA and the committee regarding the establishment and implementation of the Sick Leave Bank.

5.9 Leave of Absence.

Faculty may be granted an extended leave for the purpose of education improvement, work experience, family hardship or other personal reasons without remuneration, when the requested leave does not create a disruption of the activities of, nor an undue hardship upon, the College. Such leaves are not to exceed one academic year.

All requests for such leaves are to be made to the dean/supervisor and, if recommended, are submitted by the administration to the Board for approval. Faculty granted leave under this provision will, upon returning to work, be entitled to full reinstatement of all provisions of tenure, if applicable, and other suspended benefits. No sick leave, vacation time, nor time counted toward tenure status shall be accrued during such a leave. Faculty on leaves granted for educational improvements and work experience shall be advanced one (1) step on the salary schedule as though they were not on leave, provided they carry out the provisions of the leave. Those on leave for any other purpose shall not be advanced on the salary schedule.

During such period of authorized unpaid leave, the faculty member shall have the option, under COBRA, to continue participation in the College's insurance programs by making timely payments of all required premiums to the College.

Working another full-time or part-time job while on unpaid leave from the College is prohibited unless approved by the Board. For the purpose of this paragraph, a "job" shall mean a paid position of regular employment.

5.10 Employment Status at Conclusion of Leave of Absence.

Except as otherwise provided elsewhere in this contract, any faculty granted a leave of absence shall be treated by the Board upon termination of such leave in the same manner as though such faculty member had not been on leave of absence, provided only that all of the conditions of such leave have been complied with by the faculty member.

5.11 Unemployment Compensation.

As a condition precedent to all leaves of absence, faculty agree to waive any claim of whatsoever nature for unemployment compensation during the period of such leave.

5.12 Notice of Intention to Return.

In all instances where faculty are granted a leave of eight (8) months or more, as a condition thereof, faculty must advise Human Resources at least ninety (90) calendar days (or March 15, whichever occurs first) prior to the beginning of the next semester (after expiration of leave) of his/her intention of return. If notice is not given as required herein, it shall be treated as an election not to return to employment and as a resignation from the College.

5.13 Victims' Economic Security and Safety Act (VESSA).

Faculty members who have worked for the College during any 12-month period may be entitled to a total of 12 workweeks of leave during any 12-month period under the Victims' Economic Security and Safety Act (VESSA). VESSA leave may be taken on an intermittent basis.

A faculty member may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the faculty member or faculty member's family or household member;
2. Obtain victim services for the faculty member or faculty member's family or household member;
3. Obtain psychological or counseling for the faculty member or faculty member's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Faculty members who have paid sick leave available to them may use such leave concurrently with their VESSA leave. After exhausting his or her paid leave, the remainder of a faculty member's VESSA leave will be unpaid.

Faculty members who wish to apply for a VESSA leave are required to meet certain notification and documentation requirements that are available from the Human Resources. The College reserves the right to request one or more of the following:

1. Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the faculty member's family or household member has sought assistance;
2. A police or court record; or
3. Other corroborating evidence.

Faculty members must pay their share of health insurance premiums while on VESSA leave. If a faculty member fails to return to work following the conclusion of a VESSA leave, the Board may recover the health insurance premiums it paid on behalf of the faculty member.

For more information on VESSA leave procedures and requirements, faculty members should contact Human Resources.

Article VI: Compensation and Benefits.

6.1 Maintenance of Health Benefits.

Health insurance benefits in effect on January 1, 2017 shall be maintained at their current levels, except for changes required by federal and/or state law or the vendor, unless changes are agreed to by the Board and Association. In order to comply with federal mandates or to avoid penalties or

taxes imposed by the Affordable Care Act, the Board may offer additional plans which will meet the requirements of the Affordable Care Act. The same provider will be used for all offered plans, and these plans shall be priced in the aggregate with the intent of keeping each plan viable. The Association will be notified in writing by Human Resources in the event of any vendor-required changes.

6.2 Health and Dental Insurance.

A. Employee Health and Dental Coverage

Faculty enrolled in the health and dental benefits plans will pay 15% of the employee premium throughout the duration of this contract.

B. Dependent Health and Dental Coverage

Faculty enrolled in the health and dental benefits plans will pay 24% of the dependent premium throughout the duration of this contract.

6.3 Group Life Insurance.

The Board shall provide at its expense group term life and accidental death and dismemberment insurance at two (2) times the annual base salary rounded to the next higher one thousand dollars (\$1,000), subject to a minimum of \$100,000 and a maximum of \$350,000.

6.4 Section 125 Plan.

The Board shall provide a Section 125 Plan, which will include a flexible spending account (FSA). This plan shall provide an opportunity, pursuant to relevant Internal Revenue Service guidelines and regulations, for faculty to use tax-free dollars deducted from their paychecks to pay for allowable benefits and expenses (e.g. health, dental or vision premiums, non-reimbursed medical expenses and/or dependent child care expenses) which are normally paid for with out-of-pocket and/or taxable dollars.

The Board shall pay the initial startup costs for the plan and the participating faculty shall pay the subsequent maintenance fees.

6.5 Domestic Partners.

For the purposes of this agreement the term “spouse” shall include domestic partners, and all rights and benefits afforded to employee spouses and dependents under this agreement shall be extended to domestic partners as defined below. Similarly, dependent children of employees’ domestic partners shall be defined as employees’ dependent children for the purposes of this agreement.

The Board will afford domestic partner in accordance with regulations and requirements from insurance vendors, county, state and federal government.

To be eligible for coverage as a domestic partner, the College employee and the domestic partner must complete and file with Human Resources an “Affidavit of Domestic Partnership” in which they

attest that (a) they are each other's sole domestic partner, responsible for each other's common welfare and financial obligations, (b) neither party is married, nor are they related by blood to a degree that would prohibit marriage in the State of Illinois, (c) the relationship is an exclusive mutual commitment similar to that of marriage and intend to remain so indefinitely, (d) each partner is at least 18 years of age and mentally competent to consent to contract, (e) the partnership must have been in existence for the past six (6) consecutive months prior to the filing of the Affidavit of Domestic Partnership.

Additional Provisions:

1. Notification of Changes: The parties must agree to notify Human Resources of any change in the circumstances which has been attested to in the documents qualifying a person for coverage as a domestic partner within thirty (30) calendar days.
2. Liability for False Statements: If any company or Elgin Community College suffers a loss because of false statement contained in the documents submitted in connection with coverage for a domestic partner or as a consequence of the failure to notify Human Resources of a changed circumstance, the company, or Elgin Community College, will be entitled to recover reasonable attorney fees in addition to damages for such losses.
3. Termination: The employee shall file a statement with Human Resources indicating the relationship has ended within 30 calendar days. A copy of the termination will be mailed to the other partner unless both have signed the termination statement.
4. COBRA: Domestic partners and their dependents are not eligible for benefits under COBRA or Section 125 as provided by applicable law.
5. Children of a domestic partner may be enrolled in the health, dental, voluntary vision and/or voluntary life plans if they meet the definition of an eligible dependent as defined by the College's plan documents.
6. All information supplied by the employee or the domestic partner will be kept confidential and this information is not released to any party outside Human Resources and the College's benefit providers. Except as a necessary conduit of information, Human Resources is not involved in the processing of the enrollments or the determination of eligibility for domestic partnership benefits. The determination of eligibility for domestic partnership health, dental, voluntary vision and/or voluntary life plan benefits is made by the College's benefit providers.
7. The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. Additional information may be required by Human Resources to verify this.

6.6 Professional Expense Reimbursement and Faculty Development Benefits.

Faculty development activities may include professional travel expenses, conferences and workshops, tuition, and other professional activities. Professional expenses may include dues, books, professional publications, hardware, software, and other supplies used in the performance of your duties in your position with the college.

The following are examples of reimbursement claims which are not considered faculty development activities or professional expenses: party expenses, snacks, candies for students or colleagues, gifts for students or staff, fitness center memberships, personal enrichment classes, cell phones, smart watches, or phone contracts, subscriptions to music download companies or movie providers, dues

for professional associations not related to your position at the college, furniture, desks, chairs, equipment not directly utilized in performing the duties of your position.

- A. Professional Expense Reimbursement Benefit.** Each full-time faculty member will be granted reimbursement for incurred professional expenses directly applicable to their position with the college. The rate will be eight hundred and fifty dollars (\$850) per year for the duration of this agreement.

All requests for reimbursement must be submitted to the dean/supervisor for approval with attached original receipts and completion certificates. Reimbursement requests shall be submitted no later than thirty (30) days following the end of the calendar year in which the expense was incurred.

Disagreement may be appealed to the Vice President of Teaching, Learning and Student Development.

- B. Faculty Development Benefit.** For each full-time faculty member per active year, seven hundred and fifty dollars (\$750) per year during this agreement will be deposited in the Faculty Development and Expense account for faculty development activities. These funds will be allocated on a competitive basis by the Faculty Development Committee and shall be subject to the approval of the Vice President of Teaching, Learning and Student Development.
- C. Restricted Funds for Faculty Development.** On an annual basis, unused funds from both Professional Expense and Faculty Development from previous and the current contract(s) shall be set aside in a restricted purposes account to be used for faculty development by faculty. If faculty development funds are exhausted for a particular year, the Chair of the Faculty Development Committee may request additional funds from the restricted purposes account from the Vice President of Teaching, Learning and Student Development. Such requests will not be capriciously or arbitrarily denied. No more than one year's worth of Professional Expense and Faculty Development funds shall be accumulated in the restricted purposes account at any given time.

6.7 Equipment Maintenance and Repair.

Faculty with assigned teaching loads involving laboratories may be awarded, with prior written approval by the dean, an additional contract for the increased responsibilities of laboratory management, i.e., equipment repair and preventive maintenance, in compliance with industry standards, inherently generated by the instructional area and not subsequently covered by maintenance agreements or qualified paraprofessionals. The contract shall be established between the College and the department faculty based on fifty dollars (\$50) per hour. Timesheets are required in support of all hours worked for maintenance and repair.

6.8 Tuition Reimbursement.

Each full-time faculty, spouse and children age 25 or younger shall have the right to receive reimbursement of tuition for all credit courses taken at ECC, in which faculty, spouse or children age 25 or younger receive a grade of “C”, “pass”, or better. The tuition must be paid in full to request reimbursement and the request must be completed and submitted within ninety (90) days of semester completion or the request will be denied. Faculty shall contact Human Resources to exercise this option.

In the event an incomplete grade is revised to a grade of “C” or better after the expiration of 90 days from semester completion, then a reimbursement request may be submitted within ten (10) days thereafter along with written documentation reflecting the grade change; provided, that even in this case no reimbursement request shall be honored if submitted more than one-hundred and thirty (130) days after completion of the semester to which the course was taken.

6.9 Proficiency Testing.

Faculty will be compensated thirty dollars (\$30) for each proficiency test they grade which can only be graded by faculty. Tests which can be scored by machines or by another employee with a master key will be scored by Testing Services..

When requested by the dean/supervisor, faculty will be compensated one hundred dollars (\$100) for each proficiency test they construct and grade. After the test has been constructed it will become the property of the College and will be kept on file in the dean’s office.

6.10 Substituting.

Faculty who substitute shall be paid the Lane II Step 2 Unit Adjunct II Librarians rate per hour. No faculty shall be paid extra for teaching two (2) sections at the same hour, nor shall he/she be required to do so. All substitutes must be hired by the appropriate dean/supervisor. Faculty may choose to substitute for one another without remuneration when, in the opinion of the appropriate dean/supervisor, it is in the best interest of the College.

When one faculty member is substituting for the same class for more than six (6) consecutive hours of classroom time, the compensation for a full-time faculty substitute will be the voluntary overload rate, pro rata; a UAF member will be paid his or her unit adjunct rate, pro rata, or Lane II Step 2 Unit Adjunct II Librarians rate per hour, whichever is higher. Similarly, a UAF member will be paid his or her Unit Adjunct rate, pro rata, or the Lane II Step 2 Unit Adjunct II Librarians rate per hour, whichever is higher. All such pay shall be retroactive. If an adjunct faculty member substitutes at least sixty-six percent (66%) of a class for the semester, the full credit hours for that class will count toward unit adjunct faculty eligibility for unit adjuncts who are not at maximum load. Long term substitution assignments may not be assigned by seniority.

In the case of an extenuating circumstance, as determined by the dean in a manner that is not arbitrary or capricious, where the faculty of record is out for an extended period of time and the

substituting faculty are substituting for a time period less than the long term substitute threshold, the dean has the discretion to review and assign the long term substitution rate, pro rata.

6.11 Independent Study.

Independent Study is intended for those special circumstances when students need special consideration and supervision to earn credits for a class that is not otherwise available.

Independent Study shall be compensated at the rate of eighty-five dollars (\$85) per credit hour for each student in the class, except when assigned as part of a full-time teaching load.

6.12 Working at Two or More Locations.

Faculty whose work assignments require them to travel between two or more locations will be reimbursed at the established rate for mileage for the miles driven from the first site to the second site. Faculty will not be reimbursed for travel to assignments accepted as voluntary overload.

6.13 403(b) and 457(b) Plan Contributions.

The Board shall sponsor a 403(b) plan and a 457(b) plan, and shall provide eligible faculty members with the opportunity to elect salary reduction contributions to the plans. Eligible faculty members who wish to participate in the plans shall execute salary reduction agreements in a form authorized by the Board and plan administrator.

6.14 Summer School Contracts.

Summer school contracts shall be treated as voluntary overloads and shall be compensated at a rate equivalent to 87.5% in 2026, and a rate equivalent to 90% of the Appendix A-2 UAF II Teaching Salary Schedule Lane II Step 2 per semester contact hour thereafter. During the summer instructors will provide students with contact information in their syllabi. Full-time faculty will have first refusal over adjunct instructors for classes offered in the discipline in which they teach. During the summer, a faculty member cannot be assigned more than ten (10) credit hours of concurrent instruction, exclusive of independent study, without the written consent of the Vice President of Teaching, Learning and Student Development.

Notwithstanding anything else contrary to this Agreement, any faculty member, teaching during a summer session shall be entitled to take up to two (2) sick days from their accrued sick time during such session due to personal illness or disability or because of a medical emergency in the faculty member's immediate family defined as spouse, children, parents, grandparents, and grandchildren.

No other provision in this contract shall relate to the summer school schedule unless expressly mentioned in this contract.

6.15 Voluntary Overload.

Additional assignments accepted voluntarily during the academic year for teaching faculty shall be paid at a rate equivalent to 77.5% in 2026, and at a rate equivalent to 80% of the Appendix A-2 UAF II Teaching Salary Schedule Lane II Step 2 per semester contact hour thereafter.

The voluntary per hour rate for faculty librarians shall be equivalent to the Appendix A-3 UAFII Librarian Salary Schedule Lane III Step 5.

No faculty shall accept additional assignments, credit or noncredit, in excess of sixty (60) percent of the standard instructor workload without the agreement of his/her dean/supervisor and written approval of the Vice President of Teaching, Learning and Student Development and the Association. Fulltime faculty will have first refusal of one (1) class offered in their area and fulltime librarians will have first refusal of work in their areas when there is no conflict with their regular assignments. Librarian faculty shall not accept additional assignments in excess of 10 days of the standard workload without the agreement of the dean/supervisor. Librarian faculty hired after January 1, 2007, shall not accept voluntary overload assignment in excess of 45 days of the standard workload without the approval of the dean/supervisor.

Courses offered with other entities or community partners prior to January 1, 2007, shall be exempt from right of first refusal.

6.16 Involuntary Overload.

Additional assignments which are made involuntarily shall be compensated at the pro rata rate of 1/30 of fulltime salary per credit hour of instruction for every hour over thirty (30) or 1/168 of annual salary for each day of work for librarians over one hundred sixty-eight (168). Librarians employed full-time prior to January 1, 2007, shall be guaranteed a minimum of thirty-seven (37) involuntary overload days during the calendar year plus an additional pool of sixteen (16) days to be worked during the calendar year. These additional days will be assigned by the Associate Dean of Library in consultation with the faculty.

Involuntary overload for librarians shall not be used for participation in professional development and/or institutional routines, unless otherwise directed by the dean/supervisor.

6.17 Salary.

Vertical movement is one (1) step per year. The maximum horizontal movement is one (1) lane per year, or up to two (2) lanes in the year a member has completed a pre-approved and accredited degree program. Only credit hours associated with a pre-approved and accredited degree program may be counted toward the movement of two lanes in the event the member will be completing the degree in that year. Hours associated with other approved activities may be applied in a subsequent year. In addition to approved graduate hours, faculty may move on the salary schedule by performing alternate activities which are recommended by the Faculty Development Committee and approved by the Vice President of Teaching, Learning and Student Development.

The source of funding, personal, institutional, or other, will not be a consideration for any professional growth activity. All applications that request preapproval of certified credit and approval of alternate lane credit for the coming salary year shall be submitted by the faculty to the dean/supervisor by October 1 of each year this contract is in effect.

Lane change activities completed by December 31, and documented no later than February 15, shall be awarded on the salary schedule for that calendar year.

In determining a faculty member's initial placement on the salary schedule, a Master of Fine Arts (MFA) shall be equivalent to Lane V (MA + 30). Any faculty member with an MFA degree who was not initially placed at Lane V shall be given an additional (30) lane credits.

The ECCFA and the Board agree that benefits for faculty members who are appointed during the mid-year of the academic or contract cycles will be prorated.

6.18 SURS Contributions and Other Deductions.

The Board shall deduct for faculty a sum of earnings pursuant to Section 15-157 of the Illinois Pension Code. The contributions, although designated as employee contributions under the Illinois Pension Code, are being paid by the Board to the State Universities Retirement System ("SURS") pursuant to Section 414(h)(2) of the Internal Revenue Code. Faculty are not permitted to receive the contributions directly instead of having them paid by the Board to SURS. The Board shall pick up these contributions by a reduction in the earnings of the faculty member, pursuant to Section 15-157.1 of the Illinois Pension Code.

The Board shall further deduct from earnings all monies as required by law or as authorized by the faculty member pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all additional amounts required to be paid to SURS for the faculty member. The balance shall be payable to the faculty member as salary installments, as otherwise provided herein.

6.19 Longevity Step.

Each year, full-time faculty who have remained for one (1) year in lanes one (I) through ten (X) in the final step of their designated lane on the salary schedule, shall receive an annual \$1,600.00 employer contribution to their 403(b) or 457(b), or receive the same payment subject to federal and state taxes.

Human resources will notify employees of their options annually. If an election is not made prior to the scheduled date on the notice, the employer contribution will default to the payment, subject to federal and state taxes.

6.20 Professor Emeritus.

1. All full-time faculty retiring from the College will be appointed as a Professor Emeritus of Elgin Community College unless the Board, solely and exclusively, decides not to do so. Decisions to deny Professor Emeritus status shall not be arbitrary and capricious.
2. Emeritus faculty members will be entitled to have their names listed in a section of the College catalog and to use the designation in any publications or professional associations.

6.21 Merged Classes.

For the purpose of this contract, "Merged Classes" will be defined as combining two (2) or more classes from the same department that are sequential in nature.

If the Dean determines that an appropriate class size is not reached for all classes, the Dean shall then determine if two (2) or more may be merged as an alternative to otherwise cancelling classes.

Mergers will be approved by the administration, in consultation with the affected faculty member(s) with notification to the Association. Faculty members shall have the right to decline the option of teaching a merged class.

The maximum class size, for the purpose of teaching merged classes, will be defined as the lesser amount of any of the class maximums being merged as agreed upon in the Master Course Table.

The faculty will provide instruction and assessments aligned to the outcomes of each class for the students enrolled in each class.

Faculty shall be paid an additional amount of fifty dollars (\$50) per contact hour based on the class with the greatest number of contact hours, not to exceed three hundred dollars (\$300).

Article VII: Rank.

Faculty will be awarded rank in the following categories:

Instructor, Assistant Professor I, Assistant Professor II, Associate Professor I, Associate Professor II, Professor I, and Professor II.

Rank will be awarded as indicated in Appendix A, Salary Schedule.

Article VIII: Conditions of Employment Unit Adjunct Faculty II.

8.1 Other Applicable Sections.

The following Sections shall also be applicable to Unit Adjunct Faculty II:

1.2 Recognition and Bargaining Unit

Article II, ASSOCIATION-BOARD RELATIONS

Article III, GRIEVANCE PROCEDURE

4.1: Academic freedom

4.9: Team Teaching

4.10: Block Teaching

4.11: Distance Learning

4.13: Faculty Personnel Records

4.15: Academic Calendar

4.17: Grant Related Activities

4.20: Release Time

4.21: Class Size

4.24: Sexual and Discriminatory Harassment

4.26: Instructional Coordinator Position

4.28: Faculty Teaching in Multiple Divisions

4.29: Load Assignment Protocol

4.30: Workplace Training
4.31: Syllabus
4.33: Learning, Equity, Diversity, Inclusion and Justice
4.34: Faculty Librarian Work Options
4.35 Full-time Faculty Searches
5.1: Jury Duty/Court Related Leave
5.3: Family Medical Leave
5.13: Victims' Economic Security and Safety Act (VESSA)
6.5: Domestic Partners
6.7: Equipment Maintenance and Repair
6.9: Proficiency Testing
6.10: Substituting
6.11: Independent Study
6.12: Working at Two or More Locations
6.13: 403(b) and 457(b) Plan Contributions
6.21: Merged Classes
Article IX: INTELLECTUAL PROPERTY RIGHTS

Appendices

C-1: Letter of Agreement Regarding Faculty Evaluation and Faculty Development Handbooks
C-3: Letter of Agreement Regarding Standing Insurance Committee
C-6: Letter of Agreement Regarding Excess Load for Unit Adjunct Faculty
C-8: Letter of Agreement Regarding SURS Retirees/Annuitants
C-12: Letter of Agreement Regarding Syllabus Ad-hoc Committee
C-13: Letter of Agreement Regarding Cancellations Affecting Scheduling of Honors and Learning Community Courses

8.2 Unit Adjunct Faculty II Workload.

1. **Teaching Faculty.** Effective beginning with the Spring 2027 semester the workload offered to unit adjunct faculty II shall be twelve (12) credit or contact hours, or as close as possible without exceeding it, each semester, provided such hours are available and the faculty member is qualified to teach them. Such load shall never exceed twelve (12) credit or contact hours.
2. **Library Faculty.** The minimum workload offered to unit adjunct II library faculty shall be 14 hours per week during the academic year plus an additional 126 clock hours during the remainder of the calendar year. Such unit adjunct library faculty may work as many additional hours as are available and for which they are qualified-not to exceed 21 hours per week-without the written approval of Vice President of Teaching, Learning and Student Development and the Association within 48 hours of the request from the dean. Such additional approved load shall never exceed twenty-eight (28) clock hours per week. A unit adjunct II library faculty will have preference over unit adjunct I and non- unit adjunct library faculty for work they are qualified to do.

3. **Determination of Load.** The minimum time allotted for initial load selection shall be twelve (12) days. Subsequent selection, if other courses become available, faculty will have two (2) days to make their selection, or longer at the discretion of the dean/supervisor. However, the dean/supervisor, with the approval of the Vice President of Teaching, Learning and Student Development, maintains the discretion to assign courses or workload based on the interest of the College.

Load shall be offered and then assigned according to 4.29 Load Assignment Protocol.

4. **Seniority.** Seniority will be used to resolve conflicts between unit adjunct faculty II members who are qualified to teach and wish to teach the same courses. Seniority will be used to resolve conflicts between unit adjunct library faculty who are qualified and wish to work the same hours.

Seniority is determined in the following order:

- a. Date of entry into the bargaining unit as a unit adjunct II.
 - b. The total number of semesters worked as adjunct faculty at the College, the person having taught more semesters being senior.
 - c. Lot drawn by Human Resources for each instance.
5. **Cancellation.** In the event that a course assigned to a unit adjunct teaching faculty II (UAFII) member is cancelled, or lost due to reassignment to another instructor which resulted, directly or indirectly, from a class cancellation, then the following process shall apply to replace the cancelled or lost assignment, provided that the potential replacement course is in the UAFII member's discipline, the UAFII member is qualified and available to teach it, and the potential replacement course would not cause the instructor to exceed twelve (12) credit or contact hours:
 - a. UAFII shall have the opportunity to be reassigned to a course that remains unassigned. If no such unassigned course exists, then the UAFII may select a course that had previously been assigned to a non-unit adjunct teaching faculty member.
 - b. If no such course assigned to a non-unit adjunct teaching faculty member exists, the UAFII member shall have the opportunity to select a replacement course from a UAFI member, starting with the least senior unit adjunct faculty I (UAFI) member. If no such course assigned to a unit adjunct teaching faculty I (UAFI) member exists, the UAFII member shall have the opportunity to select a replacement course starting with those assigned to the least senior unit adjunct faculty II (UAFII) member.
 - c. If no such course assigned to a less senior UAFI or II member exists, the UAFII member shall select a replacement class section, so long as one is available that meets the following conditions:

- The replacement class section must be selected from a class assigned as a voluntary overload section to a full-time faculty member that is beyond their minimum load assignment (beyond minimum load defined as load plus one).
- The replacement class section must be from the least senior full-time faculty member with an available voluntary overload assignment beyond their minimum load, so long as the UAFII member is qualified and available to teach the replacement class section.

All steps in this process shall be followed consistent with the steps set forth in Appendix C-13 Letter of Agreement Regarding Cancellations Affecting the Scheduling of Honors and Learning Community Courses.

If within six (6) calendar days before the official first day of classes, a unit adjunct teaching faculty II member's assigned class is cancelled or lost due to reassignment to another instructor which resulted, directly or indirectly, from a class cancellation and if a replacement class is not available when the unit adjunct teaching faculty II member can teach, and if an independent study is not offered, the College shall pay the unit adjunct teaching faculty II member a stipend equal to fifty dollars (\$ 50) per credit hour.

6. **Working Hours.** Unit Adjunct Faculty II members shall not exceed the maximum number of working hours on average per week as defined by the Affordable Care Act (ACA) as the maximum hours an individual can work and still be considered part time. This calculation will include actual time spent in the classroom per week, office hours, and a reasonable configuration of grading, preparation, and extra-duty time and will be averaged over the maximum period of time allowed by ACA rules. If a further clarification provided by the IRS changes this configuration, the ECCFA or the Board will be allowed to impact bargain.

8.3 Office Hours.

Instructors shall hold office hours a minimum of twenty (20) minutes per week for every hour of load assignment. Up to one-third (1/3) of the office hours may be held by appointment (possible hours for appointment shall be provided to students, as applicable). Office hours will be held in person, on campus, or virtually, and occur on a regularly scheduled basis, aside from by appointment hours. Requests from students for in person office hours should be accommodated to the extent possible. Office hours that are held in person shall be held on campus at a place mutually convenient to the instructor and students. Office hours held virtually shall be delivered through one of the college's supported meeting software platforms or learning management system and shall be pre-established and consistent throughout the semester, aside from by appointment hours. Faculty shall be logged into a college supported meeting software platform during all scheduled virtual office hours, unless electing to use alternative platforms requested by students. Additionally, when communicating with students during virtual office hours, the faculty member's camera must remain turned on when students are present. Also, faculty should not be in transit while providing virtual office hours.

An office hour schedule must be submitted electronically or in another mutually agreed fashion to the dean/supervisor for approval by the first school day after the initial day on which the instructor is scheduled to teach. This may be extended in the case of extenuating circumstances upon submittal to the dean/supervisor of a request, which shall not be arbitrarily or capriciously denied. Modified or updated office hours may be submitted to the dean/supervisor at any time. For the purpose of this section, a school day is a day on which the Administrative Offices are open, excluding Saturdays and Sundays.

All office hours will be posted outside the instructor's office and within the learning management system. Office hour schedules must include days, times, and locations. If the instructor is unable to hold scheduled office hours, the dean or dean's designee must be notified by email prior to the scheduled change or as soon as possible. Each instructor shall schedule office hours at times convenient for the students.

If the instructor teaches at a location, excluding the main campus, at which facilities to hold office hours are not available, reasonable alternative arrangements may be made with the approval of the Dean/supervisor.

8.4 Instructional Area Meetings.

Unit adjunct faculty II members will attend instructional area meetings that apply specifically to them under the same terms as full-time faculty under Section 4.18. If unit adjunct faculty II members are unable to attend, they will be given materials and/or minutes from the meeting.

8.5 Professional Expense and Faculty Development Benefit.

Each unit adjunct faculty II will be granted two-hundred fifty dollars (\$250) per active semester, not including summer semester, for faculty development activities and incurred professional expenses that are directly applicable to their position at the college. Expenses made after July 1 will be reimbursed the following fall semester contingent upon the faculty member actively teaching in the fall semester. Expenses made after December 1 will be reimbursed the following spring semester contingent upon the faculty member actively teaching in the spring semester. If a unit adjunct II faculty does not use all of the \$250 during an active fall semester, the remainder will carry over and be added to the spring semester if the unit adjunct II is active in the spring. For a single purchase that exceeds the allotted amount, the faculty may submit for the balance of the purchase that was not covered one time in the semester immediately following the semester that the expense was submitted.

Faculty development activities and incurred professional expenses may include professional travel expenses, conferences and workshops, tuition, books, professional publications, hardware and software, and other professional activities and supplies. The following are examples of reimbursement claims which are not considered faculty development activities and professional expenses: party expenses, snacks, candies for students or colleagues, gifts for students or staff, fitness center memberships, personal enrichment classes, cell phones, smart watches, or phone contracts, subscriptions to music download companies or movie providers, dues for professional

associations not related to your position at the college, furniture, desks, chairs, equipment not directly utilized in performing the duties of your position.

All requests for reimbursement must be submitted to the dean/supervisor for approval with attached original receipts and completion certificates. After utilizing all funds deposited to faculty development under previous contracts, unused monies on a per member basis, up to two-hundred fifty dollars (\$250) per UAll member, shall be automatically deposited in the Unit Adjunct Faculty Development and Expense account. Accumulated faculty development funds, less any encumbered funds, cannot exceed the total of three-hundred dollars (\$300) per total number of unit adjuncts at the end of the academic year. These funds will be allocated on a competitive basis by the Faculty Development Committee and shall be subject to the approval of the Vice President of Teaching, Learning and Student Development.

Reimbursement requests must be submitted no later than thirty (30) calendar days following the end of the academic year in which the expense was incurred.

8.6 Evaluation.

Unit adjunct faculty II shall be evaluated in the manner prescribed in all applicable sections of the Faculty Evaluation Handbook. No tenure status will be accrued or granted to the unit adjunct faculty II member. Unit adjunct faculty I who attain unit adjunct faculty II status shall be evaluated three (3) years from their last evaluation and on a triennial basis thereafter. If the faculty member teaches in multiple modalities, the Dean may choose the modality to be evaluated; the faculty member will choose the course. If formally evaluated more frequently, the unit member's dean/supervisor shall discuss the reasons with the unit member and Association representative (at the unit member's option) prior to such formal evaluation.

1. Unit Adjunct Faculty II members shall facilitate submission of student evaluations to the Office of Institutional Research (IR) for all classes every semester. Aggregate data reports shall only include identifiers down to the course level. Data on courses taught by just one faculty member shall not include individual course identifiers but rather shall be reported in a single aggregate category by division.
2. For Unit Adjunct Faculty II members undergoing triennial evaluation, IR shall tabulate student evaluation data for all classes taught during the two semesters prior to the triennial review.
3. Student evaluations may be used for the purpose of improvement of instruction, and may be compiled in the aggregate to meet accreditation and other assessment of learning accountability measures. No punitive action may be taken against faculty based upon student evaluations.
4. Each year the faculty member will submit a self-assessment, including a professional growth plan, to the dean/supervisor. The forms, procedure and deadlines for this evaluation are specified in the Faculty Evaluation Handbook.

8.7 Discipline.

Disciplinary actions are made subject to the grievance procedure. The College agrees that disciplinary action shall be in a timely fashion with progressive and corrective discipline, as appropriate.

8.8 Salary/Longevity.

1. Vertical step movement shall be granted to active members of the bargaining unit who taught during the previous calendar year.
2. Vertical step movement, when appropriate, occurs at the beginning of the spring semester.
3. The maximum horizontal movement is one (1) lane per year, or up to two (2) lanes in the year a member has completed a pre-approved and accredited degree program. Only credit hours associated with a pre-approved and accredited degree program may be counted toward the movement of two lanes in the event the member will be completing the degree in that year. Hours associated with other approved activities may be applied in a subsequent year. Lane change activities completed by December 31 and documented no later than February 15 shall be awarded on the salary schedule for that calendar year.
4. Alternate lane movement shall be permitted according to criteria and procedures outlined in the Faculty Development Handbook. Work experience shall not be considered an eligible alternate activity for unit adjunct faculty. The source of funding, personal, institutional, or other, will not be a consideration for any professional growth activity.
5. Initial placement on the schedule beyond Lane I shall be based on transcripts or other documentation submitted by the unit adjunct faculty member to Human Resources. This documentation shall be required within 45 calendar days of the start of the semester in which the instructor qualifies for membership in the bargaining unit.
6. For purposes of compensation placement for unit adjunct faculty, placement at Lane 2 shall require a master's degree or equivalent experience. Equivalent experience shall be defined as formal recognition within their vocational field in terms of external certification, licensing, or journeyman status to be approved by both the dean and Human Resources.
7. Each Unit Adjunct II who has remained for one or more years on the maximum step of the salary schedule shall receive an annual payout of \$150 for each active semester excluding summer, subject to federal and state taxes. This payment is to be considered SURS eligible compensation. Employees may choose to have the payment contributed to their 403(b) or 457(b) with appropriate notification to human resources.

8.9 [Previously Intentionally Deleted].

8.10 Professional Resources.

Each unit adjunct faculty II shall receive a permanent parking tag, a voice mail number, an e-mail address and access to a copy machine. Unit adjunct faculty II names, voice mail numbers, and office numbers shall appear in the employee directory.

Shared office space and a shared space for confidential meetings shall be provided for each unit adjunct faculty member. Upon request, each unit adjunct office shall be equipped with secured file space for each person assigned to that office.

Further, an appropriate number of computers and printers, and a telephone extension will be provided.

8.11 Unit Adjunct Faculty Who Accept Administrative Positions.

Unit adjunct faculty members who accept a temporary administrative position will be considered inactive in the bargaining unit and the terms of the contract shall not apply to them for the duration of the administrative appointment. At the termination of the temporary administrative appointment they may return to the bargaining unit at the same seniority and salary placement they held previously. Time spent in a temporary administration position shall not count in the calculation of seniority. Unit adjunct faculty members who accept a regular (non-temporary) administrative position will forfeit membership, and the terms of the contract shall not apply to them.

8.12 Sick Leave.

Unit adjunct faculty II shall have the right to utilize sick leave due to personal illness or disability or because of a medical emergency in the faculty member's immediate family defined as spouse, children, parents, grandparents and grandchildren, or for the purpose of completing matters which cannot reasonably be attended to or postponed to days or hours on which the faculty member is not required to be on campus. If extenuating circumstances arise, the College President may approve additional leave. A doctor's statement substantiating the illness and/or verifying ability to return to work may be required.

Sick leave for Unit adjunct II teaching faculty shall be earned at the rate of four (4) days per semester with unlimited accumulation for reporting to SURS. Days that rollover from another bank into sick are not reportable to SURS. All sick days shall be available on the first day of the semester. Only four (4) sick days may be used per semester. No payment for unused sick time accrued will be made.

Unit adjunct teaching faculty II who teach during a summer session shall be entitled to take up to two (2) sick days from their accrued sick time during such session due to personal illness or disability or because of a medical emergency in the faculty member's immediate family defined as spouse, children, parents, grandparents, and grandchildren.

Unit adjunct library faculty II shall earn eight (8) days sick leave per calendar year with unlimited accumulation for reporting to SURS. Days that rollover from another bank into sick are not reportable to SURS. All sick days shall be available on the first day of the year. No payment for unused sick time accrued will be made. Only eight (8) sick days per year may be used.

The Board authorizes ECCFA to establish a Sick Leave Bank. Donations to this bank will be open to all faculty members and will be voluntary. The bank shall be administered by Human Resources.

The Sick Leave Bank is subject to the following guidelines:

1. Notices of participation in the bank must be provided on the appropriate form to Human Resources no later than September 30 for the current academic year.
2. Notice of withdrawal of participation must be made no later than September 30 for the current academic year. Days already donated shall remain in the bank.
3. Each faculty member may contribute up to two (2) sick days per academic year to the bank.
4. After depletion of personal sick leave, any ECC employee may apply to a faculty committee chaired by a member of the Human Resources staff for additional sick days from the bank. This committee will establish general guidelines for distribution of banked days. If the committee denies the request, the committee will notify the applicant in writing, with the reasons for denial.
5. The Sick Leave Bank shall be available only for the illness of the employee and not for the illness of a family member.
6. Employees applying to the bank must submit the request and all required documentation no later than thirty (30) calendar days after the employee has returned from leave, if all benefit time has been exhausted.

Employees applying to the bank shall absolve and hold harmless in all respects the Board of Trustees, the administration, ECCFA and the committee regarding the establishment and implementation of the Sick Leave Bank.

8.13 Inactive Status.

A unit adjunct faculty II member who is not teaching or providing library service at the college, irrespective of the reason, during a fall or spring semester will be considered an inactive member of the bargaining unit.

Unit adjunct faculty II members who are inactive for four (4) consecutive semesters excluding summers, will no longer be considered part of the bargaining unit. The terms of this contract shall not apply to unit adjunct faculty members during semesters when they are inactive. No annual step movement or seniority will be accumulated for semesters of inactivity.

A unit adjunct faculty member II who resigns from the college in writing will no longer be considered a bargaining unit member and must re-apply for employment if he or she wishes to return to the college.

To re-enter the bargaining unit, adjunct faculty II who have forfeited their membership through inactivity or resignation must qualify again by criterion set forth in Article I of this contract. Employment prior to the period of inactivity or resignation will not count toward qualification.

8.14 Sabbatical Leave.

1. The Board shall grant to two (2) eligible unit adjunct faculty II who shall have appropriately applied for sabbatical leave, provided that, in the judgment of the Faculty Development Committee and concurrence of the Board by its resolution, such leave will clearly add to the effectiveness of the faculty member in the performance of his/her responsibilities at the College and/or clearly accrue to the benefit of the College. Unit adjunct faculty II are eligible to seek a

sabbatical leave for an academic semester (excluding summer) or academic year (excluding summer) after having completed six (6) continuous years of active service in a bargaining unit subject to this Agreement. Unit adjunct faculty II may be eligible to request subsequent sabbatical leaves after having completed an additional six (6) continuous years of service in a bargaining unit subject to this Agreement since the completion of the last sabbatical year. A unit adjunct faculty II member shall not be eligible for any sabbatical leave following an academic year in which he/she was on leave of absence for sixty (60) days or more. For purposes of interpreting this paragraph, "six (6) continuous years of active service" shall be defined as a unit adjunct faculty II member who has taught or served as a librarian in a bargaining unit subject to this Agreement for at least ten (10) of the last twelve (12) semesters over the six (6) year period, excluding summer.

2. Faculty shall make application for sabbatical leave in writing to the Vice President of Teaching, Learning and Student Development or designee pursuant to a reasonable timetable which shall be established. Such application shall include all the dates pertinent to such leave.
3. Two (2) sabbatical leaves shall be available each calendar year.
4.
 - a. During the period of sabbatical leave, unit adjunct faculty II shall be compensated at his/her current salary of the average contact hours worked over the preceding six teaching semesters (excluding summer). However, in no case shall unit adjunct faculty II receive compensation exceeding the equivalent of 10 contact hours for a sabbatical leave.
 - b. Leave and vertical movement on the salary schedule, if any, shall accrue during the term of the leave.
 - c. Unit adjunct faculty II on sabbatical leave shall not teach at Elgin Community College or perform their customary duties, unless a request is submitted in writing to the dean and the Vice President of Teaching, Learning and Student Development and approved in writing by the President.
5. As a condition precedent to sabbatical leave, unit adjunct faculty II shall agree to return to the College as unit adjunct II faculty for at least one (1) academic year immediately following the conclusion of such leave and shall execute a promissory note assuring restitution of all salary paid during such leave if he/she does not return, such to be payable in bi-monthly installments over a term not to exceed twice the length of the leave.
6. Unit adjunct faculty II shall make a comprehensive written report to the College President and the Board at the conclusion of the leave. This report should include, but is not limited to, a summary of the program of study or project, an evaluation of the experience, and how the results of the leave will be used to improve instruction.

8.15 Committee Appointment and Participation.

From time to time the College President or Administration will establish ad hoc or standing advisory committees. If unit adjunct faculty II representation is requested, those unit adjunct faculty II mutually acceptable to the Association and the College may serve and will be paid thirty-two dollars (\$32) (for Calendar Year 2026), thirty-five dollars (\$35) (for Calendar Year 2027), and forty dollars

(\$40) (for Calendar Year 2028) per committee meeting hour. When a meeting is convened but subsequently cancelled or lasts less than one-hour, or when a scheduled meeting is cancelled (via Outlook or email) or otherwise not held and the faculty member is not provided a minimum two (2) hour advance notice of such and arrives at the meeting location, the faculty member shall receive one hour of pay. Unit adjunct faculty II shall submit timesheets recording their participation for those hours biweekly to the dean or administrator from whose budget the unit adjunct will be paid. No unit adjunct faculty II will be required to participate on any committee. At the dean's/dean's designee's discretion, unit adjunct librarian faculty may attend committee meetings during their regular work schedule and will have an opportunity to make up any work schedule hours missed at mutually agreed upon times within the same work week.

8.16 Tuition Reimbursement.

Unit adjunct faculty II, spouses, and children age 25 or younger shall have the right to receive reimbursement of tuition for all credit courses taken at ECC, in which they receive a grade of "C", or better. The tuition must be paid in full to request reimbursement and the request must be completed and submitted within ninety (90) days of semester completion or the request will be denied.

In the event an incomplete grade is revised to a grade of "C" or better after the expiration of 90 days from semester completion, then a reimbursement request may be submitted within ten (10) days thereafter along with written documentation reflecting the grade change; provided, that even in this case no reimbursement request shall be honored if submitted more than one-hundred and thirty (130) days after completion of the semester in which the course was taken.

8.17 Reduction in Force.

If the Board determines that it is necessary to discontinue a service or program(s), the President of the College shall convene a meeting to discuss the proposed cuts with the Association. The Board shall make a reasonable effort to avoid layoff of faculty members whose positions could be maintained through the reduction or elimination of overload assignments.

Written notice shall be provided to the Association and the affected faculty member 60 days in advance of the action being taken. Dismissed faculty will receive a statement of honorable dismissal.

Human Resources shall each year establish a list showing the seniority of each faculty member. Copies of the list shall be distributed to the Association on or before February 1 of each year.

Faculty members on leave of absence/suspension at the time of reduction of force takes place shall be treated no differently from other faculty members.

Within each program area, the order of layoff shall be in inverse order of seniority (subject to the requirement for laying off full-time faculty members set forth in section 4.22 of this Agreement). A faculty member shall have seniority in each program area in which he/she has full qualifications to teach. The order of layoff shall be as follows, with part-time faculty being laid off first in inverse order of seniority:

1. Non-Unit Adjunct Faculty
2. Voluntary overload assignments
3. Unit Adjunct Faculty I
4. Unit Adjunct Faculty II
5. Full-time Faculty

Prior to any layoff of non-unit adjunct faculty, a request shall be submitted to any full-time faculty member(s) assigned to teach voluntary overload in the program area to determine if any such full-time faculty member is willing, in his/her sole discretion, to forego the voluntary overload assignment.

With respect to faculty positions, a faculty member will be considered to have qualifications for another program area if he/she meets the minimum qualifications outlined in "Administrative Procedure 5.103: Minimum Requirements for Appointment". These qualifications will be reviewed collaboratively according to the Administrative Procedure review cycle. Additional course-level qualifications apply as documented on the approved master course outline available on CurricuNET.

If the Board determines to employ additional part-time faculty any time during the 24 month period from the beginning of the academic year for which the faculty member was dismissed, such position(s) shall be offered first and in inverse order to the faculty members laid-off hereunder in the pertinent programs. Such offer of employment shall be transmitted in writing to the faculty members last known address and to the Association. If the faculty member does not respond affirmatively to such offer within ten (10) calendar days of such receipt or within twenty (20) calendar days of the date of mailing, whichever shall occur first, the Board's obligation hereunder shall cease.

Any part-time faculty member laid-off hereunder and thereafter reemployed pursuant to the preceding paragraph, shall not count any year or portion thereof between layoff and recall (if such should occur) in the two years after being laid-off. Any faculty member laid-off hereunder and subsequently re-employed shall not accrue seniority between the layoff and recall (if such should occur). If the faculty member is recalled to work in the twenty-four (24) month period, he/she will have their compensation and benefits reinstated.

8.18 Summer School Contract.

For unit adjunct faculty II, summer school contracts shall be compensated according to the faculty member's current placement within Appendix A-2.

Article IX: Intellectual Property Rights.

9.1 Definition of Copyrightable Work.

Works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, including, but not limited to, the following:

1. Literary works, (includes works, other than audiovisual works, expressed in words, numbers, or other verbal or numerical symbols, or indicia, regardless of the nature of the material objects, such as books, periodicals, manuscripts, phono records, films, tapes, disks or cards in which they are embodied).
2. Musical works and any lyrics
3. Dramatic works and any music
4. Choreographic and pantomime works
5. Pictorial, graphic, or 3-dimensional art works
6. Motion pictures and other audiovisual works
7. Sound recordings
8. Course syllabus
9. Compilations and derivative works, such as translations, adaptations, and musical arrangements, but only the material contributed by the author of such works as distinguished from the preexisting material.

9.2 Ownership of Copyrights, Scope and Applicability.

The responsibilities of the faculty of Elgin Community College include creation of scholarly and artistic works; creation and use of teaching materials for the classroom; and the broad dissemination and distribution of such works. The College does not claim ownership of copyrightable materials produced by faculty members except in cases where a written agreement or employment contract makes other provisions. Such agreements may be developed and executed, for example, in each of the following cases if:

1. Production of a copyrightable work requires significant College resources, (funding, special facilities, unusual demands on existing facilities, services, and/or support staff time), over and above those normally needed to conduct the teaching, research, and creative activities of a faculty member.
2. A sponsored research agreement, or other agreement for the purpose of or supporting creation of, a copyrightable work that requires that the rights be assigned to the College or through the College, to a third party.
3. The faculty member(s) desire the assistance of a College office for marketing, licensing, and/or distributing a copyrightable work which would not otherwise be assigned to the member.
4. The faculty member creating a copyrightable work has been hired for the purpose and/or the job responsibilities of the faculty member explicitly and in writing are defined to include creation of specific works.
5. The College wishes to obtain or protect a right to use the copyrightable work without royalties or other restrictions, or to establish a right to create derivative works.
6. Other situations in which the College may be deemed to have an interest or incur a risk in a copyrightable work that goes beyond the normal involvement of the College in the scholarly, reactive, and professional work of its faculty members

The agreement referred to in 9.2 above will stipulate the nature of the copyrightable work(s) and the disposition of the property rights in the work(s). The College shall not have the right to market the work or any derivative work unless explicitly granted by the owner.

Article X: Conditions of Employment Unit Adjunct Faculty I.

10.1 Other Applicable Sections.

The following Sections shall also be applicable to Unit Adjunct Faculty I:

1.3: Recognition and Bargaining Unit
Article II: ASSOCIATION-BOARD RELATIONS
Article III: GRIEVANCE PROCEDURE
4.1: Academic Freedom
4.9: Team Teaching
4.10: Block Teaching
4.11: Distance Learning
4.13: Faculty Personnel Records
4.15: Academic Calendar
4.17: Grant Related Activity
4.20: Release Time
4.23: Class Size
4.24: Sexual and Discriminatory Harassment
4.26: Instructional Coordinator Position
4.28: Faculty Teaching in Multiple Divisions
4.29: Load Assignment Protocol
4.30: Workplace Training
4.31: Syllabus
4.33: Learning, Equity, Diversity, Inclusion and Justice
4.34: Faculty Librarian Work Options
4.35: Full-time Faculty Searches
5.1: Jury Duty/Court Related Leave
5.3: Family Medical Leave
5.13: Victims' Economic Security and Safety Act (VESSA)
6.5: Domestic Partners
6.7: Equipment Maintenance and Repair
6.9: Proficiency Testing
6.10: Substituting
6.11: Independent Study
6.13: 403(b) and 457(b) Plan Contributions
6.21: Merged Classes
8.3: Office Hours
8.11: Unit Adjunct Faculty Who Accept Administrative Positions
8.15: Committee Appointment and Participation
8.17: Reduction in Force
Article IX: INTELLECTUAL PROPERTY RIGHTS

Appendices

C-1: Letter of Agreement Regarding Faculty Evaluation and Faculty Development Handbooks

C-3: Letter of Agreement Regarding Standing Insurance Committee

C-8: Letter of Agreement Regarding SURS Retirees/Annuitants

C-12: Letter of Agreement Regarding Syllabus Template Ad-hoc Committee

C-13: Letter of Agreement Regarding Cancellations Affecting the Scheduling of Honors and Learning Community Courses

10.2 [Previously Intentionally Deleted].

10.3 Inactive Status.

A unit adjunct faculty I member who is not teaching or providing library service at the college, irrespective of the reason, during a fall or spring semester will be considered an inactive member of the bargaining unit.

Unit adjunct faculty I members who are inactive for three (3) consecutive semesters excluding summers will no longer be considered part of the bargaining unit. The terms of this contract shall not apply to unit faculty members during semesters when they are inactive. No annual step movement or seniority will be accumulated for semesters of inactivity.

A unit adjunct faculty member I who resigns from the college in writing will no longer be considered a bargaining unit member and must re-apply for employment if he or she wishes to return to the college.

To re-enter the bargaining unit, adjunct faculty I who have forfeited their membership through inactivity or resignation must qualify again by criterion set forth in Article I of this contract. Employment prior to the period of inactivity or resignation will not count toward qualification.

10.4 Unit Adjunct Faculty I Workload.

1. **Teaching Faculty.** Effective beginning with the Spring 2027 semester, the workload offered to unit adjunct faculty I shall be comprised of:

- a. Up to a maximum of nine (9) credit or contact hours, or as close as possible without exceeding it.

In any semester, an exception may be made for excess load with the written approval of the Vice President of Teaching, Learning and Student Development and the Association within 48 hours of the request from the Dean. Such approved load shall never exceed twelve (12) credit or contact hours.

2. **Library Faculty.** The minimum workload offered to unit adjunct library faculty I shall be seven (7) hours per week during the academic year plus an additional 63 hours during the remainder of the calendar year. Such unit adjunct library faculty may work as many additional hours as are available and for which they are qualified not to exceed fourteen (14) hours per week without the written approval of the Vice President for Teaching, Learning and Student Development and

the Association within 48 hours of the request from the dean. Such additional approved load shall never exceed twenty-eight (28) clock hours per week.

A unit adjunct library faculty I will have preference over non-unit adjunct library faculty for work they are qualified to do.

3. **Determination of Load.** The minimum time allotted for initial load selection shall be ten (10) days. Subsequent to initial load selection, if other courses become available, faculty will have two (2) days to make their selection, or longer at the discretion of the dean/supervisor. However, the dean/supervisor, with the approval of the Vice President of Teaching, Learning and Student Development maintains the discretion to assign courses or workload based on the interest of the College.

Load shall be offered and then assigned according to the 4.29 Load Assignment Protocol.

4. **Seniority.** Seniority will be used to resolve conflicts between unit adjunct faculty I members who are qualified to teach and wish to teach the same section of a course. Seniority will be used to resolve conflicts between unit adjunct library faculty I who are qualified and wish to work the same hours.

Seniority is determined in the following order:

- a. Date of entry into the bargaining unit as a unit adjunct I.
 - b. The total number of semesters worked as adjunct faculty at the College, the person having taught more semesters being senior.
 - c. Lot drawn by Human Resources for each instance.
5. **Cancellation.** In the event that a course assigned to a unit adjunct teaching faculty I (UAFI) member is cancelled or lost due to reassignment to another instructor which resulted, directly or indirectly, from a class cancellation, then the following process shall apply to replace the cancelled or lost assignment provided that the potential replacement course is in the UAFI member's discipline, the UAFI member is qualified and available to teach it, and the potential replacement course would not cause the instructor to exceed nine (9) credit or contact hours:
 - a. UAFI shall have the opportunity to be reassigned to a course that remains unassigned.
 - b. If no such unassigned course exists, then the UAF I may select a course that had previously been assigned to a non-unit adjunct teaching faculty member.
 - c. If no such course assigned to a non-unit adjunct teaching faculty member exists, the UAF I member shall have the opportunity to select a replacement course starting with those assigned to the least senior UAF I member.

If within six (6) calendar days before the official first day of classes, a UAFI member's assigned class is cancelled, or lost due to reassignment to another instructor which resulted, directly or indirectly, from a class cancellation, and if a replacement class is not available when the UAFI member can teach, and if an independent study is not offered, the college shall pay the UAFI member a one hundred-dollar (\$100) stipend.

All steps in this process shall be followed consistent with the steps set forth in Appendix C-13 Letter of Agreement Regarding Cancellations Affecting the Scheduling of Honors and Learning Community Courses.

6. **Working Hours.** Unit Adjunct Faculty I members shall not exceed the maximum number of working hours on average per week as defined by the Affordable Care Act (ACA) as the maximum hours an individual can work and still be considered part time. This calculation will include actual time spent in the classroom per week, office hours, and a reasonable configuration of grading, preparation, and extra-duty time and will be averaged over the maximum period of time allowed by ACA rules. If a further clarification provided by the IRS changes this configuration, the ECCFA or the Board will be allowed to impact bargain.

With regard to items 1) and 2) above, UAF I members who have received excess load assignments will go to the bottom of the seniority list for excess load assignment in subsequent semesters. Separate rotational seniority lists for the purpose of excess load assignments will be maintained by the appropriate Instructional Dean for the UAF I.

10.5 Evaluation.

Unit adjunct faculty I shall be evaluated in the manner prescribed in all applicable sections of the Faculty Evaluation Handbook.

Unit adjunct faculty I who have taught six (6) semesters or more shall be evaluated every two (2) years. Unit adjunct faculty I who have taught two (2) to five (5) semesters shall be evaluated annually. If the faculty member teaches in multiple modalities, the dean may choose the modality to be evaluated; the faculty member will choose the course. At the dean's discretion or upon recommendation of the evaluator(s), the dean may waive an evaluation cycle.

At the dean's discretion or upon recommendation of the evaluator(s), one additional evaluation may be performed annually by the dean or designee. Prior to an additional evaluation, the dean will discuss the reasons with the unit adjunct faculty I member and an Association representative (at the unit adjunct faculty I member's option). At the dean's discretion, unit adjunct faculty I may be evaluated for each new course delivered.

The dean shall request from the Instructional Coordinator a list of qualified persons to serve as evaluators. The list may be drawn from Instructional Coordinators, Program Directors, administrative designees, and/or UAF II, full-time faculty or other qualified individuals within the discipline or a related discipline. The deans shall assign evaluators from that list.

Evaluations will be performed by one of the following:

1. Faculty member (or two (2) faculty members, if requested by the evaluating faculty member or instructional coordinator).
2. The dean or dean's designee.

3. Other qualified individual.

The evaluation procedure for unit adjunct faculty I shall include a classroom visitation with pre- and post-conferences and student evaluation of instruction. Student evaluations of instruction shall be completed for all sections taught. All evaluative materials shall be given to the dean.

Each year the unit adjunct faculty I member will submit a self-assessment, including a professional growth plan, to the dean/supervisor. The forms, procedure and deadlines for this evaluation are specified in the Faculty Evaluation Handbook.

If an evaluator or the UAFI to be evaluated has a concern regarding an evaluation, he/she may confer with the dean prior to the next evaluation cycle, and, if necessary, the dean may participate in the evaluation process.

The rate of pay for one full-time or UAF II faculty member to perform an evaluation of a UAFI or non-unit adjuncts will be \$125. However, if two faculty members perform the evaluation the rate of pay will be \$150 for the evaluation process.

Unit adjunct faculty I librarians shall be evaluated in the manner prescribed in all applicable sections of the Faculty Evaluation Handbook.

10.6 [Previously Intentionally Deleted].

10.7 Instructional Meetings.

Unit adjunct faculty I members are encouraged to attend instructional area meetings. If adjunct faculty I members are unable to attend, they will be given materials and/or minutes from the meeting.

10.8 Professional Resources.

Each unit adjunct faculty I shall receive a permanent parking tag, a voice mail number, an e-mail address, and access to a copy machine. Unit adjunct faculty I names, voice mail numbers, and office numbers shall appear in the employee directory.

Shared office space and a shared space for confidential meetings shall be provided for each unit adjunct faculty I member. Upon request, each unit adjunct office shall be equipped with secured file space for each person assigned to that office. Further, an appropriate number of computers and printers and a telephone extension will be provided.

10.9 [Previously Intentionally Deleted].

10.10 [Previously Intentionally Deleted].

10.11 Professional Expense and Faculty Development Benefit.

Each unit adjunct faculty I will be granted two-hundred fifty dollars (\$250) per active semester, not including summer semester, for faculty development activities and incurred professional expenses

that occur during an active semester that are directly applicable to their position at the college. Expenses made after July 1 will be reimbursed the following fall semester contingent upon the faculty member actively teaching in the fall semester. Expenses made after December 1 will be reimbursed the following spring semester contingent upon the faculty member actively teaching in the spring semester. If a unit adjunct I faculty does not use all of the \$250 during an active fall semester, the remainder will carry over and be added to the spring semester if the unit adjunct I is active in the spring. For a single purchase that exceeds the allotted amount, the faculty may submit for the balance of the purchase that was not covered one time in the semester immediately following the semester that the expense was submitted.

Faculty development activities and incurred professional expenses may include professional travel expenses, conferences and workshops, tuition, books, professional publications, hardware and software, and other professional activities and supplies. The following are examples of reimbursement claims which are not considered faculty development activities and professional expenses: party expenses, snacks, candies for students or colleagues, gifts for students or staff, fitness center memberships, personal enrichment classes, cell phones, smart watches or phone contracts, subscriptions to music download companies or movie providers, dues for professional associations not related to your position at the college, furniture, desks, chairs, equipment not directly utilized in performing the duties of your position.

All requests for reimbursement must be submitted to the dean/supervisor for approval with attached original receipts and completion certificates. After utilizing all funds deposited to faculty development under previous contracts, unused monies on a per member basis, up to two-hundred fifty dollars (\$250) per UAI member, shall be automatically deposited in the Unit Adjunct Faculty Development and Expense account. Accumulated development funds, less any encumbered funds, cannot exceed the total of three-hundred dollars (\$300) per total number of unit adjuncts at the end of the academic year. These funds will be allocated on a competitive basis by the Faculty Development Committee and shall be subject to the approval of the Vice President of Teaching, Learning and Student Development.

Reimbursement requests must be submitted no later than thirty (30) calendar days following the end of the academic year in which the expense was incurred.

10.12 Tuition Reimbursement.

Unit adjunct teaching faculty I will earn tuition reimbursement for credit courses at a rate of one credit hour for each credit hour taught beginning August, 2005. Unit adjunct librarian faculty I will earn tuition reimbursement for credit courses at a rate of eight (8) credit hours per calendar year beginning August, 2008. The tuition reimbursement hours will accumulate and can be used for the member, their spouse and children age 25 or younger and shall have the right to receive reimbursement of tuition for all credit courses taken at ECC, in which they receive a grade of "C" or better. Accumulated hours will be forfeited if a member's status is no longer UAF-I. The tuition must be paid in full to request reimbursement and the request must be completed and submitted within ninety (90) days of semester completion or the request will be denied.

In the event an incomplete grade is revised to a grade of “C” or better after the expiration of 90 days from semester completion, then a reimbursement request may be submitted within ten (10) days thereafter along with written documentation reflecting the grade change; provided, that even in this case no reimbursement request shall be honored if submitted more than one-hundred and thirty (130) days after completion of the semester in which the course was taken.

10.13 Sick Leave.

Unit adjunct faculty I shall have the right to utilize sick leave due to personal illness or disability or because of a medical emergency in the faculty member’s immediate family defined as spouse, children, parents, grandparents and grandchildren, or for the purpose of completing matters which cannot reasonably be attended to or postponed to days or hours on which the faculty member is not required to be on campus. If extenuating circumstances arise, the College President may approve additional leave. A doctor’s statement substantiating the illness and/or verifying ability to return to work may be required.

Sick leave for unit adjunct teaching faculty I shall be earned at the rate of one (1) day per semester per class taught not to exceed three (3) days with unlimited accumulation for reporting to SURS. Days that rollover from another bank into sick are not reportable to SURS. All sick days shall be available on the first day of each class. Only three (3) sick days may be used per semester. No payment for unused sick time accrued will be made.

Unit adjunct teaching faculty I who teach during a summer session shall be entitled to take up to two (2) sick days from their accrued sick time during such session due to personal illness or disability or because of a medical emergency in the faculty member’s immediate family defined as spouse, children, parents, grandparents, and grandchildren.

Unit adjunct library faculty I shall earn five (5) days sick leave per calendar year with unlimited accumulation for reporting to SURS. Days that rollover from another bank into sick are not reportable to SURS. All sick days shall be available on the first day of the year. Only five (5) sick days per year may be used. No payment for unused sick time accrued will be made.

The Board authorizes ECCFA to establish a Sick Leave Bank. Donations to this bank will be open to all faculty members and will be voluntary. The bank shall be administered by Human Resources.

The Sick Leave Bank is subject to the following guidelines:

1. Notices of participation in the bank must be provided on the appropriate form to Human Resources no later than September 30 for the current academic year.
2. Notice of withdrawal of participation must be made no later than September 30 for the current academic year. Days already donated shall remain in the bank.
3. Each faculty member may contribute up to two (2) sick days per academic year to the bank.
4. After depletion of personal sick leave, any ECC employee may apply to a faculty committee chaired by a member of the Human Resources staff for additional sick days from the bank. This committee will establish general guidelines for distribution of banked days. If the committee denies the request, the committee will notify the applicant in writing, with the reasons for denial.

5. The Sick Leave Bank shall be available only for the illness of the employee and not for the illness of a family member.
6. Employees applying to the bank must submit the request and all required documentation no later than thirty (30) calendar days after the employee has returned from leave, if all benefit time has been exhausted.

Employees applying to the bank shall absolve and hold harmless in all respects the Board of Trustees, the administration, ECCFA and the committee regarding the establishment and implementation of the Sick Leave Bank.

10.14 [Previously Intentionally Deleted].

10.15 Salary.

To be considered for initial placement beyond Lane 1, Human Resources must receive original official transcripts within 45 days of notification of unit status. Copies will not be accepted.

The maximum horizontal movement is one (1) lane per year, or up to two (2) lanes in the year a member has completed a pre-approved and accredited degree program. Only credit hours associated with a pre-approved and accredited degree program may be counted toward the movement of two lanes in the event the member will be completing the degree in that year. Hours associated with other approved activities may be applied in a subsequent year. Lane change activities completed by December 31 and documented no later than February 15 shall be awarded on the salary schedule for that calendar year.

For purposes of compensation placement for unit adjunct faculty, placement at Lane 2 shall require a master's degree or equivalent experience. Equivalent experience shall be defined as formal recognition within their vocational field in terms of external certification, licensing, or journeyman status to be approved by both the dean and Human Resources.

The "Alternate lane movement shall be permitted January, 2002" provision of 8.8.4 does not apply; however, UAIs shall be permitted to use alternate lane activities beginning January, 2009.

10.16 Discipline.

Disciplinary actions are made subject to the grievance procedure. The College agrees that disciplinary action shall be in a timely fashion with progressive and corrective discipline, as appropriate.

10.17 Summer School Contract.

For unit adjunct faculty I, summer school contracts shall be compensated according to the faculty member's current placement within Appendix A-4.

Article XI: Miscellaneous.

11.1 Savings Clause.

If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement, and the parties shall meet as soon as possible to agree on a substitute provision.

11.2 Entire Agreement.

The parties acknowledge that during the negotiation which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the ECCFA, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement. This Agreement may only be amended during its term by the parties' mutual agreement in writing.

Appendix A: Salary Schedules.

Appendix A-1: 2026 - 2028 Full-Time Salary and Rank Schedule

2026¹

Step	I MA	II MA+8	III MA+16	IV MA+24	V MA+30	VI MA+38	VII MA+46	VIII MA+54	IX MA+60	X MA+75	
1	\$ 59,636	\$ 61,723	\$ 63,882	\$ 66,118	\$ 68,432	\$ 70,830	\$ 73,311	\$ 75,875	\$ 78,529	\$ 81,278	Instructor
2	\$ 62,320	\$ 64,502	\$ 66,757	\$ 69,094	\$ 71,515	\$ 74,014	\$ 76,608	\$ 79,286	\$ 82,065	\$ 84,934	
3	\$ 65,003	\$ 67,281	\$ 69,631	\$ 72,070	\$ 74,593	\$ 77,205	\$ 79,906	\$ 82,703	\$ 85,596	\$ 88,595	
4	\$ 67,687	\$ 70,054	\$ 72,505	\$ 75,046	\$ 77,670	\$ 80,389	\$ 83,204	\$ 86,114	\$ 89,132	\$ 92,251	Assistant Professor I
5	\$ 70,370	\$ 72,833	\$ 75,380	\$ 78,022	\$ 80,753	\$ 83,580	\$ 86,502	\$ 89,532	\$ 92,662	\$ 95,907	
6	\$ 73,054	\$ 75,612	\$ 78,260	\$ 80,998	\$ 83,830	\$ 86,764	\$ 89,800	\$ 92,943	\$ 96,199	\$ 99,568	
7	\$ 75,738	\$ 78,386	\$ 81,135	\$ 83,973	\$ 86,914	\$ 89,955	\$ 93,098	\$ 96,360	\$ 99,729	\$ 103,224	Assistant Professor II
8	\$ 78,421	\$ 81,165	\$ 84,009	\$ 86,949	\$ 89,991	\$ 93,140	\$ 96,402	\$ 99,777	\$ 103,266	\$ 106,880	
9	\$ 81,105	\$ 83,944	\$ 86,884	\$ 89,925	\$ 93,068	\$ 96,330	\$ 99,699	\$ 103,188	\$ 106,802	\$ 110,535	
10	\$ 83,789	\$ 86,723	\$ 89,758	\$ 92,901	\$ 96,151	\$ 99,515	\$ 102,997	\$ 106,599	\$ 110,333	\$ 114,197	Associate Professor I
11	\$ 86,472	\$ 89,496	\$ 92,633	\$ 95,871	\$ 99,228	\$ 102,705	\$ 106,295	\$ 110,016	\$ 113,869	\$ 117,853	
12	\$ 89,156	\$ 92,275	\$ 95,507	\$ 98,847	\$ 102,312	\$ 105,890	\$ 109,593	\$ 113,434	\$ 117,399	\$ 121,508	
13	\$ 91,839	\$ 95,054	\$ 98,382	\$ 101,823	\$ 105,389	\$ 109,074	\$ 112,897	\$ 116,845	\$ 120,936	\$ 125,170	Associate Professor II
14	\$ 94,523	\$ 97,833	\$ 101,256	\$ 104,798	\$ 108,466	\$ 112,265	\$ 116,195	\$ 120,262	\$ 124,466	\$ 128,826	
15	\$ 97,207	\$ 100,612	\$ 104,130	\$ 107,774	\$ 111,549	\$ 115,449	\$ 119,493	\$ 123,673	\$ 128,003	\$ 132,481	Professor I
16		\$ 103,385	\$ 107,005	\$ 110,750	\$ 114,626	\$ 118,640	\$ 122,791	\$ 127,090	\$ 131,539	\$ 136,143	
17			\$ 109,879	\$ 113,726	\$ 117,704	\$ 121,824	\$ 126,088	\$ 130,501	\$ 135,070	\$ 139,799	
18				\$ 116,702	\$ 120,787	\$ 125,015	\$ 129,386	\$ 133,919	\$ 138,606	\$ 143,454	Professor II
19						\$ 128,200	\$ 132,690	\$ 137,330	\$ 142,136	\$ 147,110	
20						\$ 131,390	\$ 135,988	\$ 140,747	\$ 145,673	\$ 150,772	

2027

Step	I MA	II MA+8	III MA+16	IV MA+24	V MA+30	VI MA+38	VII MA+46	VIII MA+54	IX MA+60	X MA+75	
1	\$ 60,978	\$ 63,112	\$ 65,320	\$ 67,606	\$ 69,972	\$ 72,424	\$ 74,960	\$ 77,582	\$ 80,296	\$ 83,107	Instructor
2	\$ 63,722	\$ 65,954	\$ 68,259	\$ 70,649	\$ 73,125	\$ 75,680	\$ 78,332	\$ 81,070	\$ 83,912	\$ 86,845	
3	\$ 66,466	\$ 68,795	\$ 71,198	\$ 73,692	\$ 76,271	\$ 78,942	\$ 81,704	\$ 84,564	\$ 87,522	\$ 90,589	
4	\$ 69,210	\$ 71,631	\$ 74,137	\$ 76,735	\$ 79,418	\$ 82,198	\$ 85,077	\$ 88,052	\$ 91,138	\$ 94,327	Assistant Professor I
5	\$ 71,954	\$ 74,472	\$ 77,076	\$ 79,778	\$ 82,570	\$ 85,461	\$ 88,449	\$ 91,546	\$ 94,748	\$ 98,065	
6	\$ 74,698	\$ 77,314	\$ 80,021	\$ 82,820	\$ 85,717	\$ 88,717	\$ 91,821	\$ 95,034	\$ 98,364	\$ 101,809	
7	\$ 77,442	\$ 80,149	\$ 82,961	\$ 85,863	\$ 88,869	\$ 91,979	\$ 95,193	\$ 98,528	\$ 101,974	\$ 105,547	Assistant Professor II
8	\$ 80,186	\$ 82,991	\$ 85,900	\$ 88,906	\$ 92,016	\$ 95,235	\$ 98,571	\$ 102,022	\$ 105,590	\$ 109,285	
9	\$ 82,930	\$ 85,833	\$ 88,839	\$ 91,949	\$ 95,162	\$ 98,498	\$ 101,943	\$ 105,510	\$ 109,206	\$ 113,023	
10	\$ 85,674	\$ 88,674	\$ 91,778	\$ 94,992	\$ 98,315	\$ 101,754	\$ 105,315	\$ 108,998	\$ 112,815	\$ 116,767	Associate Professor I
11	\$ 88,418	\$ 91,510	\$ 94,717	\$ 98,028	\$ 101,461	\$ 105,016	\$ 108,687	\$ 112,492	\$ 116,431	\$ 120,505	
12	\$ 91,162	\$ 94,351	\$ 97,656	\$ 101,071	\$ 104,614	\$ 108,273	\$ 112,059	\$ 115,986	\$ 120,041	\$ 124,243	
13	\$ 93,906	\$ 97,193	\$ 100,595	\$ 104,114	\$ 107,760	\$ 111,529	\$ 115,437	\$ 119,474	\$ 123,657	\$ 127,987	Associate Professor II
14	\$ 96,650	\$ 100,034	\$ 103,535	\$ 107,157	\$ 110,907	\$ 114,791	\$ 118,810	\$ 122,968	\$ 127,267	\$ 131,725	
15	\$ 99,394	\$ 102,876	\$ 106,474	\$ 110,199	\$ 114,059	\$ 118,047	\$ 122,182	\$ 126,456	\$ 130,883	\$ 135,463	
16		\$ 105,711	\$ 109,413	\$ 113,242	\$ 117,206	\$ 121,310	\$ 125,554	\$ 129,950	\$ 134,499	\$ 139,207	Professor I
17			\$ 112,352	\$ 116,285	\$ 120,352	\$ 124,566	\$ 128,926	\$ 133,438	\$ 138,109	\$ 142,945	
18				\$ 119,328	\$ 123,505	\$ 127,828	\$ 132,298	\$ 136,932	\$ 141,725	\$ 146,683	
19						\$ 131,084	\$ 135,676	\$ 140,420	\$ 145,335	\$ 150,421	Professor II
20						\$ 134,347	\$ 139,048	\$ 143,914	\$ 148,951	\$ 154,165	

2028

Step	I MA	II MA+8	III MA+16	IV MA+24	V MA+30	VI MA+38	VII MA+46	VIII MA+54	IX MA+60	X MA+75	
1	\$ 62,502	\$ 64,690	\$ 66,953	\$ 69,296	\$ 71,722	\$ 74,234	\$ 76,834	\$ 79,522	\$ 82,303	\$ 85,185	Instructor
2	\$ 65,315	\$ 67,603	\$ 69,965	\$ 72,415	\$ 74,953	\$ 77,572	\$ 80,291	\$ 83,097	\$ 86,010	\$ 89,016	
3	\$ 68,128	\$ 70,515	\$ 72,978	\$ 75,534	\$ 78,178	\$ 80,916	\$ 83,747	\$ 86,678	\$ 89,710	\$ 92,854	
4	\$ 70,940	\$ 73,422	\$ 75,990	\$ 78,653	\$ 81,403	\$ 84,253	\$ 87,203	\$ 90,254	\$ 93,416	\$ 96,685	Assistant Professor I
5	\$ 73,753	\$ 76,334	\$ 79,003	\$ 81,772	\$ 84,635	\$ 87,597	\$ 90,660	\$ 93,835	\$ 97,116	\$ 100,516	
6	\$ 76,566	\$ 79,247	\$ 82,022	\$ 84,891	\$ 87,860	\$ 90,935	\$ 94,116	\$ 97,410	\$ 100,823	\$ 104,354	
7	\$ 79,378	\$ 82,153	\$ 85,035	\$ 88,010	\$ 91,091	\$ 94,279	\$ 97,573	\$ 100,991	\$ 104,523	\$ 108,185	Assistant Professor II
8	\$ 82,191	\$ 85,066	\$ 88,047	\$ 91,129	\$ 94,316	\$ 97,616	\$ 101,035	\$ 104,573	\$ 108,229	\$ 112,017	
9	\$ 85,003	\$ 87,978	\$ 91,060	\$ 94,247	\$ 97,541	\$ 100,960	\$ 104,492	\$ 108,148	\$ 111,936	\$ 115,848	
10	\$ 87,816	\$ 90,891	\$ 94,072	\$ 97,366	\$ 100,773	\$ 104,298	\$ 107,948	\$ 111,723	\$ 115,636	\$ 119,686	Associate Professor I
11	\$ 90,629	\$ 93,797	\$ 97,085	\$ 100,479	\$ 103,998	\$ 107,642	\$ 111,404	\$ 115,305	\$ 119,342	\$ 123,517	
12	\$ 93,441	\$ 96,710	\$ 100,098	\$ 103,598	\$ 107,229	\$ 110,979	\$ 114,861	\$ 118,886	\$ 123,042	\$ 127,349	
13	\$ 96,254	\$ 99,623	\$ 103,110	\$ 106,717	\$ 110,454	\$ 114,317	\$ 118,323	\$ 122,461	\$ 126,749	\$ 131,186	Associate Professor II
14	\$ 99,066	\$ 102,535	\$ 106,123	\$ 109,836	\$ 113,679	\$ 117,661	\$ 121,780	\$ 126,042	\$ 130,449	\$ 135,018	
15	\$ 101,879	\$ 105,448	\$ 109,136	\$ 112,954	\$ 116,911	\$ 120,998	\$ 125,236	\$ 129,618	\$ 134,155	\$ 138,847	
16		\$ 108,354	\$ 112,148	\$ 116,073	\$ 120,136	\$ 124,342	\$ 128,693	\$ 133,199	\$ 137,862	\$ 142,687	Professor I
17			\$ 115,161	\$ 119,192	\$ 123,361	\$ 127,680	\$ 132,149	\$ 136,774	\$ 141,562	\$ 146,518	
18				\$ 122,311	\$ 126,592	\$ 131,024	\$ 135,605	\$ 140,356	\$ 145,268	\$ 150,350	
19						\$ 134,362	\$ 139,068	\$ 143,931	\$ 148,968	\$ 154,181	Professor II
20						\$ 137,705	\$ 142,524	\$ 147,512	\$ 152,675	\$ 158,019	

¹ Designate each faculty member's 2026 step as 1 step less than their 2025 step. (i.e. A faculty member in Lane I Step 5 in 2025 will be Lane I Step 4 in the new adjusted 2026 salary schedule.) Any faculty member whose official start date is after January 1, 2026, and whose initial placement is on steps 1 or 2 will be placed in the adjusted step 1 in the 2026 salary schedule.

Appendix A-2: 2026 - 2028 Unit Adjunct Faculty II Teaching Salary Schedule.

2026

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 1,222	\$ 1,265	\$ 1,309	\$ 1,355
2	\$ 1,277	\$ 1,322	\$ 1,368	\$ 1,416
3	\$ 1,332	\$ 1,379	\$ 1,427	\$ 1,477
4	\$ 1,387	\$ 1,436	\$ 1,486	\$ 1,538
5	\$ 1,442	\$ 1,493	\$ 1,545	\$ 1,599
6	\$ 1,497	\$ 1,550	\$ 1,604	\$ 1,660
7	\$ 1,552	\$ 1,607	\$ 1,663	\$ 1,721
8	\$ 1,607	\$ 1,664	\$ 1,722	\$ 1,782

2027

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 1,254	\$ 1,297	\$ 1,342	\$ 1,389
2	\$ 1,309	\$ 1,355	\$ 1,402	\$ 1,452
3	\$ 1,365	\$ 1,413	\$ 1,463	\$ 1,514
4	\$ 1,422	\$ 1,472	\$ 1,523	\$ 1,576
5	\$ 1,478	\$ 1,530	\$ 1,583	\$ 1,639
6	\$ 1,535	\$ 1,588	\$ 1,644	\$ 1,702
7	\$ 1,591	\$ 1,647	\$ 1,704	\$ 1,764
8	\$ 1,647	\$ 1,705	\$ 1,765	\$ 1,826

2028

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 1,291	\$ 1,336	\$ 1,382	\$ 1,431
2	\$ 1,348	\$ 1,396	\$ 1,445	\$ 1,495
3	\$ 1,406	\$ 1,456	\$ 1,507	\$ 1,559
4	\$ 1,465	\$ 1,516	\$ 1,569	\$ 1,624
5	\$ 1,523	\$ 1,576	\$ 1,631	\$ 1,688
6	\$ 1,581	\$ 1,636	\$ 1,693	\$ 1,753
7	\$ 1,639	\$ 1,696	\$ 1,756	\$ 1,817
8	\$ 1,697	\$ 1,756	\$ 1,818	\$ 1,881

Appendix A-3: 2026 - 2028 Unit Adjunct Faculty II Librarian Salary Schedule.

2026

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 53.92	\$ 55.81	\$ 57.76	\$ 59.78
2	\$ 56.35	\$ 58.32	\$ 60.36	\$ 62.47
3	\$ 58.77	\$ 60.83	\$ 62.96	\$ 65.16
4	\$ 61.20	\$ 63.34	\$ 65.56	\$ 67.85
5	\$ 63.63	\$ 65.85	\$ 68.16	\$ 70.54
6	\$ 66.05	\$ 68.37	\$ 70.76	\$ 73.23
7	\$ 68.48	\$ 70.88	\$ 73.36	\$ 75.92
8	\$ 70.90	\$ 73.39	\$ 75.95	\$ 78.61

2027

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 55.27	\$ 57.20	\$ 59.21	\$ 61.28
2	\$ 57.76	\$ 59.78	\$ 61.87	\$ 64.04
3	\$ 60.24	\$ 62.35	\$ 64.54	\$ 66.79
4	\$ 62.73	\$ 64.93	\$ 67.20	\$ 69.55
5	\$ 65.22	\$ 67.50	\$ 69.86	\$ 72.31
6	\$ 67.71	\$ 70.08	\$ 72.53	\$ 75.07
7	\$ 70.19	\$ 72.65	\$ 75.19	\$ 77.82
8	\$ 72.68	\$ 75.23	\$ 77.86	\$ 80.58

2028

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 56.93	\$ 58.92	\$ 60.98	\$ 63.12
2	\$ 59.49	\$ 61.57	\$ 63.73	\$ 65.96
3	\$ 62.05	\$ 64.23	\$ 66.47	\$ 68.80
4	\$ 64.62	\$ 66.88	\$ 69.22	\$ 71.64
5	\$ 67.18	\$ 69.53	\$ 71.96	\$ 74.48
6	\$ 69.74	\$ 72.18	\$ 74.71	\$ 77.32
7	\$ 72.30	\$ 74.83	\$ 77.45	\$ 80.16
8	\$ 74.86	\$ 77.49	\$ 80.19	\$ 83.00

Appendix A-4: 2026 - 2028 Unit Adjunct Faculty I Teaching Salary Schedule.

2026

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 1,198	\$ 1,240	\$ 1,283	\$ 1,328

2027

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 1,228	\$ 1,271	\$ 1,316	\$ 1,361

2028

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 1,265	\$ 1,309	\$ 1,355	\$ 1,402

Appendix A-5: 2026 - 2028 Unit Adjunct Faculty I Librarian Salary Schedule.

2026

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 52.85	\$ 54.69	\$ 56.62	\$ 58.59

2027

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 54.17	\$ 56.06	\$ 58.04	\$ 60.06

2028

Step	Less than Masters	MA or Equivalent	MA+30	MA+75 or Doctorate
1	\$ 55.80	\$ 57.74	\$ 59.78	\$ 61.86

Appendix A-6: Graduated Stipend for Steps 1-10.

For full-time faculty in Steps 1-10 in 2025, the following stipends shall be given in 2026 as a one-time non-pensionable payment.

2025 Step	Stipend
1	\$1,200
2	\$1,080
3	\$960
4	\$840
5	\$720
6	\$600
7	\$480
8	\$360
9	\$240
10	\$120

Appendix A-7: Rank Adjustment for Full-Time Faculty.

Ranks for full-time faculty will remain unchanged in 2026. In subsequent years, ranks will change following the usual process as outlined in the salary schedule.

Appendix B: Job Descriptions.

Appendix B-1: Full-Time Teaching Faculty Job Description.

JOB SUMMARY

Full-time teaching faculty provide instruction aligned with the college's strategic goals and evaluate students' progress to facilitate achievement of their educational goals.

In addition to the job description, faculty members teaching in grant supported programs are required to adhere and to comply with all provisions, qualifications, policies, and procedures set forth in the grant. In the event that the grant requirements contradict or add to the job description, the requirements of the grant will take precedence.

This provision shall not be used to shift administrative responsibilities to the faculty member. Further, the Vice President of Teaching, Learning and Student Development agrees to meet and discuss grant requirements with the Association President and/or Association representatives.

JOB TASKS/ELEMENTS

1. Deliver Instruction.
 - a. Promote culturally responsive instructional practices.
 - b. Conduct assigned classes and/or labs.
 - c. Prepare lessons.
 - d. Provide course syllabus aligned with contractual requirements.
 - e. Utilize learning outcomes assessment and measures to improve learning/instruction.If a lab is involved:
 - f. Prepare labs.
 - g. Enforce lab safety procedures.
2. Evaluate Student Progress.
 - a. Keep accurate record of student performance.
 - b. Provide students with regular, confidential and readily available access to grades.
 - c. Provide students with timely feedback.
3. Provide Student Assistance.
 - a. Maintain office hours aligned with contractual requirements.
 - b. Respond to voice-mail/e-mail communication in a timely manner.
 - c. Give career and academic advice.
 - d. Refer students to student support services such as, but not limited to, recommended use of the early alert system, if applicable, as early in the semester as possible when a student indicates or shows signs of academic difficulty.
 - e. Implement accommodations and accessible materials for students with disabilities in accordance with an official disability notification of accommodation provided by Student Access and Disability Services.

4. Develop Curriculum.
 - a. Review/select textbooks and instructional materials.
 - b. Develop/revise courses.
 - c. Develop/revise degree/certificate programs.
 - d. Review/revise course outlines.
 - e. Participate in articulation of courses/programs.
 - f. Participate in advisory committees, as applicable.

5. Participate in Professional Development.
 - a. Participate in professional growth activities that are aligned with the college's strategic goals.
 - b. Keep current on research and technologies in assigned specialties.
 - c. Participate in professional organizations.

6. Participate in Departmental Routines.
 - a. Assist in scheduling of classes.
 - b. Assist in setting departmental goals.
 - c. Participate in assessment of student learning outcomes at the college, program, and course-level.
 - d. Assist in assessing new equipment and/or supplies.
 - e. Serve on standing committees.
 - f. Serve on ad-hoc committees (for example, search, college task-force, or instructional area committees).
 - g. Participate in program review.
 - h. Comply with registration/records procedures.
 - i. Verify student enrollment.
 - j. Attend department, division, and college-wide faculty meetings.

Appendix B-2 [Previously Intentionally Deleted].

Appendix B-3: Full-Time Technical Services Librarian Job Description.

JOB SUMMARY

Full-time technical services librarian faculty manage the library management system, select materials and manage the library collection to provide students with access to library resources needed to attain their educational objectives.

JOB TASKS/ELEMENTS

1. Manage Library Management System.
 - a. Work with IT to identify/troubleshoot software problems.
 - b. Train library staff on use of library management system.

2. Assist Administration in Management of Library Acquisitions.
 - a. Monitor print and non-print budgets.
 - b. Recommend library materials for purchase.
 - c. Solicit faculty input on acquisitions.

3. Coordinate and Assist Technical Services Staff.
 - a. Train technical services staff in technical services procedures.
 - b. Help establish work procedures for technical services staff.

4. Manage Library Collection.
 - a. Catalog library materials.
 - b. Maintain library catalog, discovery layer, and collection.
 - c. Coordinate and participate in selection and deselection activities with library acquisition.
 - d. Provide accessible materials when possible, unless required by law, for individuals with disabilities in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services when applicable.

5. Assist Administration in Coordinating Library Publicity.
 - a. Develop information materials.
 - b. Create library exhibits.
 - c. Curate resource lists.

6. Participate in Library Routines.
 - a. Assist in development and revision of library policies and procedures.
 - b. Assist in development and revision of library mission statement and goals.
 - c. Participate in program review.
 - d. Compile data for internal/external reports.
 - e. Recommend part-time staff for hire.
 - f. Assist administration in coordinating library services with other college areas.
 - g. Monitor budget for supplies, services and automation.

- h. Assist in budget planning.
- 7. Participate in Professional Development
 - a. Keep current on research and technologies in assigned specialties.
 - b. Participate in professional growth activities.
 - c. Participate in professional organizations.
- 8. Participate in Institutional Routines.
 - a. Serve on standing committees.
 - b. Serve on ad hoc committees (for example, search or other departmental committees).
 - c. Attend College-wide faculty meetings.

Appendix B-4: Full-Time Public Services Librarian Job Description.

JOB SUMMARY

Full-time public service librarian faculty coordinate and provide reference service to library patrons, information literacy instruction to individuals and classes, and periodical and periodical database services to help ensure students' academic success as well as provide them with lifelong information-finding skills.

JOB TASKS/ELEMENTS

1. Coordinate and Provide Reference Service to Library Patrons.
 - a. Conduct reference interview to determine patron's information needs.
 - b. Assist patrons with research using appropriate tools and materials.
 - c. Support college operations by providing research and resources for reports, projects and other documents.
 - d. Provide learning materials and services for accommodations when possible, unless required by law, for individuals with disabilities in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.

2. Provide Library Information Literacy Instruction to Classes.
 - a. Coordinate and plan library information literacy instruction with faculty.
 - b. Provide library information literacy instruction to students.
 - c. Coordinate, develop, schedule and provide library instructional programs.
 - d. Assess effectiveness of library instruction program, modify and reassess as needed.
 - e. Implement accommodations and accessible materials when possible, unless required by law, for students with disabilities in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.

3. Manage Periodical and Periodical Database Collections.
 - a. Monitor periodicals and periodical database budget.
 - b. Recommend periodicals and periodical databases for purchase and removal from collection.
 - c. Maintain and update periodical databases.
 - d. Investigate availability of accessible periodical databases for students with disabilities.

4. Assist Administration in Coordinating Library Publicity.
 - a. Develop information materials.
 - b. Create library exhibits.
 - c. Curate resource lists.

5. Participate in Library Routines.
 - a. Assist in development and revision of library policies and procedures.
 - b. Assist in development and revision of library mission statement and goals.
 - c. Participate in program review.

- d. Compile data for internal/external reports.
 - e. Recommend part-time staff for hire.
 - f. Assist administration in coordinating library services with other college areas.
 - g. Assist in budget planning.
6. Participate in Professional Development.
- a. Keep current on research and technologies in assigned specialties.
 - b. Participate in professional growth activities.
 - c. Participate in professional organizations.
7. Participate in Institutional Routines.
- a. Serve on standing committees
 - b. Serve on ad hoc committees (for example, search or other departmental committees).
 - c. Attend college-wide faculty meetings.

Appendix B-5: Full-Time Archives/Interlibrary Loan Librarian Job Description.

JOB SUMMARY

Full-time Archives/Interlibrary Loan Librarian Faculty provides leadership for the college's archives collection and the library's interlibrary loan service. Librarian/Archivist will identify, collect, organize, and promote the archive materials as a collection of primary resource materials for students, faculty, staff and administration. Included in the collection are materials about the founding and history of the college in a variety of formats including print, visual, oral and electronic. Librarian/Archivist will conduct interlibrary loan services by working with other libraries to cooperatively share our resources and borrow from other libraries on a local, national, and occasionally international level. Librarian/Archivist will provide reference assistance to students, faculty, staff and community and conduct bibliographic instruction.

JOB TASKS/ELEMENTS

1. Manage the College Archives.
 - a. Collaborate with other college offices to collect significant historical materials about ECC.
 - b. Establish procedures for the acquisition of archival materials from each department.
 - c. Determine the most appropriate method for preserving and accessing fragile materials.
 - d. Maintain special collections of community resources.
 - e. Request appropriate supplies, equipment and budget.

2. Provide Access to the College Archives.
 - a. Organize and index the archive collection.
 - b. Assist users with retrieval of information and research related to the archives collection.

3. Promote the College Archives.
 - a. Work with classroom faculty to encourage use of the archives as primary source materials.
 - b. Publicize the collection to the college community through presentations, articles, informational materials, and displays.

4. Manage Interlibrary Loan Services.
 - a. Coordinate the lending and borrowing of library materials between libraries.
 - b. Develop and maintain Interlibrary Loan policies and procedures, including using the library's automated circulation system.
 - c. Maintain Interlibrary Loan records and statistics.
 - d. Use databases, on-line searches, OCLC, the internet and other standard library tools to solve difficult requests from library users and other libraries.

5. Provide Reference Service to Library Users.
 - a. Conduct reference interviews to determine user's information needs.
 - b. Assist patrons with research using appropriate tools and materials.

- c. Provide materials and services for accommodations when possible, unless required by law, in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.

- 6. Provide Library Information Literacy Instruction to Classes.
 - a. Coordinate and plan library information literacy instruction with faculty.
 - b. Provide library information literacy instruction to students.
 - c. Assess effectiveness of delivery of library instruction, modify and reassess as needed.
 - d. Implement accommodations and accessible materials for students with disabilities when possible, unless required by law, in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.

- 7. Participate in Library Routines.
 - a. Assist in the development and revision of library policies and procedures.
 - b. Assist in the development and revision of library mission statement and goals.
 - c. Participate in program review.
 - d. Compile data for internal/external reports.
 - e. Recommend part-time staff for hire.
 - f. Assist administration in coordination of library services with other College areas.

- 8. Participate in Professional Development.
 - a. Keep current on research and technologies in assigned specialties.
 - b. Participate in professional growth activities.
 - c. Participate in professional organizations.

- 9. Participate in Institutional Routines.
 - a. Serve on standing committees.
 - b. Serve on ad-hoc committees (for example, search or other departmental committees).
 - c. Attend College-wide faculty meetings.

Appendix B-6: Full-Time Distance Learning Librarian Job Description.

JOB SUMMARY

Full-time Distance Learning Librarian Faculty will coordinate the development and provision of information literacy instruction and library resources for distance learning students, in addition to providing services to library patrons on campus. Distance Learning Librarian will explore, develop, and share strategies and best practices for integration of emerging technologies to engage online and face- to-face learners.

JOB TASKS/ELEMENTS

1. Develop Library Online Resources and Services.
 - a. Coordinate and plan web-based library information literacy instruction with faculty for online and hybrid courses.
 - b. Work collaboratively with other library faculty to create online modules to support information literacy instruction.
 - c. Coordinate maintenance of library web resources, including but not limited to, library website, library content management system, library social media platforms, and library online chat reference for most effective user access to electronic instructional tools, databases, and library information.
 - d. Regularly assess effectiveness of online library instruction program and modify as necessary.
 - e. Participate in evaluation and selection of paper and electronic materials for the library collection.
 - f. Investigate availability of accessible library web resources for individuals with disabilities and utilize when possible, unless required by law, in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.

2. Provide Information Literacy Instruction.
 - a. Help develop and provide library information literacy instruction to face-to-face and online classes.
 - b. Help develop and provide library instruction workshops for faculty and staff.
 - c. Assess effectiveness of delivery of library instruction, modify and reassess as needed.
 - d. Implement accommodations and accessible materials for students with disabilities when possible, unless required by law, in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.

3. Provide Reference Service to Library users.
 - a. Conduct reference interview to determine users' information needs.
 - b. Assist patrons with research using appropriate tools and materials.
 - c. Provide materials and services for accommodations for individuals when possible, unless required by law, in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.

4. Participate in Library Routines.
 - a. Assist in development and revision of library policies and procedures.
 - b. Assist in development and revision of library mission statement and goals.
 - c. Participate in program review.
 - d. Compile data for internal/external reports.
 - e. Recommend part-time staff for hire.
 - f. Assist administration in coordinating library services with other College areas.
 - g. Assist in budget planning.

5. Participate in Professional Development.
 - a. Keep current on research and technologies in assigned specialties.
 - b. Participate in professional growth activities.
 - c. Participate in professional organizations.

6. Participate in Institutional Routines.
 - a. Serve on standing committees.
 - b. Serve on ad hoc committees (for example, search or other departmental committees).
 - c. Attend College-wide faculty meetings.

Appendix B-7: Instructional Coordinator Job Description.

JOB SUMMARY

The Instructional Coordinator (IC) works with the dean, faculty, and community to implement activities pertaining to areas of assignment to promote program and student success. Serving as the Department IC includes representing the concerns of the assigned program/department, disseminating information, and fostering dialogue between faculty on a regular basis.

JOB TASKS/ELEMENTS

1. Prepare Schedule(s).
 - a. Assist dean in development of class schedule approach.
 - b. Verify schedule accuracy.
 - c. Coordinate interdepartmental offerings.
 - d. Submit instructor assignments to dean for review ensuring load protocol is followed.
 - e. Recommend class schedule that seeks to enhance enrollment opportunities for students, including course modalities.
 - f. Monitor student enrollments during the registration cycle recommending adjustments to schedule to dean.

2. Participate in Staffing Process.
 - a. Recruit part-time applicants.
 - b. Review part-time applications.
 - c. Interview and recommend prospective part-time faculty for hire.
 - d. Recommend assignment of faculty evaluators.
 - e. Justify need for new full-time faculty.
 - f. Participate on search committees for new faculty and staff within their assignment.
 - g. Facilitate the mentoring of new adjunct and full-time faculty.
 - h. Serve on tenure committees within their assignment.
 - i. Identify needs for faculty support and development.

3. Manage and Assess Curriculum.
 - a. Articulate courses with high schools, colleges, and universities.
 - b. Coordinate text selections for courses, as needed within department.
 - c. Facilitate the regular review and updating of course documentation, including but not limited to Master Course Outlines, IAI documentation, etc.
 - d. Update program narratives in the catalog, as applicable.
 - e. Facilitate development and assessment of courses and programs: facilitate process, utilize assessment of student learning data, engage faculty in discussion.
 - f. Participate in the development and strengthening of curricular pathways from secondary to post-secondary to labor market needs by aligning program and course learning outcomes.
 - g. Plan, schedule, and conduct at least one (1) advisory committee meeting per fiscal year, as required by the program and as detailed in the ICCB Guidelines for Advisory Committee Meetings. Document minutes and submit to the appropriate office.
 - h. Develop and maintain program entrance standards, as required by the program.
 - i. Monitor and report annual departmental progress with course and program assessment.
 - j. Facilitate departmental program review process per the established ICCB Program Review cycle.

- k. Contribute content area expertise for completion of Perkins Program of Study application and other reports related to the Perkins grant when applicable.
4. Gather and Disseminate Information.
- a. Act as a communication link between the dean and faculty.
 - b. Attend instructional coordinator(s) meetings.
 - c. Coordinate collection of information and preparation of report(s)/requests (i.e., goals, equipment requests, budget, etc.).
 - d. Submit departmental report(s).
 - e. Hold departmental meetings (minimally 1 meeting per semester) inclusive of full and part-time faculty and provide a virtual option for participation.
 - f. Coordinate information requests.
 - g. Provide department plans to promote student success/retention.
 - h. Collaborate with dean to determine marketing and/or promotional needs.
 - i. Enhance communication with high school counterparts, as needed by program.
 - j. Participate in inter-institutional faculty visits.
 - k. Build community and business relations, as needed by program.
 - l. Coordinate career-oriented activities in collaboration with other areas of the college.
 - m. Recommend advisory committee members.
5. Budget.
- a. Assist dean in budget preparation.
 - b. Monitor instructional supply expenditures and initiate purchasing.
 - c. Develop prioritized equipment list.
 - d. Review and evaluate equipment price(s).
 - e. Prioritize equipment repair list.
6. If lab(s) is/are involved:
- a. Maintain Labs, Equipment and Supplies.
 - b. Inventory departmental resources.
 - c. Order supplies and/or parts.
 - d. Maintain lab records.
 - e. Oversee preventative maintenance.
 - f. Schedule equipment service.
 - g. Solicit donations in accordance with Administrative Procedures.
 - h. Coordinate lab personnel.

Appendix B-8: Unit Adjunct Teaching Faculty II Job Description.

JOB SUMMARY

Unit adjunct teaching faculty II provide instruction aligned with the college's strategic goals and evaluate students' progress to facilitate achievement of their educational goals. In addition to the job description, faculty members teaching in grant supported programs are required to adhere and to comply with all provisions, qualifications, policies, and procedures set forth in the grant. In the event that the grant requirements contradict or add to the job description, the requirements of the grant will take precedence. This provision shall not be used to shift administrative responsibilities to the faculty member. Further, the Vice President of Teaching, Learning and Student Development agrees to meet and discuss grant requirements with the Association President and/or Association representatives.

JOB TASKS/ELEMENTS

1. Deliver Instruction.
 - a. Promote culturally responsive instructional practices.
 - b. Conduct assigned classes and/or labs.
 - c. Prepare lessons.
 - d. Provide course syllabus aligned with contractual requirements.
 - e. Utilize learning outcomes assessment and measures to improve learning/instruction.If a lab is involved:
 - f. Prepare labs.
 - g. Enforce lab safety procedures.
2. Evaluate Student Progress.
 - a. Keep accurate record of student performance.
 - b. Provide students with regular, confidential and readily available access to grades.
 - c. Provide students with timely feedback.
3. Provide Student Assistance.
 - a. Maintain office hours aligned with contractual requirements.
 - b. Respond to voice-mail/e-mail communication in a timely manner.
 - c. Give career and academic advice.
 - d. Refer students to student support services such as, but not limited to, recommended use of the early alert system, if applicable, as early in the semester as possible when a student indicates or shows signs of academic difficulty.
 - e. Implement accommodations and accessible materials for students with disabilities in accordance with an official disability notification of accommodation provided by Student Access and Disability Services.
4. Develop Curriculum (if assigned course(s) is (are) taught only by unit adjunct faculty).
 - a. Review/select textbooks and instructional materials.
 - b. Develop/revise courses.

- c. Review/revise course outlines.
5. Participate in Professional Development.
- a. Participate in professional growth activities that are aligned with the college's strategic goals.
 - b. Keep current on research and technologies in assigned specialties.
6. Participate in Departmental/Institutional Routines.
- a. Participate in program review.
 - b. Comply with registration/records procedures.
 - c. Verify student enrollment.
 - d. Participate in assessment of student learning outcomes at the course level, excluding any associated course assessment report writing.

Appendix B-9 [Previously Intentionally Deleted].

Appendix B-10: Unit Adjunct Librarian Job Description.

JOB SUMMARY

Unit adjunct librarians provide reference service to library patrons, information literacy instruction to individuals and classes, help maintain the catalog, assist in library publicity and collection maintenance, support interlibrary loan, and periodical services with assistance as needed to help ensure student's academic success as well as provide them with lifelong information-finding skills.

JOB TASKS/ELEMENTS

1. Reference Service to Library Patrons.
 - a. Conduct reference interview to determine patron's information needs.
 - b. Assist patron in research with appropriate tools and materials.
 - c. Provide materials and services for accommodations for individuals when possible, unless required by law, in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.
2. Provide Library Information Literacy Instruction to Classes.
 - a. Coordinate and plan library information literacy instruction with faculty.
 - b. Provide library information literacy instruction to students.
 - c. Implement accommodations and accessible materials for students with disabilities when possible, unless required by law, in compliance with Federal, State and Local laws as recommended by Student Access and Disability Services, when applicable.
3. Assist with Library Publicity.
 - a. Develop information materials.
 - b. Create library exhibits.
 - c. Curate resource lists.
4. Assist with Collection Maintenance.
 - a. Catalog new materials and help maintain electronic databases.
 - b. Suggest titles to add to and deselect from collection.
 - c. Suggest accessible materials for individuals with disabilities when possible, unless required by law, in compliance with Federal, State and Local laws.
5. Participate in Library Routines.
 - a. Assist in the development and revision of library policies and procedures.
 - b. Assist in the development and revision of library mission statement and goals.
 - c. Help compile data for internal and external reports.
 - d. Participate in hiring of library staff.
 - e. Help coordinate library services with other College areas.
6. Participate in Professional Development
 - a. Keep current on research and technologies in assigned specialties.

- b. Participate in professional growth activities.
- c. Participate in professional organizations.

Appendix B-11: Unit Adjunct Teaching Faculty I Job Description.

JOB SUMMARY

Unit adjunct teaching faculty I provide instruction aligned with the college's strategic goals and evaluate students' progress to facilitate achievement of their educational goals. In addition to the job description, faculty members teaching in grant supported programs are required to adhere and to comply with all provisions, qualifications, policies, and procedures set forth in the grant. In the event that the grant requirements contradict or add to the job description, the requirements of the grant will take precedence. This provision shall not be used to shift administrative responsibilities to the faculty member. Further, the Vice President of Teaching, Learning and Student Development agrees to meet and discuss grant requirements with the Association President and/or Association representatives.

JOB TASKS/ELEMENTS

1. Deliver Instruction.
 - a. Promote culturally responsive instructional practices.
 - b. Conduct assigned classes and/or labs.
 - c. Prepare lessons.
 - d. Provide course syllabus aligned with contractual requirements.
 - e. Verify student enrollment and submit grade sheets.
 - f. Utilize learning outcomes assessment and measures to improve learning/instruction.If a lab is involved:
 - g. Prepare labs.
 - h. Enforce lab safety procedures.
2. Evaluate Student Progress.
 - a. Keep accurate record of student performance.
 - b. Provide students with regular confidential and readily available access to grades.
 - c. Provide students with timely feedback.
3. Provide Student Assistance.
 - a. Maintain office hours aligned with contractual requirements.
 - b. Respond to voice-mail/e-mail communication in a timely manner.
 - c. Refer students to student support services such as, but not limited to, recommended use of the early alert system, if applicable, as early in the semester as possible when a student indicates or shows signs of academic difficulty.
 - d. Implement accommodations and accessible materials for students with disabilities in accordance with an official disability notification of accommodation provided by Student Access and Disability Services.
4. Participate in Departmental/Institutional Routines.

- a. Participate in assessment of student learning outcomes at the course level, excluding any associated course assessment report writing.

Appendix B-12: Dual Credit Faculty Liaison Position.

A Dual Credit Faculty Liaison shall be appointed for a term that shall commence upon the confirmation by the divisional Dean and no later than March 1. The term shall expire on June 30 of the year following the appointment.

Every attempt will be made by the administration to select Dual Credit Faculty Liaisons from members of the bargaining unit. Under unusual circumstances where no unit member consents or where there are no bargaining unit members available from the respective discipline, non-unit members may be appointed to fill the position.

Dual Credit Faculty Liaisons will be appointed by the divisional dean who oversees the department that houses the course(s) being taught as dual credit and approved by the Vice President of Teaching, Learning, and Student Development. The Dual Credit Faculty Liaison assignment will be supervised by the Dean of College Transitions and Secondary Partnerships or Dean’s designee. Liaison designations are the prerogative of the Administration; however, a faculty member may not be assigned the duties without their expressed consent.

Whenever reasonable, duties of the liaison will be performed outside of their regularly assigned course load. However, when not reasonable, liaisons will request use of professional meeting leave time to complete liaison duties, as approved by the Dean or Dean’s designee. Any disagreement may be appealed to the Vice President of Teaching, Learning and Student Development, whose decision will be final and binding.

Dual Credit Faculty Liaisons will be compensated according to the table below. Pay will be issued quarterly via Special Payment Forms upon verification of work/hours completed by the Dean of College Transitions and Secondary Partnerships. Liaisons may choose release time in lieu of the stipend at the current voluntary overload rate. Release time may only be allocated to compensate for the following tasks. Release time may only be used when no voluntary overload classes are part of an instructor’s assignment.

Task	Rate
Cultivate relationship with high school instructor	\$200 per HS instructor supported, per course.
Conduct site visit and/or alternative course alignment activity (as approved by Dean or designee) and complete report	\$52/hour not to exceed 5 hours per course visited, per site unless approval has been received by the Dean of College Transitions & Secondary Partnerships or designee.
Prepare required reports	\$200 per course.

Liaisons will be reimbursed at the established mileage reimbursement rate for travel between HS campuses and the main ECC campus for any required travel upon submission of ECC travel claim forms.

In addition, the following tasks will be compensated at an hourly rate and paid upon submitted documentation.

Task	Rate
Develop course-specific training materials for new instructors	\$52/hour not to exceed 50 hrs.
Lead course-specific training for new instructors	\$52/hour not to exceed 16 hrs.
Develop and lead annual discipline-specific professional development	\$52/hour not to exceed 16 hrs.

Dual Credit Faculty Liaison Job Description

SUMMARY

Pursuant to 110 ILCS 27/20 (8) which states: “Every dual credit course must be reviewed annually by faculty through the appropriate department to ensure consistency with campus courses.” For each department whose college courses will be taught by qualified high school faculty at the high school location, an ECC faculty representative will be selected to complete the following job tasks.

JOB TASKS/ELEMENTS

1. Develop and maintain course-specific dual credit materials.
2. Cultivate a collaborative relationship with each high school instructor, including:
 - a. Monthly outreach to high school instructor
 - b. Provide timely support to address academically-oriented questions/concerns
 - c. Collaborate with HS instructor to complete one site visit and/or course alignment activity per course
 - d. Review course documentation, provide feedback to HS instructor (i.e., syllabi and student artifacts)
 - e. Coordinate high school instructors’ participation in course assessment projects, including submission of student artifacts/data and dialogue about student work
3. Develop and lead initial course-specific training for each new dual credit HS instructor prior to their teaching the college’s course to ensure the dual credit course mirrors campus sections.
4. Develop and lead annual discipline-specific D509 professional development meetings for returning HS instructors teaching the course.

5. Prepare and submit required reports as needed to meet institutional, NACEP accreditation², and partnership agreement requirements.

LIBRARIAN SUPPORT

Librarian faculty shall not be assigned to provide library instruction support to dual credit courses beyond the scope of that provided to all Elgin Community College classes unless required by law. Librarian faculty shall not be assigned Dual Credit site visits for the purpose of providing library instruction and shall not be assigned to provide Dual Credit embedded library instruction outside of Elgin Community College's supported learning management system.

² National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation Guide, [version 5.5 \(October 2018\)](#)

Appendix C: Letters of Agreement.

Appendix C-1: Letter of Agreement Regarding Faculty Evaluation And Faculty Development Handbooks.

ECCFA and the Elgin Community College Board of Trustees agree to form two (2) committees to review and make recommendations for the current Faculty Evaluation Handbook and the current Faculty Development Handbook, on matters that concern wages, hours, terms, and conditions of employment under the Illinois Educational Labor Relations Act. Each committee shall be made up of an equal number of faculty and administration. These committees shall complete their charge and submit their recommendations to the College President for approval by the Faculty Senate and College Board. Committee recommendations shall be made by November 15, 2023, unless the parties mutually agree to an alternative date.

If the parties do not submit recommendations by the agreed upon date or in the event that the parties cannot reach agreement on the committees' recommendations within thirty (30) days of their submission, matters in dispute shall be submitted to a mutually agreed third party for resolution.

It is understood that by agreeing to language on these issues, both parties do so without prejudice to any existing grievances/arbitrations.

Appendix C-2: Letter of Agreement Regarding Qualifications For Unit Adjunct Faculty II [Intentionally Deleted 2023].

Appendix C-3: Letter of Agreement Regarding Standing Insurance Committee.

The standing insurance committee which is comprised of representatives from the various employee groups will continue to meet regularly for the purpose of reviewing all employee benefit programs for all ECCFA faculty groups and making recommendations to the Board at least once a year concerning possible modifications.

The committee will continue to schedule meetings at least quarterly to:

1. Review the benefit level and cost effectiveness of all employee benefit programs, and to make recommendations to the Board for possible modification.
2. Investigate employee benefit programs for possible future implementation.
3. Educate participants and promote the utilization of current employee benefit programs.
4. Conduct employee satisfaction and other surveys.
5. Engage in professional development so as to better understand how the College's employee benefit programs operate.
6. Review reports and other information from the College's benefit providers as appropriate and consistent with HIPAA and other statutes involving the privacy and security of confidential information.

Each party may invite outside consultants to any meeting with prior notice to the Human Resources Department. Members of this committee shall ensure and safeguard the privacy and security of confidential information.

Appendix C-4 [Previously Intentionally Deleted].

Appendix C-5: Letter of Agreement Joint Compensation Committee [Intentionally Deleted 2023].

**Appendix C-6: Letter of Agreement Regarding Excess Load For Unit Adjunct Faculty
[Intentionally Deleted 2026].**

Appendix C-7 [Previously Intentionally Deleted].

Appendix C-8: Letter of Agreement Regarding SURS Retirees/Annuitants.

Identified retiree/annuitant employees (as listed below) will be allowed to continue their employment at the college under the following conditions:

- He/she must work only at Elgin Community College and not any other SURS-covered employer in Illinois while collecting an annuity;
- Each shall verify their annuitant status in writing by responding to a request from Human Resources, to be returned no later than one month prior to the start of every fall semester. The notification form will be provided to the member six weeks prior to the start of the fall term. If at any other time, the member chooses to change their annuitant status then they must notify Human Resources in writing at least 30 days prior to the event;
- An annuitant may only work and earn wages up to 35% of their highest annual rate of earnings, as calculated by SURS, beginning after August 1, 2013 unless the faculty member suspends his or her SURS annuity.
 - In order to be eligible to work following suspension of their annuity, a faculty member must commit to working at least nine (9) consecutive months in the SURS year;
 - After suspending his/her annuity, a faculty member is prohibited from subsequently reinstating his/her annuity while employed by the college;
 - For an annuitant subject to this section, the maximum increase in SURS creditable earnings over the prior year shall be 6%.
- Annuitants who meet the criteria to become an affected annuitant according to Public Act 97-0968 in any academic year beginning after August 1, 2013 must provide notice to the College by March 1st prior to the end of the academic year whether they shall either suspend their SURS annuity or resign their employment with Elgin Community College, effective no later than the end of the applicable academic year.

No other ECCFA members who retire from a SURS-covered institution will be allowed to continue their employment at Elgin Community College.

Identified Retirees/Annuitants:

- Das, Basdeo David
- Lawrence, David A
- Matzke, JoAnne
- Pardun, Phillip James
- Teichert, Harry W
- Vietzen, Laurel
- Westerhoff, Marilyn A

Appendix C-9 [Previously Intentionally Deleted].

Appendix C-10: Letter of Agreement Regarding Virtual Office Hours [Intentionally Deleted 2023].

**Appendix C-11: Letter of Agreement Regarding Limited Reopener Provision
[Intentionally Deleted 2023].**

Appendix C-12: Letter of Agreement Regarding Syllabus Template Ad-hoc Committee.

ECCFA and the Elgin Community College Board of Trustees agree to form a committee to develop optional and recommended TLSD and/or ABEC TLSD syllabus templates. This committee shall be made up of an equal number of faculty and administration to be mutually agreed upon. The committee will use the current TLSD or ABEC TLSD syllabus template as its starting point and may propose and implement updates, changes, and additions to ensure clarity, consistency, and alignment with institutional needs on an annual basis.

Appendix C-13: Letter of Agreement Regarding Cancellations Affecting the Scheduling of Honors and Learning Community Courses.

With regard to cancellations and the process for identifying replacement courses as referenced in Article 4.32, Article 8.2(5), and Article 10.4(5), the College and the Association agree to the following clarification of the sequencing of specialized course types.

When following the sequence of potential replacement courses, specialized sections shall be considered in the following order:

- 1) First pass: All eligible sections *excluding* Honors and Learning Community sections, following the process outlined in the Cancellation provisions in the applicable Article: 4.32, 8.2(5), or 10.4(5).
- 2) Second pass: If no suitable replacement section is identified in the first pass, Honors sections shall become eligible for selection, following the process outlined in the Cancellation provisions in the applicable Article: 4.32, 8.2(5), or 10.4(5).
- 3) Third pass: If no suitable replacement section is identified in the second pass, Learning Community sections shall become eligible for selection, following the process outlined in the Cancellation provisions in the applicable Article: 4.32, 8.2(5), or 10.4(5).

Specialized Section Status Upon Replacement.

If an Honors or Learning Community section is selected as a replacement under the above sequencing, the specialized designation of the section shall revert to a non-specialized section unless mutually agreed by the newly assigned faculty and the dean.

AGREEMENT

Between the Board of Trustees of Community College District #509
Elgin Community College,

And

The Elgin Community College Faculty Association
January 1, 2026 through December 31, 2028.

This Agreement shall become effective January 1, 2026, and shall remain in full force and effect through December 31, 2028. Unless otherwise indicated, the economic and fringe benefits shall be retroactive to January 1, 2026.

Chair, Board Trustees

Chair, ECCFA Negotiating Committee

Chair, Board Negotiating Committee

President, ECCFA

**MINUTES OF REGULAR BOARD MEETING
JANUARY 27, 2026**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the regular board meeting held January 27, 2026.



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
JANUARY 27, 2026**

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, January 27, 2026, in Building E, Room E106.

1. Call to Order and Roll Call

Chair Rakow called the regular meeting to order at 5:40 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Ms. Rakow, Mr. Rodriguez, Dr. Redmer, Mr. Parks, Mr. Allen, Ms. Barbosa-Guzman and Student Trustee Mr. Gidlund.

Trustees absent: Ms. Arroyo.

ECC staff: Dr. Heinrich, President; Dr. Schopen, VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business & Finance; Dr. Garber, VP, Planning, Institutional Effectiveness & Technology; Mr. Vazquez, General Counsel; Ms. Guengerich, Chief Human Resources Officer; Mr. Branson, Chief Marketing and Communications Officer 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 Parks moved to recess to closed session.

Second: Trustee Rodriguez seconded the motion.

Roll-Call Vote: Aye, 6: Rakow, Rodriguez, Redmer, Parks, Allen and Barbosa-Guzman; nay, 0; Student Trustee Gidlund, aye; motion carried at 5:42 p.m.

3. Reconvene Open Session

The closed-session concluded at 6:28 p.m. The board reconvened in open session at 6:37 p.m. in E125, Seigle Auditorium.

MINUTES OF REGULAR MEETING OF
JANUARY 27, 2026

4. Preliminary Matters

A. Roll Call

Trustees present: Ms. Rakow, Mr. Rodriguez, Dr. Redmer, Mr. Parks, Mr. Allen, Ms. Barbosa-Guzman and Student Trustee Mr. Gidlund.

Trustees absent: Ms. Arroyo.

ECC staff: Dr. Heinrich, President; Dr. Schopen, VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business & Finance, Dr. 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 Rodriguez.

D. Shared Values

The Shared Values were recited by the Trustees.

Trustee Rakow shared a statement regarding ongoing ECCFA negotiations.

5. In Memoriam

Dr. Heinrich shared remarks capturing the essence of Mr. John Duffy's 48 years of service to ECC. A moment of silence was held for Trustee Emeritus Duffy.

6. President's Report

- Dr. Heinrich acknowledged Anitra King, President of SSECCA and Dan Kernler, President of ECCFA, in attendance.
- Health Professions Updates/Accomplishments
 - The Joint Review Committee on Education in Radiologic Technology has awarded accreditation for a period of 8 years to our radiography program, which removes our previous probationary status. This is good news and a great accomplishment. This was the maximum number of years we could have been awarded and was achieved much faster than anticipated. Thanks to Dean Kruckenberg and her team, and Dr. Laurie Schachtner, our Medical Imaging Program Director, for their leadership.
 - Our 2025 licensing exam (MBLEx) first-time pass rate is 100% for massage therapy graduates. Thanks to Dean Kruckenberg, her team and Lurana Bain, Program Director of our Massage Therapy and Health & Wellness Programs.
- The Higher Learning Commission's (HLC) Institutional Actions Council (IAC) officially approved the visiting team's report and recommendations stemming from review and the November visit to ECC on January 13, 2026. The IAC is the approving body of the HLC that works alongside its Board of Directors. On that date, the HLC President issued a formal statement and provided a signed letter confirming ECC's full accredited status for a period of 10 years, or until academic year 2035-36. Now that our status is public and

MINUTES OF REGULAR MEETING OF
JANUARY 27, 2026

official, we are free to select two Quality Improvement Projects (QIP) to undertake during this new 10-year cycle. The first QIP is to be done during the first half of this cycle, or between now and 2030; and the second QIP is to be done during the second half, or between 2030 and 2035. The proposal for our first QIP is due between September 2026 and June 2027, and now we will undertake discussions of what those projects entail. They will follow from and support our strategic goals and metrics.

- Our total conferrals from the fall semester have been finalized, and I am pleased to share that conferrals increased from 1,017 last fall to 1,050 this past fall, a 3% increase in the number of conferrals awarded.
- Student, Bohdan Andrashko, has been selected as a 2026 DREAM Scholar by Achieving the Dream. The DREAM Scholars program is an exciting opportunity for only eight students from across the nation, designed to enhance key leadership, critical thinking, and networking skills. Nominated by their institution and chosen through a competitive national application process, DREAM Scholars engage in a learning experience that culminates in attending and presenting at the DREAM 2026 convening in Portland, Oregon, March 2-5, 2026. The DREAM Scholars will share their personal stories and participate in customized programming and networking sessions that align to their personal goals. Scholars will be featured in plenary sessions, have an exclusive conversation with keynote speakers, and participate in a panel presentation focused on how they view the reform efforts of community colleges. The DREAM student panel has become a highlight of the conference, and we are honored to have an Elgin Community College student featured.

7. Audience Wishing to Address the Board

Ms. Anitra King offered comments on the MOA (Board Action No. 135-A-26) presented on the agenda this evening. The following individuals shared comments regarding ECCFA negotiations: Sean Jaster, Luis Martinez, Lauren Sullivan, Patrick Gordon, Jessica Carpenter, Marc Beth, Kim Tarver and Dan Kernler.

8. Board Reports

A. Committee of the Whole

Trustee Barbosa-Guzman provided an overview of the Committee of the Whole meeting held Monday, January 26, 2026. The presentations were: Empowering Excellence: An Overview of the MSE Division's Commitment to Student Success by Dr. Bennani; Course Materials Cost Reduction Strategies by Dr. Roeger; and Marketing & Communications Update by Ms. Zeman & Mr. Piner. No questions were raised regarding Board Actions and items on the January 27, 2026 agenda. 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 Allen shared the following:

- The upcoming ICCTA meetings on March 20-21 will be held at Moraine Valley College with Trustee Allen and Student Trustee Gidlund attending.
- Lobby Day will be on May 6 in Springfield.

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C. Association of Community College Trustees (ACCT)

Trustee Allen shared that the 2026 ACCT Leadership Congress will be in Chicago October 21-24. Local meet and greets have begun with our local representatives, in lieu of Trustees attending NLS in February.

D. Legislative

Trustee Rodriguez shared the following:

- Legislative activity was limited during December and early January due to the holiday season. ECC's legislative staff continued monitoring state and federal legislation and provided regular updates to college leadership to ensure awareness and preparedness as the spring legislative session began.
- ECC met the January 1, 2026 requirement under the State House Bill 1312 to post information on its website outlining:
 - Steps to follow if immigration enforcement activity is present on campus
 - Resources available to students and employees
- The Metro West Council of Government held its annual Legislative Breakfast here at ECC earlier this month. President Dr. Heinrich welcomed the elected officials and community leaders. Community Engagement & Legislative Affairs (CELA) staff participated in the legislative roundtable discussions focused on local priorities impacting our municipalities.
- The Elgin Area Chamber hosted Mayor Kaptain's State of the City Address at ECC, where Trustees Rakow, Parks, Allen & Barbosa-Guzman were in attendance.
- The Illinois Council of Community College Presidents Legislative Committee began its virtual meetings as the Springfield session kicked off.

E. ECC Foundation

Trustee Allen highlighted the following items from the written report:

- Lincoln Electric donated an In-Kind gift valued at \$70,000 to Building S. Advanced Lifts has committed a major gift of \$10,000 to support Welding in Building S. We will be mailing the new MTC marketing piece to local manufacturing firms in Spring '26 and illustrate the naming opportunities and associated giving levels for each space in Building S. We hope that this will create even more donations for the building and programs housed there.
- \$231,864 in scholarship awards have been awarded to 145 students as of December 30. Applications are closed for the 2025-2026 school year, but evaluation and awarding will continue throughout the semester. A new application for the 2026-2027 school year is now open.
- Applications for the 2026-2027 Seigle Scholar Program closed January 15. The selection for the third-year cohort of this full ride scholarship opportunity will begin in February.
- The Alumni Association is partnering with Student Life to host a Homecoming Weekend, September 18 – 20, 2026 featuring the theme *Once a Spartan Always a Spartan*.
- The first quarterly issue of the Alumni Association newsletter was sent on January 13 to over 25,000 alumni and included a survey to gather feedback of this important segment of the ECC Community.

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- Kris Ducett was appointed as Senior Director of Development, effective January 20, 2026. Logan Widtfeldt will serve as the new Advancement Operations Manager.
- The search for the next Chief Institutional Director of Advancement and Foundation is underway.

G. Student Report

Student Trustee Gidlund highlighted the following events from the written report:

- Stress Free Zone events were held on December 3.
- New Student Convocation was held on January 9 with 129 total attendees.
- Welcome Week Events were reviewed.

9. College Reports

Board Action No. 128-A-26, Acceptance of Written College Reports

- A. Personnel (December)
- B. Treasurer (November)
- C. Student (December)

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December)
- F. Marketing & Communications Division Report (annual)
- G. Insurance Summary (annual)
- H. Institutional Success & Engagement Report

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

Motion: Student Trustee Gidlund moved to accept the college reports.
Second: Trustee Parks seconded the motion.

Roll-Call Vote: Aye, 6; Rakow, Rodriguez, Redmer, Parks, Barbosa-Guzman and Allen; nay, 0; Student Trustee Gidlund, aye; motion carried.

10. Consent Agenda

Chair Rakow presented the following consent agenda items:

- A. Board Action No. 129-A-26, Minutes of Regular Board Meeting, December 9, 2025**
- B. Board Action No. 130-A-26, Minutes of Closed Session of Board Meeting, December 9, 2025**
- C. Board Action No. 131-A-26, Minutes of the Special Board Meeting of January 14, 2026**
- D. Board Action No. 132-A-26, Destruction of Audiotape of Closed Session Board Meeting, May 14, 2024**
- E. Board Action No. 133-F-26, Ratification of Report of Expenses**
- F. Board Action No. 134-F-26, Ratification of Trustee Travel Expenses**
- G. Board Action No. 135-A-26, Approval of Memorandum of Agreement Regarding Summer Schedule 2026 for Friday Juneteenth and Saturday Independence Holidays**

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Between the Board of Trustees of Community College District 509 and the Support Staff of Elgin Community College Association (SSECCA)

H. Board Action No. 136-A-26, Single Audit Report Fiscal Year 2025

I. Purchases

1. **Board Action No. 137-A-26, Broker for Property & Casualty and Health & Welfare Insurance**, authorizes the administration to contract for Property & Casualty and Health & Welfare insurance brokerage services from Gallagher (Rolling Meadows, IL). The contract will be for three (3) years, with the option to renew for two (2) additional one (1) year terms. Related brokerage fees will be determined per insurance carrier contract during the annual renewal process.
2. **Board Action No. 138-C-26, Building T Fence Purchase and Installation**, authorizes the administration to contract for the purchase and installation of fencing for Building T from Fence Connection, Inc. (Elgin, IL), the lowest responsible bidder, in an amount not to exceed \$126,500.
3. **Board Action No. 139-B-26, Building T Furniture Purchase**, authorizes the administration to purchase furniture for Building T from Krueger International, Inc. (Green Bay, WI), in the amount of \$41,361.10 and from Forward Space, LLC (Wood Dale, IL) in the amount of \$43,743.25, for a total amount not to exceed \$85,104.35.
4. **Board Action No. 140-T-26, Ratification of the Firewall Network Security Services Renewal**, ratifies and authorizes the administration to renew the existing Firewall Services from CDW (Vernon Hills, IL), in an amount not to exceed \$95,721, for a period of one year.

J. Personnel

1. **Board Action No. 141-P-26, New Hire, Associate Professor II of Sculpture & Digital Fabrication (3D Art), Ms. Meredith Starr**, approves the appointment of Ms. Meredith Starr as a tenure-track Assistant Professor II of Sculpture & Digital Fabrication (3D Art) at a salary of \$91,495.00 (Lane IX, Step 7) on the Elgin Community College Faculty Association (ECCFA) 2025 salary schedule, effective fall semester, 2026.

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

Second: Student Trustee Gidlund seconded the motion.

Roll-Call Vote: Aye, 6; Rakow, Rodriguez, Redmer, Parks, Barbosa-Guzman and Allen; nay, 0; Student Trustee Gidlund, aye; motion carried.

11. Old Business

There was no old business brought forward.

12. New Business

There was no new business brought forward.

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13. Adjournment

Motion: Trustee Parks moved to adjourn the meeting.

Second: Trustee Barbosa-Guzman seconded the motion.

Voice Vote: Aye, 6; Rakow, Rodriguez, Redmer, Parks, Barbosa-Guzman and Allen; nay; 0; Student Trustee Gidlund, aye: meeting adjourned at 7:35 p.m.

Patricia Arroyo, Board Secretary

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF BOARD MEETING
JANUARY 27, 2026**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the closed session of the regular board meeting held January 27, 2026.



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

**CLOSED SESSION MINUTES OF SPECIAL BOARD MEETING
JANUARY 14, 2026**

Recommendation

The administration recommends that the Board of Trustees approves the closed session minutes of the special board meeting held January 14, 2026.



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

**DESTRUCTION OF AUDIOTAPES OF CLOSED SESSION BOARD MEETING
JUNE 11, 2024, JUNE 25 & 26, 2024 AND JULY 29, 2024**

Recommendation

The administration recommends that the Board of Trustees approves the destruction of the verbatim audiotapes of the closed sessions of June 11, 2024, June 25 & 26, 2024 and July 29, 2024 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 January and February 2026. (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 months of January and February 2026 in the amount of \$15,426,120.27.

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 January and February 2026. (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 months of January and February 2026 for \$108.68.

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

**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 March 20-21, 2026 ICCTA meeting at Moraine Valley Community College in Palos Hills, IL. Registration and travel expenses should not exceed \$500. 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

**RESCISSION OF BOARD ACTION NO. 135-A-26 AND
APPROVAL OF MEMORANDUM OF AGREEMENT
REGARDING SUMMER SCHEDULE 2026
FOR FRIDAY JUNETEENTH AND SATURDAY INDEPENDENCE DAY HOLIDAYS
BETWEEN
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 509 AND
THE SUPPORT STAFF OF ELGIN COMMUNITY COLLEGE ASSOCIATION
(SSECCA)**

Recommendation

The administration recommends that the Board of Trustees of Community College District 509 rescinds Board Action No. 135-A-26 dated January 27, 2026, and approves the Memorandum of Agreement in this Board Action regarding summer 2026 holiday hours/pay associated with Juneteenth (Friday, June 19, 2026) and Independence Day (Saturday, July 4, 2026) with the Support Staff of Elgin Community College Association (SSECCA).



Dr. Peggy Heinrich, President

Background

Article 14 – Paid Holidays (Full-Time) of the current collective bargaining agreement in effect to June 30, 2026, states “if Independence Day and/or Juneteenth falls on Friday or Saturday, an 11th and/or 12th Friday (in 2026) will be added to the summer schedule.”

This MOA revises language in paragraphs 3 and 5.

Staff Contacts: Mr. Respicio F. Vazquez, General Counsel, 847-214-7760
Ms. Alison Guengerich, Chief Human Resources Officer, 847-214-7415

**APPROVAL OF A SETTLEMENT AGREEMENT BETWEEN
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 509
AND
THE ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION (ECCFA)**

Recommendation

The administration recommends the Board of Trustees of Community College District 509 approves the settlement agreement with the Elgin Community College Faculty Association (ECCFA).



Dr. Peggy Heinrich, President

Background

ECCFA filed a grievance on behalf of the nursing faculty regarding breaks during clinical sessions. The grievance reached the level of arbitration. A tentative agreement was reached to settle the matter prior to the arbitration hearing. The settlement agreement represents the mutual terms of the settlement.

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

GRIEVANCE SETTLEMENT AGREEMENT

This **GRIEVANCE SETTLEMENT AGREEMENT** (the “Agreement”) is entered into between Elgin Community College (the “College”) and the Elgin Community College Faculty Association (the “Association”) (collectively, the “Parties”). The Parties voluntarily agree to completely settle and resolve all claims that the Association may have against the College related to Grievance No. 25-03 submitted on April 30, 2025 (the “Grievance”).

WHEREAS, the College and the Association are currently parties to the 2026-2028 Elgin Community College Faculty Association Collective Bargaining Agreement (the “CBA”);

WHEREAS, the Association is the sole and exclusive bargaining agent for all employees as defined in Section 1.1 of the CBA;

WHEREAS, the Grievance was filed on behalf of the Nursing faculty;

WHEREAS, the Grievance alleged that Nursing faculty had a practice of shortening the lunch break to 30 minutes during all-day clinicals;

WHEREAS, the Grievance alleged that Nursing faculty were informed of new policy that they would be required to have 50 to 60 minutes of break time, and that clinicals were required to end at the eight-hour mark with no dismissal of students earlier;

WHEREAS, the Grievance alleged that this new policy violated past practice;

WHEREAS the Parties followed the grievance procedure set forth in Article III of the CBA;

WHEREAS, following the Association’s appeal of the College’s Step Two Decision to arbitration on August 22, 2025, the Parties discussed terms that would settle and fully resolve the Grievance;

WHEREAS, the Parties desire to resolve and settle the Grievance without admission and seek to avoid further controversy, costs, legal fees, and inconvenience;

WHEREAS, the Parties believe it is in their best interests to resolve this matter without arbitration; and

WHEREAS, the Parties voluntarily agree to completely settle and resolve all issues, complaints, disagreements, claims, and allegations related to the Grievance as set forth by the terms of this Agreement.

NOW, THEREFORE, in consideration of the provisions, covenants, and promises contained herein, the Parties agree to the following Grievance settlement terms:

1. Clinical Sections and Break Times. The College will develop and implement clinical sections to include a 30-minute break period, with said break period not occurring within the first hour of the starting time of the clinical section or within the last hour before the ending time of the clinical section. The Parties agree clinical sections will start and end at the scheduled times.

2. Communications. The College agrees to communicate the change described in Paragraph 1 to clinical sites and through the staffing spreadsheet.
3. Grievance Withdrawal and Waiver. Upon the execution of this Agreement, the Association will immediately withdraw the Grievance. In addition, the Association agrees to waive on behalf of itself and its members any further grievances, unfair labor practice charges or any other claims concerning the subject matter of the Grievance. The Association will promptly notify the selected arbitrator of the Parties' settlement agreement and the Association's withdrawal of the Grievance.
4. Mutual Non-Admission. This Agreement is being entered into mutually by the Parties solely for the purpose of settling disputed claims, and shall not be construed as an admission of liability or wrongdoing by the College or the Association.
5. Non-Precedential Agreement. The Association and the College agree that this Agreement is intended to resolve the unique circumstances presented in the Grievance and therefore this Agreement is non-precedential and will not constitute admissible or binding precedent or past practice in any subsequent grievance arbitration or administrative proceeding. The Parties agree that the terms of this Agreement are binding and enforceable, and this Section does not prohibit the introduction of this Agreement as admissible evidence to enforce the terms of this Agreement.
6. Scope and Effect of Agreement. The Parties acknowledge that this Agreement is limited exclusively to the issues described in the Grievance and this Agreement and does not modify, amend, or otherwise affect any provision of the 2026-2028 CBA.
7. Entire Agreement. This Agreement sets forth all of the terms and conditions of the Agreement between the Parties concerning the subject matter described in the Agreement and any prior oral or written communications are superseded by this Agreement. The Parties understand and agree that all of the terms and promises of this Agreement, including the "Whereas" clauses above are contractual and are not mere recitals.
8. Effective Date. This Agreement shall be effective upon execution by all Parties as indicated by the dated signatures below.

IN WITNESS WHEREOF, the Parties have executed this Grievance Settlement Agreement on the date set forth below.

**ELGIN COMMUNITY COLLEGE
FACULTY ASSOCIATION**

**BOARD OF TRUSTEES
ELGIN COMMUNITY COLLEGE**

By: _____
ECCFA Grievance Co-Chair

By: _____
Board Chair

Date: _____

Date: _____

By: _____
ECCFA Grievance Co-Chair

Date: _____

ART CENTER LIGHTING PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase automated lighting for the Art Center from Barbizon Light of Chicago (Chicago, IL), in the amount of \$51,363.80.

Vendor	Location	Total Cost
Barbizon Light of Chicago	Chicago, IL	\$ 51,363.80
Grand Stage	Chicago, IL	\$ 51,805.00
Barber Marketing, Inc. dba BMI Supply	Queensbury, NY	\$ 52,543.00
Theatrical Lighting Connection	Burr Ridge, IL	\$ 54,201.00
Protolight, Inc.	Des Plaines, IL	\$ 55,880.00
Tiles in Style LLC	South Holland, IL	\$ 63,156.85



Dr. Peggy Heinrich, President

Background

The invitation to bid was advertised and sent to four (4) vendors, none of which were in-district. Eight (8) bids were received and two (2) bids were disqualified.

Automated lighting has become more important in the theatre industry in the last 10 years. The purchase of four (4) automated lighting instruments for the Second Space Theatre will expose students to the latest technology used in today's industry and enhance the look of our performances in Second Space Theatre. Owning these fixtures will also reduce the need to rent fixtures for the space.

Additionally, the purchase of twenty (20) CYC lighting instruments are needed for the Blizzard Theater. The current units have been discontinued for over 5 years; as critical components are starting to fail, parts are no longer available. In addition to replacing the failing equipment, the new lighting instruments will expose students to the latest technology and augment the lighting capabilities of our performances in Blizzard Theatre.

Funding Source: Visual Performing Arts Center

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

BUILDING S - FURNITURE PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase furniture for the Manufacturing and Technology Center, Building S, from Krueger International, Inc. (Green Bay, WI) in the amount of \$866,982.28



Dr. Peggy Heinrich, President

Background

The College will be utilizing the Illinois Public Higher Education Cooperative (IPHEC) for the purchase with Krueger International. As such, this purchase is exempt from bidding in accordance with the Illinois Public Community College Act 805/3-27.2.

The purchase of this furniture will provide new furniture, primarily for the classrooms, in the College's new Manufacturing and Technology Center, building S. Relevant areas will be outfitted with furnishings maintaining the standards set forth across the College.

Funding Source: Bond Proceeds Fund

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

BUILDING S - LOCKS AND SYSTEM COMPONENTS PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase and install locks and components in the new Manufacturing and Technology Center, building S, from Expert Lock & Safe, Inc. (Elgin, IL.), in an amount not to exceed \$80,000.



Dr. Peggy Heinrich, President

Background

Expert Lock & Safe, Inc. is the sole provider of Medeco DBK lock system for the College. As such, this service is exempt from bidding in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-27.1.

This purchase and installation for the locks and associated components are required for the new Manufacturing and Technology Center, building S. The Medeco DBK lock system currently in use across the College is proprietary; therefore, all system components must be purchased, installed, and supported by the originating locksmith. As Expert Lock & Safe, Inc. is the creator and proprietary owner of the College's existing Medeco DBK system, they are the sole provider authorized to supply and install these components.

This purchase and installation will ensure that the new facility remains fully aligned with the standards and security established by the College.

Funding Source: Bonds Proceeds Fund

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

CLOUD BACKUP STORAGE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase Wasabi cloud backup storage services from CDW-G (Vernon Hills, IL) for three (3) years, in the amount of \$66,075.75.



Dr. Peggy Heinrich, President

Background

In March of 2023, the Board of Trustees approved Board Action No. 147-T-23 for the purchase of a three (3) year Wasabi subscription license. The College will be utilizing the Illinois Public Higher Education Cooperative (IPHEC) for the renewal of these services. As such, this purchase is exempt from bidding in accordance with the Illinois Public Community College Act 805/3-27.2.

The College utilizes Wasabi for cloud-based backup storage services. As the volume of the College's backup data has grown over time, associated storage costs have increased. Wasabi continues to provide a reliable, secure, and lower-cost storage solution while maintaining data safety, integrity, and availability.

Funding Sources: Education Fund

Staff Contact: Dr. Philip Garber, Vice President, Planning, Institutional Effectiveness & Technology, 847-214-7162

COMPACT FIBER LASER PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase of two (2) Brevis compact fiber lasers, for the Welding program, from Amada America, Inc. (Buena Park, CA), in the amount of \$695,500.



Dr. Peggy Heinrich, President

Background

Amada America, Inc. is the sole source provider of the Brevis fiber laser. Per the Illinois Community College Act, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

This equipment purchase will support academic programming and improve student learning outcomes through hands-on experiences that reflect current industry practices and workforce needs. The equipment will be housed in the new Manufacturing and Technology Center, building S.

The purchase of the BREVIS 1212AJ-3kW system includes the associated software package, installation, on-site training, and a one-year warranty. The equipment will significantly enhance instructional capacity within the College’s Welding program. This advanced laser welding technology will provide students with hands-on experience using equipment that reflects current industry standards and emerging fabrication practices. Integrated software and professional training ensure both faculty and students can effectively operate the system while maintaining safety and quality expectations. This investment strengthens workforce readiness, improves student learning outcomes, and positions the program to meet growing regional demand for advanced manufacturing skills.

Funding Source: Bond Proceeds Fund

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

ENROLLMENT FUNNEL ASSESSMENT & OPTIMIZATION CONSULTING FEES

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Best Practice Solutions (Chicago, IL) for enrollment funnel assessment and optimization consulting services, in an amount not to exceed \$70,000.



Dr. Peggy Heinrich, President

Background

A request for proposal (RFP) was advertised and sent to six (6) consulting firms. Six (6) firms submitted their proposals for consideration. A selection committee of college employees reviewed the submittals, using pre-determined criteria. Based on this review, the following firms were selected to take part in a virtual interview with the College's committee:

- AACRAO Consulting – Washington, DC
- Best Practice Solutions – Chicago, IL
- SEM Works Enrollment Management – Greensboro, NC

The selection of the final firm was based on both the proposal submittals and the interviews. Best Practice Solutions brings deep expertise in higher education enrollment analysis and a proven track record of translating findings into clear, data-informed strategies and implementation plans.

The consultant will evaluate the College's end-to-end enrollment processes to identify gaps, barriers, and bottlenecks that may impede student progression from initial inquiry to enrollment. As well as, surface actionable opportunities to strengthen how the college attracts, engages, supports, and converts prospective students, ultimately stabilizing and increasing enrollment outcomes. A key focus will be examining how enrollment pathways vary across distinct prospective student populations and identifying where processes, communications, and policies can be intentionally differentiated to better meet their needs.

Engaging a Strategic Enrollment Management (SEM) consultant is a priority within the College's SEM Plan. This project is expected to yield measurable improvements in enrollment performance and long-term institutional sustainability.

Funding Source: Education Fund

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

EQUIPMENT PURCHASE - ADVANCED MANUFACTURING

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase equipment for the Advanced Manufacturing program for instructional use, from KNUTH Machine Tools USA, Inc. (Lincolnshire, IL), in the amount of \$427,135.38.



Dr. Peggy Heinrich, President

Background

KNUTH Machine Tools USA, Inc. is the exclusive distributor for this equipment purchase. Per the Illinois Community College Act, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

The purchase of new precision machining, electrical discharge machining (EDM), grinding, sawing, fabrication equipment, and training services, are for the Advanced Manufacturing program. This equipment is for the Manufacturing and Technology Center, building S, and will support the academic programming and improve student learning outcomes through hands-on experiences that reflect current industry practices and workforce needs.

This investment will modernize the lab to align with current industry standards and provide students with hands-on experience using advanced manufacturing technologies commonly found in today’s workforce. The upgraded equipment will strengthen students’ technical competencies, enhance safety and operational readiness, and better prepare graduates to meet regional and national manufacturing demands.

Funding Source: Bond Proceeds Fund

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

EQUIPMENT PURCHASE – COMPUTERIZED NUMERICAL CONTROL

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase Computerized Numerical Control (CNC) equipment for the Industrial Manufacturing Technology (IMT) Program from Haas Factory Outlet (HFO) (Elk Grove Village, IL), in an amount not to exceed \$2,300,000.



Dr. Peggy Heinrich, President

Background

The IMT & Computer Integrated Manufacturing (CIM) program runs exclusively on Haas CNC equipment. HFO is the exclusive distributor and is responsible for all sales and service within our Illinois territory. Per the Illinois Community College Act, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

The purchase is for various mills, automatic bandsaws, high-performance turning centers, lathes, robot packages, as well as additional equipment for the machinery. This equipment is for the Manufacturing and Technology Center, building S.

The CNC equipment will help satisfy current needs and upcoming industry trends for the IMT program. This equipment enables the IMT program to expose students to manufacturing automation and hands on experience. Students are introduced to CNC programming skills in their educational sequence as the majority of companies are looking for students with advanced skills on CNC automation systems equipment. This purchase will support academic programming and improve student learning outcomes through hands-on experiences that reflect current industry practices and workforce needs.

Funding Source: Bond Proceeds Fund

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

**EQUIPMENT PURCHASE - SUSTAINABILITY, BUSINESS, AND
CAREER TECHNOLOGIES**

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase new equipment for the Automation, Robotics, and Maintenance Technology (ARM) and the Heating, Vent, A/C, and Refrigeration (HVAC) programs for instructional use, from Advanced Technologies Consultants (Plymouth, MI), in an amount not to exceed \$2,800,000.



Dr. Peggy Heinrich, President

Background

Advanced Technologies Consultants is the exclusive distributor for the state of Illinois for this equipment purchase. Per the Illinois Community College Act, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

This purchase is for hydraulics, electrohydraulic, single-pump systems, programmable logic controllers, various training systems, robot polyscope equipment, refrigerant recovery, education and charging training units, as well as additional equipment for the machinery and programs. This equipment is for the Manufacturing and Technology Center, building S. The purchase will help advance the ARM and HVAC programs by providing hands-on practical skills on machinery being used in today’s industries.

This purchase will assist the College in delivering valuable hands-on education and training for high skill in-demand jobs in our local community. Students, apprentices and incumbent workers stand to benefit from having exposure to this equipment and preparing them for success in the industry.

Funding Source: Bond Proceeds Fund

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

INSTRUCTIONAL & OFFICE COMPUTERS AND MONITORS PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase computers, monitors, and printers for instructional and office use from the lowest responsible bidder, Government Goods (Brooklyn, NY), in the amount of \$1,409,494.06.

Description	Qty	Government Goods (Brooklyn, NY)	Staples Technology Solutions (Deerfield Beach, FL)	Best Buy Stores,LP (Richfield, MN)	KD Dynamic Solutions, LLC (Oswego, IL)
HP ProDesk 4 Mini	400	\$ 470,972.00	\$ 563,012.00	\$ 508,875.98	\$ 1,277,500.00
5-Year Warranty for PC	400	\$ 21,600.00	\$ 28,904.00	\$ 31,680.00	\$ 50,580.00
HP EliteBook 8 Notebook	175	\$ 283,318.00	\$ 268,904.00	\$ 309,050.00	\$ 651,017.50
5-Year Warranty for Notebook	175	\$ 33,600.00	\$ 43,070.05	\$ 36,363.25	\$ 78,246.00
P Z2 Mini Workstation	118	\$ 411,019.00	\$ 389,185.24	\$ 448,349.27	\$ 866,351.28
5-Year Warranty for Workstation	118	\$ 13,452.00	\$ 13,608.94	\$ 14,524.62	\$ 26,664.46
HP 27" Monitor	236	\$ 68,430.56	\$ 69,365.12	\$ 73,445.56	\$ 90,201.56
HP 23.8" Monitor	300	\$ 65,325.00	\$ 65,910.00	\$ 69,795.00	\$ 87,363.00
HP Docking Station	225	\$ 29,171.25	\$ 20,537.00	\$ 32,787.00	\$ 47,245.50
HP Wired Keyboard & Mouse	175	\$ 2,621.50	\$ 2,731.75	\$ 2,983.75	\$ 175.00
HP M751DN Printer	2	\$ 6,130.64	\$ 6,159.24	\$ 6,800.00	\$ 6,907.24
HP 4301FDN Printer	4	\$ 2,387.26	\$ 2,226.68	\$ 1,839.72	\$ 2,326.17
HP 40001DN Printer	4	\$ 1,466.85	\$ 1,225.12	\$ 1,140.48	\$ 1,281.59
Total		\$ 1,409,494.06	\$ 1,474,839.14	\$ 1,537,634.63	\$ 3,185,859.30



Dr. Peggy Heinrich, President

Background

An invitation to bid was advertised and sent to twenty-nine (29) vendors, one (1) was in-district and eight (8) were Illinois Certified Business Enterprises. Seven (7) bids were received and three (3) were disqualified.

This equipment purchase fulfills the ongoing commitment to a sustainable computer replacement cycle at the College, ensuring that instructional and administrative spaces remain technologically relevant for approximately 6-8 years. Beyond routine upgrades, this year's purchase also equips the new Manufacturing and Technology Center, building S with high-performance computer hardware. By narrowing the gap between classroom tools and industry standards, the College empowers students to master the digital workflows required in today's workforce.

Funding Source: Education Fund

Staff Contact: Dr. Philip Garber, Vice President Planning, Institutional Effectiveness & Technology, 847-214-7162

INTERPRETER SERVICES

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for interpreter services with 5 Star Interpreting Chicago, (Chicago, IL), for a three (3) year period, in an amount not to exceed \$50,000 annually.



Dr. Peggy Heinrich, President

Background

Per 110 ILCS 805/3-27.1, “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” are exempt from bidding.

The College’s Student Access & Disability Services department, Human Resources department, Records department, Performing Arts Center, as well as other departments, provide sign language interpreters for the college’s students, employees, and visitors who are deaf/hard of hearing in two methods of delivery. This service is provided often on a just-in-time basis. 5 Star Interpreting Chicago is the leader in the industry and is utilized by the majority of Illinois community colleges. Their mission is to provide excellence in services to the Midwest Deaf and Hard of Hearing Community.

Funding Source: Education Fund

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

MARKETING CLOUD IMPLEMENTATION ADDITIONAL FEES

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to enter into a contract for additional implementation services with Off Prem Technology (Fishers, IN), in an amount not to exceed \$46,250.



Dr. Peggy Heinrich, President

Background

In March 2022, Board Action No. 170-T-22 was approved to purchase implementation services for the institutional Customer Relations Management (CRM) software tool with Salesforce to assist the Marketing department. In January 2025, Board Action No. 137-T-25 approved additional consulting services to advance the phased implementation of Salesforce Marketing Cloud.

Marketing Cloud is currently utilized by Admissions and Recruitment, Marketing & Communications, and the ECC Foundation. This next phase will deepen institutional integration and expand functionality to support coordinated strategic communications. To support the second phase of implementation, an additional 250 managed consulting service hours are needed to strengthen and scale ECC's strategic prospective and current student communications.

This next phase will focus on building a comprehensive new student communications journey from request for information through enrollment and matriculation, expanding and refining the domestic and international inquiry strategy, and developing tailored, automated email and SMS journeys aligned with the College department's priorities. Efforts will also extend to current student communications to support engagement and key student success milestones. This will provide the critical support needed to scale the tool in fiscal year 2027, enabling departments across the College to optimize their communication and engagement strategies with prospective and current students.

Funding Source: Education Fund

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

RENEWAL - CLOUD SOFTWARE

Recommendation

The administration recommends that the Board of Trustees authorize the administration to contract for the annual renewal of Salesforce software from Carahsoft (Reston, VA) for the College's Foundation in the amount of \$25,716.94.



Dr. Peggy Heinrich, President

Background

The annual renewal is for Salesforce software utilized by Institutional Advancement for the College and the Elgin Community College Foundation.

The Salesforce platform is a critical tool for managing marketing communications, fundraising and stewardship. The renewal includes Sales Cloud software, Salesforce.org Accounting Subledger, and Salesforce Maps. The software is utilized to manage fundraising campaigns and donor relationships, and leverages Marketing Cloud to create a personalized, targeted communications. The renewal will ensure continued access to the software and support for the Foundation and Institutional Advancement's ongoing operational needs. The cost will be shared by the Elgin Community College Foundation through a reimbursement back to the College.

Funding Source: Education Fund

Staff Contact: Rachel Stack, Interim Executive Director ECC Foundation, 847-214-7799

RENEWAL - ENTERPRISE CONTENT MANAGEMENT SOFTWARE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Hyland Software Inc. (Westlake, OH) for Perceptive Content for one (1) year, in the amount of \$81,301.34.



Dr. Peggy Heinrich, President

Background

Per the Illinois Public Community College Act, 110 ILCS 805/3.27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

Hyland Software, Inc. provides the Perceptive Content and ImageNow products used by departments for digital imaging and workflows such as invoice approvals by budget officers. Departments in TLSD and Business and Finance use the software to scan and index documents related to registration and records, testing, adult education, financial aid, student accounts, purchasing and accounts payable.

Funding Sources: Education Fund

Staff Contact: Dr. Philip Garber, Vice President, Planning, Institutional Effectiveness & Technology, 847-214-7162

RENEWAL - PATIENT SIMULATOR SOFTWARE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for the renewal of the patient simulator's SimCapture Pro Cloud Subscription, for the College's Health Professions Department, from Laerdal Medical Corporation (Wappingers Falls, NY), for an annual cost of \$15,056 and \$75,280, over a five (5) year period.



Dr. Peggy Heinrich, President

Background

Laerdal sells to and provides services directly to the customer for simulators. Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, "contracts for goods or services which are economically procurable from only one source" are exempt from bidding.

SimCapture is an integral part of the Nursing Simulation Center audiovisual equipment which allows for recording and assessing quality clinical simulation. The software package has been in use since 2021 and is critical for successful observation and debriefing related to simulated clinical experiences. Over 200 unduplicated nursing students are impacted by this equipment software package every semester.

Funding Source: Education Fund

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

RENEWAL - TALENT MANAGEMENT SOFTWARE SERVICES

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Page-Up (New York, NY) for the annual renewal of the Colleges eTalent platform, in the total amount of \$142,594.69.



Dr. Peggy Heinrich, President

Background

Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

PageUp eTalent is the College’s comprehensive talent management system, supporting Employee Recruitment, Onboarding, Performance Management, Learning, and Succession Planning. eTalent serves as the official platform through which open positions at ECC are posted, employment applications are received, and candidate searches are conducted by Human Resources staff and supervisors. The system also facilitates the onboarding of new employees and supports ongoing employee development processes.

Funding Source: Education Fund

Staff Contact: Ms. Alison Guengerich, Chief Human Resources Officer, 847-214-7415

SALE OF USED COMPUTER EQUIPMENT

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to sell used computer equipment consisting of desktop computers with peripheral equipment to Lucid Technology Group (Grain Valley, MO), the highest responsible bidder, in the total amount of \$15,420.

Vendor	Location	Total
Lucid Technology Group	Grain Valley, MO	\$ 15,420.00
PowerON Services, Inc.	Roseville, CA	\$ 11,400.00
Tempus	Newbury Park, CA	\$ 7,752.00
Mac of All Trades	Tampa, FL	\$ 7,000.00
Bricktown Technologies, LLC	Oklahoma City, OK	\$ 4,500.00
Chicago Surplus Computers	Lombard, IL	\$ 3,000.00



Dr. Peggy Heinrich, President

Background

The invitation to bid was advertised and sent to twenty-one (21) vendors, none of which were in-district.

The Information Technology Department replaces old computer equipment on a regular basis. This ongoing computer replacement program was put in place because of continued technological advances in the industry. The College's bid consisted of selling 53 total units consisting of Apple iMacs and iMac Pros, along with 96 miscellaneous peripherals. All equipment is sold "as is" and with no warranty offered.

Funding Source: Funds received will be credited to the Education Fund

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

RATIFICATION OF FURNACE PURCHASE

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to purchase two (2) dual chamber furnaces for the Industrial Manufacturing Technology (IMT) program for instructional use, from Lucifer Furnaces, Inc. (Warrington, PA), in the amount of \$32,550.



Dr. Peggy Heinrich, President

Background

Per the Illinois Community College Act, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

Acquiring the two (2) dedicated furnaces will allow students to perform essential metallurgical processes such as hardening, tempering, normalizing, and annealing directly in the lab, giving them immediate access to the equipment needed for timely, uninterrupted project work. The IMT program currently does not have an in-house heat-treat furnace, requiring students to rely on an off-site provider, which results in delays of project completion and creates logistical barriers to efficient learning. This equipment is for the Manufacturing and Technology Center, building S.

On-site access will enhance instruction by enabling faculty to demonstrate proper heat-treat procedures, safety protocols, and equipment calibration in real time, strengthening both hands-on learning and technical skill development. This investment aligns the program with current industry standards and ensures students are better prepared for manufacturing careers where heat treatment is a core competency.

Funding Source: Education Fund

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

RATIFICATION OF PHONE SYSTEM MAINTENANCE SERVICES

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to contract with Towner (Kansas City, MO) for maintenance and support of the campus phone system, for a one (1) year period, in the amount of \$47,999.



Dr. Peggy Heinrich, President

Background

The College will be utilizing the Sourcewell contract for this purchase. Sourcewell is a service cooperative, which provides purchasing opportunities for government and educational entities. As such, this purchase is exempt from bidding in accordance with the Illinois Public Community College Act, Chapter 110, Act 805/3-27.2.

This annual service will provide continued maintenance and support for the College's campus wide phone system.

Funding Source: Operations and Maintenance Fund

Staff Contact: Dr. Philip Garber, Vice President, Planning, Institutional Effectiveness & Technology, 847-214-7162

GRANTING OF TENURE
Instructor of Mathematics, Ms. Kari Farooqie

Recommendation

The administration recommends that the Board of Trustees grants tenure to Ms. Kari Farooqie, Instructor of Mathematics, effective August 2026.



Dr. Peggy Heinrich, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Farah Bennani, dean of math, science, and engineering, is supported by Dr. Annamarie Schopen, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

GRANTING OF TENURE
Assistant Professor II of Truck Driving, Mr. Brian Hamm

Recommendation

The administration recommends that the Board of Trustees grants tenure to Mr. Brian Hamm, Assistant Professor II of Truck Driving, effective August 2026.



Dr. Peggy Heinrich, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Cathy Taylor, dean of sustainability, business, and career technologies, is supported by Dr. Annamarie Schopen, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

GRANTING OF TENURE
Assistant Professor I of Applied Physical Science, Dr. Bailey Zo Kreager

Recommendation

The administration recommends that the Board of Trustees grants tenure to Dr. Bailey Zo Kreager, Assistant Professor I of Applied Physical Science, effective August 2026.



Dr. Peggy Heinrich, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Farah Bennani, dean of math, science, and engineering, is supported by Dr. Annamarie Schopen, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

GRANTING OF TENURE
Assistant Professor I of Biology, Dr. Jennifer Maxwell

Recommendation

The administration recommends that the Board of Trustees grants tenure to Dr. Jennifer Maxwell, Assistant Professor I of Biology, effective August 2026.



Dr. Peggy Heinrich, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Farah Bennani, dean of math, science, and engineering, is supported by Dr. Annamarie Schopen, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

GRANTING OF TENURE
Assistant Professor II of Mathematics, Mr. Richard McBride

Recommendation

The administration recommends that the Board of Trustees grants tenure to Mr. Richard McBride, Assistant Professor II of Mathematics, effective August 2026.



Dr. Peggy Heinrich, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Farah Bennani, dean of math, science, and engineering, is supported by Dr. Annamarie Schopen, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

GRANTING OF TENURE
Instructor of Welding, Mr. Kyle Witek

Recommendation

The administration recommends that the Board of Trustees grants tenure to Mr. Kyle Witek, Instructor of Welding, effective August 2026.



Dr. Peggy Heinrich, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Cathy Taylor, dean of sustainability, business, and career technologies, is supported by Dr. Annamarie Schopen, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

RESOLUTION OF APPRECIATION
Dr. Elizabeth Hobson, Dean of Adult Education

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for the Dean of Adult Education, Dr. Elizabeth Hobson, who will retire April 3, 2026.



Dr. Peggy Heinrich, President

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

RESOLUTION OF APPRECIATION
Dean of Adult Education, Dr. Elizabeth Hobson

- WHEREAS**, Dr. Elizabeth Hobson has dedicated more than 18 years of exemplary service to Elgin Community College, beginning in 2007 as an adjunct faculty member teaching GED, Constitution Review, and COL 101 across multiple campuses; and
- WHEREAS**, she advanced through numerous leadership roles—including ABE/ASE Supervisor, Director and Senior Director of ABE/ASE, Interim Dean of ABE/Workforce Development, and ultimately Dean of Adult Education—providing steady and visionary leadership to the College; and
- WHEREAS**, Dr. Hobson strengthened Adult Education through expanded programming, including ICAPS under the Title II Grant, EWC, and Intensive English programs, innovative transition courses, and the successful restructuring of GED and ESL instruction for remote access during the pandemic, ensuring continued support for the College’s most vulnerable students; and
- WHEREAS**, she championed student success by supporting high school equivalency graduations, guiding faculty teams in developing state-approved curriculum, leading tenure and search committees, and fostering professional development through conferences and collaborative initiatives; and
- WHEREAS**, Dr. Hobson has contributed extensively beyond her primary responsibilities, serving on the Board of Directors for Habitat for Humanity Northern Fox Valley, chairing Women Build at ECC, participating on the Workforce Development Board, serving on the EWC Advisory Council, chairing Area Planning Council 509 for multiple years, contributing to the ICCB Strategic Planning Subcommittee, chairing the ICCB Adult Education Advisory Council, and participating as a member of the IACEA Board and the Northern Illinois Directors Networking Group; and
- WHEREAS**, Dr. Hobson has always been an incredible partner and would regularly check in and offer words of kindness and guidance with so many people throughout her time at ECC; and
- WHEREAS**, she cultivated a culture of collaboration, encouragement, and celebration within her department, maintaining an open-door policy, supporting faculty and staff growth, and partnering closely with Student Services to advance the College’s mission; and
- WHEREAS**, colleagues recognize Dr. Hobson as a trusted and compassionate leader whose wisdom, institutional knowledge, calm presence, and thoughtful gestures uplifted faculty, staff, and students alike; and now therefore be it,
- RESOLVED**, that Dr. Hobson, upon her retirement from Elgin Community College on April 3, 2026, be granted the status of Dean Emerita and that she be accorded such recognition and honors as may be appropriate to a person holding this rank; and be it further
- RESOLVED**, that the Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry, and Dekalb, State of Illinois on this 10th day of March 2026, expresses to Dr Elizabeth Hobson, on behalf of District 509 citizens, her colleagues and the many students who have benefited from her work, heartfelt appreciation for her 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, Dr. Elizabeth Hobson.

