



**Minutes of the Oakton Community College Board of Trustees Meeting
January 19, 2021**

The 762nd meeting of the Board of Trustees of Community College District 535 was conducted virtually on January 19, 2021.

Closed Session – Call to Order and Roll Call

At 4:45 p.m., Chair Stafford called the meeting to order. All 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
Mr. Benjamin Salzberg		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, negotiations, performance or dismissal of employees, collective negotiating matters, and litigation.

Trustee Yanow made the motion, seconded by Trustee Kotowski.

Trustee Toussaint called the roll:

Mr. Stafford	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Ms. Burns	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 and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs. Attending virtually were Dr. Colette Hands, HR; Dr. Karl Brooks, Vice President, Student Affairs; and Dr. Ileo Lott, Vice President, Academic Affairs.

At 5:10 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting.

Trustee Bush made the motion; seconded by Trustee Salzberg. Trustee Toussaint called the roll:

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

Open Session and Roll Call

Chair Stafford called the regular meeting of the Board of Trustees to order at 5:16 p.m. All Trustees attended virtually.

Trustee Toussaint called the roll:

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

Physically present in room 1506 at the Des Plaines campus, 1600 E. Golf Road, Dr. Joianne Smith, President; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; 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 December 15, 2020 regular meeting of the Board of Trustees.

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

President Smith indicated that Trustee Salzberg's name is missing on page 2 of the printed version of the minutes, but is correct on the online version. Name cut out in the printing process.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

Statement by the President

President Smith welcomed everyone to 2021, and apologized for the delay starting the meeting due to some technical difficulties in the closed session. She indicated that John Donoghue joined the call, and welcome him and introduced him as the new president of the Classified Staff Association; he replaces Kathleen De Courcey who retired in December 2020. President Smith also welcomed Beatriz Sparks as the new Senior Executive Assistant to the President; she replaced Eileen Cukierski who retired in December 2020. Condolences were offered to Manager of Health Services, Chris Petray on the passing of her mother in December 2020; Media Services Technician, Vinita Shah whose father passed away during the first week of January 2021; and the family of Jerry Cole, a Learning Center tutor who served Oakton for more than 20 years. Congratulations were offered to Ray Hartstein Teaching Excellence part-time faculty award winner, Jennifer Hong Dadivas; Ray Hartstein Teaching Excellence full-time award winner, Megan Klein; Staff Excellence award winner, Anna Shipulina; and Living Diversity award winner, Stephanie Herrera. These colleagues were recognized during the opening of the spring semester event on January 11. Normally, recognitions are done in the fall, but due to the COVID-19 pandemic, the selection process was delayed. President Smith also shared a plaque the College received from Maryville Academy in recognition of Oakton's 50th Anniversary, and the role that we play in serving the Maryville community.

President Smith noted January 19 was the first day of the spring 2021 semester. She expressed that it did not feel like the first day of school because students are not in the physical hallways, even though classes are being offered virtually. January 19 is also the fifth annual Day of Racial Healing, and the Center of Campus Inclusion and Diversity shared a number of opportunities for members of the College community to participate in events virtually with community partners who are also engaged in racial justice work. On January 18, the College was closed in observance of Martin Luther King Jr. Day; the Center for Campus Inclusion and Diversity hosted a virtual session with Reverend Dr. Michael Nabors who is the pastor at Second Baptist Church in Evanston, and the president of our local chapter of NAACP. Dr. Nabors engaged us around the topic of love, law and civil disobedience and Dr. King's dream in 2021 American Society. Given the racial reckoning that is taking place in our country, the words and leadership of Dr. King could not be more relevant. As Dr. King stated "Injustice anywhere is a threat to justice everywhere." President Smith hopes that we will continue to work together to speak up in the face of injustice so that every member of our community can truly experience justice.

Across the country, communities are coming together today to honor and memorialize those whose lives have been lost to COVID-19. The city of Chicago is pausing from 6 until 6:10 p.m. in memory of these lives. President Smith will ask the Board to pause for a moment of silence in recognition of the lives lost; today we surpassed 400,000 deaths to COVID-19 in the United States.

Educational Foundation Liaison Report

The Oakton Educational Foundation has raised nearly \$546,228 in monetary support since July 1, which is approximately 103% to goal. Recent gifts of note include: A \$6,000 gift from the Sondheimer Family Charitable Foundation, and \$2,500 gift from retiree Mary Jane Wilson to support the greatest areas of needs through the Annual Fund; a \$2,000 gift from the Joyce and Allen Goldberg Charitable Fund to support the Morris and Aurelia Goldberg Memorial Scholarship for nursing students; and a \$2,500 gift from my family to continue our support of the Stafford Family Scholarship, awarded to a student from ETHS who enrolls at Oakton and needs financial assistance to attend college. The Foundation is pleased that the support is matched in part by the Wintrust Financial Corporation. The Foundation Board met last Friday in retreat to continue to build their first strategic plan, and participate in professional development related to their role in the fundraising process. They also had the opportunity to discuss the draft Memorandum of Understanding between the college and foundation, which was discussed during the

Committee of the Whole meeting. The Foundation Board's next quarterly meeting will take place on March 3.

Evanston Task Force Report

Trustee Burns indicated that there was no update after the December 15 meeting. She believes the task force is still on target in terms of what was outlined then. Trustee Yanow agreed that the group is moving forward, and will have an update at the next Board meeting.

Student Trustee Report

Student Trustee Suarez presented her report as follows:

New Resources: Students can reach out to onlinelearning@oakton.edu for support with online courses. The Oakton Library has begun posting their weekly 'Library Minute' where they explain new resources and upcoming events.

Activities: The Wellness Center is hosting weekly 'Friday Check-Ins' for students to unwind and connect with each other. The SGA continues to search for new senators; if interested, students should send an email to sga@oakton.edu. Phi Theta Kappa has completed and submitted their College Project and Honors in Action Project. They have been working on these projects in teams since August so congratulations to them. The Campus Activities Board in collaboration with Student Life and Campus Inclusion has put together a series of virtual events for Welcome Week. Event information can be found in the Student Life D2L shell. TRIO is starting their Academic and Success Beyond workshops with topics such as "Strategies for Getting the Most Out of a Flexible and Remote Learning Environment". Dates and times can be found on their social media pages.

Specific event information as well as registration links can be found throughout Oakton's Instagram and Facebook pages as well as the Student Life and Campus Inclusion D2L shell. Good luck to all Oakton students.

Student Spotlight

Today's student spotlight is Mariem Abdulrahim, Treasurer of the Student Government Association. Mariem shared her experience at Oakton, why she decided to attend Oakton, how she has been able to navigate the Oakton system, and her plans after she graduates. Mariem started at Oakton as a traditional high school student; she chose Oakton because she graduated high school early, and she did not have the opportunity to apply to many different institutions due to age restrictions, and transcript issues. She chose Oakton for being the most convenient option, and the most affordable. She lives very close to the Skokie campus and grew up in the area, and she has always been aware of the College's existence. During her first year at Oakton, Mariem got a student employee position in the Office of Student Life at Skokie with Princess Escudero. Becoming a student employee helped her branch out her network of people, and she believes this has been fundamental in growing as a professional. She learned how to communicate with people at all levels in the institution, and it helped her navigate the College. She met club advisors and active club members who helped her in her college experience. She appreciates the diversity that Oakton has, and all the different types of people who attend Oakton. Mariem expressed that she misses being physically on campus due to the current circumstances. Because of her connections at Oakton, and the support she receives from her connections, she decided to run for Student Government in April 2020. She met the executive members of the SGA, included Trustee Karen Suarez, but she wishes she would be able to connect with people who have already graduated to learn from them. Mariem indicated that she has had many great experiences at Oakton, and every day feels unpredictable, but some of her most memorable experiences include the downtime between classes where she can spend time with her friends, and learn from them while discussing goals for the future. She believes the connections she has made is what is going to stick with her after she finishes her journey at the College.

In terms of who has been with her and helped her connect with people at Oakton, Mariem thinks the number one person is Princess Escudero, who was crucial in providing connections since the first semester. Princess has helped Mariem grow as a professional. Her future plans include transferring to a 4-year institution (UIC Pharmacy program). She wishes more Oakton students understood the impact of connecting with others, and joining clubs and organizations and other extracurricular activities; it does change the entire experience. She personally knows students that have one in-person class, and leave after without giving themselves the chance to look at the entire campus, and figure out what Oakton is doing, learn about different events, etc. Students would improve their experience by knowing Oakton as a whole.

Trustee Comments

Trustee Salzberg shared that his daughter attended a Glenbrook South High School presentation about on-boarding, and he was surprised that there was no discussion about dual-credit hours for the incoming freshmen. He found it bothersome because exposure to the district was zero in a Zoom call attended by more than 900 people. He is concerned about communication because there is a disconnect between what goes on in the community (as a community college), and what could be. We need to touch the lives of students and their parents to offer different tracks at Oakton.

Trustee Burns asked President Smith if the College does anything with the high schools in terms of having conversations with them about dual credit when they are on-boarding freshmen in our district. President Smith indicated that Oakton works with high school partners, but the high schools make their own presentations. Oakton has no control over what kind of information high schools decide to share in their presentation from what is provided by the colleges. Oakton can reiterate the importance of sharing the opportunities for dual credit. President Smith made a note for the dual credit to do a follow up to make sure that freshmen curriculum presentations emphasize the dual credit opportunities at the College. Trustee Burns then asked if high schools would allow Oakton staff to come in on curriculum night to talk about dual credit. President Smith responded that they are cramming so much information about their own pathways, and they may not be as open to other organizations participating, but we could ask. Trustee Salzberg said that the high school was talking about different routes and electives that connect with a career path, and he believes it is key to talk about dual credit, and explore opportunities to highlight Oakton in the community. If this is happening at Glenbrook South, are we really communicating properly with other high schools? There has to be a marketing effort to show the community what Oakton can bring to the table.

Comments by the Chair

Trustee Stafford thanked the Oakton faculty, staff and students for persevering during the COVID-19 pandemic. He understands how difficult it is, and recognizes the extra effort that has taken place within the Oakton community to keep the educational process going. He hopes there is a light at the end of the tunnel with the vaccinations, and encouraged anyone who can get the vaccine to do it for the benefit of the whole community.

Report: Mid-Year Enrollment and Budget Update

President Smith introduced the report by stating that the Board requested a mid-year budget and enrollment update. Dean for Enrollment Management, Matthew Huber and Vice President for Administrative Affairs, Edwin Chandrasekar provided this report. President Smith indicated that this has been a particularly unique year.

Enrollment Update: Dean of Enrollment Management, Matthew Huber provided an update on enrollment. The purpose of the presentation was to look at the Fall 2020 enrollment statistics from a localized view at Oakton, as well as enrollment trends in Illinois and across the nation. The report also provided information on current enrollment trends and strategies Oakton has employed to address enrollment

concerns. Across the U.S., enrollment at two-year institutions was down 10 percent in head count for the fall 2020 semester. In the state of Illinois, head count enrollment was down 12 percent. However, Oakton performed better compared to other Illinois institutions thanks to the efforts of faculty, staff, and administrators. Oakton was able to outperform both the state and the national levels, with enrollment being down 7.5 percent compared to fall 2019. Mr. Huber gave an overview of the different types of higher education institutions, and the data from the Student Clearinghouse shows that for the past 5 years, community colleges have seen negative headcounts. In fall 2018, head count decreased 3.2 percent; it decreased to 10.1 percent in fall 2020. Other school types – like public four-year institutions, have weathered the storm a bit better. Students that are served by public institutions are more vulnerable to fiscal challenges. Compared to fall 2019, there was a 21.7 percent decrease in the number of high school students enrolled directly in college in fall 2020. High minority, high poverty and low-income schools were impacted significantly. Our data warehouse allows us to look at enrollment data by different student type (continuing major, new major, dual credit, new student, etc). By reviewing these differences, Oakton can develop strategies to implement quickly to affect the outcome of enrollment. Data was also provided about fall 2020 enrollment by race/ethnicity, which is important to consider given our commitment to an equity lens.

The path forward includes 1) leveraging tools for data disaggregation from different systems (TargetX, Zogotech, etc.); 2) planning through an equity lens. Assistance has been provided to students through the CARES Act (\$832K as of January 8) and the Student Success Fund (\$36.3K). Oakton will continue assisting students with the funds that remain available. There is also a debt forgiveness program coming on board, with a pilot planned to start in fall 2021. Oakton also has the opportunity to offer funds from the Governor's Emergency Educational Relief Fund (GEER) which is intended to overcome barriers created by the COVID-19 pandemic. The funds can be utilized for technology costs, textbooks/supplies, or other educational costs including housing, childcare, transportation or tutoring. The equity lens is not a new concept, but data allows us to look further in depth to be able to make adjustments to be able to support the true diverse needs of our students.

Budget Update: Mr. Chandrasekar provided an update regarding the factors considered in the mid-year forecast projections for the 2021 fiscal year, and into fiscal year 2022. A matrix was presented with different scenarios for the COVID-19 public health response and economic recovery path. There were 9 scenarios under consideration ranging to best to worst outcomes for the virus spread and vaccine development, and the economic stimulus. Back in May 2020, the assumption was made that the virus would recur, be under control or escalate. From an economic recovery standpoint, Oakton was looking at a slow recovery in the near term. Since that time, with the vaccine development and plans for scaling it for distribution, Oakton is now moving away from the virus escalation scenario, and what we are looking at right now is a virus recurrence scenario with slow near-term economic growth, and slower time to recovery. The government has responded with new stimulus funding to allow the economy to rebound. Projections are that the impact of this scenario will be 1 to 5% of operating budget. Oakton's annual operating budget is slightly over \$80 million, which translates into a \$4 million impact. Total revenues are \$116.2 million, and total expenses are \$116.2 million reflecting a structurally balanced budget. Operating funds (controllable portion of the budget) are calculated as: \$80.3 million in revenue (\$52.9 million in property taxes, \$21.9 million, and \$2.5 million in state funding), \$74.1 million in expenses, with the largest component being salaries and fringe benefits (80 percent), followed by non-labor costs for materials, supplies, and contractual services. Based on 6 months of actuals, Oakton is forecasting to see an uptick in state budget (50% of the base operating grant); the state has appropriated the college – and all higher education institutions – the full amount of funding. Mr. Chandrasekar indicated that we do not know how the state will generate this funding. The original plan was that the graduated income tax (fair tax proposal) was going to close the state's \$4 billion deficit, and would fund the full amount of the appropriations to the College. However, the legislation failed, and the state indicated that it would now have to tackle the deficit with hiring and grant freezes, furloughs and other measures amounting to \$700

million. Tuition revenues are budgeted at a 10 percent decline in enrollment, and we are seeing more favorable results for the fall 2020 – fall 2019 comparison. However, the enrollment trends for spring show that numbers are down 12 percent for credit hours compared to last spring, and 14 percent down in headcount. Mr. Chandrasekar noted that the trend makes predictive analytics for enrollment very difficult at this point.

At 6 p.m., President Smith paused the meeting to observe a moment of silence in memory of the people lost to COVID-19.

After the moment of silence, Mr. Chandrasekar continued the presentation. Tuition revenues are forecasted to come in almost flat compared to our budget. While we have some favorable enrollment projections relative to what has been budgeted, there is an offset is that there are losses in revenue from the fact that out of state and out of district students are now paying in-district rates due to the shift to online instruction. From a revenue standpoint, interest income is down, and our investment portfolio is restricted by law to fixed income securities, and this low interest rate environment has resulted in lower than budgeted interest income. On the expense side, we are expecting lower spending from salaries, travel and utilities. Changes in salaries are a result of the slower hiring process because we are operating remotely, and with certain types of positions that are required to be on campus, the College has delayed or deferred this hiring. Non-personnel like travel and utilities are projected to be lower. The College should see some savings as far as energy conservation goes. For FY2021, we are expecting a flat budget, with the possibility of a small surplus.

Looking at FY2022, we are projecting a deficit of \$4 million, and this has been shared with the College throughout the budget development process. Departments are starting to submit new requests. The College is forecasting some growth in property taxes. Mr. Chandrasekar indicated that it is important to know that the CPI for 2020 is 1.1%, which is much lower than what we have seen historically, and we will be receiving lower property tax revenues. State funding gap will grow to \$6.7 billion in FY2022, and Oakton is forecasting 50% of the base appropriation grant. We are estimating a 6% decline in tuition and revenues. Investment income, 50% of the prior year budget, which means it is going to be the same as what the College will do for actuals this year. No new FTEs have been forecasted. For employee benefits, the Board approved an increase in health care premiums (8.8% for calendar year 2021, and 4% in calendar year 2022). All other expenses are kept flat, and we continue to budget for the retiree health liability of \$4 million.

The College is piloting a new initiative called Equity Impact Budgeting. Since 2017, Oakton has adopted a community based participatory budgeting process, which takes an inclusive approach to facilitating department and employee participation in the annual budget process. Our framework is grounded on three principles: to inform (open and transparent communication), to engage (build on collective strengths and share resources), and to cultivate best practices (seeking a balance between what we want to do and what we can do). Through this participatory process, we have been able to engage in an open dialog with employees and departments around fiscal constraints to resources that we need. The economic indicators and trends that we are seeing help support a rational budget that is defensible, and one that will allow us to make difficult budget choices with limited operating revenues to prioritize services and programs that have the highest potential to deliver best results for our students. In FY2022, the College is looking to include equity impact budgeting that focuses on outcomes to close racial and ethnic gaps in student achievement. We want to prioritize our spending based on desired equity-centric outcomes. This will help Oakton build institutional capacity for performance and service improvement; in doing so we acknowledge that inequalities exist which limit the academic achievement of racialized student groups on campus. It is a recognition that not every student starts with the same advantages, and not every student experiences similar access to learning, employment and resources. We move from acknowledging the inequalities to action through creating the equity-based strategic budgeting process. For large/major

initiatives, the budget department is requesting the completion of a template where departments are asked to provide information on their initiative, the outcomes they are seeking, and how these outcomes close racial/ethnic gaps. Requests need to be supported by data (quantitative and/or qualitative).

Trustee Stafford thanked Mr. Chandrasekar and Mr. Huber for the presentation, and asked if in the state and local government package that the Biden administration is considering, will there be funds that go to community colleges. Mr. Chandrasekar indicated that Oakton has not received an official notice from ICCB; however there have been some simulations that have been run based on the allocation methodology for the new CARES funding. Under that, Oakton is projected to receive approximately \$6.9 million (a combination of institutional funds and student emergency aid). President Smith noted that they are still preliminary in the guidelines for how funds can be used.

Trustee Stafford opened the floor for discussion.

Trustee Bush referred to the equity lens. She is not familiar with the debt forgiveness program, and asked Mr. Huber to elaborate. Mr. Huber explained that through the support of the Educational Foundation, his team submitted a proposal looking for ways to use the funds that have been allocated to help students who are unable to pay their balance to continue at Oakton. The proposal also considers students who have stopped their progress because of a financial hold to be able to support them to continue their education. We are in the early stages of putting together a task force to implement this program in the fall 2021 semester. President Smith added that she and the administrators have been discussing a way to support students with small balances and accumulated credits to allow them to continue their journey at Oakton. There is a lot of data from different institutions where they have been able to make a significant impact particularly for students who are low income or from minority communities. The SEM Committee has been studying what this would look like in terms of dollar amount, how many credits are earned, etc. There was an anonymous donor who was interested in the program, and because of the work that we have done, we were able to put together a fairly quick proposal to receive funding. When data is pulled, it will be possible to determine who in the community has balances on their account that prevent them from being able to enroll. Trustee Bush indicated that she assumes prioritization will be made through an equity lens.

Trustee Bush asked Mr. Chandrasekar to refer to the strategic plan budgeting proposal form. Are initiatives/requests considered if they were submitted previously funded or unfunded? She suggested to think about scalability and sustainability. If an initiative was successful, it should be considered how it can be scaled up for greater impact.

Trustee Burns thanked Mr. Chandrasekar and Mr. Huber for the report that provided very relevant information. She referred to the GEER funding information and requested some clarification. Mr. Huber indicated that the slide was presented through an equity lens. She asked for clarification. This specific slide shows that Oakton is using the equity lens to address students of color, and those who are facing more challenges. This allows the College to take care of these students as best as we can through these funds. Information about GEER funding was provided as an example of how we are being able to use data for an in-depth look to make better decisions through the equity lens. Trustee Burns then referred to the CARES Act funding, and she asked Student Trustee Suarez about the process for students to access this money, and if she feels that information is easily available to students to apply for funding. Ms. Suarez indicated that it would depend on the student, and the efforts they put in applying for funding. Some students are on top of information about scholarships and grants, and they reach out for resources (financial aid, counselors, etc.), and there are students who are not aware from the beginning and do not take the initiative. Other students are aware of funding, but the process seems complicated to them. Information being accessible is relative to what group of students we are talking about. Mr. Huber added that there are eligibility requirements that need to be considered, and some funding is available for very

specific groups which the College reaches out to. Funding opportunities are created along with internal marketing to students to get the information out. If a student may be qualified, we reach out to them to make them aware of the opportunities. Trustee Burns asked if there is anything to be improved to make sure that all students are aware of available funding (specifically CARES Act funding). Ms. Suarez indicated that the first weeks at Oakton are crucial; that is when students are more adaptable and open to new information. Information about funding opportunities should be provided during orientation, or during the first few weeks of the semester (faculty, D2L, social media). The idea is to provide information when students start at Oakton.

Trustee Burns also shared that she assumed Oakton was going to be on the positive side of the financial scale given that expenses are also reduced due to the pandemic. Trustee Stafford clarified that Mr. Chandrasekar presented the projections for next year's budget not the current one. The \$4 million deficit projections are to be considered starting July 1, 2021.

Trustee Yanow added that it is poignant that students who understand the system, and enter it with some amount of academic capital know how to access the resources that are available to them. The students who do not have that academic capital are less likely to access resources. She appreciates that the College reaches out to students who do not have the experience, but the process could be improved with intentionality. Maybe the process needs to start before students enroll, but she is not sure if it is possible.

Vice President for Student Affairs, Dr. Karl Brooks made a comment to acknowledge how Oakton has handled the CARES Act funding. A group of staff has worked to make decisions on funding, and more than \$800,000 have been already awarded to students who have Title IV eligibility. The College is accountable for how the funds are distributed. Dr. Brooks also reminded the Board that the College also offered over \$200,000 in institutional funds to students who are not eligible for CARES funding. In addition, the Student Success Fund has provided over \$30,000 to assist students. Dr. Brooks indicated that he is very confident that Oakton has been promoting the funding opportunity with all levels in the Oakton community; faculty are well informed about resources available, and are sharing this information with their students. Notifications are sent through the website and email, and the individuals who work with special populations (athletics, TRIO, etc.) have been promoting CARES funding. It is our responsibility that students know that these dollars are available for those who qualify. The challenge is that not everybody qualifies, and this is why Oakton made institutional dollars available to assist students who are not eligible under federal guidelines. Dr. Brooks reiterated that there has been a concerted effort to promote Oakton CARES to represent the values of the institution. Dr. Brooks thanked the group of people who have been working to distribute the allocated funds despite the limitations.

Trustee Stafford closed the discussion expressing that the Board is looking forward to the pilots discussed. He appreciates the work done by the College on the equity side.

Public Participation

President Smith indicated there was no public participation.

New Business

1/21-1a Approval of Consent Agenda

Trustee Salzberg offered:

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

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

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

The motion carried; Student Trustee Suarez favored the resolution.

- 1/21-1b Approval of Consent Agenda Items 1/21-2 through 1/21-9**
Trustee Bush offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/21-2 through 1/21-9 as listed in the Consent Agenda.”
- 1/21-2 Ratification of Payment of Bills for December 2020 (Including Approval of Travel)**
“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 \$5,669,940.46 for all check amounts as listed and for all purposes as appearing on a report dated December, 2020.”
- 1/21-3 Acceptance of Treasurer’s Report for November 2020**
“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 2020.”
- 1/21-4 Acceptance of Treasurer’s Report for December 2020**
“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 December 2020.”
- 1/21-5 Acceptance of Quarterly Report on Investments**
“Be it resolved that the Board of Trustees of Community College District 535 authorize the acceptance of the Quarterly Report on Investments for filing.”
- 1/21-6 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 \$7,523.50 for all funds listed in items a.”
- 1/21-7 Supplemental Authorization to Pay Professional Personnel – Fall 2020**
“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$1,230.50 to the total amount of part-time teaching salaries paid during the fall semester, 2020; the revised total payment amount is \$4,122,280.06.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$37,687.52 to the total amount of faculty overload salaries paid during the fall semester 2020; the revised total payment amount is \$614,019.12.”

1/21-8

Authorization to Pay Professional Personnel

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2021 Spring Semester Part-time Faculty, and Adjunct Faculty, on February 5, 2021, and Full-time Overload payments on February 19, 2021, with ratification at the February Board meeting.”

1/21-9

Approval of a Clinical Practice Agreement

“Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:

Human Services:

Associates in Behavioral Healthcare
Haymarket Center.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

President Smith noted that there was an error in the item numbers for the consent agenda. It will be corrected, and posted on the website.

1/21-10

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>
1/21-10a	1 - 2	Microscopes	W. Nuhsbaum, Inc.	\$75,400.00
1/21-10b	1	Early Alert Software Renewal – Two Year Contract with Training and Consulting	EAB Global, Inc.	\$75,500.00
1/21-10c	1	Backup Software Support and Maintenance Renewal - One-Year Contract	Meridian IT, Inc.	\$48,250.00
1/21-10d	1 - 2	Architectural and Engineering Services for Cannabis Cultivation Lab	Shive-Hattery, Inc.	\$233,150.00
GRAND TOTAL				\$432,300.00.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

1/21-11

Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Classroom Projectors; b) Signage and Wayfinding Fabrication and Installation; c) Laptop Computers; d) High Speed Internet Hotspots – One-Year Renewal; and e) HyFlex Classroom Technology.

1/21-12

Authorization to Hire Director of Major and Planned Giving / Associate Executive Director of the Foundation

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Mr. Richard Van Hees effective January 20, 2021 at an annual salary of \$112,000. That salary will be prorated for the period of January 20, 2021 through June 30, 2021.”

Trustee Bush seconded the motion.

Trustee Stafford noted that Educational Foundation will fund this position, and the Board is excited about the potential for more fundraising. President Smith added that this is a significant addition to the Foundation staff to grow fundraising efforts. She is delighted to have Mr. Van Hees on board, and indicated that he is a resident of the district who also serves at a school board in Skokie. Mr. Van Hees knows and is invested in our community. Pending Board approval, Mr. Van Hees will start on January 20.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

1/21-13

Approval of New Units of Instruction

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction, the Audio Digital Content Creation Certificate, and the Visual Digital Content Creation Certificate.”

Trustee Burns seconded the motion.

Trustee Kotowski expressed he is appreciative of the new units of instruction that have been approved in the last couple of years. Curriculums like the Contact Tracing certificate, the Cannabis certificate, and now these create job opportunities in these fields. He believes Oakton is changing lives by giving people careers and changing their livelihoods. He understands the amount of regulations the College has to go through to get these programs approved.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

1/21-14

Approval of Extension to Tolling Agreement

Trustee Toussaint offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Tolling Agreement Extension as attached hereto between Illinois Metropolitan Investment Fund (“IMET”) and the Board of Trustees of Oakton Community College, District 535 and authorizing execution of the Agreement by the District's attorney on the District's behalf.”

Trustee Kotowski seconded the motion.

President Smith indicated this is a continuance of an IMET investment situation that the College has been dealing with since 2014. This issue is nearing resolution, and the College is told that it should conclude in June. This protects the College’s interest until the suit is closed.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

1/21-15

Approval of Emeritus Appointments

Trustee Burns offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the ten-year Emeritus appointments for Professors Amy Blumenthal, Margaret Carney, Kathleen Carot, John D’Anca, Jane Malik, and Julie Shotsberger. ”

“Be it further resolved that the Board of Trustees of Community College District 535 approve ten-year Emeritus re-appointments to Marilyn Appelson, Patrick Casali, Hollis Chalem-Brown, Rosario Diprizio, David Hilquist, John Michaels, and Thelma Parker.”

Trustee Bush seconded the motion.

President Smith shared that these are some wonderful names of people who have retired and now moving into Emeritus status. Oakton continues to honor faculty and administrators with the Emeritus status that allows them to have access to many resources.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

1/21-16

Acceptance of Illinois Community College Board Innovative Bridge and Transition Program Grant

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$39,276.00 in federal and state funding through the Illinois Community College Board to support the 2021 Innovative Bridge and Transition Program Grant.”

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

Ms. Toussaint	Aye
Ms. Burns	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye
Mr. Kotowski	Aye
Dr. Bush	Aye
Mr. Salzberg	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, February 16, 2021.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Trustee Yanow.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

The meeting adjourned at 6:43 p.m.

William Stafford, Chair

Marie Lynn Toussaint, Board Secretary

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1/2021

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