

### **CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the Retreat of the Board of Trustees to order in the Boardroom at 6:17 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Erendira Garcia, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Jay Reyes, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Luke Casson, Mr. Glover Johnson.

Mr. Stephens noted that Mr. Johnson is absent to attend services for a colleague, and Mr. Casson is on his way.

### **CITIZEN PARTICIPATION**

None.

### **CAMPUS TOUR**

The Board of Trustees left the Boardroom at 6:20 p.m. for a tour of select areas of the campus, to include the following: A Building – Adult Education, Career Services, 2<sup>nd</sup> Floor Lobby, 1<sup>st</sup> Floor Washrooms; M Building – iLaunch Math Lab, North End Space; D Building – Science 1<sup>st</sup> Floor, West Greenhouse; I Building - Entryway and Lobby; R Building – Lower Level, Main Level; and T Building – Welding Lab. Mr. Casson joined the meeting during the campus tour in the A Building.

The Board of Trustees returned to the Boardroom at 8:43 p.m. Chairman Stephens explained that due to the time, the Retreat will be suspended so that the audit committee and regular meeting can take place.

### **RETREAT SUSPENDED**

A motion was made by Mrs. Potter to suspend the meeting, seconded by Ms. Peluso. Voice vote carried the motion unanimously. Chairman Stephens suspended the meeting at 8:47 p.m.

### **RETREAT RESUMED**

Mr. Stephens made a motion to resume the Board Retreat, seconded by Ms. Peluso. The meeting resumed at 10:01 p.m.

### **BOARD SELF-EVALUATION**

Chairman Stephens explained that the Board members have each completed a Self-Evaluation instrument, a compilation has been made, and they will know review the results.

The Board Self-Evaluation proceeded as follows, with a ratings scale of 1-Very Dissatisfied; 2-Dissatisfied; 3-Satisfied; 4-Very Satisfied; or Not Sure.

### **RESPONSIBILITY 1: DEVELOPING AND IMPLEMENTING THE MISSION**

**Each program of the organization should be to carry out its mission. Periodically the Board should review the mission and revise it whenever necessary. There should be a clear and concise mission statement.**

- 1-1 All Board members are familiar with the current mission and vision statements?**
- 1-2 The current mission statement is appropriate for the organization's role in the next two to four years?**
- 1-3 The Board's policy decisions and the organization's programs and services reflect the mission?**

The Board indicated some "Not Sure" responses in this area because the College is in the process of revising the Mission and Vision Statements.

### **RESPONSIBILITY 2: MEETING LEGAL REQUIREMENTS**

**Various federal and state laws as well as rules from its funding sources govern the organization; therefore it is the obligation of the Board to be aware of these matters and be sure policies are in place to assure compliance.**

- 2-1 The Board has reviewed the Audit and understood it before it is approved?**
- 2-2 Board members are aware of their responsibilities are required by the Illinois Public Community College Act, including not participating in votes on matters where this is a conflict of interest?**
- 2-3 The Board is periodically apprised of recent changes in laws that effect the organization and makes sure that new policies are developed to address such laws?**

The Board indicated all "Very Satisfied" responses.

### **RESPONSIBILITY 3: SELECT AND SUPPORT THE CHIEF EXECUTIVE OFFICER**

**Perhaps the most significant decision a Board makes is who to select as CEO. The Board needs to set expectations and give the CEO frequent and constructive feedback. The Board is also obligated to review the CEO's salary.**

- 3-1 Board has reviewed and approved annual goals for the President to meet?**
- 3-2 The Board performs an annual evaluation of the President and provides him/her with appropriate feedback?**
- 3-3 The Board annually reviews the President's salary and compares it to other similarly situated CEOs?**

**3-4 The Board respects the responsibilities of the President and does not try to get involved in the day-to-day operations of the organization?**

There was one “Not Sure” response regarding the President’s salary. It was discussed that the President’s salary hasn’t been compared in a year or so, but it is currently ranked in the middle.

**RESPONSIBILITY 4: ENSURE EFFECTIVE FISCAL MANAGEMENT**

**The Board must understand the finances of the organization and be sure they are properly managed to support the mission.**

- 4-1 The Board discusses thoroughly the annual operating budget of the College before approving it?**
- 4-2 At each Board meeting there is a financial update that is presented in a manner that can be understood?**
- 4-3 The Board reviews the annual audit and considers all recommendations made in the independent auditor’s report and management letter?**

The Board indicated all “Very Satisfied” responses.

**RESPONSIBILITY 5: ENGAGE IN STRATEGIC PLANNING**

**One of the major contributions that a Board can make is to consider how the organization needs to evolve over the next three to five years, and to recommend action to reach those goals. Given the amount of time that the staff has to concentrate on day-to-day operations, the Board can much more easily focus on the future.**

- 5-1 The Board focuses much of its attention on long term, significant policy issues rather than short-term administrative matters?**
- 5-2 The Board has a strategic vision of how the organization should be evolving over the next three to five years?**
- 5-3 The Board periodically participates in a strategic planning process that helps it consider how the organization should meet new opportunities and challenges?**
- 5-4 The Board is knowledgeable of status and impact of all major renovation projects critical to the mission of the institution?**

The Board indicated all “Very Satisfied” responses.

### **RESPONSIBILITY 6: HAVE THE BOARD OPERATE EFFICIENTLY**

**Boards member are volunteers whose time is valuable. It is critical to have well run Board and committee meetings to assure that Board member believe their time is being used productively.**

- 6-1 Board members are familiar with legal requirements?**
- 6-2 Board members receive clear and succinct agendas and supporting written material sufficiently prior to Board and committee meetings?**
- 6-3 Committee assignments reflect the interests, experience, and skills of the Board members?**
- 6-4 Board and committee meetings are well organized, productive, and make good use of Board members' time?**
- 6-5 Conflicts and duality of interests are revealed, noted in the minutes and the Board member does not participate in the vote on that issue?**
- 6-6 Clear and concise minutes are kept and made available to each Board member after the meeting and the opportunity is given to correct the minutes?**
- 6-7 The Board Chair effectively and appropriately leads and facilitates Board meetings and the policy and governance work of the Board.**
- 6-8 New Board members receive appropriate orientation and are encouraged to participate in Board activities, discussions, and decisions.**

The Board indicated one "Satisfied" and the rest "Very Satisfied" responses.

### **RESPONSIBILITY 7: ENHANCE THE ORGANIZATION'S PUBLIC IMAGE**

**Board members can do much to develop the organization's image. If an organization is successful but its achievements are kept secret, it will not succeed in raising money, attracting new leaders for positions of responsibility on the Board and staff. While encouraging Board members to spread the word about the organization they help govern, individual Board members should not serve as the spokesperson for the organization to the media without the approval of the Board Chair.**

- 7-1 The Board has approved an effective marketing and public relations strategy for the College?**
- 7-2 Board members talk about the College to key people, including community leaders and potential contributors?**
- 7-3 The Board appraises elected officials of the needs and strengths of the organization?**
- 7-4 The Board provides an Annual Report on the college's goals and financials to all stakeholders?**

The Board indicated one "Satisfied" and the rest "Very Satisfied" responses.

**RESPONSIBILITY 8: UNDERSTAND RELATIONSHIP BETWEEN BOARD AND STAFF**

**One of the most important responsibilities for a Board is to define and understand its relationship with the staff, and in particular with the CEO. An effective Board should have a clear understanding of the differences between its role and the role of the staff. Because many important organizational issues require a partnership of the Board and staff if they are to be addressed effectively, the quality of the working relationship between the Board and CEO should be high.**

- 8-1 The respective roles of the Board and staff are clearly defined and understood?**
- 8-2 A climate of mutual trust and respect exists between the Board and President?**
- 8-3 The Board gives the President enough authority and responsibility to lead and manage the organization successfully and handle day-to-day operations?**
- 8-4 The Board has reviewed and approved adequate policies for staff selection, training, promotion, and grievance procedures while recognizing that hiring and firing decisions belong to the President?**

The Board indicated all “Very Satisfied” responses.

Chairman Stephens stated that this is a great Board, with everyone focusing on moving the school ahead.

**ADJOURNMENT**

Ms. Peluso made a motion to adjourn the meeting, seconded by Mrs. Potter. Chairman Stephens adjourned the meeting at 10:10 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Diane Viverito  
Board Secretary

Susan Page  
Susan Page, Recording Secretary