Minutes of the Oakton Community College Board Meeting  
August 19, 2014

The 690th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 19, 2014 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call
Chairman Bill Stafford called the meeting to order at 6:25 p.m. in room 1502; Secretary Ann Tennes called the roll:

- Mr. Stafford Chairman Present
- Ms. Harada Vice Chairman Present
- Ms. Tennes Secretary Present
- Ms. Bashiri-Remetio Present
- Dr. DiLeonardi Present
- Mr. Frank Present
- Mr. Wadhwa Present
- Mr. Alferes Present

Closed Session
Immediately after the roll call, Dr. DiLeonardi made a motion to go into Closed Session for the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, pending litigation, and collective negotiating matters. Ms. Bashiri-Remetio seconded the motion; Ms. Tennes called the roll:

- Mr. Stafford Aye
- Ms. Harada Aye
- Ms. Tennes Aye
- Ms. Bashiri-Remetio Aye
- Dr. DiLeonardi Aye
- Mr. Frank Aye
- Mr. Wadhwa Aye
- Mr. Alferes Aye

Also present: Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Technology and Data Analytics; Mr. Robert Nowak, Vice President, Business and Finance; and Ms. Mum Martens, Executive Director, Human Resources.

At 7:30 p.m. Ms. Bashiri-Remetio made a motion to adjourn the session, seconded by Ms. Harada. A voice vote was called, and the meeting was adjourned.

Call to Order and Roll Call
Mr. Stafford called the open session to order at 7:40 p.m. in room 1506; Ms. Tennes called the roll:

- Mr. Stafford Chairman Present
- Ms. Harada Vice Chairman Present
- Ms. Tennes Secretary Present
- Ms. Bashiri-Remetio Present
- Dr. DiLeonardi Present
- Mr. Frank Present
- Mr. Wadhwa Present
- Mr. Alferes Present
Pledge of Allegiance

Approval of the Minutes
Mr. Stafford asked for a motion for the approval of the minutes of the June 24, 2014 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

President Lee welcomed everyone back to another new academic year; and also asked introductions of those present:

Kathleen DeCourcey, College Advancement, and Classified Staff Union President, asked the staff in attendance to introduce themselves: Philip Cronin, Media Services; Elena Couto, Educational Foundation; Eileen Cukierski, President’s Office; Linda Davis, Adult Education; Jamal Evans; Media Services; Patrick Cunniffe, Budget and Accounting Services; Shannon McKenzie, Academic Affairs; Ronald Smith, Alliance for Lifelong Learning; and Jesse Wallace, Media Services.

Katherine Schuster, Professor, Education, and Full-time Faculty Union President, asked the faculty in attendance to introduce themselves: Jinhee Canfield, Associate Professor, Mathematics; Tom Firak, Professor, Biology; Paul Gulezian, Assistant Professor, Biology; Stanley Kimura, Professor, Fire Science; Michael Nicholson, Associate Professor, History; Denise Top Rhine, Professor, Nursing; Bill Strong, Professor, Biology; Leslie Van Wolfelear, Professor, Accounting; and Sheila Zabin, Associate Professor, Basic Nurses Assistance Training.

Barbara Dayton, Lecturer, Sociology, and Adjunct Faculty President, introduced: David Arieti, Lecturer, Biology; Kalyani Banerjee, Lecturer, Chemistry; Olga Cedrina, Lecturer, Mathematics; Barry Dayton, Lecturer, Mathematics; Randy Felsenthal, Lecturer, Business; and Wendy Wallace, Lecturer, Business.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity, and Diversity; Ann Marie Barry, Director, Student Life; Robin Bailey, Director, Operations and Administration; Michael Carr, Assistant Vice President, Academic Affairs; Sebastian Contreras, Jr., Director, Student Success; Leana Cuellar, Assistant Director, Student Success; Karen Epps, Director, Accounting and Budget Services; Maya, Evans, Director, Research and Planning; Colette Hands, Director, Workforce Development and Corporate Training; Adam Hayashi, Dean, Science and Health Careers; Merrill Irving, Associate Vice President, Workforce Education; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Mum Martens, Executive Director, Human Resources; Bruce Oates, Director, Athletics and Registrar Services; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics and Technologies; and Brad Wooten, Dean Social Sciences and Business.


Statement by the President
President Lee thanked everyone who helped shift the schedule so that we were able to have the annual kickoff breakfast at the start of Orientation Week. Special thanks to Tony Churchill, Steve Amari, Terri Quam, Maya Evans, Michael Carr, Sebastian Contreras, Leana Cuellar, Jesse Wallace, the student tech crew, and Mum Martens, who oversaw the entire event.

Dr. Lee offered condolences to Pam Drell, Peg Callahan, and Jo Cohen, who have recently lost their mothers; Victoria Fils, who lost her father; Helene Block-Fields on the passing of her husband; retired faculty Jim O’Shea, who lost his wife; deepest sympathy to the family, friends, to all of us on the passing of Julia Hassett, Chair of the Mathematics department. Her sudden passing saddened all of us.

Dr. Lee offered congratulations to George Lungu, Professor of Political Science, who received the Ray Hartstein Award for Teaching Excellence for full-time faculty; Leslie Dubin, Lecturer of Business, received the Ray
Hartstein Award for Teaching Excellence for part-time faculty; and Eileen Cukierski, President’s Office, who received the Classified Staff Excellence Award.

Next, President Lee introduced Stanley Kimura, Professor and Chair of Fire Science Technology and EMT. Professor Kimura introduced representatives from Presence St. Francis Hospital, in recognition of the fortieth anniversary of their emergency medical services system. Adam Greenberg, EMS System Coordinator, Aney Abraham, Director of Patient Care Services, and Lisa Maass, Senior Secretary of the EMS program accepted a plaque from Chairman Stafford. Oakton’s outstanding alumni, Mr. Tim Panfil, received a Distinguished Alumnus Nomination Award from the ICCTA. Mr. Panfil is the Director of Enrollment Management for the School of Professional Studies at Elmhurst College, where he teaches as well. Mr. Panfil is an active member of Oakton’s alumni council. The Educational Foundation’s ScholarChips event will be held on Friday, August 22, beginning at 5:00 p.m. at the Rivers Casino in Des Plaines. This is a private event to support student scholarships. Tickets are still available.

Next, the video ‘Getting to Know Students for Student Success’ that was shown at the kickoff breakfast, was shown to the audience. President Lee thanked Jesse Wallace, Media Services, for his work on the video. This is a great way to begin the academic year by focusing on our student’s success, in their own words and stories.

Dr. Hamel next introduced Michael Carr, Assistant Vice President of Academic Affairs, and Shannon McKenzie, Internship Specialist, who presented a report on student internships. Ms. McKenzie began by describing the definition of an internship as any kind of short term experiential learning opportunity in a real world work environment that offers to serve our students a bridge between what they are learning in the classroom and what their future career goals are. Objectives of a student internship include building a student’s resume; providing real world work experience; and developing effective strategies for seeking employment. There are different types of internships, paid, unpaid, and credit. The matching process begins with companies and students submitting applications. Students then will have an intake interview, after which the student and coordinator target possible companies. The companies make the decision on whom to interview and who to hire. Oakton’s Internship program for 2013-2014 had twenty-six unpaid/credit internships and sixteen paid internships.

Ms. McKenzie introduced student Hana Giangrosso, who relayed her experience with Oakton’s internship program. Ms. Giangrosso explained how her job at the bank at which she was employed, relocated to the state of Indiana. She took advantage of the Workforce Investment Act, which combines federally funded job training programs in Illinois into a workforce development system where individuals can find or train for a new career. Ms. Giangrosso qualified for a grant and applied for a CPA certificate program at Oakton. Ms. Giangrosso went through Oakton’s internship application process, was hired for an internship, and eventually was offered a full-time job at Friedman & Huey. Ms. Giangrosso stated that she grew in both knowledge and application during her time at Oakton and with her internship at Friedman & Huey.

At the conclusion of the presentation, Trustee Wadhwa asked how many students had availed themselves to the internship program. Ms. McKenzie stated she usually works with about two hundred students in a given year. Last year fifty-two students applied to the program but for different reasons, we did not have placements for all of those who had applied. Mr. Wadhwa mentioned that using the businesses who are involved with the Education Foundation may be a good source for internships. Ms. McKenzie said that at any given time, there are usually more companies looking for students than students looking for companies. Last year we had fifty positions in companies that went unfilled. Trustee Harada asked Ms. McKenzie to talk about what the barriers are that prevent students and businesses from connecting. Ms. McKenzie said that some students and businesses can have very specific needs of what they are looking for, which can include location, skills, hours, and level of education, to name a few. Ms. Harada concluded that internships are such an excellent way for students to develop the soft skills, in addition to the substantive skills they are getting in the classroom, before they have to go into the real world.
Public Participation – Community member Wayne Serbin suggested that it would be helpful if a copy of the Board agenda book could be made available in the Board room before and during the meeting for members of the audience to peruse if they so desired.

Comments by the Chairman – Chairman Stafford welcomed everyone back to another academic year. He noted that Oakton continues to be a wonderful educational value.

New Business
8/14-1a Approval of Adoption of Consent Agenda
Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

Dr. DiLeonardi seconded the motion; a voice vote was called and the motion passed unanimously.

8/14-1b Approval of Consent Agenda Items 8/14-2 through 8/14-10
Dr. DiLeonardi offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/14-2 through 8/14-10, as listed in the Consent Agenda.”

8/14-2 Ratification of Payment of Bills for June 2014
"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $6,804,988.87 for all check amounts as listed and for all purposes as appearing on a report dated June 2014.”

8/14-3 Ratification of Payment of Bills for July 2014
"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $10,366,325.36 for all check amounts as listed and for all purposes as appearing on a report dated July 2014.”

8/14-4 Acceptance of Treasurer’s Report for June 2014
“Be it resolved that the Board of Trustees of Community College district 535 receives for filing as a part of the college’s official records, the report of the Treasurer for the month of June 2014.”

8/14-5 Acceptance of Treasurer’s Report for July 2014
“Be it resolved that the Board of Trustees of Community College district 535 receives for filing as a part of the college’s official records, the report of the Treasurer for the month of July 2014.”

8/14-6 Authorization of Budget Transfers
“Be it resolved that the Board of Trustees of Community College District 535 approves budget transfers in accordance with Illinois Compiled Statutes 110 ILCS 805/3-20, as listed originally in the FY2014 Budget approved by the Board in June 2013.”

8/14-7 Acceptance of Quarterly Report on Investments
“Be it resolved that the Board of Trustees of Community College District 535 authorize the acceptance of the Quarterly Report on Investments for filing.”

8/14-8 Ratification of Actions of Alliance for Lifelong Learning Executive Board
“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board and hereby approves the expenditures in the amount not to exceed $80,447.33.”

8/14-9 Supplementary Authorization to Pay Professional Personnel
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2014 summer semester salaries in the amount of $916,390.17, resulting in a revised total of $1,912,153.39".
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of full-time faculty 2014 summer semester salaries in the amount of $315,726.27, resulting in a revised total of $1,800,261.01".

8/14-10 Approval of Clinical Practice Agreements

"Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:

For the Early Childhood Education Program
One Hope United Child Development Centers (affiliation and practicum) – Des Plaines
Unity Preschool (affiliation and practicum) – Evanston

For the Health Information Technology Program
Marianjoy Rehabilitation Hospital – Wheaton

For the Medical Laboratory Technology Program
 Advocate Health and Hospitals Corporation d/b/a
   Advocate Lutheran General Hospital – Park Ridge

For the Nursing Program
Bethany Terrace Nursing Center – Morton Grove
Children’s Hospital of Chicago Medical Center d/b/a
   Ann & Robert H. Lurie Children's Hospital of Chicago – Chicago
East Maine School District 63/Melzer School – Morton Grove
Glenview Terrace – Glenview
JourneyCare, Inc. – Barrington
Shriners Hospitals for Children – Chicago
Village of Skokie – Skokie

For the Physical Therapist Assistant Program
Advocate Health and Hospitals Corporation d/b/a Advocate Good Shepherd Hospital – Barrington

For the Substance Abuse Counseling Program
Relapse Prevention Counseling Center – Des Plaines
The Youth Center at Northwest Community Hospital/Northwest Community Healthcare – Arlington Heights."

Ms. Tennes seconded the motion and called the roll:

Ms. Bashiri-Remetio   Aye
Ms. Tennes         Aye
Mr. Frank         Aye
Dr. DiLeonardi     Aye
Ms. Harada         Aye
Mr. Wadiwa         Aye
Mr. Stafford       Aye

The motion carried; Student Trustee Alferes favored the resolution.

8/14-11 Authorization to Approve August Purchases

Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/14-11a</td>
<td>1 &amp; 2</td>
<td>Recycled Xerographic Paper</td>
<td>Murnane Paper</td>
<td>$48,136.00</td>
</tr>
<tr>
<td>8/14-11b</td>
<td>1</td>
<td>Ratification of Ejector Pump Repairs</td>
<td>Illinois Pump, Inc.</td>
<td>$27,400.00</td>
</tr>
<tr>
<td>8/14-11c</td>
<td>1 &amp; 2</td>
<td>Emergency Roof Top Unit Compressor Repairs</td>
<td>Various vendors including: Hayes Mechanical Automated Logic</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>8/14-11d</td>
<td>1 - 3</td>
<td>Computers and Monitors</td>
<td>Dell Marketing L.P.</td>
<td>$459,758.68</td>
</tr>
</tbody>
</table>

Grand Total $660,294.68.”

Ms. Bashiri-Remetio seconded the motion.

Regarding the emergency repairs to the roof top unit compressors, Trustee Harada asked how many unit compressors there are. Robert Nowak, Vice President of Business and Finance, replied that there are twelve units at the Skokie campus and each of the units have two compressors. When they are overworked as has been the case this past winter and summer, they tend to deteriorate. The repairs were done to bring them back online. Mr. Nowak said that the repairs needed to be done quickly due to the upcoming cooling season. Trustee Tennes asked if there is a regular maintenance schedule for these units. Mr. Nowak said that routine maintenance is performed on the units, but as luck would have it, a number of them failed at the same time. Ms. Tennes asked if it would make sense for there to be a planned replacement schedule. Mr. Nowak replied that he is working with the Director of Facilities, Leah Swanquist, to come up with a multi-year replacement plan for various assets of the College. One of the reasons we are doing that now is for financial planning purposes. Also, Bond rating agencies appreciate preplanning rather than emergency type situations.

Ms. Tennes called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Aye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Harada</td>
<td></td>
</tr>
<tr>
<td>Dr. DiLeonardi</td>
<td></td>
</tr>
<tr>
<td>Mr. Wadhwa</td>
<td></td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td></td>
</tr>
<tr>
<td>Ms. Bashiri-Remetio</td>
<td></td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td></td>
</tr>
<tr>
<td>Mr. Frank</td>
<td></td>
</tr>
</tbody>
</table>

The motion carried; Student Trustee Alferes favored the resolution.

8/14-12 Preview and Information Regarding September 2014 Purchases

The following purchases will be presented for approval at the September 2014 Board of Trustees meeting: Contracted Instructional Training; Microsoft Campus Agreement; Softball Field Renovation; Softball/Baseball Field Irrigation Supply; and Grant Funded Zeta 3D Optical Profiler.
8/14-13  Approval of Issuance of General Obligation Limited Tax Bonds, Series 2014
Ms. Tennes offered:
“Resolution providing for the issue of not to exceed $15,000,000 General Obligation Limited Tax Bonds, Series 2014, of Community College District No. 535, County of Cook, and State of Illinois, and the levy of a direct annual tax to pay the principal of and interest on said bonds.”

Chairman Stafford said that it cannot be emphasized enough that the triple AAA bond rating that the College was awarded gives us, and the tax payers of the district, the lowest possible interest rates that we can get out on the open market, which is a tribute to the great financial management of the College.

Mr. Frank seconded the motion; Ms. Tennes called the roll:

Dr. DiLeonardi  Aye
Mr. Wadhwa   Aye
Ms. Harada Aye
Ms. Bashiri-Remetio Aye
Mr. Stafford Aye
Mr. Frank Aye
Ms. Tennes Aye

The motion carried; Student Trustee Alferes favored the resolution.

8/14-14  Acceptance of Faculty Retirement
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 accept the retirement of Michele Reznick.”

Ms. Harada seconded the motion; Ms. Tennes called the roll:

Ms. Bashiri-Remetio Aye
Ms. Harada   Aye
Ms. Tennes Aye
Mr. Stafford Aye
Mr. Wadhwa Aye
Dr. DiLeonardi Aye
Mr. Frank Aye

The motion carried; Student Trustee Alferes favored the resolution.

8/14-15  Authorization to Hire a Full-time, One-year Temporary Faculty Member
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 approve the full-time, one-year temporary faculty hire of Olga Cedrina for the 2014-15 academic year. She will receive the salary associated with the lane and step described as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank and Assignment</th>
<th>Lane, Step, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olga Cedrina</td>
<td>Assistant Professor of Mathematics</td>
<td>A-5  $51,927</td>
</tr>
</tbody>
</table>

Dr. DiLeonardi seconded the motion; Ms. Tennes called the roll:

Mr. Stafford Aye
Ms. Tennes Aye
Mr. Wadhwa Aye
The motion carried; Student Trustee Alferes favored the resolution.

8/14-16  Acceptance of Grants
Ms. Tennes offered:
"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 8/14-16a through 8/14-16e, for the following grants:
a. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of $1,338,141;
b. Illinois Community College Board Carl D. Perkins Career and Technical Education Improvement Act Grant in the amount of $261,529;
c. Illinois Community College Board Program Improvement Grant in the amount of $27,299;
d. Illinois Secretary of State Workforce Skills Enhancement Grant in the amount of $9,000;

for a total of $1,710,229."

Ms. Bashiri-Remetio seconded the motion; a voice vote was called and the resolution passed unanimously.

8/14-17  Introduction of Authorization to Name Science & Health Careers Building
Mr. Wadhwa offered:
"Be it resolved that in recognition of President Margaret B. Lee’s thirty years of dedicated service to higher education in general and to Oakton Community College in particular, and in anticipation of her retirement on 30 June 2015, that the Board of Trustees expresses its intent to name the Science and Health Careers Building in her honor."

Trustee Harada noted that it is fitting that President Lee be honored this way. She stands for excellence in education at Oakton, and this building represents her vision of caring through her legacy of excellence for years to come. Dr. DiLeonardi told the audience that the Board nominated President Lee for the 2014 ACCT Regional Chief Executive Office Award. Unfortunately, she did not receive the award, although all of us here know that she deserves it.

Dr. DiLeonardi seconded the motion; Ms. Tennes called the roll:

Mr. Wadhwa  Aye
Ms. Tennes   Aye
Dr. DiLeonardi  Aye
Ms. Harada  Aye
Mr. Frank  Aye
Ms. Bashiri-Remetio  Aye
Mr. Stafford  Aye

The motion carried; Student Trustee Alferes favored the resolution.

Adjournment
Mr. Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, September 16, 2014 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.
There being no further business before the Board, Mr. Stafford asked for a motion to adjourn the meeting. Ms. Tennes made the motion, which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the meeting was adjourned at 9:00 p.m.

William Stafford
William Stafford, Chairman

Ann E. Tennes
Ann E. Tennes, Secretary

A video recording of the August 19, 2014 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.