COMMITTEE OF THE WHOLE MINUTES
JUNE 12, 2017

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, June 12, 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 3:01 p.m. and asked Ms. Kerruish to call roll.

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

   Trustees absent: Ms. Holmes

   ECC Staff and others present: Dr. Sam, Ms. Heinrich, Ms. Konny, Ms. Wons, Ms. Lucca, Ms. Harris, Dr. Garber, Dr. Lehmacher, Ms. Healy, Dr. McClure, Mr. Battista, Ms. Gundrum, Ms. Scholl, Ms. Perrin, Ms. Davenport, Ms. Hatch, Ms. Meisinger, Ms. Strossner, Ms. Hobson, Mr. O’Donnell, Ms. Bell, Mr. Phillips, Ms. Luptak, Ms. Wagner, Mr. McCoy, Dr. Miller, Ms. Keppley, Ms. Pang, Mr. Jensen, Dr. Thompson, Ms. Nehlsen, Mr. Lopez, Dr. Hardy, Ms. Webb, Ms. Bucek, Ms. Munson, Dr. Roeger, Dr. Austin, Mr. Stark, Ms. Kerruish and Ms. Franck

2. Approval of Meeting Minutes of the Committee of the Whole, May 8, 2017
   Chair Meyer requested approval of the minutes of May 8, 2017.

   Motion: Trustee McCreary moved to approve the minutes as presented.
   Second: Trustee Duffy seconded the motion.
   Roll-Call Vote: All aye by voice vote; motion passed.

3. College Reports
   A. Student Success
      A written Student Success Report was received.

4. Presentations
   A. Enrollment Services
      Jennifer McClure, managing director of enrollment services, provided an overview of the enrollment services and recruitment areas. A summary of the structure and functions of the department was provided, and service expectations were reviewed. Staff members introduced were recruitment coordinators Shirley Bell, Tyler O’Donnell and Luis Alarcon, who highlighted their roles. Other topics highlighted included the yield rate, including an enrollment comparison; departmental improvements and collaborations.

   B. College Transitions
      Libby Roeger, dean of college transitions and developmental education, highlighted the roles of several staff members, including Alison Douglas, associate professor of English; Dawn Munson, professor of education; Mia Hardy, associate dean of college
transitions; Bruce Austin, associate dean of TRiO; and Rodrigo Lopez, director of high school partnerships. The presentation included an overview of the department’s structure. The Alliance for College Readiness program was reviewed; and updates on the Early College Credit and Kane County Juvenile Justice Center programs were provided. It was noted that a new session of the Transition Academy program began on this date. Other programs highlighted were TRiO/ESL/SSS/Upward Bound and Developmental Education.

5. **FY2018 Budget**
Ms. Konny noted the budget proposed at the May finance committee meeting included a deficit; however, the revised budget being proposed on this date is balanced. Ms. Konny reviewed the changes made to balance the budget. Areas to look into if the college does not receive state funding were discussed, including auxiliary units and further reductions in staff. The issues of class size and student activity fees were also discussed. Trustee McCreary questioned the amount of travel by trustees, in light of the state’s budget situation.

6. **Auxiliary Enterprises**
Ms. Konny distributed and reviewed a recap of all auxiliary unit funding, per Chair Meyer’s request at the May meeting. Ms. Wagner provided a summary of food services operations, and reviewed a comparison of cafeteria operations among other community colleges. The pros and cons of outsourced/contracted options in the auxiliary areas were discussed.

7. **Review Board Actions on the June 13, 2017 Regular Board Meeting Agenda**
A. **Purchases**
   1. **Performing Arts Center Season Brochure**
      Trustee McCreary requested additional details about the action. Dean Hatch and Ms. Kepley summarized the need for and importance of the brochure.

B. **Any Other Agenda Items**
   1. **Trustees’ Out-of-State Travel to 2017 ACCT Leadership Congress**
      Trustee McCreary stated she plans on pulling this action at the June 13 regular board meeting. Trustee Olayos noted that, as an ACCT board member, some of her expenses related to the Leadership Congress will be covered by ACCT.
   2. **Resource Allocation and Management (RAMP) Matching Funds Commitment Art and Technology Building**
      Trustees Rakow and McCreary had questions regarding the RAMP action, and Ms. Konny responded. Chair Meyer explained the RAMP state funding process. This was followed by an explanation of the colleges reserve funds by Dr. Sam, who noted the three types of fund balances: restricted, unrestricted and semi-restricted.
   3. **Renewal of Youth Leadership Academy (YLA) Agreement**
      Trustee Redmer indicated that, while she appreciates the additional data she requested, it lacks the information she would need to support the action. Therefore, she intends to pull this item at the June 13 regular board meeting. A discussion followed regarding the data needed in order to measure the YLA’s success, other transition program options, and potential scholarships being offered as an alternative. Trustee McCreary mentioned tabling the action. Student Trustee Jones motioned to table the action; and Trustee McCreary seconded the motion. A discussion ensued, and Trustee Redmer brought
forward suggestions to improve the program. Dr. Sam recommended considering an alternative to tabling the action, instead approving a one-year contract with a stipulation to review it further in one or two months. Trustee Jones then withdrew the motion. Trustee Ollayos noted that when it was first implemented, there were no other transition programs available; therefore, trustees may need to further evaluate the YLA program. She expressed her support of Dr. Sam’s recommendation, with the YLA presenting additional data to the board at the November committee of the whole meeting. Trustee Duffy moved to substitute the motion to revise the action item, based on a one-year agreement; and Trustee Ollayos seconded the motion. Chair Meyer called the question, and all trustees agreed that the action item should be revised to reflect a one-year agreement, with additional data to be presented by YLA at the November, 2017 committee of the whole meeting.

4. **Resolution Authorizing the MOU between the Workforce Development Board of Kane, Kendall and DeKalb Counties and the Illinois Worknet System Partners**
   At Dr. Sam’s request, Ms. Heinrich explained the proposed memorandum of understanding between the Workforce Development Board of Kane, Kendall and DeKalb Counties and Illinois WorkNet System Partners, which was finalized externally. A copy of the document was presented to the board during the committee of the whole meeting.

5. **Resolution to Adopt FY 2018 Prevailing Wage Rates Established in Kane County**
   Chair Meyer stated he does not believe the wage schedule presented is an accurate reflection of wages within the college’s area; and he therefore plans on voting against the action.

6. **Trustees’ Out-of-State Travel to 2017 ACCT Leadership Congress**
   Chair Meyer provided additional information for consideration, as follows:
   The approximate costs incurred for trustees’ participation in the ACCT Leadership Congress are $14,500 for registrations and hotel fees. It was noted ACCT webinars are available for $200 per trustee. There is also an option for an annual subscription for $1,500 which would provide all trustees an opportunity to participate in training sessions.

   *The board recessed at 5:30 p.m. and reconvened at 5:35 p.m.*

8. **Old Business**
   Dr. Sam distributed an article on ECC graduates.

9. **New Business**
   A. **Items of Professional Growth**
      1. **Board Handbook and Policies**
         a. **Annual Retreat Leader Addition**
            Trustee Redmer proposed a new policy for the role of retreat leader, who may be named annually. The policy will be included on the August, 2017 agenda for further discussion.
         b. **Recognitions and Award Nominations**
            Trustee Redmer suggested a policy outlining the process for award nominations. Further discussion will be entertained at the August, 2017 meeting.
2. **ICCTA Annual Meeting Review**
   Trustee Rakow participated in an ICCTA training session, which she will highlight at the June 13 regular board meeting.

3. **Board Retreat – June 20-21, 2017**
   Trustee Redmer reviewed the book assignments (*212 The Extra Degree*) for the upcoming retreat on June 20 and 21.

5. **Upcoming Community Engagement Events**
   Ms. Franck announced upcoming events.

**B. President’s Remarks**
There were no remarks by the president.

**C. Chair’s Remarks**
- Chair Meyer expressed his appreciation to trustees who participated in May’s commencement exercises, noting the importance of the board’s presence at graduation ceremonies.
- Trustees were reminded that Ms. Kolbusz is in the process of contacting them individually in preparation for the upcoming retreat.
- Chair Meyer reiterated the request he made at the May committee of the whole meeting for any board policies trustees may wish to discuss. A last call was made; and no requests were brought forward at this meeting.

**D. Announcements**
- Trustee Rakow provided Foundation leadership giving information for trustees’ review and consideration. A decision may be made at the August committee of the whole meeting to determine how the contribution will be distributed. Trustees were reminded of the Foundation’s golf outing on June 19.
- Trustee McCreary stated she will participate in trustee training at Harper College this Saturday, June 17. She also noted she met with the president of a college in Havana, Cuba regarding student visas.

**E. Issues for Next Month’s Agenda**
There were no issues brought forward for next month’s agenda.

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

**Adjournment**
Chair Meyer adjourned the meeting at 5:56 p.m.

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Clare Ollayos, DC, Board Secretary

Diane Kerruish, Board Recorder