

**MINUTES OF REGULAR BOARD MEETING OF
OCTOBER 7, 2014**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, convened a regular meeting Tuesday, October 7, 2014, in Building E, Room 100.01, at Spartan Drive Campus, Elgin Community College, 1700 Spartan Drive, Elgin, Illinois.

1. Call to Order and Roll Call

Chair Redmer called the regular meeting to order at 5:54 p.m.

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 purchase or lease of real property for the use of the college. . . .
- C. To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the college...
- D. To discuss litigation, when an action...has been filed...or when the public body finds that an action is probably or imminent...

all pursuant to Chapter 5 of the *Illinois Compiled Statutes* Sections 120/2 (c) (21, 5, 1, and 11, respectively).

3. Reconvene Open Session

At 6:37 p.m., Chair Redmer reconvened the open-session board meeting in Building E Seigle Auditorium.

4. Preliminary Matters

Following the Pledge of Allegiance, led by Dr. Phil Garber, Chair Redmer led the trustees in reading ECC's Shared Values, after which she asked Ms. Franck to call roll.

Roll Call

Trustees present: Ms. Causey, Mr. Duffy, Mr. Getz, Ms. MacKinney, Dr. Redmer, Mr. Saucedo, Student Trustee Mr. Severson

Trustees absent: Dr. Ollayos; Student Trustee Severson left the meeting at 7:03 p.m.

ECC staff and others present: Dr. Sam, president, Ms. Konny, Ms. DiGerlando, Ms. Sawyer, Mr. Julian, Ms. Amenta, Dr. Garber, Dr. Crowley, Ms. Hernandez, Mr. Hernandez, Mr. McCoy, Ms. Pang, Ms. Beckway, Mr. Ramljak, Dr. Carpenter, Dr. Martinez, Mr. Treadwell, Dr. Crowley, Mr. McElhiney, Dr. McClure, Mr. Gathman, Mr. Whitehead and Ms. Franck

MINUTES OF REGULAR MEETING OF
OCTOBER 7, 2014

5. President's Report

Dr. Sam acknowledged Dr. Martinez and Mr. McCoy in the audience, as well as Dr. Carpenter and Mr. Treadwell, who were spotlighted as part of the president's report. It was noted that college night will be held tonight (October 7). Dr. Sam reported on the following:

- Building A has won two more design awards. The first award is for outstanding design of a healthcare facility/teaching hospital by American School and University. The second is an honorable mention from Learning by Design. Congratulations to Kluber Architects and ECC's steering committee.
- ECC was recognized with six District 3 National Council for Marketing and Public Relations 2014 Medallion Awards. The Communications Office won an award in the Feature Writing Category for an editorial done by Tami Haukedahl for Women's History Month. Congratulations to the Marketing Department for receiving five awards in the following categories:
 - Student Handbook
 - Notes/Cards/Invitations – ECC holiday card
 - Original Photography (Unmanipulated)
 - Computer-Generated Illustration – the illustration created for the Writers Center Coffee House
 - Interior Signage/Displays – the poetry wall

We will learn if we have won a gold, silver or bronze at the Medallion Awards Banquet on Thursday, October 23.

- ICCTA announced the winners of the 2014 Reel Illinois Community College film competitions. Congratulations to ECC's Videography program students for placing in the first annual Reel Illinois community college student film competition! ECC's entry *La Roca* took 2nd place in the small business/not-for-profit category, and *Decision Time* took 3rd place in the institutional category. Kudos to program faculty Rick Rodriguez (project supervisor) and Tim Kaar and to our students and those who assisted.
- The Veteran and Family Resource Fair on September 30 was well attended. Mobile Vet Centers had over 20 veterans and their families tour the medical units and over 20 free flu shots were provided. The Mobile Units average 5 to 10 visits during resource events at other colleges, so they were impressed with the interactions here. ECC had 25 resources attend, along with: Congresswoman Tammy Duckworth's Office; Congressman Randy Hultgren; Congressman Peter J. Roskam; and Attorney General Lisa Madigan's Office – for Legal Rights of Illinois Service Members.
- Jessica Carpenter, Professor I of Psychology and ECCFA First Vice-President, was spotlighted. She addressed the board and spoke of her education and involvement at ECC, where she has been employed for approximately eleven years.
- Bob Treadwell, Groundskeeper IV and SSECCA President, was also spotlighted. He addressed the board and spoke of his appreciation for his position at ECC. He has been an employee since 1998, and noted his goal is to help make ECC the best place to be.

MINUTES OF REGULAR MEETING OF
OCTOBER 7, 2014

6. Board Reports (Representatives and Liaisons)

A. Committee of the Whole

Trustee Duffy summarized the meeting held October 6, 2014, noting trustees received an update on construction and remodeling projects and a report on Cultural Competency. Dr. Robinson and employees from the Student Services and Development area provided a thorough presentation. Purchases listed on the October 7, 2014 Board meeting agenda were reviewed. The proposed dates for 2015 Board of Trustees meetings were reviewed, and upcoming community engagement events were discussed. Meeting minutes will be available on ECC's website (elgin.edu) following their approval.

B. Finance Report

Trustee MacKinney provided a recap of the Finance Committee meeting held October 6, noting the external audit for fiscal year 2014 was presented; including the auditor's communication to the Board of Trustees and the single audit report. The auditors indicated our records are in the top 5% of financial reports in the country.

C. Illinois Community College Trustees Association (ICCTA)

Trustee Duffy reported on ICCTA meetings and events. Trustee MacKinney is coordinating the West Suburban Regional Meeting, scheduled at ECC on November 6, 2014 from 6:30 – 8:30 p.m. The program will include an overview of ECC emergency preparedness, campus safety, and demonstration/use of the defibrillator.

D. Association of Community College Trustees (ACCT)

During the upcoming ACCT National Congress, several of ECC's trustees will participate in symposiums and workshops, and assisting guests as ambassadors. At the conference, Dr. Sam and Dr. Redmer are scheduled to participate on a panel presentation regarding student success; and Trustee Duffy, Dr. Sam and Ms. Henrich are scheduled to provide a presentation on Accelerating Opportunities. ECC received the Regional Diversity, Equity and Inclusion Award; and we are one of three community college finalists in the nation nominated to receive the national Diversity, Equity and Inclusion Award.

E. Legislative

Chair Redmer noted that future State Representative Steve Andersson (65th district) attended the Visiting Chef dinner on October 6; and he is scheduled to return to the college for a Meet and Greet on Tuesday, December 9 at 3:30 p.m.

F. ECC Foundation

Trustee Causey presented the following information:

- As of the end of September, 2014, the Foundation has raised over \$185,000 thus far this fiscal year.
- The 30th anniversary gala September 20 was very successful. The event raised a total of \$128,000. \$30,000 was raised the night of the event for student scholarships.

MINUTES OF REGULAR MEETING OF
OCTOBER 7, 2014

- ▶ The Foundation board approved an update to their bylaws at the September meeting. The update provides an accurate reflection of the governance framework currently in practice.
- ▶ The annual campus campaign for employee giving began on October 1, with an internal kick-off event scheduled for October 8. The campaign will run through the end of December.

G. Student Report

- ▶ September 3: *Involvement Expo* was held in the green space outside the library. This event was implemented for students to learn about ECC's student organizations so that they can maximize their college experience.
- ▶ September 8: The Chinese Student club hosted the 2014 *Moon Festival*.
- ▶ September 12: The *Latino Heritage Month Kickoff Breakfast* was held in the Building E dining room. Students, employees and community members gathered to formally launch the start of this celebratory month which runs from September 15 to October 15.
- ▶ September 17: *Constitution Day* activities took place on campus, including a 'Know Your Constitution' quiz as well as other items to support and recognize the importance of our U.S. Constitution.
- ▶ September 18: Student Life hosted its first *Movie on the Lawn* for students, as well as the community. The featured movie was "Ferris Bueller's Day Off".
- ▶ September 25: The event, *Empowering Latinos*, was held in the Spartan Auditorium and included a motivational speaker who shared the importance of leading and serving others.

Congratulations to Trustee Severson on his election to the Executive Board of ICCB-SAC.

Trustee Severson left the meeting at 7:03 p.m.

7. Audience Wishing to Address the Board

Ms. Hernandez, on behalf of Ballet Folkloric Huehucoyotl (BFH), addressed the board and expressed her appreciation to the college and the board for their support of IRE's.

8. Board Action No. 049-A-15, Acceptance of College Reports

- A. Personnel (September)
- B. Treasurer (August)

College Reports Under Separate Cover

- C. Institutional Advancement and ECC Foundation (September)
- D. Expenses (September)
- E. Communications (September)
- F. Community Engagement and Legislative Affairs (September)

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

MINUTES OF REGULAR MEETING OF
OCTOBER 7, 2014

- Motion:** Trustee Saucedo moved to accept the college reports, as submitted.
Second: Trustee Duffy seconded the motion.
Roll-Call Vote: Ayes, 6; nays, 0; motion carried.

9. Consent Agenda Approval

Chair Redmer inquired whether anyone would like to remove any items from the Consent Agenda.

Dr. Sam requested the following item be pulled from the agenda for further discussion:

- 9.D Board Action No. 053-I-15, Graduation and Registration Fee, Fiscal Year 2016**
Trustee Saucedo requested the following item be pulled from the agenda for further discussion:
- 9.F.1 Board Action No. 055-B-15, Custodial Services Consulting Contract**
Trustee Getz requested the following item be pulled from the agenda for further discussion:
- 9.F.5 Board Action No. 059-C-15, Mass Grading Change Order – Public Safety Training Center (PSTC)**

With no further requests made, Chair Redmer read the resulting Consent Agenda.

- 9.A Board Action No. 050 -A-15, Minutes of Closed Session at Regular Board Meeting September 9, 2014**
- 9.B Board Action No. 051-A-15, Minutes of Regular Board Meeting September 9, 2014**
- 9.C Board Action No. 052-F-15, Comprehensive Annual Financial Reports, Fiscal Year 2014**
- 9.E Board Action No. 054-I-15, Instructional Fee Recommendations, Fiscal Year 2016**

PURCHASES

- 9.F.2 Board Action No. 056-C-15, Watermain Loop Project Change Order**, authorizes the administration to approve a change order for additional engineering services to Hampton, Lenzini, and Renwick, Inc., (HLR) (Elgin, IL) in the amount of \$7,902 which exceeds 10% of their contract amount.
- 9.F.3 Board Action No. 057-C-15, Design Change Orders – Public Safety Training Center (PSTC)**, authorizes the administration to approve a change order for design work for the PSTC for DLA Architects, Ltd., (Itasca, IL) in the amount of \$75,400.
- 9.F.4 Board Action No. 058-C-15, Relocate Communication Wiring -- Public Safety Training Center (PSTC)**, authorizes the administration to contract with AT&T to relocate communication wiring from aboveground to underground at the PSTC in Burlington, IL in the amount of \$160,586.97.

PERSONNEL

- 9.G.1 Board Action No. 060-P-15, Granting of Tenure – Assistant Professor II of Spanish, Javier Coronado-Aliegro**
- 9.G.2 Board Action No. 061-P-15, Sabbatical Leave for Spring, 2015 – Yvonne Beckway**

MINUTES OF REGULAR MEETING OF
OCTOBER 7, 2014

9.G.1 Board Action No. 062-P-15, Sabbatical Leave for Spring, 2015 – Todd Ramljak

Motion: Trustee Duffy moved to accept the consent agenda, as submitted.

Second: Trustee Causey seconded the motion.

Roll-Call Vote: Ayes, 6; nays, 0; motion carried.

OTHER ACTIONS

9.D Board Action No. 053-I-15, Graduation and Registration Fee, Fiscal Year 2016,

authorizes the administration to eliminate the graduation fee and increase the registration fee by \$1.

Motion: Trustee Duffy moved to accept the agenda item, as submitted.

Second: Trustee MacKinney seconded the motion.

Dr. Sam commended the student services and enrollment areas on this recommendation. Eliminating graduation fees will allow more students to participate in the graduation ceremony.

Roll-Call Vote: Ayes, 6; nays, 0; motion carried.

9.F.1 Board Action No. 055-B-15, Custodial Services Consulting Contract, authorizes the administration to contract for consulting services for the college's custodial program with Core Management Services, LLC (Endicott, NY) in an amount not to exceed \$81,900. This amount is for the consulting fees, implementation, training, 3 audits of program after implementation, and annual software maintenance fees.

Motion: Trustee MacKinney moved to accept the agenda item, as submitted.

Second: Trustee Causey seconded the motion.

Trustee Saucedo noted the significant amount of interest in the custodial services area within the past few months, and indicated he asked to see the contract. Chair Redmer explained this is a request for proposal and is in the hands of our legal counsel. Trustee MacKinney noted that as a practice, trustees generally receive a summary of the information included in contracts, and the president is assigned to execute contracts. Trustee Getz concurred with Trustee Saucedo. He referred to the Custodial Staffing Guidelines handbook as a tool for providing guidance on custodial management. Trustee Duffy noted the board approves contracts every month, with confidence in the attorneys and president's recommendations to the board. Following further discussion, Trustee MacKinney called the question.

Roll-Call Vote: Ayes, 4, MacKinney, Duffy, Causey, Redmer; nays, 2, Getz, Saucedo; motion carried.

9.F.5 Board Action No. 059-C-15, Mass Grading Change Order – Public Safety Training Center (PSTC), authorizes the administration to grant Shales McNutt Construction (Elgin, IL) authority to increase their contract with Ryan Inc. Central (Janesville, WI and Elgin, IL), on behalf of Elgin Community College, for a change order for the mass grading of the PSTC in an amount not to exceed \$90,000.

MINUTES OF REGULAR MEETING OF
OCTOBER 7, 2014

Motion: Trustee Causey moved to accept the agenda item, as submitted.

Second: Trustee MacKinney seconded the motion.

Trustee Getz relayed his disappointment with this change order, indicating he feels the amount of \$90,000 for this service is not appropriate. Ms. Konny provided details regarding the change order request, noting there are 120 acres to cover. Following further discussion, Trustee MacKinney called the question.

Roll-Call Vote: Ayes, 5, MacKinney, Saucedo, Duffy, Causey, Redmer; nays, 1, Getz; motion carried.

10. Other Possible Action Subsequent to Discussion in Closed Session

No action was taken.

11. Old Business

No old business was discussed.

12. New Business

No new business was discussed.

Adjournment

Motion: Trustee Duffy moved to adjourn the meeting.

Second: Trustee Causey seconded the motion.

Voice Vote: Motion passed by unanimous voice vote at 7:35 p.m.

John Duffy, MS Ed, Board Secretary

Susan Franck, Temporary Board Recorder