

**Minutes of the Oakton Community College Board Meeting  
October 17, 2017**

The 726th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 17, 2017 at the Oakton Community College Skokie Campus, 7701 N. Lincoln Avenue, Skokie, Illinois.

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

At 6:40 p.m. in room A167, Chair Stafford called the meeting to order and asked Trustee Salzberg, Secretary of the Board, to call the roll:

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|-----------------------|------------|---------|
| 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 DiLeonardi made the motion, which was seconded by Trustee Tennes.

Trustee Salzberg called the roll:

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|----------------|-----|
| 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 7:25 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 7:35 p.m. in room P104. Trustee Salzberg called the roll:

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|----------------|------------|---------|
| 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 – Chair Stafford**

**Approval of Minutes**

Chair Stafford asked for a motion for the approval of the September 19, 2017 minutes of the regular meeting of the Board; Trustee Tennes made the motion, which was seconded by Trustee DiLeonardi. 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; Michael Davids, College Relations; Jesse Ivory, Business and Community Programs; Simi Khurana, Student Life; 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; Maria Antonopolous, Assistant Professor, Mathematics; Carol Bustamante, Professor, English; Jinhee Canfield, Professor, Mathematics; Donna Dickson, Associate Professor, Basic Nurse Assistant Training; Elena Fein, Associate Professor, Economics; Camille Harrison, Professor, Modern Languages; Judy Langston, Professor, Art and Graphic Design; Kalpa Patel, Associate Professor, Biology; and Carole Shapero, Professor, Mathematics.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; Philip Prale, Lecturer, Liberal Arts.

Administrators present included: Robin Bailey, Director, Operations and Administration; Marvin Bornschlegl, Chief of Police and Emergency Management; Michele Brown, Director, Student Recruitment and Outreach; Maya Evans, Executive Director, Research and Planning; Colette Hands, Interim Chief Human Resources Officer; and Associate Vice President, Continuing Education and Workforce Development; Ruben Howard, Director, Workforce and Continuing Education; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Cheryl Warmann, Director, Enrollment Services; Andy Williams, Controller; Ruth Williams, Dean, Curriculum and Instruction; and Brad Wooten, Dean, Skokie Campus; and Dean of Business and Career Technologies.

Students present included: Raqib Shahzad

Guests: Genevieve Bookwalter, Evanston Review; Anthony Cervini, Sikich, LLC; Dale Timberlake, Timberlake Media Services; and Cindy Waldeck, student from Northwestern University.

President Smith introduced Marcel Toussaint and Judith Enny, both visiting faculty from the Netherlands. Marcel is a faculty member and a visual artist at Nova College in Amsterdam and is the exchange partner of Philip Prale; Judith is an English faculty member and serves as the Chair of the English department in Rotterdam and is the exchange partner of Carol Bustamante. Not in attendance, Betul Keskin, a faculty member in Spijkenisse, and the exchange partner of Jaleh Sherbini.

President Smith offered condolences to the family and friends of Cathy Stone, Human Resources, whose sudden and tragic loss impacted many members of the college community. Condolences were also offered to Jessica Lee, Instructional Technology Specialist, on the passing of her father in Taiwan; and to all those that have been affected by the acts of violence in Las Vegas; and the natural disasters occurring in our country and around the world. President Smith congratulated Oakton men's golfer Chris Blaha, who is the Illinois Skyway Collegiate Conference Medalist of the Year, ranking first of all golfers in the eight-team league with a 74.5 average. Chris was also a medalist at the NJCAA Region IV Classic. Oakton golfers Stephen Bukieski and Clay Fisher, also stood out in league play finishing among the top ten in the Illinois Skyway Collegiate Conference. President Smith also congratulated two former Oakton students, successful alums Vasyl Vynchuk and Krzysztof Drozd, both of whom transferred to the Illinois Institute of Technology and are the recipients of the Irving M. Footlik Endowed Scholarship for 2017-18. President Smith thanked the entire college community for participating in big and small ways in our accreditation visit last month. There was a lot of work that went into the visit, and the feedback from the visiting team was very positive, specifically, their feedback about the many ways we clearly live our mission. Special thanks to Maya Evans, Executive Director of Research and Planning, for being our wonderful accreditation liaison officer, and in ten years we will do it again! One way we live our mission is our engagement with the broader community, the local community and the global community. One example of that engagement was the visit of the Bulgarian President, Rumen Radev, and other Bulgarian dignitaries, on September 23<sup>rd</sup>. President Radev was very impressed with the college, and the Bulgarian Language School that rents space at the college. It was a privilege to have him visit. Our guests from the Netherlands are another example of how we engage with the global world. President Smith welcomed Dr. Raymond Lawson, Dean of Online Learning, to the college and to his first Board meeting. In honor of World Habitat Day on October 2<sup>nd</sup>, Oakton students spent the night in the Des Plaines campus courtyard in makeshift shanties to call attention to homelessness, as well as to raise funds to help those without shelter. This year will mark the seventh time Oakton's Habitat chapter has hosted a Shantytown project at either the Des Plaines or Skokie campus. There is still time to contribute to their efforts through the Office of Student Life as their goal is to raise \$300,000. October is also campus sustainability month and on October 7<sup>th</sup>, our Skokie campus was featured as part of the Illinois Solar Tour, which showcased the contributions of local renewable energy installations. There are several other sustainability programs this month that President Smith encouraged those interested to attend.

### **Finance Committee Report and Auditor's Statement**

Chair Stafford reported that the Finance Committee met earlier in the day; he introduced Mr. Anthony Cervini, an auditor from Sikich LLC, who also attended that meeting. Mr. Cervini thanked Chair Stafford and the Board for the opportunity to present the results of the audit of the college as of and for, fiscal year ended June 30, 2017. Mr. Cervini reiterated that representatives of Sikich, LLC, met with members of the Finance Committee of the Board and reviewed the reports in great detail. As a result of the audit, three reports were issued; the Comprehensive Annual Financial Report (CAFR); the Single Audit Report, which is required as the college has expended greater than \$750,000 in federal funds; and finally the Auditor's Communication to the Board of Trustees. As a result of that audit, Sikich issued audit opinions, three of those opinions are incorporated within the CAFR; that is the unmodified opinion on the college's basic financial statements; also issued an unmodified opinion on compliance with state grants; and finally, an unmodified examination opinion on the college's required credit hour reporting to the Illinois Community College Board. They also issued two opinions on the single audit report, the unmodified opinion on internal control for financial reporting, as well as the unmodified opinion on compliance with requirements related to each major program.

### **Comments by the Chair**

Chair Stafford commented that the college is in relatively good financial shape, although we all know, the state has issues, which was evidenced by the fact that we have a slight increase in assets this year, but we are still waiting on the funds from the state. There are several issues relative to the state that are still looming that we are going to have to deal with relative to pensions, retirees and health insurance. Chair Stafford spoke about the CAFR, which is a nationally recognized standard, and said that the accounting staff goes above and beyond the call of duty in the preparation of this document, which will be put on the college's website for public review. Chair Stafford opened it up to questions from the Board. Trustee Burns said that although finance is not her strong suit, she did read the reports, the two shorter reports in particular, and there was language that she wanted

some clarification on. Page eight of the Auditor's Communication to the Board of Trustees, refers to deficiencies identified in the audit. Mr. Cervini replied that there were no significant deficiencies or material weaknesses. The comments that were made are essentially recommendations for improvement for the college from a financial operations standpoint. Trustee Burns asked if some of the comments regarding bank reconciliation and the capital asset policy, are still applicable as of June 30, 2017. Mr. Cervini said that regarding the bank reconciliation, due to turnover within the Finance Department and Business Office this year, there were some challenges relating to segregating duties and being able to reallocate those responsibilities within the department, and these are things that management is aware of. The amounts were all materially accurate and did not modify anything that they had from an opinion standpoint. The Controller has already implemented steps and an action plan to address those items which will be monitored going forward. The capital asset policy comment, in further discussions with the Controller related to that, we did determine that the policy itself does contain the appropriate language. However, what the college is going to do, is go through and look at certain procedures related to capitalization of those intangible assets so the majority of both of those comments have already been implemented. Trustee Burns asked if there are policies that are in place for checks and balances. Mr. Cervini said that yes, there are policies currently in place, and part of what they look at from an audit standpoint, are ways that the college could improve upon those policies. Trustee Burns asked what the differences between restricted and unrestricted funds are. Mr. Cervini responded that restricted funds are anything that is grant funded; and the unrestricted funds are the general operating funds, education funds, which are generated from tuition, fees, and property taxes; there is no external restrictions on how those funds are required to be used.

Chair Stafford thanked Trustee Burns for her questions. Trustee Frank said that under Accounts Receivables, the cash and cash equivalents are almost identical and wondered if that is because of the state. Mr. Cervini said that with the passage of the state budget, as Chair Stafford alluded to in his earlier comments, the increases driven this year were recorded when the state did not pass their budget, and from a revenue recognition standpoint, the college recorded those amounts related to fiscal 2017. There is a line in the current asset section entitled Other Accounts Receivable, which increased almost \$5.1 million, and the majority of that does relate to funds that are received from the state. Certainly, monitoring those collections is part of the budget process and is something that the college and the Board needs to be mindful and watchful of. Chair Stafford concluded by saying that the budget was passed, but the state, still does not have any more cash available, and that is a problem. Chair Stafford thanked staff for a well done report.

### **ACCT Report**

Chair Stafford asked those who attended the ACCT Leadership Congress to share their experience regarding the conference. Student Trustee Brian Chan said that it was an amazing experience, a bonding moment with the trustees who attended. One workshop that he attended was about a program that offers free tuition for summer programs for students who may have one or two classes left to take in order to finish their degree. He did not know if Oakton has ever considered offering such a program. Trustee Salzberg said that he attends conferences of these types as it is important to see what other states are doing related to higher education. It is an opportunity to connect and hear other thoughts and theories of the future of higher education. There was much discussion about community colleges offering bachelor degrees in nursing. He noted that we have a wonderful nursing program at Oakton, and he heard some interesting reasons as to why some community colleges are offering a bachelors in that program, it is something to seriously think about. In general, it was a great conference, and the trustees who attended brought back some great information. Trustee Burns said there are not many opportunities for trustees to talk outside of the Board meetings, so one of the highlights of attending was to really get to know Trustees Stafford, Salzberg, Kotowski and Chan. She noted that they did not discuss specifics about Oakton, but did discuss the information that they all collected from the conference. Trustee Burns said that one session she attended dealt with declining enrollment and how we need to handle all of the different audiences from Baby Boomers to the current over scheduled, entitled students. The main take away was that mandatory advising is crucial, which Oakton already does. Chair Stafford concluded that a lot of schools are having issues with how to assist at risk populations, although there were a lot of creative ideas offered. One interesting idea, is that a number of community colleges are leveraging their Foundations. One university president said that they consider their Foundation an extension of their research and development department, and that they successfully assist in helping students in many different ways.

## **Student Trustee Report**

Student Trustee Chan reported that the ACCT conference was amazing and he was glad that he attended. Toby Causby, a professional speaker and facilitator, will be on campus on October 27th, presenting a program to students to help them learn about leadership. A shout out was given to Chief Marvin Bornschlegl's 10x10, initiative to raise \$300,000 for disaster relief and awareness. Donations can be made at [www.occhfcc.org](http://www.occhfcc.org). Hosted by the Office of Student Life and in collaboration with other departments, The Halloween Games, is an event that will feature clubs promoting how Halloween is celebrated in different cultures. There will also be trick or treating; a monster hunt; Halloween movie trivia; a costume contest and much more.

## **Report: 2017-18 Integrated Marketing Communications Plan**

Paul Palian, Director of College Relations, thanked the Board for the opportunity to present the college's marketing plan. Mr. Palian introduced Mr. Dale Timberlake from Timberlake Media, the advertising agency of the college, and Mr. Michael Davids, Senior Manager for Editorial and Creative in College Relations. Mr. Palian talked about the three goals of the integrated marketing and communications program. Goal 1: effectively communicate the value proposition of Oakton to the community by relating the attributes, benefits and value of Oakton. Goal 2: maximize reach, frequency and impact with the available budget of \$180,000, in an increasingly diverse district of approximately 490,000 residents. Goal 3: generate applications and registrations.

The communications and marketing strategy is a data informed, multichannel approach which begins within the walls of the college by living our mission. External components of that approach include storytelling via media and public relations, telling the stories of our student successes; emphasize and reinforce student-faculty connections; highlight activities that build connectivity between students and the college; and track, measure and optimize those results. Mr. Palian showed an example of a marketing calendar that College Relations uses that integrates events, social media, press releases, web, and marketing campaigns, all working together in order to achieve their goals. There has been a change in our outreach plan as we are now operate a 24/7 news cycle which has resulted in an increase in earned media placements and public relations value. The focus of our marketing and advertising is on communities within Oakton's district. The target audience is high school students, parents, and potential career track students. We do utilize data from current students as well as the expectations report from Noel Levitz, and data from our own new advertising agency, Timberlake Media. Mr. Palian discussed the results of the current marketing and advertising plan, which includes digital marketing and radio results. Oakton does have a television presence as well. For the second year in a row, we have partnered with WCIU-Too to have an on-site presence at the Football Game of the Week. We have two thirty second spots, billboards, signage and the Oakton logo included in fifteen second promotional announcements, and the halftime interview reaching an audience of 6,000 on television. Mr. Palian talked about the Latino population which accounts for sixteen percent of all college students, the largest minority group on all college campuses. We are doing a better job of reaching out to that population and working to improve on those numbers. Direct mail is another form of advertising that the college uses, as well as postcards and the schedule books. Social media, Facebook, Instagram ads and videos; and Twitter, have also shown substantial growth in followers. Mr. Palian talked about the testing and deployment of a marketing platform for the spring enrollment period to several zip codes as part of a test phase in November, May and July. Career Focus, a magazine which specializes in promoting careers, will showcase our programs and pathways. Our local high schools will receive a sister publication, SmartStart, which is geared to engaging young people about post-high school careers that they may wish to enter into. We will also have transit ads available during the spring enrollment period; and the re-branding and reactivation of our YouTube Channel, to take advantage of the second largest search engine, with more compelling video content. Media Services has done a great job on working on new video content that we are integrating into the website, but we need a place where these videos can be seen by a wider body, and a rebranded YouTube presence would accomplish that.

Trustee Kotowski offered an idea about specific ad content, possibly reaching out to Chicago sports stars that live in the district. Mr. Timberlake replied that his company does talk to the Chicago Bulls regularly as they do get their stars involved in community outreach. Trustee Tennes asked if the \$180,000 annual budget is inclusive of ad placement, and wondered how long we have had that dollar amount budgeted. President Smith and Mr. Palian responded that it has been that amount for quite a while. Mr. Palian added that there are Perkins dollars that are

used specifically in marketing career and technical education programs, in the sum of approximately \$30,000 and some of those funds are being used to partly fund the Career Focus and SmartStart magazines, as not to take away from the \$180,000. Trustee DiLeonardi noted that the total being spent would be \$210,000. Trustee Tennes added that we are clearly being outspent. There are many competing priorities, but she suggested that in the next budget cycle we take a look at that issue. She said that one of the things that we are specifically targeting now is geared to the issue we have with declining enrollment, to get Oakton on people's radar. Mr. Palian said that we are not coming out and saying that we have declining enrollment, but we are targeting the populations that we hope will remedy that situation. Trustee Tennes said that in addition to targeted marketing, she would like to see more of an overall image campaign. Harper College has been outspending us for so long and their reputation benefits the longevity of the amount of money being spent, and not just in their own district, as they put money in campaigns all over. That is the type of campaign that if you are going to do it, and do it right, you have got to put some money behind it.

Chair Stafford asked Mr. Palian in what areas did he think we are underspending. Mr. Timberlake responded that in terms of the media spending, with a limited amount of money to spend, we do not want to spread out dollars to thin, consequently, we are selectively using fewer tactics. Specifically, it would be great to put even more dollars into the social media platform, Facebook, Instagram, Twitter and Snapchat. We are doing one internet channel radio, Pandora, it would be great to also do Spotify. Trustee Tennes said that she understands that College Relations develops the message and creativity and she appreciates the fine work that is done, but she asked if there has ever been any thought for any of these campaigns going outside and getting a fresh perspective from an outside firm. Mr. Palian said that is something we would be open to. He noted that we are trying to maximize the dollars, and this would probably require an additional investment if we were to go in that direction. He emphasized that in terms of the graphic design work that comes out of the College Relations office, it is wonderful quality, but they are a smaller staff. Some of our peer institutions, their marketing staffs range from seven to twenty-four people. Trustee Tennes said that in the future if we are able to expand our reach and our budget, she thinks it might be good idea to bring in an outside firm. She also questioned how the SmartStart magazine will be distributed. Mr. Palian said that it will go directly into the schools via the counselors. President Smith said that when she met with the high school superintendents a couple of weeks ago, they were shown a copy of SmartStart, and they were very excited about it and thought it would be a welcome addition. Trustee Frank inquired about possibly doing some marketing at the Howard Street 'L' stop. Mr. Palian said that they had evaluated that option, and it was cost prohibitive as far as the return on investment. Trustee Tennes responded that it is incredibly costly to do that type of a campaign, although that is the type of image advertising that she is envisioning, although again, it is very costly. Trustee Burns suggested talking to our legislators about transportation in terms of about how we can work together with CTA and Pace to offer colleges a reduced rate. She said that she agreed with Trustee Tennes regarding the amount of money that we spend on advertising. Trustee Burns asked Mr. Palian, that in terms of our target audience, if the 'clicks and hits' he spoke about, translates into students. Mr. Palian replied that he was not sure that they have the ability to track somebody from their point of entry onto the website landing page, all the way to their process of actually applying and registering. Currently what we do have is information that shows that our website traffic increased substantially as a result of our search engine marketing campaigns, our digital retargeting and social media campaign, and Mr. Palian thinks that there would be a corollary increase in applications and registrations.

Ms. Bonnie Lucas, Vice President of Data and Analytics, added that in order to track someone in that manner, it can only take place off of the same IP address; there are generic industry standards that say this many hits will translate into this many results. Mr. Palian said that we are targeting current high school and college students with marketing geared towards taking summer classes; the adult learner's population with career and technical education marketing; and parents of high school students who are also influencers, and in some cases, the main decision makers. Trustee Burns noticed that Mr. Palian referenced a specific product tool geared toward Hispanic students. Trustee Burns said that she has been surprised that between both of Oakton's campuses, the enrollment of African American students is only six percent, considering the fact that there are eighteen to twenty-two percent African American students in Evanston, that number is extremely low.

Being an Evanston resident, Trustee Burns has access to the Evanston Roundtable, The Daily Northwestern, Daily North Shore, and the Evanston Review publications, and she said that she has not seen any Oakton Community College advertisements in those or any local newspapers. Trustee Burns questioned the specific target marketing to Latino students and the lack thereof in general, of African American students at Oakton. In regards to the publications, Mr. Palin responded that the college had a yearlong media campaign that was featured in the Evanston Now, which consisted of digital advertising as well as editorial content. As part of the agreement, they included several different columns written by President Smith. President Smith addressed the questions regarding marketing to the Latino population which was a bi-lingual piece targeted to influencers, like parents, who might not speak English, to help them understand what Oakton has to offer. Mr. Palian said that in a study that was done by the Northern Illinois Center for Government Studies, showed that the Latino population was one of the areas that had the highest growth as far as the total population within our district, and that definitely played a part in the decision to specifically target that group. Mr. Palian did not know what the African American population was during that time span, but he would be glad to provide that data. Trustee Burns would like to look at the African American population as it relates to where they are in our district and see if we can come up with something to court that population as well.

Mr. Timberlake suggested that they could go through a number of videos that they have available, which can be turned into video ads and incorporate more African Americans into the videos. We are targeting all of the high schools in the district equally with Pandora; Twitter; and Facebook. Mr. Palian said that we have featured African American and Latino students in digital marketing. Trustee Burns noted she is not talking about pictures, but about students, regardless of who they are, and what it is going to take to bring those students in. Trustee Kotowski suggested that in an effort to track the effectiveness of the various digital media campaign and social media, can we include on the student application a question regarding how the applicant heard or knew about Oakton. Michelle Brown, Director of Student Recruitment and Outreach, responded that on an inquiry form that we have available when students request information, we do have a ‘how did you hear about us’ question. What we have found is that they do not remember whether it was billboard images, radio, social media, etc. Trustee Tennes said that she was glad to hear about the interest in rebranding the YouTube channel because videos are such an important focus right now as to what grabs the attention of the younger generation. She noted that we have a very talented video staff, and she would encourage that staff, within appropriate bounds, to take risks with those videos because the edgier and the funnier you can make them, the more likely they are to go viral, and that will help to attract attention to the college in the positive way that we want. Regarding Evanston, Trustee Tennes asked if that is still the only community specific mailing that the college has does regarding continuing education. President Smith responded that we have not done that mailing for a few years now.

Trustee Tennes suggested that the analysis information that Trustee Burns has asked for will be valuable, but suggested that if enrollments are low from Evanston, she does not know that it is at the hands of marketing alone, that is a piece of it, but there are likely other issues, possibly transportation, or other larger contributors to that low enrollment besides marketing. Trustee Tennes continued that transportation is something that we have talked about ever since she came on the Board ten years ago, how to transport students from the far east end of the district not only to the Skokie campus, but to the Des Plaines campus as well. That is a larger discussion than just marketing. Student Trustee Chan agreed with Trustee Tennes about implementing an edgier marketing campaign.

Chair Stafford concluded the discussion by saying that he understands the comments about using Spotify as a means to reach potential students, but he thinks there are also areas, perhaps something along the lines of apps like Nextdoor, that can be explored. He also said that to Trustee Burns’ point about advertising in local publications, the Evanston Now does cater to a pretty targeted audience; we have to be careful and sensitive to who those audiences are, and that is worth a further discussion. Chair Stafford thanked Mr. Palian for the presentation.

**Public Participation:** None

**10/17-1a 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 Kotowski seconded the motion; a voice vote was called and the motion passed unanimously.

**10/17-1b Approval of Consent Agenda Items 10/17-2 through 10/17-7**

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/17-2 through 10/17-7 as listed in the Consent Agenda.”

**10/17-2 Ratification of Payment of Bills for September 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 \$5,285,586.17 for all check amounts and for all purposes as appearing on a report dated September 2017.”

**10/17-3 Acceptance of Treasurer’s Report for September 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 September 2017.”

**10/17-4 Acceptance of Quarterly Report on Investments**

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

**10/17-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board**

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b, and hereby approves the expenditures in the amount not to exceed \$146,549.11 for all funds listed in items a and b.”

a. Salary payments in the amount of \$145,642.35 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.

b. Salary rescinds in the amount of \$906.76 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.

**10/17-6 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 (\$15,718.84), resulting in a revised total of \$4,028,544.42.”

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 \$66,216.49, resulting in a revised total of \$397,265.18.”

**10/17-7 Approval of Clinical Practice Agreements**

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

Physical Therapy Assistant and Health Information Technology

Genesis Eldercare Rehabilitation Services, LLC DBA Genesis Rehab Services

Pain Relief Institute

Advocate Condell Medical Center

Human Services Program

Leyden Family Service & Mental Health Center (Leyden Aftercare Program)

For the Nursing Program

Northshore University HealthSystem

For the Early Childhood Education Program

Reba Early Learning Center

JCYS Northwest Family Center

Glenview Community Church Nursery School.”



Trustee Salzberg seconded the motion and called the roll:

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

The motion carried; Student Trustee Chan favored the resolution.

**10/17-8 Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinion)**

Trustee Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017.”

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

**10/17-9 Approval of Estimate of Levy for 2017 and Announcement Thereof**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2017 to be collected in calendar year 2018 as follows:  
The sum of \$42,098,144 to be levied as a tax for educational purposes; and  
the sum of \$8,000,000 to be levied as a tax for operations and maintenance purposes; and  
the sum of \$100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers’ compensation, unemployment insurance, property insurance, and occupational diseases insurance; and  
the sum of \$100 to be levied as a special tax for social security and Medicare insurance purposes; and the sum of \$50,000 to be levied as a special tax for financial audit purposes.”  
“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled November 14, 2017, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2017. The above estimated amounts for the 2017 tax levy may be changed by the Board in adopting the final 2017 levy, subject to statutory notice and publication requirements.”

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

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

The motion carried; Student Trustee Chan favored the resolution.

10/17-10

**Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the College.**

Trustee Tennes offered:

“Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 535, County of Cook and State of Illinois.”

“WHEREAS, the Board of Trustees (the “Board”) of Community College District 535, County of Cook and State of Illinois (the “District”), has developed a list of capital projects described in *Exhibit A* hereto (the “Projects”); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “Expenditures”)

(i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District 535, County of Cook and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Intent to Reimburse.* The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

*Section 3. Maximum Amount.* The maximum principal amount of the obligation expected to be issued for the Projects is \$5,000,000.

*Section 4. Ratification.* All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

*Section 5. Severability.* If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption. Adopted October 17, 2017.”

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

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

The motion carried; Student Trustee Chan favored the resolution.

10/17-11

**Authorization to Approve October Purchases**

Trustee Kotowski offered:

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

Agenda

| <u>Item</u> | <u>Page(s)</u> | <u>Description</u>   | <u>Vendor</u>  | <u>Amount</u>                  |
|-------------|----------------|--|--|--------------------------------|
| 10/17-11a   | 1              | Strategic Planning Online - Three Year Contract                  | Strategic Planning Online, LLC   | \$ 42,500.00                   |
| 10/17-11b   | 1-2            | Supplementary Water Main   | Pirtano Construction, Inc.<br>Forest Preserve District<br>of Cook County, IL | \$ 652,762.40<br>\$ 138,087.60 |
| 10/17-11c   | 1              | Domestic Water Line Connection                                   | DK Contractors, Inc.   | \$ 81,576.00                   |
| 10/17-11d   | 1              | Engineering Services for Emergency Power Backup Generator System | Kluber, Inc.   | \$ 41,860.00                   |
| 10/17-11e   | 1              | Universal Robot  | DEPCO Enterprises, LLC   | \$ 49,945.00                   |
| 10/17-11f   | 1              | Engineering Services for Fire Alarm System Replacement           | Kluber, Inc.   | \$ 90,370.00                   |
| Grand Total |                |  |  | \$ 1,097,101.00                |

Trustee Salzberg seconded the motion and called the roll:

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

The motion carried; Student Trustee Chan favored the resolution.

**10/17-12 Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Travel Services for Field Study in the Netherlands; b) Travel Services for Study Abroad Program in India; c) Document Imaging and Management System; d) Furniture for Student Street-Phase Two; and e) Contracted Instructional Training.

**10/17-13 Authorization to Enter Into a Contract for Vending Services**

Student Trustee Chan offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to Enter into a Contract for Vending Services with MarkVend Company, 3000 MacArthur Boulevard., Northbrook, I 60062 for a three year period beginning on October 30, 2017, with commissions to be paid based on the Vending Services Agreement.”

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

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

The motion carried; Student Trustee Chan favored the resolution.

**10/17-14 Approval of a Settlement Agreement**

Student Trustee Chan offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the Settlement Agreement entered into between the College and former employee Ms. Joan Nebel which includes a one-time payment in exchange for dismissal of her complaint and waiver and release of all claims against the College.”

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

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

The motion carried; Student Trustee Chan favored the resolution.

**10/17-15 Acceptance of Faculty Retirements**

Trustee DiLeonardi offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Paul Boisvert, Sue Cisco, Virginia Gibbons, Virginia Rogers, George Scharm, Laura Thelen, and Denise Top Rhine.”

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

Dr. Ileo Lott, Vice President of Academic Affairs, thanked these faculty members for their long term service to the college, these will be seven big pairs of shoes to fill.

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

The motion carried; Student Trustee Chan favored the resolution.

**10/17-16 Acceptance of Grants**

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grants, 10/17-16a through 10/17-16c:

- |   |             |
|---|-------------|
| a. Chicago Community Trust “Strengthening Artistic and Cultural Diversity”..... | \$10,000.00 |
| b. Dakota County Technical college Nano-Link Sub-award.....                     | \$16,420.80 |
| c. National Science Foundation Advanced Technological Education Sub-award.....  | \$33,000.00 |

for a total of \$59,420.80.”

Trustee Tennes 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, November 14, 2017, beginning at 7:30 p.m. at 1600 E. Golf Road, Des Plaines, Illinois in room 1506.

Trustee Burns mentioned that in President Smith's weekly update, she indicated that she had met with the high school superintendents regarding dual credit. She asked at the next meeting, if President Smith would expand on what was discussed. Trustee Burns also said that at the next meeting, she would like to bring some suggestions and ideas on marketing that we might consider. President Smith told Trustee Burns to please contact her before the next meeting to have that conversation.

Trustee Tennes made the motion to adjourn the meeting, which was seconded by Trustee Salzberg. 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  
10/2017

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