

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

- 1.0 Call to Order 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 Chairman O’Connell at 5:42 p.m. on Wednesday, March 9, 2022.
- 1.0.1 Roll Call Trustees Maureen Broderick Jim Budzinski
Present: Nancy Garcia Guillen Michelle Lee (5:52 p.m.)
 Jake Mahalik Alicia Morales
 Dan O’Connell
- Student
Trustee Present: David Lozano
- Welcome Chairman O’Connell welcomed the guests to the Joliet Junior College Board meeting. Former Chairman Robert Wunderlich thanked Ms. Tierney for her years of service to the college and to the Board of Trustees. Chairman O’Connell acknowledged Ms. Tierney for her years of service.
- Pledge Joan Tierney led the Board in the Pledge of Allegiance.
- Public Comments: No public comments this evening.
- Closed Session Trustee Broderick moved, seconded by Trustee Garcia Guillen that the Board of Trustees, Joliet Junior College, move to a closed session for the reasons of 2 (c) (16) (5:50 p.m.) The motion carried unanimously. Ayes: Broderick, Budzinski, Garcia Guillen, Mahalik, and Morales. Student Trustee Lozano favored the motion.
- Return to Regular Session Meeting resumed at 6:50 p.m. Trustee Broderick, seconded by Trustee Mahalik to resume the Regular Public Session. Motion carried unanimously. Ayes: Broderick, Budzinski, Garcia Guillen, Lee, Mahalik, and Morales. Student Trustee Lozano Favored the motion.
- 1.3.1 Faculty Sabbatical Leave Dean Lynn Mackey joined the meeting virtually and provided a report on the sabbatical leave requested for the spring 2023 semester for Professor Elizabeth Petrie. Professor Petrie has been a full-time faculty member at Joliet Junior College since 2009 and teaches Spanish in the English, Philosophy and World Languages department. During her sabbatical, Professor Petrie plans to visit Spanish speaking communities within the United States to familiarize herself with current linguistic and cultural norms by participating in cultural activities such as music and theatre performances, family events and community outreach volunteer programs, then using her knowledge of second language acquisition, she plans to develop a free course pack of materials to be used in Spanish 101 and 102 classes. Students will not have to purchase a textbook for those classes making their education more affordable. In addition, she proposes to create a series of videos for

students to see and hear authentic Spanish use in situations that will be meaningful to their personal and professional life. The Faculty Development Committee has reviewed and unanimously recommended Professor Petrie's sabbatical application. Doctor Gray and Dr. Mitchell concur and request that the Board of Trustees support the recommendation and approve Professor Petrie's sabbatical leave for the spring of 2023 semester at the April board meeting.

- 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.
- 1.5 Special Guests No special guests in attendance.
- 1.6.1 Proclamation Community College Month President Mitchell indicated that the proclamation designating April as Community College month will be read by student Esli Ramos. Trustee Broderick moved, seconded by Trustee Mahalik that the Board of Trustees of Joliet Junior College approve the Community College proclamation as read. The motion carried unanimously. Ayes: Broderick, Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and O'Connell. Student Trustee Lozano favored the motion.
- 1.6.2 Proclamation Earth Month Dean Patty Zuccarello was the reader (virtually) for the Earth Month proclamation month designating April as Earth Month. Trustee Broderick moved, seconded by Trustee Garcia Guillen that the Board of Trustees of Joliet Junior College approve the Earth Month proclamation as read. The motion carried unanimously. Ayes: Broderick, Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and O'Connell. Student Trustee Lozano favored the motion.
- 1.6.3 Faculty Union Report Dr. Robert Marcink, President of the Faculty Union, thanked Joan Tierney for her service and stated that she means a lot to him. Dr. Marcink also mentioned that Esli Ramos is a Blazer reporter. Although he thinks it was an oversight at last month's board meeting, Dr. Marcink indicated he wanted to clarify the scope of faculty positions regarding classes and loads. He would like everybody to know that faculty teach multiple classes, many teach five or more classes and in each of those, depending on the limits of the class, there are 12-32 students in them. In addition to other things, faculty also create courses. Dr. Marcink spoke about the Ukrainian crisis and personal connection to it as his grandfather was Ukrainian. Dr. Marcink requested that everyone do what they can to help.
- 1.6.4 Adjunct Faculty Report Ms. Laurel Dieskow indicated after about ten months of work on the adjunct contract, they have reached the finish line. Ms. Dieskow thanked everyone for the respectful and professional way everyone conducted themselves. Ms. Dieskow echoed Dr. Marcink's comments about Ukraine and to be thankful for what we have.
- 1.7.1 Regular Meeting Minutes Trustee Broderick moved, seconded by Trustee Budzinski that the minutes of the Board of Trustees meeting held on February 16, 2022 be approved as submitted. The motion carried unanimously. Ayes: Broderick, Budzinski, Garcia Guillen, Lee, Mahalik, Morales, and O'Connell. Student Trustee Lozano favored the motion.
- 1.8 Communications No further communications have been received.
- 1.9 Agenda Trustee Morales moved, seconded by Trustee Garcia Guillen that the agenda be approved. The motion carried unanimously. Ayes: Garcia Guillen, Lee, Mahalik, Morales,

Broderick, Budzinski, and O’Connell. Student Trustee Lozano favored the motion.

1.10
Consent
Agenda

Trustee Garcia Guillen moved, seconded by Trustee Morales that the items identified as consent agenda items be approved with the one item pulled for closed session and one item to be discussed. Trustee Broderick requested agenda item 2.1.2 be pulled from the consent agenda and discussed in closed session. Trustee Morales requested agenda item 2.1.1 be discussed.

- 2.1.1 President recommends approval of appointment of interim dean, applied arts, workforce education and training
- 2.1.2 President recommends acceptance of resignation of director, marketing and creative services
- 2.2.1 President recommends the approval of appointment of one full-time assistant professor, fine arts (tenure track)
- 2.9.1 President requests acceptance of the classified staff report that includes new hires, replacements and separations
- 4.1 The President recommends approval to pay the listing of bills for the period ending February 28, 2022 as presented
- 4.2 The President recommends approval to award bids/contracts as follows under Business Services:
 - 4.2.1 Bid: A-Building Storefront Replacement Rebid
 - 4.2.2 Bid: Electrical/Electronic Automated Systems Lab Expansion
 - 4.2.3 Bid: Electronic Student Account Creation Consulting Services
 - 4.2.4 Bid: Industrial Maintenance Technology Lab Renovation
 - 4.2.5 Bid: Medical Assisting Program Equipment
 - 4.2.6 Bid: Unleaded Gasoline & Diesel Fuel – over 10% of previously approved amount
 - 4.2.7 Contractual Service: TimeClock Plus – over 10% of previously approved amount
 - 4.2.8 Professional Service: Salary.com
 - 4.2.9 RFP: Transforming MyJJC Portal to a Hybrid Cloud Architecture
 - 4.2.10 Sole Source: Laerdal
 - 4.2.11 Sole Source: Medical Shipment
 - 4.2.12 Sole Source: Perspectives
- 4.3 Treasurer’s Report
- 4.4 Financial Report

Approval and Second Reading of Board Policies

- 8.1 01.01.00 Governance and Administration
- 8.2 01.35.00 Student Trustee – Qualifications and Selection
- 8.3 01.51.00 Requests for Public Information and Inspection of College Records
- 8.4 03.02.04 International Students on F1 Visas
- 8.5 03.04.01 Financial Aid
- 8.6 03.05.01 Scholarships and Awards
- 8.7 12.01.00 Environmental Health and Safety
- 8.8 13.01.00 Purchasing

The motion carried unanimously. Ayes: Garcia Guillen, Lee, Mahalik, Morales, Budzinski, Broderick, and O’Connell. Student Trustee Lozano favored the motion.

2.1.1
Approval of
Appointment

Trustee Morales brought forth 2.1.1 for discussion. Trustee Morales asked President Mitchell if the candidate seeking the appointment of interim dean, applied arts, workforce education and training effective March 1st, is currently an employee at JJC. Trustee Morales inquired if the employee has applied for the position of dean. President Mitchell

deferred the question to Dr. Farmer. Dr. Farmer deferred to Attorney Buck for guidance on how to answer the question as it was presented. Attorney Buck stated the candidate seeking the approval of the interim position would have the opportunity to apply for the permanent position of dean, applied arts, workforce education and training. Trustee Morales asked if there was a process in the appointment and what was the process. Dr. Farmer explained the process of choosing the interim dean. The cabinet met with the candidate who has extensive experience. In addition to her extensive experience in this area, she also will provide supervision for a very comprehensive area. She will oversee 15 grants. She will oversee adult education, culinary arts, and workforce development including the small business area that continues to grow and develop. The cabinet sat down with this individual and had some significant conversations about this leadership opportunity. She does have the experience, and based on that experience we made a recommendation to Dr. Mitchell to move this person into this interim role. That is why we are here in front of the Board requesting this appointment of Keri Peter. Trustee Morales confirmed if all candidates whether internal or external are given the same opportunity. The motion carried unanimously. Ayes: Garcia Guillen, Lee, Mahalik, Morales, Budzinski, Broderick, and O'Connell. Student Trustee Lozano favored the motion.

2.1.2 Trustee Broderick requested agenda item 2.1.2 be moved to closed session due the agenda
Acceptance of item being personnel and human resources related. Chairman O'Connell requested
Resignation motion to move agenda item 2.1.2 to the closed session which will be considered after 9.1.0.
Trustee Broderick moved, seconded by Trustee Budzinski. Ayes: Garcia Guillen, Lee,
Mahalik, Morales, Budzinski, Broderick, and O'Connell. Student Trustee Lozano favored
the motion.

6.1 Trustee Garcia Guillen moved, seconded by Trustee Morales. Chairman O'Connell stated
Old the Kudo discussion regarding the use of the Kudo Multilingual Software moves forward
Business with a motion and a vote. The Board has discussed this item and there is no new business
to cover. Chairman requested the Board to move forward with the vote. Attorney Buck
stated if there is a motion, and there is a new information to be brought forward, then the
comment needs to be entertained. Chairman O'Connell requested Trustee Lee to continue.
Trustee Lee requested for Trustee Garcia Guillen to recuse herself from the vote due to a
conflict of interest stated as follows: Trustee Garcia Guillen is the first signature on the
student petition two weeks prior to any other signatures and misrepresented the College
by adding the following to the petition, "we have no translation services at the board."
Since the petition was introduced as a student petition, the signature of a board member
becomes a conflict of interest whereas, a Trustee has the right to sign a community
petition. Trustee Garcia Guillen misrepresented the Board by signing the petition and
stated the Board does not have translation services at all of our board meetings. Dr.
Mitchell reminded the Board of the closed caption option which has a selection of 16
languages, and is available when a viewer watches the live broadcast. Trustee Garcia
Guillen asked if the current board meeting has interpretation because translation and
interpretation are two different things. Interpretation is not currently available as that is
the service provided by Kudo which was set to be voted on during tonight's board
meeting. Trustee Lee went on to read from the petition, "the school should make it their
job to make it accessible to have translations for different languages. People in the
community are not able to get the resources they need due to not having more than one
language being acceptable in the meeting" The Board has provided translation for other
languages. The wording of the petition indicated the College is not serving the
community and is misrepresentative of the College. The petition has not been removed
and is accessible to the community. Trustee Morales requested Attorney Buck provide
the Board with a legal opinion on how to proceed with Trustee Lee's request for Trustee
Garcia Guillen to recuse herself from the vote given all of the information presented.

Attorney Buck read the board's conflict of interest policy. The policy as written allows the Board to determine whether or not the actions of a Trustee are a conflict of interest. The question of having interpretation services available at all campuses was presented. Dr. Farmer indicated we offer both interpretation and translation services in all areas of student support services. Ayes: Garcia Guillen, Morales, O'Connell, and Student Trustee Lozano. Nays: Broderick, Budzinski, Lee, and Mahalik. Motion did not pass.

6.2
Cyber
Security

Mr. Jim Serr was present to discuss Cyber Security best practices. Phishing and state-sponsored attacks are currently the biggest threats to the College. Higher education is one of the highest to receive phishing attacks. Mr. Serr explained how the 2016 attack on the Ukraine power grid occurred. At this time, Joliet Junior College has not been attacked nor has there been an increase of threats relative to what is happening to the Russia/Ukraine conflict. Actions have been and continue to be taken to protect the College's mission critical information assets including but not limited to: disabling legacy authentication methods and enforcing modern authentication protocols, executing monthly vulnerability scans using Tenable Nessus, use of a vendor risk management through BitSight, and Mimecast for enhanced email security. "Zero Trust" has been implemented at the College. Based on the nation's black list, high-risk countries are being blocked which includes Russia. Managing accounts with privileged access using Thycotic software. As part of the Workday initiative, multi-factor authentication has been implemented for staff and faculty and will be available to students later this year. Mr. Jeff Heap assured the Board all bank accounts are FDIC insured and/or collateralized.

Trustee Broderick asked about the cost of the ASL interpreters during the board meetings. Dr. Farmer stated the cost is \$40 per hour per interpreter. Mr. Jim Serr provided a brief synopsis regarding how the board meeting is viewed for employees versus outside viewers. President Mitchell stated a comprehensive presentation will be given at the April board meeting.

7.0
New
Business

Trustee Lee indicated that she would like to do a quick review of the first readings of the Board Policies. 7.1, 02.01.04 Retaliation states that we have a commitment to prohibiting discrimination and outlines how we prohibit retaliation. There were no major changes. 7.2, 02.04.19 Fringe Benefits for Full-Time Administrators and Professional Staff as well as 7.3, 02.04.20, Fringe Benefits for Full-Time Support Staff (Non-Union) added the wording "as defined in Institutional Procedure in policy 02.04.19.00" per Trustee Broderick's request that we offer tuition reimbursement for employees and salary adjustments for degree completion. 7.4, 03.16.00 Student Identification states all students are to wear identification while on campus. 7.5. Policy 8.04.00, local debt recovery program states that we participate in a local debt recovery program and that we develop and maintain procedures for program implementation.

8.
Old
Business

Approved under consent agenda.

9.1
Foundation
Report

Ms. Mulvey gave the following Foundation Report: Plans are underway for the Night of Stars Event on Thursday, April 28th. This is a reminder to let us know if you are planning to attend. All of you should have received the invitation in the mail.

We look forward to celebrating our award winners and thanking our generous donors. My scholarship specialist participated in a recruiting event at Joliet Central High School last week. The event was very successful and was coordinated by our college enrollment team. The Foundation offered a raffle for one \$500 certificate towards tuition and a winner was chosen. My team spoke to over 80 high school seniors. There is a similar event is planned for Joliet West High School next week. The Fall scholarship application process is open to students and will close on May 15th. We are seeing a significant increase in the amount of applications compared to last year. The Foundation Board has agreed to award an additional \$350,000 towards scholarship for Fall 22. We are planning to use the funds for students to access after the May 15th application deadline. We find that many of our students don't make the decision to attend until the summer months. Last year the Foundation gave \$250,000 for the Step Up and Smart Start. Our Employee Giving Campaign will kick-off on Monday, April 4th. Last year our employees gave over \$90,000 to the Foundation to support the Student Emergency Fund and scholarships. The theme of this year's campaign is Baseball. Each participant will receive two free tickets to a Slammer baseball game on May 31st. It will be JJC Day at the ballpark, and Dr. Mitchell will be throwing out the first pitch. Hopefully this year's campaign will help our students get a homerun! I'm sad to report that one of our longtime donors Rose Mancuso passed away last month. Rose has been a generous donor to the Foundation supporting our high school merit scholarships and an endowed scholarship that supports women in Allied Health which resulted in over \$108,000 to help our students. The next Foundation Board meeting will be Wednesday, May 18, 2022. On behalf of the JJC Foundation Board and myself, I want to thank Mrs. Joan Tierney for her 26 years of service to the College. Joan worked for several of our past presidents and the Board of Trustees. Joan is one of the kindest, professional women that I ever worked with at the college. I wish her an abundance of happiness and good health in her retirement. President Mitchell has met many of the students that received the scholarship personally.

9.2
ICCTA
Report

Trustee Broderick presented the Board with information regarding the ICCTA Quarterly meeting to be held on March 11th and 12th at the Holiday Inn in East Peoria. The trustee roundtable will take place on Friday, March 11th and the community college financial literacy discussion in the afternoon. In the afternoon, there will be three special speakers from the ICCB, Blackhawk Community College and Lincoln Land Community College to discuss state and federal funding and tuition. Trustee Morales requested to be registered by Board secretary, Ms. Kelly Rogers.

9.3
Student
Trustee
Report

Mr. David Lozano listed the events he would be presenting: Women's History Month; Student Government; Spring Fling; Comfort Zone; Active Minds; Discover JJC; and Study Abroad. Student Trustee Lozano thanked Dr. Mitchell and all the women in our lives and across the United States for contributing. On March 22nd, 24th and 31st, the DEI Office, Career Services and OSA collaborated to bring live presentations for Women's History Month. Student Government has been preparing for the upcoming presidential candidate interviews. Spring Fling event happened today and offered watercolor painting, hush puppies, and karaoke to bring the student body together. There was a good turn out and people had a lot of fun. Student Leadership and NSLS inducted students last month including Student Trustee Lozano. Comfort Zones is a gathering event through OSA offering board games, live entertainment, soup and bread. Active Minds is

bringing speakers to JJC to discuss mental health for students. Mental Health First Aid is a program to assist in how to help people calm down during a mental health crisis. The fee is \$23.95 to register. Discover JJC had 220 students in attendance with a grand total of 486 people. Good luck to the men's basketball team playing in the National Junior College Athletic Association Tournament. Study Abroad is currently accepting applications for summer and fall programs. Student Trustee Lozano reminded the Board this was his last official board meeting but will return to give statements regarding the presidential candidates from the Student Government and to assist with the transition of the new student trustee.

9.4 Trustee Mahalik presented the J-Building elevators replacement project is being pushed until May or June. Only one elevator will be replaced at a time. Bids were approved for Buildings repairing the leaks in the A-Building store fronts. The CISCO Lab and Cyber Security will Grounds be moved to the North Campus. There will also be various parking lot improvements. In Committee the upcoming months, they will review HVAC (heating, ventilation and air conditioning) projects and apply for funding to help replace old equipment. Outstanding projects include the City Center light towers which are being fabricated. The panels for City Center were the incorrect size so we are waiting for the new ones. New doors for the respiratory therapy lab are being manufactured. The campus police station is looking phenomenal. Workday is progressing nicely. Trustee Morales added the following projects bids came in under budget: EEAS Lab \$24,000; IMT Lab \$131,000; Building storefront replacement \$26,000. The total saved is \$181,000.

9.5 Trustee Lee indicated Dr. Mitchell will include the link to the My JJC Portal in her email Policy on Monday so it will be easier for the Trustees to have access to the Trustee Portal. Committee Report

9.6 Trustee Budzinski indicated the Committee will be meeting on March 10th. They have not Finance met since the previous Board Meeting. Trustee Budzinski requested the Board review the Committee Comprehensive Annual Report ending June of 2021. The bullets on page 5 in the Financial Report Highlight section gives information regarding the tuition increases.

9.7 President Mitchell talked about the first celebration of our graduates for the M3ND Project. President's Report Thank you to Trustee Lee for the introduction to M3ND and for being there virtually to congratulate our participants.

Thank you to Professor Andy Neill for hosting the Illinois Native Plant Society, Kankakee Chapter. I had the honor of welcoming our guests and as always, a great turnout from our partners.

Had a wonderful meeting with Crane Composites last week to thank them for their ongoing support by providing student scholarships and to talk about future initiatives involving student internship opportunities.

A reminder, in your packet you received the final reporting and insights of the 2021 audit from Baker Tilly and the annual Comprehensive Financial annual report, both from Jeff Heap.

Joliet Junior College has earned our Tree Campus Higher Education recognition from the Arbor Day Foundation for 2021.

- Special mention to Andrew, our Sustainability Intern, for taking the lead, reviewing our past application, chasing down the necessary information, working with the Tree Campus folks, and submitting our successful application. A big thank you to our Tree Campus (Grounds Advisory) Committee for helping along the way.

Happy March Birthdays to Trustees Jake Mahalik and Michelle Lee!
Happy Birthday to Student Trustee David Lozano!

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| 9.8 Chair's Report | Chairman O'Connell thanked Joan Tierney. The chairman brought to light the Red Cross struggles in helping people get to safety. Recognized March 8 th as International Women's Day and reminded everyone to have a little more kindness, empathy and conscientiousness. |
| Closed Session | Trustee Broderick moved, seconded by Trustee Garcia Guillen that the Board of Trustees of Joliet Junior College, move to a closed session (8:16 p.m.) for the reason of 2(c)(1), 2(c)(2), 2(c)(8) and 2(c)11. The motion carried unanimously. Ayes: Broderick, Budzinski, Garcia Guillen, Lee, Mahalik, and O'Connell. Student Trustee Lozano favored the motion. |
| Return to Open Session | Trustee Mahalik moved, seconded by Trustee Garcia Guillen that the Board of Trustees of Joliet Junior College return to regular session at 9:58 p.m. Ayes: Broderick, Budzinski, Garcia Guillen, Lee, and O'Connell. Student Trustee Lozano favored the motion. |
| 10 Adjourn | Trustee Broderick moved, seconded by Trustee Garcia Guillen for the meeting to adjourn at 10:00 p.m. A voice vote was taken. The motion carried unanimously. |