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, December 11, 2017, 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 Meyer called the meeting to order at 3:30 p.m. and asked Ms. Kerruish to call roll,

   **Trustees present:** Mr. Duffy, Ms. McCreary, Mr. Meyer, Dr. Ollayos, Ms. Rakow, Dr. Redmer and Student Trustee Mr. Jones

   **Trustees absent:** None

   **ECC Staff and** Dr. Sam, Ms. Konny, Ms. Heinrich, Ms. Lucca, Dr. Hu, Mr. Moore, Ms. Hobson, Dr. Miller, Ms. Wons, Ms. Scholl, Mr. Battista, Ms. Davenport, Mr. Jensen, Ms. Zwart-Healy, Ms. Atta, Ms. Meisinger, Dr. Garber, Ms. Taylor, Ms. Strohl, Ms. Strossner, Ms. Kerruish and Ms. Franck

2. **Pledge of Allegiance**
   The Pledge of Allegiance, led by student government members, was recited.

   A moment of silence was held in memory of ECC History Professor Bill Pelz, who passed away on December 10, 2017. The College flag will be at half-mast for one week, in his honor.

3. **Approval of Meeting Minutes of the Committee of the Whole, November 13, 2017**
   Chair Meyer requested approval of the minutes of November 13, 2017.

   **Motion:** Trustee McCreary moved to approve the minutes as presented.
   **Second:** Trustee Ollayos seconded the motion.
   **Roll-Call Vote:** Aye, 6; nay, 0; Student Trustee Jones, aye; motion carried.

4. **Presentations**
   **A. Student Member of the Board Selection Process**
   Dr. Sam noted that, a few years ago, members of the student government discussed changing the student member of the board selection process from an election to an appointment. At that time, they were reminded this process is a policy determined by the Board of Trustees; and this discussion resulted in the information being presented at this meeting. Student Government members Esmeralda Flores, Fatima Cruz, Abigail Anderson, and Gena Tiesch provided a presentation on the proposed selection process for the student member of the board. Inconsistencies in the student government’s Constitution regarding electing a student member of the board versus appointing the student to this position were pointed out; and a new Constitution, with recommended changes highlighted, was presented to the Board for review. Input from the Board of Trustees was requested, and a discussion followed. Questions from the Board were
addressed and clarification was given regarding several items. Dr. Sam indicated additional information will be provided at the January, 2018 meeting.

B. Distance Learning
Tim Moore, Associate Dean of Instructional Improvement and Distance Learning, provided an overview of Distance Learning at ECC. Topics addressed included what distance learning is; types of distance learning (internet, hybrid, enhanced); how courses and programs are identified; statistics on unique active online courses, seat counts by mode of delivery, D2L usage by fiscal year, and student success by mode of delivery; and current projects.

5. Review Board Actions on the December 12, 2017 Regular Board Meeting Agenda
A. Purchases
1. Content Management System (CMS) Change Order
2. Online College Catalog Software
   There were no questions or comments about the purchases.
B. Other Agenda Items
   There were no questions or comments about other agenda items.

   The board recessed at 4:37 p.m. and reconvened at 4:45 p.m.

6. Recess to Closed Session
The board recessed to closed session at 4:45 p.m., to consider the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office... pursuant to Chapter 5 of the Illinois Compiled Statutes Sections 120/2 (c) (3).

   Motion: Trustee McCreary moved to recess to closed session.
   Second: Trustee Olayos seconded the motion.
   Roll-Call Vote: Aye, 6; Duffy, Meyer, McCreary, Olayos, Rakow, Redmer; nay, 0;
   Student Trustee Jones, aye; motion carried at 4:46 p.m.

   The board reconvened in open session at 5:21 p.m.

7. Old Business
   There was no old business discussed.

8. New Business
A. Abatement of Debt Service Levy
   This item was discussed at the Finance Committee Meeting on this date, and was consequently removed from this agenda.
B. Board Messaging Update
   Ms. Amenta requested feedback from the board regarding topics to include on the list of messages to be relayed this Spring at community engagement events attended by trustees. A brief discussion followed, and the role of employees attending events was clarified, noting ECC staff attend events as needed in order to support the trustees.
C. **College (elgin.edu) emails for Board of Trustees**
   Mr. Chahino was unavailable to address this agenda item. It will be added to the January 29, 2018 agenda.

D. **Board Retreat Review**
   Trustee Redmer distributed a retreat review handout, including information on board goal 1, shared values/diversity; strategy 1 of the strategic plan, equity and learning; and a review of a book about Sacagawea. Lessons from Amelia Earhart were reviewed by Trustee Rakow. Additional book reviews and goals will be presented in the near future.

E. **Senior Tuition Waiver**
   Dr. Sam has received feedback from many seniors since the senior tuition waiver was adjusted. He will research other colleges about their senior tuition arrangements and provide feedback to the board in the near future.

F. **Items of Professional Growth**
   2. **Upcoming Community Engagement Events**
      Ms. Franck announced upcoming events.

G. **President’s Remarks**
   - Dr. Sam announced that ECC signage is now located on I-90, near the Randall Road exit ramp.

H. **Chair’s Remarks**
   - Chair Meyer reminded trustees of commencement exercises on December 16, noting the importance of their participation.
   - A special meeting may be scheduled to approve the SSECCA contract, once its ratification has been confirmed. A tentative date of Wednesday, December 20 was agreed on by trustees.
   - A brief follow-up discussion was held after the closed session on this date regarding the appointment of a trustee to fill the current vacancy. An informal poll on the two final candidates was taken. Reference checks are in progress and, pending the outcome, a candidate may be selected and seated at the regular meeting on December 12.

I. **Announcements**
   There were no announcements.

J. **Issues for Next Month’s Agenda**
   No issues were brought forward.

9. **Audience Wishing to Address the Board**
   There were no audience members wishing to address the board.

**Adjournment**

*Motion:* Trustee Ollayos moved to adjourn the meeting.

*Second:* Trustee Duffy seconded the motion.

Chair Meyer adjourned the meeting at 6:06 p.m.

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Clare Ollayos, DC, Board Secretary

Diane Kerruish, Board Recorder