

**Minutes of the Oakton Community College Board of Trustees Meeting  
October 20, 2020**

The 759th meeting of the Board of Trustees of Community College District 535 was conducted virtually on October 20, 2020. Dr. Joianne Smith, president of Oakton Community College, was physically present at the Des Plaines campus, 1600 E. Golf Road.

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

At 3:05 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		Present

Chair Stafford asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, and pending litigation. Trustee Salzberg 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
Mr. Kotowski	Aye
Dr. Yanow	Aye
Ms. Suarez	Aye

Physically present in room 1502 at the Des Plaines campus, Dr. Joianne Smith, President and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs. Attending virtually were Dr. Karl Brooks, Vice President, Student Affairs; Dr. Colette Hands, Associate Vice President, Chief Human Resources Officer; Dr. Ileo Lott, Vice President, Academic Affairs; and Mr. Sam Cavnar, Legal Counsel

At 3:55 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion; seconded by Trustee Kotowski; a voice vote was called and the meeting adjourned.

**Open Session and Roll Call**

Chair Stafford called the regular meeting of the Board of Trustees to order at 4:05 p.m. All 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
Mr. Salzberg		Present
Ms. Suarez		Present

Physically present in room 1506 at the Des Plaines campus, Dr. Joianne Smith, President; and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs.

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

### **Approval of Minutes**

Chair Stafford asked for a motion for the approval of the minutes of meetings of the Board held on September 15, 22, 29, and October 2, 2020. Trustee Kotowski made the motion, which was seconded by Trustee Salzberg.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

### **Statement by the President**

Dr. Smith noted that if we were all together she would ask everyone to introduce themselves, but in virtual meetings of this size, approximately sixty-six people in attendance, it is difficult to do that. She did acknowledge in attendance virtually, Greg Hamill, President of the Full-time Faculty Association; Mary Hope Griffin representing the Adjunct Faculty Association; and John Donoghue representing the Classified Staff Association.

Condolences were offered to the family and friends of retired Oakton employee Juele Blankenburg, who passed away on September 11; to the family and friends of former Oakton employee Vince Tuminaro, who passed away on September 27; to Ciaran O'Sullivan, Nursing Coordinator, on the passing of his mother Elizabeth O'Sullivan on September 26; to Prashant Shinde, Chief Information Officer, and his family on the sudden loss of his father in India on October 1; and to Russell Kracke, Coordinator of Technical Services in the Library, on the loss of his mother. Dr. Smith recognized student Jacelyn Islas, one of our women's soccer players, who was selected as one of two Region IV representatives. Over the past month, each of the twenty-four regions of the NJCAA (National Junior College Athletic Association) have worked hand in hand to select two representatives from each region who represent not only their institution and region, but also the values of the NJCAA. Dr. Smith also recognized Student Trustee Karen Suarez, who was the College's nominee for the Lincoln Laureate award. Although not selected by the ICCB (Illinois Community College Board) as the state nominee, we are incredibly proud of Ms. Suarez and wanted to acknowledge her nomination. Also recognized was student Amelia Baldwin, who was

chosen as a co-recipient for the ICCTA (Illinois Community College Trustees Association) 2020 Paul Simon competition. Ms. Baldwin will attend the November Board meeting, where we will be able to congratulate her virtually, in person. Dr. Smith congratulated two honorees, Dr. Kelly Iwanaga Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning, who received the '40 under 40 Award' from the AAWCC (American Association for Women in Community Colleges), and to Ms. Simi Khurana, Coordinator of Student Life and Campus Inclusion, who also received this award. Each of them were recognized for supporting the advancement of women in community colleges, recognizing female leaders under the age of 40 who are making a difference in their work at community colleges. Lastly, Dr. Smith congratulated Dr. Andrea Lehmacher, Director of Marketing, who has been selected to receive the 2020 District 3 Communicator of the Year Award from the National Council for Marketing and Public Relations (NCMPR). It is one of the most prestigious awards presented to an NCMPR member who has demonstrated leadership and ability in the area of two-year college communications. Dr. Lehmacher will automatically become one of seven finalists for the national Communicator of the Year Award. Dr. Lehmacher was asked to pre-record her acceptance of that award, which was shared with the audience. Dr. Smith highlighted the following, National Student Transfer Week; Learning Day on October 29; Women in Leadership Symposium; a number of events continuing to take place as the College celebrates Latinx Heritage Month; the current exhibition at the Koehnline Museum, the Women's Virtual Art Show which runs through November 20; and Discover Oakton, a virtual open house that will take place on November 5. The Oakton Admissions team and representatives from Financial Assistance, Career and Transfer Center, TRIO, Athletics, Student Life, Access and Disability Resource Center, Health Careers, STEM, and Business and Career Technologies, will help prospective students explore the many opportunities that are available at Oakton, all in a virtual environment.

### **ACCT Liaison Report**

Trustee Gail Bush, the ACCT (Association of Community College Trustees) voting delegate for the College, attended the ACCT Senate meeting on October 1, 2020 via Zoom. ACCT President Dawn Erlandson presided over the Senate meeting; there were 199 voting delegates registered; 102 delegates 'voted' their presence and a quorum was established. The ACCT Board of Directors elected Bill Kelly, Harper College, as Central Regional Chair. The regional caucus elected Judge Jim Cooksey, Moberly Area Community College, Missouri, as the Central Region Regional Director. Judge Cooksey is also the Chair-elect of the ACCT Board of Directors Executive Committee. Three ACCT Board of Directors-at-Large were elected at the Senate meeting following their presentations: Amanda Howland, College of Lake County; John Lukas, Lakeshore Technical College, Wisconsin; and Gilbert Wong, Foothill-Anza Community College District, California. In addition to the board elections, the newly elected Diversity, Equity and Inclusion Committee members were elected. The Central Region committee member is Zaida Hernandez-Irrison, Gateway Technical College, Wisconsin. The virtual ACCT Leadership Congress, "Reimagined as a Virtual Experience" took place October 5-8, 2020. As the meeting was adjourning, one delegate shared that he was ordering deep-dish pizza since that is what everyone missed this year in Chicago, the original site for the 2020 Leadership Congress.

### **Educational Foundation Liaison Report**

Chair Bill Stafford, the liaison to the Oakton Educational Foundation, noted that the Foundation received a number of gifts since the last update to the Trustees, the most significant being a gift-in-kind of fine art appraised at \$300,450. The donation includes 643 works of art by William Jacobs to the art collection. Mr. Jacobs was a WPA (Works Progress Administration) artist during the Depression and a Chicago native whose works are exhibited at the Art Institute of Chicago, the Chicago Woman's Aid, and the Jewish Women's Art Club. The Foundation is finalizing its annual audit and has begun fall stewardship activities by sending individual fund reports to 242 supporters who are the founders of named funds. In lieu of the annual stewardship brunch, a thank you video will be emailed to supporters with an invitation to meet virtually with staff and current student recipients before the Winter Break. The Foundation Board held a half-day virtual retreat on October 16. The Board reviewed the results from their first Assessment Survey. The anonymous survey was conducted to measure the Board's effectiveness and engagement as a group, and key takeaways have identified areas of strength and

opportunities for growth. The Board also received information from a national study on high performing community college foundations to understand the factors that make them so successful. These resources, along with the College's strategic plan, provided background for the group to launch a strategic planning process for the Foundation. The Board will meet again for a follow up retreat in January to continue this work together. A working group to establish an MOU between the institution and Foundation has been formed and will meet next week to begin their work together.

### **Evanston Task Force Report**

Trustee Burns asked Dr. Karl Brooks, Vice President of Student Affairs, to give a brief update on the Task Force. Dr. Brooks reported that the Task Force met on October 16 and discussed the questions that are going to be asked to the individuals who agree to participate in conversations related to African American men in Evanston. It was agreed that Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning is going to be the primary person who is going to be participating in all of the interviews because of the qualitative nature of gathering information and themes around what is shared within the interviews. Briefly talked about the individuals that are going to be invited to have conversations with regarding African American men and their work in the community. Trustee Burns added that Trustee Yanow and Trustee Kotowski switched out, Trustee Yanow is now on the Evanston Task Force and Trustee Kotowski is doing MOU work with Chair Stafford and the Educational Foundation. Trustee Burns said that we are moving ahead, having robust conversations and will keep the Board updated in terms of their progress.

### **Student Trustee Report**

Student Trustee Karen Suarez reported that halfway through the fall semester, many students are taking mid-terms and finishing final papers. She reminded students to complete the FAFSA application that opened on October 1. Admission specialists are now available for live chatting. Learn more at [bit.ly/oakuchat](https://bit.ly/oakuchat) or on Oakton's Instagram and Facebook pages. The Wellness Center has identified space on both campuses for students to use online counseling services if their home environments do not allow for private sessions. TRIO is providing Financial Literacy Workshops for students to learn about the financial aid process, FAFSA, and various grants available to them. For an updated list of current available sources, please reference the 'Student Information and Services' tab at [oakton.edu/coronavirus](https://oakton.edu/coronavirus). As for activities, clubs are starting fundraising, the most popular and virtual option that they have right now is organizing restaurant fundraising where a percentage of the proceeds goes directly to the clubs. There are flyers showing up on social media and Ms. Suarez asked all too please consider contributing whenever possible since this is one of the limited options that clubs and organizations currently have. The SGA (Student Government Association) is holding a pumpkin-carving contest for a chance to win e-gift cards; the UNICEF Club is holding a cookie house-decorating contest for a chance to win e-gift cards. A variety of Halloween activities are being held by the Office of Student Life and can be found on the Student Life D2L shell, as well as the Student Life Facebook Page. Phi Theta Kappa (PTK) is holding informational sessions from now through the beginning of November for students who are interested in joining or learning more about the organization. PTK is hosting a fundraiser at Chipotle in Skokie on October 27; Service Day was held on October 2 where students participated in a variety of service-based activities throughout the Oakton community, active student involvement and pictures can be found posted on Oakton's Instagram and Facebook pages. Officer Training Workshops are being held by the Office of Student Life to train student officers on their duties as student leaders especially now in this virtual environment. Factuality was held on October 20, a facilitated dialogue, crash course, and board game in one, aimed to educate Oakton students on structural inequality in America. Lastly, Latinx Heritage Month events are still being held through the rest of October, links to register can be found on Oakton's Instagram and Facebook pages. Ms. Suarez thanked President Smith and Trustees Bush and Yanow, for attending the opening event for Latinx Heritage Month. Students and staff alike were thrilled with the turnout of this event. Ms. Suarez commented that to a student, being able to meet their Board of Trustees in some capacity, even now that we are in a virtual setting really makes a difference. Just knowing that a Trustee made the effort to attend lets them know that their work is appreciated. Again, Ms. Suarez encouraged all of the Trustees to attend student activities when their schedules

permit. Specific event information as well as registration links can be found throughout Oakton's Instagram and Facebook pages.

### **Audit Report**

Chair Stafford introduced Mr. Anthony Cervini, CPA, CFE, from Sikich LLP, who provided a brief overview of the College's audit, which we are required to do every year. Mr. Cervini thanked Chair Stafford, Finance Chair Salzberg, President Smith, and others who attended the Finance Committee meeting that was held earlier in the afternoon, and for the opportunity to present virtually, the results of the audit of the College as of and for the fiscal year ended June 30, 2020. Presented earlier to the Finance Committee in detail, was the Comprehensive Annual Financial Report (CAFR) including the required reporting for the Illinois Community College Board (ICCB) compliance, the Single Audit Report including the expenditure of federal awards, which is required, and finally, the auditors communication to the Board of Trustees. Mr. Cervini commended the College for voluntarily preparing and publishing a CAFR. This CAFR is a document that goes above and beyond the minimum reporting requirements. The College voluntarily prepares this report in the spirit of full disclosure and transparency, and accountability for the College's financial position, and changes in financial position, for students, taxpayers, and all other residents of the district. Sikich has issued an unmodified opinion on the College's basic financial statements, the uniformed financial statements, and the supplementary information. Mr. Cervini commended the College for receipt of that unmodified opinion that is the highest level of assurance that auditors can provide as part of the audit process. Mr. Cervini stated that Oakton continues to be one of only four community colleges in the state to maintain a Aaa bond rating and just recently, received a Aaa rating on the 2020 bond issuance, which is a testament to the College's financial management. Regarding the College's financial position, the College ended the year in a solid financial position both from a long-term perspective as well as from a short-term cash flow perspective. Also issued was an unmodified opinion on compliance with grant requirements for the Illinois state grants for ICCB, as well as an unmodified opinion on the schedule of enrollment data and the reconciliation of semester credit hours apportionment testing for ICCB. In closing, Mr. Cervini thanked the College for a very smooth audit this year despite the circumstances that we were operating under as most of the audit was done remotely.

### **Finance Committee Report**

Chair of the Finance Committee, Trustee Ben Salzberg, talked about the CAFR document. He also noted that the College received a certificate of achievement award from the GFOA (Government Finance Officers Association) for the fiscal year ending June 30, 2019. Trustee Salzberg said that this is something that the College should be proud of, that we are being transparent, which is important for the institution and the community. Our finance reporting and our financial standing remains strong at Oakton. We have an incredible team, beginning with leadership from President Smith, Vice President of Administrative Affairs, Edwin Chandrasekar, and his financial team, from Sikich, and the Board of Trustees. The pension liability continues to be a challenge that we are dealing with and will continue to deal with. Chair Stafford talked about taxes for our community compared to other colleges. It is important for all of us to understand that Oakton is not taxing people in a way that we are hurting the community. In fact, it is the opposite. Chair Stafford commented that one of the findings in the report of the audit is that the equalized assessed valuation of the district has now finally recovered to the point that it was at before the economic downturn in 2009-2010. Because of that, our tax rate for Oakton went down this year even more than the rates for all the other governmental bodies who are on local tax bills. We are taxing at an even lower rate and that is a tribute to the financial management team and the administration that we have at the College.

### **Comments by the Chair**

Chair Stafford armed with the audit report and the Aaa rating from Moody's, thanked the Trustees for having all the meetings that were held in September and October to facilitate our bond issuance that gave us an interest rate of a little over two percent, which is historically low. It was a wonderful thing that we were able to take advantage of these historically low markets and be able to get funds that we can use for the College as part of our

capital improvements program as we continue to improve our facilities so that we can continue to provide world class facilities for our students and our incredibly important faculty and administrators.

**Report: Stairway to the Future: Leveraging Stackable Credentials to Lead to Multiple Career Paths**

Dr. Smith commented to the Board that at the August 2020 planning meeting, they requested a report on stackable credentials. This report is in response to that request. Ruth Williams, Assistant Vice President for Academic Affairs/Dean of Curriculum and Instruction, and Marc Battista, Associate Vice President of Workforce Development/Dean of Business and Career Technologies, and Angelyn Anderson, Academic Advisor, along with two students, participated in the report. Dr. Lott thanked the Board for requesting this report; it is an exciting topic to say the least. He noted that there are six main themes that will show the connection between career pathways and stackable credentials. They will discuss the state of Illinois guidance on stackable credentials and how they work through the state's perspective, and Oakton's development process for the creation of stackable credentials, which is inclusive of our faculty process, and how stackable credentials align with the Oakton Experience.

Mr. Marc Battista thanked the Board for the opportunity to present the report on stackable credentials. He began by talking about career pathways and the connection to stackable credentials at the state level. According to the State of Illinois' WIOA (Workforce Innovation Opportunity Act) Unified Workforce Plan, career pathways is a combination of rigor and high quality education and training that aligns both vertically and horizontally across secondary education, adult education, workforce training and development, and career and technical education. Career pathways are inclusive of multiple entry and exit points to facilitate individuals in building skills as they progress along a continuum of education and training and advance in sector-specific employment. Some of the entry points can include high school dual credit, high school equivalency or high school diplomas, upscaling for existing employees as well as for displaced workers. Exit points generally can include direct into employment or transfer to four-year institutions. The U. S. Department of Labor defines stackable credentials, as "a credential is stackable when it is part of a subsequent of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying jobs." The evolution of stackable credentials at Oakton follows a particular process inclusive of identifying the need, the creation process, followed by an evaluated process.

Identification of need, workforce need, and labor market projections are considered when establishing new stackable credentials, certificates and/or degrees. We also use our advisory board committees in CTE disciplines to provide input on need, the course makeup within the credential, the course content, and ultimately advisory committees as industry experts. In the creation phase, we use program outcomes that include looking at labor market analysis, career advisory committee input, employers' satisfaction surveys, and ICCB (Illinois Community College Board) program approval forms are also used as guidance. The official approval comes as a result of the advisory committee input, labor market data, and the approval form Oakton's curriculum committee, the Council of Deans, Dr. Ileo Lott, Vice President of Academic Affairs, the Board of Trustees and ultimately the ICCB. Stackable credentials can afford unique opportunities to start with a couple of classes leading into larger credentials at Oakton and beyond. Mr. Battista used the contact tracing credential as an example, as it started on the non-credit side with forty hours of training, and those who complete that non-credit class, then have the opportunity of continuing on to pursue the credit certificate. The completion of that non-credit can be translated into credit for prior learning toward the new credit certificate. In addition to the new credit credential, the Public Health Contact Training certificate is in the process of establishing a pathway into UIC's Bachelors of Public Health. This is another representation of how stackable credentials can work at Oakton, one of the approximately forty-six stackable credentials offered at Oakton. Mr. Battista introduced Beata Cyrnek-LoGioco, who is an active Early Childhood Education (ECE) student and a current ECE teacher at a local child development center who has earned stackable credentials and is actively working toward the ECE AAS degree. Ms. Cyrnek-LoGioco shared her experience with the Board and the audience. Ms. Cyrnek-Gioco came from Poland, she took both ESL classes, and General Education classes at Triton College and then transferred to Oakton Community College.

Without her education from Oakton, specifically earning the ECE certificates and soon the associate's degree she is currently working on, she would not have been able to find a job at her current place of employment. She thanked Oakton Community College faculty and staff for making such a tremendous difference in her life. Thanks to her education, she can make her dreams come true.

Ms. Williams said that another example of one of our stackable credentials is the Health Information Technology career pathway. Students can enter this pathway by earning a medical coding and billing certificate, progress on to the HIT AAS degree, and then they continue if they choose to earn our new Cancer Registry Management Certificate. If students meet program requirements, they can enter this pathway directly at the degree level or at the Cancer Registry Management Certificate level. Ms. Williams introduced Sandy Barerra, an Oakton student who has progressed through HIT's stackable credentials. Ms. Barerra is a past and a current student. She started spring 2020 and is glad to be back and glad that Oakton has provided another opportunity for her to continue her education. Ms. Barerra said that her journey back to school began in 2005; she knew she wanted to continue her career in the medical field after being a medical assistant for four years, but she wanted to do more than just check in patients. It is hard to continue such a journey while still working full-time. Her career pursuits brought her back to Oakton for the CTR program. Oakton is now the first and only college to offer this program in the state of Illinois. It brings a chance for a new opportunity and growth to so many like herself. One of the reasons that Oakton stands out to Ms. Barerra are the professors who are workers in the fields in which they teach as they can provide insight in their field. Oakton has opened many doors for Ms. Barerra, professors have always been accommodating, and willing to listen and to sit down with her and to help in any way possible. She appreciates what Oakton has to offer, and she cannot wait to continue her journey.

Ms. Williams invited Dr. Angelyn Anderson, Academic Advisor, within the Office of Advising, Transitions and Student Success, and a cannabis student, to talk about her role as an academic advisor in context with our social equity applicant cannabis grant students. Dr. Anderson talked about the benefits of stackable credits specifically as it relates to the cannabis programs that we offer. Dr. Anderson referred to a slide that showed some overlap between the Cannabis Dispensary & Patient Care Specialist. Three of the seven classes that are needed are stackable to the Cannabis Transportation, Logistics & Supply Chain Management certificate. This is one of the things that sets us apart, that students are able to learn both sides of the cannabis industry, which increases students marketability. Another piece of stackable credits is that it provides greater access as far as time and cost. It also introduces a population that may not have otherwise thought about attending college. Dr. Anderson said that she worked with social equity students in the cannabis area this fall. There were nineteen students who we were able to get in the program and register for classes. They are now at the halfway point of classes and for just about all of the students that Dr. Anderson spoke to, the access piece was huge for them. This is what sets us apart from other institutions that have stackable credits, but she thinks these areas are areas of growth and opportunity for us to do better. Some of our stackable credits are not eligible for financial aid because they are part of certificates that require fewer than the minimum hours needed for financial aid. That is a challenge for some of our students. When we offer opportunities like the cannabis social equity grant, we are allowing students who would otherwise not be able to afford to attend classes such as this, the opportunity to do so. Another area of opportunity is that as we see an increase in these stackable options for our certificate and degree programs, we also see an increase in students that will be coming in that will need support. It is important for us to be mindful of best practices as it relates to providing students with this support that we need to make sure that we are balancing out the number of students that we have coming in with the number of faculty and support staff that we need to help these students. That may mean an increase in academic advisors, financial aid advisors, or career and transfer center team members. Dr. Anderson thinks we are doing a great job as far as our stackable credits especially in the cannabis field and industry, but she thinks there is so much more that we can be doing to make sure that our students are getting what they need. Ms. Williams thanked Dr. Anderson for her insight.

Ms. Williams said that while Oakton has a vast array of stackable credentials, we continue to look for new opportunities to provide our students to upscale, retrain, or advance in their careers. Next month, Jim Humenik,

Chair of Law Enforcement and Criminal Justice, is going to bring forward to the Board for preview, the forensics certificate. This certificate is new, created from existing courses and is another entry/exit point for students interested in law enforcement and criminal justice. Students that will be earning this certificate will be eligible for jobs such as forensic crime technicians, and jobs at national labs or private industries. We also have three programs that are currently updating their curriculum to create stackable credentials to provide multiple entry and exit points. Some of these stackable credentials include pathways to four-year institutions. There are also a number of areas that are slated for revision and expansion. Also aligning with the Oakton Experience, there are some areas where we need to be more intentional as they relay to stackable credentials. While we are now having students identify and confirm their area of interest and their pre-major pathways, we need to use this data to inform new curricula including stackable credentials and academic and student support. In closing, Ms. Williams noted that we need to implement employer and student satisfaction and job employment surveys much more broadly so we can capture the data necessary to evaluate program effectiveness and to identify new emerging career opportunities. The Oakton Experience is a holistic process that supports students as they enter, navigate, grow, and transition to, through, and from Oakton, and stackable credentials provide the framework for the College to assist students as they enter and exit Oakton to their first career, a new career, or the next step in their career.

Trustee Bush thanked everyone involved in the presentation, stating it was wonderful information, and these are great programs. Regarding funding, she knows that Pell grants are very specific about the number of hours and programs and there is an issue with the reauthorization of the higher education act about trying to get Pell grants for shorter programs. She does know that there are other kinds of federal loans that are not Pell, that rely on seventy percent job placement and seventy percent completion. What are we doing for our students and how do we best navigate them through funding in relation to stackable credentials. There was some discussion regarding credit hours and eligibility for financial aid. A student is considered full-time when taking twelve credit hours; the threshold for financial aid is sixteen credit hours. If a program has a stackable sequence, a student can enroll in the higher degree and receive financial aid. Dr. Anderson commented that when the Foundation awarded a grant for us to be able to use towards the cannabis program, that money was a benefit because if those students were not going to be moving beyond that certificate, they might have had to apply for a private loan. Many of our career programs have some overlap between the classes that are required for the certificate and what is required for the associate of applied science degrees, and this is where the student can use some of these stackable credits. Trustee Bush asked whether the Monetary Award Program (MAP) funding is available for stackable credentials or is MAP just for degree programs. Dr. Smith commented that in terms of MAP funding, it does not cover short-term certificates, and this is one of the legislative priorities for the Illinois Community Colleges President's Council, trying to get the state to provide funding for them. Dr. Karl Brooks, Vice President of Student Affairs, added that we are trying to maximize all financial resources through our Student Financial Assistance department, which includes federal, state, and grants. Trustee Bush said that this topic for her is about trying to support our students in funding for these programs. Dr. Bush also asked about the reporting of graduation and completion rates for community colleges and how stackable credentials fit in that reporting. Dr. Smith said that those students would still be considered completers but the Integrated Postsecondary Education Data System (IPEDS) rate is first-time, full-time students data. Many of our students who are enrolled are not first-time, full-time so they would not be counted in IPEDS completion but they will be counted as credential completers. Trustee Bush also asked about the sun setting of programs and do we have programs that sunset as we grow and add other programs. Ms. Williams replied that the upcoming new forensics certificate would mean the end to our law enforcement certificate. The program review process that happens every five years allows departments to look at the five year data accordingly so that they can see the trends in enrollment and completion. That data will become more accessible on an annual basis so they can make those determinations annually. At the curriculum committee meeting, the manufacturing area is repurposing a certificate and updating it but in the meantime, they are eliminating two other certificates. As they go through and look at the new skills and what is emerging in the markets, and what they are learning from students and their natural exit points from curriculum, they are looking at other curriculum and what is outdated or what is not needed in the labor force markets. Trustee Bush thanked



everyone for the wonderful presentation. Trustee Yanow thanked everyone for the presentation and particularly appreciated hearing from the two students who shared their experiences with the Board. Trustee Yanow was interested in learning about the opportunities for credit for prior learning and are we thinking about expanding those opportunities beyond training that was non-credit to experiential learning opportunities. Ms. Williams answered that the college catalog lists ten to twelve different ways that students can earn credit for prior learning and one of those is experiential learning. They can earn that in a number of ways by developing a portfolio that documents the program outcomes that they can demonstrate through work experiences or other professional experiences. They can take a standardized test and test out of for instance, in Microsoft office classes, to demonstrate they may have learned that on the job. There are a number of ways that students can use credit for prior learning, and that is handled by Anne Brennan, Assistant Vice President for Academic Affairs and College Transitions. Mr. Battista added that there are some specific examples in our EMT area where students have done training externally, and with documentation from the training entity, be able to award the student upward of eight credit hours for that class, which could then be applied towards a certificate within the Fire Science discipline or the full degree.

Chair Stafford said that this was a good conversation, one of the highlights being that we need to work as a community to find the financing to help students attain the support they need to be successful. Trustee Burns thanked everyone for the report as it was enlightening and very helpful. She asked if the point of entry for stackable credentials is solely through workforce development. Dr. Smith answered no, that students can enter through a variety of paths. We had students who started some of these stackable credentials while they were in high school. Over the course of this past summer, we had sixty-one students from the Maine district who graduated with a BNAT certificate while graduating from high school. Some of those students went into the workforce, some are at Oakton pursuing their education, and some are at other institutions. There are multiple points of entry in the stackable credentials. Trustee Burns asked if new students go through an advising process. Dr. Anderson responded that advising is now mandatory and that all incoming students are required to go through advising and to participate in the new student orientation. Dr. Smith added that was not always the case, but that is now part of our Oakton Experience development that we have been putting into place, recognizing how critical and important the advising process is. Dr. Lott added that obviously there is that entry point with academic advisors, but once the students are in the pipeline and in the classrooms, our faculty are constantly advising our students and helping them along the way. Trustee Toussaint asked about financial aid in regards to associates degrees where stackable credentials can come into play. Dr. Smith commented that financial aid is incredibly complex on so many levels depending on student need and the program time to degree. It really depends student by student on so many levels and there are certain parameters.

## **Public Participation - None**

## **New Business**

### **10/20-1a 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 Yanow seconded the motion; Trustee Toussaint called the roll:

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

Mr. Kotowski	Aye
Mr. Salzberg	Aye
Ms. Toussaint	Aye

The motion carried; Student Trustee Suarez favored the resolution.

**10/20-1b Approval of Consent Agenda Items 10/20-2 through 10/20-8**

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/20-2 through 10/20-8 as listed in the Consent Agenda.”

**10/20-2 Ratification of Payment of Bills for September 2020**

"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 \$5,869,748.69 for all check amounts and for all purposes as appearing on a report dated September 2020."

**10/20-3 Acceptance of Treasurer’s Report for September 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 September 2020.”

**10/20-4 Acceptance of Quarterly Report on Investments**

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the acceptance of the Quarterly Report on Investments for filing.”

**10/20-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board**

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b and hereby approves the expenditures in the amount not to exceed \$231,177.95 for all funds listed in item a.”

a. Salary payments in the amount of \$231,177.95 for part-time teaching services for the Alliance for Lifelong Learning fall 2020.

c. Salary rescinds in the amount of \$728.00 for part-time teaching services for the Alliance for Lifelong Learning fall 2020.

**10/20-6 Ratification of Payment of Professional Personnel – Fall 2020**

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$1,071,231.50 to the total amount of part-time teaching salaries paid during the fall 2020 semester; the revised total payment amount is \$3,803,645.52."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$33,384.00 to the total amount of faculty overload salaries paid during the fall 2020 semester; the revised total payment amount is \$470,896.40."

**10/20-7 Approval of Clinical Practice Agreements**

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

Health Information Technology: Telemedico Physicians, SC

Early Childhood Education: New Trier Child Care Center/Bright Horizons

**10/20-8 Approval of Educational Partnership Agreement**

“Be it resolved that the Board of Trustees of Community College District 535 approves the Educational Partnership agreement with the Evanston YWCA.”

Trustee Kotowski seconded the motion. Trustee Toussaint left the meeting for approximately fifteen minutes; during that time, Chair Stafford called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**10/20-9**

**Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinion)**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2020.”

Trustee Salzberg seconded the motion; Chair Stafford called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**10/20-10**

**Approval of Estimate of Levy for 2020 and Announcement Thereof**

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2020 to be collected in calendar year 2021 as follows:  
the sum of \$46,774,679 to be levied as a tax for educational purposes; and  
the sum of \$8,000,000 to be levied as a tax for operations and maintenance purposes; and  
the sum of \$100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers' compensation, unemployment insurance, property insurance, and occupational diseases insurance; and the sum of \$100 to be levied as a special tax for social security and Medicare insurance purposes; and the sum of \$100,000 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled November 17, 2020, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2020. The above estimated amounts for the 2020 tax levy may be changed by the Board in adopting the final 2020 levy, subject to statutory notice and publication requirements.”

Trustee Kotowski seconded the motion; Chair Stafford called the roll:

Mr. Kotowski	Aye
Ms. Toussaint	Aye

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

The motion carried; Student Trustee Suarez favored the resolution.

# **10/20-11 Authorization to Approve October Purchases**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the purchase of the following:

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>		<u>Amount</u>
10/20-11a	1	Engineering Services for Des Plaines Campus Air Handling Equipment	Kluber Architects and Engineers, Inc.	\$	87,700.00
10/20-11b	1	Architectural and Engineering Services For the Boardroom Expansion/Renovation, Athletic/Theater Wing Flooring Replacement, and Structural Evaluation	Farr Associates, Inc.	\$	77,078.00
10/20-11c	1 - 2	Institutional Teaching Effectiveness Program - One-Year Contract	Association of College and University Educators	\$	40,000.00
10/20-11d	1	Additional Advertising Agency Services – One-Year Contract	Carnegie Dartlet, LLC. Marketing Partnerships International, Inc.	\$	15,000.00
		Amendment		\$	5,000.00
10/20-11e	1 - 2	Dell Latitude Laptop Computers	CDW-G, LLC	\$	182,623.20
10/20-11f	1	Ratification of Honorlock Online Proctoring Services	Honorlock, Inc.	\$	28,825.00
Grand Total:				\$	436,226.20.”

Trustee Salzberg seconded the motion.

Trustee Bush spoke about purchase 10/20-11f, Honorlock Online Proctoring Services. Dr. Smith noted that Trustee Bush raised some concerns about Honorlock related to privacy. She had followed up with Dr. Lott, who followed up with Raymond Lawson, Dean of Online Learning, as well as with Leana Cuellar, Director of Student Learning and Engagement, and at this point, they have not had any concerns from students related to privacy. In the past students had the option of using Honorlock or ProctorU, and given Covid-19, ProctorU was no longer available because students could go to a place to be proctored, but right now, there are not very many other options. Dr. Lott mentioned that we have looked at their privacy policy and that policy is available to students to review. He said that we recognize that there are concerns, but we have not had many student concerns. We have had some faculty concerns and we have addressed

those. Once Covid set in, Honorlock was the only option. He does not know that we will continue with Honorlock in the foreseeable future after Covid. ProctorU is a different option. For equity purposes, this also offered students the ability to test at home and it offered them a price difference between Honorlock and ProctorU. Dean Lawson mentioned that Honorlock as well as ProctorU have pretty much the same process. All online proctoring uses the same process. The main difference between Honorlock and ProctorU is pricing. For a student to use ProctorU, they pay \$25 per exam, with Honorlock we have the option for the student to prepay costs so they can pay \$11.99, and it does not matter the number of exams that they need to take within that cost. It may be three exams or ten exams; they still pay \$11.99 as opposed to \$25 for one exam in ProctorU. When we signed the agreement with Honorlock, students wanted to use Honorlock because it is less expensive. In terms of privacy, Honorlock is in better shape than some of the other online proctoring tools. At the beginning of Covid-19, ProctorU was one of the online proctoring solutions that was in the news in terms of privacy issues, not Honorlock. Honorlock came out with a privacy statement that we shared with all of our students. Dean Lawson also said that Honorlock has a statement that they will not share student information with other companies, and he offered to share that statement with the Board.

Dr. Bush said that with Honorlock as all of these online proctoring programs, you are taking an exam online. There is a webcam and a microphone; it is a system that comes into your home. It is seeing you in your home, your ID, your face; it is collecting your data, your cookies on your computer. There are some questions as to whether they sell the data or not. Honorlock currently has the most number of petitions across the country at four-year institutions and lawsuits. First, it was ProctorU and now it is Honorlock. The reason that it had not come before the Board previously was because the purchase was under the \$25,000 threshold that requires Board approval, but now the amount has gone over the \$25,000, consequently there needs to be Board approval. With Honorlock you can pay for the whole course instead of by each exam. Trustee Bush said that is initially how she started looking at this; students are paying now that they have to take their classes online for this proctoring. As she got into the surveillance issues that she thinks are quite concerning, she wanted to bring this to light. It is something that we need to think about and take seriously and something that we need to keep our eye on. She appreciated that we possibly will not need it after we move through our experience with the pandemic. Trustee Bush appreciates faculty who give students options and other ways of assessment. Trustee Bush said that these are important issues for our students and we should want to have this kind of oversight on the Board. Dr. Lott thanked Trustee Bush for raising the concern and said that it is something that they will continue to talk about especially with the academic computing committee that is comprised of quite a few faculty who are experts in online learning. Knowing this will help us have a more informed discussion in the future. Chair Stafford thanked Trustee Bush for raising the issue. Trustee Yanow appreciates Trustee Bush's additional research and she feels uncomfortable about having our students use this tool if we are not 100% certain that it is safe for them. Trustee Burns also thanked Trustee Bush for bringing the issue to the Board's attention. Trustee Burns asked about purchase 10/20-11e, Dell Latitude Laptop Computers, specifically how many computers are being purchased, who are they going to, and if they are going to people who already have computers. Prashant Shinde, Chief Information Officer, replied that the purchase is for 235 laptops to replace the desktops that are seven years old. The goal is to replace the desktop with laptops as it makes Oakton more mobile and we do not have to depend on employees having their personal computers when they work remotely. Trustee Burns asked when an employee gets a new computer, what happens to the old computer. Mr. Shinde said that employees will be able to check out the desktops so in case there is somebody who really needs the computer and does not have one at home, we are letting them checkout the desktop. The old computers will go into that pool. Trustee Burns said so the idea is

that eventually all of the employees will have laptops rather than desktops in their office. Mr. Shinde replied yes, that is the goal.

Chair Stafford called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**10/20-12**

**Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Continuation of Employee Medical Dental and Vision Insurance; b) Web-Event Calendaring System – Three-Year Contract; c) Document Imaging and Management System Annual Maintenance Contract and System Upgrades; d) Cisco Systems Edge Network Equipment; e) Owner’s Representative Services; f) Education Advisory Board, Community College Executive Forum Program – Three-Year Contract; and g) Printing of the Oakton Non-Credit Class Schedule.

**10/20-13**

**Acceptance of a Faculty Retirement**

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of John D’Anca.”

Trustee Kotowski seconded the motion.

Dr. Lott congratulated Dr. D’Anca on his retirement and wished him the best.

Chair Stafford called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**10/20-14**

**Authorization to Approve the Tentative Collective Bargaining Agreement Between the Oakton Community College Board of Trustees and the Oakton Community College Faculty Association**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves

the tentative agreement with the Oakton Community College Faculty Association (OCCFA-IEA-NEA), effective August 17, 2020 through August 19, 2024.”

Trustee Salzberg seconded the motion.

Dr. Smith thanked both the faculty team and College’s team that negotiated during a period of Covid-19 in a virtual environment which was definitely a challenge. The teams worked together in a collaborative environment to bring to closure what is a good agreement for both the faculty and the College. Chair Stafford commented that the Board shares that sentiment as well, and stated without the faculty we are not a college, and we appreciate the quality of our faculty.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

#### 10/20-15

#### Acceptance of Grants

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 10/20-15a through 10/20-15f, for the following grants:

a.	Department of Education Asian American Native American Pacific Islander Serving Institution (AANAPISI) grant in the amount of.....	\$300,000.00
b.	National Science Foundation Advanced Technological Education grant in the amount of .....	\$197,285.00
c.	Illinois Community College Board Career and Technical Education Leadership grant in the amount of.....	\$100,000.00
d.	Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement grant in the amount of.....	\$14,757.00
e.	Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement grant in the amount of.....	\$14,203.00
f.	Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement grant in the amount of.....	\$7,369.00
for a total of		\$633,614.00.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

### **Adjournment**

Chair Stafford reminded everyone that the next meeting will be virtual, and will be held on Tuesday, November 17, 2020. He also reminded everyone to vote and lastly to stay safe.

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

Trustee Toussaint called the roll:

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

The meeting was adjourned at 6:10 p.m.



William Stafford, Chair



Marie Lynn Toussaint, Board Secretary

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10/2020

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