

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 5:30 p.m. on Wednesday, August 12, 2020.
- 1.0.1 Roll Call Trustees Nancy Garcia Guillen
Present Dan O’Connell
Electronically
- Trustees Maureen Broderick Jake Mahalik
Present on Site Alicia Morales (joined the meeting at 5:32 p.m.) Betty Washington
Bob Wunderlich
- Student Trustee
Present
On Site Dontae Crowder
- Welcome Chairman Wunderlich welcomed the guests to the Joliet Junior College regular monthly Board meeting.
- Pledge Trustee Jake Mahalik led the Board in the Pledge of Allegiance.
- 1.0.5 Public Comments President Mitchell indicated that we do not have requests to speak before the Board this evening.
- 1.4.1 Hispanic Heritage Month Proclamation Dr. Mitchell indicated that we have student, Eliana Melero with us virtually and she will be reading the proclamation for Hispanic Heritage month. Ms. Melero read the proclamation proclaiming the month of September 15 through October 15, 2020 as Hispanic Heritage Month in District 525. Trustee Broderick moved, seconded by Trustee Morales that the Board of Trustees of Joliet Junior College approve the proclamation designating September 15 through October 15, 2020 as Hispanic Heritage Month in Illinois Community College District 525. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O’Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion.
- 1.4.1 Retiree Britton Trustee Broderick moved, second by Trustee O’Connell that the Board of Trustees of Joliet Junior College approve the resolution honoring Retiree Roy Britton which acknowledged his loyal and dedicated service to Joliet Junior College for over 26 years of service from 1994 to 2020, with the distinction of Adjunct Emeritus. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O’Connell, Washington

and Wunderlich. Student Trustee Crowder favored the motion.

1.4.2 Trustee Broderick moved, second by Trustee Morales that the Board of Trustees of Joliet Retiree Junior College approve the resolution honoring Retiree Juliet McSwine which McSwine acknowledged her loyal and dedicated service to Joliet Junior College for over 29 years of service from 1991 to 2020, with the distinction of Adjunct Emeritus. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion.

1.4.3 Trustee Broderick moved, second by Trustee Morales that the Board of Trustees of Joliet Retiree Junior College approve the resolution honoring Retiree Nikola Sentevski which Sentevski acknowledged his loyal and dedicated service to Joliet Junior College for over 18 years of service from 2002 to 2020. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion.

1.4.4 Trustee Broderick moved, second by Trustee Mahalik that the Board of Trustees of Joliet Retiree Junior College approve the resolution honoring Retiree Catherine Strle which Strle acknowledged her loyal and dedicated service to Joliet Junior College for over 26 years of service from 1994 to 2020, with the distinction of Adjunct Emeritus. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion.

1.4.5 There is a written faculty union report this evening at the board seats and it was emailed to Faculty Union all board members as well. Report

1.4.6 There is a written adjunct faculty union report this evening at the board seats and it was Adjunct emailed to all board members as well. Faculty Union Report

1.5.1 Trustee Broderick moved, seconded by Trustee Garcia Guillen that the minutes of the Regular Board of Trustees meeting held on June 24, 2020 be approved as submitted. Trustee Minutes Washington indicated that she believes the minutes correctly reflect her vote on the appointment of an interim police chief, which passed. However, Trustee Washington would like to clarify that she was in support of that appointment and our discussion on that item caused some confusion which is why her vote does not reflect support. Trustee Washington commented that she wholeheartedly supports that appointment. Chairman Wunderlich stated that Trustee Washington would like to rescind her vote as nay. Trustee Washington indicated that she would like to rescind her vote and was in support of the agenda item. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion.

1.6 No further communications have been received. Communications

1.7 Trustee Broderick moved, seconded by Trustee Washington that the agenda be Agenda approved. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion.

- 1.8 Consent Agenda Trustee Broderick moved, seconded by Trustee Garcia Guillen that the items identified as consent agenda items be approved. Trustee Morales requested that agenda item 2.1.1 be pulled from the consent agenda.
- 2.1.2 President recommends approval of appointment of director, technology support services
 - 2.2.1 President recommends approval of change in Faculty start dates that were approved at the May 13, 2020 and June 24, 2020 Board meetings.
 - 2.7.1 President recommends approval of reappointment of grant-funded professional staff
 - 2.7.2 President recommends approval of reappointment of grant-funded support and clerical staff
 - 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 June 30, 2020 as presented
 - 4.2 The President recommends approval to award bids/contracts as follows under Business Services:
 - 4.2.1 Bid-B-Building Roof Replacement
 - 4.2.2 Bid-Food Services Point of Sale System
 - 4.2.3 Bid-K-Building Roof Replacement
 - 4.2.4 Consortium-US Foods
 - 4.2.5 Contractual Service-Agility
 - 4.2.6 Contractual Service-Empower Health
 - 4.2.7 Contractual Service-Panopto
 - 4.2.8 Contractual Service-Pearson Education
 - 4.2.9 Contractual Service-Renaissance Center Banquet Operation Lease Agreement
 - 4.2.10 RFP-Intercollegiate Athletic Accident Insurance
 - 4.2.11 Sole Source-AspireEDU
 - 4.2.12 Sole Source-Comcast Business Communications
 - 4.2.13 Sole Source-Gartner
 - 4.3 Treasurer's Report
 - 4.4 Financial Report
 - 4.5 Board of Trustee approval of amendment to Cell Tower Easement Agreement Approval and Third Reading of Board Policies
 - 8.9 10.01.01 Responsible Use of Information Technology Expedited First and Final Reading of Board Policies
 - 8.10 2.01.01 Prohibition of Sexual Discrimination, Harassment and Misconduct
 - 8.11 2.01.16 Prohibition of Sexual Harassment (Title IX Allegations)
 - 9.5.1 Approval of review of executive session minutes
The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion
- 2.1.1 Treasurer Appointment Trustee Broderick moved seconded by Trustee Washington that the Board of Trustees of Joliet Junior College approve the President's recommendation of appointment of Treasurer of the district. Trustee Morales asked if this was a new position and if it was necessary. President Mitchell indicated that the College must appoint a Treasurer. Mr. Rob Galick was the Treasurer and Jeff Heap is serving as the interim Treasurer. The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion
6. Trustee Broderick asked Attorney Buck if we should adopt a change to the minutes

New Business/ per the discussion of Trustee Washington. Attorney Buck indicated that there is no
Old Business formal action needed as Trustee Washington was making a comment for the record.

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 Trustee Garcia Guillen indicated that the JJC Foundation met last month virtually.
Foundation Trustee Garcia Guillen commented that she is very proud of the work they are doing in
Report terms of emergency funds established to make sure that students who need assistance
financially get help. This fund also helps students that did not qualify for assistance under
the CARES Act. Trustee Garcia Guillen wished our students going back to school the
best of luck in their semester and encouraged them to take advantage of the many
resources that are available to them virtually. Trustee Garcia Guillen commented that this
school year will be different. Trustee Broderick asked if there would be a foundation golf
outing this year and if volunteers were needed. President Mitchell indicated that there is
one planned for September 11th. Ms. Mulvey stated that because of COVID-19 it will be
a different golf outing this year. We will not need volunteers as we are reducing the
contact factor, but if, as a Trustee, you want to come and wave to the golfers that would
be fine to do so. The golf outing begins at 10 a.m. and there will not be a gathering at the
end as was the practice in the past. Steak sandwiches will be in a box lunch fashion and
the raffle will also be handled differently. Trustee Broderick inquired if they were
looking for sponsors. Ms. Mulvey indicated the sponsorship requests went out and we
have over \$60,000 already committed for the event. One hundred percent of this
sponsorship money goes to scholarships for our students, as the ticket price for our
outings pays for the events. Trustee Broderick asked what the date was to begin applying
for the spring semester scholarships. Ms. Mulvey stated that it begins October 1st and
closes at the end of October. The students will be notified before the first drop date of the
spring semester whether or not they received the scholarship applied for from the
foundation. Trustee Morales inquired if we have awarded all of the scholarships available
for the fall semester. Ms. Mulvey commented that we awarded all of foundation
scholarships, but have four smart start scholarships available, as well as the student
emergency fund. Any student can apply for the emergency fund for help with tuition, fees
and books. Trustee Broderick asked if this information was on the website for the
foundation. Ms. Mulvey indicated that Dr. Farmer's areas have been notifying all
students of the different methods available to help our students. There is also information
on the webpage for student help. Ms. Mulvey further indicated that there are some
external scholarships also available and they are posted on the web.

9.2 Trustee Broderick indicated that the ACCT Leadership Congress in Chicago has been
ICCTA cancelled because of COVID-19. The ICCTA awards and celebration of 50 years of
Rep Report Illinois Community College Trustees Association has also been cancelled because of
COVID-19. The ICCTA regional meeting is this Friday and Saturday and Trustee
Broderick will be attending virtually instead of physically. Tomorrow there is a central
region Zoom meeting and additional information will be shared at the next board
meeting. We did have a partial round table meeting and some of the topics discussed
were: Classes most likely negatively impacted by COVID-19 and it was indicated that
67% of our community colleges stated that it would be the vocational classes. There will
most likely be 139 on campus classes, with the majority of classes being taught on-line.
In Illinois COVID-19 cases have lately been increasing. How concerned are the colleges
with increasing cases and a possible retreat to Phase 3 or lower before a vaccine is

approved? The concern is extremely high with over 75% of community colleges worried that we may go back to Phase 3. We are all carefully watching the COVID-19 statistics across the state. All of the President's receive the information on the COVID-19 statistics which is shared with the ICCTA Board members. Kankakee Community College is moving back to Phase 3, with the possibility of moving further back to Phase 2, until they find a vaccine. Is your college looking at employee layoffs of RIF's? The answer was currently no, but could look at up to 42% in the future depending on costs and enrollment for the spring semester. President Mitchell indicated that we will also be looking at the spring to make a decision on layoffs depending on enrollment and costs. Trustee Broderick inquired about retirements of some of our employees. President Mitchell commented that we have not received any requests for retirement through December, but we do have several retirements for May. We are continuing to hold vacant positions and not fill them unless they are critical for this budget year. We are very pleased that all of our unions signed a MOU so that we could reallocate some of the employees. At this time, we have moved 34 employees to different positions. By doing this we did not have to officially furlough any of our employees. Our Adjunct faculty may have a smaller load of classes this semester. July 2020 our payroll was at 952 as compared to 1018 in July of 2019, so we are very closely watching our numbers and bottom line. Trustee Broderick indicated that she shared this information with ICCTA and all of the community colleges are continuing to look at retirement options and not filling vacant positions. Another question asked was as a Trustee what are your three major concerns with students returning to campus. It was indicated at 100%, the safety of students and college personnel; followed by the ability to offer the proper mix of classes to fill the students needs; and students deciding to take the semester off because of the pandemic. The Normal University of Illinois campus has announced that if the U of I student transfers to a community college they will not accept credits for classes taken at a community college. Mr. Jim Reed of ICCTA, will be contacting the U of I in regards to this situation. Trustee Morales asked if it was just U of I and Trustee Broderick indicated that was correct. Another question was what do you believe are the three major challenges that your college faces in the upcoming semester. It was indicated that the on-line class offering is difficult; frustrations of ever-changing attack of COVID-19 makes planning anything three to four months in advance extremely difficult; monitoring students either self-check of physically scanned upon entering the buildings. Also, the slow enrollment; and discussion on ending the fall semester by Thanksgiving. President Mitchell indicated that JJC is in discussion concerning the end of the fall semester and will be gathering additional information moving forward. Another concern was the extra expense for cleaning during this pandemic. Trustee Broderick indicated that she has learned that the one area that is completely full in enrollment is the nursing programs throughout the state and indicated that this was outstanding to Dr. Gray.

9.3 Chairman Wunderlich welcomed our new Student Trustee to the table as this was his first on site attendance of the Board meeting. Student Trustee Crowder thanked Chairman Student Trustee Report Wunderlich and indicated that he did not have a report this evening.

9.4 Trustee Mahalik indicated that there were two bids approved for B and K buildings roof replacements this evening. B Building came in at \$175,000 and was budgeted for \$370,000 so they were way under budget. There were 1103 vendors notified (564 BEP) and ten bids were received. K Building came in at \$150,000 and was budgeted for \$390,000 so once again substantially under budget. There were 1103 vendors notified (564 BEP) and ten bids were received. Next month we will have a bid for the keyless entry project. The canopy project at Romeoville is almost complete. The engineers have made a site visit regarding replacing the elevators in G building to determine the scope of work and are working with CDP on this project. The D Building boiler replacement is

almost complete. The Natural Science epoxy floor is complete. J Building roof replacement is complete; however, they are finishing a few punch list items. There was additional information distributed on the master plan. Workday is in preliminary testing with an implementation date of March 2021. President Mitchell indicated the March date is for HR and Finance. Trustee Mahalik asked Attorney Buck to discuss the amendment to the Cell Tower. Attorney Buck stated that it was an amendment to the agreement for additional utility easement and is located in an area that will not cause any problems for farming. Trustee Broderick asked if there was any storm damage from the storm that came through. Trustee Mahalik stated that there was not any damage. Mr. Van Duyne indicated that our roofs are fine, but we did have a few leaks at the city center campus and main campus; however, we fared the storm very well. Trustee Broderick asked why there were so many Com Ed trucks in our parking lots. Mr. Van Duyne stated that we have a MOU with Com Ed. When there are these types of large outings, they contact us for permission to use some of our parking lots as staging areas because they are calling in help from many different areas. Chairman Wunderlich thanked the Buildings and Grounds Committee, Pat Van Duyne and Janice Reedus for their expertise in budgeting for projects. As you heard this evening, the roofing projects came in way below budget for which we are thankful.

9.5
President's
Report

President Mitchell indicated that today we held our General Session and it was held via Zoom and it went very well. We kicked the General Session off with a brief video and she would like to take a few minutes and show it the Board now. President Mitchell indicated that this video brings a tear to her eye and stated that she cannot thank the Faculty and Staff of this community college for their dedication and commitment. Many times, when we first kicked over to this new environment it was 24/7 for our staff and President Mitchell is deeply grateful for their hard work and commitment. Trustee Broderick referred to the return to campus. We have had many difficult decisions to make. While some colleges are doing self-monitoring, we have decided to have the PPE at our front doors. Everyone will have their temperature taken, we have masks and hand sanitizer, we provide face shields when necessary and are practicing social distancing, which is monitored by our greeters. We are keeping everyone's health and safety first and foremost. We will be continuing to monitor in the days and months going forward and have heard of a possible setback to Phase 3. Our actions have been very proactive in nature. We continue to take into consideration the health and needs of our employees and have several different options available to them through human resources. The goal is to have no more than 50 percent of employees in one department on campus. We still need to maintain a presence for our students as they enter the building, but we are being very cautious. Our labs will have no more than 10 at any one time and it will require social distancing. This way, if we roll back to Phase 3 our employees will be shifted back home, but we will still be able to carry on with the lab classes. We will be discussing the spring semester in the next few weeks, but will also be proactive on classes depending on what happens with this virus. The thought at this time is that our spring semester will very much mirror our fall semester. Due to all of the hard work done for enrollment of students in our summer semester, we were actually up seven percent which is significant. Our fall enrollment is looking much different. In May we reported a 40 percent decrease in enrollment; currently we are at an 18 percent decrease which is still significant but it is a 22 percent increase from our May numbers. The Board has a copy in front of them on the fall enrollment initiatives which are being led by Dean Morris. We are communicating our flex start dates, which are later than August 17. We are sharing funding opportunities with our students such as:

- i. CARES Act - \$2.6 million for students and same for institutional support
- ii. Student Emergency Funds – Tuition, Internet, Food Insecurities, Laptop Rental Program

- iii. Student Merit Scholarships – A new initiative providing \$500 additional relief for the first 200 students who apply.
- iv. The Governor's Emergency Education Relief Fund, or GEERS Funding, provides expanded support for college tuition for underrepresented students. The college is in the process of finalizing the application process for this opportunity and will share those details as soon as it is complete.

I received a call from Congresswoman Lauren Underwood this morning, congratulating JJC on receiving the Student Support Services Grant from the U. S. Department of Education

TRiO Student Support Services - (\$2,252,010; five-year grant)

- 2nd largest SSS award in Illinois
- Perfect score of 125 on the application

For over 35 years JJC's TRiO SSS program has provided support services to low-income students, first generation college students, and disabled students enrolled in post-secondary education. The goal of SSS is to increase college retention and graduation rates of participants and help students to make the transition from one level of higher education to the next.

Illinois Community College Board

Adult Education - \$1,813,570

- 3rd largest Adult Ed award in Illinois

Instructional activities include: Adult Basic Education (ABE) for 0-8th grade; Adult Secondary Education (ASE) 9-12 grade; English Language Acquisition; Career Exploration & Awareness; Integrated English Literacy & Civics Education; Bridge programs; Integrated career and Academic Preparation System (ICAPS); Vocational Training; and Workplace literacy. Thank you to our wonderful grant writers, Deandre Butler and his team, and Amy Murphy and Michelle Smith and their teams as well!

More good news, as you recall, I received a call from legislators Walsh, Jr. and McGuire, in addition to our lobbyist Julie Curry. The state released the \$19.8 million for the City Center Project! I am working with Jeff Heap on strategies for future use, with suggestions to be presented to the Board later this semester.

So, as I shared with our employees this morning: Please remember, we will continue to achieve, and we will continue to thrive. It may look a little different this year, but I am confident in our employees and our commitment to Joliet Junior College. I would like to wish Trustee Betty Washington, a very happy belated birthday. You will receive your cake once the bakery reopens. Trustee Broderick inquired if we would be able to look into tuition reductions with all of the good news in the President's Report. Also, we could look at the Bonds that we recently refinanced to see what we could save. President Mitchell indicated that this is one of the discussion items, as well as debt reduction, capital fees and projects on hold. Once we finalize our recommendations, we will bring back to the board for discussion. Trustee Broderick commented that was great news on the grant awards and kudos to our grant writers and indicated that there are also grant writers in Kristi Mulvey's area and offered congratulations to them. President Mitchell stated that the grant writers are under Kristi Mulvey, Yvette Johnson and Kate Coughlin. President Mitchell commented that she cannot say enough how proud she is of the leadership team, the faculty and staff for going above and beyond day after day and month after month. Trustee Broderick inquired as to how the searches were coming along for the vacant

leadership team positions. President Mitchell indicated that the VP of Academic Affairs third round of open forums and interviews with smaller groups will occur in the next few weeks with three finalists moving forward. The VP for Finance and Administration did not have as many applicants with two individuals short listed. However, one withdrew so we have decided to reopen the application process so there will be a delay on this position. The Chief Human Resources Officer is in the process of interviews at the second round. We have received recommendations of the top eight to nine individuals for the Chief of Police position. We will assess the recommendations to make sure that we feel they meet the needs of the college and will short list the individuals to no more than four for a more in-depth interview process. Amy Sims is leading the student group for questions and involvement in the Chief of Police position process. The chairs of each of the search committees keep President Mitchell apprised weekly of the progress of the each of the position searches. Trustee Broderick asked if there is an expected approval date for each of these positions. President Mitchell indicated that we may ask for a special board meeting before the August workshop for the VP of Academic Affairs, otherwise it would go to the September board meeting. The VP of Finance is looking like the recommendation for approval will be for the October board meeting. The Chief Human Resources Officer is moving along well and the hope is approval at the September board meeting. The Chief of Police will most likely go to the September board meeting pending student involvement.

- | | |
|---------------------------------|--|
| 9.6
Chairman's
Report | Chairman Wunderlich indicated that he would like to thank the President and her Cabinet for all of the great work that they have done. Chairman Wunderlich indicated that he would also like to express kudos to Kelly Rohder Tonelli and Mike Hernandez of our marketing area. Former Trustee, Mike O'Connell and he were up in Wisconsin this past week. He indicated that he had heard that enrollment at JJC was increasing because of the advertising of the great education at such an economical price for classes that will transfer to a four-year college. |
| Closed
Session | Trustee Broderick moved, seconded by Trustee Morales that the Board of Trustees of Joliet Junior College move to a closed session (6:32 p.m.) for the purpose of 2 (c) (2), and 2 (c) (5). The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion. |
| Return
to Regular
Session | Trustee Broderick moved, seconded by Trustee Morales that the Board of Trustees of Joliet Junior College return to regular session (7:09 p.m.). The motion carried unanimously. Ayes: Broderick, Garcia Guillen, Mahalik, Morales, O'Connell, Washington and Wunderlich. Student Trustee Crowder favored the motion. |
| 10
Adjourn | Trustee Broderick moved, seconded by Trustee Washington for the meeting to adjourn at 7:10 p.m. A voice vote was taken. The motion carried unanimously. |