COMMITTEE OF THE WHOLE MINUTES
SEPTEMBER 11, 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, September 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 3:00 p.m. and asked Ms. Kerruish to call roll.

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

   Trustees absent:  Ms. McCreary

   ECC Staff and  Dr. Sam, Ms. Konny, Ms. Webb, Ms. Schopen, Mr. Phillips, Ms. Strossner, Ms. Wons, Ms. Lucca, Ms. Scholl, Ms. Amenta, Ms. Davenport, Dr. Hu, Ms. Bain, Mr. McCoy, Ms. Pang, Dr. Roeger, Ms. Proctor, Ms. Hobson, Ms. Wiehle, Dr. Thompson, Ms. Hauca, Ms. Healy, Dr. Miller, Dr. McClure, Ms. Sawyer, Ms. Wagner, Ms. Gundrum, Ms. Taylor, Ms. Nehlsen, Ms. Bucek, Dr. Perkins, Ms. Kerruish and Ms. Franck

2. Approval of Meeting Minutes of the Committee of the Whole, August 7, 2017
   Chair Meyer requested approval of the minutes of August 7, 2017.

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

3. College Reports
   A. Student Success
      A written Student Success Report was received. Dr. Sam and Dr. Garber clarified areas within the report where a “No” answer was given, noting these responses are not necessarily negative. The reason may be that the College is in the process of implementing ideas that might not be at the stage of progress to be duplicated by others.

4. Presentations
   A. College Insurance Program (Retiree’s Health Plan)
      Dr. Sam reported on GASB Statement No. 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. Effective for fiscal years beginning after June 15, 2017 (fiscal year 2018 for ECC), units of local government are required to recognize a liability for its proportionate share of the net OPEB (other postemployment benefits) liability. For ECC, this is the College Insurance Program (CIP), the retiree health insurance plan. The total unfunded amount for all of Illinois retiree health plans is approximately $60 billion. The unfunded liability for the CIP is approximately $2 billion; and ECC’s prorated share is estimated at 4.5%, or $45 million. The Finance Department is looking at different options that could be used to fund this liability.
This topic will be addressed in detail by the College’s auditors at the October Finance Committee Meeting. Trustee Olayos requested that the auditors address how the plan to set aside $45,000,000 might be rolled out.

B. Strategic Plan
Dr. Garber reviewed a draft of the Strategic Plan for 2018 through 2022, noting the Plan will be included in the Board’s October packet. The draft submitted to the Board on this date is about 99 percent complete. Dr. Garber elaborated on the planning process, including meetings, surveys, and forums held. The College’s shared values and goals have been updated and will stay in place for five years. The new plan will be used to set FY2019 budgets.

C. Performance Report / Effectiveness Indicators
Dr. Garber previewed information to be included in the October Board packet. He explained the process used in determining key performance measures; and highlighted several areas, including: student body information, distance learning credit hours, satisfaction and engagement. Trustee Olayos noted she is pleased to see the number of degrees and certificates awarded. The significant number of awards the College has received was acknowledged.

D. FY17 Program Review
An overview of the FY17 Program Review was presented by Ms. Schopen, who acknowledged Ms. Wiehle for the input she provided in this area. Topics emphasized include context; purpose of the Program Review; new ICCB Program Review Manual (2017-2021); communication and integration with planning processes; and FY17 Program Review participants. The accrediting agencies were reviewed, as well as ICCB requirements, PCS codes and CIP codes. Trustee Olayos indicated it would be beneficial to have the report available at a regional meeting. Questions from the Board regarding medical office technology and massage therapy were addressed; as well as concerns about student literacy skills. Dr. Sam commented on the Program Review, noting the College is moving in the right direction.

E. Auxiliary Enterprise Units
Ms. Konny reported on the status of ECC’s auxiliary units for FY2017, noting bookstore funds could not cover the shortfall. She requested that the Board approve the action to transfer funds to cover the shortage. Chair Meyer noted the amount requested exceeds the amount originally anticipated. Ms. Konny stated bookstore revenue continues to decline, as anticipated; and she noted the actual amounts from Continuing Education also came in significantly lower. Dr. Sam pointed out the general decline of the bookstore industry. Student Trustee Jones remarked on students noticing the cafeteria has been shut down in several areas. Ms. Strossner responded, noting there is currently a shortage of employees but it is anticipated positions will be filled soon. Ms. Wagner summarized the situation in the Food Services area, citing the cost-saving steps that are being planned and implemented. It was noted the College is working with publishers and the TLSD area to be sure all textbooks are being utilized. Chair Meyer remarked on the need to be self-sustainable to avoid further fund transfers. Dr. Sam commented on companies moving towards cutting back on corporate training, and the new sales individuals that have been onboarded in anticipation of making progress in this area.
5. Review Board Actions on the September 12, 2017 Regular Board Meeting Agenda
   A. Purchases
      1. Building Automation Service Agreements
         There were no questions or comments on this purchase.
      2. College Study Tours
         At the Board’s request, Ms. Rother and Ms. Nehlsen provided details on the board action
         recommending a contract with Education First International for travel packages for
         culinary arts students. It was noted the lowest bid was not selected, and the selection
         process was explained.
      3. College Web Page Re-Design Support Services
         There were no questions or comments on this purchase.
   B. Any Other Agenda Items
      There were no questions or comments on other agenda items.

   The board recessed at 4:08 p.m. and reconvened at 4:18 p.m.

6. Old Business
   Ms. Amenta distributed a draft of Fall 2017 Key Messages to the Board. As discussed at the
   June, 2017 retreat, suggested messages to convey at community engagement events will be
   provided to trustees, and will be updated based on current College-related issues and events.

7. New Business
   A. Items of Professional Growth
      1. 2018 Board Meeting Dates
         Trustees reviewed a draft of 2018 board meeting dates; and all accepted the schedule
         as presented.
      2. ACCT Leadership Congress Voting Delegate and Alternate
         Trustee Holmes was designated to be the voting delegate at the ACCT
         Leadership Congress. Required meetings are the September 26 central meeting
         and the September 27 senate meeting.
      3. Upcoming Community Engagement Events
         Ms. Franck announced upcoming events.
   B. President’s Remarks
      ▷ Dr. Sam noted he had informed the board that a formal request for a temporary full-
        time assignment for IST Instructor Steve Wood was to be submitted in September;
        however this action was inadvertently not included with September’s actions for the
        Board to review. This action will, however, be included with October’s actions.
      ▷ Dr. Sam announced the recommended recipients for the Lasting Impact Awards, to be
        honored at the Founders Day Brunch on February 18, 2018, as follows: Eleanor
        Background information on the individuals selected was provided. The recommended
        recipients of the Friend of Education awards are Polly Nash and Jack Weiss, long-
        time former College employees who have co-written a history book on ECC, as well
        as the oral history project.
Dr. Sam mentioned a situation at Parkland College which resulted in a court ruling that a current college employee cannot serve on the college’s board of trustees. This issue was discussed with other college presidents at the recent ICCP meeting; and Senator Castro may pursue introducing legislation on this matter.

C. Chair’s Remarks

Chair Meyer expressed his appreciation to the trustees who attended convocation.

Several community members have requested that board packets be posted on the College’s website prior to Board meetings. In order to maintain transparency, Chair Meyer asked that the September board packet be posted online at the same time the agendas were posted (after the information was circulated to the Board); and he would like to continue this process moving forward. Trustees were asked to contact him directly if they had questions or concerns.

Chair Meyer noted he received feedback from some members of the community regarding the cancellation of ECC’s volleyball team this season. There is concern that this may be due to the College’s change in athletics classification from D2 to D3; and we may be losing students to other colleges due to athletic opportunities. Dr. Sam stated he was informed there is a lack of females in the area interested in participating in volleyball. He will look into obtaining additional information and the situation will continue to be monitored.

A discussion was held about possibly scheduling a special meeting or adjusting the agenda of a regular meeting to address budget options. It was agreed that November’s Committee of the Whole meeting may be an appropriate time to discuss the budget further, possibly starting the meeting at 2:00 p.m.

D. Announcements

Trustee Olayos remarked on the College’s 70th anniversary in 2019, which is also the 25th anniversary of the Arts Center. She hopes to see these events acknowledged at the appropriate time.

Trustee Redmer mentioned the travel policy related to hotel reimbursement, stating she does not believe trustees should be responsible for their hotel costs, even if the meeting is one day only. Chair Meyer noted the board policy allows for reimbursement, and trustees are asked to make the decision they feel is most appropriate when submitting travel claims for reimbursement.

Trustee Duffy expressed his concern about the lack of trustees’ attendance at the Foundation Social. As guests of honor, he feels trustees should make it a priority to participate in this event. A discussion followed, and trustees agreed it would be beneficial if they were offered several date options with advance notice, so they could check their availability and determine the date that would allow the majority to attend.

Student Trustee Jones announced his nomination and election to serve as Vice Chair of the ICCB Student Advisory Committee and the liaison between the Student Advisory Committee and the Illinois Board of Higher Education.

E. Issues for Next Month’s Agenda

There were no issues brought forward for next month’s agenda.
8. **Audience Wishing to Address the Board**
   There were no audience members wishing to address the board.

**Adjournment**
Chair Meyer adjourned the meeting at 5:14 p.m.

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Clare Ollayos, DC, Board Secretary

Diane Kerruish, Board Recorder