

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 in the Board Room at Joliet Junior College, 1215 Houbolt Road, Joliet, IL was called to order by Chairman Budzinski at 5:34 p.m. on Wednesday, October 18, 2023.

Trustees Present: Maureen Broderick, Jim Budzinski, Nancy Garcia Guillen, Diane Harris, Michelle Lee, Jake Mahalik, Alicia Morales and Student Trustee Iyeshia Ellis.

Attorney Bryan Kopman led the Board in the Pledge of Allegiance.

- 1.1  
Communications President Namuo introduced Dr. Karla Guseman, Superintendent, of Joliet Township High School. Dr. Guseman spoke about having a great relationship with JJC. She said she felt that JJC is listening to the area superintendents and is very encouraged by the decisions being made by JJC for waivers for dual credit and 12x12x12 for low socioeconomic students. She said the area superintendents are thankful that the JJC administration and the Board of Trustees are on the same page and for all that is being done for the students of the community.
- 1.2  
Approval of November as Native American Heritage Month Roberto C. Valadez, Vice President Student Development, introduced Ashley Klinder to read the proclamation. Trustee Broderick moved, seconded by Trustee Mahalik, for the Board of Trustees to approve the proclamation as read. A voice vote was taken. The motion carried.
- 1.3  
Recognition of Retiree Marlene Kircher Dr. Amy Gray, Vice President, Academic Affairs, read the recognition. Trustee Mahalik moved, seconded by Trustee Garcia Guillen, for the Board of Trustees to approve the recognition as read. A voice vote was taken. The motion carried.
- 1.4  
Closed Session Trustee Broderick moved, seconded by Trustee Lee, for the Board of Trustees of Joliet Junior College move to a closed session at 5:49 p.m. for the reasons of 2(c)1, 2(c)2 and 2(c)11. Ayes: Broderick, Budzinski, Garcia Guillen, Harris, Lee, Mahalik, and Morales. Student Trustee Ellis favored the motion. The motion carried.
- 1.5  
Return to Public Session Trustee Morales moved, seconded by Trustee Harris, for the Board of Trustees of Joliet College to return to public session at 6:39 p.m. Ayes: Broderick, Budzinski, Garcia Guillen, Harris, Lee, Mahalik and Morales. Student Trustee Ellis favored the motion. The motion carried.

- 1.6 Public Comments There were no public comments.
- 1.7 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.
- 1.8.1 Marketing, Communications & Strategic Engagements Report Dr. Namuo introduced Kelly Rohder-Tonelli, Executive Director of Strategic Engagement, to give the report. Kelly gave a high-level report for the Communications and External Relations and the Marketing and Creative Services departments. Kelly said the teams work is to tell the story of the college, protect the reputation of the college, to create and shape the college's brand as well as to support the needed outreach for the college. The combined division was created in 2017. The key functions and responsibilities are branding and identity, legislative relations, advertising and promotion, freedom of information, strategic engagement, content creation, media relations and institutional internal communications. The team is an award-winning team. Since 2017 the team has won 24 Medallion Awards. The creative design team does more than 450 campaigns yearly in-house. Compelling writing does almost 200 unique writing assignments yearly. The team produces all JJC commercials in-house and has edited 4,000 photos yearly. Communication and multimedia specialists are responsible for JJC's multimedia storytelling and have an award-winning Instagram page. JJC has ads running on five different platforms. There are 43 digital ads running daily, 326 social media stories monthly, 38 departments served and 200 events photographed yearly. New initiatives that have come into focus include the 12x12x12 program, brand and perception study with additional Hispanic efforts and launching Roots & Branches. All of this has been done with no increase in the marketing budget in over eight years. Kelly is currently working with Dr. Namuo to develop a strategic engagement plan. Trustee Mahalik said he knows when he sees a JJC ad as the designs are consistent.
- 1.8.2 Tax Levy For Year 2023 Report Chairman Budzinski invited Jeff Heap, Senior Director, Financial Services and Controller, to give the report. Jeff explained the 2023 Tax Cap Calculation. The FY24 Budget Revenue was put together based on the 2023 tax levy assumptions of a 6.2% increase in operating funds and a 5% increase in the consumer price index with a 2.2% increase of the debt service levy. The increase in existing equalized assessed value is 8%. The net Debt Service Levy for 2023 is projected at \$7,688,250. The JJC budget was based on a levy of \$68,000,000. The 2023 proposed levy is \$68,553,000 with debt service of \$7,688,250. The next steps are to adopt the estimated tax levy today, publish the tax levy public hearing notice and adopt the final tax levy at the November 15<sup>th</sup> board meeting.
- 1.8.3 Faculty Union Report Dr. Bob Marcink gave the report. Dr. Marcink said he wanted to thank Dr. Namuo for sending out an email about the horrible incident that happened in Plainfield and for offering support to the college community, students, staff and faculty. He also addressed the subject of faculty that are up for renewal of tenure. He reiterated that JJC has a very tough tenure process and that is a good thing since we want to have good people here at JJC and we want to keep the right people for a long time. He also had very kind words for Frank Alberico and Dr. Deb, Fitzgerald former JJC faculty that passed away last month.
- 1.8.4 Adjunct Faculty Report Chairman Budzinski invited Ms. Laurel Dieskow to give the report. Ms. Dieskow said that she did not have much to say as things are going quite well and no news is good news. She said the adjunct faculty center remodel is going well. She said she truly appreciates the stand that this college has taken in being a welcoming, safe and supportive environment. The recent events have been so traumatic and to be an island of safety is very important.

- 1.8.5 Building and Grounds Report Trustee Mahalik said that there was no building and grounds committee meeting this month so there is no report.
- 1.8.6 Board Policy Committee Report Trustee Lee gave the report with a brief recap of the policies on this month's agenda as First Reads. The Board of Trustee Conflict of Interest policy had no changes. The Committees of the Board policy had some language clarification. The Board Requests for Information policy had language added to allow 48-hours for the staff to respond. Public Comment at Board Meetings had a change to the time limit to be three minutes. The President Succession policy was reviewed with no changes. The J.D. Ross Extraordinary Service Award policy was not changed but the procedure was changed to support a majority vote instead of a unanimous vote by the board.
- 1.8.7 Finance Committee Report Trustee Mahalik said there was nothing to add other than what Jeff Heap already provided.
- 1.8.8 Decennial Committee Report Roberto C. Valadez, who heads up the Decennial Committee, gave the report stating that the first meeting was today with three or four more meetings within the next 18 months.
- 1.8.9 President's Report President Namuo said that there was a lot to celebrate. He and Trustees Harris and Broderick were at the State of the County event. He thanked Laurel Dieskow and Dr. Bob Marcink for acknowledging the message sent to the college community. He and the cabinet went to the peace circle space that the Office of Student Activities created for the students to process everything that is going on in the world today. Dr. Namuo said the administration supports spaces that allow students to grieve, mourn, heal and get some comfort. He welcomed Bryan Kopman as a JJC attorney. He addressed some items before the board today such as the tax levy, the Morris education lease and the dual credit fee waiver. He acknowledge Jennifer Baynes and Mark Morrissey for leading the President's Leadership Experience. Dr. Namuo said the Foundation's 50<sup>th</sup> Anniversary event was very successful. He attended Dr. Tracy Morris' Investiture Ceremony and said he was very proud of her. He participated in the Foundation 5K and the Grundy County Corn Festival Parade with Trustees Broderick and Harris. The Association of Community College Trustees annual conference was earlier this month where he presented a session titled: the presidential search process from four presidents who got the job. The Grundy County Expansion Group Progress lead by Dr. Farmer continues to meet and work together to provide a recommendation for an increased JJC presence. He also participated in the Cyber Wolves Club Cybersecurity Awareness Event and he provided the board with the increase enrollment number of 20.66% in the 12x12x12 program. Dr. Namuo then acknowledged and thanked the Dual Credit Team.
- 1.9.1 Approval of September 13, 2023 Meeting Minutes Trustee Morales moved, seconded by Trustee Harris, for the minutes of the Board of Trustees Regular Meeting held on September 13, 2023, be approved as submitted. Trustee Broderick asked if Carl Buck was with the firm RCK at the time of the meeting. Chairman Budzinski said Carl Buck is still with RCK now. Trustee Broderick asked to have a letter in writing to confirm this. Chairman Budzinski said JJC has gotten no information to indicate that Carl Buck is not with the law firm of RCK. Attorney Kopman said he did not think a letter to confirm Carl Buck's employment was necessary. The vote was then taken.

Ayes: Broderick, Budzinski, Garcia Guillen, Harris, Lee, Mahalik and Morales. Student Trustee Ellis favored the motion. The motion carried.

1.10 Approval of Agenda Trustee Broderick moved, seconded by Trustee Harris, for the agenda be approved as submitted. Ayes: Broderick, Budzinski, Garcia Guillen, Harris, Lee, Mahalik and Morales. Student Trustee Ellis favored the motion. The motion carried.

1.11 Approval of Consent Agenda Trustee Morales moved, seconded by Trustee Garcia Guillen, for the items identified on the consent agenda to be approved as presented. Trustee Broderick pulled agenda items 3.1 and 3.2.2. Ayes: Broderick, Budzinski, Garcia Guillen, Harris, Lee, Mahalik and Morales. Student Trustee Ellis favored the motion. The motion carried.

2.1.1 Approval of Appointment of One Full-Time Assistant Professor, Fine Arts Department (Tenure Track)

2.1.2 Reappointment of Six Non-Tenured Faculty Members

2.1.3 Non-Reappointment of One Non-Tenured Faculty Member

2.2.1 Approval of Workers Compensation Settlement Case Number: W002705071 19WC8903

2.3.1 Approval of Classified Staff Report Includes New Hires, Replacements and Separations

3.2 Approval to award bids/contracts as follows under Business Services:

3.2.1 Bid: New 4x4 Diesel Pickup Truck Rebid

3.2.3 Consortium: Tractor for Facility Services

3.2.4 RFP: Employee Assistance Program & Mental Health Support Services

3.2.5 Sole Source: Heartland

3.2.6 Sole Source: English as a Second Language Web-Based Testing Program

3.2.7 Sole Source: Subscription and Maintenance for Raiser's Edge and Financial Edge

3.3 Approval of Treasurer's Report

3.4 Approval of Financial Report

3.5 Approval to Adopt the Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2023

3.6 Approval of Joliet Junior College Morris Location Lease

4.1 Approval of Dual Credit Fee Waiver

### ITEMS PULLED

3.1 Approval to pay the listing of bills for the period ending September 30, 2023 as presented.

Trustee Broderick had questions on the bill for the ACCT board retreat with Pam Fisher as the facilitator and retreat materials. She said she doesn't remember the board knowing of the expense. She also questioned the ACCT conference expenses on page 38 & 45. She said that the expenses for ACCT budget line should only be for Trustee Lee who is the voting delegate, the alternate and for her as she is the current ICCTA President. Trustee Broderick said that the Chair and Vice Chair's conference expenses should be applied to their individual travel budget and not the ACCT category. Trustee Morales asked if Trustee Broderick had anything in writing to support this claim. Trustee Broderick said no but that's the way it's always been. Trustee Lee questioned Trustee Broderick, who is the ICCTA president, why she should also get her expenses for the conference allocated to the ACCT travel budget line. Trustee Broderick said the ACCT budget line was available to her previously because she was the ACCT voting delegate. Chairman Budzinski said that being the ICCTA representative, alternate or president has nothing to do with the ACCT. They are two separate organizations and Trustee Broderick was not the representative to the ACCT. Trustee

Broderick said the ICCTA representatives are the same for the ACCT. Chairman Budzinski said they are not. Trustee Broderick said that as the ICCTA president, she has to go to all of these conferences. Chairman Budzinski said when Trustee Broderick goes to the ACCT conference as the ICCTA president, she is not representing JJC, she is representing ICCTA. Karyn Reczek, assistant to the board of trustees, clarified that these are two separate travel accounts. One for ICCTA meetings which covers the travel expenses of the ICCTA representative, alternate and Trustee Broderick as the ICCTA President and one account for the ACCT conference which covers the expenses for the Chairman and Vice Chair and voting delegate. Karyn stated she had confirmed this information. Trustee Garcia Guillen asked to move on and approve the bills and look to see if there is a policy or procedure that addresses this situation.

Trustee Morales moved, seconded by Trustee Lee, for agenda item 3.1 be approved as presented. Ayes: Budzinski, Garcia Guillen, Harris, Lee, Mahalik and Morales. Student Trustee Ellis favored the motion. Abstain: Broderick. The motion carried.

### 3.2.2 Consortium: Pre-Employment Screenings

Trustee Broderick said her concern is that the documentation says Workday and she would like an explanation how this is connected to Workday. Judy Connelly explained that this is for background checks that are integrated with the Workday system.

Trustee Garcia Guillen moved, seconded by Trustee Mahalik, for agenda item 3.2.2 be approved as presented. Ayes: Broderick, Budzinski Garcia Guillen, Harris, Lee, Mahalik and Morales. Student Trustee Ellis favored the motion. The motion carried.

### 5.1 First Reading Board Policies

Trustee Broderick questioned the definition of “family” on the policies. Trustee Lee said that this change makes the policy consistent with the definition of family in the JJC Employee Handbook. Karen Kissel explained that Attorney Bryan Kopman recommended that all definitions of family be consistent. Trustee Broderick asked why family included those not in the same household. Trustee Garcia Guillen said all definitions of “family” need to be consistent throughout the college. Trustee Broderick said her son, who does not live with her, if he worked for the college, would be considered a conflict of interest based on this definition. Trustee Garcia Guillen said that the policies need to be clear for any possible conflict of interest. Chairman Budzinski said if any trustee has a relative that works at JJC, the trustee should not be voting on any issue that could potentially affect such relative.

Trustee Broderick then asked about the board request for information. She said the policy states that if a trustee requests a document, they need to come in to JJC to view the document even though it is a public document and why can't the document just be emailed to the trustee without having to come in or FOIA it. Trustee Lee stated that as a policy making board, there should be limited need to view those types of documents. There is always the option to FOIA the document and trustees should not get a special privilege just because you are a trustee.

Trustee Broderick then address the J.D. Ross award policy and asked when the policy changed to there being a possibility of more than one winner. Trustee Garcia Guillen clarified that there could be two winners and there has been in the past which the procedure connected to this policy addresses. Trustee Lee said that an “(s)” will be added to the winner language. Trustee Lee said that the basic change was to the procedure to allow for a majority vote vs. unanimous.

Trustee Broderick then asked about the Committees of the Board. She stated that in the past, the trustees were asked what committees they would like to be on. Trustee Garcia Guillen said that the policy is the broad description of committees. They do not address the specifics of how they are selected.

Dr. Namuo commended the work of the policy committee and said he knows their work is not easy.

## Reports

- 6.1 Student Trustee Report  
Student Trustee Ellis gave her report which included some of the accomplishments of the student clubs. The Student Government has been working on building stronger relationships within the campus community. The Student Ag Association finished up harvesting at the JJC land laboratory where they conducted experiments with different seed varieties. The Anime and Manga Club is planning a field trip to the Mitsuwa Marketplace. The Fine Arts Department put on the play Antigone. Wolfpack Productions are gearing up for the Four Points movie competition. The JJC NSLS chapter (National Society of Leadership and Success) kicked off this month with orientations and leadership training days. Phi Theta Kappa chose to install an Illinois native pollinator garden on campus. Comfort Zone Tuesdays have resumed and offers a safe environment for students to do their homework, play games and enjoy live music with fellow students. The JJC CyberWolves launched an open forum event including mobile device management, browser security, social engineering and phishing. The Disability Awareness Club hosted Disability Awareness Day where they strive to promote disability awareness. Student Trustee Ellis attended the ACCT Leadership conference in Las Vegas with some of her fellow trustees.
- 6.2 Foundation Report  
Kristi Mulvey, Executive Director, Institutional Advancement, gave the report. Kristi said that the 5K had a very successful event with 333 participants. The 50<sup>th</sup> Anniversary brought in \$60,000 for an additional scholarship for the students. She thanked the Fine Arts department for the 140 students who volunteered to perform at the event. Kristi said scholarships are open for spring semester and the Foundation provides over 100 scholarships to our students including 11 new endowments. She was recently notified that the estate of Gerald Davidson is giving JJC \$80,000 for scholarships. The next Foundation board meeting will be November 18<sup>th</sup> at 7:30 a.m.
- 6.3 Representative to ICCTA/ACCT Report  
Trustee Lee gave the report. The next upcoming ICCTA meeting is November 10<sup>th</sup> in Schaumburg, IL.
- 6.4 Trustee Agenda Requests, Updates and ACCT Conference Reports  
Trustee Lee gave her ACCT conference report and said she was the voting delegate for JJC. She explained what ACCT (Association of Community College Trustees) is and that not all states have elected trustees, some are appointed and the conference was a priceless networking event. The two sessions she enjoyed the most were Madison College's African Initiative which was about starting a foreign exchange program with Africa. Her other favorite was a session related to the lack of trustees under 45 years of age which shows there is a need for their voice. Diane Harris then gave her report which included attending a session on building a strong partnership through board assessment and understanding that the board only has one employee, the President. She also attended a session relating to

supporting the student parent and the multi-generational impact. Trustee Harris also attended sessions related to augmenting reality and sustaining a long-term CEO which includes eliminating the board drama and refraining from board politics.

Trustee Broderick then handed out two documents to the board relating to the ICCTA's government relations and public policy report and the ICCTA legislative report. She announced the ICCTA is having a governance leadership institute on November 30<sup>th</sup> and December 1<sup>st</sup> in Bloomington, IL. She announced the National Legislative Summit which is February 4-7, 2024. Her ACCT report consisted of taking a tour of the College of Southern Nevada which partners with the City of Henderson and private industries focusing on providing training and career pathways. Trustee Broderick attended the ACCT board of directors meetings and a session on effective board governance. She also attended Dr. Namuo's presentation on the presidential search process, the central regional caucus, a session on the challenge of dual credit and one about DEI.

Student Trustee Ellis then gave her ACCT conference report which consisted of attending a session related to the banning of DEI in some states and how they have been affected by it. Another favorite session was on the importance of encouraging her peers and community to be informed voters and to exercise your right to vote.

Chairman Budzinski followed with his report which he said there were 10-15 sessions per hour and he needed to choose between what's best to develop himself or what he could use to best help the college. He attended sessions relating to building a strong partnership with the board. He also attended the Chair's Academy which discussed ten traits of a good chair which he will attempt to work through and implement. He also attended a session relating to supporting the college president by enabling and providing support so that the president will stay for ten years. Other session he attended related to integrating adult education and workforce development and a session relating to the mass exodus of baby boomers, lower labor work force participation and declining birth rates. He attended a session on board policy governance which emphasized board governance belonging to the board and college operations belonging to the President. He then thanked the board for their conference reports.

Trustee Broderick then asked to address the Trustee Agenda Request item. She asked if there was any way Kelly Rohder-Tonelli could provide a return on investment for all the ad spends JJC does. Trustee Morales said we see the result of advertising with the increase in enrollment numbers. Trustee Broderick then asked how JJC handles it when an elected official makes negative comments on Facebook. Chairman Budzinski stated that as trustees, we should never post anything on social media that could put JJC in a negative light. We should allow JJC media relations to handle these situations.

6.5  
Chair's  
Report

Chairman Budzinski did not have a report.

7.  
Adjournment

Trustee Lee moved, seconded by Trustee Harris for the meeting to adjourn at 9:10 p.m. A voice vote was taken. The motion carried unanimously.