Minutes of the Oakton Community College Board Meeting  
October 21, 2014

The 692nd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 21, 2014 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call
Chairman Bill Stafford called the meeting to order at 6:50 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. Tennes 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. Dr. DiLeonardi 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: Mr. Arnie Oudenhoven, Presidential Search Consultant.

At 7:30 p.m. Ms. Tennes 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 7:35 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

Approval of Minutes
Mr. Stafford asked for a motion for the approval of the minutes of the September 16, 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, and asked introductions of those present:

Kathleen DeCourcey, College Advancement, and Classified Staff Union President, presented Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Princess Escudero, Student Life; Robin Nash, Alternative Education; Krissie Harris, Student Life; and Jesse Wallace, Media Services.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented Amy Blumenthal, Professor, English; Joe Cirone, Professor, Mechanical Design; Madhuri Deshmukh, Professor, English; Jennifer Strehler, Professor, Mathematics; and Sherrill Weaver, Professor, Library Services.

Barbara Dayton, Lecturer of Sociology, and Adjunct Faculty President, introduced: Eileen Berman, Lecturer, Music; Cheryl Brown, Lecturer, Computers and Business; Eralda Kanacevic, Lecturer, Accounting; and Samir Patel, Lecturer, Computers.

Student Trustee Daniel Alferes introduced students Elizabeth Adcox, Jonathan Behzad, Clementina Ejiofor, and Jason Nwosu.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity, and Diversity; Ann Marie Barry, Director, Student Life; Michael Carr, Assistant Vice President, Academic Affairs; Leana Cuellar, Assistant Director, Student Success; Karen Epps, Director, Budget and Accounting Services; Adam Hayashi, Dean, Science and Health Careers; Mark Kiel, Director, Counseling and Health Services; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Leah Swanquist, Director, Facilities; Cheryl Warmann, Director, Enrollment Services; and Brad Wooten, Dean Social Sciences and Business.

Guests: Fred Lantz, Michael Lundeen, and Jerome Wouters.

Statement by the President
President Lee offered condolences to Craig Ahrndt, Human Resources, on the passing of his brother-in-law; Syed Alvi, on the passing of his father; to the family of Jake Jerger, a retired faculty member who taught percussion and directed the Oakton Jazz Percussion Ensemble, to Janet Coates, retired Information Technology staff, on the loss of her mother; and again to the family, friends and colleagues of former Mathematics chair Julie Hassett, for whom a memorial service was held on September 27. Dr. Lee thanked all for the many expressions of sympathy she received on the passing of her brother. Congratulations were given to Director of Human Resources, Mum Martens and her husband Peter, on the birth their son Cooper Bun Khun Martens; Roxann Marshburn, Director of Grants, and her husband, Joe Bakshis, on the birth of their second grandson, August Evander Bakshis; and Pat Cunniffè, Manager, Business and Analysis, on the birth of his son Matthew.

Thanks were extended to Marvin Bornschlegl and the students of Oakton’s chapter of Habitat for Humanity, for their work during World Habitat Week. The chapter received a certificate of recognition for their dedication and volunteerism during the community paint-a-thon. Congratulations were given to the Men’s soccer team as they are Skyway Conference champions for the seventh time in the past twelve years. At this time, Trustee Wadhwa, on behalf of the Board, offered condolences to President Lee on the death of her brother. Director of Student Life, Ann Marie Barry, announced that LifeSource, a non-profit corporation distributing a half-million blood
products annually to approximately sixty area hospitals, recently honored Oakton Community College as being in the top twenty of all donor groups. The Office of Student Life through the leadership of Princess Escudero and Krisie Harris, have coordinated blood drives at both campuses, and it is through their efforts that the College has earned this honor. LifeSource recognized both Ms. Harris and Ms. Escudero for their years of support and specifically their contributions this year. Dr. Michael Anthony, Assistant Vice President of Access, Equity and Diversity, introduced Jerome Wouters, an instructor and coordinator/manager at the Sport College, ROC Midden Nederland in Amersfoort, the Netherlands, who has been visiting Oakton for the past two weeks. Mr. Wouters thanked everyone at the College for being so welcoming towards him. Dr. Anthony, who is Mr. Wouters exchange partner, will be going to the Netherlands in May 2015 for two weeks to complete this professional exchange.

President Lee introduced Mr. Fred Lantz, CPA, from Sikich, LLP, who discussed the results of the College’s audit as of the end of fiscal year June 30, 2014. Mr. Lantz relayed that he met with the Board’s Finance Committee on October 9, 2014, and discussed in detail the results of that audit process. Mr. Lantz commended the College for preparing and publishing on a voluntary basis, such a complete Comprehensive Annual Financial Report (CAFR); for receiving the Government Finance Officers Association certificate of achievement; as well as a clean unmodified opinion on the external financial statements from the external auditors. Per Mr. Lantz, those are all wonderful accomplishments for the institution. The CAFR goes above and beyond the minimum requirements of generally accepted accounting principles. This document provides full accountability back to the students, the constituency, and to the taxpayers of the district, and demonstrates to them the College’s financial position, changes in financial position, and the stewardship the College maintains over public resources. In addition, a copy of this document has been posted on the website in the spirit of full transparency to provide anyone in the district the opportunity to peruse those financial statements and see for themselves how the College is doing from an overall financial position. Mr. Lantz remarked that once again, Oakton is one of only three community colleges in the state of Illinois to receive a triple A bond rating from the debt markets.

Mr. Lantz indicated that the College also received clean unmodified opinions on the overall internal control over financial reporting and spending in compliance with major programs related to overall federal programs. To receive a clean unmodified opinion with no findings or questions is really quite an accomplishment for the institution, and most importantly for the Student Financial Assistance department. Mr. Lantz commended Financial Aid as it is obvious they work very hard on behalf of the students and the College. In summary, Mr. Lantz congratulated the College for being in such a good financial position during these challenging economic times. Mr. Nowak thanked Karen Epps, Director of Budget and Accounting Services for running the audit; and Cheryl Warmann, Director of Enrollment Services, as well, for all the work she and her staff does every day on behalf of the students and the College.

Chairman Stafford relayed that the Finance Committee had a very good meeting with the Mr. Lantz and the auditors on October 9. The College’s operating revenues exceeded the expenditures and stayed within budget. Mr. Stafford also gave kudos to the Financial Aid department, for the hard and at times difficult work in processing students and their financial paperwork, and to do so at a level of such excellence. Finally, Mr. Stafford commended Mr. Nowak and Ms. Epps on the great job in putting together the CAFR, which is above and beyond the call of duty. It is a national standard and is the epitome of transparency in terms of financial reporting.

Before the evening’s report on College Studies was presented, President Lee spoke about the College Studies program being a component of the Student Success initiative. She mentioned that in November, the Achieving the Dream coaches will return and will be sharing our Dashboard data with the Board. President Lee gave a special shout out to the Student Success team and subgroups, who are sharing the progress that is being made on projects to promote student success at Oakton with regular updates on the Student Success channel on the College’s website.
At this time, Joianne Smith, Vice President of Student Affairs, introduced Leana Cuellar, Assistant Director of Student Success, to talk about the College Studies Program. Dr. Smith said the College Success courses are part of our Student Success plan. This year Ms. Cuellar and her team redesigned the program which involved collaboration from all across the College. Ms. Cuellar thanked the Board for allowing her time to share some of the redesign of the College Studies area with them. The purpose of the College Studies programming is to enhance the academic and social integration of students. Why was there a need to redesign the program at this time? Faculty had concerns with the previous course content and materials. There seemed to be a general lack of understanding of the course. The redesign was done as a partnership which incorporated the results of student focus groups, faculty interviews, class visits, and a syllabus revision. The newly redesigned Colleges Studies program includes a professional development series. This series contains training components that are required for faculty to teach College Studies courses. College Studies classes really are an effective intervention for working with students. Students who enroll in a Student Success course in the first semester are more likely to earn college level credits, and are more likely to persist to the second year. Ms. Cuellar stressed that we want to be able to make sure that we are supporting our students by helping them achieve their individual, academic, and personal goals, which also include graduation or transfer.

Ms. Cuellar said that the redesign process also included a tweaking of the College 101 College Success course, which is a one credit course, whose purpose is to develop the skills to succeed in college and life, including goal setting, critical thinking, and time management. Also, there was the creation of another course, College 108: The College Experience, which is a three credit course designed to develop the competencies that are necessary to be a successful college student. This course provides information on study skills like time management, and note taking, as well as how to tackle critical thinking assignments. College Studies is integrating students into the academic and social fabric of the College by developing essential skills needed to be successful; building connections of relationships with their peers, instructors, and with the curriculum and resources of the College itself. Throughout the presentation, Ms. Cuellar showed video clips of students, faculty, and staff who have either gone through the training or taken the course, and their reflections on the College Studies program.

Public Participation – none

New Business

10/14-1a 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.”

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

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

10/14-2 Ratification of Payment of Bills for September 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 $6,366,628.41 for all check amounts as listed and for all purposes as appearing on a report dated September 2014.”

10/14-3 Acceptance of Treasurer’s Report for September 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 September 2014.
10/14-4  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.”

10/14-5  Authorization to Transfer Working Cash Funds
“Be it resolved that the Board of Trustees of Community College District 535 directs the Treasurer of Oakton Community College to transfer $14,500,000 from the Working Cash Fund to the Education Fund to be repaid from the December 2013 levy revenues collected in 2014 as approved and the December 2014 levy revenues collected in 2015 as anticipated.”

10/14-6  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 and b as stipulated and hereby approves the expenditures in the amount not to exceed $163,576.43 for all funds listed in item a.”
   a. Salary payments in the amount of $163,576.43 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.
   b. Salary rescinds in the amount of $4,296.54 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.

10/14-7  Supplemental Authorization to Pay Professional Personnel – Fall 2014
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2014 fall semester salaries in the amount of $625,714.82, resulting in a revised total of $4,274,252.68."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2014 fall semester salaries in the amount of $50,371.80, resulting in a revised total of $318,666.00."

10/14-8  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 Health Information Technology Program
   Presence Villa Scalabrini Nursing and Rehabilitation Center – Northlake
   Strobel Billing and Consulting Inc. – Mt. Prospect
   For the Physical Therapist Assistant Program
   Avanti Wellness and Rehab – Niles
   For the Substance Abuse Counseling Program
   Leyden Family Services and Mental Health Center, Leyden Aftercare Program,
   The SHARE Program – Franklin Park.”

Ms. Tennes seconded the motion and 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.

10/14-9  Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinion)
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2014.”

Ms. Harada seconded the motion; a voice vote was called and the motion passed unanimously.

**10/14-10**  
**Approval of Estimate of Levy for 2014 and Announcement Thereof**

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 estimate the amount of the tax levy needed for 2014 to be collected in calendar year 2015 as follows: The sum of $39,349,800 to be levied as a tax for educational purposes; and the sum of $7,900,000 to be levied as a tax for operations and maintenance purposes; and the sum of $100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers’ compensation, unemployment insurance, property insurance, and occupational diseases insurance; and the sum of $100 to be levied as a special tax for social security and Medicare insurance purposes; and the sum of $100,000 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled December 9, 2014 Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2014. The above estimated amounts for the 2014 tax levy may be changed by the Board in adopting the final 2014 levy, subject to statutory notice and publication requirements.”

Mr. Alferes seconded the motion. Mr. Frank asked if this resolution would be considered a first read or an announcement of the levy. Bob Nowak, Vice President of Business and Finance, replied that it is a requirement that we project the levy in advance of the actual adoption. Chairman Stafford relayed that at the December Board meeting there will be a resolution that will set forth the levy that was recommended at this meeting. This is legal due process to get the Board ready to pass the actual levy that provides for the property tax dollars. This is also done for transparency as well.

Ms. Tennes called the roll:

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<th>Trustee</th>
<th>Vote</th>
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<tr>
<td>Ms. Harada</td>
<td>Aye</td>
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<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
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<td>Dr. DiLeonardi</td>
<td>Aye</td>
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<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
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<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
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<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Aye</td>
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<tr>
<td>Mr. Frank</td>
<td>Nay</td>
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The motion carried; Student Trustee Alferes favored the resolution.

**10/14-11**  
**Authorization to Approve October Purchases**

Ms. Bashiri-Remetio 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:
Mr. Wadhwa seconded the motion. Trustees Wadhwa and Harada asked for further details regarding the purchase of the automatic transfer switch. Mr. Nowak replied that the purpose of the transfer switch is to provide and maintain an uninterrupted electrical supply in the event of power outages and interruptions. Mr. Frank disclosed that he is a shareholder of Commonwealth Edison, Intel, and Microsoft.

Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

10/14-12  **Preview and Information Regarding November 2014 Purchases**
The following purchases will be presented for approval at the November 2014 Board of Trustees meeting: Grant Funded Mechatronic Equipment; Public Safety Vehicle; Video/Audio Capture System; Cisco Maintenance Contracts; Waste Management Service Agreement; Service Management Software System; Travel Services for Summer 2015 Study Abroad Program in India; Field Study Courses; and Architectural Services – West End Remodeling and Locker Rooms Repair and Renovation.

10/14-13  **Acceptance of Grants**
Mr. Alferes offered:
"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 10/14-13a through 10/14-13d, for the following grants:

a. U.S. Department of Education Fulbright-Hays Group Projects Aboard Grant in the amount of $94,595;

b. NASA Minority Innovation Challenges Institute Minority Serving Institutions Grant in the amount of $4,000;

c. Illinois Community College Dual Credit Enhancement Grant in the amount of $4,545;

d. Gateways to Opportunity Family Child Care Credential Grant in the amount of $6,950;

for a Grand Total of $110,090.”

Ms. Bashiri-Remetio seconded the motion; a voice vote was called and the motion passed unanimously.
10/14-14  Acceptance of Nomination for Director, Oakton Community College Educational Foundation

Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 affirms the nomination of the following individual as a Director of the Oakton Community College Educational Foundation Board:

Puamuh Ghogomu, Senior Legal Counsel, the Walgreen Company (Walgreens), 108 Wilmot Road, Deerfield, Illinois 60015.”

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

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<th>Name</th>
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<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
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<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Aye</td>
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<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
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<td>Ms. Harada</td>
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<td>Mr. Frank</td>
<td>Aye</td>
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<td>Dr. DiLeonardi</td>
<td>Aye</td>
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<td>Ms. Tennes</td>
<td>Aye</td>
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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, November 18, 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

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10/2014

A video recording of the October 21, 2014 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.