Present:

Suzanne Stilson Edgar, Chairperson
Priscilla D. Mead, Board
Dr. Val Moeller, President
Dr. Deborah Coleman, V.P.
Dr. Kay Adkins, Provost
Hamid Danesh, V.P.
Teresa Lister, Ex Officio Staff

William A. Antonoplos, Board
William J. Dolan, Board
Will Kopp, V.P.
Terri Gehr, Sr. V.P.
Tim Wagner, V.P.
Jessica Jones, Ex Officio Student
Paulette Fortea, President’s Asst.

Ms. Suzanne Edgar, Board Chairperson, called the meeting to order at 12:18 p.m.

(1) **Sustainability Policy**

The president explained that a sustainability policy was needed, in conjunction with the work that has been and is being done on campus, which will direct the president to operate the campus in a way that maintains and develops sustainability of our resources. She also stated that, with new construction in process, the college has an opportunity to become more efficient in its operations to help protect our environment as citizens of the world.

*The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.*

(2) **Campus Safety Policy 13-11**

The president informed the Committee that the College’s policy 11-01 was known as the Employee Safety policy. However, our Shared Governance Council, upon review of the completed campus safety study done at the request of the Board, recommended that this policy be changed to add procedures that would better reflect the responsibilities of the College to improve safety measures for the safety of our students, employees and visitors to the campus. This new policy would rescind policy 11-01 and institute the Campus Safety policy 13-11.
Trustee Mead suggested that the new policy include procedures directing how the College handles the media when there is a crisis. After some discussion, it was agreed to include in the policy a communications protocol procedure for handling media situations in times of crisis.

The Committee of the Whole agreed to refer this item with the above mentioned change to the Board of Trustees for approval.

(3) **Revision of Policy 15-01 Information Technology**

Dr. Moeller advised that the purpose of revising Policy 15-01 Information Technology is to show that the College is establishing a campus-wide information security program clarifying to those using the system of their responsibilities to protect the College’s information assets and to raise awareness of the need to safeguard information exposure and the risk of security breaches. It will also make it very explicit that, while using the College’s system, there should be no expectation of privacy and that general usage patterns will be monitored.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(4) **Firearms for State University Law Enforcement Resolution**

The Committee was informed that purpose of the proposed resolution is to revise the original resolution instituted by the Board in 1983 so that the College can move forward to take the necessary steps prior to equipping the College’s state university law enforcement officers with firearms which must be approved by the Board of Trustees. The president also stated that some provisions must be negotiated which cannot take place until the resolution has been revised and approved.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

At this time, the president asked Ms. Terri Gehr, Vice President for Business Administration, to report on the College’s plan for allocating resources as a follow-up to the discussions held at the Board’s retreat last January, tying it in with her review of the September 30, 2007 financial statements. Dr. Moeller advised that the October financial statements were not available due to the Committee of the Whole meeting being held a week early. However, she advised they would be mailed out at a later date.
(5) Financial Statements as of September 30, 2007

Ms. Gehr reported that the College’s FTEs, on which the College is funded, increased by 2% unofficially, and that the Bookstore’s first quarter performance has done very well in comparison to this time last year due to the increase of its retail transactions. She also noted that Bridgeview also had a good year due to the number of efficiencies that have been put into place.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(6) Resource Planning Principles and Aligning Resources

Ms. Gehr explained that she wanted to use the September 30, 2007 financials to serve as a basis for the discussion on the aligning of resources Board action to follow. She directed the Committee’s attention to the portion of the report outlining the guiding principles for resource planning as proposed:

- Balancing the College’s annual general fund operating budget more strategically;
- An unrestricted Budget/Tuition Stabilization account to offset contingencies;
- Interest income earned to be part of the College’s net income;
- Unexpected net income to be put in the Budget/Tuition Stabilization Account and other accounts as recommended by the President and approved by the Board.

Ms. Gehr went over a chart on the College’s Unrestricted Funds outlining accounts she suggested should be closed and the rational for each. The report also suggested lumping capital equipment accounts into one account for ease of accounting purposes as well as combining accounts on specific projects into one category. She also recommended that the proposed allocated balance moving forward in the revenue contingency fund be $12 million approximating 10% of the College’s annual income instead of setting aside 5%. After much discussion, it was agreed that the language be amended to read that the principal amount the college shall maintain in the fund be 10% of its annual revenue instead of the $12 million amount.

The Committee of the Whole agreed to refer this item with the above mentioned change to the Board of Trustees for approval.
(7) New Full-time Faculty Positions
Due to increased student enrollment, and in an effort to continue to provide excellence in the College’s programs, Learning Systems is requesting approval of six full-time faculty positions effective Autumn Quarter 2008 with an allocation of $346,554.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(8) Personnel Information Items
There was no discussion of the personnel information items, and they are presented to the Board for informational purposes only.

There being no further business to come before the Committee, the meeting was adjourned.

President’s Office/pf
11/08/07