

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
OF ILLINOIS COMMUNITY COLLEGE DISTRICT 525
JOLIET JUNIOR COLLEGE

1.0 CALL TO ORDER/ROLL CALL/WELCOME/PLEDGE OF ALLEGIANCE

The regular meeting of the Board of Trustees of Joliet Junior College, Illinois Community College District #525, held at Joliet Junior College, 1215 Houbolt Road, Board Room, Joliet, IL was called to order by Vice Chairwoman Broderick at 5:30p.m. on Wednesday, August 10, 2022.

Trustees Present: Jim Budzinski, Nancy Garcia Guillen, Michelle Lee, Jake Mahalik (virtual), Alicia Morales, Student Trustee Josh Stamborski

Trustees Absent: Chairman Dan O'Connell

Vice Chairwoman Broderick welcomed the guests to the Joliet Junior College Board Meeting.

Dr. Clyne Namuo led the Board in the Pledge of Allegiance.

Public Comments: No public comments this evening.

1.0.6 Model of Standards of the Board of Trustees were read by each of the trustees. These were read for the community to have a better understanding of what standards a trustee must uphold.

Closed Session Trustee Morales moved, seconded by Trustee Garcia Guillen that the Board of Trustees of Joliet Junior College, move to a closed session (5:37p.m.) for the reason of 2(c)(11) and 2(c)(1). The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.

Return to Open Session Trustee Morales moved, seconded by Trustee Lee that the Board of Trustees of Joliet Junior College return to regular session at 6:37p.m. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.

1.2 Return to Public Session at 6:42p.m.

Business Reports (as needed)

1.3.1 ERP Update Dr. Yolanda Farmer introduced Mr. Jerome Goudeock to present the ERP Update. Mr. Goudeock thanked Dr. Farmer, Dr. Namuo and the Board. The Board approved the software and implementation in October 2019. Since then, Joliet Junior College has accomplished several major milestones including human resources, finance, payroll, procurement, student recruiting and admissions, Workday adaptive planning phase 1 and prism analytics (SURS reporting). Student phase 2 has over 80 actively engaged

employees. Thus far, the setups, configurations, security, business processes, and data conversion are complete. Over 300 reports have been identified for JJC operations and institutional needs. The software vendor Nelnet has been selected for cashiering and student payments. In January 2023, the production phase will begin, so the system will be live and fully operational by fall of 2023. In August through December 2022, Workday will initiate change management activities for adoption for students, faculty and staff. There will be customer confirmation sessions and a mock semester testing from student application through graduation. Key challenges found were within financial aid and JJC's placement process. The functionality was not meeting the needs for JJC. The JJC team has implemented a mitigation strategy to help resolve the challenges and continues to work on communication and training to manage student expectations to ease the transition to Workday for new and returning students. Because the placement process is complex with legislative requirements and multiple layers of placement options, Workday and AVAAP are working closely to resolve issues related to placement and make sure the implementation of placement eligibility rules are automated. Due to turnover, backup and backfill replacement positions are needed in areas of student financials, student records and advising. Joliet Junior College is actively recruiting for these open positions. In the area of human resources, the implementation of additional modules for performance and talent by replacing the current performance planning software and providing automated business processes and workflow will increase the visibility of performance opportunities for managers and employees. Learning software will be rolled out for JJC employees and provide a central location for all training needs, track all external learning, track compliance of mandated training and create position related training for employees as part of employee onboarding. Trustee Morales asked about the financial aid challenge at JJC compared to other colleges and what are the alternative solutions to move forward. Mr. Goude-lock commented that Joliet Junior College is unique in that it is very forward thinking compared to many of the other colleges out there. The challenges are being documented. Alternative solutions are being discussed with the steering committee to meet the needs of the college and students. Trustee Broderick asked in regards to the time frame if they are on target or if the challenges have extended the project timeline. Mr. Goude-lock answered as of right now there are no obstacles preventing the go-live as planned. Trustee Broderick asked if the employees have brought anything to their attention that they did not think would occur but has occurred. Mr. Goude-lock answered some of the financial aid challenges.

1.4 Moment of Silence A moment of silence was observed for members of the College family, students, community leaders, or relatives thereof, who had passed away since the last meeting.

Selected Reports

1.6.1 Hispanic Heritage Month President Namuo indicated that the proclamation designating August as Hispanic Heritage Month will be read by student Andrea Barron. Trustee Garcia Guillen moved, seconded by Trustee Morales that the Board of Trustees approve the proclamation as read. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.

1.6.2 Retirement Deborah Dykstra Trustee Budzinski recognized retiree Deborah Dykstra for 22 years of dedicated service from 2000-2022 honoring her with professor emerita. Trustee Morales moved, seconded by Trustee Garcia Guillen that the Board of Trustees approve the retirement as read. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.

1.6.3 Trustee Morales recognized retiree Robert Scott Keller for 23 years of dedicated service

- Retirement
Robert
Scott Keller
- from 1999–2022 honoring him with professor emeritus. Trustee Garcia Guillen moved, seconded by Trustee Morales that the Board of Trustees approve the retirement as read. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.
- 1.6.4
Retirement
Amy Kittle
- Trustee Lee recognized retiree Amy Kittle for 28 years of dedicated service from 1994-2022. Trustee Morales moved, seconded by Trustee Lee that the Board of Trustees approve the retirement as read. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.
- 1.6.5
Faculty
Union
Report
- Trustee Broderick welcomed Mr. Bill Hogan, Treasurer of Faculty Union, to the podium for the faculty union report. Mr. Hogan welcomed Dr. Namuo to the college. He congratulated professors Keller and Dykstra on their retirement. Mr. Hogan recognized the start of the fall semester. This concluded Mr. Hogan’s report.
- 1.6.6
Adjunct
Faculty
Report
- Ms. Laurel Dieskow, President of Adjunct Union, welcomed Dr. Namuo. She echoed Mr. Hogan’s remarks and stated it is nice to be back for the fall semester. She said it is somewhat less predictable right now, but the adjunct professors continue to be optimistic. She stated there is some concern with the enrollment because this is the time of year when classes get cut, people lose assignments, and people get bumped. This concluded Ms. Dieskow’s report.
- 1.7.1
Regular
Meeting
- Trustee Lee moved, seconded by Trustee Garcia Guillen that the minutes of the Board of Trustees meeting held on June 15, 2022, be approved as submitted. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.
- 1.8
Communications
- No further communications have been received.
- 1.9
Approval
of Agenda
- Trustee Morales moved, seconded by Trustee Garcia Guillen that the agenda be approved. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.
- 1.10.1
Consent
Agenda
- Trustee Garcia Guillen moved, seconded by Trustee Morales that the items identified as consent agenda items be approved. Trustee Broderick requested that agenda item 6.3.1 be pulled from the consent agenda. Trustee Morales requested that agenda item 4.2.1 be pulled from the consent agenda. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.
- 2.1.1 President recommends acceptance of resignation of chief human resources officer
2.1.2 President recommends appointment of director technology support and media services
2.1.3 President recommends appointment of interim chief human resources officer
2.1.4 President recommends appointment of the vice president finance and administrative services
2.2.1 President recommends approval of appointment of one full-time assistant professor, natural sciences and pe department (tenure track)
2.9.1 President requests acceptance of the report on replacement of full-and part-time classified employees, as presented
4.1 The President recommends approval to pay the listing of bills for the period ending April 30, 2022 as presented

- 4.2.1 Bid: City Center Phase 2 Parking Lot Expansion
- 4.2.2 Bid: Prepaid Fuel Card Purchases Rebid
- 4.2.3 Bid: Storefront Window Replacement Phase II
- 4.2.4 Sole Source: Aeolic Consulting
- 4.2.5 Sole Source: AVAAP AMS Support
- 4.2.6 Sole Source: EF Johnson
- 4.2.7 Sole Source: Microsoft Unified Support
- 4.2.8 Sole Source: Resale Merchandise
- 4.3 Treasurer's Report
- 4.4 Financial Report
- 4.5 Board of Trustees Approval of Molto Properties Tax Abatement (1)
- 4.6 Board of Trustees Approval of Molto Properties Tax Abatement (2)

Second Reading Board Policies and Approval

- 6.3.1 01.10.01 Officers of the Board-Duties
- 6.3.2 03.11.00 Freedom of Expression
- 6.3.3 04.25.00 Use of Human Subjects in Research Projects
- 6.3.4 08.03.00 Authorization of Expenditures
- 6.3.5 10.01.08 Patch Management

4.2.1 Bid: City Center Phase 2 Parking Lot Expansion
Trustee Morales was concerned with receiving only one bid to resurface the City Center Parking Lot Expansion for a half million dollars. She would like to know if it is possible to rebid the job to see if we can get a better price or other competitive bids from contractors. Dr. Namuo invited Mr. Matt Stephenson to the podium to speak about procurement related questions and Mr. Pat Van Duyne to help answer any construction related questions if needed. Mr. Stephenson indicated we could go back to bid. Only people who were qualified to do the job received the bid. Mr. Van Duyne indicated when it is a construction project, in order to send out a 'rebid', the new bid would have to change the scope of the original bid. Trustee Broderick asked what would happen if the Board voted no to the bid. Mr. Carl Buck, the Board attorney indicated that since no one else bid and if we do not accept, they would have the right to sue based on the fact that there were no other companies to compare or compete for the job at hand. Mr. Van Duyne indicated the cost of the job is coming in lower than originally anticipated. Trustee Garcia Guillen moved, seconded by Trustee Morales, that the Board of Trustees of Joliet Junior College approve the City Center Phase 2 Parking Lot Expansion. The motion carried unanimously Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales and Broderick. Student Trustee Stamborski favored the motion.

6.3.1 01.10.01 Officers of the Board-Duties
Trustee Broderick pulled this to have timeframes added to the policy. Trustee Lee asked to table the policy so it could be reviewed before a final decision is made. Trustee Broderick requested an amended motion to table. Trustee Morales moved, seconded by Trustee Garcia Guillen that the Board of Trustees of Joliet Junior College review and amend policy 01.10.01 Officers of the Board-Duties to include a 24-hour timeframe for communication purposes. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales and Broderick. Student Trustee Stamborski favored the motion.

New/Old Business

6.1 Approval of Timekeeper
Trustee Lee moved, seconded by Trustee Garcia Guillen that the Board of Trustees of Joliet Junior College approve Mr. Carl Buck, attorney for the Board of Trustees, as timekeeper for the Board. The motion carried unanimously. Ayes: Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and Broderick. Student Trustee Stamborski favored the motion.

New Business

6.2 First Reading Board Policies

Trustee Lee provided a high-level overview of the board policies on the agenda for the first reading: 02.03.06 Grant-Funded Employment, 08.01.04 Grants-Indirect Cost, 08.02.00 Federal and State Funds, 08.02.03 Funds from Private Sources, 11.03.00 Armed Officers. Grant-Funded Employment establishes parameters around hiring employees funded in whole or by part by specific grants for a defined period of time. Grants-Indirect Cost states whenever allowable, JJC will request funding for indirect cost acquired during any grant application process. Federal and state funds encourage college staff to actively seek federal and state funds to be used to supplement income received from tuition and fees as well as private sources. It ensures compliance with the higher learning education opportunity act pertaining to lobbying. Language was changed to add clarity to the matching leveraged funds and the grant management sections of the policy. Funds from private sources encourage college staff to actively seek funds from private sources to be used to supplement income from the tuition and fees as well as district, state and federal sources and establishes the parameters surrounding accepting donations. Armed officers permit authorized campus police to carry department approved fire arms.

Reports

7.1 Foundation

Ms. Kristi Mulvey provided the Foundation Report:

Amanda and Ms. Mulvey drove to Aurora to pick up a Fitz trust endowment check for \$522,000. This endowment will provide \$20,000 worth of scholarships to JJC students - \$10,000 to fine arts students and \$10,000 to nursing students. All of the scholarship money has been deposited into the students' accounts. Dr. Namuo attended the first foundation board meeting on July 20th. As of FY2022 year end, JJC employees gave \$155,633 to the institution. The corporate giving total was \$269,459. The total gifts that brought in to the college last fiscal year was 7,923 donations. Ms. Mulvey stated she continues to receive requests from students starting in a couple of weeks for assistance from the student emergency fund. She and her staff continue to solicit donations for that. She thanked Dr. Namuo for being eager to meet our valued donors and corporate partners. She said he has only been here for 40 days, and he has met more than 40 people. It is a pleasure to work with him, and she is look forward to the future and that's the end of my report. Trustee Broderick requested for Ms. Mulvey to present about the grants and the grant writers at a future board meeting. Trustee Broderick also thanked Ms. Mulvey for the phenomenal job and leading the state in raising money for the college.

7.2 ICCTA Report

Trustee Broderick provided the ICCTA Report:

As of July 1st, Trustee Broderick was sworn in as the Vice President of the ICCTA. She is responsible for the round table discussions and the quarterly meetings. The meeting will take place September 8th through the 10th. The round table is on September 9th from 9:30a.m. until 11:30a.m. in Springfield. Trustee Broderick is asking for topics of discussion for the round table. On August 19th and 20th, she will meet with the President of the ICCTA, who is also the chair of the College of DuPage. The President's council will meet on September 10th. The ACCT convention will be October 26th to 29th in New York City.

Trustee Lee presented on her experience at the Governance Leadership conference she attended in Hawaii in June. She stated the conference highlighted the roles and responsibilities of the board. Some of the main topics Tim Hardy presented were strategic plan, ongoing dialog with the president and finance. He went into detail on each of those topics. Trustee Lee stated since we are a predominantly policy creating board,

working hand in hand with the president, we need to make sure we are all on the same page with the strategic plan and finance. Vivian Malauulu presented on topics regarding roles and responsibilities, about being present, listening and doing the right thing, lessons she learned and learning how to count. Trustee Lee stated some of the other topics presented also included “Know Your Audience” and “Learning to Work with Your CEO”. Trustee Lee was able to go outside and tour the medical garden at the University of Hawaii. The main theme of conference was building a relationship with your president, mutual respect, transparency, establishing goals and assuming the best intentions of the president and fellow trustees. Trustee Lee continued to be intentional in building relationships hosted by outside individuals, president evaluations. Trustee Lee stated she would like to have board evaluations completed by students, staff and faculty to better serve JJC. She learned from others experiences. “Act global. Think global.”

Trustee Broderick read an anti-racism statement that was unanimously approved by all of the ICCTA delegates. Trustee Broderick stated this is something we should be proud of. “The board of representatives, administration, and staff of the Illinois Community College Trustee Association recognize that racism is pervasive in our society. And that no segment of our nation is exempt including our member colleges. We acknowledge the students, alumni, and employees of our member colleges, especially those who are persons of color, have experienced and have been hurt by marginalization, silencing, tokenism, erasure and other damaging practices. We unconditionally reject racism in all forms and embrace the institutional change necessary to dismantle systems that perpetuate injustice and inequity. We will listen and learn from each other and work to hear and amplify the voices of those who have been marginalized, and we will use every opportunity to create lasting changes in alignment with these objectives. And that was -- the whole process of centering the voices of those voices of color is ongoing and we intend to be a new and permanent part of our lives together.” This was adopted unanimously by the Illinois Community College Trustee Association. Trustee Broderick stated we should be proud of it because we are concerned about diversity, equity and inclusion and that was the statement that came out of our diversity and equity group. And with that, that concludes my ICCTA and ACCT report.

7.3
Student
Trustee
Report

Student Trustee Stamborski provided his Student Trustee Report. Student Trustee Stamborski reviewed the on-campus activities that occurred over the summer. Student Trustee Stamborski introduced “Welcome Week” for all new and returning students from August 22nd to the 26th. “Welcome Week” introduces students to the campus resources to fulfill academic, social and other needs. All week a “Goosechase” scavenger hunt will be running. The goal of this scavenger hunt is to get students to walk around and build their internal map of the school and to familiarize themselves with important landmark locations on campus. Other important meeting dates include the Collegiate Club Council at 2:30p.m. in the new auditorium and Student Government first meeting August 23rd from 2:00p.m. to 3:00p.m. There is a meet and greet between NSLS, Phi beta Kappa and the honors program on Monday, August 15th in the picnic grove from 2:00p.m. to 6:00p.m. with games, a scavenger hunt and food. Student Trustee Stamborski concluded his report.

7.4
Building and
Grounds
Committee
Report

Trustee Mahalik provided updates for the Buildings and Grounds Committee. Today was the campus police station dedication. Trustees Broderick, Lee, and Student Trustee Stamborski were in attendance. Today we approved the City Center parking lot phase 2 demo. We also did the store front window replacement phase 2. We are doing various store fronts because they are beginning to leak. The J building elevators are still under construction. Elevator J1 is complete. The other two are projected to be finished by mid-September. The miscellaneous capital improvements are ordering the materials.

In design right now is the air handling replacements project. It is approximately a \$6 million project, but the CBD committee is going to cover about \$4.5 million. Trustee Mahalik completed his report.

7.5 Board Policy Committee Report Trustee Lee indicated that the policies were reviewed during new and old business. She has nothing additional at this time.

7.6 Finance Committee Report Trustee Budzinski stated the finance committee has not met since June board meeting. He reminded the trustees of the surveys sent out this past week. The surveys need to be completed and returned. Trustee Budzinski concluded his report.

7.7 President's Report Dr. Namuo thanked Vice-Chair Broderick and trustees of the board and members of the JJC community. He acknowledged his predecessor, Dr. Mitchell. Dr. Namuo thanked his parents. He also went on to thank the JJC community. He commended the trustees for re-committing themselves to the model standards. Dr. Namuo went on to highlight culinary art student, Liam O'Brien, who won the silver medal nationally. He was part of a gold medal winning team here in the State of Illinois and along with the encouragement and support of chef Michael Shannon, went on to place second nationally. Chef Shannon was named the 2021 chef of the year as the top chef in the nation, just ten years after graduating from JJC's culinary arts academy. There will be an exhibit in the Laura Sprague Art Gallery from August 29th through October 10th titled *A Year of Mondays* by Christopher T. Wood. *The Odd Couple* will be directed by professor Tammy Perkins. The show dates are October 6th and 8th. *The Wolves* will be directed by assistant professor Brian Fruits. Those show dates are November 3rd and 6th. DEI is kicking off employee affinity groups in an attempt to continue to create inclusive safe spaces, apply a diversity lens to work, create equitable outcomes for both students and our employees. Dr. Namuo stated he is extremely proud of the work that JJC is doing in the DEI space and encourages everyone to read and listen to those announcements if they are interested in becoming more connected to the employee affinity groups. On the compliance front, JJC is performing a civil rights internal assessment. It is nearing completion, and DEI will present that report once it is done. Human resources remains active in recruiting and retaining talent that JJC aspires to have. Dr. Namuo commended Dr. Whitehead for her time here, all of the good work and leadership she provided and wished her the absolute best in her new role. He stated we had a student and employee picnic that was held on July 12th. Dr. Namuo was pleased with the Institutional Advancement presentation by Kristi Mulvey. He encouraged the college community to join the celebration for the start of another semester during "Welcome Week". Dr. Namuo thanked the Board and concluded his report.

7.8 Chairman's Report Vice Chairman Broderick thanked Dr. Namuo on his first meeting with the Board of Trustees today. She stated he is engaging and doing a great transition in getting to know the employees, the students, and having an open-door policy. She thanked the police chief and Kelly Rohder Tonelli for a great ribbon cutting ceremony and opening of our new police station. Trustee Broderick thanked the trustees for reading the new editions on the model standards. She reminded the Board to contact Kelly Rogers regarding the next retreat dates to be held in November. Trustee Broderick stated to contact the chair, prior to the board meeting for any items that might be pulled so the chair knows what to expect. She reminded the Board members that Dr. Namuo will be calling each Trustee on Friday. Trustee Broderick suggested a calendar of events for the Board members to attend as well as informing Kelly and Dr. Namuo of their attendance at the events.

She suggested highlighting one trustee each month during a board meeting so the JJC community can get to know who they are. Trustee Broderick also mentioned attending board meetings for the local town hall quarterly meetings, high school board meetings, village hall meetings and various business meetings to increase awareness of JJC. Trustee Broderick requested “Emeritus/Emertia” be added to President Ross and President Mitchell’s name plates. Trustee Broderick concluded her report.

8
Adjourn

Trustee Morales moved, seconded by Trustee Garcia Guillen for the meeting to adjourn at 8:05p.m. A voice vote was taken. The motion carried unanimously.