

**Minutes of the Oakton Community College Board of Trustees Meeting  
September 15, 2020**

The 758th meeting of the Board of Trustees of Community College District 535 was conducted virtually on September 15, 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; and Dr. Ileo Lott, Vice President, Academic Affairs.

At 3:50 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Yanow made the motion; seconded by Trustee Salzberg; 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. in room 1506. 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. Attending virtually, Dr. Karl Brooks, Vice President, Student Affairs; Dr. Ileo Lott, Vice President, Academic Affairs, and Dr. Colette Hands, Associate Vice President and Chief Human Resources Officer.

**Pledge of Allegiance** – Trustee Kotowski

### **Approval of Minutes**

Chair Stafford asked for a motion for the approval of the minutes of the August 18, 2020 regular meeting of the Board, the August 18, 2020, special meeting of the Board, and the August 27, 2020 special meeting of the Board of Trustees. Trustee Toussaint made the motion, which was seconded by Trustee Salzberg; a voice vote was called and the minutes were unanimously approved.

### **Statement by the President**

Dr. Smith acknowledged that if we were all physically together, she would ask everyone to introduce themselves, but unfortunately, that is not the case now or in the near future. Dr. Smith did acknowledge that Gregory Hamill, President of the Full-time Faculty Association; Cheryl Thayer, President of the Adjunct Faculty Association; and Kathleen De Courcey, President of the Classified Staff Association were present, along with many full-time and part-time faculty, staff, and administrators.

Condolences were offered to the family of Tom Brehman on his passing, he was a retired biology faculty member; to the family and colleagues of former Oakton employee Aaron Alaniz, who passed away on August 30 after a courageous battle with cancer; to the family of Skokie Mayor and adjunct faculty member, George Van Dusen and his wife Susan, on the passing of their son David on September 9; to the family of Gregg Chadwick, president of the Illinois Community College Trustees Association and chair of the Board at Heartland Community College, who passed away on September 10. A number of important virtual events have taken place since the August 18 Board meeting. The Office of Student Life and Campus Inclusion hosted their Fall Fest virtually in an effort to engage students in co-curricular events. The Women and Gender Studies program hosted a conversation with Nadya Tolokonnikova, a conceptual artist and political activist from Russia and a founding member of the art collective Pussy Riot, focusing attention on feminism, LGBTQ+ rights, environmental activism and human rights violations in Russia and abroad; there were over 100 participants in a very engaging conversation with her. In addition, later in the week, a virtual internship fair and info session will take place for students. This event will provide an opportunity for Oakton students to meet representatives from local businesses and organizations who are hiring interns for the upcoming year. Next week is part of our Latinx Heritage Month celebration. Our annual day of service will be on October 2 with a variety of opportunities to volunteer and make a difference in our community. There will be some virtual and some outdoor sessions to partake in and Dr. Smith hopes that people will join her in engaging some kind of community service. Dr. Smith noted that faculty, staff and students continue to amaze her with their creativity in finding ways to pivot some of our in person events to this virtual remote environment during this time.

### **ICCTA Liaison Report**

Trustee Gail Bush, the liaison from the Board to the Illinois Community College Trustees Association (ICCTA), reported on a meeting held on September 12, 2020. This meeting was held both in Springfield and on Zoom, which is how she attended. It is with great sadness that Dr. Bush reported that the chair of Heartland Community College Gregg Chadwick passed away from complications of heart failure on September 9. Mr. Chadwick had served as a trustee for eighteen years with eleven of those years as chair. He was also the president of the ICCTA. The meeting began with a moment of silence in memory and honor of this quiet, steady and kind leader. Jim Reed, executive director of the ICCTA, reported from the Executive Committee retreat the Vision Statement that they wrote, which is, "Each Illinois community college trustee competently/effectively serves/leads their institution and community." Jessica Nardulli, the legislative counsel, reiterated the impact that the passage of the progressive income tax will have on revenue that will benefit community colleges. Dr. Sylvia Jenkins, Moraine Valley Community College president and president of the Illinois Council of Community College Presidents, reported on their meeting and suggested the potential benefits of MAP (Monetary Award Program) for short-term certificate programs, as these programs are ineligible for funding under current Pell Grants. Dr. Brian Durham, executive director of the Illinois Community College Board, reported that the Board recommends continuing upon the largely hybrid approach that most colleges in the state are offering.

### **Educational Foundation Liaison Report**

Chair Stafford, the liaison to the Oakton Educational Foundation, reported that the Educational Foundation has raised nearly \$50,000 in fiscal year 2021 to date. Recent gifts of note include a \$10,000 gift from Oakton retiree Annette Prince to launch an endowment that will supplement the student emergency fund by supporting the needs of first-generation college students; \$3,500 gift from Foundation Board member Jeff Coney and his wife Liz to seed an endowment that will support Oakton and its students; gifts from the friends and family of Professor Emeritus Amy Blumenthal in honor of her retirement. The total of this giving has accumulated to more than \$6,900 and is designed to launch the *Amy Blumenthal Scholarship for ESL Students*, supporting those who have participated in the English as a Second Language program and are persisting in credit classes at Oakton.

The Foundation Board held their first quarter meeting on September 2 where they took action to approve a grant to the College to add 50 more Chromebooks to the 200 already in service as loaned technology to enrolled students. The Foundation's committees also shared their work plans for the year. Projects and activities that are underway in conjunction with staff include:

- Completion of an update of organizational Bylaws
- Building a strategic plan in alignment with Oakton's
- Pivoting all fundraising and stewardship activity to a virtual format
- Review and update of their investment policy
- Education related to the Foundation's art collection in preparation for an art policy update
- Recruiting and orienting at least two new Board members
- Developing a Memorandum of Understanding (MOU) with the College

To launch the MOU creation project, the Foundation Directors and College Trustees will attend a joint meeting on September 29. The meeting will be educational in nature, facilitated by consultants from our professional associations to lay the groundwork about the document's purpose in clarifying the relationship between the two organizations and the work plan for development.

### **Sustainability Liaison Report**

Trustee Paul Kotowski, the liaison to the Sustainability Committee, reported that Renee Kozimor and Debra Kutska, members of the Sustainability Committee, provided the information for his report. In 2018, Oakton began to use PaperCut software that tracked the amount of paper that was being used on network printers. The College implemented a paid to print system that tracked students and faculty's use of paper. From the fall of 2018 to the fall of 2019, the decrease in paper usage has been over 300,000 sheets, which is good news for the

environment as well as being cost effective. Oakton was selected as a participant in the Illinois Clean Energy Community Foundation's Pollinator Meadows pilot program to help local governments and nonprofits convert turf grass to pollinator habitat. The Educational Foundation awarded the College a grant to build a community apiary at the Skokie location. This is something that Oakton has been working on with the Village of Skokie. The apiary will be able to accommodate twenty beehives. A large part of sustainability includes social justice and ensuring that all voices are heard and represented. Our sustainability specialist and naturalist have been actively involved in elevating indigenous voices at Oakton. This is indeed consistent with our stated mission of equity, diversity and inclusion. Finally, the community garden at Des Plaines continued this summer in a limited fashion due to the flooding last year. The flooding had a negative impact on much of the crop but there are efforts underway to fix the damage. We have been able to donate fresh produce to the community. In addition, they are working on supporting the existing monarch butterfly populations. Ms. Kutska and Ms. Kozimor are doing an excellent job in the midst of a pandemic.

### **Evanston Task Force Report**

Trustee Burns commented that she is honored to be a part of this initiative, the Evanston Task Force (ETF) that Oakton is going to embark on, to address a systemic problem involving African American males, which is on everyone's mind all across the globe. Trustee Burns is happy and proud to be working with the Board and the administration to bring this forward. She noted that Dr. Ileo Lott, Vice President of Academic Affairs, has provided the task force a draft of a charter in our efforts to engage Black men in Evanston. Trustee Burns said that she is looking forward to the outcome. And, for people that may ask why are we doing this, the only thing that she can offer is that she feels very strongly that the debt to African Americans period, has not been paid in this country, and that the government of the United States of America has oppressed African Americans for 400 years, this is long overdue.

Chair Stafford thanked the administrators that are assisting in this process. He said it is one of our strategic goals to increase Oakton's presence in Evanston, and we know that the vast majority of our African American population is located in Evanston and the groups that Trustee Burns talks about are the ones that we need to affect. We will be talking to community members as time goes on and formulating our key strategic moves both functionally and academically that we want to make to further this process along. Chair Stafford thinks in the educational world and the world in general, that because of these kinds of efforts all boats will float up. This helps all of us not just those that we are trying to help, but all of us. In terms of our sense of community that we make sure we have a fair playing field so that all can succeed. Chair Stafford thanked Trustees Burns and Kotowski for their contributions to this initiative and we all look forward to the outcome. Trustee Bush shared some underlying assumptions that when the trustees were elected and took their oaths as trustees of District 535, they were each determined to do all that they could to impact the lives of their residents and the Evanston Task Force is a step in that direction. She went on to say that as a Board they are compelled to action, and while they understand that change is provocative, change is not linear, it requires context, but paradigms do not get shifted without heavy lifting and that is what is about to happen here. It is her personal dream that Evanston schools become known as 65, which is the elementary district, 202, the high school, and 535. Let those who choose to, to opt out of 535 rather than everyone feeling the necessity to opt in. We plan to use what we learn from this process to engage every facet of our community including our underserved neighbors to the north, Wilmette, Winnetka, to our intellectually challenged population, and to all of those who have lingered in the Oakton shadow. Everything is illuminated and the Board is committed to ensuring that if you start here, your future will not be a consequence of circumstances, but rather an outcome of your choice. She concluded with her heartfelt gratitude to the ETF members, to the administration, and the Board members serving on the ETF, and for this opportunity to be of service to District 535. Trustee Toussaint stated that the ETF will set the precedent. She thinks it will put Oakton on the map one more time as it did when we began the cannabis program. Trustee Toussaint thinks it will be history making that we have decided to focus on African American males. She is certain that there will be some heavy lifting, people who will oppose or ask questions as to why this, why that, and to her, the answer is obvious. Trustee Toussaint believes that this sort of focus is necessary. As a public

defender, she knows that there are more African American males in jails, in prisons, in courthouses, everywhere else, except colleges, more African American males in prison than there are in college, and that is a sad statement. Trustee Toussaint stated that the ETF is necessary for us to try to make a change because no one is going to do it for us. She is happy to be part of this movement and she hopes that other colleges, community colleges, and universities will embrace because it is necessary. Trustee Toussaint believes that it will change the way we see African American males and more importantly, the way they see themselves.

Trustee Yanow commented that her colleagues have spoken beautifully, and she added that for her, this really is the work; this is the work that we do to achieve equity, to offer equity, to set up an educational institution that is equitable. The work of the task force is necessary because we have a situation in which the extraordinary educational opportunities that are available at Oakton are not accessed with equity and that lack of equitable access resulted from ongoing systemic racism that of which we are all aware. She is deeply hopeful that the work of the ETF will successfully challenge this inequity within District 535, and as Trustee Bush said, create a model that can be duplicated and that we share with other community college districts. She believes this is the essence of our work, the essence of what we do here. Trustee Yanow thanked the members of the ETF and the administration for carrying this forward. Trustee Salzberg commented that he is happy to be supportive and to be part of this initiative. He feels that Oakton is such a great institution and to outreach all these different programs and people, it is so important and he is excited to see this movement. Oakton is pioneering many new ideas and he cannot wait to see and support the future of Oakton. Dr. Smith added that she is looking forward to working with the Board and with community members in supporting Black males in our district as this is our work. At the start of the school year, Dr. Smith talked about our commitment to racial equity and she can think of nothing more core in living that message than really having a focused program on Black males in our district. We look forward to working with the Board, community members and internal community members, faculty and staff, in creating a program that supports Black men in our district. Dr. Lott thanked the trustees for allowing us this platform. Each of the four plus years that he has been here, we have seen gains in our persistence but we have noticed the lag in Black men and he thinks that what we are now saying is that is not good enough. We are doing something to make sure that this is a safe space and a welcome environment for Black men to go to college. Dr. Lott said that from his unique experience as a Black man, he is fully aware of the privilege that his education has allowed him; even so, each night when he gets back home, even with the success that he has attained, he is thankful that he made it back home, and that is how we live. Dr. Lott said he feels particularly proud to be able to participate in changing that paradigm.

### **Student Trustee Report**

Student Trustee Karen Suarez reported that students are now in the fourth week of virtual classes and are starting to adapt adequately. Students are preparing to fill out their FAFSA applications beginning October 1. Incoming and prospective students are using Oakton's virtual visits to learn more about Oakton and what it has to offer. New resources include TRIO and the Learning Center, which are holding a variety of workshops throughout the semester such as 'How to Talk to Your Professors' and 'Test-Taking Strategies'. The Wellness Center is holding weekly Friday check-ins for students to unwind, prepare for the weekend, and connect with other students. The Career and Transfer Center is uploading Instagram TV videos with tips and lessons on topics such as how to pick your major or how to use Transferology. The Library is offering curbside service for physical library materials. For an updated list of current available sources, please reference the 'Student Information and Services' tab at [oakton.edu/coronavirus](http://oakton.edu/coronavirus). Current activities include the Firefighter Apprenticeship Program informational session October 1. Phi Theta Kappa continues working on their Honors in Action project and will hold their virtual induction ceremony on November 6. The ANDALE program will begin hosting student led virtual workshops on October 7 led by student leader Josselyn Cruz. Latinx Heritage Month will initiate through a webinar featuring award-winning poet and performer Carlos Andres Gomez on September 22. The Student Government Association has begun posting weekly officer introduction posts on their Facebook page. The first virtual Fall Fests were held on September 9 and 10 with welcome addresses by Dr. Smith and Dr. Karl Brooks; the Student Life and Campus Inclusion staff facilitated this event. Although this semester is unlike any other, it is uplifting to

see the continuous effort from faculty, staff and administrators who continue work behind the scenes to create all of these events and services. But most importantly, Ms. Suarez is glad to see that Oakton students are continuing to stay involved even if only virtually and because of this, she invited and encouraged all of the Trustees to attend student led events because it will make a difference to see that they are being heard. As usual, all student activities can be found throughout Oakton's Instagram and Facebook pages.

### **Comments by the Chair**

Chair Stafford congratulated the administration and the College on the new apprenticeship program for firefighters with the City of Evanston. He noted that it is another entry point to get more people employed in that critical area. Chair Stafford thanked Trustee Burns for her work with the administration to get the Evanston Task Force started. He also thanked President Smith and Edwin Chandrasekar, Vice President for Administrative Affairs, for making future payments into our retiree health insurance to make that more stable. He hoped that retirees realize the importance of that prefunding. Chair Stafford reported that the Board had planned to meet in October as a Committee of the Whole to talk about the process of the trustees and one of the things that came out of our retreat, for trustees to get out into the community and meet with community groups. That is a priority, however there is a finance committee meeting scheduled prior to the Board meeting in October for the annual audit. Chair Stafford said the he will move the Committee of the Whole meeting to November. Chair Stafford said that he would work with Trustee Toussaint on an agenda for that meeting, as she will be the Board's lead person working on that plan. Chair Stafford apologized for not checking the calendar, but noted the Board will push forward. Lastly, Chair Stafford mentioned due to scheduling issues, the budget hearing related to the \$20,000,000 bond issue that was scheduled for this meeting has been moved to September 22, at 4 p.m.

### **Trustee Comments - None**

### **Report: Strategic Enrollment Management (SEM) Plan (2018-23) Progress**

Dr. Karl Brooks, Vice President of Student Affairs, thanked President Smith and the Board for the opportunity to present the continuity of the work that was proposed over three years ago related to Strategic Enrollment Management (SEM). Dr. Brooks reminded the Board that SEM really represents the collective work of the College that supports the intentional activities that are mission focused with managed accountability. He thanked the College wide SEM committee that has been developed, and the SEM implementation team that has been engaged in the daily work around SEM with leadership from Marketing, College Relations, Institutional Research, Student Success, IT, and Enrollment Management, who are all really engaged in this work. Dr. Brooks welcomed Matt Huber, Dean of Enrollment Management, who joined a very competent group in Dr. Cheryl Warmann, Registrar, Director of Student Financial Support and Ms. Michele Brown, Director of Admission and Enrollment. Dean Huber, began by stating his thanks to College administrators, faculty, staff, students, and trustees, and that while this has been the most unique onboarding in his career due to Covid-19, it has also one of the most unique because of the passion and support that he has witnessed by those individuals who carry out the work here every day, and the students that progress through their degree programs. He is excited to be here and he thanked his colleagues Dr. Warmann and Ms. Brown, who have helped with all of the onboarding, as well as Dr. Brooks, and the entire Student Affairs leadership team. Dean Huber noted that this team has presented to the Board before regarding Strategic Enrollment Management (SEM), in August 2018 as well as a follow up in 2019. This presentation will focus on reviewing SEM objectives, updating the team activities and specifically delving into a few of those highlights to show progression. In addition, the presentation will show progress towards their goals as well as clarify future direction for SEM at the College. The SEM plan is not a document that sits on the shelf; it is a living document, which has been most important during this time with the global pandemic, as it has allowed us to pivot. Dean Huber said there were many things that the College did to allow our students to continue on their path whether that was a certificate or a degree program or just financially being able to stay within higher education. While there is a written a specific formal plan, this is a very fluid project that has a very strong pivoting component to it. Objectives for SEM are simple, we are looking to understand and influence the

future of our enrollment. We want to make sure that we align the goals, strategies and resources around institutional missions and priorities. In doing that, we have been very fortunate with our use of ZogoTech and working closely with Dr. Kelly Becker, Assistant Vice President of Institutional Research and Strategic Planning, to begin to make data informed decisions. Identifying long and short terms goals, measuring and assessing our intended outcomes, and during the pandemic, being able to readjust for new situations, kind of changing direction on a dime, and last but not least, the continual focus on equity. Dean Huber looks forward to working with the Board, fellow administrators and the rest of the College, on different ways to move our equity objectives forward through the use of the SEM plan. It is also allows us to ensure institutional success and fiscal health. Dean Huber spoke about the many accomplishments within the Oakton Experience, which include the website redesign, virtual events, and processes for students who are dropped for non-payment. We have been able to look at our national student clearing house data and create benchmarks for success, and use those as measurements to allow us to continue moving forward and making progress in different areas for different groups of students.

Director of Admission and Enrollment, Michele Brown, began by spotlighting one item under each of the pillars of the Oakton Experience, keeping in mind that the Oakton Experience is rooted in equity at all stages. The first pillar, Enter College Successfully, the spotlight is on marketing supplemental campaigns and building these campaigns with a quick turnaround time due to Covid-19. This was a collaborative effort between the marketing department, academic affairs, and student affairs. Ms. Brown talked about the goals and results of the transfer and adult campaigns. The second pillar, Navigate College, the spotlight is on the customer relationship CRM system, which is the Target X Recruitment Suite. Ms. Brown listed the applications of the suite, which were paper applications in the past, but now they are online applications. She also highlighted specific benefits of Target X CRM. Ms. Brown read an excerpt from a testimonial from new student Isabella Big-Herrera, who talked about her new and exciting adventure at Oakton, 'I have virtually met my advisors, professors and peers, all who have demonstrated kindness and patience during these unprecedented times, and thank you to the Educational Foundation. I have received a scholarship that allows me to fulfill my academic goals by achieving my associates degree and transfer after graduation.' The third pillar, Grow Academically and Socially, the spotlight is on Academic Curricular Pathways Support. Ms. Brown talked about how all students, especially disadvantaged students who have neither access to money or time to spare, benefit from getting on a path early in their educational journey. She said that we have aligned the language of pathways and pre-majors in marketing, admission application, in the catalog, advising work, academic plans and our degree audits.

Dr. Cheryl Warmann Registrar and Director of Student Financial Support highlighted the fourth pillar, Transition to Desired Next Step, which means transfer and completion of a bachelor's degree. The federal data looks at full-time, first-time students, and Dr. Warmann presented data from students that began Oakton in 2015 and 2016. Nationally, thirty percent of community college students will transfer to a four-year institution, and Oakton is meeting that benchmark quite well. Also nationally, forty-four percent of community college students will earn a bachelor's degree within six years. The 2016 cohort already has had students complete their bachelor's degree, about seventeen percent, and forty percent of the 2015 cohort have already earned their bachelor's degree; Oakton is doing quite well on these benchmarks. Dr. Warmann spoke about how the College readjusted to the Covid-19 pandemic. She noted some of the things that the College has done to make adjustments and respond to students' needs as well as our own, and did so with compassion. She spoke about the policy changes that were made especially for pass/fail grades and late withdrawals. Dr. Warmann spoke about the CARES Funding, \$1.3 million dollars to give to students. She said that we developed an online application and looked at the rules and there were some limitations on how the federal government was going to allow us to give that money to students. Again, with compassion, the institution provided additional funding for this program so that we could reach out to students who otherwise we might not have been able. The Educational Foundation also provided additional funding in our support programs and as of August 23, we received 1,450 applications for funding and we have funded 1,400 applications. The average award is \$500 and the early results are beginning to show that we are making a difference for our Black and Asian students, who are receiving more funding then those groups are represented in our general student population. Dr. Warmann spoke about the experience of student Rhett

Buckley, an Oakton nursing student, Class of May 2021. Mr. Buckley noted that when the CARES Act was passed, Oakton made applying for relief funds accessible and easy and it made such a difference in his financial situation. Next, Dr. Warmann spoke about the progress on the SEM goals.

In wrapping up, Dean Huber talked about the future plans for the Oakton Experience, looking at ways for more targeted, pinpointed, personalized marketing to portions of our market that are underrepresented and that we are not capturing. He said we need to stop being an opt in institution and more of an opt out institution, so that we are part of the plan from the beginning. Dean Huber mentioned the increasing commitment to dual credit and looking for ways to provide our constituents with those opportunities as well as to expand pathways to Oakton. What that means is that we cannot just look at the traditional method of students coming to us from high school; we have to look at other pathways, whether that is for adult students who have completed partial programming on the academic side, or for students coming from the non-credit side. We have to look at different ways that we can bring them into the credit side of the house and get them into degree or certificate programs that will benefit them.

Chair Stafford commented that the report was very comprehensive and that it is good to have goals and objectives in that area. Trustee Toussaint asked about the CARES funding and what were some of the limitations for students who were unable to obtain that funding. Dr. Warmann replied that one of the requirements is that the student who applies has to be considered eligible for financial aid. The biggest group of students who are not eligible to apply are undocumented students or students that might be on an international student visa or some type of limited visa that might not allow them to apply to meet the permanent residency rules. Trustee Bush commented that she has been faculty at numerous higher education institutions and has worked very closely as an administrator with registrars. She said that she has never heard as much compassion as she did from Dr. Warmann. She wanted Dr. Warmann to know that it is heard, it sounds intentional, and it is so deeply appreciated. Dr. Warmann commented that she has cried at many staff meetings and she thanked Trustee Bush for her kind words. Trustee Bush congratulated all for their work as it shows the tremendous amount of work that has been done since previous presentations. She likes the direction that this program is going and looks forward to all the communities knowing that all of these things are available. Trustee Bush said that she could see the work that has been done to tighten areas so that hopefully, this is going to make it easier for students to apply. Dr. Smith thanked the Board explaining that part of why that work was possible, was the investment in the Target X CRM purchase that was one of our strategic purchases that the Board approved two years ago. That investment has certainly allowed us to be intentional and strategic in the work that we are doing. She also thanked the IT team who helped implement that system, as we are beginning to see the fruits of that labor. Chair Stafford said that the work is being data driven, but also it is accountable and now we have some measures, and that is a big deal because it is important to know what is working, what is not working, and make changes and decisions to help our students as we go along. Trustee Yanow echoed what had already been said, but in terms of the work of the task force, she feels like a big part of how we communicate with students, there is a model in place and that way of thinking will serve us very well as we begin to identify new students. We have better ideas of how we communicate with them, encourage them, and pull them in. She said that the target, the funnel that we are using, that idea will serve whatever comes out of the task force well.

Chair Stafford again mentioned that the public hearing on the bonds would instead take place in one week, on Tuesday, September 22 at 4 p.m.

**Public Participation - None**

**New Business**

**9/20-1a            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 Kotowski seconded the motion and called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**9/20-1b**

**Approval of Consent Agenda Items 9/20-2 through 9/20-8**

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/20-2 through 9/20-8 as listed in the Consent Agenda.”

**9/20-2**

**Ratification of Payment of Bills for July 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 \$8,837,181.47 for all check amounts and for all purposes as appearing on a report dated July 2020.”

**9/20-3**

**Ratification of Payment of Bills for August 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 \$5,450,927.10 for all check amounts and for all purposes as appearing on a report dated August 2020.”

**9/20-4**

**Acceptance of Treasurer’s Report for July 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 July 2020.”

**9/20-5**

**Acceptance of Treasurer’s Report for August 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 August 2020.”

**9/20-6**

**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 to c, and hereby approves the expenditures in the amount not to exceed \$13,201.38 for all funds listed in items a and b.”

a. Salary payments in the amount of \$3,840.00 for part-time teaching services for the Alliance for Lifelong Learning fall 2020.

b. Salary payments in the amount of \$9,361.38 for part-time teaching services for the Alliance for Lifelong Learning fall 2020.

c. Salary rescinds in the amount of \$546.00 for part-time teaching services for the Alliance for Lifelong Learning summer 2020.

9/20-7

**Ratification of Payment of Professional Personnel – Fall 2020**

1. "Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the fall semester, 2020; the total payment amount is \$2,732,414.02."
2. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the fall semester, 2020; the total payment amount is \$437,512.40."

9/20-8

**Approval of a Clinical Practice Agreement**

"Be it resolved that the Board of Trustees of Community College district 535 approves the following cooperative agreement:  
Physical Therapist Assistant: Pain Relief Institute."

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

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

The motion carried; Student Trustee Suarez favored the resolution.

9/20-9

**Affirmation of Mission, Vision and Values**

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 hereby affirms the Mission, Vision, and Values Statement."

Trustee Yanow seconded the motion.

Trustee Bush understands that the HLC (Higher Learning Commission) requires the reaffirmation of the College’s Mission, Vision, and Values statement annually, and asked if this is reviewed as part of the strategic plan. Dr. Smith responded that it was reviewed as part of the strategic planning process the last time. It was suggested that perhaps it should be reviewed when the College does the next strategic planning process.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

9/20-10

**Ratification of Board of Trustees’ Scholarships for 2020-2021**

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the Board of Trustees’ Scholarships for the academic year 2020-2021 to Olivia Chudziaszek, Jura Noh, Neda-Despin Vasevska, Alraian Abdelrahim, and Shaked Gafni.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

9/20-11

**Authorization to Approve September 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>
9/20-11a	1	McAfee Antivirus Annual Software Updates and Support Agreement	CTG, Inc. of Illinois dba Novanis	\$	30,905.50
9/20-11b	1	Grant Funded Amatrol Skills Boss Logistics Trainer	Moss Educational & Industrial Solutions	\$	57,363.00
9/20-11c	1 - 2	Skokie Parking Lot Repairs	Chicagoland Paving	\$	35,475.00
9/20-11d	1	Cognex Vision System for Machine Automation	FPE Automation, Inc.	\$	40,244.49
9/20-11e	1	MITRIQ Software – Five Year Agreement	Elekta, Inc.	\$	81,300.00
Grand Total:				\$	245,287.99.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

9/20-12

**Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Engineering Services for Des Plaines Campus Air Handling Equipment; b) Architectural and Engineering Services for the Board Room Expansion/Renovation, Athletic/Theater Wing Flooring Replacement and Structural Evaluation; and c) Association of College and University Educators (ACUE) Institutional Teaching Effectiveness Program – One Year Contract.

9/20-13

**Resolution to Transfer Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims**

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfers effective for Fiscal Year 2020: \$2.6 million from the Education Fund to the Retiree Health Insurance Fund and \$0.5 million from the Operations and Maintenance Fund to the Retiree Health Insurance Fund. The total transfer to the Retiree Health Insurance Fund is \$3.1 million for the future payment of OPEB costs and claims.”

Trustee Salzberg seconded the motion.

Chair Stafford commented that this is a great financial move.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

9/20-14

**Acceptance of a Faculty Retirement**

Trustee Toussaint offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Luanne Olson.”

Trustee Yanow seconded the motion.

Dr. Ileo Lott, Vice President of Academic Affairs, congratulated Dr. Olson. He is sorry for the College and is glad that she is not retiring until 2021. She has had a wonderful thirty-year career with many accomplishments and contributions to the College.

Trustee Toussaint called the roll:

Mr. Stafford	Aye
Mr. Kotowski	Aye

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

The motion carried; Student Trustee Suarez favored the resolution.

9/20-15

**Resolution Designating Date, Time, and Place for Filing Board of Trustees Nominating Petitions**

Trustee Kotowski offered:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 535, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

Section 1. The place for receiving and filing nominating petitions and statements of candidacy for the election to be held on April 6, 2021 is hereby designated as Room Number 1500, Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois 60016.

Section 2. Pursuant to the authority conferred by the Public Community College Act, the Board hereby designates the Secretary to the Board of Trustees, to represent the Board Secretary in the performance of the Board Secretary's duties with respect to the receipt and filing of nominating petitions and statements of candidacy.

Section 3. The first day for filing petitions for positions on the Board of Trustees of Oakton Community College is Monday, December 14, 2020. (\*) The designated representative's office will be open for the receipt and filing of nominating petitions and statements of candidacy between 8:00 a.m. and 5:00 p.m., Monday, December 14 through Friday, December 18, 2020, and between 8:00 a.m. and 5:00 p.m. on Monday, December 21, 2020, the last day to file nominating petitions.

Section 4. The procedure to be followed by the designated representative of the Board Secretary for the receipt and filing of nominating petitions and statements of candidacy shall be substantially as follows:

- a) The designated representative of the Board Secretary shall receive petitions in the order presented. The designated representative will mark upon each the date and hour received and the numerical order in which they were received. (\*) All petitions filed by persons waiting in line as of 8:00 a.m. on December 14, 2020, shall be deemed filed as of 8:00 a.m. Petitions filed by mail and received after midnight on December 14, 2020, and in the first mail delivery to Oakton Community College on December 14, 2020 shall be deemed filed as of 8:00 a.m. on December 14, 2020. All petitions received thereafter shall be deemed filed in the order of actual receipt.
- b) Where two or more petitions are received simultaneously at the opening hour of the filing period, the designated representative of the Board Secretary shall break ties and determine the order of filing by means of a lottery, as provided by the Election Code.”
- c) Where two or more petitions are received simultaneously at the last hour of the filing period, the designated representative of the Board Secretary shall break ties and determine the order of filing by means of a lottery, as provided by the Election Code.”

*(\*) Due to the COVID-19 pandemic, the process for filing petitions may be changed. Please refer to [www.oakton.edu](http://www.oakton.edu) periodically in the event of updated information.*

Trustee Salzberg seconded the motion.

Trustee Kotowski commented that in 2017, there were a number of people in the President’s Office filing their nomination papers as there were in 2019. This might create social distancing issues this time. Is there a different plan this time, does there necessarily need to be in person filings? Dr. Smith noted that is the reason for the asterisk in the resolution as we are still getting information from the Board of Elections. Their focus right now is on the November election, but they have indicated that they will provide some updated information for us after that. Depending on where we are at in the Covid-19 pandemic process, we will likely need to alter this process to ensure that we are safe in the way in which we receive petitions, but we have to work within guidelines from the state in terms of how we adjust the process. We will ensure that it is safe.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution

**9/20-16**

**Acceptance of Grants**

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grants:

- |    |   |                |
|----|---|----------------|
| a. | Illinois Community College Board- Career and Technical Education- Perkins Postsecondary Grant in the amount of..... | \$250,611.00   |
| b. | Illinois Community College Board – Governor’s Emergency Education Relief Grant in the amount of.....                | \$131,315.00   |
|    | for a total of  | \$381,926.00.” |

Trustee Toussaint seconded the motion and called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**Adjournment**

Chair Stafford reminded everyone that the next meeting will be Tuesday, September 22, 2020 at 4 p.m. where the main item will be a public hearing on the proposed bond issuance.

Trustee Salzberg made the motion to adjourn the meeting, which was seconded by Trustee Bush; a voice vote was called and the meeting was adjourned at 5:45 p.m.



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William Stafford, Chair



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Marie Lynn Toussaint, Board Secretary

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9/2020

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