

**MINUTES OF REGULAR BOARD MEETING OF
NOVEMBER 10, 2015**

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, November 10, 2015, in Building E, Seigle Auditorium, 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 5:50p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present Ms. Causey, Mr. Duffy, Ms. MacKinney, Mr. Meyer, Dr. Ollayos, Dr. Redmer, Mr. Saucedo and Student Trustee Mr. Galvan

Trustees absent: None

ECC staff and

others present: Dr. Sam, President; Ms. DiGerlando, VP, Ms. Konny, VP, 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 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).

Motion: Trustee MacKinney moved to recess to closed session.

Second: Student Trustee Glavan seconded the motion.

Roll-Call Vote: Aye, 7: Causey, Duffy, MacKinney, Meyer, Ollayos, Redmer, Saucedo; nay, 0; student trustee, aye; motion carried at 5:51 p.m.

3. Reconvene Open Session

The board reconvened in open session at 6:46 p.m. in Seigle Auditorium (E125).

4. Preliminary Matters

Following the Pledge of Allegiance, led by ECC Police Officer and U.S. Veteran William Powell, Chair Redmer led the trustees in reading ECC's Shared Values, then asked Ms. Kerruish to call roll.

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Roll Call

Trustees present: Ms. Causey, Mr. Duffy, Ms. MacKinney, Mr. Meyer, Dr. Ollayos, Dr. Redmer, Mr. Saucedo and Student Trustee Mr. Galvan

Trustees absent: None

ECC staff and others present: Dr. Sam, president, Ms. Konny, Ms. DiGerlando, Mr. Julian, Ms. Amenta, Ms. Pang, Mr. Treadwell, Ms. Bucek, Ms. Sawyer, Dr. Garber, Ms. Barajas, Ms. Soto, Ms. Velazquez, Dr. Martinez, Mr. Gordon, Mr. McCoy, Mr. McElhiney, Mr. Whitehead, Ms. Kerruish and Ms. Franck

5. President's Report

Dr. Sam recognized ECCFA leadership, Professors Martinez and Gordon; as well as SSECCA representatives, Mr. Treadwell, Mr. McCoy and Ms. Pang. His report included the following:

- ▶ ECC was represented with class and professionalism at the "Fright-Fest" tournament October 27. Zac Cook placed 7th in Persuasive Speaking and 4th place in Speech to Entertain; and Taylor DePola placed 5th in Persuasive Speaking. Other team members included Jenna Steele, Madeline Ford and Judy Palma.
- ▶ The April 20 issue of *The Observer* won first place in the inaugural "Best of Show" competition. This award recognizes the best overall issue from the spring semester and was presented at the Illinois Community College Journalism Association's semi-annual conference.
- ▶ ECC received a Pride of Case V "Honorable Mention" in the *Excellence in Feature Writing, Series*, for the December 2014 and May 2015 Graduate Essays. The field of winners included University of Illinois, Chicago; University of St. Thomas and University of Southern Indiana. ECC was the only community college included.
- ▶ We received the following awards at the NCMPR District 3 Conference last week:
 - College annual report - Community Report: Bronze
 - Student handbook: Silver
 - Newsletter – President's Report: Silver
 - Poster: Gold
 - Notes/cards/invitation: Bronze
 - Electronic newsletter – Spartan Review: Bronze
 - Microsite (drives traffic for enrollment campaign to track initiatives): Silver
 - College promotional video: Silver
 - Computer generated illustration: Silver
 - Flier – IPEDS Chart: Silver
- ▶ Monica Bucek, Director of Major and Planned Gifts, was spotlighted. She highlighted her background and role at Elgin Community College.

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6. Board Reports (Representatives and Liaisons)

A. Committee of the Whole

Trustee Duffy reviewed the agenda and summarized the meeting held November 9, 2015. Trustees received a construction report as well as an Alliance for College Readiness update. Two presentations by staff were made: the Nursing Tuition and Fee Proposal was reviewed, and a report on the Learning Resources and International Education Division was given. Actions on the November 10 board meeting agenda were discussed; and trustees reviewed professional growth activities and Goals I and III, Professional Development and Community Engagement. Minutes of the Committee of the Whole meeting will be available on ECC's website (elgin.edu) following their approval.

B. Illinois Community College Trustees Association (ICCTA)

Trustee Causey read a statement regarding PELL grants for high school students. Senator Durbin is working on implementing an internship program for the Spring session beginning in January. ICCTA has requested applications for the diversity award, the deadline is December 17. The next ICCTA meetings are November 13 and 14 at the Hyatt Regency, Schaumburg.

C. Association of Community College Trustees (ACCT)

Trustee Ollayos provided an overview of the ACCT conference in San Diego October 14 through 17. The focus of the conference was student success and completion. ECC presented on the Hanover Park Workforce Center, in conjunction with Harper College; and the presentation was very well received. The alumni dinner in San Diego with former ECC students living in the region was very successful.

D. Legislative

Trustee MacKinney provided the following report:

- Advocacy efforts continue in an attempt to get adult education funds released. A letter from Dr. Sam and Trustee MacKinney, including letters and photos from ECC's adult education students, was sent to all our legislators. Responses were received from Representatives Tryon, Winger and Pritchard; and Representative Pritchard filed House Bill 4321 to appropriate federal funds to community college programs dealing with adult education and career and technical vocation programs.
- The House and Senate are in session, and we are anticipating an update on whether or not there is movement on the higher education appropriations issue.
- Efforts continue requesting ICCB and ICCTA to hold a joint lobby day for students and trustees in Springfield next Spring. This may be addressed at the upcoming ICCTA meeting.

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E. ECC Foundation

Chair Redmer reported, as follows:

- ▶ The Foundation's fundraising progress at the end of October was 30% to goal, with nearly \$210,000 raised to date.
- ▶ The advancement team is in the midst of the annual employee and campus campaign, reaching out to past supporters and visiting department meetings to encourage participation. To date, \$32,000 has been raised and 103 employees have participated. College retirees are also supporting this effort by joining staff for department meetings and calling employees to acknowledge their gifts.
- ▶ The Fall newsletter was sent to approximately 10,000 alumni by email in late October and by mail to the remaining group the first week of November. 21% of emails were opened and nearly a dozen alum have contacted the department to volunteer, request a tour, or schedule a meeting.

7. Audience Wishing to Address the Board

There were two audience members wishing to address the board, Professor Martinez, ECCFA president, and Mr. Treadwell, SSECCA president. Both expressed their concerns about the third shift custodial changes.

8. Board Action No. 056-A-16, Acceptance of College Reports

- A. Personnel (October)
- B. Treasurer (September)
- C. Student (October)

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (October)
- E. Communications (October)
- F. Community Engagement and Legislative Affairs (October)
- G. Grant Monitoring Report (Quarter Ending September 30, 2015)
- H. Report of Expenses (September 29-30, October)

Chair Redmer moved the Report of Expenses (9.D. to H. under College Reports), confirmed receipt, either attached or under separate cover, of the afore mentioned written reports.

Motion: Trustee Duffy moved to accept the college reports, as submitted.

Second: Trustee Causey seconded the motion.

Roll-Call Vote: Aye, 7; nay, 0; student trustee, aye; motion carried.

9. Consent Agenda Approval

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

Trustee Meyer requested the following items be pulled from the agenda:

9.G. Resolution of Approval to Publish Proposed 2015 Tax Levy

9.H.4. ECC Today-President's Report for FY 2016, Revised Award

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9.I.1. New Hire, Chief Human Resources Officer, Dr. Richard K. Enyard

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

- 9.A. Board Action No. 057-A-16, Minutes of Closed-Session at Regular Board Meeting of October 6, 2015**
- 9.B. Board Action No. 058-A-16, Minutes of Regular Board Meeting October 6, 2015**
- 9.C. Board Action No. 059-A-15, Minutes of the Special Board Meeting of October 26, 2015**
- 9.E. Board Action No. 061-A-16, Destruction of Audiotapes of Closed Sessions at Board Meetings of March 10, April 7 and 8, 2014**
- 9.F. Board Action No. 062-I-16, Instructional Fees Recommendation FY 2017**

PURCHASES

- 9.H.1. Board Action No. 064-B-16, Building Automation and Management System (BMS)**, authorizes the administration to contract for professional fees for design services, equipment purchase and installation, software programming and integration to upgrade the college's BMS with Trane Chicago (Willowbrook, IL) in the amount of \$717,900.
- 9.H.2. Board Action No. 065-C-A-16, Building G Renovation, Architectural Fees**, authorizes the administration to contract for professional fees for programming, design, and project administration for the renovation of Building G with Perkins + Will, Inc. (Chicago, IL) in an amount of \$263,495.
- 9.H.3. Board Action No. 066-X-16, Digital Press Maintenance and Supplies Contract**, authorizes the administration to contract for three (3) years with the option to renew for two (2) additional one-year periods for the maintenance and supplies of the college's Canon digital presses with Nexus Office Systems Inc. (Rockford, IL), the lowest responsive proposal at a per copy cost of .0074 and .041 for black and white color prints, respectively. The estimated annual contract is \$94,349.
- 9.H.5. Board Action No. 068-A-16, Office Supplies Purchase**, authorizes the administration to contract for three years with Staples Contract and Commercial Inc., aka Staples Advantage (Lombard, IL) for the purchase of office supplies, and printer toner and cartridges utilizing Educational and Institutional (E&I) Cooperative Pricing, in an amount not to exceed \$215,000 annually.
- 9.H.6. Board Action No. 069-B-16, Police Vehicle Purchase**, authorizes the administration to purchase a new 2016 Ford Police Interceptor Vehicle from Morrow Brothers Ford, Inc. (Greenfield, IL), in the amount of \$36,659.
- 9.H.7. Board Action No. 070-A-16, Postal Equipment Lease**, authorizes the administration to execute a contract for a term of three (3) years, with the option of two (2), one-year extensions for the lease and maintenance of mail, inbound package tracking and shipping equipment and software from Neopost (Milford, CT), the lowest responsive bidder, for a cost of \$18,342.48 annually, \$91,712.40 for five (5) years.

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9.H.8. Board Action No. 071-B-16, Waste Collection Services, authorizes the administration to purchase annual waste collection services for three (3) years with the option of two (2) one-year extensions with Republic Services (Elgin, IL), the lowest responsive bidder, in an amount not to exceed \$159,274 for five years (\$31,380; \$31,380; \$31,380;\$32,165 and \$32,969 estimated per year beginning in 2016). Amounts are estimates based on expected annual usage of 240 tons disposed and 76 tons recycled waste.

Motion: Trustee Ollayos moved to accept the consent agenda, as read.

Second: Trustee Causey seconded the motion.

Roll-Call Vote: Aye, 7; nay, 0; student trustee, aye; motion carried

OTHER ACTIONS

9.G. Board Action No. 063-F-16, Resolution of Approval to Publish Proposed 2015 Tax Levy

Motion: Trustee Ollayos moved to accept Board Action No. 063-F-16, as submitted.

Second: Student Trustee Galvan seconded the motion.

Trustee Meyer stated his concerns regarding the tax levy. He feels the action indicates the aggregate amount to be levied appears to read that we are reducing the amount we're asking taxpayers to pay; when in fact we are requesting the maximum increase allowed under the law. He requested that the board reconsider this action. Trustee Saucedo noted the increase is .8%, and should be approved.

Roll-Call Vote: Aye, 6, Causey, Duffy, MacKinney, Ollayos, Redmer, Saucedo; nay, 1, Meyer; student trustee, aye; motion carried.

9.H.4. Board Action No. 067-A-16, ECC Today-President's Report for FY2016, Revised Award, authorizes the administration to contract for printing services of the FY16 issues of the President's Report, Fall 2015, Spring 2016, and Summer 2016, with EP Graphics (Berne, IN), the lowest responsible bidder, in the amount not to exceed \$55,053 (\$18,351 per issue).

Motion: Trustee Duffy moved to accept Board Action No. 067-A-16, as submitted.

Second: Trustee Saucedo seconded the motion.

Trustee Meyer indicated he supports the action on the new bid; however he would like to address the issue of the initial contract awardee being held to honor the contract.

Roll-Call Vote: Aye, 7; nay, 0; student trustee, aye; motion carried.

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PERSONNEL

9.I.1. Board Action No. 072-P-16, New Hire, Chief Human Resources Officer, Dr. Richard K. Enyard

Motion: Trustee Ollayos moved to accept Board Action No. 072-P-16, as submitted.
Second: Trustee Causey seconded the motion.

Trustee Meyer expressed his reservations on supporting the action, as he had questions regarding salary determination. Dr. Sam explained the process and factors involved in determining salary recommendations, with trustees providing historical background regarding the criteria and process. The candidate's qualifications were reviewed. Trustee Ollayos then called the question.

Roll-Call Vote: Aye, 5, Causey, Duffy, MacKinney Ollayos, Redmer; nay, 2, Meyer, Saucedo; student trustee, aye; motion carried.

10. Other Possible Action Subsequent to Discussion in Closed Session

No action was taken.

11. Old Business

Chair Redmer distributed an article on financial literacy crafted by Dr. Sam and published in the Daily Herald. She also mentioned the *Sourcebook* for trustees, which was authored by Dr. Folarin and Dr. Redmer, and written in response to proposed legislation which may require trustees to participate in specific training.

12. New Business

There was no new business brought forward.

Adjournment

Motion: Trustee Duffy moved to adjourn the meeting.
Second: Trustee Ollayos seconded the motion.
Voice Vote: Motion passed by unanimous voice vote at 7:41 p.m.

John Duffy, MS Ed, Board Secretary

Diane Kerruish, Board Recorder