Minutes of the Oakton Community College Board Meeting  
November 18, 2014

The 693rd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, November 18, 2014 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call  
Chairman Bill Stafford called the meeting to order at 6:30 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, Ms. Bashiri-Remetio 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. Tennes seconded the motion and 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: Mr. Arnie Oudenhoven, Presidential Search Consultant.

At 7:30 p.m. Dr. DiLeonardi made a motion to adjourn the session, seconded by Mr. Frank. 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 7:35 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

Because of the number of people in attendance, many of them standing at the back of the room, George Carpenter, Interim Director of Public Safety, announced that room 1625, was available with seating and a live video stream of the meeting to accommodate the overflow crowd. Chairman Stafford said he appreciated everyone’s cooperation, as the number of people in the room exceeded what the fire code permits.

Approval of Minutes

Mr. Stafford asked for a motion for the approval of the minutes of the October 21, 2014 meetings. Ms. Tennes made the motion which was seconded by Ms. Harada. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Given the number of people in the room and the possible length of the proceedings, President Lee dispensed with the usual introductions of those in attendance.

President Lee offered condolences to Joe Hanafee, Academic Advisor, on the passing of his mother; to the family, friends, and colleagues of Oakton employee Jeff Moro who passed away on November 15. President Lee extended congratulations to Mary Johannesen-Schmidt and her family who welcomed Catherine Elaine on October 31. The Illinois Green Governments Coordinating Council recognized Oakton for achieving the bronze standard recognition level of sustainability goals in higher education, as established by the Illinois Campus Sustainability Compact. Also, Oakton received a certificate from the National Wildlife Federation, recognizing the establishment and maintenance of an official wildlife habitat. Renee Kozimor, Oakton’s Director of Sustainability, accepted the plaques and thanked the Board for their support of all of the College’s green activities. President Lee thanked Dr. Katherine Schuster and the Global Studies group, for organizing a full schedule of events at the Des Plaines and Skokie campuses for International Education Week. The Foundation’s Donor Recognition Banquet was held November 13 at Allgauer’s Restaurant. President Lee thanked Jesse Wallace, Media Services Video Engineer, for producing a fabulous video showcasing students and donors. Trustee Theresa Bashiri-Remetio was the guest speaker at the event.

Oakton’s chapter of the American Association for Women in Community Colleges held their annual Renew, Reuse, and Regift Sale on November 13, which raised over $500 to be used to support their annual scholarship. The annual Empty Bowls event will take place on Saturday, December 6, in the TenHoeve Center at the Des Plaines campus from 10:30 a.m. – 2:00 p.m. The Ceramics Club Holiday Sale will be held on December 10 and 11 from 9:00 a.m.-4:00 p.m., at the Des Plaines campus; ten percent of all proceeds will be donated to the Marge Whitman Scholarship Fund. Gratitude and thanks to all of the Oakton student groups on both campuses who have organized food and clothing drives for the needy in our community for the upcoming holiday season. President Lee wished everyone a very happy Thanksgiving, a day we should step back and give thanks for all the things that we are blessed with.

President Lee turned the floor over to Michael Carr, Assistant Vice President of Academic Affairs, and Sebastian Contreras, Jr., Director of Student Success, for the evenings report on Student Success and Achieving the Dream. Dr. Carr provided the Board with an update on the Student Success Team (SST). Dr. Carr talked about the principles that the SST has been following, which were adopted from Achieving the Dream (ATD) initiative. Those principles are: Committed Leadership; Use of Evidence to Improve Programs and Services; Broad Engagement; Systemic Institutional Improvement; and Equity. Dr. Carr went into detail regarding the five principles. He also talked at length about Longitudinal Tracking of students from 2008-2010, and how this type of tracking provides a good indication on what can happen to a students’ academic pathway.
Dr. Carr noted that Oakton serves many different populations of students. We serve students who are interested in transferring; students who want to obtain a credential; students who are taking a couple of classes for retraining; and so forth. It can be difficult to measure student success when you are talking about a community college because there are so many different academic goals. Dr. Carr singled out Maya Evans, Director of Research and Planning, for the wonderful job she has been doing in collecting the data and putting together focus groups of students, faculty, and staff, in an effort to understand what the data that is being collected means for the students and the College community. Dr. Carr relayed that there are three different subcommittees within the SST. Those are Persistence; Placement; and Developmental Education. The Placement subcommittee takes a look at students when they walk onto our campus. What are their academic skills; what we can do to identify those skills; and what measures we can use to identify students who may need some additional academic support. The Developmental Education subcommittee looks at those students who have been identified as needing that additional academic support, providing appropriate support to those students.

Next, Mr. Contreras, talked about the existing programs that the Persistence subcommittee is looking at. He discussed some of the success data that has resulted from the New Student Orientation program. Mr. Contreras praised Anthony Ramos, the Coordinator for Student Orientation and Retention, who has directed the redesign of the curriculum for orientation. Major points for this particular program are to connect with our new students and provide them a sense of community and connectedness to the campus, to their peers, to staff, and faculty. The program focuses on helping new students create and develop an educational plan, individual goals, and a pathway to helping them achieve their desired educational outcome. As a part of the New Student Orientation, we want to introduce students and familiarize them with all of the student support services on campus; encourage them to get involved in co-curricular activities, and help engage them in what it is to be at a college. In looking at our persistence rate, students who enrolled in Fall semester classes, and participated in the New Student Orientation, had a higher rate of continuing into the Spring semester. Those students also successfully completed more credit hours over the course of the Fall term as compared to students who did not attend New Student Orientation; and finally, the average GPA for students who attended the orientation was higher than those students who did not attend. Because of these data, we will propose that we mandate New Student Orientation for all new students.

Mr. Contreras introduced David Hartleb, Leadership Coach from Achieving the Dream (ATD), who said that although he and Data Coach, Brad Phillips are official representatives of ATD, they are here to coach, advise, and help, not specifically with ATD, Inc but with the Student Success agenda; that is the priority. Dr. Hartleb said that as coaches, they want to help move the needle so that our students can have more success than they are having now. Dr. Hartleb commended the College for having completed year one. He thanked President Lee for her incredible leadership and the great legacy that she has started. Dr. Hartleb said that the College is in the early stages of developing our Student Success agenda. Dr. Hartleb said that he is very impressed with the remarkable progress that has already been made. He congratulated the College on a great job.

In conclusion, Data Coach Brad Phillips asked that we continue to collect the cohort data. Dr. Phillips noted that we need to move beyond the numbers and think about the faces and the people that the data represent. Dr. Phillips also thanked Dr. Evans as she has done an extraordinary job of collecting the data and reporting it in a way that is clear, concise, and allows the College community to make decisions based on data. He urged that the data continue to be collected with the fidelity that is has been collected over the last year. While the numbers tell you what is happening, talking to students and understanding their perspectives and their experiences, is the why it is happening. Finally, Dr. Phillips noted that ATD wants to improve student success for all students, with a particular emphasis on underrepresented students. When data is reported and it has been disaggregated by age, ethnicity, gender, and poverty status, the College will be able to focus on achievement gaps with those groups, and try and close those gaps. Dr. Phillips thanked President Lee for her leadership, and the members of the Board for their support of the initiative, and noted that the College is off to an amazing start.

Public Participation
Chairman Stafford next moved on to the Public Participation portion of the meeting. Mr. Stafford welcomed the speakers and reminded them to please restrict their comments, per Board policy, to three minutes.
Student Jason Nwosu, President of Students for Social Justice, announced that the group is holding a book drive for women in Chicago prisons. The group is also collecting food donations for the Northfield township food pantry through November 26. The books and non-perishable food items can be dropped off at the office of Student Life.

The following individuals addressed the Board: Darlene Adelman, Lisa Bassett, Barbara Dayton, Linda Berendsen, Keith Johnson, Jim Krauss, Donald Krzyzak, Chester Kulis, James Owens, Katherine Schuster, John Spaletto, Cheryl Thayer, and Tom Witte, regarding the decision not to rehire any retired annuitants as of July 1, 2015.

At the conclusion of the speakers, Chairman Stafford said that as is the Boards practice, the Board does not respond to comments made during Public Participation, but they do appreciate the comments and will take them into consideration.

New Business

11/14-1a Approval of Adoption of Consent Agenda
Ms. Tennes offered:
"Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda."

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

11/14-1b Approval of Consent Agenda Items 11/14-2 through 11/14-8
Ms. Bashiri-Remetio offered:
"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/14-2 through 11/14-8 as listed in the Consent Agenda."

11/14-2 Ratification of Payment of Bills for October 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 $6,901,776.65 for all check amounts as listed and for all purposes as appearing on a report dated October 2014."

11/14-3 Acceptance of Treasurer’s Report for October 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 October 2014."

11/14-4 Compliance with Open Meetings Act, Closed Session Minutes
"Whereas, the Board has received the above recommendation from Ann E. Tennes and Robert Nowak, concerning their review of the minutes of closed meetings of the Board or a committee of the Board, and desires to act on those minutes in light of such recommendation."

these minutes should not be made available for public inspection at this time.”

“Be it further resolved that the Board of Trustees of Community College District 535, approve the
release of closed session minutes of the meetings held on October 1, 2011, September 17, 2013,
opened for public inspection at this time.”

11/14-5  Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

“Be it resolved that the Board of Trustees of Community College District 535, authorize the
destruction of the verbatim audio recordings of its closed meetings held on August 16, 2011,

11/14-6  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 in items a to c and hereby approves the
expenditures in the amount not to exceed $19,650.05 for all funds listed in items a and c.”
   a. Salary payments in the amount of $14,907.12 for part-time teaching services for the
      Alliance for Lifelong Learning Fall 2014.
   b. Salary rescinds in the amount of $8,032.63 for part-time teaching services for the Alliance for
      Lifelong Learning Fall 2014.

Also approved by the Alliance for Lifelong Learning Executive Board were the following items:
   c. Payment for Summer 2014 Space Utilization and Facilities Services and Classroom Rental.

11/14-7  Supplemental Authorization to Pay Professional Personnel – Fall 2014

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the
attached adjustments of part-time faculty 2014 fall semester salaries in the amount of
$248,337.04, resulting in a revised total of $4,522,589.72."
2. "Be it further resolved that the Board of Trustees of Community College District 535
approves the attached adjustments of overload faculty 2014 fall semester salaries in the amount
of $11,914.00, resulting in a revised total of $330,580.00."

11/14-8  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 Nursing Program
In Home Health LLC d/b/a Heartland Home Health Care and Hospice – Northbrook
Morton Grove Living and Rehab LLC d/b/a Bethany Terrace – Morton Grove

For the Physical Therapist Assistant Program
Board of Trustees of the University of Illinois, for and on behalf of its
University of Illinois Hospital and Health Sciences System – Chicago.”

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

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

The motion carried; Student Trustee Alferes favored the resolution.
11/14-9  **Appointment of Members to Career Program Advisory Committees for 2014-2015**

Mr. Alferes offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members to the Career Program Advisory Committees for 2014-2015.”

Ms. Harada seconded the motion. Trustee DiLeonardi asked how often the committees meet. Dr. Hamel responded that the committees generally meet twice a year.

A voice vote was called and the motion passed unanimously.

11/14-10  **Authorization to Approve November 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>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14-10a</td>
<td>1</td>
<td>Grant Funded Mechatronic Equipment</td>
<td>JBH Technologies, Inc.</td>
<td>$ 35,760.00</td>
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<tr>
<td>11/14-10b</td>
<td>1</td>
<td>Video/Audio Capture System</td>
<td>Laerdal Medical Corporation</td>
<td>$ 35,871.82</td>
</tr>
<tr>
<td>11/14-10c</td>
<td>1</td>
<td>Trash Disposal and Recycle Services</td>
<td>Waste Management</td>
<td>$ 177,634.00</td>
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<tr>
<td>11/14-10d</td>
<td>1 &amp; 2</td>
<td>Architectural Services - West End Remodeling and Locker Rooms Repair and Renovation</td>
<td>Legat Architects</td>
<td>$ 825,000.00</td>
</tr>
<tr>
<td>11/14-10e</td>
<td>1 &amp; 2</td>
<td>Lab Stools for the Science and Health Careers Center</td>
<td>VWR International</td>
<td>$ 63,584.45</td>
</tr>
<tr>
<td>11/14-10f</td>
<td>1 &amp; 2</td>
<td>Field Study Course- Germany</td>
<td>Seminars International, Inc.</td>
<td>$ 51,450.00</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>$ 1,189,300.27.”</td>
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Dr. DiLeonardi seconded the motion. Trustee Tennes noted that agenda item 10C, Trash Disposal and Recycle Services, did not have a competitive proposal process, and she was curious as to why. Doreen Schwartz, Director of Business Services, replied that the initial proposal given in 2009 was for a five year contract with the option to renew for additional years. Ms. Schwartz said that it was found that dealing and continuing with Waste Management was in the Colleges’ best interest. Ms. Tennes appreciated the explanation, but would expect that when this contract is finished, there will be a competitive proposal process the next time around.

Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.
11/14-11  Preview and Information Regarding December 2014 Purchases
The following purchases will be presented for approval at the December 9, 2014 Board of Trustees meeting: Desktop Servers; Continuation of Employee Health Insurance; and Copier Lease and Maintenance Contract.

11/14-12  Acceptance of a Grant
Mr. Alferes offered:
“Be it resolved that the Board of Trustees of Community College District 535 accept a $16,650 sub-award from the Midwest Regional Center for Nanotechnology Education, also known as Nano-Link, under Grant Award Number 1204918 awarded to Nano-Link by the National Science Foundation.”

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

11/14-13  First Read of Policy Revisions
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed review and revisions of the 4300, 4400, 5100, 6100 and 8000 Series, as presented, with action to take place at the next regularly scheduled meeting of the Board of Trustees on December 9, 2014.

Ms. Tennes seconded the motion. Trustee Frank asked that the following “as in compliance with the United States Constitution” be added to the end of the first paragraph on page 96, item 8002. President Lee said that it would have to be a Board decision to add to the text. Chairman Stafford told Trustee Frank that because this is a first read, he would ask that staff check this language to see if it is appropriate or not to add, before the final approval on December 9.

A voice vote was called and the motion passed unanimously.

Adjournment
Mr. Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, December 9, 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. Bashiri-Remetio made the motion, which was seconded by Ms. Tennes. A voice vote was called and the meeting was adjourned at 8:55 p.m.

William Stafford, Chairman

Ann E. Tennes, Secretary

cc
11/2014

A video recording of the November 18, 2014 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.