

**COMMITTEE OF THE WHOLE MINUTES
SEPTEMBER 24, 2012**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, held a meeting of the Committee of the Whole on Monday, September 24, 2012, in Building E, Room 100.01 (Fox Valley and University Business Center, Room 103), located at Spartan Drive Campus, Elgin Community College, 1700 Spartan Drive, Elgin, Illinois.

1. Call to Order by Presiding Officer

Chair McBride called the meeting to order at 3:00 p.m. and asked Ms. Stover to call roll.

Trustees present: Mr. Dalton, Mr. Duffy, Mr. Getz, Ms. MacKinney, Dr. McBride, Dr. Redmer;
Student Trustee Mr. Ulbert

Trustees absent: Dr. Ollayos

ECC Staff and others present: Dr. Sam, President; Ms. Stover, recorder; Ms. Konny, Ms. DiGerlando,
Ms. Lucca, Ms. Thompson, Ms. Amenta, Mr. Miedwig, Ms. Kolbusz-Kosan,
Ms. Arnold, Dr. Boyd, Dr. McClure, Ms. Wiehle, Dr. Garber, Mr. Julian, Ms.
Tait, Dr. Mao, Dr. Hu, Mr. Kowalczyk, Dr. Cowles, Ms. Wagner, Ms. Proctor,
Ms. Michaelis, Ms. Crowley, Ms. Sawyer, and Ms. Kerruish

2. Approval of Meeting Minutes of the Committee of the Whole, August 13, 2012

Dr. McBride requested approval of the minutes of August 13, 2012.

Motion: Trustee Dalton moved to approve the minutes of August 13, 2012.

Second: Trustee Duffy seconded the motion.

Trustee Dalton requested that his comments regarding the definition of diversity (item 4 under Old Business, page 3) expressly include sexual orientation, gender identity and gender expression.

Trustee Getz requested that his comments regarding agendas (item 1, Current Areas of Observation and Concern, page 5) should have been attributed to minutes, not agendas. He also commented on the need to provide more detailed minutes that include trustees names to discern who said what. Trustees Duffy and Redmer stated that minutes are meant to be a summary of the discussion, only, and not verbatim comments.

Voice Vote: Motion to approve minutes of August 13, 2012, carried by unanimous voice vote.

3. College Reports

A. Construction / Remodel Update

A written report was submitted under separate cover. A short video was presented that encompassed the construction projects.

B. College Initiatives

1. Achieving the Dream/Student Success – Written report submitted under separate cover.

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2. *Alliance for College Readiness* – Written report submitted under separate cover.
3. *Diversity, Equity and Inclusion* – No report submitted.

4. Presentations

A. *Annual Performance Report (Garber)*

Dr. Garber provided a summary of ECC's FY2012 Performance Report. Strategic goals for FY2012, unit indicators and institutional effectiveness indicators were reviewed and measurements shown, with strengths and weaknesses presented. Trustee Dalton inquired about the statistics regarding the standards of academics. Dr. Garber confirmed this information needs to be reviewed as there may be an extraction or programming glitch associated with this data. In addition, next year the actual numbers may be converted to percentages to provide a clearer picture. Trustee Duffy was impressed by the information provided and thanked those affiliated with producing the report.

B. *FY12 Program Review Update (Wilson)*

Ms. DiGerlando introduced Ms. Sharon Wilson, who presented a program review update that included the purpose of program assessments, the FY2012 participants, and revisions to the process. Mr. Ron Kowalczyk described his experience with the review process as regards his paralegal program. Ms. Wilson reviewed the FY2013 revisions to the process and outlined the timeline associated with program assessments. Copies of the presentation were distributed to the board.

C. *FY14 Financial Projections (Konny)*

Ms. Sharon Konny introduced Ms. Heather Scholl, controller, who discussed preliminary projections for fiscal years 2014 through 2018. She explained the basis of the projections presented, historical and projected tax levy data, as well as tuition rates and credit hour information. She discussed previous funding and potential future funding from the State of Illinois, projected revenue and expenses, auxiliary enterprises and course fees. A binder of information outlining the FY2014 budget projections, with resource materials, was distributed to each trustee.

Dr. Sam requested that Ms. Scholl provide five years of historical tax levy figures that include the levy amounts requested and the levy amounts actually received.

Trustee Dalton voiced concerns over the projected tuition increases presented. He also inquired about extra costs and revenues associated with the Burlington campus and the proposed Hanover Park satellite. No revenue is expected from the potential three-year commitment for a Hanover Park extension due to the programs offered. Burlington will initially be bare-bones support, with programs at a break-even level. The projections and assumptions used keep operations at the current level.

Trustee Getz commented that the equalized assessed value (EAV) and new construction, including tax incremental financing (TIF), cannot be changed or controlled by the college. Operations, debt service and the consumer price index (CPI) can be adjusted, to a certain degree. A lower amount than the maximum allowed for the tax levy may be requested. He suggested the board look at this from a taxpayer's viewpoint. When comparing the 2008 tax bill to the projected 2016 tax bill, it appears that the tax rate may double.

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Trustee Duffy said it would be difficult to justify not requesting the full amount for the tax levy when the comparison costs mentioned earlier by Ms. Scholl indicate a \$9 annual increase per \$250,000 home versus a \$218 annual increase in tuition per student.

As discussion continued, staff confirmed that the majority of the budget (68%) is allocated to salaries and benefits. The effect of decreasing student population and related costs and revenues depends largely on the programs in which students are enrolled. Generally, career programs have a higher cost than general education classes.

Student trustee Ulbert asked what is done with the surplus funds; they are moved to fund balance at the end of the fiscal year.

Trustee Getz commented on the tax-rate charts. His observation in the out-years was that a \$4 million reduction in debt service approximately equates to a one percent reduction of the tax rate. He asked to see the effect on projections if a \$7 million reduction in debt service were to occur this year.

Trustees Redmer and MacKinney reminded board members that reserves are held for the unknown events that could happen. In addition, the pension discussion and state funding are current unknowns.

Trustee Dalton responded to Trustee Getz's suggestion stating that a gimmick to wipe out reserves and leave the college without funding for unpredictable events would have an even greater impact on taxpayers, who expect us to be stewards of these reserves.

The board recessed at 4:40 p.m. and reconvened at 4:50 p.m.

5. Old Business

Ms. Stover pointed out the updated September calendar. ICCTA is scheduled to meet November 9 and 10 in Chicago; those needing reservations were asked to advise her as soon as possible. She noted that individual trustees are reimbursing the college for special travel accommodations, as well as spousal travel and other costs. Regarding the April 9 consolidated election: information packets for circulating petitions for ECC trustee seats are available in Ms. Stover's office and may be filed between December 17 and December 24.

Dr. Sam indicated there are two remaining seats available at the ECC-sponsored table for the Centro de Información gala October 6. ECC is being honored with an award. October 4, the Finance Committee will meet regarding the auditor's report, followed by a special board meeting. Mr. Early will attend closed session tomorrow to provide an update on Burlington.

1. ECC Presentations to Outside Organizations

Chair McBride requested recommendations from trustees on addressing presentations to outside organizations. Trustee Dalton suggested that these organizations be visited personally and soon, to close the loop on our progress and thank them for their assistance.

Chair McBride reviewed the organizations and presenters that are tentatively scheduled, to date. He requested trustees to review the list and note the organizations to which they personally would like to present.

Trustee MacKinney suggested we communicate with these organizations and offer to provide an update *if* the organization would like. Content of presentation was discussed; options offered were the standard flip chart standard presentation, which we have done for legislator meet and greets, and the video just presented at this meeting.

There was discussion and review of the reservations process for trustees at community events. All such reservations are handled by Ms. Kerruish.

6. New Business

A. Items of Professional Growth

1. Meeting Reports

Trustee Redmer provided additional comments to the written report provided on the ICCTA Crisis Media Relations presentation of September 13-15 in Springfield.

2. Finalize Board Goals

Trustee Redmer stated that a couple of additions were made to the goals document. Instead of completing the Open Meetings Act training, which this board has already done, this year's focus should be monitoring and acting in accordance with the Open Meetings Act. Monitoring of accountability has been added to each goal.

Trustee MacKinney offered the following changes:

- a. Goal 3, Action 1: clarification of the meaning of "consistent message" should be addressed.
- b. Goal 3, Action 2: last sentence, brief should be added before "written, consistent message."
- c. Goal 4, Action 3: regarding changes to the Monday meeting of the committee of the whole, add an item (c), to read "With board consensus, continue meeting after the regular meeting concludes, if needed."

B. Current Areas of Observation or Concern

Chair McBride congratulated board members on the work completed on the goals, parliamentary procedures and the handbook. These documents will be beneficial for future boards, as well as the current board.

Trustee Redmer advised the board that one of the student thank you notes received this month is from her granddaughter, who is doing very well. Trustee Duffy's grandson is also attending ECC and thoroughly enjoying the experience.

Trustee Getz advised the board he would resign his position as ECC trustee if he is elected to the Kane County board in November.

He suggested providing tickets to WGN radio personality, Lou Manfredini *aka* Mr. Fix-It, for some of ECC's Arts Center events. He has mentioned attending several performances at ECC in the past and tickets might be something he could provide to his listeners, which he does occasionally. Board members agreed this would be a good opportunity for ECC.

Trustee Getz would like to see a presentation on how the Buy-American legislation would be supported in the purchasing process. Dr. Sam stated that the purchasing offices for the state have consortiums that work to assure items are made in America. Trustee Getz mentioned the Veterans presentation scheduled at the Hickory Stick September 28 and suggested the college promote this to the public.

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Trustee MacKinney commented on the advertising that Northwest Community College in Michigan does to target veterans.

Trustee Redmer suggested that copies of the current President's Report be distributed at the conference in Boston as they highlight student success.

Dr. Sam requested input from the board regarding a one-time gift for members of the steering committee and wayfinding committee. Trustee Dalton suggested an aerial photograph of the college showing all the new construction. Trustees agreed this would be a nice gesture but added that a monetary gift would be appropriate. They agreed \$1,000 would be appropriate.

Ms. Stover requested the board accept the goals as outlined with the minor changes mentioned at the meeting today. The goals document was accepted by a voice vote.

C. Other

1. 2013 Retreat: Dates and Facilitator

Trustee Redmer proposed that the same process and schedule be utilized for the June 2013 board retreat, as well as the same facilitator, Linda Kolbusz-Kosan, be hired. McGraw Wildlife Center is a possible location for the 2013 retreat.

2. Update on Intergovernmental Agreement Between ECC and the Village of Burlington

Mr. Early will provide an update on the progress during closed session tomorrow evening.

3. Trustee Duffy suggested that ECC do a presentation at the state level on preparation for and overview of a **board retreat. Trustee Dalton suggested the Futures Conference might be a possible venue.**

Adjournment

Motion: Trustee MacKinney moved to adjourn the meeting.

Second: Trustee Dalton seconded the motion.

Voice Vote: Motion passed by unanimous voice vote at 5:40 p.m.

Eleanor MacKinney, CAS, Board Secretary

Kathleen Stover, Board Recorder