

**Oakton Community College
District 535**

**Minutes of the Oakton Community College Board Meeting
December 12, 2006**

The 601st meeting of the Board of Trustees of Community College District 535 was held on Tuesday, December 12, 2006, at Oakton Community College, Des Plaines, IL.

Call to Order and Roll Call

Mr. Wadhwa called the meeting to order at 6:55 p.m. in room 1503 and the roll was called:

Mr. Wadhwa	Chair	Present
Dr. Rosen	Vice Chair	Present
Mr. Williams	Secretary	Present
Dr. Alexopoulos		Present
Dr. Barshis		Present
Mr. Collins		Present
Dr. DiLeonardi		Present
Mr. Emmanuel	Student Trustee	Absent

Closed Session

Dr. Alexopoulos offered a motion to go into closed session for the purpose of considering the appointment, employment, compensation, discipline, performance or dismissal of employees, and litigation. Dr. Barshis seconded the motion; a voice vote was called and Mr. Wadhwa, Dr. Rosen, Dr. Alexopoulos, Dr. Barshis, Mr. Collins, Dr. DiLeonardi, Mr. Williams, Dr. Lee, Mr. Chirempes, Dr. Hamel, Ms. Lucas, Ms. Rizzo, Dr. Smith and Mr. Oudenhoven went into a closed session at 6:55 p.m. in Room 1503. Mr. Chirempes, Dr. Hamel, Ms. Lucas, Ms. Rizzo and Dr. Smith left the meeting at 7:10 p.m.

Dr. Barshis offered a motion to adjourn the closed session. Dr. Alexopoulos seconded the motion; a voice vote was called and the meeting was adjourned at 7:35 p.m.

Call to Order and Roll Call

Mr. Wadhwa reconvened the 601st meeting of the Board of Trustees at 7:43 p.m. in room 1506 and Secretary Williams called the roll:

Mr. Wadhwa	Chairman	Present
Dr. Rosen	Vice Chairman	Present
Mr. Williams	Secretary	Present
Dr. Alexopoulos		Present
Dr. Barshis		Present
Mr. Collins		Present

Dr. DiLeonardi		Present
Mr. Emmanuel	Student Trustee	Absent

Also in attendance were Dr. Margaret Lee, Mr. Chirempes, Dr. Thomas Hamel, Ms. Bonnie Lucas, Ms. Barbara Rizzo, Dr. Joianne Smith, Ms. Sue Anderson, Mr. Maurice Archer, Ms. Robyn Bailey, Dr. Kalyani Banerjee, Ms. Ann Marie Barry, Dr. Trudy Bers, Mr. Joseph Cirone, Mr. Timothy Davidson, Dr. Madhuri Deshmukh, Dr. Carlee Drummer, Ms. Betsy Elsaesser, Dr. Robert Frank, Mr. William Frank, Ms. Margaret Gas, Ms. Linda Gelb, Dr. Cecelia Hutchcraft, Dr. Gregory James, Ms. Donna Keene, Ms. Linda Korbel, Ms. Roxann Marshburn, Mr. Jeffrey Moro, Mr. D. Arnie Oudenhoven, Dr. Nancy Prendergast, Mr. Timothy Raetzman, Ms. Robin Remich, Ms. Toni Rowitz, Ms. Lynn Seinfeld, Mr. Wayne Serbin, Mr. Mark Sprecher, Ms. Jennifer Strehler, Ms. Carol Ward, and Mr. Bradley Wooten.

Dr. Laura Saret represented the Full-time Faculty Association; Ms. Jillian Verstrate represented the Classified Staff Association; and Ms. Barbara Dayton represented the Adjunct Faculty Association.

Ms. Patricia Dalzell was present as recording secretary to the Board.

Pledge of Allegiance

Jillian Verstrate led the Pledge of Allegiance.

Approval of the Minutes of November 14, 2006, Meeting

Dr. Alexopoulos offered a motion for approval of the minutes of the November 14, 2006, meeting. Dr. Barshis seconded the motion. Dr. DiLeonardi noted a correction to the minutes on page 2 of 21 under the heading *Statement by the President* which should read “Dr. Lee read the agenda from the Board’s historic first meeting on June 25, 1969.” A voice vote was called, and the Minutes of the November 14, 2006, meeting were approved as amended.

Statement by the President

Dr. Lee welcomed everyone to the last Board meeting of 2006 and asked for introductions of those present.

Ms. Dayton, President of the Adjunct Faculty Association, introduced Adjunct Faculty instructors Jeff Moro, Computers, and Kalyani Banerjee, Chemistry.

Ms. Verstrate, President of the Classified Staff Association, introduced classified staff members Mark Sprecher, Instructional Media Services; Pat Dalzell, President’s Office; Linda Gelb, Social Sciences and Business; Robin Remich, Learning Center; Will Frank, Television Services, operating camera one; and Tim Raetzman, Television Services, operating the direct cable feed from the Television Studio at the Des Plaines Campus

Dr. Saret, President of the Full-time Faculty Association, introduced faculty members Madhuri Deshmukh, Associate Professor, English; Toni Rowitz, Professor, English and Speech; Joe Cirone, Associate Professor, Mechanical Design, Chair, Computer Aided Design, Mechanical Engineering, and Coordinator, Computer Networking Systems-Cisco; Bob Frank, Associate Professor, Psychology and Chair, Behavioral and Social Sciences; Jennifer Strehler, Associate Professor, Mathematics; Betsy Elsaesser, Professor, Physical Therapist Assistant; Carol Ward, Professor, Biology; Cecelia Hutchcraft, Assistant Professor and Chair, Biology; Sue Anderson, Professor, Biology; and Margaret Gas, Associate Professor, Nursing.

The administrators present included Maurice Archer, Director, Accounting Services; Robyn Bailey, Assistant Director, Lifelong Learning Programs and Operations; Ann Marie Barry, Director, Student Activities; Trudy Bers, Senior Director of Research, Curriculum and Planning and Executive Assistant to the President; Carlee Drummer, Executive Director, College Advancement; Gregory James, Dean of Students; Donna Keene, Senior Director, Lifelong Learning Programs and Operations; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director of Grants and Alternative Funding; D. Arnie Oudenhoven, Director, Human Resources; Nancy Prendergast, Assistant Vice President, Academic Affairs, Dean, Ray Hartstein Campus; Lynn Seinfeld, Director of the Business Institute and Professional Education; and Brad Wooten, Dean, Social Sciences and Business.

Dr. Lee introduced student Tim Davidson operating camera two and welcomed Des Plaines resident Wayne Serbin.

Dr. Lee reported that Oakton's College Bowl Team won the Fall State Regional Competition. She congratulated coach John Stryker and the student team, including Adrian Emmanuel, Heather Miller, Vrushank Shah, Steve Spera, and captain Jorell Espinosa. The President commented that student Ed McGrath received a special *Most Valuable Player Award* for his outstanding performance.

Dr. Lee asked that Margaret Gas stand up and be recognized. She commented that Ms. Gas was one of only 15 nurses in the state who were awarded an Illinois Nurse Educator Fellowship of \$10,000 through the Illinois Board of Higher Education. Dr. Lee stated that this first time program was set up by the state legislature to encourage nurse educators to continue teaching future generations of Illinois nurses. She noted that Ms. Gas' portfolio included Oakton's High Risk Nursing Program and that she plans to use her Fellowship funds to help develop additional bicultural and bilingual instructional materials. The President stated that Ms. Gas plans to develop an alumni association for Oakton nursing graduates as a means to support and mentor current students.

President Lee thanked Tingxiu Wang for his work in coordinating the National Science Foundation (NSF) site visit last week as well as all those responsible for the successful visit. Ms. Marshburn added that she attended a recent workshop conducted by the NSF program coordinator who kept referring to Oakton's program and different components of our grant as a model for other institutions.

Dr. Lee presented Robyn Bailey with a certificate for the successful completion of Project Kaleidoscope, a professional leadership institute which promotes development and diversity in higher education. Ms. Bailey explained that Kaleidoscope is an institute for women of color, primarily in administrative roles within community colleges. She stated that there were approximately 30 participants from across the country.

The President offered condolences to Paul Grosso, retired faculty member and Dennis Schleker, Facilities/Housekeeping, on the loss of their mothers; and to Robin Nash, Manager of Alternative Education on the loss of her mother-in-law.

Dr. Lee stated that this evening's *Report to the Board* would concentrate on our Vital Focus efforts and include a review of the work from the Quick Fix Committee and 2012 Team. She stated that the Board would engage in strategic conversations following the reports rather than at the end of New Business. The President explained that the Self-Study Accreditation process involved the Vital Focus initiative that included the Constellation Survey and Conversation Day in September. She stated that one of the outcomes from Conversation Day was the Quick Fix Committee and that the 2012 Team will take us through the strategic planning process in preparation for the next five years. Dr. Lee thanked Linda Gelb and Carl Costanza, the Quick Fix co-chairs and introduced Quick Fix committee members Robin Remich and Cecelia Hutchcraft for their report to the Board.

Report to the Board

Dr. Hutchcraft began the first part of the Quick Fix presentation with an explanation of the Quick Fix process, the committee members, and the development and course of action of the Quick Fix committee.

The Quick Fix Process

- Part of the Higher Learning Commission (HLC) Vital Focus Initiative – the Quick Fix project came out of Conversation Day where each Oakton employee was encouraged to submit one particular suggestion for something that could be done to improve conditions at Oakton in a relatively short time frame.
- Much of strategic planning involves large scale projects - long term goal projects take a great deal of planning and a long process to complete.
- An attempt to demonstrate some immediate, tangible, positive outcomes – Quick Fix goal was to generate ideas that the college could implement quickly and see immediate results.

The Quick Fix Committee

- Co-chairs: Carl Costanza and Linda Gelb
- Team members included full and part time faculty, staff and administrators: Trudy Bers, Teri Heath, Cecelia Hutchcraft, Bonnie Lucas, Robin Remich, Doreen Schwartz, Ron Thomas, and Larry Tomczyk.

The Quick Fix Process

- Received 588 Quick Fix suggestions as a result of Conversation Day.

- Team met in an intense, condensed schedule that included six consecutive Thursdays for three hour periods.
- Organized suggestions into eight major categories
 1. Academic
 2. Cafeteria
 3. Communications
 4. Facilities
 5. Human Resources
 6. Technology
 7. Student Services
 8. Other
- Created multiple sub-categories in each group
- Discussed appropriateness and feasibility of each request
- Researched items as needed
- Identified suggestions that could be “fixed” within a six-month window
- Allocated modest budget to support the work
- Prepared complete report to be disseminated to the College community the week of December 18.

Ms. Remich reported on the second part of the Quick Fix presentation with an explanation of what was being fixed, what was not being fixed, and what the next step would be.

The Value and Values inherent in this process included:

- Broad diversity of ideas – many viewpoints including those of students who attended Conversation Day
- Healthy negotiation and discussion
- Discovery of how things already work
- Multiple stakeholders in complex activities – might be an easy idea but then the committee discussed the idea with those who would be impacted and discovered other things to consider which would be a valuable lesson. Suggestions that were thought to be a quick fix were often not a quick fix
- Trends identified – mirrored trends that came up through the survey and through conversation and ideas that will be passed on to the 2012 team.
- Learning together

Examples of items outside the scope of a Quick Fix (what could not be done quickly)

- Create a Career and Technology Division
- Create a One Stop Student Center (although this is in the system and will be included in the 2012 report)
- Create a mandatory advising and orientation session
- Many personnel suggestions – new staff and contractual issues which are not part of the Quick Fix committee purview.

Some Quick Fixes that have been adopted

- Updated interior signage – 27 signs changed or replaced

- Cleaned and dusted the athletic trophy cases and changed and reassigned housekeeping staff and duties. The Facilities Director implemented a weekly meeting with the custodians.
- Thunderbird cross-platform email will replace Netscape - ready for implementation in Spring 2007; workshops on how to use “my Oakton”
- Provided two-way radios for Instructional Media Services
- Added more wheelchair accessible desks in classrooms – 20 tables distributed throughout the College so desks do not have to be moved each semester
- Added more file drawers and computers in adjunct offices

Next Steps

- Final report will be distributed to the College the week of December 18
- The Quick Fix team will meet to monitor progress of the approved quick fix projects
- The Quick Fix team will review mini-proposals for improving communications. These were not quick fixes but the committee will ask for proposals called mini-grants where people can submit a proposal to help improve communication that can be done in 2007. Allocated \$2,000 for this project with the hope of getting some Quick Fix ideas.

Mr. Collins opened the discussion on the Quick Fix report and asked what the category *Communications* included. He also asked for an explanation of what suggestions prompted the *Cafeteria* category. In closing, he stated that the College should consider submitting an article to the *OCCurrence* on the work and progress of the Quick Fix committee.

Ms. Remich responded that the majority of the suggestions in the communication category were directed toward internal communication rather than external. She stated that employees asked for more avenues and openness in how information is disseminated. In response to Mr. Collins’ question regarding the cafeteria category, Ms. Remich stated that suggestions were mostly related to the cost, quality and nutritional value of food served. She stated that Doreen Schwartz was invaluable in assessing suggestions regarding the cafeteria. She commented that it would take \$50,000 in College subsidies to our food service vendor, Sodexho, to improve services as suggested by those noted in the cafeteria category, as Sodexho was running at a deficit. Ms. Remich remarked that a quick fix included opening additional space at the Ray Hartstein Campus two days each week for Emeritus Program participants.

Dr. Barshis commented on the value of making Quick Fix a permanent fixture in communicating suggestions on campus life rather than just a one-time action for the upcoming accreditation visit by the Higher Learning Commission. He stated it would give all employees the opportunity to continually submit comments and suggestions, and would satisfy the request to expand internal communication. Dr. Barshis explained that the on-going Quick Fix advisory group could investigate and convey the information to the appropriate administrator for consideration.

Ms. Lucas responded that one of the quick fix requests included a suggestion box to continue the forum began by the Quick Fix committee. She stated that current discussions include the possibility of an online suggestion box within Oakton’s web portal, making it easy to submit suggestions that could be routed to the appropriate area.

Dr. Lee commented on the problems encountered by the Quick Fix Team who quickly realized that there were very few “quick fixes.” She stated that improving communication at the College would help us be responsive to the issues that arise.

In response to Dr. Rosen’s question regarding other categories that emerged that were as significant as the communication issues, Ms. Remich responded that serving students more efficiently surfaced repeatedly. She stated that most of the suggestions on serving students were tied into increased communication as the suggestions related to the College making sure that the students received all of the necessary and correct information in a timely manner.

Dr. Hutchcraft added to Ms. Remich’s response and stated that making sure that students are advised properly came in second to improving communications. She stated that there was quite a lot of concern that services to students were spread out over many different areas which negatively impacted out ability to serve students appropriately. In closing, Dr. Hutchcraft reported that the Quick Fix committee report would be sent out to everyone via email and would be available in the QF folder on the College’s share directory.

Mr. Williams asked that written copies be made available to those who do not have access to a computer. Ms. Lucas responded that copies would be made available in the library and offices throughout the campus. Dr. Lee stated that the Board would receive printed copies of everything related to Vital Focus and the strategic planning process.

Mr. Wadhwa commended the committee and the College for taking ownership of the Vital Focus process. He stated that opening up dialogue across the campus would lead to an improved understanding of our goals in ensuring a quality education for our students. He hoped that some of the “quick fixes” would become part of a routine process.

Dr. Lee invited Drs. Saret and Hamel to present their report on the 2012 Team to the Board.

Dr. Saret presented information on the 2012 Team members and their strategic planning mission.

The 2012 Team includes administrators, full and part-time faculty, staff and a student.

- Co-chairs: Tom Hamel and Laura Saret
- Members: Trudy Bers, Tom Bowen, Kathleen Carot, George Chirempes, Barbara Dayton, Jorell Espinosa, Hollace Graff, Peg Lee, Bonnie Lucas, Barbara Rizzo, Paul Sanburg, Joi Smith, Jillian Verstrate, and Brad Wooten

President Lee charged the 2012 Team with the task of carrying forward the strategic planning process from Conversation Day

- Consider information from Conversation Day, the Constellation Survey, the work of the Self-Study committees, as well as other planning-related committees including earlier conversations and communications from Spring 2005
 1. Requests for ideas and strategic initiatives
 2. Town Hall meetings
- Develop a Strategic Plan for the next five years that will move the College into the future (2007-2012)

- Process is intended to be iterative
 1. Interactive and involving communication between the team and the College community
 2. Inclusive and transparent involving communication and decision-making informed by feedback and consensus
- The future for which we plan will challenge us with a continually accelerating pace and scope of change
- President Lee directed the 2012 team to be:
 1. Brave, courageous, bold, and imaginative in our statement of strategic goals, in our determination of accompanying priority objectives, and in our monitoring of progress toward goals
 2. Mindful of:
 - The context in which higher education currently functions and our assessment progress
 - The local, state, national, and global factors which will shape the context

Dr. Hamel reported on the process used by the 2012 Team to formulate a Strategic Plan and their accomplishments. He commented that his primary reason in accepting the position of Vice President for Academic Affairs at the College was Dr. Lee's leadership. He reflected on the sincere, hardworking and honest approach to the interview process and that one of the outcomes in his interview included our need to improve on the planning process. He stated that since he embraced short and long range planning, he enthusiastically welcomed the opportunity to co-chair and work on the 2012 Team.

Dr. Hamel commented that since October, the 2012 Team has accomplished a lot of imagining, envisioning, thinking and discussing in planning for the years 2007 through 2012. The following points were discussed in his report:

As a result of its charge, the 2012 team decided early on that a Strategic Plan should:

- Seizes opportunities and not just address problems
- Builds on our strengths and allows us to work on our weaknesses
- Be a strategic plan, not an operational plan
- Be mindful of the three broad themes from Oakton's vision statement:
 1. we are the community's college
 2. we are a community of learners
 3. we are a changing community

Timeline for October-November

- Focus groups with students to discuss ideas from Conversation Day
- Communicate unedited themes and project ideas from Conversation Day to College community
- First meeting of 2012 team on October 13
- Team meeting – October 20
- End of October
 1. make comments from Constellation survey available to College community

2. send information on Conversation Day themes and projects to College community with a request to prioritize themes and rank projects
- Analysis of responses

Timeline for December-March

- December 15 – 2012 Team meets to discuss status and plans for next term
- January 31 – Advisory Committee Recognition Dinner, including discussion about proposed strategic goals/projects
- Draft ideas on strategic plan developed and circulated to College community with request for feedback
- Strategic Plan 2007-2012 finalized and is presented to Board of Trustees for adoption at the March 2007 Board meeting

Where we are now with prioritizing of themes

- Supporting students
- Communicating, leading, planning and making decisions
- Learning and working in a global society -- culture, diversity and community
- Acquiring and utilizing resources -- facilities, technology and financial

Dr. Rosen opened the discussion on the 2012 report by stating that it addressed many qualitative issues. He commented on the importance of including quantitative data, as to be data driven, research must be both qualitative and quantitative. He also addressed the issue of assigning categories for effective strategic planning as there is a need to continuously define and refine categories. Dr. Rosen asked for an explanation of how the 2012 Team will define, refine and prioritize their categories.

Dr. Hamel responded to Dr. Rosen's comments that the 2012 Team research data be both qualitative and quantitative. He stated that the team recognized that data is critical and that their educational process focused on a thorough review of all the data already on file at the College. He commented on the work on the 2012 Team in their responsibility to follow in the footsteps of those who have collected statistical information and make the appropriate selections with measurable results. Dr. Hamel explained that the process includes a review of the data, performance, completion rates and support prior to moving on to goals and trust issues that would define a solution.

Dr. Saret stated that the 2012 Team has given the quantitative data a higher profile than what is perceived in this report. She stated that it is at the forefront of every team meeting and is what is informing their decisions and actions. Dr. Saret responded to Dr. Rosen's request for information regarding how the 2012 Team defined categories. She emphasized the work of the Self-Study facilitators in guiding them toward identifying issues by learning about our community and its economy, and bringing together the diverse group of people that make up our community. She stated that they began with the themes that emerged out of Conversation Day and the surveys, and that each meeting includes rethinking, reshaping and revising the themes. Dr. Saret explained that they will also formulate new themes and promised to keep the Board and the College community informed as they move forward in working on their mission and goals.

Dr. Alexopoulos commented on the priorities in developing the plan, stating that the critical issues should be identified first and then we could proceed from there. He asked when the Strategic Plan for 2007-2012 would be implemented as it would not be appropriate to wait until the year 2020.

Dr. Saret responded that priorities are being identified along with a timeline and that the plan will be presented to the Board at the March 2007, Board meeting. She stated that the College would then implement the plan from 2007 through 2012; therefore, everything would be put into action before the end of 2012. Dr. Saret also explained that the 2012 Team would meet periodically from 2007 through 2012 to monitor and ensure progress.

Mr. Collins thanked Dr. Hamel and Dr. Saret for their report. He commented on the importance of having a five-year window in which the Strategic Plan would be implemented rather than doing everything in the 5th year. He stated that the experience of being involved from the ground up in the strategic planning process would help the Board in understanding the future needs of the College.

Dr. Barshis commented on the task of planning for the future and the decision of the 2012 Team to develop a strategic plan and not an operational plan. He asked that the Team provide regularity in their reports that indicate they are developing a strategic plan that distinguishes between fixing and changing. He explained that operational and strategic plans both relate to an in-depth analysis of “who we are” and “how we can improve on what we are doing,” as that is the essence of the Self-Study Accreditation process. Dr. Barshis stated that he would like to see some of the fixes reported on so that problem areas are addressed immediately. He noted that the hardest thing to articulate is the change element in looking at causes, structures, attitudes, and resources. He explained that the degree to which the 2012 Team can articulate the root of problems that originate from who we are and possibly prevent us from improving would be helpful to the institution and the community we serve.

Dr. Lee stated that the reports to the Board for January through March would focus on the strategic plan and address all the questions and concerns noted this evening. She commented that the Higher Learning Commission Accreditation Site Visit Team would be here in October 2007. Dr. Lee explained that prior to the site visit, our goal is to have identified and formulated plans to address those items that need to be fixed so that we will have concrete steps in place when the team arrives.

Mr. Wadhwa thanked Dr. Hamel and Dr. Saret for their report. He stated that having them both co-chair the 2012 Team is a good collaboration between administration and faculty. Mr. Wadhwa noted that when the year 2012 ends, we will have another plan in place since accreditation is an ongoing process.

Comments by the Board Chair

Mr. Wadhwa commented on a letter he received from a former Oakton students who expressed accolades to the Oakton instructors who helped him achieve his goals. He also extended a very happy birthday wish to President Lee.

Public Participation

There being no public participation, Chair Wadhwa moved to the New Business.

New Business

Consent Agenda

12/06-1a Approval of Adoption of Consent Agenda

Dr. Alexopoulos offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve adoption of the Consent Agenda.”

Dr. Barshis seconded the resolution.

A voice vote was called and the resolution to adopt the use of the Consent Agenda was approved.

12/06-1b Approval of Consent Agenda Items 12/06-2 through 12/06-5

Dr. Barshis offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve resolutions 12/06-2 through 12/06-5.”

12/06-2 *Ratification of Payment of Bills for November 2006*

“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 \$5,041,984.86 for all funds as listed and for all purposes as appearing on a report dated November 2006.”

12/06-3 *Acceptance of Treasurer’s Report for November 2006*

“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 November 2006.”

12/06-4 *Ratifications 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 and hereby approves the expenditures in the amount not to exceed \$14,836.25 for all funds listed in item a.”

12/06-5 Supplemental Authorization to Pay Professional Personnel – Fall 2006

“Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2006 fall semester salaries in the amount of \$183,518.74, resulting in a revised total of \$3,014,267.81.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2006 fall semester salaries in the amount of \$8,110.40, resulting in a revised total of \$312,703.35.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the payment of stipends to the persons listed, in the amounts, and for the activities specified; not to exceed \$6,075.”

Dr. DiLeonardi seconded the resolution.

Mr. Williams called the roll.

Dr. Barshis	Aye
Mr. Williams	Aye
Dr. Rosen	Aye
Dr. Alexopoulos	Aye
Mr. Wadhwa	Aye
Dr. DiLeonardi	Aye
Mr. Collins	Aye

The resolution was passed.

12/06-6 Adoption of Resolution Setting Forth Tax Levies for 2006

Mr. Collins offered:

"Be it resolved by the Board of Trustees of Community College District 535, County of Cook and State of Illinois, as follows:

SECTION 1: That the sum of Twenty-six Million Seven Hundred and Seventy-four Thousand Dollars (\$26,774,000) be levied as a tax for Educational purposes; and the sum of Six Million Eight Hundred and Sixty Thousand Dollars (\$6,860,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Seven Hundred and Four Thousand Dollars (\$704,000) be levied as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of Six Hundred and Thirty-eight Thousand Dollars (\$638,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of One Hundred

and Fifteen Thousand Dollars (\$115,000) be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of Community College District 535, County of Cook and State of Illinois, for the year 2006 to be collected in the year 2007; and that the levy for the year 2006 be allocated 50% for Fiscal Year 2007 and 50% for Fiscal Year 2008.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December 2006.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chairman is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Act."

Dr. DiLeonardi seconded the motion.

Mr. Williams called the roll.

Mr. Collins	Aye
Dr. Barshis	Aye
Mr. Williams	Aye
Dr. Rosen	Aye
Dr. Alexopoulos	Aye
Mr. Wadhwa	Aye
Dr. DiLeonardi	Aye

The resolution was approved.

12/06-7 Adoption of Resolution Setting Forth PTELL Reduction Designation

Mr. Collins offered:

“Be it resolved by the Board of Trustees of Community College District 535, County of Cook and State of Illinois, as follows: That any reduction due to the Property Tax Extension Limitation Law be applied to the levy for taxes for Educational purposes for the year 2006 to be collected in the year 2007.”

Dr. DiLeonardi seconded the motion.

Mr. Williams called the roll.

Dr. Barshis	Aye
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Mr. Williams	Aye
Dr. Rosen	Aye
Dr. Alexopoulos	Aye
Mr. Wadhwa	Aye
Dr. DiLeonardi	Aye
Mr. Collins	Aye

The resolution passed.

12/06-8 Authorization to Approve December Purchases

Dr. Rosen offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions 12/06-8a through 12/06-8d:

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
a. Ratification of Purchased Fall Conference Services for the American Council on International Intercultural Education (ACIIE)	Council for Resource Development	\$14,127.87
b. Web Cashier Module	Strata Information Group	\$35,000.00
c. Services of Auditor (2 year contract)	Sikich, LLP	\$158,200.00
d. Tax Payer Relief Act Reporting Services	Pearson Government Solutions	\$13,900.00
Grand Total		\$221,227.87.”

Dr. DiLeonardi seconded the motion.

Mr. Collins asked for clarification on resolution 12/06-8b *Authorization to Purchase Web Cashier Module*. He asked if this was an unexpected expenditure and also asked for an explanation of the “bolt on” system as referred to in the narrative.

Ms. Lucas responded that the Web Cashier Module was included in the Banner budget presented to the Board in June and that it is a part of the approved \$150,000 in expenditures through the current fiscal year. She explained that “bolt on” means that it is not part of the Banner software but has the ability to access operating programs and send data through an Application Program Interface (API). Ms. Lucas further explained that the College went live with Banner eight months ago and needed to ensure that the system was stable prior to installing the bolt on.

In regard to resolution 12/06-8d *Authorization to Purchase Tax Payer Relief Act Reporting Services*, Dr. Barshis asked if it was usual business practice to subcontract the government reporting obligation to an outside vendor rather than using in-house staff.

Mr. Chirempes responded that it was cost prohibitive for our staff to do this type of work and that it is typically outsourced to a third party.

Ms. Lucas explained that the 1098T¹ process includes those who receive the Hope Scholarship and the Lifelong Learning Credit. She stated that the College must send payment information to every student who registered and paid tuition in the last year. Ms. Lucas commented that the Banner system produces the output and that we are contracting the processing services that include printing and mailing costs. She stated that Business Services estimated the purchase of the equipment for the processing would be a \$35,000 expense.

Mr. Williams called the roll.

Mr. Williams	Aye
Dr. Rosen	Aye
Dr. Alexopoulos	Aye
Mr. Wadhwa	Aye
Dr. DiLeonardi	Aye
Mr. Collins	Aye
Dr. Barshis	Aye

The resolution was approved.

12/06-9 Approval of Intellectual Property Agreement

Dr. Alexopoulos offered:

"Be it resolved that the Board of Trustees of Community College District 535 approve the Intellectual Property Agreement between the Board and Marilee McGowan."

Mr. Williams seconded the motion.

Mr. Williams called the roll.

Mr. Collins	Aye
Dr. Barshis	Aye
Mr. Williams	Aye
Dr. Rosen	Aye

¹ Form 1098T assists taxpayers in calculating any education tax credit that they may be eligible for. This form reports the qualified tuition and related expenses billed to students by the College during the calendar year ended December 31. Under Internal Revenue Code Section 25A, students may claim an education tax credit for qualified tuition and related expenses actually paid during the year. This form also reports the amount of any scholarships or grants received during the year. Students may not be able to claim a tax credit for the entire amount of qualified tuition and related expenses paid during the year as these scholarships or grants may have reduced the amount paid.

Dr. Alexopoulos Aye
Mr. Wadhwa Aye
Dr. DiLeonardi Aye

The resolution carried.

12/06-10 Authorization to Hire Full-Time, One-Year, Faculty Member

Dr. DiLeonardi offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full-time, one-year temporary faculty appointment of Dr. Suzanne J. Hester for the 2007 calendar year with the academic rank of Associate Professor, teaching assignment in Psychology and a prorated salary of \$57,604 for the 2006-2007 academic year.”

Dr. Barshis seconded the motion.

Mr. Williams called the roll.

Dr. Barshis Aye
Mr. Williams Aye
Dr. Rosen Aye
Dr. Alexopoulos Aye
Mr. Wadhwa Aye
Dr. DiLeonardi Aye
Mr. Collins Aye

The resolution carried.

12/06-11 First Read of Policy Revisions

Mr. Collins offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed revisions to, policies 1100, 1109, 2002 and 2015, attached hereto, with action to take place at the next regularly scheduled Board meeting, January 16, 2007.”

Mr. Williams seconded the motion.

Mr. Collins offered a correction to page 3 of 7, of resolution 12/06-11, *First Read of Policy Revisions*. He stated that the last sentence in paragraph four should include a strikeout of “Director of” and new text amended to “Associate Vice President for.”

Mr. Williams called the roll.

Mr. Williams	Aye
Dr. Rosen	Aye
Dr. Alexopoulos	Aye
Mr. Wadhwa	Aye
Dr. DiLeonardi	Aye
Mr. Collins	Aye
Dr. Barshis	Aye

The resolution to accept the First Read of Policy Revisions as corrected carried.

12/06-12 Approval of Policy Revisions

Mr. Collins offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts revisions to policies 1000, 1002, 8000, 8001, 8002, 8003, 8005, 8006, 8009, 8010, 8013 and 8014, and the deletion of policies 8004, 8007, 8015.”

Mr. Williams seconded the motion.

Mr. Williams called the roll.

Dr. Rosen	Aye
Dr. Alexopoulos	Aye
Mr. Wadhwa	Aye
Dr. DiLeonardi	Aye
Mr. Collins	Aye
Dr. Barshis	Aye
Mr. Williams	Aye

The resolution was approved.

Adjournment

Prior to adjournment, Dr. Barshis thanked Ms. Barry for her work on the very successful Empty Bowls project² that benefited area food pantries, and to Mr. Costanza for ensuring safe access to the campus and parking following a very heavy snowfall. Ms. Barry stated that the Empty Bowls projected netted a total of \$12, 150.

² Empty Bowls Project participants create ceramic bowls, then serve a simple meal of soup and bread. Guests choose and pay for a bowl as a reminder that there are always Empty Bowls in the world. Funds collected are donated to a local hunger relief organization.

Chair Wadhwa stated that the next scheduled regular meeting of the Board of Trustees of Oakton Community College, District 535, would be held at 7:30 p.m. on Tuesday, January 16, 2007, at the Des Plaines Campus, room 1506.

Dr. Barshis offered a motion for adjournment and Dr. Alexopoulos seconded the motion. A voice vote was called and Mr. Wadhwa adjourned the meeting at 8:59 p.m.

/s/ Jody Wadhwa

Jody Wadhwa, Board Chair

/s/ Emory W. Williams

Emory W. Williams, Board Secretary

/pd
1/07

A video tape recording of the December 12, 2006, meeting was made and may be viewed by calling the Library and Instructional Media Services office at 847-635-1640.