



**Minutes of the Oakton Community College Board of Trustees Meeting  
February 16, 2021**

The 763<sup>rd</sup> meeting of the Board of Trustees of Community College District 535 was conducted virtually on February 16, 2021.

**Closed Session – Call to Order and Roll Call**

At 5:03 p.m., Chair William Stafford called the meeting to order. Trustee Benjamin Salzberg was absent; all other trustees attended virtually.

Board Secretary Toussaint called the roll:

Mr. William Stafford	Chair	Present
Mr. Paul Kotowski	Vice Chair	Present
Ms. Marie Lynn Toussaint	Secretary	Present
Dr. Gail Bush		Present
Ms. Martha Burns		Present
Dr. Wendy Yanow		Present
Ms. Karen Suarez	Student Trustee	Present

Chair Stafford asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act, with the purpose of considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees; collective negotiating matters; the purchase or lease of real property for the use of the public body; and litigation.

Trustee Bush made the motion, seconded by Trustee Kotowski.

Trustee Toussaint called the roll:

Dr. Bush	Aye
Ms. Burns	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Mr. Kotowski	Aye
Ms. Suarez	Aye

Physically present in room 1502 at the Des Plaines campus, 1600 E. Golf Road, Dr. Joianne Smith, President. Attending virtually were Dr. Colette Hands, HR; Dr. Karl Brooks, Vice President, Student Affairs; Dr. Ileo Lott, Vice President, Academic Affairs; and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs.

At 5:49 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Toussaint made the motion, which was seconded by Trustee Burns.

Trustee Toussaint called the roll:

Mr. Kotowski	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye
Mr. Stafford	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Ms. Suarez	Aye

### **Open Session and Roll Call**

Chair Stafford called the regular meeting of the Board of Trustees to order at 6:01 p.m. Trustee Benjamin Salzberg was absent; all other trustees attended virtually.

Trustee Toussaint called the roll:

Mr. Stafford	Chair	Present
Mr. Kotowski	Vice Chair	Present
Ms. Toussaint	Secretary	Present
Ms. Burns		Present
Dr. Bush		Present
Dr. Yanow		Present
Ms. Suarez	Student Trustee	Present

Physically present in room 1506 at the Des Plaines campus, 1600 E. Golf Road, Dr. Joianne Smith, President, and Mr. Philip Cronin, Senior Media Services Technician.

### **Pledge of Allegiance – Chair Stafford**

### **Approval of Minutes**

Chair Stafford asked for a motion for the approval of the minutes of the January 12 special meeting of the Board of Trustees, and the January 19 regular meeting of the Board of Trustees.

Trustee Kotowski made the motion, which was seconded by Trustee Bush.

Trustee Toussaint called the roll:

Mr. Stafford	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye
Dr. Bush	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye

The motion carried; Student Trustee Suarez favored the resolution.

Trustee Stafford indicated that the printed agenda did not have the Student Spotlight item, and President Smith confirmed that the spotlight would follow the student trustee report.

## **Statement by the President**

President Smith thanked everyone for joining the meeting, especially those who were on campus after a winter storm hit the area. She expressed her appreciation to Mr. Phil Cronin and the Media Services team for their support, and acknowledged the presence of union leaders Greg Hamill, Mary Hope Griffin, and Heather Jakob-Short.

President Smith offered condolences to Rebel Campbell Barber (student recruitment and outreach specialist) whose grandmother passed on January 23; to Peggy Swedroe (STEM and Health Careers senior department assistant) whose daughter passed away on January 25; to Caitlin Melzer (enrollment specialist) whose father passed away at the end of January; to Tina Fakhrid-Deen (Professor of English) whose father passed away on February 5; and to the family and friends of former student and ANDALE member, Chayanne Trejo who passed away on January 30 at the age of 26.

Recognitions: the Ceramics Club that raised \$11,456 for six local food pantries. This year they were not able to host their annual Empty Bowls event, and the money was raised completely by donations from those who have previously supported the event. Nursing students are helping administering COVID-19 vaccinations to the Skokie community. As of early February, more than 60 current and former Oakton nursing students have provided over 400 hours of service, administering hundreds of vaccines. We are very proud of them for providing this important service to the community; they are true health care heroes.

President Smith shared that the College received a certificate from the U.S. Census Bureau, thanking and recognizing Oakton for being an invaluable partner in the 2020 Census Community Partnership and Engagement program. President Smith thanked Dr. Ruben Howard II for representing Oakton in the census process.

February is Black History Month. The Center for Campus Inclusion and Diversity is hosting a variety of virtual events throughout the month, including movie viewings, lectures, and a closing event with interactive games and music. President Smith encouraged everyone to participate if able. In addition, the Koehnline Museum of Art presents a selection of works drawn from its permanent collection featuring works produced by African American artists, and works that depict African American topics and the civil rights movement. The exhibit can be visited online.

## **Educational Foundation Liaison Report**

The Oakton Educational Foundation has raised over \$565,000 in monetary support since July 1, which is approximately 107% to goal. Recent gifts of note include 1) \$5,000 gift from the Arnold Simonsen Family Charitable Foundation to support the greatest areas of needs through the Annual Fund and 2) \$5,000 gift from the American Legion Skokie Unit #320 to support the American Legion Auxiliary Scholarship.

The working group of leaders from the Trustees and Foundation Directors will meet next week to discuss and finalize the Memorandum of Understanding between the College and the Foundation following input from legal counsel.

The Foundation Board elected 3 new members this past month:

- John Mabbott is returning to the Board, having served as a Foundation Director from 2010 to 2013. As the former CEO of Juno Lighting and Vice President of Sales for Acuity Brands, Mr. Mabbott has recently retired and looks forward to engaging his volunteer time with Oakton.

- Nancy Sullivan is the CEO and Managing Director of Illinois Ventures, the healthcare and technology investment arm of the University of Illinois System.
- Jodi Wrede is a Director with Allstate Insurance. With a background in actuarial science, she describes herself as a storyteller who operationalizes corporate vision and is part of the firm's strategic planning and corporate transformation team.

With these new members, the Foundation Board now hosts 19 elected and 5 ex-officio members. The Foundation Board's next quarterly meeting will take place on March 3.

### **ICCTA Liaison Report**

The January 30, 2021 board of representatives meeting of the ICCTA was presided by President Jon Looney, Blackhawk College. There were 45 participants present via zoom. President Jon Looney reported on meeting with the ICCCP. Topics discussed included MAP grant funding for short term certificates; the Marketing Committee identifying enrollment as a statewide community college focus; the baccalaureate degree as a regional approach based on competition from four year institutions; and a letter to the governor requesting that community college staff and faculty be included in the 1B vaccination category.

Executive Director Jim Reed reported on the meeting of the IBHE Strategic Plan Advisory Committee and mentioned the participation of Trustee Martha Burns of Oakton. Committee goals continue to include: 1) Increase postsecondary credential/degree attainment – looking at BA educational deserts statewide and workforce demands; 2) Closing equity gaps; 3) Improving affordability and increasing access.

The Government Relations Committee report from Jessica Nardulli, our lobbyist, discussed the changes in state government leadership in the 102 General Assembly with Rep. Chris Welch, a good friend of ICCTA, becoming Speaker Welch, and Sen. Scott Bennett, another friend of ICCTA, becoming the Chair of the Higher Education Committee. One of Speaker Welch's pursuits of interest is procurement with a focus on minority and women owned businesses.

Committee reports included the Onboarding Committee which is creating 20 – 30 podcasts, each will be 5 – 10 minutes in length, and available to members on the ICCTA server. The first topics to be covered include Trustee Fiduciary Responsibilities and Open Meetings Act. The Marketing Committee introduced a members only Trustee Chat, an online searchable database, and a discussion board.

Illinois Council of CC Presidents President Sylvia Jenkins reported as previously mentioned by Jon Looney.

ICCB Executive Director Brian Durham discussed the reauthorization of the Higher Education Act and the Omnibus Higher Education Bill indicating the change in the stimulus formula equating headcount and FTE, which benefits community colleges; the expansion of Pell Grants for short-term certificates, and Second Chance; and strengthening student loan forgiveness.

### **ACCT Trustee Report**

Chair Stafford provided an update regarding the annual ACCT Legislative Summit that was held on February 8-10. Trustees usually travel to Washington D.C. to work on legislative issues, but the pandemic did not allow for travel this year. All meetings were held virtually. The priorities for this year were the stimulus support initiative for community colleges, the creation of a dedicated community college job training program bill (for \$2 billion), support for the DREAM Act, support for Pell grants to make them larger and end taxation, second-chance Pell grants, and to enhance community college affordability. Trustees were on calls with Senators Dick Durbin and Tammy Duckworth. Senator Durbin is one of the originators of the DREAM Act and is a strong supporter of the initiative as well as the Pell grant

initiative. Senator Durbin indicated that one of the biggest problems they are running into on the COVID-19 Act is that there is no Republican support for state and local government aid, and they believe it is critical. Senator Duckworth was more detailed, and shared that out of the \$2 billion, about \$120 million is earmarked for community colleges. Mr. Stafford said that the Board is looking forward to this aid to make its way through the legislative package. Congress is also working on the Higher Education Act Reauthorization, and the efforts to reduce student debt. Trustees also met with congressional representatives Brad Schneider and Jan Schakowsky, who expressed their support of community colleges. Mr. Stafford thanked President Smith for scheduling/organizing meetings with representatives. Trustees Yanow and Salzberg were able to join the conversations and asked important questions to the legislators.

### **Evanston Task Force Report**

Trustee Burns shared that she and Trustee Yanow met with Black Oakton staff on February 10 via Zoom. Ms. Burns thanked Dr. Ruben Howard II, Dr. Ileo Lott, Dr. Karl Brooks, and Mr. Shedrick Daniels for participating in the meeting as well. The meeting was an opportunity to make sure that the group understood what the initiative is, and the work that needs to be done, as well as getting feedback. A follow-up meeting for the ETF is scheduled for February 19 to discuss next steps and debrief.

### **Student Trustee Report**

There are current scholarship opportunities for both Fall 2021 and Spring 2022; most scholarship applications will close in March. February 19 is the last day to submit graduation petitions; this year's ceremony will also be virtual and the College will continue with the 'Commencement in a Box' idea.

New Resources: Students can reach out to [onlinelearning@oakton.edu](mailto:onlinelearning@oakton.edu) for support with online courses. The Oakton Library is posting their weekly 'Library Minute' where they explain new resources and upcoming events on their Instagram page.

Activities: Oakton is hosting a variety of events in honor of Black History Month this week and next week; event information is available on Oakton's homepage under 'News & Events' as well as the Student Life D2L shell. The Wellness Center hosted a Here4U conversation hour to encourage students to reach out and invite their friends who may be struggling to spark a conversation about the importance of support and mental health during these times. The Wellness Center continues to host weekly 'Friday Check-Ins' for students to unwind and connect with each other. Club Recruitment Days will be held on February 18 and 19, and students will have the opportunity to learn about the different clubs and organizations active at Oakton. SGA officers have been working on developing their Legacy Project with a focus on 'Community Matters'. TRIO continues to host a variety of workshops from Financial Literacy to Time Management. To stay on top of those dates follow Oakton TRIO on their social media pages. TRIO student ambassadors hosted a Q&A session for students to ask about the program. TRIO is also leading virtual campus visits; registration information is available on TRIO's social media pages.

### **Student Spotlight**

This month's Student Spotlight is Emmanuela Khayi. President Smith indicated she knows Emmanuela from the Landscape Master Plan process that she participated in.

Ms. Khayi expressed her gratitude and appreciation of the opportunity to talk to the Board. Her journey at Oakton started in the spring of 2018, and when she first arrived, she did not know how to navigate the system. Oakton was her first college experience in the U.S. Everything started changing when she learned about Student Life, and met other students who were taking the same courses she was taking; she asked questions to her classmates, and got involved with clubs and organizations. One of her interests after she moved to the U.S. was community service, and she volunteered with the Skokie food pantry, but when

she got involved in clubs at Oakton, it introduced her to a whole new world of community service. She joined Oakton Helping Others, Black Student Union, Skokie Events Team, and got involved in the Student Government Association. She has participated in Service Learning trips with Professor Karen Roth, and describes it as an amazing experience because it helped her understand how to navigate the education system, to respect people's point of view, and the different backgrounds from where they come from. Knowing that she is an immigrant, Emmanuela had a lot to learn about other people's culture.

Emmanuela had the opportunity to serve in the Landscaping Master Plan with President Smith, which was life changing. She learned from the committee how to be professional, and she has been able to apply this knowledge in situations when required. She also got a lot of inspiration at Student Leadership Banquets, which is one of her favorite events as it gives her a sense of appreciation and recognition of what she does for the community. She believes this recognition encourages students to get more involved in activities and make an impact in other people's lives. She has gained many skills from participating in clubs and other activities; she has learned how to manage her time despite a heavy academic load, and plan a routine for her day. She hopes to keep implementing everything she has learned at Oakton. She submitted her application to graduate with an Associate's degree in May 2021, and she will return to enroll in the Nursing program at Oakton. She feels like she still has a lot to contribute to the College, and wants to continue enjoying the family she has found at Oakton. She is looking forward to becoming a surgical nurse, and hoping to further her education to be a nurse anesthetologist.

Emmanuela thanked the Board again for allowing her to share her story. Chair Stafford shared that the Board loves to hear from students, and that it was wonderful to know about the relationships she established. He mentioned that as much as she has learned from her experience at Oakton, other people also have a lot to learn from her; great service work is heartwarming. Trustee Yanow reiterated the Board's gratitude; there is nothing she appreciates more than hearing students recognizing the contributions that they make to Oakton. Trustee Burns also thanked Emmanuela.

### **Trustee Comments**

Trustee Burns asked Student Trustee to clarify the "Commencement in a Box" she mentioned during her update. Ms. Suarez explained that last summer trustees received a sample of the package that was sent to students. This package included Oakton merchandise and other things related to graduation. Last year there was a cap, and this year students might receive a gown. Graduates get their diploma separately.

### **Comments by the Chair**

Chair Stafford shared that there will be an ICCTA North and West Suburban meeting on February 22. The agenda includes two panels with community college presidents; one panel will be on equity and inclusion, and the other will address the challenges of the COVID-19 pandemic. President Smith will be a part of the second panel.

Chair Stafford also thanked the administration for the agenda item to approve the resolution to allow the College administration to work on the MOU to become a COVID-19 vaccination for Cook County. He is glad that Oakton will be providing this service to the community.

### **Report: Building, Sustaining, and Advancing Equity and Student Affairs Assessment**

President Smith indicated that this report is required annually by the Higher Learning Commission to demonstrate our assessment of student learning outcomes. Information was presented by Ruth Williams (Assistant Vice President for Academic Affairs/Dean of Curriculum and Instruction), Nicci Cisarik (Manager of Student Recruitment and Outreach/Chair of the Student Affairs Assessment Team), Rick Daniels (Director of Student Life and Campus Inclusion) and Dr. Nicole Perry (Professor and Chair of

Biology). Dr. Perry co-chairs the team with Ms. Williams, and chairs the current technical education assessment team.

The objective of the presentation was to provide an overview of student learning outcomes assessment, focused on student affairs assessment, which is one of Oakton's core areas of assessment, and share the vision the team has been working on. They are shifting assessment from continuous improvement to one that includes an equity lens. The assessment process is embedded within the Oakton Experience; the presentation included clear examples of the four pillars of the Oakton Experience: enter, navigate, grow, and transition.

Assessment at Oakton allows us to validate student learning both inside and outside of the classroom, and it is part of a continuous improvement process. Assessment is done at various levels inside the classroom, or individual student affairs departmental program/service. Results are utilized to learn and understand the student experience to improve services. OPAL (Oakton's Program for Assessment of Learning) is a team composed of staff, faculty and administrators. There are 4 sub-teams, and one of them is student affairs which was the focus of this report. The student affairs assessment team is made of 6 core members (including Ms. Cisarik and Mr. Daniels). The purpose of this team is to review program and learning outcomes for the different student affairs departments; in addition, the purpose is to help provide and support best practices by planning and implementing professional development opportunities. This includes a fall workshop series, which covers a variety of topics—the fall 2021 workshop series will focus on equity in assessment. Opportunities also include the Student Affairs Assessment Institute which was previously known as Assessment Boot Camp, and it was designed to create a culture of assessment within student affairs. The assessment culture has been established, and now they are working to maintain it. An annual poster showcase is hosted annually to celebrate the assessment work made by the division, and their commitment to engage students through the Oakton Experience.

Three departments were highlighted for their work in terms of improving the Oakton Experience, and they have taken their projects and use the continuous improvement piece efficiently.

Registrar Services has been working on the “Nearbie Project” – it falls into the last pillar of the Oakton Experience, and helps students transition from Oakton into their desired next step. The goal of the Nearbie Project is to increase the number of students completing a credential (associate's degree or certificate) who are within the 15-credit hour margin. In the last academic year, Registrar Services continued with the same program outcome of increasing the number of nearbies by 5%, and they achieve this by sending a letter to students that includes their degree audit, and highlights the classes that they need to complete in order to obtain that credential. They also introduce the general education core curriculum which allows Oakton to auto-award students this specialized credential in order to increase the rate of students completing a degree/certificate. After disaggregating and analyzing data, Registrar Services determined that over the last 3 cohorts, they have met and exceeded their goal. About 50% of nearbies fall into the low-income, Pell-eligible recipient group. Registrar Services identified this initiative as a great support tool for low-income students, to help educate them on the benefits of earning an Oakton credential.

Student Life and Campus Inclusion – For the 2020 academic year, the Office of Student Life and Campus inclusion formally assessed the impact of a campus-wide awareness campaign on the usage of the Caring Closet food insecurity initiative. The goal was to increase awareness of the Caring Closet, and predicted that they would increase usage by 100% as a result of the campaign. This initiative falls into the navigate and grow pillars of the Oakton Experience. The Caring Closet provides non-perishable and self-care items at no cost to students, which helps them to navigate certain circumstances that would hinder their academic success, and connect them with other campus resources such as TRIO, Counseling Services, tutoring and financial aid. During the 2019-2020 academic year, the Caring Closet assisted 29 new/unique

clients, and a survey showed that faculty and/or staff were a key element in finding out about the resource. Creating awareness emerged as a theme throughout the assessment. Statistics were collected on race and ethnicity of clients who utilized the Caring Closet, and the Latinx population had the highest number of students requesting assistance, followed immediately by Asian/Pacific Islanders. Future plans include continuing to build awareness in activating and utilizing faculty and staff partners, particularly in the classroom; and possibly utilize the course syllabi by including an announcement. Plans also include to partner with student organizations.

The Career and Transfer Center conducted resume writing assistance during the 2019-2020 academic year. The goal was for students and alumni to have a better understanding of how to construct a resume. Of the students who utilized the service, 80% will be able to articulate their education, experience, knowledge and skills on their resume. They will also be able to use keywords in their job descriptions. During the 2017-2018 academic year, attendance presented challenges in the assessment process, but it increased in the 2019-2020 year. 60% of attendees improved their resume scores to average-excellent. One of the key finding was that at least two appointments turned out to be a factor on students being able to effectively articulate their resumes. The process was impacted by COVID-19, but the team believes this increase is a step in the right direction.

A student by the name of Romeo Suarez de Leon took advantage of the resume writing assistance, and shared his thoughts: *“Resume assistance at Oakton gave me the knowledge and guidance required to transform my first ever student resume into one that is tailor-made for my professional goals. The process not only increased the desirability of future employers to interview the person behind the resume, but it also strengthened my own confidence, allowing my skills and experience to be clear both on and off the resume. I was given structure, information on how to utilize key words and phrases, and insight about my past experiences that allowed my resume to be further enhanced. I no longer had to hope that my solo-made resume would successfully stand out amongst the others, because I could be proud of the revised one displaying the best version of my current self. The future outlook for a college student is constantly changing, but the clarity gained from working with Oakton’s career coach gives anyone the foothold they need to go from just visualizing the possible future, to having the tools required to control it.”* It is not only about providing the visions, but providing the tools. This assessment project was able to do that.

Applying the Equity Lens to Assessment is done on multiple levels like developing of the tools, to determine student achievement that can be applied to data analysis, and also in developing benchmarks and creating action plans in response to those groups that meet the benchmarks or not. Assessment work has been ongoing for the past 3 years. Before fall 2018, course and program assessment plans encouraged departments to disaggregate data based on campus, and student population (day or night classes). OPAL members have received training on how to implement equity assessment. After fall 2018, data was disaggregated using ethnicity, gender and age to start determining how they could work with that data. In Spring 2019, the team reviewed the data and started developing a check-list for requesting disaggregated data from the Office of Institutional Research. In the past year, the team has been reviewing white papers in equity and assessment, and holding brainstorming sessions on how to integrate equity work into assessment at Oakton. Future plans include professional development opportunities during orientation week, and developing sessions for faculty for the fall 2021 orientation. Dr. Tia Brown McNair will be attending the OPAL meeting this month, and the joint division meeting in March to talk about equity and assessment. The OPAL team has also been working on developing a resource handout with questions to prompt faculty and staff to use an equity lens as they develop, administer and evaluate assessments.

Potential outcomes for equity lens on assessment: increase course retention and success with more equitable course assessment; increase program retention, persistence and completion with more equitable program assessment; and increase student retention, persistence and completion with more equitable student affairs assessment.

Presenters thanked everyone for the opportunity, and opened the floor for questions.

Chair Stafford had a question related to one of the methods utilized at ETHS on academic support. They had a designated Saturday when faculty was available, and students would come to school to receive additional support. Can anything like that be implemented at Oakton, by establishing study group sessions? Ruth Williams shared that Oakton has the #StudyBreakfast program where faculty volunteer their time to form study groups. It typically occurs near the final exams period. In addition, the Learning Center provides professional tutoring which faculty are aware of and can recommend, or the students can seek out their own. Also, some classes have dedicated tutors.

Dr. Yanow requested clarification on applying equity on developing benchmarks. Ms. Williams provided an example that will be included in the handout they are working on: when creating an assessment tool, there are a number of prompts and questions that need a response in order to determine that the tool is efficient. Prompts can come in the form of rubrics to guide the students in preparation for the assessment. When faculty or staff create assessments, they set a certain benchmark or goal that they are trying to achieve to establish a baseline, moving from aggregated data to disaggregated data. Also making sure that standards are high enough.

Dr. Yanow indicated that she had other questions, but time was limited. Ms. Williams offered to share the draft of the handout with information and resources. Chair Stafford thanked the team for the presentation.

**Public Participation - None**

**New Business**

**2/21-1a Approval of Consent Agenda**

Trustee Bush offered:

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

Trustee Kotowski seconded the motion. Trustee Toussaint called the roll:

Mr. Kotowski	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye
Ms. Burns	Aye

The motion carried; Student Trustee Suarez favored the resolution.

**2/21-1b Approval of Consent Agenda Items 2/21-2 through 2/21-5**

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/21-2 through 2/21-5 as listed in the Consent Agenda.”

**2/21-2 Ratification of Payment of Bills for January 2021**

“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 \$4,400,889.48 for all check amounts as listed and for all purposes as appearing on a report dated January 2021.”

**2/21-3 Acceptance of Treasurer’s Report for January 2021**

“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 January 2021.”

**2/21-4 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 to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$257,339.75 for all funds listed in item a.”

**2/21-5 Ratification of Payment of Professional Personnel – Spring 2021**

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the spring semester 2021; the total payment amounting to \$3,031,227.76.

“Be if further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the spring semester 2021; the total payment amounting to \$499,578.56.”

Trustee Kotowski seconded the motion. Trustee Toussaint called the roll:

Mr. Stafford	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Ms. Burns	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye

The motion carried; Student Trustee Suarez favored the resolution.

**2/21-6 Authorization to Approve January Purchases**

Trustee Kotowski 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:

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
2/21-6a	1 – 2	Steelcase Furniture and Installation for Des Plaines Campus Cafeteria Renovation	Forward Space, LLC	\$264,315.75
2/21-6b	1	Classroom Projectors	Camcor, Inc	\$25,900

2/21-6c	1 – 3	Signage and Wayfinding Fabrication and Installation	Olympik Signs, LLC	\$399,096.50
2/21-6d	1 – 2	Laptop Computers Employee Mobilization Program	CDW-G, LLC	\$116,581.50
2/21-6e	1	High Speed Internet Hotspots – Two-Year Renewal	T-Mobile USA	\$97,809.60
2/21-6f	1 – 2	HyFlex Classroom	CDW-G, LLC	\$91,338.50
<b>GRAND TOTAL</b>				<b>\$995,041.85.”</b>

Trustee Yanow seconded the motion. Trustee Toussaint called the roll:

Dr. Yanow	Aye
Mr. Kotowski	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Ms. Burns	Aye
Ms. Toussaint	Aye

The motion carried; Student Trustee Suarez favored the resolution.

Trustee Bush requested to bring attention to 2/21-6. There are 20 classroom projectors that will be purchased, and 150 laptop computers. The projectors are replacements, 52 microscopes were approved to be replaced in January, and the laptops will be replacing desktop computers for employees. Trustee Bush expressed her concerns about the sustainability aspect. She asked if information can be added regarding on what will happen to the equipment that is being replaced/disposed of. President Smith indicated that this information will be included in the description of purchase items, and asked Mr. Chandrasekar if he had any information to share at the moment about repurposing or donating equipment. Mr. Chandrasekar shared Oakton has a recycling program for technology devices. Microscopes have been donated in the past.

**2/21-7                    Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Audit Services; b) Renewal of CampusLogic® Software; c) Evision Argos Data Reporting Solution; d) Ellucian Financial Aid Implementation Services; and e) Classroom Technology Equipment Upgrades.

**2/21-8                    Resolution to Authorize a Memorandum of Agreement between the Cook County Department of Public Health and Community College District 535**

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the President to work on finalizing and executing the Memorandum of Agreement with the Cook County Department of Public Health in the interests of national public health.”

Trustee Bush seconded the motion.

Trustee Kotowski had a comment about the language regarding clinical activities. Section 3a of the agreement states that “clinical activities may include, but are not limited to physical assessments, epidemiological investigations and minor medical treatments.” Mr. Kotowski wanted more clarification regarding the type of clinical activities at vaccination sites. Is this agreement just for the Des Plaines campus or Skokie too? The agreement included in the agenda did not specify the location. He supports the use of campus facilities to help with vaccinations, and asked if all Oakton students and employees, and district 535 residents who are eligible will have full access to this service.

President Smith indicated that this is a sample agreement, and the details are being worked out. The resolution is being approved to do this work. She added that the agreement will include only the Des Plaines campus because the scope of the Skokie campus, and where it is located was not of interest to Cook County. In terms of clinical activities, it will be just administering vaccinations; as part of the protocol people who receive the vaccine need to wait for 15 minutes after inoculation to make sure there are no adverse reactions, and emergency treatment is administered if needed.

Mr. Chandrasekar reiterated that the document presented is a boilerplate template that Cook County provided. At this point, there have not been any negotiations or reviews of the language. The intent was to have the resolution put forward directing the President to allow the College to go back to the Cook County Department of Public Health to review the agreement. Cook County is working with Oakton on any of the conditions and terms. President Smith indicated that the vaccination site will be public, and vaccinations will be received by appointment. Employees or students have no priority unless they are in the specific vaccination groups. Anyone who is eligible for the vaccine can use the site.

Trustee Toussaint called the roll:

Dr. Bush	Aye
Mr. Kotowski	Aye
Ms. Burns	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Mr. Stafford	Aye

The motion carried; Student Trustee Suarez favored the resolution.

## **2/21-9 Preview of New Unit of Instruction**

**Cannabis Cultivation Certificate** - President Smith shared that this new unit of instruction adds to our Cannabis curriculum program. Last month, the Board approved the architectural services for a cultivation lab space at the Des Plaines campus. This allows the College to prepare students who are interested in moving into the cultivation area and the variety of different kinds of occupations, and opportunities for students who obtain this certificate. Assistant Vice President for Academic Affairs, Ruth Williams has been actively involved in developing this curriculum. Dr. Ileo Lott indicated that this unit of instruction is intended to be part of the stackable credentials initiative, and it will work seamlessly with the existing certificates. President Smith clarified that there will be no growing of cannabis on campus, but there are plants with a similar molecular structure that will allow students to fulfill the curriculum. This certificate will be included in the agreement that Oakton has with Northern Michigan University.

## **2/21-10 Approval of Award of Tenure**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2021 semester, to the following faculty:

Ahyoung Kim, Assistant Professor of Mathematics  
Dezrine Dunn, Assistant Professor of Nursing  
Kayla Mitchell, Assistant Professor of Economics.”

Trustee Bush seconded the motion.

Dr. Ileo Lott offered his congratulations. Recommendation for appointment was made 3 years ago.

Trustee Toussaint called the roll:

Ms. Toussaint	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Dr. Yanow	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye

The motion carried; Student Trustee Suarez favored the resolution.

#### **2/21-11 Acceptance of Faculty Retirements**

Trustee Burns offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of John Frisco, Majid Ghadiri, Victoria Giambrone, Nancy Heldt, Andrew Roach, Lynne Steele, and Janice Thompson-Wilda.”

Trustee Kotowski seconded the motion.

Dr. Ileo Lott expressed his sadness to see these faculty leave Oakton. He requested a correction for the notes, that Victoria Giambrone is a distinguished professor.

Trustee Toussaint called the roll:

Mr. Stafford	Aye
Dr. Yanow	Aye
Mr. Kotowski	Aye
Ms. Toussaint	Aye
Dr. Bush	Aye
Ms. Burns	Aye

The motion carried; Student Trustee Suarez favored the resolution.

#### **2/21-12 Approval of Emeritus Reappointment**

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves a ten-year Emeritus reappointment for Professor Florence Munuz.”

Trustee Burns seconded the motion.

President Smith added that a number of emeritus appointments were approved in January, but Ms. Munuz missed the deadline.

Trustee Toussaint called the roll:

Mr. Kotowski	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Stafford	Aye

The motion carried; Student Trustee Suarez favored the resolution.

### **Adjournment**

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, March 16, 2021.

Trustee Kotowski made a motion to adjourn the meeting, which was seconded by Trustee Bush.

Trustee Toussaint called the roll:

Ms. Burns	Aye
Ms. Toussaint	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye
Mr. Stafford	Aye
Dr. Bush	Aye

The motion carried; Student Trustee Suarez favored the resolution.

The meeting adjourned at 7:16 p.m.



William Stafford, Chair



Marie Lynn Toussaint, Board Secretary

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2/2021

A video recording of the meeting was made and is available by calling the Media Services office at (847) 635-1998.