SPECIAL BOARD MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER

A special meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Chairperson, at 5:04 p.m. on April 23, 2015 in the Robert J. Rimington Board Room in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

ROLL CALL

Present: Mr. Doug Block, Chair; Mr. Jim Endress, Vice Chair; Mr. Blake Musser, Trustee-Elect; and, Ms. Alexa Buss, Student Trustee-Elect

Also Present: Mr. Tim Hood, Executive Vice President; and, Ms. Terri Grimes, Board Secretary

PUBLIC COMMENTS

There were no public comments.

RESPONSIBILITIES OF THE TRUSTEE AND STUDENT TRUSTEE

Mr. Block reported that Robbins Schwartz, a law firm used by many Illinois community colleges and other educational institutions, is offering a seminar for newly-elected officials. Mr. Block will forward the information to Ms. Grimes to share with Mr. Musser.

Mr. Block reviewed several documents, including a list of trustee responsibilities and “The Good Trustee,” written by Dr. Gary Davis, former Executive Director of the Illinois Community College Trustees Association. Mr. Block explained that the Board uses the Carver Policy Governance Model as a guide, and the Board’s role is to set policy. The Board Chair is the media spokesperson for the Board, and individual trustees should not speak to the media on behalf of the Board unless they are asked to do so.

Mr. Hood provided some general information on the College, noting that community colleges are the most well-poised institutions of higher education to provide genuine lifelong learning. The College is beginning a new strategic planning process, and the Strategic Planning Council will include at least 40 percent of its members from outside the College. One decision that will need to be made soon is whether the new plan will be on a three-year or five-year cycle. The College’s new Cabinet will meet for the first time tomorrow and will discuss suggestions for co-chairs and membership on the Strategic Planning Council.
OPEN MEETINGS ACT

Ms. Grimes provided an overview of the Open Meetings Act and explained that she is the Open Meetings Act officer for the College. As a public body, the Board meetings are subject to the Open Meetings Act. The Act requires that an agenda for any meeting of the Board be posted at least 48 hours in advance of the meeting. Under the Act, no more than two trustees may be together discussing the business of the College unless it is posted as an open meeting. Ms. Grimes explained that the Act also covers electronic communication, and trustees should not carry on a conversation over email because this could be a violation of the Act if more than two trustees were discussing College business. For example, trustees should not “reply all” when an email is sent to the entire Board because the discussion would then be considered an open meeting. The Open Meetings Act also allows public bodies to discuss certain topics in Closed Session, such as personnel and negotiations; however, no action may be taken during Closed Session.

REVIEW OF BOARD AGENDA FOR APRIL 28, 2015 REGULAR MEETING

Mr. Block reviewed the agenda for the April 28, 2015 regular meeting.

QUESTIONS/OPEN DISCUSSION

Mr. Block reported that the Board has a “no surprise” rule and, if a trustee has a concern they would like to bring up during the Board meeting, they should let the Board Chair or the President’s Office know ahead of time.

Mr. Endress provided an overview of the Illinois Community College Trustees Association (ICCTA) and the Association of Community College Trustees (ACCT). Mr. Block shared that Mr. Endress is the current Treasurer of ICCTA, Mrs. Diane Gallagher is currently a member of the ACCT Board, and Ms. Grimes is a past-President of ACCT’s Professional Board Staff Network. Mr. Block shared his belief that the networking opportunities these organizations provide is very valuable to the trustees, the staff, and the College.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Mr. Endress moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:14 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

Terri A. Grimes, Board Secretary
Illinois Community College District No. 519