COMMITTEE OF THE WHOLE MINUTES
JANUARY 29, 2018

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, January 29, 2018, 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 3:03 p.m. and asked Ms. Kerruish to call roll.

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

Trustees absent: None

ECC Staff and Dr. Sam, Ms. Konny, Ms. Heinrich, Dr. Roeger, Dr. Lehmacher, Ms. Healy, Mr. Callahan, Ms. Hobson, Mr. Hauca, Dr. Garber, Mr. Rudden, Ms. Richmond, Ms. Scheller, Ms. Mago, Ms. Proctor, Dr. Mao, Mr. Robinson, Ms. Schopen, Ms. Amenta, Dr. Hu, Ms. Fountain, Mr. Battista, Dr. Heinrich, Ms. Stribling, Dr. McClure, Mr. McCoy, Ms. Wagner, Mr. Andersopn, Ms. Davenport, Ms. Wons, Ms. Scholl, Ms. Lucca, Mr. Chahino, Mr. Forg, Ms. Pang, Ms. Flahaven, Ms. Taylor, Ms. DelGenio, Ms. Campbell, Dr. Thompson, Ms. Tait, Dr. Miller, Ms. Webb, Dr. Hardy, Ms. Harris, Ms. Sawyer, Ms. Hatch, Ms. Kerruish and Ms. Franck

2. Pledge of Allegiance
The Pledge of Allegiance, led by Ms. Webb, was recited.

A moment of silence was held in memory of Mr. Jack Shales.

Chair Meyer highlighted several graduate essays which were included with trustees’ board packets, noting the impactful comments made by students about programs that have positively influenced them. Several faculty and staff members were mentioned and, on behalf of the Board, Chair Meyer expressed appreciation to these staff members and others for their positive impact on students.

3. Approval of Meeting Minutes of the Committee of the Whole, December 11, 2017
Chair Meyer requested approval of the minutes of December 11, 2017.

Motion: Trustee Duffy moved to approve the minutes as presented.
Second: Trustee McCreary seconded the motion.
Roll-Call Vote: Aye, 7; nay, 0; Student Trustee Jones, aye; motion carried.
4. Presentations

A. Teaching, Learning and Student Development Student Success Initiatives
Dr. Heinrich compiled a report of student success initiatives and services and presented it to the Board, requesting they inform her of any items they would like to see presentations on in the future. Areas highlighted were Early College Credit, Transfer Fairs, NIU Elementary Education Completion Program, Pathways to Results Program, Adult Health Care Education Bridge, Math is Bridging the Gap, CTE Internships and new CTE programs.

B. Senior Tuition Discount
Dr. Sam and Dr. Heinrich reviewed the background on the modification of the senior tuition in recent years. Eleven Illinois community colleges were surveyed about their senior tuition policies, and a comparison spreadsheet was provided to the Board for review. Dr. Sam noted that action on this issue is not being requested at this time, but he asked the Board to review the information and consider a change to the policy, possibly effective in the Fall. Trustees discussed the policy and potential options, impact on the budget, etc. Dr. Sam indicated there may be a desire to act on this issue in March or April, if possible.

C. Dual Credit Update
Dr. Roeger presented information on the dual credit program. Areas highlighted included prerequisites/qualifications; dual credit delivery models; ECC dual credit (middle college, tech prep, accelerate college, in high school partner teaching pilot program); ECC dual credit statistics for academic year 2017-18, and an update on the status of ECC’s program for academic year 2018-19; student success; and NACEP accreditation. Dr. Sam commented on the dual credit program’s success, noting this topic is discussed at many ICCTA meetings. Trustees expressed a desire to receive demographic information, including a breakdown by district of GPAs and ethnicity. This information will be provided in the near future.

D. Tableau Demonstration (Enrollment)
Dr. Garber highlighted data visualization and use, demonstrating that data stewardship involves the whole college. Mr. Rudden provided current enrollment information and explained how predictions are made utilizing current data. Various dashboards and plans for future information provided via the tableau tool were also highlighted. Dr. Sam noted this analytical tool brings the College to the forefront of what the Gates Foundation is seeking.

E. Talent Management System Demonstration
Ms. Richmond outlined the features of the proposed talent management system. A comparison of the current system and the future process was presented, including recruitment methods, onboarding, and performance management. Samples of portals and analytical tools were provided, and the cost of the system was reviewed. It was noted that the amount listed in the board action includes implementation costs.

5. Review Board Actions on the January 30, 2018 Regular Board Meeting Agenda

A. Purchases
1. Audit Services
2. Floor Cleaning Equipment
3. Low Voltage Teledata Wiring Services
4. Sale of Used Computer Equipment  
5. Snow Removal Services  
6. Talent Management System  
7. Tractor and Trailer Maintenance  

There were no questions or comments about the purchases. Trustee McCreary indicated she would like the board action numbers included on the committee of the whole agenda.

B. Other Agenda Items  

**Board Action No. 110-F-18 Adoption of the Student Government Selection Procedures for the Student Trustee of Elgin Community College**  
Trustee Meyer requested clarification on the proposed selection process. Dean Robinson explained the process, noting the selection committee would include representatives from student life, student government and the college programming board. He clarified that student government would not be determining the candidate, and that applications are sent to the entire student body. The Board Secretary will also participate on the committee and would have recourse to address any issues or concerns.  

There were no questions or comments about other agenda items.

*The board recessed at 4:31 p.m. and reconvened at 4:41 p.m.*

7.B Deferred Action for Childhood Arrivals (DACA)  
Chair Meyer noted agenda item 7.B. Deferred Action for Childhood Arrivals (DACA), would be addressed at this time. A potential letter to legislators, stating the College’s stand on the DACA issue, has been drafted by Dr. Sam, who requested consideration of the letter by the Board. A discussion ensued, and it was noted the Board discussed this issue last October, and it was determined we would not take action at that time. However, it was agreed that further action is appropriate at this time in accordance with the Board’s policy. Trustees agreed that the letter should be sent in order to make a public stand in support of the DACA issue.

*Motion:* Trustee Duffy moved to approve the letter drafted by Dr. Sam.  
*Second:* Trustee Rakow seconded the motion.  
*Roll-Call Vote:* Aye, 7; nay, 0; Student Trustee Jones, aye; motion carried.

Trustee Ollayos initiated a resolution reflecting the College’s stand on DACA, to be completed and reviewed by trustees later at this meeting.

6. Old Business  

**A. College (elgin.edu) emails for Board of Trustees**  
Dr. Chahino explained the process for initiating ECC email accounts and accessing emails via the College’s web Outlook program. For confidentiality purposes, it was determined trustees would benefit from having individual ECC email accounts, which would be used strictly for College business. Dr. Chahino confirmed the high level of security and confidentiality of College-issued email accounts. He indicated individual accounts would be set up for trustees within one day, at which time they will receive ECC’s email policy and will be notified of their email addresses.
B. Student Trustee Resignation
Information regarding the student trustee’s resignation, which was announced at the regular board meeting in December, was provided to trustees for consideration, as the student trustee has since changed his mind. Student Trustee Jones stated the reasons for his desire to remain on the Board and requested the Board’s reconsideration, noting he is currently enrolled in courses totaling six credit hours. Following a discussion, as well as Mr. Jones’ agreement to fully comply with the duties required in this role going forward, Chair Meyer asked if there was a motion to reject the student trustee’s resignation.

Motion: Trustee McCreary moved to reject the resignation.
Second: Trustee Olayos seconded the motion.
Roll-Call Vote: Aye, 7; nay, 0; Student Trustee Jones, abstain; motion carried.

Trustees offered words of advice and expectation reminders to Mr. Jones, noting he will need to fulfill all duties required of the student trustee and will be expected to be prepared in advance of meetings.

8. New Business
A. Items of Professional Growth
1. ACCT National Legislative Summit
Ms. Amenta distributed material related to the Federal fly-in. The schedule and draft of key messages, along with the Report to the Community, was reviewed by Trustee Redmer.
2. Illinois Comptroller Visit – March 13
Susan Mendoza, Illinois Comptroller, will visit the campus on Tuesday, March 13. A Meet & Greet with the Board and Dr. Sam will be held from 2:00 – 2:30 p.m. in Building E.
3. Goals – mid-year review
4. Ordinary People – reports on small books
Due to time constraints, it was determined that agenda items 3 (goals) and 4 (book reports) would be reviewed at the regular meeting on January 30, under Old Business.
5. Upcoming Community Engagement Events
Ms. Franck announced upcoming events.

B. Deferred Action for Childhood Arrivals (DACA)
This topic was initially addressed earlier in the meeting (see above). Trustee Olayos read the proposed resolution in support of DACA.

Motion: Trustee Olayos moved to accept the resolution.
Second: Trustee Duffy seconded the motion.
Minor changes to the wording in the resolution were suggested and accepted.

Roll-Call Vote: Aye, 7; nay, 0; Student Trustee Jones, aye; motion carried.
C. President’s Remarks
   Dr. Sam had no report at this time.

D. Chair’s Remarks
   › Chair Meyer stated that he and Trustee Ollayos attended the College’s convocation. He also noted that Trustees Redmer and Weiss were on campus in another meeting at that time. Dr. Sam had a family emergency and was unable to attend.
   › The College has received a FOIA request relating to trustees’ travel expenses. Although the Board Policy indicates trustees may attend specific events, please keep in mind that we are spending taxpayers’ money and must be accountable for all expenses.
   › Regarding Board Action No. 109-F-18, Transfer to Student Life Auxiliary Fund, Chair Meyer encouraged the Board to approve this action, which will allow the Student Life Coordinator IV position to become full-time. It was noted Brittany Barber currently holds this position as a part-time employee.

E. Announcements
   There were no announcements.

F. Issues for Next Month’s Agenda
   Trustee Redmer will request the approval of the facilitator for this year’s board retreat.

9. Audience Wishing to Address the Board
   Kristen Campbell, ECC employee, commented on her participation at the state level.
   Joyce Fountain, ECC employee, commented on DACA and the Board’s resolution.

Adjournment
   Motion: Trustee Jones moved to adjourn the meeting.
   Second: Trustee Rakow seconded the motion.
   Chair Meyer adjourned the meeting at 6:01 p.m.

\[Signature\]  
Clare Ollayos, DC, Board Secretary

\[Signature\]  
Diane Kerluise, Board Recorder