

**Minutes of the Oakton Community College Board Meeting  
November 14, 2017**

The 727th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, November 14, 2017 at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

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

At 6:45 pm. in room 1502, Chair Stafford called the meeting to order and asked Trustee Salzberg, Secretary of the Board, to call the roll:

Mr. William Stafford	Chair	Present
Dr. Joan DiLeonardi	Vice Chair	Present
Mr. Benjamin Salzberg	Secretary	Present
Ms. Martha Burns		Present
Mr. Kyle Frank		Present
Mr. Paul Kotowski		Present
Ms. Ann Tennes		Present
Mr. Brian Chan		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; pending litigation; leasing of real property for the use of the public body; setting of a price for sale or lease of property owned by the public body; and collective negotiating matters. Trustee Tennes made the motion, which was seconded by Trustee Kotowski.

Trustee Salzberg called the roll:

Mr. Stafford	Aye
Dr. DiLeonardi	Aye
Mr. Frank	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye
Ms. Tennes	Aye
Mr. Chan	Aye

Others present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Colette Hands, Associate Vice President, Continuing Education and Workforce Development; and Interim Chief Human Resources Officer; Dr. Ileo Lott, Vice President, Academic Affairs; and Ms. Bonnie Lucas, Vice President, Data and Analytics.

At 7:30 p.m. Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Frank made the motion; seconded by Trustee Tennes; a voice vote was called and the meeting was adjourned.

**Open Session and Roll Call**

Chair Stafford called the regular meeting of the Board of Trustees to order at 7:40 p.m. in room 1506. Trustee Salzberg called the roll:

Mr. Stafford	Chair	Present
Dr. DiLeonardi	Vice Chair	Present
Mr. Salzberg	Secretary	Present
Ms. Burns		Present

Mr. Frank	Present
Mr. Kotowski	Present
Ms. Tennes	Present
Mr. Chan	Present

Others present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Dr. Ileo Lott, Vice President, Academic Affairs; and Ms. Bonnie Lucas, Vice President, Data and Analytics.

**Pledge of Allegiance** – Kathleen De Courcey

**Approval of Minutes**

Chair Stafford asked for a motion for the approval of the October 17, 2017 minutes of the regular and special meetings of the Board; Trustee Tennes made the motion, which was seconded by Trustee Burns. A voice vote was called and the minutes were unanimously approved.

**Statement by the President**

President Smith welcomed everyone and asked for introductions:

Classified Staff present included: Kathleen De Courcey, College Relations, and President of the Classified Staff Association; Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Krissie Harris, Office of Student Life; Simi Khurana, Office of Student Life; Kathi Rosenberg, Business Services; and Jesse Wallace, Media Services.

Full-time Faculty present included: Katherine Schuster, Professor, Education, and President of the Oakton Community College Full-time Faculty Association; Joan Boggs; Professor Psychology; Carla Ferguson, Professor, Nursing; Mary Kakenmaster, Professor, Nursing; Michael Kristiansen, Professor, Modern Languages; Leslie Van Wolvelear; Professor, Accounting; and Dorota Zak, Professor, Mathematics.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; Linda Berendsen, Lecturer, English; and Robert Evans, Lecturer, Music.

Administrators present included: Marvin Bornschlegl, Chief of Police and Emergency Management; Michele Brown, Director, Student Recruitment and Outreach; Michael Carr, Assistant Vice President, Academic Affairs; Colette Hands, Interim Chief Human Resources Officer; and Associate Vice President, Continuing Education and Workforce Development; Ruben Howard, Director, Workforce and Continuing Education; Jake Jeremiah, Assistant Dean, Library Services; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Roxann Marshburn, Director, Grants and Alternative Funding; Paul Palian, Director, College Relations; Juleta Patrick, Assistant Vice President, Student Affairs; and Dean of Access, Equity and Diversity; Doreen Schwartz, Director, Business Services; Andy Williams, Controller; and Brad Wooten, Dean, Skokie Campus; and Dean of Business and Career Technologies.

Students present included: Sergey Cherepanov, Music; Dante Espejo, Vice President, Student Government Association (SGA); Preeteham Marati, Music; and Andrew Tieng, President, SGA.

Guests: Cindy Waldeck and Valerie Wolf, graduate students, Northwestern University.

President Smith offered condolences to Professor Jelena Bankovic on the passing of her father Dr. Stanoje Bankovic, in Belgrade, Serbia; and Trustee Ann Tennes and her husband Howard, on the passing of Howard’s mother Judith Tennes. Congratulations to Roxann Marshburn, Director of Grants, on the birth of her granddaughter, Milo Ware; and to Educational Foundation President, Howard Singer, on the birth of his granddaughter, Josephine May. Congratulations were given to Student Government Association President Andrew Tieng, on being the unanimous selection for the 2017 Lincoln Student Laureate, and Oakton’s first

Lincoln Laureate award winner; there is only one community college student from the entire Illinois Community College system that is recognized for this award, which was presented on November 11 in Springfield. Two members of the Oakton Jazz Band, directed by Robert Evans, were recognized for their performances at the Illinois Skyway Collegiate Conference Jazz Festival held at Elgin Community College: Preetham Marati and Sergey Cherepanov received recognition as outstanding soloists. Oakton will host the Jazz Festival in 2018. Oakton received an award from LifeSource for placing in the top twenty of area blood donor groups; Krissie Harris accepted the award on behalf of the college. November 10 was Fall Restoration Day; over forty people participated in planting over 300 potted native prairie and savanna plants. Special thanks was given to our Environmental Sciences faculty and the Green Committee for their work on our native prairie areas. The week of November 13 is International Education Week, an annual initiative which aims to promote international understanding and build support for international education exchange. Many thanks to Professor Katherine Schuster and the Global Studies Program for organizing the full schedule of events at both campuses. The annual Empty Bowls event will take place on December 2 from 10:30 a.m. – 2:00 p.m. at the Des Plaines campus. Admission is free; donation for a bowl is \$15.00. There will also be a raffle and original art pieces for purchase; proceeds will be donated to local food charities. In the spirit of promoting academic success, the Learning Center, along with participation of students, staff and faculty volunteers, will host the 10<sup>th</sup> bi-annual Study Breakfast on December 5, from 7:30 p.m. - 9:30 p.m. at both the Des Plaines and Skokie campuses. ID Show 2017 an exhibit in the Koehnline Gallery where members of the Art Department faculty demonstrate their unique artistic identities, runs through November 22.

In conclusion, President Smith recognized in this period of thanks all of the many ways that student clubs and organizations have contributed to community organizations through clothing drives, food drives, toy drives, etc. Our students are actively contributing time, money and their efforts to support the local community.

#### **Educational Foundation Liaison Report**

Trustee Ann Tennes, who is the Board's liaison to the Educational Foundation, gave a report detailing the Donor and Scholar and Recognition Brunch which was held on November 4 at the Des Plaines campus. Although she was unable to attend, Trustee Tennes reported that approximately 400 guests attended, which included 300 scholarship recipients sixty donors and other well-wishers; it was by all accounts a terrific event. The keynote speaker was Oakton alum, Ammar Elmajdoub, who is a researcher with the U. S. Army Engineer Research and Development Center, and who talked about how integral his scholarships from Oakton were to his success in achieving his goals. President Smith said that there were nine new scholarships, including a generous new scholarship from Niles Township which will go to fund educational fees for students from Niles North and Niles West high schools who demonstrate economic need, and who enroll at Oakton directly after graduating from high school. Trustee Tennes said that hopefully other townships will follow suit with similar type scholarships.

#### **ICCTA Liaison Report**

Trustee Joan DiLeonardi, who is the Board's liaison to the Illinois Community College Trustees Association (ICCTA), reported on the meeting that was held on November 10 in Lisle, Illinois; Trustees Stafford and Frank attended as well. The focus of the afternoon session related to legal and ethical issues. A great deal of the conversation was around Senate Bill 402, Sexual Harassment Training, which has set a record for getting through both Houses in just two weeks. It will require trustees to receive training on sexual harassment issues. If they do not have one already, colleges will have to establish a policy and publish it; publish a process for reporting allegations; and the Board has to receive periodic reports at least twice a year, of any allegations of sexual harassment. There has to be a clear way of reporting that is available to everyone. During the legislative session of the meeting, trustees were informed that the governor has vetoed twenty-nine bills this year after passage; the legislature overrode fifteen of those; both of which are records. Being that this is an election year, the legislature is only meeting two days in March because of the primaries in April. Due to retirements and resignations, there are thirty-two seats that will become available. ICCTA has asked us to let them know if we have any particularly hot races or information that we can pass on. Trustee DiLeonardi noted that James Ayers, who currently sits on the Board of Parkland College, was recently appointed as a member of the Illinois Community College Board to fill a vacated position.

Trustee Frank reported that there was a seminar with new Freedom of Information Act information. There was also a round table discussion on student enrollment and persistence. The issue of community colleges offering a bachelor of nursing degree was again a topic of conversation. Trustee DiLeonardi mentioned that the BSN legislation has not yet passed. They are naming a number of colleges who will be allowed to offer the degree, mostly downstate colleges. A question was asked by faculty member Dorata Zak about this possibility of Oakton being involved with this program. President Smith replied that the bill has not yet passed, and noted that this legislation has been ongoing for several years and there has strong opposition from the four year universities. There is still a lot of work to be done before this bill could become a law.

### **Sustainability Liaison Report**

Trustee Paul Kotowski, who is the Board's liaison to the Sustainability Committee, reported that the Committee met at the Des Plaines campus on November 9, with President Smith; Renee Kozimor, Chairperson of the Committee; and Debra Kutska, Sustainability Coordinator in attendance. There are a number of great things going on both at both campuses as far as sustainability and green initiatives are concerned. In June 2017, the college installed additional parking spaces for hybrid vehicles, electric vehicles, and charging stations. This in addition to what we already have in front of the Lee Center, which is a row for efficient vehicle parking. Trustee Kotowski hopes that this will create an incentive for students to think about buying and leasing hybrid vehicles and energy efficient vehicles. In June at the Skokie campus, we installed the 25 kilowatts solar array at the P wing. The Village of Skokie and Oakton are working together to place a community apiary close by the walking path near the Mulford parking lot of the Skokie campus; with the opening slated for Spring 2018. Debra Kutska, is representing Oakton as part of the Illinois Food Scrap Coalition and its education subcommittee. A recurring theme that we discussed during the meeting was awareness, particularly student awareness. How do we continue to encourage students, in the real world, to go and continue these types of initiatives? To that end, in May 2016, the committee did publish some proposed sustainability guidelines and six broad principles, or guidelines, which Oakton wants to implement moving forward. I suggested that we might want to think about reducing these guidelines into a formal Board policy just so these guidelines have a little more teeth; this is something that we will be discussing in the future. Additionally, there were some other specific matters we discussed, one was the flood of 2017 and its impact on wildlife and organisms. At the May Board meeting, biology Professor Bill Strond, gave a brief presentation during the Public Participation portion of the meeting, and said some interesting things about what the flooding did to organisms, particularly worms and small organisms. The committee will reach out to him and suggest that he write up a report which would be an analysis of how a flood like that can effect organisms, wildlife and the environment on campus. The committee discussed Patriot Acres, an organic recycling facility that is requesting zoning approvals in Des Plaines. Oakton had been working with them to develop a relationship with the hope that we can have internships for students to conduct chemistry or biology experiments. Lastly, Trustee Kotowski suggested that we think about replacing the existing the wildlife crossing warning signs on the access road leading out to Golf Road. As it stands now, there are a total of two signs on that road, which are small and faded and do not adequately warn motorists of the potential danger, especially new motorists not familiar with the campus. Trustee Kotowski said that he looked into the cost of replacing those signs, and for a reasonable cost, we can get new signs that include motion detector technology, lasers, radars, sense movement, etc., which could probably be installed in-house. Trustee Kotowski thanked President Smith, Ms. Kozimor and Ms. Kutska for bringing him up to speed as it was his first committee meeting.

### **Student Trustee Report**

Student Trustee Chan reported that students are powering through the mid-term rush and many are planning for the classes that they are going to take next semester, as November 15 is the start of spring registration. Mr. Chan thanked President Smith for coming to speak with the emerging leaders group to introduce and explain her leadership approach. The general feedback was very positive and the emerging leaders learned that President Smith, in addition to being a strong leader, is also very approachable and welcoming. The Halloween event was a success. Students, staff and community members dressed up and engaged in various activities such as tarot card reading and crystal ball gazing. Mr. Chan attended the ICCB-SAC conference on November 10, and took away numerous ideas from other community colleges to bring back to our student government. It was great to meet and collaborate with numerous student leaders like himself. On behalf of the student body, Mr. Chan congratulated Andrew Tieng for being awarded the Lincoln Laureate award. International Education week has featured

everyday a multitude of speakers to provide information on international education, studying abroad and various activism initiatives. Students are exploring various colleges and universities as there have been multiple transfer fairs taking place this month at the college.

### **Comments by the Chair**

Chair Stafford thanked Trustees Frank and DiLeonardi for attending the ICCTA meetings earlier this month. Besides what has been reported, two other issues came out of that meeting. One is that the state budget is still in flux; we still have the same issues and they are not going to go away any time soon. Secondly, the issue that is not talked about over and above the budget, is the state of the pension funds, which is going to come and we, as an institution, are going to have to deal with that situation as well. One of the reasons we stay active in these committees is that there are going to be a lot of hard decisions that are going to have to be made in a couple of years on those issues that we are going to have to be part of. Fortunately, we have Trustee DiLeonardi, who is the veteran and who has good relationships with her colleagues and members of the legislature. It is very important that we be involved in those state discussions.

### **Report: High School Partnerships**

President Smith introduced Dr. Michael Carr, Assistant Vice President for Academic Affairs, and College Transitions, who talked about our high school partnerships, which is a key priority for the college. Dr. Carr stated that there is specific language in our Strategic Plan related to investing in our high school partnerships. He talked about specific initiatives that are outlined in the Strategic Plan, which are foundational to the work as it relates to persistence, completion and equity. Dr. Carr highlighted three broad strategies related to our high school partnerships that have been put in place the last couple of years. The first is Early College Experiences for high school students; the second is Curricular Alignment; and the third is Data Sharing with our high school partners. In 2015 when President Smith came on board, we formed a high school/Oakton partnership. It is a group that is made up of area high school superintendents, assistant superintendents, as well as administrators from Oakton: President Joianne Smith; Vice President of Academic Affairs, Dr. Ileo Lott; Executive Director of Research and Planning, Dr. Maya Evans; and Dr. Carr. One of the things that has helped with this endeavor, is that there is accountability in meeting as a group on a regular basis, and that has been a big driver in the last couple of years in terms of identifying goals of initiatives, as well as what are initiatives that are going to meet the needs of the district. There are some common elements that the districts have, but there are also personalities that each district has as well, so there certainly is a benefit in meeting together as a group to understand what those commonalities are, but then to also work with each district individually to make sure we are emphasizing the needs of their students on their particular campus.

There is a lot of terminology across the nation in regards to dual credit, dual enrollment, and co-enrollment; it is really all over the place. Dr. Carr defined it on our terms as far as what it is and what the elements are that go into dual credit classes. Oakton courses are taught at the high schools, the learning outcomes, and the generic syllabus that we teach on our campuses, are the same exact courses that are taught at the high school. Dual Credit has expanded nationally in the last couple of years and anytime we have a program that expands, accrediting bodies and researchers want to take a look at what the benefits are of going through and having these dual credit early college opportunities. If we take a look at results from national studies, the metrics are really significant with students who have access to dual credit courses. They are more likely to graduate high school and place into college level courses and bypass remedial courses; they persist at a higher rate while in college when they come in with college credits; they are more likely to complete a degree; and having these early college experiences really helps underrepresented populations as well. In the past, Advance Placement (AP) courses have been the opportunity for students to take early college credit, although there are issues with AP courses, especially as it results in a single exam for students to earn that college credit. The dual credit courses are more accessible courses, although they have to be a college level course in its rigor. Dr. Carr explained how we set up our dual credit courses in terms of expectations, of assessment and credentials of the faculty that would be teaching these courses. He noted that the Higher Learning Commission (HLC), views this the same way. Oakton just went through our comprehensive visit and one activity the HLC Team did was pulling resumes of all of our faculty, including full-time, adjunct, and our dual credit instructors, to make sure that they have the credentials and the content knowledge to teach their courses, which they all did have as the Team did not come back with any

findings as it related to our dual credit courses. One of the strategies that we put in place, and this came out of the meeting with the superintendents, is where do you even start; how do you know what dual credit classes to offer; and what is the framework you are going to put it in. The Power of 15 was born out of the concept that if a student achieves 15 credit hours, it is an important milestone for them towards completing their degree. We built that 15 credits around our five core general education areas: Communication; Math; Physical and Life Science; Humanities and Fine Arts; and Social and Behavioral Sciences. It is not just a mix of classes that they have, but a cohesive collection of classes that they are going to have moving forward. Comparing 2015-2016 to 2016-2017, there is a significant increase in enrollment, 32 percent across the district. The other metric we want to take a look at, keeping in mind these students are considered Oakton students because they do fill out an application, what happens after they take these dual credit courses; 40 percent of the dual credit students actually matriculate to Oakton. When we talk about our enrollment management, persistence, completion, and the presence of Oakton at the high schools, these dual credit courses are establishing a strong presence on the campus.

Dr. Carr talked about a summer program that was put in place a couple of years ago. It is a little bit different, as it is built around English 101, which of course is a foundational communication course where the students come to Oakton's campus. These are rising seniors from Niles, Maine and Evanston Township have participated. Michele Brown's Student Recruitment and Outreach team does a great job of providing an orientation for students and parents. It brings them on campus to talk about the expectations of college classes, which are taught by Oakton faculty, helping them to visualize being on a college campus, as well as introducing their parents to Oakton. If we can demonstrate that they are able to take college level courses, that shifts their mindset into their identity as a college student. For example, in English 101, one of the assignments in class is writing their own college application essay, gearing them towards going to college. If we take a look at some of the results, it has been successful. Over 268 students have participated, and that course success rate is 94 percent, which is a testament to the students who commit their summers to this program, but also our faculty who work with this population.

Dr. Carr next spoke about Curricular Alignment, saying that we really want to ease the transition for students from high school to college. We want that mindset in place, but at the same time with the shift in that mindset, we want to develop those competencies so that they can transition to college and be successful. One area based upon the data that we shared with the high school superintendents, and our student success data bears this out as well, math placement is a strong correlative factor with positive student success outcomes. Two of our high schools, Niles and Evanston, wanted to pilot our Math 110, an intermediate algebra that is one step below college credit. Students who complete Math 110 are able to then enroll into college level courses and our high schools wanted to teach that course on their campuses. Next, Dr. Carr talked about our ROADMath initiative, which helps students move quickly through their pre-college math requirements. The computer based program addresses each student's skill level. Students complete course modules, progressing to higher levels as they master each concept. Often, they can finish several modules in a semester and then enroll in college-level math courses faster. At the high school it is the same process with senior year students. Dr. Carr spoke about data sharing agreements which allow the college to share student specific data with our high school superintendents, as both of us have a stake in the students which we serve. The data reports that we generate and Dr. Evans generates to the high schools, is similar to what we have done since joining Achieving the Dream. One of the projects that has come out of that is using the high school Grade Point Average (GPA) for placement into college reading and writing. The national data suggests multiple measures such as GPA and other variables, are strong correlative predictors of success in college level courses, and that is one element that has come out of this data sharing agreement. All of these are filtering into how we are engaging with our high schools. Broad next steps include continuously scaling dual credit courses across the district and to keep scaling the curricular alignment to increase placement into college level math.

Chair Stafford commented that this is great news. Good things going on here such as the reduction of barriers for students to matriculate to Oakton, and other schools, and doing it in a smart way. The numbers are pretty amazing in terms of outcomes, it is very exciting. It is great that we have partnered with the high schools as these partnerships are essential to our future success as well. Trustee Burns asked Dr. Carr about the curricular alignment with the ROADMath program. As she understands it, the senior students in high school are taking the five modules and asked if this is based on the Power 15 credits. Dr. Carr said that this is a separate program from

the dual credit because this is technically our developmental course that is trying to get students up to college level math by the time they get to our campus. Trustee Burns asked if students automatically take the 15 credits. Dr. Carr replied that they take whatever the high school can offer. In the case of Evanston, they do not have English 101 yet, but they are working on it. Other than that they offer three out of the five modules. When we talk about scaling dual credit opportunities, there are some districts that have two or three out of the five modules, which is based upon the faculty credential piece because they have to have master's degree in their field in order to teach that course, and they become our adjunct faculty, and they have to meet our credentials. Trustee Burns asked who pays for the instruction of the students, and was told that right now the high schools are paying for the instruction. Chair Stafford said that for high achieving students, we have already baked into the high school curriculum college level credit with AP classes, so this is actually developing college level for all students. Trustee Burns noted that there is some work being done on the reading and writing. As far as students coming in and taking the placements tests, what are called gatekeepers, whether or not this was state mandated that students have to know enough to get into college, that they have to take a reading and a math test, and particular since students are coming from high school to college, it just seems like another test. President Smith said that is why the pilot Math 110 is allowing them to have a different way of placing through the competency base, as well as the multiple measures including their high school GPA, which is what we are going to be piloting instead of just using placement exams.

Trustee DiLeonardi asked if there is a selection process for students to take their classes. Dr. Carr replied that if there is a prerequisite assigned to one of our courses, then we have to test the student. In other words, for English 101, we have a writing placement exam that high schools students have to take prior to getting into that course. Again, that is a HLC driven and an ICCB driven mandate as well. Other than the classes that have a prerequisite, we really want to build dual credit into the curriculum pathway that is at the high school. We do not want a mandate. Trustee DiLeonardi asked regarding math, could a student, no matter where they were in math before, start with the modules and work from there. Dr. Carr said that there is still a placement mechanism that is going into it because it is a higher level algebra course. We want to make sure that they have some algebra coming up to it, and that is why Evanston went to our 070 Math, because what they want to do is take that curriculum to get ready. Dr. DiLeonardi said that it sounds like students could not take that course without a certain level of math, it is still a gatekeeper; there are more pathways into it than there were with AP classes. Dr. Carr responded that is that equity piece. We looked at who is the student population that is coming in, and it is not calculus students. The effort on our part and the reason why we select some students based upon competency is because if you put students in before they are ready, they are going to fail and we do not want that. There is some subtlety too as we want to make sure that they have enough math skills where they are going to be successful, but at the same time not make it so restrictive that hardly any other students can take it. Trustee DiLeonardi said that she is sure that HLC requires the rigor to be there; meaning if we say they passed that class, they could pass they class regardless of where they took it. Chair Stafford noted that Evanston has data from graduates that they have an 86 percent completion of college rate if they have successfully gotten a C or better in algebra 2 while they attended the high school. Trustee Frank asked if there is a cap at 15 or are we going to eventually expand it further. Dr. Carr replied that they are talking now about where we could possibly take it, and again it is a matter of balancing what problem are we trying to solve, coupled with making sure we have that quality. Chair Stafford thanked Dr. Carr for his informative presentation.

**Public Participation:** None

**11/17-1a Approval of Consent Agenda**

Trustee Tennes offered:

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

Trustee DiLeonardi seconded the motion; a voice vote was called and the motion passed unanimously.

- 11/17-1b Approval of Consent Agenda Items 11/17-2 through 11/17-8**  
Trustee Tennes offered:  
"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/17-2 through 11/17-8 as listed in the Consent Agenda."
- 11/17-2 Ratification of Payment of Bills for October 2017 (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 \$6,386,459.37 for all check amounts and for all purposes as appearing on a report dated October 2017."
- 11/17-3 Acceptance of Treasurer's Report for October 2017**  
"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of October 2017."
- 11/17-4 Compliance with Open Meetings Act, Closed Session Minutes**  
"Be it resolved that the Board of Trustees of Community College District 535, hereby determines that the minutes of the Board closed session meetings on June 20, 2017 and August 8, 2017, should be made available for public inspection and no longer require confidential treatment and are released for public inspection."
- 11/17-5 Action on Recordings of Closed Session Meetings**  
"Be it resolved that the Board of Trustees of Community College District 535, recommend the destruction of the verbatim audio recordings held on June 24, 2014, September 16, 2014, October 21, 2014, November 18, 2014, and December 9, 2014."
- 11/17-6 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 and b, and hereby approves the expenditures in the amount not to exceed \$146,549.11 for all funds listed in items a and b."  
a. Salary payments in the amount of \$21,105.00 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.  
b. Salary rescinds in the amount of \$2,543.94 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.
- 11/17-7 Supplemental Authorization to Pay Professional Personnel – Fall 2017**  
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2017 fall semester salaries in the amount of (\$4,203.94), resulting in a revised total of \$4,237,989.12."  
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2017 fall semester salaries in the amount of \$7,943.00, resulting in a revised total of \$402,325.02."
- 11/17-8 Approval of a Clinical Practice Agreement**  
"Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreement:  
For the Pharmacy Tech Program  
Walgreen Company."

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

Ms. Tennes	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Mr. Kotowski	Aye
Dr. DiLeonardi	Aye
Mr. Frank	Aye

The motion carried; Student Trustee Chan favored the resolution.



11/17-9

**Appointment of Members to Career Program Advisory Committees for 2017-2018**

Trustee Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members to Career Program Advisory Committees for 2017-2018.”

Trustee Burns seconded the motion; a voice vote was called and the motion passed unanimously.

Trustee Tennes commented that when she reads through the lists of committees every year, one of the things she looks for is to see if we are pulling talent from within the district, which for the most part we are, although she did notice that for Early Childhood Education, there are almost equal or a few more out-of-district, than in-district institutions. In particular, a woman who for years was the director of a childcare center in Skokie, who is now in another suburb outside of district, but there is an excellent director at the place she left in Skokie who has been there for years. Trustee Tennes’ point being that she realizes that the highest and best goal of these committees is to make sure that we get the best possible resources for our students. But within that framework, she likes to see talent from within district, and she does not see quite as much of it as she would like to.

11/17-10

**Adoption of Resolution Setting Forth Tax Levies for 2017**

Trustee Kotowski offered:

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2017 (to be collected in 2018) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District 535: the sum of Forty Two Million Ninety Eight Thousand One Hundred and Forty Four Dollars (\$42,098,144) as a tax for Educational purposes; and the sum of Eight Million Dollars (\$8,000,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Social Security and Medicare purposes; and the sum of Fifty Thousand Dollars (\$50,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2017.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chairman is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Law."

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

Mr. Stafford	Aye
Ms. Tennes	Aye
Mr. Salzberg	Aye
Dr. DiLeonardi	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye
Mr. Frank	Nay

The motion carried; Student Trustee Chan favored the resolution.

11/17-11

**Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation**

Trustee Tennes offered:

“**WHEREAS**, on November 14, 2017, the Board of Trustees (“Board”) of Community College District 535, Cook County, Illinois (“College District”) did adopt its 2017 tax levy; and **WHEREAS**, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk’s Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2017 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195; **NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District No. 535, Cook County, Illinois as follows:

**Section 1.** That if the County Clerk is required to reduce the aggregate extension of the College District’s 2017 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

- 100% of such reductions shall be made from the levy for Educational purposes;
- 0% of such reductions shall be made from the levy for Operations and Maintenance purposes;
- 0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes;
- 0% of such reductions shall be made from the levy for Social Security and Medicare purposes;
- 0% of such reductions shall be made from the levy for Financial Audit purposes.

**Section 2.** That the Chair and Secretary of the Board be and are hereby authorized and directed to sign the Resolution on behalf of the Board of Trustees.

**Section 3.** That the President of the College District is hereby directed to file a certified copy of this Resolution with the County Clerk on or before the last Tuesday in December.

**Section 4.** That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its passage.”

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

Dr. DiLeonardi	Aye
Mr. Kotowski	Aye
Mr. Stafford	Aye
Mr. Salzberg	Aye
Ms. Burns	Aye
Mr. Frank	Abstain
Ms. Tennes	Aye

The motion carried; Student Trustee Chan favored the resolution

11/17-12

**Authorization to Approve November Purchases**

Trustee Kotowski offered:

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

Agenda

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11/17-12a	1-2	Travel Services for Field Study in the Netherlands	Koning Willem I College JP Morgan Chase/ Appropriate Airline/ 4 Seasons Travel Agency	\$ 17,100.00 \$ 11,700.00
11/17-12b	1-2	Travel Services for Summer 2018 Study	English and Foreign Language University	\$ 26,325.00

		Abroad Program in India	JP Morgan Chase/ Appropriate Airline/ 4 Seasons Travel Agency	\$	23,400.00
11/17-12c	1-2	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc.	\$	100,000.00
11/17-12d	1-2	Student Street Renovation, Phase 2	F.H. Paschen, S.N. Nielsen & Associates LLC	\$	1,562,000.00
11/17-12e	1	Extension of Contract - Consulting Services for Human Resources Operations	GovTempsUSA, LLC	\$	45,000.00
11/17-12f	1	Ratification of Educational Foundation Management Software – Three Year Contract	Blackbaud	\$	90,946.86
Grand Total				\$	1,876,471.86.”

Trustee Tennes seconded; Secretary Salzberg called the roll:

Mr. Stafford	Aye
Mr. Frank	Aye
Mr. Salzberg	Aye
Ms. Tennes	Aye
Mr. Kotowski	Aye
Dr. DiLeonardi	Aye
Ms. Burns	Aye

The motion carried; Student Trustee Chan favored the resolution.

**11/17-13 Preview and Initial Discussion of Upcoming Purchase**

The following purchase will be presented for approval at an upcoming Board of Trustees meeting: External Search Consulting Firm Engagement.

**11/17-14 Authorization to Approve Second Amendment to Lease Agreement with the Skokie Illinois Science and Technology Park**

Trustee Burns offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Second Amendment to Lease Agreement with Skokie ISTP LLC, 8114 N. Lawndale, Skokie, Illinois 60076, for the period December 31, 2017 to December 31, 2018 and directs the College’s administration to execute the second amendment to the lease agreement.”

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

Dr. DiLeonardi	Aye
Mr. Stafford	Aye
Mr. Salzberg	Aye
Ms. Tennes	Aye
Mr. Kotowski	Aye
Mr. Frank	Aye
Ms. Burns	Aye

The motion carried; Student Trustee Chan favored the resolution.

**11/17-15 Authorization to Hire a Director of Student Life and Campus Inclusion**

Student Trustee Chan offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the appointment of Mr. Shedrick Daniels as Director of Student Life and Campus Inclusion, effective January 2, 2018, at an annual salary of \$87,500. That salary will be prorated for the period January 2, 2018 through June 30, 2018.”

Trustee Salzberg seconded the motion.

Dr. Karl Brooks, Vice President for Student Affairs, commented that we are excited about Mr. Daniels’ candidacy, and after a very rigorous selection process involving over 120 applicants for the position, Mr. Daniels definitely represented as a very highly qualified individual coming from Rock Valley College, currently as the Dean of Students. He has a wealth of experience and talent that he will bring to our campus. We are very excited about his candidacy as is the Student Life staff.

Trustee Salzberg called the roll:

- Mr. Kotowski Aye
- Dr. DiLeonardi Aye
- Ms. Tennes Aye
- Mr. Stafford Aye
- Mr. Frank Aye
- Ms. Burns Aye
- Mr. Salzberg Aye

The motion carried; Student Trustee Chan favored the resolution.

**11/17-16 Acceptance of Grants**

Trustee Tennes offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grants, 11/17-16a and b:

a. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of.....	\$1,600,290.00
b. U.S. Department of Justice “Bulletproof Vest Partnership” .....	\$1,747.02
for a total of \$1,602,037.02.”	

Trustee Kotowski seconded the motion; a voice vote was called and the motion passed unanimously.

**Adjournment**

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535 will be held on Tuesday, December 5, 2017, beginning at 7:30 p.m. at 1600 E. Golf Road, Des Plaines, Illinois in room 1506.

Trustee Frank made the motion to adjourn the meeting, which was seconded by Trustee Tennes. A voice vote was called and the meeting was adjourned at 9:20 p.m.

*William Stafford*  
William Stafford, Chair

*Benjamin Salzberg*  
Benjamin Salzberg, Board Secretary

ec  
11/2017

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