

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

1.0 Call to Order      The regular monthly 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 Wunderlich at 5:03 p.m. on Wednesday, April 29, 2020.

1.0.1 Roll Call      Trustees      Maureen Broderick      Nancy Garcia Guillen  
Present      Jake Mahalik      Alicia Morales (via phone 5:34 p.m.)  
Electronically      Dan O'Connell      Betty Washington

Trustee  
Present on site      Bob Wunderlich

Student  
Trustee      Shalma Marin (joined meeting electronically at 5:14 and disconnected at 5:32 p.m.)

Welcome      Chairman Wunderlich welcomed the guests to the Joliet Junior College regular monthly Board meeting.

Pledge      President Mitchell led the Board in the Pledge of Allegiance.

1.0.5 Public Comments      Chairman Wunderlich indicated that we do have requests to speak before the Board this evening. President Mitchell indicated that we have four requests to speak to the Board; however, we only have received phone numbers from two individuals for identification purposes. All four requests are regarding Summer 2020 Course Fees and Online Fees. The first request to address the board was from Elizabeth Hernandez regarding Summer Course Fees. Ms. Hernandez was not present via phone. Ms. Olivia Reese indicated that she is a current JJC student in the Sonography program. I wanted to offer my opinion to the Board of Trustees regarding the fees for the Summer 2020 semester. In my opinion, it would be wrong to implement an online course fee for the summer semester. To me, this is penalizing students who are choosing to still attend school during a crisis by having them pay even more for classes. Should students not be being supported and encouraged to continue their education during this time? The implementation of this fee would be quite discouraging. At a time where in-person classes are not an option being given, while we understand it is for our protection, the students should not be burdened any further by this. It is no secret that many families in America are struggling financially and that includes students as well. Just in my small program, there are students who have lost their jobs because of COVID-19. There are students who are already paying more money to have Wi-Fi or a larger amount of data available at their homes in order to finish out the Spring 2020 semester online. Students who are in programs with Differential Tuition, such as Nursing and Sonography, are in fact already paying more per credit hour to attend and

would be further weighted down by the online fees. In summary, the students of JJC should not pay online fees or any other course fees that would pertain to in-person classes like lab fees when we are no longer allowed in lab or in the school. It is not our choice for classes to only be offered online, but it is our choice to continue our education and we should be supported in that decision in all possible ways by JJC, including financially. Thank you for your time and consideration.

1.1.1 Reimbursement of expenses for employees working from home. Mr. Galick indicated that on January 1, 2019, the State of Illinois passed the Wage Payment and Collection Act, which requires employers to reimburse employees for costs they incur as a result of their employment. Due to the Governor's stay-at-home executive order and the college's decision to continue operations in a remote fashion, all employees are expected to perform some work from home. As such, the college is required to reimburse its employees for a reasonable share of their cell phone and home internet costs during this unprecedented time.

All employees are being asked to work from home to some extent. This will vary by employee based on the nature of the position. To fairly reimburse employees, we will categorize staff into two tiers:

Tier 1 will receive \$5/bi-weekly. These are employees who cannot do any of their work from home (facility service workers, food service, etc.). The Tier 1 employees will do minimal work from home, such as completing online mandatory training, so they're entitled to some reimbursement.

Tier 2 will receive \$12/bi-weekly. This is everyone else. Tier 2 people are heavier at-home workers, so they're entitled to a higher reimbursement amount

These reimbursement amounts are in line with other community colleges in Illinois. The cost of this program will be approximately \$25,000 per month. There are no SURS 6% Rule concerns because the reimbursement amounts are so small.

1.1.2 Mr. Rob Galick addressed the Board concerning the 2020 Summer Course and Online fees. The College charges an online fee equal to \$35 per course for any online course. Additionally, course fees are charged to help compensate the college for costs unique to a particular course, most significantly the lab component of a course. Because all Summer 2020 classes will be taught online, we are recommending that all course and online fees be waived for this semester only. Classes were converted from on-campus to online after the start of registration, so students are left with no choice but to enroll in an online class. It does not seem appropriate to charge students an additional fee in this instance, which is why we are recommending an online fee waiver for the Summer term only. The estimated lost revenue is approximately \$300,000.

1.1.3 President Mitchell indicated that Dr. Randy Fletcher will address the Board on the Pass/Fail Grade issue. Dr. Fletcher indicated that we have reviewed the joint team guidance on the Pass/Fail grade issue for the Spring 2020 semester due to Covid-19. We weighed the guidance and information contained in this publication and have decided to keep our policy of issuing a grade rather than revising our policy to issue a pass or fail grade. The guidance from ICCB, Higher Ed, and IAI supports institutions that currently use a percentage of their grading process as pass/fail. The pass/fail grade cannot be calculated into the student's GPA and could put the student at a disadvantage if they need a certain GPA at another college for admission or for a scholarship application. A pass/fail grade is not permitted for many of our CTE courses as dictated for accreditation. JJC developed a voucher system for students who are unable to complete online courses due to COVID-19 or if they felt that

their grade was in jeopardy. We felt this was a better way to help our students and they will be able to retake the course at no cost. Our recommendation is to keep our current policy in place. Trustee Broderick asked if the grade of the student at March 13 would stand and not go down because of the online learning process or can they go up or down no matter what. Dr. Fletcher indicated that the grades can fluctuate either up or down depending on the student testing. Trustee Broderick stated that the K-12 system is ensuring that the grade does not go below what it was as of March 13 and asked if JJC could use this method. Dr. Fletcher indicated that is not part of the Illinois Community College Board of Higher Education, IAI guidance document. Trustee Garcia Guillen commented that she did not see the Pass/Fail grade option on the agenda for voting purposes. President Mitchell indicated that there is no action that needs to be taken of this item. Dr. Fletcher is just updating the Board on this issue. Trustee Broderick stated that she would like the record to show that she is not in favor of keeping the current grade policy and feels we should have stayed with the grade as of March 13<sup>th</sup> if it was the same or was lower. President Mitchell commented that we did have the voucher available to the student if they felt that they were not able to keep their grade high enough to retake the course at no cost to them and the voucher is good for one year. Trustee Morales asked if we did everything we could to assist our students during this difficult transition to assure academic success for the student. President Mitchell requested that Dr. Yolanda Farmer respond to this question. Dr. Farmer indicated that we worked very closely with academic affairs concerning the pass/fail grade policy and as Dr. Fletcher has indicated, we feel that the recommendation to continue with the current policy is the best method for the students. We have been very proactive on the student support services issue by providing a great deal of outreach to our students. One of the biggest challenges for our students is learning the online process. We have provided virtual one on one training for students on becoming an online student through our training and learning center. We also have our advisors and success coaches working with students by offering workshops. Trustee Morales indicated that some of our students are more technology savvy than others and is concerned that if we see grades going from a B to a D, she wants to make sure that we are doing what we can to assist our students. Dr. Farmer commented that she knows that the voucher system was already discussed, but it is important for us to do this outreach to our students and to encourage them to come back to JJC. We recognize that some students may have some difficulty navigating online. We also provided a chrome book loaner program for our students which was specifically facilitated through the Foundation department. Ms. Mulvey has been a wonderful partner for the college and specifically student development. Trustee Garcia Guillen asked when the voucher system was announced and what the timeframe was for this system. President Mitchell requested either Dr. Farmer or Dr. Fletcher respond to Trustee Garcia Guillen's question. Dr. Farmer indicated that the voucher program was rolled out the first week in April and permitted students to apply for the voucher through the deadline. However, we still continue to work with students currently on the requests for vouchers. We had over 1400 students apply for the vouchers.

1.2 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. Chairman Wunderlich requested that Sam Andreano, a friend of the City of Joliet, be added to the moment of silence.

1.3 Chairman Wunderlich thanked everyone for attending the virtual meeting tonight.

1.4.1 Proclamation Asian Heritage Month President Mitchell indicated that the proclamation designating the month of May as Asian Heritage Month in Illinois Community College District No. 525 was in the Board Packet for Board approval. Trustee Morales moved, seconded by Trustee Mahalik that the Board of Trustees of Joliet Junior College approve the proclamation designating May 2020, as

Asian Heritage Month in Illinois Community College District 525. A voice vote was taken. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich.

- 1.4.2 Faculty Union Report Dr. Bob Marcink, President of the Faculty Union, submitted in writing the following report Good evening Chairman Wunderlich, President Mitchell and the Board. I am sorry I can't be there with you tonight, but I fully understand the need to follow the governor's guidelines for gatherings. In this unprecedented time, I want to shout out my thank you to all the staff, faculty and administrators who have worked so hard to ensure that our students are provided the best possible experience they can during this pandemic. The administration, faculty, and staff have cooperated on every front to make sure that our students continue to receive the instruction they need and all the services the college can provide to help them through this difficult time. I know this has been a challenge to many of our students, but I am proud of the way the college has responded to their needs and the needs of the community we serve. We have hit a bump or two in the road, and we are still working out some kinks, but we are getting there through cooperation across the campus. Finally, I want to thank President Mitchell for her steady leadership during this most difficult time. As faculty, we look forward to working with her and her cabinet as we navigate this most unusual time in our history. As always, thank you for the opportunity to address the Board. Take care, and stay safe.
- 1.4.4 Adjunct Faculty Report Chairman Wunderlich indicated that Ms. Laurel Dieskow has no report this evening.
- 1.5.1 Regular Meeting Trustee Mahalik moved, seconded by Trustee O'Connell that the minutes of the Board of Trustees meeting held on March 11, 2020 be approved as submitted. A voice vote was taken. The motion carried unanimously.
- 1.6 Communications No further communications have been received.
- 1.7 Agenda Trustee Garcia Guillen moved, seconded by Trustee O'Connell that the agenda be approved. A voice vote was taken. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich.
- 1.8 Consent Agenda Trustee O'Connell moved, seconded by Trustee Mahalik that the items identified as consent agenda items be approved. Trustee Broderick requested that agenda item 4.5 be pulled from the consent agenda. Trustee Morales requested that agenda items 7.2 and 7.3 be pulled from the consent agenda. It was indicated that these are first readings of policies and can be discussed next month.
- 2.1.1 President recommends approval of retirement date as requested by one administrator
  - 2.2.1 President recommends approval of the appointment of one assistant professor, theatre, fine arts (tenure track)
  - 2.9.1 President requests acceptance of the report on replacement of full- and part-time classified employees, as presented
  - 2.9.2 President requests approval of faculty columnar advancement schedule
  - 4.1 President recommends approval to pay the listing of bills for the period ending March 31, 2020 as presented
  - 4.2 President recommends approval to award bids/contracts as follows under Business Services:
    - 4.2.1 Bid-Office Supplies-Desktop Delivery

- 4.2.2 Contractual Service-Condensed Curriculum International -over 10% of previously awarded Board amount
- 4.2.3 Sole Source-Assessment Technologies Institute -over 10% of previously awarded Board amount
- 4.2.4 Sole Source-Burlington English—over 10% of previously awarded Board amount
- 4.2.5 Sole Source-Fanuc America Corporation Robot
- 4.2.6 Sole Source-Johnson Controls
- 4.2.7 Sole Source-National Safety Council –over 10% of previously awarded Board amount
- 4.2.8 Sole Source-Textbook/Resale Merchandise Procurement
- 4.3 Treasurer’s Report
- 4.4 Financial Report
- 4.6 Board of Trustees approval of Summer 2020 Course Fee and Online Fee Recommendation

The motion carried unanimously. Ayes: O’Connell (not present for roll call at 5:34 p.m.), Washington, Broderick, Garcia Guillen, Mahalik, Morales, and Wunderlich.

4.5 Employee Work from Home  
Trustee Garcia Guillen moved, seconded by Trustee Washington that the Board of Trustees of Joliet Junior College approve reimbursement of employee work-from-home expenses as recommended by administration. Trustee Broderick indicated that she has concerns about this reimbursement to employees, as they are saving money in transportation to and from work. Attorney Buck indicated that this recommended reimbursement is due to the Illinois Wage Payment and Collection Act which is usually not triggered because it is typically an option when employees are working from home. Under this Act if you are required to work from home and there is not an office available for the employee, they should be reimbursed for the expense. Trustee Broderick indicated that she was not aware of this requirement and thanked the Attorney for the information. The motion carried unanimously. Ayes: Garcia Guillen, Mahalik, Morales (if we legally are bound by this she will support it, but feels as Trustee Broderick does-people are still being paid, no unemployment, salaries and benefits are still intact and thinks it is a wash), Washington, Broderick and Wunderlich

6. New Business/Old Business  
Trustee Broderick indicated that because of the pandemic, many Illinois counties are deferring property taxes for 60 to 90 days with no penalty. Trustee Broderick suggested that we consider approaching our Will County Board members to recommend the opportunity to defer taxes with no penalty for the taxpayers of Will County. Both our federal and state governments have deferred the payment of taxes and Trustee Broderick feels this would be something that Will County could do to help the residents struggling during this pandemic. Chairman Wunderlich indicated that Tim Brophy was on the radio yesterday and indicated that the tax bills will be going in the mail on Monday with the normal dates for payment of property taxes; however, if taxpayers are late with their taxes, they should phone Will County and they will work with them to alleviate late fees. Trustee Broderick indicated that on Tuesday, May 5<sup>th</sup> the Finance Committee of Will County will be meeting at 9 a.m. with this issue on the agenda and suggested that JJC should let them know that we are in support of no penalties for late property tax payments. Chairman Wunderlich asked President Mitchell if this would cause any issues for the college. President Mitchell indicated that she will look into this further to make sure we are able to do so.

Trustee Broderick commended Ms. Amy Murphy for all of the shields and earsavers being provided to our hospitals as well as some states. This is a wonderful goodwill and humanitarian effort on behalf of Joliet Junior College during this pandemic.

Trustee Morales indicated that she would like to thank the College of Nursing for responding to a local nursing home's need for masks, which they provided. This was very much appreciated and the residents were so happy to receive them.

7. There were first readings on board policies in the packet.  
New Business
8. There were second readings on board policies in the packet.  
Old Business
- 9.1 No report.  
Foundation  
Report
- 9.2 Written Report in packet.  
ICCTA  
Representative
- 9.3 There is not a Student Trustee Report this evening.  
Student  
Trustee Report
- 9.4 Written Report in packet.  
Buildings &  
Grounds Report
- 9.5 No Report.  
President's
- 9.6 No Report.  
Chairman's  
Report
- 10 Trustee Broderick moved, seconded by Trustee Mahalik for the meeting to  
Adjourn adjourn at 5:44 p.m. Voice vote was taken. The motion carried unanimously.