

**COMMITTEE OF THE WHOLE MINUTES
MAY 6, 2013**

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 Tuesday, May 6, 2013, in Building E, Room 100.01, 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 3:12 p.m. and asked Ms. Stover to call roll.

Trustees present: Mr. Getz, Dr. Jones, Ms. MacKinney, Dr. McBride, Dr. Redmer, Mr. Duffy, and Dr. Ollayos.

Trustees absent: Student Trustee Mr. Molina Hoyos

ECC Staff and others present: Dr. Sam, President; Ms. Stover, recorder; Ms. Konny, Ms. DiGerlando, Ms. Wilson, Mr. Saucedo, Ms. Lucca, Ms. Thompson, Ms. Gemelli, Dr. Schaid, Dr. Roeger, Ms. Amenta, Mr. Eassa, Ms. Bethke, Ms. Causey, Ms. Scholl, Ms. Boyce, Dr. McGee, Ms. Banks, Ms. Wollenberg, Ms. Bain, Ms. Plate, Ms. Letizio, Ms. Sawyer, Dr. Cowles, Ms. Brown, Ms. Prystawsky and Ms. Kerruish

2. Approval of Meeting Minutes of the Committee of the Whole, April 8, 2013

Dr. McBride requested approval of the minutes of April 8, 2013.

Motion: Trustee Ollayos moved to approve the minutes, as presented.

Second: Trustee Redmer seconded the motion.

Voice Vote: Motion passed by unanimous voice vote.

3. College Reports

A. Construction / Remodel Update

A written report was submitted under separate cover.

B. College Initiatives

1. Achieving the Dream/Student Success – Written report provided.

2. Alliance for College Readiness – Written report provided.

3. Diversity, Equity and Inclusion – No report submitted.

Dr. Sam reminded board members they are invited to a community gathering on May 19, 2013, at ECC: *Who is My Muslim Neighbor?*, from 2 p.m. to 5 p.m.

4. Presentations

A. ECC Police Department (Eassa)

Chief Eassa provided an overview of the current department structure and number of officers. The combined years of service totals approximately 375 years. American School Search ranked ECC 11th in campus safety out of 6,708 colleges and universities, nationwide. The ranking is based on Clery crime statistics reported from 2009 through

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2011. State University.com ranked ECC the 5th safest college/university in the State of Illinois for 2012, based on Clery crime statistics from the previous year (2011), when ECC ranked the 10th safest in Illinois. The board was advised of the frequent and continuous training for ECC police officers, the policies in place for emergency situations, and mutual aid agreements with surrounding municipalities. Approval for the purchase of emergency radios will be requested at the May 7, 2013, board meeting. Trustee Redmer inquired about procedures for evacuating handicapped students and was assured that procedures exist and such assistance is provided. Trustee MacKinney commented that community members feel safe when on campus.

B. Staff Professional Development (Brown & SSECCA)

Ms. Bethke reviewed the evolution of the current model for *Professional Growth Day* at ECC. Ms. Brown outlined the opportunities offered to all ECC employees on March 13, 2013. She reviewed the message presented by Jeff Evans on *Mountain Vision: Lessons Beyond the Summit*. Summaries of the survey responses following the March 13 *Professional Growth Day* were distributed. Data on participation was also provided. Trustees appreciated the opportunities given to employees, as well as the thoroughness of reporting the survey responses.

C. Health Programs (Miller)

Dr. Miller introduced the leads for the 12 health professions programs. She listed the accreditation/approval organizations and provided the number and types of current clinical affiliations. Data was given on FY2013 program admissions, outlining the number of applicants and the number of students admitted. Ninety-three percent of health professions graduates pass national certification/licensure exams and 91% find employment within one year of graduating. The massage therapy clinic sees 1,300 clients per year, with 128 hours of hands-on experience, per student. Veterans are able to receive complimentary massages year round. The dental clinic sees 44 patients each year, providing five hours of experience, per student. New programs for fall 2014 include magnetic resonance imaging (MRI), computed tomography (CT) and mammography. Future plans include spa therapy, sterile processing and a health clinic. Trustee Jones inquired whether our clinical affiliations hire ECC graduates. In fact, ECC students are hired by our clinical affiliations and our clinical partners come to ECC's campus for continuing education.

Chair McBride thanked everyone in attendance for their talents and hard work. He is proud of the board and noted it is a working board that means business. He offered congratulations to the two newly elected trustees, Mr. Art Saucedo and Ms. Angela Causey, and at the same time thanked Dr. Jones for her service as an appointed member of the board of trustees since December 2012. He expressed his gratitude for the welcoming feeling he was always given whenever on campus.

The board recessed at 4:10 p.m. and reconvened at 4:15 p.m.

5. Old Business

No old business was brought forward for discussion.

6. New Business

A. Items of Professional Growth

1. Assess All Board Goals

Evaluation of Goal III.3 – Community Engagement Attendance from Trustee Reports: Message Conveyed, Response to ECC

Ms. Stover and Ms. Kerruish reviewed the community engagement attendance document. Trustee Redmer reminded board members that the intent of submitting reports was to alert all board members of worthwhile information learned at the event. Trustee Jones inquired about the follow-up for new connections, such as the robotics competition mentioned at last month's meeting. Trustee Getz inquired about the follow-up process on information or inquiries received at these events and relayed in a community engagement report. Trustee Redmer indicated that this process should be addressed during the board retreat to help clean up this process. Items that are not working well will be addressed for improvement. Events that board members choose to attend on their own do not require a report.

Dr. Sam indicated that he is considering some internal structural changes that may help address some of the concerns.

Trustees discussed engaging in more meaningful discussions with local boards, including school boards and municipal boards. Trustee Getz suggested that ECC engage in more events like the Education Summit held in Elgin. Trustee Redmer mentioned the possibility of meeting with the school board presidents at ECC.

2. Board Self-Assessment

Board self-assessments were completed by the current board. Comments were shared about the format used for the board assessment. Though not a perfect tool, a better format has not been found, so the current format will continue to be used.

The assessment tool for the president was mentioned. Again, a better tool has not been found, and it is not appropriate to change the assessment tool at the time of evaluation. Trustee Redmer indicated that the president's assessment form should be tied to the strategic plan and student success; she will seek the president's assistance to find or create a more inclusive assessment tool. The quality of these evaluation instruments will be addressed during the board retreat, with the goal of creating new and improved evaluation tools by July, to begin the new assessment year.

B. Current Areas of Observation or Concern

1. Signs on Campus

Trustee MacKinney is concerned about consistency with signs on campus, most noticeably political signs. A process needs to be addressed so temporary signs are put up and taken down in a timely manner. Political signs / yard signs should not be placed. Trustee Getz provided the information he received from the city, based on his recent election efforts. State law indicates signs are allowed 100 feet from the main entrance point of a polling location. Trustees discussed whether or not ECC should continue to be a polling place, though ECC serves the community by being a polling

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place. It was also felt that holding forums on campus is a form of education and should be allowed. Dr. Sam will request an opinion on this issue from our attorneys.

2. College Employees and Ethics Act Test

Trustee Getz again opened discussion about college employees taking and passing the Ethics Act test. He inquired about employees taking this test so they are aware of what is allowed or not allowed. He asked if this information is being presented to employees, yet. Dr. Sam responded that there is no requirement to test employees, and we cannot mandate bargaining-unit employees to take such a test. Ethics testing is mandated for *state* entities; ECC is a *local* entity, and ethics testing is not mandated; consequently, no ethics test is available for community college employees. The President's Administrative Procedures (*Administrative Procedure 3.808, Business Ethics and Conduct*, as well as *Administrative Procedure 3.404, State Officials and Employees Ethics Act*) very specifically address ethics and gifts. The board adopted a 9-page ethics resolution in 2004 (see Trustees Handbook). Trustee Getz requested that this information be presented or distributed to all employees. It is his understanding that presentations have not been made. Chair McBride repeated that all employees know the information is available through the online President's Administrative Procedures, with which they are all required to be familiar. Additionally, this information is presented to new employees at new-hire orientation. ECC has ethics procedures and we practice them.

Dr. Sam indicated that there was no need for a closed session tomorrow evening; therefore, dinner will begin at 5:30 p.m.

C. Other

1. Board Policy

Per parliamentarian's responsibilities, the following items have been recommended/suggested for discussion and possible change to board policy:

Travel

- i. Meal Allowance
- ii. Alcoholic Beverage Reimbursement
- iii. Travel Reimbursement Form

Trustee MacKinney indicated that the listed items were brought forward for discussion by Trustee Getz, who then began the discussion about alcoholic beverage reimbursement for trustees. As stated in their policy GP 6.4.c, the trustees follow the college's travel policy. He felt the stipend provided to Dr. Sam for meetings with politicians, staff, faculty, trustees and other stakeholders should cover alcoholic beverages. Dr. Sam stated that college funds are not to be used for alcohol; meals, while on board business, are reimbursed by the college. If alcoholic beverages are consumed, Dr. Sam pays for them at the time, personally. Trustees MacKinney and Duffy indicated that, on several occasions, he has offered to pay for spouses' dinners (as no spousal expenses of any kind can be reimbursed by the college), including alcohol, from his personal, taxable income. Trustee Getz suggested the president pay for trustees' meals, including alcohol; and when it is a proper expense, he wants it

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charged to the college's correct budget code. He further commented that we are a local unit of government and do not have to follow the same rules and guidelines as the State of Illinois, in reference to using the State's rules as precedent for ECC's Travel and Reimbursement Procedure. Trustee Duffy indicated that there is no way of knowing whether the president's expenditures on the trustees are part of a stipend; he is generously providing dinner and/or alcoholic beverages as a personal gesture. Dr. Sam stated that he will continue to offer to purchase meals and drinks and feels this discussion is micro-managing his personal finances. Trustee Redmer stated that our president is honest and ethical, that this discussion has been brought forward before and now should be put to rest.

Trustee Getz shared a discussion he and Chair McBride had regarding District 509 being divided into six sub-districts and one general, at-large district, guaranteeing representation from every location within the district. Ms. Stover indicated that only the Illinois Legislature can legislate such a change. Trustee Redmer commented that this would make every decision very political and serve only pockets of the district. Dr. Sam also cautioned that, with this scenario, every decision would become political; he further suggested that conversations with officials in districts which are currently set up in this manner (two or three of 39 community college districts) would illustrate that it does not work well.

Trustee Redmer indicated that items – such as meal allowance – on the Travel Reimbursement Form need to be addressed. Dr. Sam commented that this form follows the direction suggested by our auditors. He further stated that, recognizing that board members are unpaid volunteers, they should not incur any expenses while working on behalf of the college. If your meal is below the stated amount, no receipts are necessary. If the meal is above the stated amount, a receipt must be provided in order to be reimbursed. Ms. Stover noted that the amounts listed on the travel claim form are not *per diem* amounts.

Trustee Redmer wanted all to know that Trustees MacKinney and Jones have been nominated for YWCA leadership awards.

Adjournment

- Motion:** Trustee Ollayos moved to adjourn the meeting.
Second: Trustee Getz seconded the motion.
Voice Vote: Motion passed by unanimous voice vote at 5:33 p.m.

John Duffy, Board Secretary

Kathleen Stover, Board Recorder