

**COMMITTEE OF THE WHOLE MINUTES
MARCH 9, 2020**

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, March 9, 2020, 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 Redmer called the meeting to order at 3:20 p.m. and asked Ms. Kerruish to call roll.

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

Trustees absent: Dr. McCreary

ECC Staff and others present: Dr. Sam, President; Dr. Heinrich, VP Teaching, Learning and Student Development, Dr. Wagner, VP Business and Finance; Dr. Garber, VP Planning, Institutional Effectiveness and Technology; ECC staff members and visitors

2. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Duchrow. Introductions followed.

3. Approval of Meeting Minutes of the Committee of the Whole, January 27, 2020

Chair Redmer requested approval of the minutes of January 27, 2020.

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

Second: Trustee Nowak seconded the motion.

Voice Vote: Aye, 6; Duffy, Meyer, Nowak, Ollayos, Rakow, Redmer; nay, 0; Student Trustee, aye; motion carried.

4. Presentations

A. Marketing & Communications Video

Dr. Webb presented a video highlighting the Marketing Department's recent successes and accomplishments.

B. Higher Learning Commission Report

Dr. Garber provided feedback from the Higher Learning Commission (HLC) on the assessment of general education student learning outcomes. Topics included assurance arguments to HLC, criteria, definition of Criterion 4B, and interim monitoring report for general education assessment. Ms. Wiehle outlined general education learning outcomes; and Ms. Schopen reviewed current actions to improve assessment and reviewed current actions being taken.

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C. Master Plan Review

Representatives from Perkins & Will reviewed work completed on the Master Plan over the past six months, including town hall meetings, open forums and faculty walkthroughs. They also highlighted work currently in progress, as well as the top five issues identified by student surveys. Utilization findings and master plan concepts were discussed, specifically the Regional Training Center, renovations and expansion, and landscape.

5. Review Board Actions on the March 10, 2020 Regular Board Meeting Agenda

A. Purchases

- 1. Academic and Office Equipment Purchase (Board Action No. 144-T-20)**
- 2. CNC Plasma Cutting Table Purchase (Board Action No. 145-I-20)**
- 3. Geared Head Lathe Purchase (Board Action No. 146-I-20)**
- 4. Photography Equipment Purchase (Board Action No. 147-I-20)**

There were no questions regarding purchases.

B. Other Agenda Items

There were no questions regarding other agenda items.

6. Pro-Active Preparation for COVID-19

Ms. Kies stated the College has activated an emergency plan, and meetings are being held regularly as we monitor the current situation. Dr. Sam noted that if it is determined there will be a hold on funding for student travel during this time, the same policy should apply to the Board.

7. Audience Wishing to Address the Board

There were no audience members wishing to address the board.

The board recessed at 4:55 p.m. and reconvened at 5:02 p.m.

8. Old Business

Trustee Meyer indicated it was his understanding that the Master Plan presentation at this meeting would include maintenance information; and he inquired about the need for this information for capital maintenance going forward. Dr. Wagner will address this item. Trustee Nowak commented on the ACCT Legislative Summit in February. He expressed his concerns regarding the number of trustees who participated, noting the importance of the student trustee's attendance. This issue will be added to the May agenda for discussion.

9. New Business

1. Board Re-Organization (April 14)

Election of officers and committee liaisons/representatives will take place at the April Board meeting. A discussion was held regarding the election process, term lengths, and the practice of vice chair becoming chair after two years in the vice chair role.

2. Board Self-Assessment (due April 1)

Trustees were reminded that self-assessments are due April 1. It was noted that low ratings require explanation/comments.

3. Board Goal Assessment (due April 1)

Trustees were reminded that board goal assessments are due April 1. Trustee Ollayos requested a current community engagement list, which will be distributed at the March 10 regular meeting.

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4. Board Retreat (Confirm dates, times, facilitator)

The Board retreat is scheduled for June 23 & 24. A proposed increase to the facilitator's contract fee was discussed; and Dr. Sam stated he will provide a fee comparison for review. A history of Ms. Kolbusz's fees will also be provided.

5. President Evaluation (due April 1)

Trustees were reminded that the president evaluations are due April 1.

6. ICCTA / Lobby Day (April 28 and 29)

Trustees discussed the ICCTA/Lobby Day event in April, and the possibility of visiting legislators' local offices as an alternate option. Main topics to present will need to be determined. Trustees were asked to notify the president's office as soon as possible whether or not they are interested in participating.

7. Upcoming Community Engagement Events

Ms. Franck reviewed upcoming events.

B. President's Remarks

- Dr. Sam requested the Board's direction regarding the selection of a location for the Regional Training Center, as outlined in the Master Plan presentation. Location options #5 and #9 were reviewed. Dr. Sam recommended pursuing option #9, and no one disagreed. Additional details will be presented to the Board in the near future.
- Dr. Sam noted he will be out of the country beginning on March 13 and will keep in touch with various groups on campus while he is away.

C. Chair's Remarks

- Chair Redmer read a statement regarding Board conduct and subsequently received feedback from trustees.

D. Announcements

There were no announcements.

E. Issues for Next Month's Agenda

There were no issues brought forward for next month's agenda. (It was noted the topic of Board attendance at legislative summits and other out-of-state events will be addressed in May, as discussed earlier.)

Adjournment

Chair Redmer adjourned the meeting at 5:56 p.m. with all trustees present in agreement.

Jeffrey Meyer, JD, Board Secretary

Diane Kerruish, Board Recorder