The Minutes of Regular Board Meeting of Oakton Community College  
November 17, 2015

The regular meeting of the Board of Trustees of Community College District 535, Oakton Community College, was held on Tuesday, November 17, 2015 at the Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session  
Chair Harada called the meeting to order at 5:05 p.m. in room #1746 at the Des Plaines campus, and made the motion to close the meeting for the purpose of preparation for upcoming collective negotiations and employee performance. Mr. Frank seconded the motion; Mr. Stafford called the roll:

Ms. Harada               Aye
Ms. Tennes               via telephone
Mr. Stafford             Aye
Dr. DiLeonardi           Absent
Mr. Frank                Aye
Mr. Salzberg             Aye
Mr. Wadhwa               Aye
Mr. Dixon                Aye

Also present: Dr. Joianne Smith, President; Ms. Mum Martens, Chief Human Resources Officer; and Mr. Phil Gerner, Robbins Schwartz. This portion of the meeting was adjourned at 6:35 p.m. and reconvened at 6:55 p.m. Present: Ms. Harada, Mr. Stafford, Mr. Frank, Mr. Salzberg, Mr. Wadhwa, and Mr. Dixon. Absent: Dr. DiLeonardi and Ms. Tennes. Also in attendance: Dr. Joianne Smith, President; Dr. Tom Hamel, Vice President, Academic Affairs; Dr. Karl Brooks, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Technology and Data Analytics; and Ms. Mum Martens, Chief Human Resources Officer. At 7:25 p.m., Mr. Frank made a motion to adjourn the session, seconded by Mr. Dixon. A voice vote was called and the meeting was adjourned.

Call to Order and Roll Call  
Chair Harada called the open session to order at 7:30 p.m. in room 1506; Mr. Stafford called the roll:

Ms. Harada               Chair          Present
Ms. Tennes               Vice Chair    Absent
Mr. Stafford             Secretary    Present
Dr. DiLeonardi           Absent
Mr. Frank                Present
Mr. Salzberg             Present
Mr. Wadhwa               Present
Mr. Dixon                Present

Pledge of Allegiance

Approval of Minutes  
Chair Harada asked for a motion for the approval of the minutes of the regular Board Meeting held on October 20, 2015 and a special meeting of the Board that was also held on October 20, 2015. Mr. Frank made the motion which was seconded by Mr. Salzberg. A voice vote was called and the minutes were unanimously approved.

Statement by the President  
President Smith welcomed everyone and asked for introductions of those present:
Kathleen DeCourcey, College Advancement and Classified Staff Union President, presented Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Kathi Kuhlman, Purchasing Office; Teresa O’Sullivan, Access and Disability Resource Center; and Jesse Wallace, Media Services.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented Tom Bowen, Professor, Philosophy; Sherry DeMonte, Associate Professor; Health Information Technology; Victoria Fils, Professor, Health Information Technology; Peter Hudis, Humanities and Philosophy; Scott Johnson, Professor, English; Nicole Perry, Associate Professor, Biology; Marian Staats, Professor, English; and Ruth Williams, Biology.

Barbara Dayton, Lecturer of Sociology, and Adjunct Faculty President, introduced: David Arieti, Lecturer, Biology; Kalyani Banerjee, Lecturer, Chemistry; Cindy Del Medico, Lecturer, Business; and Cheryl Thayer, Lecturer, Sociology.

Administrators present included: Michael Anthony, Chief Diversity Officer and Assistant Vice President for Student Affairs; Ann Marie Barry, Director, Student Life; Michael Carr, Assistant Vice President, Academic Affairs; Karen Epps, Director, Budget and Accounting Services; Dale Gustafson, Chief of Public Safety; Colette Hands, Interim Associate Vice President, Workforce Development and Continuing Education; Renee Kozimor, Director, Software and User Services; Mary Knight, Executive Director of Development; Mary Korbel, Dean, Languages, Humanities and the Arts; Mum Martens, Chief Human Resources Officer; Gary Newhouse, Dean, Library and On-line Learning; Paul Palian, Director, College Relations; Nancy Prendergast, Assistant Vice President of Academic Affairs, Dean of the Skokie Campus, and Interim Dean of Science and Health Careers; Doreen Schwartz, Director, Business Services; Leah Swanquist, Director, Facilities; and Brad Wooten, Dean, Social Sciences and Business.

Will Dixon, Student Trustee presented: Lena Lipinski and Elizabeth Adcox.

Guests in attendance: Hank Galatz, Educational Foundation and Michael Lundeen, Legat Architects

President Smith reflected on the violence and unrest that we experienced in our world last week. The terrorist attacks in Paris and in other parts of the world remind us how fragile life can be. President Smith said that she is proud that Oakton is a diverse college community where people are made to feel welcome and safe. As a show of solidarity with victims of terrorist acts across the globe, the Muslim Student Association, with the support of the Office of Student Life, will be hosting a moment of silence and a brief program on November 19th.

During this month of Thanksgiving, President Smith expressed her thanks and gratitude to all who coordinated or participated in some way in her inauguration celebration on October 30th; it was a wonderful community celebration. President Smith thanked Jesse Wallace and the Media Services department for recording individual and group messages to ‘Thank a Veteran’, which were shared on Oakton’s Facebook and YouTube channels on Veterans Day. Condolences to the family of John Lund, adjunct faculty member, on the passing of his mother-in-law. Congratulations to Ashlee Mishler, Recruitment and Outreach Specialist, and her husband on the birth of Caleb Alexander Mishler on October 25th. Congratulations to Luanne Olson, Professor of Physical Therapy Assistant, on the birth of her first grandson, Thomas William Olson on November 14th. The Oakton College community was recognized earlier in the month for our work with LifeSource blood banks. The honor was presented to Krissie Harris and Princess Escudero of the Student Life Team, who work with student organizations to coordinate blood drives at both campuses. President Smith relayed that the Margaret Burke Lee Science and Health Careers Center has officially achieved LEED (Leadership in Energy and Environmental Design) Gold status by the United States Green Building Council; and was also awarded an Excellence in Architecture award from the American Institute of Architects, Northeast Chapter.

This week we are celebrating International Education Week, an annual initiative which aims to promote international understanding and build support for international education exchange. The theme this year is ‘Indigenous Voices at the Frontier of a Globalized World’. President Smith thanked Professor Katherine Schuster
and the Global Studies Program for organizing the full schedule of events at both campuses. The annual Empty Bowls event will take place on December 5th at the Des Plaines campus. Admission is free; donation for a bowl is $15.00, and all proceeds will be donated to local food charities. The Ceramics Club Winter Sale will be held on December 8th at the Des Plaines campus. Ten percent of the proceeds will be donated to the Marge Whitman Scholarship Fund. In the spirit of promoting academic success, the Learning Center, along with participation of students, staff, and faculty volunteers, will host a study breakfast on December 8, from 7:30-9:30 p.m. on both campuses. Currently on display in the Koehnline Museum is ID Show 2015; this exhibit features the artwork of our faculty and runs through November 25th. President Smith expressed her gratitude and thanks to all of the Oakton student groups who have organized food and clothing drives for those in our community who are in need this holiday season.

**Report: Student Learning**

At this time, Dr. Tom Hamel, Vice President of Academic Affairs, introduced Nancy Prendergast and Ruth Williams, who presented a report on how Oakton defines the quality of learning. Dr. Prendergast introduced Victoria Fils, Chair of the Health Information Technology program, and Ruth Williams, Chair of Biology, to talk about how we improve student learning at the College. Dr. Prendergast began by saying that assessment begins with OPAL, which is Oakton’s Program for the Assessment of Learning. OPAL is a multidisciplinary team consisting of faculty, staff, and administrators. OPAL measures student learning outcomes and how that relates to student success. Assessment provides information to faculty about what students are learning and not learning; informs the College with information about where we can improve, which enables stronger instruction that will lead to better student success.

Dr. Prendergast said that assessment is also a time to evaluate ourselves which in turn helps us become better teachers, and students to become better learners. Next, Dr. Fils explained the structure of the OPAL committee, and how we assess general education outcomes. Ms. Williams further explained the criteria for assessments. Trustee Wadhwa complimented the presentation and stated that the quality of the education students receive at Oakton is very important to the Board. Trustee Stafford asked a question relating to grading structures. Dr. Prendergast said that there is a difference between a grade that a student would receive in a class versus how they would score on an assessment test, possibly due to non-learning related student objectives. Mr. Stafford is hoping that our practices will reflect our willingness to not keep students back because of such instances as turning in an assignment late or not adhering to attendance policies.

**Comments by the Chair**

Chair Harada thanked President Smith for her comments about Paris. The affirmative efforts to welcome, invite and embrace diversity of all individuals at Oakton, promotes a wonderful spirit of community, and is something that Ms. Harada is very proud of.

**Educational Foundation Liaison Report**

Trustee Stafford attended the Educational Foundation meeting held on November 4th. An update was given on our portfolio, which currently stands at approximately thirteen million dollars. Per Mr. Stafford, President Smith did a wonderful job appealing to the Board for MAP (Monetary Award Program) grant monies. Because of the lack of a state budget, we have lost the MAP funding for next semester. We are fortunate we have the Foundation, a wonderful organization which is willing to help fund our students for next semester; we appreciate their efforts and support. Dr. Mary Knight, the Foundations’ new Executive Director, gave a wonderful presentation on the different approaches and ideas she has for raising money.

**ICCTA Report**

Trustees Frank and DiLeonardi attended the Illinois Community College Trustees Association meeting on November 13th. Mr. Frank reported that MAP funding was a topic that was discussed at length. Mr. Frank said that Oakton is fortunate, as a number of other colleges as a result of the budget woes, are making significant budget cuts and are worried about how they are going to meet their budgets for next year. There also was a presentation on legal updates from Robbins Schwartz.
Green Committee Liaison Report
Chair Harada reported that the Green Committee been very active in bringing sustainable programs and activities, and now curriculum to the College. A formal proposal for a new environmental studies program was submitted to the curriculum review Board. Once approved, a steering committee and coordinator will be appointed and applicable courses will be identified and marked accordingly for students to begin to register. The sustainability staff is also working on identifying curriculum resources, lesson plans and guidelines to share with the faculty on ways that they can incorporate sustainability topics into existing courses across disciplines. Chair Harada mentioned that the Lee Center has received Gold LEED status, the first time for an Oakton building, and only one of seven LEED certified buildings in the city of Des Plaines. The Students for Social Justice working with the Green Committee, has ordered and will be coordinating the dispersal of aluminum water bottles with the Oakton logo to new students. Hopefully, this will be a way to encourage simple sustainable actions on campus. The solar panel project is progressing for the Skokie campus. There is no need for roof repairs prior to installation; bid packages to go out soon. Ms. Harada thanked the Green Committee for all their good work.

Student Trustee Report
Student Trustee Will Dixon reported on the ICCB-SAC (Illinois Community College Board’s Student Advisory Committee) who recently met in Schaumburg to share ideas relating to student success, leadership and education in Illinois. Almost two thousand student signatures were delivered to the state capitol by the Chair of the ICCB-SAC legislative committee, a result of a combined effort of community colleges and universities all over the state expressing the concern of students relating to funding for higher education. The latest edition of the OCCurrence student newspaper is available in bins throughout the campus. The Student Government Association found that eighty-six percent of students surveyed said that they would stay on campus longer with the completion of a new Student Center. This would hopefully lead to better student persistence.

Public Participation - none

New Business

11/15-1a Approval of Adoption of Consent Agenda
Mr. Dixon offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

Mr. Wadhwa seconded the motion; a voice vote was called and the motion passed unanimously.

11/15-1b Approval of Consent Agenda Items 11/15-2 through 11/15-7
Mr. Dixon offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/15-2 through 11/15-7 as listed in the Consent Agenda.

11/15-2 Ratification of Payment of Bills for October 2015
“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 $5,838,498.63 or all check amounts as listed and for all purposes as appearing on a report

11/15-3 Acceptance of Treasurer’s Report for October 2015
“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 2015.

11/15-4 Compliance with Open Meetings Act, Closed Session Minutes
“Whereas, the Board has received recommendations from William Stafford, Board Secretary and Joianne Smith, President, 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.”
“Be it resolved that the Board of Trustees of Community College District 535, approves the release of closed session minutes of the meetings held on January 17, 2012, April 16, 2013, May 21, 2013,

11/15-5  Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

11/15-6  Ratification of Actions of Alliance for Lifelong Learning Executive Board
"Be it further 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 Life Long 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 $20,369.19 for all funds listed in items a and c.”
a. Salary payments in the amount of $13,655.50 for part-time teaching services for the Alliance for Lifelong Learning Fall 2015.
b. Salary rescinds in the amount of $4,275.82 for part-time teaching services for the Alliance for Lifelong Learning Fall 2015.
c. Payment for Summer 2015 Space Utilization and Facilities Services and Classroom Rental as follows:

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<th>Services</th>
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<tr>
<td>District 535</td>
<td>$5,583.66</td>
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<tr>
<td>District 202 (Evanston)</td>
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<td>Total Payment</td>
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11/15-7  Supplementary Authorization to Pay Professional Personnel
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2015 fall semester salaries in the amount of $289,450.31, resulting in a revised total of $4,386,486.00."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2015 fall semester salaries in the amount of $10,212.00, resulting in a revised total of $354,107.50."

Mr. Salzberg seconded the motion; Mr. Stafford called the roll:

Mr. Wadhwa  Aye
Mr. Frank   Aye
Mr. Harada  Aye
Mr. Salzberg   Aye
Mr. Stafford  Aye
Ms. Tennes  Absent
Dr. DiLeonardi Absent

The motion carried; Student Trustee Dixon favored the resolution.

11/15-8  Appointment of Members to Career Program Advisory Committees for 2015-2016
Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members named to Career Program Advisory Committees for 2015-2016.”

Mr. Stafford seconded the motion; a voice vote was called and the motion passed unanimously.

11/15-9  Authorization to Approve November Purchases
Mr. Frank 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>
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<tr>
<td>11/15-9a</td>
<td>1 &amp; 2</td>
<td>LCD Projectors</td>
<td>Troxell Communications</td>
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<td>11/15-9b</td>
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<td>Field Study Course – Peru</td>
<td>Universidad San Ignacio de Loyola Kipachi Peru Travel Exito Travel, Inc.</td>
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<td>11/15-9c</td>
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<td>Core and Edge Network Equipment</td>
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<td>11/15-9d</td>
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<td>Ratification of Emergency Purchase for Rooftop Unit at Skokie Campus</td>
<td>Hill Mechanical Services</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td></td>
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<td>$319,078.97</td>
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Mr. Wadhwa seconded the motion; Mr. Stafford called the roll:

Mr. Frank  Aye
Mr. Salzberg Aye
Ms. Harada  Aye
Mr. Stafford Aye
Mr. Wadhwa  Aye
Ms. Tennes  Absent
Dr. DiLeonardi Absent

The motion carried; Student Trustee Dixon favored the resolution.

11/15-10 Preview and Discussion of December 2015 Purchases
The following purchases will be presented for approval at the December 15, 2015 Board of Trustees meeting: Oakton Vision Share Stream; Rooftop Solar Panel Array System; Continuation of Employee Health Insurance; and Field Study Course – Paris.

Chair Harada asked Doreen Schwartz if any grants are expected for the solar panels. Ms. Schwartz said she was not aware of any at this time, but will be looking at possible renewable energy credits for that future purchase. Renee Kozimor also mentioned that the Green Committee has been looking for grants as well as part of a solar purchase program from Illinois Green Economy Network, but when the state budget fell apart, funding for that grant was lost.

11/15-11 Authorization to Hire a Dean of the Science and Health Careers Division
Mr. Salzberg offered:
“Be it resolved that the Board of Trustees of Community College District 535 hereby authorize the appointment of Ms. Ruth Williams as Dean of the Science and Health Careers Division effective January 1, 2016, at an annual salary of $110,000. That salary will be prorated for the period of January 1, 2016-June 30, 2016.”

Mr. Wadhwa seconded the motion; Mr. Stafford called the roll:

Ms. Harada  Aye
Mr. Salzberg Aye
Mr. Frank  Aye
Mr. Stafford Aye
Mr. Wadhwa   Aye
Ms. Tennes   Absent
Dr. DiLeonardi   Absent

The motion carried; Student Trustee Dixon favored the resolution.

11/15-12      Approval of Administrator’s Retirement Agreement
Mr. Wadhwa offered:
“Be it resolved that the Board of Trustees of Community College District 535 approve the Retirement Agreement between the College and Mr. Robert Nowak, Vice President for Business and Finance, and his retirement effective December 31, 2015.”

Mr. Stafford seconded the motion and called the roll:

Ms. Harada   Aye
Mr. Stafford   Aye
Mr. Frank   Aye
Mr. Salzberg   Aye
Mr. Wadhwa   Aye
Ms. Tennes   Absent
Dr. DiLeonardi   Absent

The motion carried; Student Trustee Dixon favored the resolution.

Adjournment
Chair Harada announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, December 15, 2015 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, in room 1506.

There being no further business before the Board, Chair Harada asked for a motion to adjourn the meeting. Mr. Stafford made the motion, which was seconded by Mr. Dixon; a voice vote was called and the meeting was adjourned at 8:35 p.m.

Pat Harada, Chair

William Stafford, Secretary

A video recording of the November 17, 2015 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.