

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

1. 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, was held in the Board Room at Joliet Junior College, 1215 Houbolt Road, Joliet, IL and was called to order by Chairman Budzinski at 5:55 p.m. on Wednesday, May 22, 2024.

Trustees Present: Maureen Broderick, Jim Budzinski, Diane Harris, Michelle Lee (left at 11:52 p.m.), Jake Mahalik, Alicia Morales and Student Trustee Ryan Queeney

Trustees Absent: Nancy Garcia Guillen

Chairman Budzinski appointed Trustee Mahalik as Secretary Pro-tem.

Dr. Amy Gray led the Board in the Pledge of Allegiance.

1.2 Communications

Kelly Rohder-Tonelli, Executive Director of Strategic Engagement, introduced Maria Anna Rafac, Professor of Architecture Engineering Construction Management, who then introduced JJC student Ash Klinder who presented on JJC's Repair Café sustainability initiative.

1.3.1 LGBTQIA+ Pride Month Proclamation

Dr. Escortina Ervin, Chief Equity Officer, introduced JJC student Haley Roberts to read the proclamation.

Trustee Morales moved, seconded by Trustee Mahalik, for the Board of Trustees of Joliet Junior College to approve the proclamation. A voice vote was taken. The motion carried.

1.3.2 Juneteenth Proclamation

Dr. Escortina Ervin, Chief Equity Officer, read the proclamation.

Trustee Morales moved, seconded by Trustee Mahalik, for the Board of Trustees of Joliet Junior College to approve the proclamation. A voice vote was taken. The motion carried.

1.4 Closed Session #1

Trustee Mahalik moved, seconded by Student Trustee Queeney, for the Board of Trustees of Joliet Junior College to move to a closed session at 6:13 p.m. for the reasons of 2(c)1, 2(c)2 and 2(c)11.

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

1.5 Return to Public Session

Trustee Mahalik moved, seconded by Trustee Harris, for the Board of Trustees of Joliet Junior College to return to public session at 7:47 p.m. Ayes: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney 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 2023-2024 Student Trustee Final Advising Project Report

Iyeisha Ellis gave her Student Academic Advising Project presentation consisting of survey results from 554 JJC students which showed 73% of students did not have a specific major decided when they applied to JJC and 79% responded they did understand the role of a faculty advisor, yet 60% of the respondents have signed up for classes without consulting with a student success coach or faculty advisor. Survey respondents felt there are too many students per advisor. Students do not have a specific advisor assigned to them. Students would also like walk-in appointments for non-major specific help.

1.8.2 Tentative FY2024-2025 Budget Report

Karen Kissel, Vice President of Finance & Administration, and Jeff Heap, Senior Director Financial Services and Controller, presented the tentative FY2024-2025 Budget. Highlights include a 4.5% increase in operating funds and a 4.7% increase in debt service. There was a 1.5% growth in enrollment. JJC benefits will see a 7% health insurance increase and a 3% increase in materials, supplies and contractual services. Total operating funds will be \$116,778,735. This will be the 52nd balanced operating budget. This budget represents a 5.19% increase over the FY2024 budget.

1.8.3 Faculty Union Report

Dr. Bob Marcink gave the report consisting of welcoming and congratulating the new student trustee and thanked Dr. Amy Gray on leading the advisor task force. He was glad to hear the Juneteenth proclamation read tonight, and he thought that graduation was wonderful.

1.8.4 Adjunct Faculty Union Report

There was no Adjunct Faculty Union report as Ms. Laurel Dieskow was not in attendance.

1.8.5 Building and Grounds Committee Report

Student Trustee Queeney gave the report. Projects In Construction consists of Replacing G Building Switchgear; Replacing B Building Main Power Transformer; AHU Replacement - CDB Project; Replacing IT Service Room CRAC Unit; Replacing T Building Boiler with Condensing Boiler; Building H Stair Tread Replacement; Building H HVAC Unit Replacement; Pavement Maintenance 2024 Program; Façade Repairs; CNA Lab at Romeoville; Building A Testing Center HVAC Renovation and Lighting Replacement. In Design project consists of the Mental Health space. Project Bids include the Vet Tech addition.

1.8.6 Board Policy Committee Report

Trustee Lee recapped the First Readings consisting of 01.10.00 Officers of the Board; 01.11.00 Trustee Development; 01.40.00 Board Travel; 01.41.00 Trustee Development Budget; 01.45.00 Meetings of the Board; 13.01.02 Consultant Services and 13.04.00 Sale/Disposal of College Personal Property. Trustee Lee stated her concerns regarding the language added to the policies relating to the definition of “good standing” and the amount of \$25,000 added to policy 13.01.02. Only policy 13.04.00 was recommended to move to a second read and all of the other first read policies were sent back to the committee for review.

1.8.7 Finance Committee Report

Trustee Mahalik said there was no report other than what was presented tonight.

1.8.8 President’s Report

Dr. Namuo reported of the 95 employees eligible to sell back unused vacation time, 33 employees elected to do so. There were 693 graduates at this year’s commencement, and Dr. Namuo thanked the faculty and staff for a job well done. JJC received the 10-year Higher Learning Commission reaccreditation, and JJC now has five staff that are HLC peer reviewers. The President’s Open Gym with the Disability Awareness Club consisted of wheelchair basketball with the Lincolnway Special Recreation Association. JJC is partnering with Canyon GBS to utilize their AI assistant, which is higher ed compliant. JJC has been awarded the following two CEJA Illinois grants – 1) CEJA Workforce Network grant for three years at \$3,086,111 per year and 2) Clean Energy Contractor Incubator grant for \$1,197,793. JJC is working on a future partnership with Lion Electric. Dr. Namuo also acknowledged the JJC Emergency Response Team.

1.9.1 Approval of Minutes for the Regular Meeting held on April 10, 2024

Trustee Morales moved, seconded by Trustee Broderick, for the minutes of the Board of Trustees Regular Meeting held on April 10, 2024 to be approved as submitted.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

1.9.2 Approval of Minutes for the Special Meeting held on May 15, 2024

Trustee Morales moved, seconded by Trustee Broderick, for the minutes of the Board of Trustees Special Meeting held on May 15, 2024, to be approved as submitted.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

1.10 Approval of Agenda

Trustee Morales moved, seconded by Trustee Harris, for the agenda be approved as submitted. A voice vote was taken. The motion carried.

1.11 Approval of Consent Agenda as Presented

Trustee Harris moved, seconded by Trustee Morales, for the items identified on the consent agenda to be approved as presented. Trustee Broderick pulled agenda item 2.1.3; 3.1; 3.2.3; 3.2.7; 3.2.9; 3.2.10; 3.2.11; 3.2.12 & 3.4.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

- 2.1.1 Recommending Approval of The FY25 Annual Salary Increase for Administrators/Professional Staff
- 2.1.2 Recommending Appointment of Interim Department Chair
- 2.1.4 Recommending Appointment of the Sr. Director, Academic Excellence and Support
- 2.2.1 Recommending the Approval of Appointment of One Full-Time Assistant Professor, Nursing Department (Tenure Track)
- 2.2.2 Recommending the Approval of Appointment of One Full-Time Associate Professor, Nursing Department (Tenure Track)
- 2.3.1 Recommending Approval of The FY25 Annual Salary Increase for Eligible Non-Union Full-Time Support Staff
- 2.4.1 Recommending Approval of the FY25 Annual Salary Increase for Eligible Non-Union Part-Time Staff
- 2.5.1 Classified Staff Report Includes New Hires, Replacements and Separations
- 3.2.1 Bid: Building B Veterinary Technology Addition
- 3.2.2 Bid: Unleaded Gasoline & Diesel Fuel - Bulk Delivery
- 3.2.4 Consortium: Event Seating
- 3.2.5 Consortium: Cybersecurity Managed Solutions
- 3.2.6 Contractual Service: TimeClock Plus
- 3.2.8 Sole Source: Chicago Billboards
- 3.2.13 Sole Source: Unidos Marketing Network
- 3.2.14 Sole Source: Facility Condition Assessment
- 3.2.15 Sole Source: Portable Planetarium
- 3.2.16 Sole Source: Super Tori Pediatric High-Fidelity Newborn Manikin
- 3.2.17 Sole Source: Victoria High Fidelity Birthing Manikin
- 3.2.18 Sole Source: Myers Briggs Type Indicator Assessments
- 3.3 Treasurer's Report

PULLED ITEMS

2.1.3 Recommending Appointment of the Compliance Officer

Trustee Morales moved, seconded by Trustee Lee, to approve agenda item 2.1.3 as presented.

Trustee Broderick asked if this position would have all of the same duties as the previous compliance officer. Judy Connelly, Chief Human Resource Officer, confirmed that the new position does include all of the same duties as the previous compliance officer. Trustee Lee said she felt that the Board should have seen the qualifications of the top three candidates. Trustee Morales said that the Board has always taken the recommendations of the committee for candidates to be hired.

AYES: Broderick, Budzinski, Harris, Mahalik and Morales. NAYS: Lee. Student Trustee Queeney favored the motion. The motion carried.

3.1 Approval to Pay the Listing of Bills for the Period Ending April 30, 2024 as Presented.

Trustee Morales moved, seconded by Trustee Mahalik, to approve agenda item 3.1 as presented.

Trustee Broderick had questions regarding the bills for a search firm, a consultant and Google ads.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.2.3 Bid: Prepaid Fuel Card Purchases Rebid

Trustee Morales moved, seconded by Trustee Harris, to approve agenda item 3.2.3 as presented.

Trustee Broderick asked if the JJC Foundation handles this. Karen Kissel said this is funded through a grant.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.2.7 Sole Source: Alpha Media

Trustee Morales moved, seconded by Student Trustee Queeney, to approve agenda item 3.2.7 as presented.

Trustee Broderick asked why this bill increased and why it is included in the revolving account. Attorney Kopman said that per policy, for vendors with contracts terms, invoices do not need to go to the Board for approval every month.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.2.9 Sole Source: Facebook

Trustee Morales moved, seconded by Trustee Harris, to approve agenda item 3.2.9 as presented.

Trustee Broderick asked why the costs have gone up. Kelly Rohder-Tonelli said 77% of JJC's advertising is now digital. The advertising budget amounts have not gone up in eight years but have been reallocated with more going to digital advertising vs. print advertising.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.2.10 Sole Source: Google Adwords

Trustee Harris moved, seconded by Trustee Mahalik, to approve agenda item 3.2.10 as presented.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.2.11 Sole Source: Hubspot

Trustee Morales moved, seconded by Trustee Mahalik, to approve agenda item 3.2.11 as presented.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.2.12 Sole Source: Telemundo Chicago

Trustee Mahalik moved, seconded by Trustee Morales, to approve agenda item 3.2.12 as presented.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.4 Financial Report

Trustee Harris moved, seconded by Trustee Morales, to approve agenda item 3.4 as presented.

Trustee Broderick said that JJC was under budget for expenses and over budget on revenue. Karen Kissel explained that the interest income was higher. Staff vacancies resulted in the higher revenue and lower expenses.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

3.5 Board of Trustees Approval of Resolution to Adopt Tentative FY 2024-2025 Budget and Placement of the Budget on Public Display

Trustee Morales moved, seconded by Trustee Harris, to approve agenda item 3.5 as presented.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

4.1 First Reading Board Policies

Trustee Budzinski stated that he agreed that other than naming committees, he would like language referring to “at the chair’s discretion” removed from the Trustee Development policy. Trustee Lee would like to have the language in the good standing clause be consistent with the state statues relating to attendance and to add language on how to restore a trustee to good standing. Trustee Lee also does not want a money dollar amount listed in the Consulting Services policy and believes all contracts should have an appropriate written agreement regardless of cost. The Sale/Disposal of College Personal Property is the only policy moving forward.

4.2 Approval to Transfer \$500.00 to the Student Trustee Travel Funds from Trustee Budzinski’s Account to Cover the Estimated Final Fiscal Year Overage

Trustee Lee moved, seconded by Trustee Morales, to amend agenda item 4.2 to read: Approval to Transfer \$500 to the Student Trustee Travel Fund from the General Trustee Development Fund to Cover the Estimated Final Year Overage.

Trustee Broderick asked why the Student Trustee travel budget is over. Chairman Budzinski explained that the Student Trustee term does not match the budget timeline.

AYES: Broderick, Budzinski, Harris, Lee, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

4.3 Board Approval of Legal Counsel for the College

Trustee Lee moved, seconded by Trustee Broderick, to amend agenda item 4.3 to read: Board Approval to Add Additional Legal Counsel for the College.

AYES: Broderick, Harris, Lee, Mahalik and Morales. NAYS: Budzinski. Student Trustee Queeney favored the motion. The motion carried.

5.1 Student Trustee Report

Student Trustee Queeney gave their report consisting of what has been happening in the Office of Student Activities and the Office of Sustainability as well as the JJC departments/clubs. Student Trustee Queeney also highlighted their experience at Lobby Days in Springfield and the HSI Proclamation at the Joliet City Council May meeting. They also attended graduation and the nursing pinning ceremony.

5.2 Representative to the JJC Foundation Report

There was no report.

5.3 Representative to ICCTA/ACCT Report

Trustee Lee gave a recap on Lobby Days in Springfield where the delegation visited state reps and discussed JJC's 12x12x12/dual credit program and a future Lion Electric partnership. Trustee Broderick then recapped her experience attending Lobby Days. Some of the meetings she had were regarding the community college baccalaureate degree program and common course identification.

5.4 Trustee Updates

Trustee Harris enjoyed attend the nursing pinning ceremony and thanked the finance department for their hard work. Trustee Morales said thank you for everyone's hard work on graduation. Trustee Mahalik acknowledged faculty member Jerry Lewis who recently passed away.

5.5 Chair's Report

Chairman Budzinski congratulated everyone on the graduation ceremony.

6. Closed Session #2

Trustee Morales moved, seconded by Student Trustee Queeney, for the Board of Trustees of Joliet Junior College to move to a closed session at 10:53 p.m. for the reasons of 2(c)1, 2(c)2, & 2(c)5.

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

7. Return to Public Session

Trustee Mahalik moved, seconded by Trustee Broderick, for the Board of Trustees of Joliet Junior College to return to public session at 12:55 a.m.

Ayes: Broderick, Budzinski, Harris, Mahalik and Morales. Student Trustee Queeney favored the motion. The motion carried.

8. Adjournment

Trustee Morales moved, seconded by Trustee Broderick, for the meeting to adjourn at 12:56 a.m. A voice vote was taken. The motion carried unanimously.