

**COMMITTEE OF THE WHOLE MINUTES
SEPTEMBER 9, 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, September 9, 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 Redmer called the meeting to order at 3:04 p.m. and asked Ms. Stover to call roll.

Trustees present: Dr. Redmer, Mr. Duffy, Mr. Getz, Ms. Causey, Ms. MacKinney, Mr. Saucedo, student trustee, Mr. Molina Hoyos

Trustees absent: Dr. Ollayos arrived at 3:24 p.m.

ECC Staff and others present: Dr. Sam, President; Ms. Stover, recorder; Ms. DiGerlando, Ms. Konny, Mr. Julian, Mr. Byrd, Ms. Wilson, Ms. Amenta, Dr. Garber, Ms. Bucek, Ms. Lucca, Mr. Robinson, Ms. Arnold, Ms. Sawyer, Ms. Roeger, Dr. McGee and Ms. Kerruish

2. Approval of Meeting Minutes of the Committee of the Whole, August 12, 2013

Chair Redmer requested approval of the minutes of August 12, 2013, with one revision. The reference to *Northwestern magazine* should have been *Northwest Quarterly*.

Motion: Trustee Duffy moved to approve the minutes, with the revision.

Second: Trustee MacKinney seconded the motion.

Voice Vote: Motion passed by unanimous voice vote.

3. College Reports

A. Construction / Remodel Update (Written report, under separate cover)

Ms. Konny explained that the change order presented for action tomorrow evening represents work that was originally expected to be covered by the local utility company. However, it has been determined that these expenses are the college's responsibility.

B. College Initiatives – Student Success (Written report, under separate cover)

No additional information was presented.

4. Presentations

A. Institutional Indicators

Dr. Garber provided a review of the Performance Report for FY2013. The complete document was included in the board's packet for this month. He also reviewed requirements for the accreditation visit scheduled for late 2015 or early 2016. Trustees appreciated the clear manner in which the data was presented.

B. Academic Program Review / Summary of Needs & Opportunities

Ms. Thompson introduced Ms. Wilson, who presented information about academic compliance. She provided a summary document that will be distributed to internal stakeholders containing needs and opportunities discovered during the academic program

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review process. The entire program review document was distributed to trustees in August. An overview of the purpose, process and timeline was presented. Assessment and data-driven decision-making are the goals of the processes developed. Trustee Getz commented on the “20 in 1” campaign (20 credits in one year; students who achieve this are five times more likely to complete their degree) and “credit creep”, which was discussed at the August meeting. Ms. Wilson assured trustees that thorough reviews are completed. The number of hours and courses, as well as relevancy of the courses, are reviewed. There have been several instances where a course is no longer relevant to the degree and has been eliminated from the program. Currently there are some programs over the ICCB maximum of 72 hours that are being reviewed, and changes are being implemented to bring these programs into compliance. Trustees appreciated the clear manner in which the data was provided.

The board recessed at 3:55 p.m. and reconvened at 4:05 p.m.

5. Old Business

A. ACCT Leadership Conference, Oct. 2-5, 2013

Trustees were reminded of travel information and plans for the ACCT Leadership Conference in Seattle. Trustee MacKinney mentioned her candidacy for the ACCT central region diversity committee chair. Opportunities for campaigning at the conference were discussed. One delegate per college may cast a vote, but all trustees may attend the board meeting.

6. New Business

A. Abraham Lincoln Presidential Library and Museum (ALPLM) Oral History Project

Trustee Duffy briefly described the oral history project for the Abraham Lincoln Presidential Library and Museum as it pertains to community colleges and shared several of the responses he provided. A disc of Mr. Duffy’s full interview will be sent to ECC.

B. Items of Professional Growth

1. Discussion of Meeting Reports

No meeting reports were submitted. Ms. Causey thanked Dr. Sam and Dr. Redmer for attending her anniversary party.

2. Monthly Review of Goals

The board’s goals were adopted in August and trustees had no additional comments or updates. Chair Redmer reviewed the approved attendee list for community engagements. She reminded trustees to submit reports when attending events. Chair Redmer has discussed several items and opportunities pertaining to legislative affairs with Ms. Amenta. September 12, Ms. Stover will be recognized as one of the outstanding women who display excellence in the workplace by Women of Grace and Dignity.

3. Board Policy GP 7.4

Trustee Duffy presented various definitions of the governance process in reference, specifically, to GP 7.4. Trustees discussed the merits of each variation and whether changes and/or additions should be made to the current board policy GP 7.4. Trustees discussed, at length, the merits and implications of each variation. Trustee Getz commented on the lack of details and opinions attributed to each trustee in the board’s

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minutes. Several trustees reiterated that minutes are not intended to reflect meeting content in detail, and board votes are reflected in the minutes.

Trustee Ollayos offered the following compromise to GP 7.4: variation numbers 2 and 4 will not be included; variations 1 and 3 will be added to GP 7.4 as presented, and item number 5 will be revised as follows: *Upon termination of service, a retiring trustee must continue to maintain confidentiality with respect to information acquired in closed session.* Trustee Duffy suggested that variation number 4 be included.

Trustee Ollayos felt that this variation was similar to the current GP 7.4 wording and would be duplicating what exists. Trustee Saucedo suggested that it be included for clarification. Chair Redmer indicated the board policies would be reviewed to determine if the “one-voice” statement is included in another section of the policies. The changes discussed will be made and brought back to the board for review in October after variation number 4 has been researched.

4. Review of Board Policies BPR and EP

These policies were not discussed at this time.

5. Review Strategic Plan

Chair Redmer stated that these two items refer to the President’s Evaluation Tool, the next agenda item.

C. *President’s Evaluation Tool*

Trustee Saucedo said his concerns about the president’s evaluation tool during discussions at the board’s retreat have been addressed. Trustee Duffy stated the president’s evaluation tool is taken from the board’s policies. Suggested improvements to the tool include defining *workforce* as stated in item 1.d of the current evaluation tool. Trustees discussed potential changes to the wording and stated that any changes made to this document will need to be addressed in board policy BPR 2.1. The decision was to leave this as it is currently stated. The only other suggested change was to split number 3, “The president *initiated* . . .” and number 4, “The president *allowed*” Each would repeat items “a” through “e” as currently stated.

D. *President’s Remarks*

Dr. Sam provided information on the following:

- The lounge area between buildings F and G needs a name; photos and a recommendation will be brought to the board next month.
- Advising/Counseling will be addressed in closed session tomorrow evening.
- There is a concern about the process of collecting fees in the child development center. Ms. Konny will create a plan for handling collections and improve the process.
- Closed session will include a presentation regarding identifying a pool of money as it relates to the negotiation proceedings.
- Reminder – October 7, Mr. George Mehaffey will be presenting on campus. His presentation is timely and worthwhile regarding the future of higher education.
- Achieving the Dream coaches will be at the October Committee of the Whole meeting for a presentation and update.
- September 17 is the retiree luncheon. Please attend if you can.
- Trustee Getz brought a suggestion forward for consideration: offering an opportunity to purchase advertising space on ECC trucks. Trustee Getz provided details on his

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suggestion and stated that we should think outside the normal processes. Staff did some research on this possibility and found that there are more challenges than benefits, at this time. The costs would exceed revenue. In theory, it appears to be a good idea; but in reality, it doesn't fit. ECC trucks advertise ECC programs.

E. Chair's Remarks

Chair Redmer distributed to trustees a written summary of her activities for the month of August. She also reminded trustees that, considering Ms. Amenta's position and her own position as board liaison, it is part of their job and their duty to represent the college with legislators. Dr. Garber more fully developed the college planning calendar included in the board book each month. It is a useful tool as a working document, outlining college plans.

F. Announcements

Reminder of Meetings Next Month, Monday October 7:

- 1:00 pm Finance Committee (E100.01)
- 2:30 pm All-college Meeting, Speaker George Mehaffey (E Seigle)
- 3:30 pm Committee of the Whole (E100.01)

Ms. Stover reminded trustees of scheduled times for tomorrow's events

G. Questions for Next Month's Agenda

Mr. Duffy will review board policy regarding GP 7.4 as it relates to the possible inclusion of item number 4.

The completed president's evaluation document will be brought for approval. Volunteer assistance is being requested regarding the traveling Vietnam Wall, for which Jack Darr is the contact. Mr. Molina Hoyos will contact him offering student assistance. Trustee Causey provided copies of thank you notes received in the Foundation office from scholarship recipients.

Adjournment

- Motion:*** Trustee Saucedo moved to adjourn the meeting.
- Second:*** Trustee Duffy seconded the motion.
- Voice Vote:*** Motion passed by unanimous voice vote at 6:01 p.m.

John Duffy, MS Ed, Board Secretary

Kathleen Stover, Board Recorder