

**League of Women Voters – Coalition for COD
Observers Report**

Special Board meeting attended: Friday Oct 7, 2016

Date and Location of meeting: COD, SSC 2200

Meeting started: 7PM Meeting adjourned: closed session began at 7:50 PM-no action to occur after closed session.

League Observer(s): Jill Sagi, Di Niesman (watching live stream beginning at 7:15 PM)

Board Members/Trustees present: Charles Bernstein, Deanne Mazzochi, David Olsen (appointed Secretary pro tem in FN absence), Dianne McGuire, Joseph Wozniak, Luzelena Escamilla, Frank Napolitano, online

Board Members/Trustees absent or tardy: Erin Birt

Estimated Number Attending (excluding Board and Staff): 5

**Meetings are Streamed and Archived at:
http://cod.edu/multimedia_services/botmedia.aspx**

Public Comment

1 general public comment regarding Ethics and HR positions

1 comment from Trustee McGuire regarding documents not being released and comments that could have been shared re: Auditor General Recommendations

Reports

NONE

Presentations:

Kim Michael-Lee VP of Administrative Affairs/Treasurer gave her overview of the audit process and findings.

Brief overview of Public Accounting Audit report by Hofmeister of Clifton Larson Allen engaged to perform the audit NOTE: – Charles Bernstein is the Chair of the Finance Committee, unmodified opinion issued. Several improvements to internal controls recommended but no qualification to the audit report. NO MATERIAL DEFICIENCIES were noted based on the sample testing. A previously identified bond amortization calculation was corrected and should not be an issue going forward. Actual dollar amount of the correction was not discussed.

Trustee McGuire asked about the uncashed Federal Aid money the College has, and the Auditor implied that the audit found errors but they were not material enough to qualify the opinion.

Votes by Board:

Olsen secretary pro temp in Napolitano absence

Olsen/Bernstein re: Frank Napolitano to participate via phone – voted and passed

Olsen/Bernstein re: Consent agenda items a/b approving architectural service and a settlement agreement previously discussed – voted and passed

McGuire/Bernstein re: Accept Clifton Larson Allen LLP audit findings – voted and passed

TRUSTEE DISCUSSION:

Mazocchi asked Board how they wanted to proceed with action plan for the 19 items on the Auditor General recommendations. Committee of the Whole was agreed and she asked for members to consider and get her a list of documents they want to see to make the action plan so she could get it to Dr. Rondeau and her team to gather the necessary documentation.

Trustee McGuire commented that, while she had issues with the Auditor General's process, she accepted most of the 19 deficiencies. She did question the deficiency that said the President (Breuder) had not had performance

appraisals. She said the Board regularly discussed his performance, but perhaps it wasn't as structured as it could have been.

The Board has moved to a Committee based working strategy and there had been no feedback that it was not working to improve the Board's effectiveness at this time. Trustee McGuire praised the committee process

Questions about when a bid is opened who should be present.

Purchasing manager from the College was present and did answer the question about historical and current protocol on handling of bids. NOTE: 71 bids last year were processed by the College.

Clarification of the architectural project approved by the Board stating that it was to develop a central depository for contracts and other official documents in operating the College as well as to give clear, central location for the Bid processing and internal management team for the projects on behalf of the College.

Agenda Items Relative to State or Local League Positions:

	Yes	No	Comments
Did the meeting start on time?	X		Promptly called to order at 7PM – the room was fine
Were members attentive and prepared?	X		
Were members courteous to each other?	X		Different styles but I think it kept the meeting interesting and moving
Were members attentive to the publics' comments?	n/a		Comments were not addressed although the one comment by the public referred to a previously filed FOIA document and I don't think the current Board could address the issue but did give the full 3 minutes
Was the facility adequate?	X		
Could the audience see and hear?	X		No hard copies of Audit doc were available which was surprising since most accounting firms provide a few for the meeting The agenda was the only doc on the overhead projector
Were visual aids easily visible to the audience		X	See above
Were the meeting facilities handicapped accessible	X		

Illinois Open Meetings Act requirements

	Yes	No	Comments
Was the agenda posted 48 hours before the meeting? If yes, note where	X		
Did the agenda items clearly describe what was to be discussed?	X		Some change to the order of the meeting but it was much better the way it actually played out
Were background materials made available to the public?		X	Again, no hard copies but online you could get any of the documents you would want to see
Was there adequate discussion of the issues?	X		Very little contribution from Dr. Rondeau but it didn't seem necessary in this forum
Was there a closed session before, during or after the meeting?	X		
If there was a closed meeting, was any action taken after the closed session? If so, what action?			Was told there would be no further action except adjournment to the meeting. So I left when they went to closed session

Date Submitted:

By: Jill Sagi and Diane Niesman