COMMITTEE OF THE WHOLE MINUTES
SEPTEMBER 10, 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, September 10, 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 2:32 p.m. and asked Ms. Kerruish to call roll.

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

*Trustees absent:* None

*ECC Staff and others present:* Dr. Sam, President; Dr. Heinrich, VP Teaching, Learning and Student Development, Ms. Konny, VP Business and Finance/Interim CHRO, ECC staff members and visitors

2. Pledge of Allegiance
The Pledge of Allegiance, led by Mr. Meyer, was recited. Introductions followed.

3. Approval of Meeting Minutes of the Committee of the Whole, August 13, 2018
Chair Meyer requested approval of the minutes of August 13, 2018.

*Motion:* Trustee Duffy moved to approve the minutes as presented.

*Second:* Trustee Rakow seconded the motion.

*Roll-Call Vote:* Aye, 7; nay, 0; Student Trustee, aye; motion carried.

4. College Reports
A. Student Success
   No additional information or comments were presented.

B. Child Care Center
   Information requested by the Board at the August Committee of the Whole meeting was provided.

5. Presentations
A. Performance Report / Effectiveness Indicators
   Dr. Garber presented the Performance Report for fiscal year 2018, highlighting the effectiveness indicators. He noted the report was modified from prior years in order to correspond with the strategic goals more effectively, and he provided a summary of accomplishments, as well as student completion rates.

B. FY18 Program Review
   Ms. Schopen highlighted the FY18 Program Review Report, which was submitted to the ICCB on August 29, 2018 and included with trustees’ September board packet materials. An evaluation of the ICCB program review process was provided. Mr. Joshua Worsham, Tutoring Center Director, provided an update on the tutoring center, including removal of fees for tutoring, satellite tutoring areas and card readers. Ms. Anna Campbell, Surgical
Technology Director, highlighted new areas the surgical tech program is involved in. Programs for FY19 are currently being reviewed. It was noted that the $5,000 grant for the dental assisting program is funded by the Delta Dental Foundation (not the ECC Foundation as reported.) Dr. Miller mentioned the Dental Assisting 50th Anniversary Celebration which will be held on September 23.

C. Adult Education
Ms. Hobson provided an update on the Adult Education program and outlined the goals of the division. Alison Douglas, Colleen Stribling and Susan Timm presented additional details, including the curricular approach intentionally linking two or more courses enrolling common cohort; why learning communities were created; Business Communications/ESL Level 7; English 101-Level 10; and student testimonials.

D. Purchasing
Ms. Tait presented an overview of the Business Services and Purchasing areas, outlining major responsibilities, transaction summary, FY18 highlights, the procurement award process, consortium purchasing, the Illinois Public Community College Act, and FY19 goals.

E. Sabbatical Presentation
Frank Trost, Unit II Adjunct Faculty member in the Criminal Justice Program, highlighted his background and summarized his sabbatical during Fall, 2016/Spring, 2017, titled “Community Trust Building and the Elgin Police”.

6. Review Board Actions on the September 11, 2018 Regular Board Meeting Agenda
A. Purchases
   1. Network Service (Board Action No. 029-B-19)
      There were no questions on the Network Service action.
   2. Payroll Timekeeping System Configuration and Development (Board Action No. 030-A-19)
      Trustee Weiss inquired about the complexity of our current payroll system. Ms. Konny explained the history of the College’s timekeeping processes.

B. Other Agenda Items
No questions were brought forward on other agenda items.
Trustee Olayos requested an update from Student Trustee Flores on the status of student voter registration. Ms. Flores reported on Student Government’s goal to register 200 students. The voter registration campaign began less than one week prior and already had 40 student respondents. Another update will be provided at the October Committee of the Whole meeting.

7. Audience Wishing to Address the Board
Chair Meyer announced that Agenda Item (9) “Audience Wishing to Address the Board” would be addressed at this time, prior to the recess.
   - Kris Campbell, ECC faculty member representing ICCFA, provided an update on ICCFA scholarships.
   - Joyce Fountain, ECC faculty member, addressed the Board regarding finances. She referred to the Business Services report, inquiring about requirements related to minority owned businesses. Ms. Tait stated the College complies with state statutes in reaching out to minority owned businesses.
8. Old Business
   There was no old business reported.

9. New Business
   A. Items of Professional Growth
      1. 2019 Board Meeting Dates
         Chair Meyer proposed that, since this is an election year, a special
         meeting be added on April 29, 2019, to seat new board members by the
         required deadline. The tentative meeting dates submitted for 2019 were
         agreed upon, and a board action to formally approve the dates will be
         included on the October meeting agenda. The dates for the retreat have
         not yet been determined. Trustee Rakow inquired about the possibility
         of a one-day retreat, and this will be discussed further.
      2. ACCT Leadership Congress Voting Delegate and Alternate
         Following a brief discussion, the Board determined that Trustee Olayos
         will act as the College’s voting delegate, with Trustee Rakow as alternate
         delegate at the ACCT Leadership Congress in October.
   B. Professional Development Planning – Equity and Diversity
      Trustees discussed the information received on diversity training, and
      offered additional suggestions on potential training options for the Board
      to consider. Trustee Redmer also provided several book recommendations.
      Trustee Weiss asked for clarification regarding the Board’s objectives, in
      order for the training activities to be purposeful and so trustees determine
      what they want their objective/vision/impact to be. Dr. Sam recommended
      consulting with a local resource person, Dr. Darryl Jenkins, who works with
      Judson University on this topic. Dr. Sam will contact Dr. Jenkins regarding
      possible assistance regarding training or programs. Student Trustee
      Flores indicated students would like the Board to attend as many student
      sponsored events as possible.
   C. Upcoming Community Engagement Events
      Ms. Franck announced upcoming events.
   D. President’s Remarks
      † Dr. Sam followed up on the information provided earlier in the meeting
      by the tutoring center director in reference to tutoring fees being removed. He
      noted there had not been a board action regarding tutoring fees in the past;
      however, this item will be brought to the Board for ratification. Another
      item to be submitted for ratification is the removal of the $10.00 health
      professions fee. This item had also not been brought to the Board for action
      in the past.
   E. Chair’s Remarks
      † Chair Meyer thanked trustees who participated in the fall convocation
      events.
   F. Announcements
      There were no announcements.
E. Issues for Next Month’s Agenda

There were no issues brought forward for next month’s agenda.

Adjournment

Motion: Trustee Ollayos moved to adjourn the meeting.

Second: Trustee Rakow seconded the motion.

Chair Meyer adjourned the meeting at 5:35 p.m. with all trustees in agreement.

Clare Ollayos, DC, Board Secretary

Diane Kerruish, Board Recorder