

**Minutes of the Oakton Community College Board Meeting
August 21, 2018**

The 735th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 21, 2018, at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 7:00 p.m. in room 1502, Chair Joan DiLeonardi called the meeting to order. Board Secretary Martha Burns called the roll:

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| Dr. Joan DiLeonardi | Chair | Present |
| Mr. Benjamin Salzberg | Vice Chair | Present |
| Ms. Martha Burns | Secretary | Present |
| Mr. Kyle Frank | | Present |
| Mr. Paul Kotowski | | Present |
| Mr. William Stafford | | Present |
| Ms. Ann Tennes | | Present |
| Mr. Jack Timperley | | Present |

Chair DiLeonardi asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment; employment; compensation; discipline; performance; dismissal of employees; and pending litigation. Trustee Salzberg made the motion, seconded by Trustee Kotowski.

Trustee Burns called the roll:

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

Also present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Dr. Colette Hands, Associate Vice President, 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 DiLeonardi asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion; seconded by Trustee Kotowski; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

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

Trustee Burns called the roll:

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| Dr. DiLeonardi | Chair | Present |
| Mr. Salzberg | Vice Chair | Present |
| Ms. Burns | Secretary | Present |
| Mr. Frank | | Present |
| Mr. Kotowski | | Present |
| Ms. Tennes | | Present |
| Mr. Stafford | | Present |
| Mr. Timperley | | Present |

Also 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 – Trustee Martha Burns

Approval of Minutes

Chair DiLeonardi asked for a motion for the approval of the minutes of the June 26, 2018 Board meeting. Trustee Tennes made the motion, which was seconded by Trustee Salzberg; a voice vote was called, and the minutes were unanimously approved.

Statement by the President

Dr. Smith began by acknowledging that this is the first meeting for Professor Gregory Hamill, as the new President for the Full-time Faculty Association, Other full-time faculty included: Jane Malik, Professor, Library Services; Melissa Mendoza, Professor, Physical Therapist Assistant; Lori Oster, Associate Professor, English; Ciaran O’Sullivan, Professor, Nursing; Mark Palmeri, Professor, Art; Larry Penar, Professor, Air Conditioning, Heating and Refrigeration; Lou Pierozzi, Professor, Art; Lee Resurreccion, Professor, Nursing; and Leslie Van Wolvelear, Professor, Accounting.

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; Simi Khurana, Student Life; and Jon McFarlane, Media Services.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts, and President of the Adjunct Faculty Association; John Bishop, Lecturer, Liberal Arts; Cindy Del Medico, Lecturer, Business and Career Technologies; and Chuck Garrett, Lecturer, STEM and Health Careers.

Administrators present included: May Alimboyoguen, Assistant Dean, Health Careers; Robyn Bailey, Director, Operations and Administration; Marvin Bornschlegl, Chief of Police and Emergency Management; Anne Brennan, Assistant Vice President of Academic Affairs, and College Transitions; Michele Brown, Director, Student Recruitment and Outreach; Colette Hands, Associate Vice President, Chief Human Resources Officer; Sebastian Contreras, Jr., Dean, Student Success; Maya Evans, Executive Director, Research and Planning; Ruben Howard, Director, Workforce and Continuing Education; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Renee Kozimor, Director, Software and User Services; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Juleta Patrick, Assistant Vice President, Student Affairs/Dean, Access, Equity and Diversity; Katherine Sawyer, Chief Advancement Officer; Doreen Schwartz, Director, Business Services; Cheryl Warmann, Director, Enrollment Services; Andy Williams, Controller, Budget and Accounting Services; Ruth Williams, Dean, Curriculum and Instruction; and Brad Wooten, Dean, Skokie Campus/Dean, Adult and Continuing Education, and Interim Dean of Business and Career Technologies.

Guests: Ms. Genevieve Bookwalter, Chicago Tribune and Mr. Wayne Serbin

Statement by the President

Dr. Smith began by offering condolences to Jim Humenik, Assistant Professor of Law Enforcement, on the passing of his father John Humenik; Jennifer Jennings, Academic Affairs, on the loss of her grandmother Gloria Moyer; Al Grippe, Director of Grant Strategy and Development, on the tragic loss of her cousin, Alyssa Lendino; and to Bruce Oates, Director of Athletics and Registrar Services, on the passing of his mother-in-law, Mary Jo Gannon. Congratulations to Danielle Aquiline, Assistant Professor of English, and her wife Sona on the birth of their son, Elias Lake on July 31.

Dr. Smith welcomed everyone to a new academic year and to the start of a great semester. She thanked everyone who played a part in organizing the breakfast and program, 'Voices, Ignite Understanding, Drive Progress', as well as the Trustees who attended. Dr. Smith congratulated the following who received awards at the breakfast: Tina Fakhrid-Deen, the Ray Hartstein Award for Teaching Excellence for Full-time faculty; Youngcock Lee, the Ray Hartstein Award for Teaching Excellence for Part-time faculty; Jeff Hawkinson, the Classified Staff Excellence Award; and Jordana Lambropoulos, the Living Diversity Award. The College's Annual Fall Fest will be held on September 5 at the Skokie campus and September 6 at the Des Plaines campus.

Educational Foundation Liaison Report

Trustee Ann Tennes reported that on July 18, Dr. Smith hosted the Foundation Board meeting at her home. At that meeting, the Board conferred Emeritus Director status to Harry Tankus, who had served as a Board Director for more than forty years. Mr. Tankus has been very generous to the college with his time and resources. The Foundation also approved twenty-nine faculty grant requests for projects that will take place in the 2018-2019 academic year. Funding for these grants total approximately \$230,000 and will support some interesting and innovative programs. More than \$1 million has been made available by the Foundation to the college year to date, through a combination of grants, scholarships and program support. The scholarship allocation includes \$150,000 specifically earmarked for high school seniors. The Foundation currently hosts sixteen voting members and manages \$15.9 million in assets. The next fundraising event, Oakton's Finest: Art for Education's Sake, which is being coordinated by Alyse Burman, will take place on October 12 at 6:00 p.m. at the Skokie campus.

Student Trustee Report

Student Trustee Jack Timperley reported that with the start of the new semester, the events and activities that were being planned by student government all summer are beginning to take place. Student government will be hosting their meetings in the Student Center on September 19, October 24 and November 21, which we hope will get students more engaged with student government. Fall Fest dates are coming up quickly, September 5 at the Skokie campus and September 6 at the Des Plaines campus. In the coming months, students can also participate in many events including, Oakton's Day of Service, September 28; lip sync battles; and career and transfer events. Mr. Timperley extended a welcome to all the new students at Oakton on both campuses and online as well.

Comments by the Chair - None

Report: Update on Strategic Enrollment Management Planning Activities

The report on Strategic Enrollment Management was presented to the Board by Dr. Cheryl Warmann, Director of Enrollment Services and Ms. Michele Brown, Director of Student Recruitment and Outreach. Dr. Warmann began by talking about continuing enrollment challenges. A year ago, data was presented on how enrollment had declined significantly since fall 2010. One of those reasons is the growing competition from four-year institutions both within and outside of the state of Illinois. Another reason is unemployment is very low. Nationally, there is data that shows there are more jobs available than there are people qualified or interested to take them. Therefore,

that notion of recruiting and finding adults who are interested in coming to the college for retraining does become a challenge. Those challenges led to supporting and creating the Strategic Enrollment Management (SEM) team.

Initially, the team spent time learning more about Oakton's enrollment. We embraced different ideas and new opportunities. In that work, we also spent time looking at other community colleges' SEM plans. It helped to shape what we wanted to organize, how information should be presented, what goes into a plan, what goes in an appendix. Nationally there is no real model of what that looks like; we had to create something that would fit within the context of Oakton, and something that would be appropriate for our audience. In the data analysis, we looked at institutional data, state data and national data. New students are more likely to enroll full-time and are more likely to be financial aid recipients. We also considered high school market share, the percentage of high school graduating classes and their likelihood of coming to Oakton. On average, sixteen to eighteen percent of the high school students in our district choose to attend Oakton. This is comparable to other community colleges in the area. We really appreciated the growth in online learning and the dual credit program over the last few years. In addition, the persistence and completion rates are showing positive trends. The new student enrollment funnel illustrates the process from the early opportunity of someone enrolling and how they work through that pipeline to become an admitted student. Within that funnel, some students make it through, some stop out; some by choice because they become frustrated with the process. Dr. Warmann noted that once this data was analyzed, they came up with a list of approximately thirty issues. Within the work plan, we talk about each issue, have goals that align with each of those issues, and strategies to help support achievement of those goals. Amongst the issues, we talked about marketing. Historically, Oakton has always embraced brand marketing, but we also thought there were opportunities to consider, such as marketing to different audience segments based on age, location and academic interest. Within that high school yield or market share, we recognize that Evanston Township High School (ETHS) had the third lowest yield rate for our all-public high school districts in Oakton's district, after Glenbrook North and New Trier. We set a goal to increase that rate to eleven percent by expanding recruitment and outreach efforts. We realize some student's struggle getting through enrollment steps. This issue led to creating new goals around simplification and communication. Communication is one of the strategies we are looking at specifically, purchasing Customer Relationship Management (CRM) software. It is one of the strategies that is associated with improving our communication to targeted audiences. We are planning to bring forth that CRM recommendation as a purchase to the Board at the September meeting. When the Board does review the draft plan, you will see a work plan that will talk about the issues, goals and strategies. We are in a low unemployment period right now. One of the things that we have realized is that our adult students are more likely to make a decision to enroll just prior to the start of the semester, and it can be difficult for them to get through all of the enrollment steps in that timeframe. Our goal was to design a quicker process for adult students during this peak registration period. Lessons that the team has learned is that enrollment is not exclusively about access; it is more than new students; it includes student success. We needed to align that plan with the college's Strategic Plan and its institutional priorities. We considered our culture, structures and abilities to accomplish that work. The SEM team also talked about leadership. We as a team cannot get it done alone, it will take the entire college community to look forward in ways to implement the plan and carry out the work. Finding solutions to hard problems takes time. It takes calculated risks and we will need to continue to analyze and reevaluate the plan that we have through 2023.

Ms. Brown stressed the importance of looking at Oakton's SEM plan by utilizing the student experience framework. The reason that is important is that it makes it clear to understand what is in the SEM plan. The framework is built around the student experience; we are focusing on the student, not the needs of the institution or individuals within it, but the student's needs. The framework shapes what we include in our SEM plan. At each of the four points of the student experience, there are college activities that we create at Oakton that allow students to either build connections and persist, or possibly for some to leave the institution because they are frustrated. Ms. Brown talked through the four areas of the student experience: Connection, Entry, Progress, and Completion, and Oakton's SEM plan goals, priority/immediate goals, and aspirational/long term goals. All of the goals were based on research and on issues that we identified from the data. Insights gained are: 1) That we need

to make sure that we align our goals with the college's equity goals; 2) We need to prioritize our goals and set a timeline, which the SEM team knew was going to be necessary, but were affirmed by the community conversations; 3) We need to engage the entire Oakton community, especially faculty, because they touch the students more than anyone else at the institution on a regular basis; 4) We need to support the institutions priorities and the Strategic Plan through the Persistence Project, First Year Experience and Curricular Pathways; 5) In addition, we need to increase our high school partnerships so that we can build those connections and increase that market share; and 6) We need to examine the needs of our district and align our academic offerings with those needs and promote the market value of Oakton. Oakton has a huge value that we know about, but we need to convince our community.

This paradigm shift is in progress and we have been observing it. We are seeing departments move away from individual goals on what they can do as a department, and looking more at college wide enrollment initiatives. This has forced some open and honest conversations amongst departments, but also has forced more collaboration, which we are excited to see in moving forward. Enrollment is everyone's business. We are excited to launch these SEM-tember Community Conversations, which will be held at both campuses, where we will actually have the SEM draft plan and supporting documents on myOakton for the college community to review. We will be asking them to participate in these community conversations and give feedback to what they have reviewed in the SEM plan. We also hope that the Board will provide feedback as well, through President Smith. Lastly, once we gather our feedback, we will incorporate that feedback into the SEM plan. We know that we need to add parts to our work plan. We are going to be adding resources where needed for some of these initiatives. How are we going to assess our initiatives? Everything is going to be measurable so we can evaluate the success of the initiatives. We will assess and then reevaluate because SEM will be continual and ongoing. In spring 2019, we will communicate the updated plan and start implementing, monitoring and assessing the strategies within the plan. The CRM system, which will track students from the first time they inquire about the institution, all the way through application and enrollment and through graduation and alumni status. We are excited about this system and hope for the Board's support next month when we bring that proposal forward because that is going to help us look at the data more closely on where we are losing students. Another big initiative that is coming soon is an open house that we will be having on October 25. It is going to be called Discover Oakton, Find Your Future. This open house will be in the evening for prospective students and their influencers. We are also having a component of the open house during the day which is called a Major and Career Fair, and that will be for our current students, because we know that we have to recruit our students every single day. We cannot assume they are going to come here and stay here.

Chair DiLeonardi thanked Dr. Warmann and Ms. Brown for their presentation. Trustee Frank mentioned that at a recent ICCTA meeting, there was discussion that for profit colleges have flexible scheduling, which is appealing to a certain demographic. Ms. Brown responded that that is one of many things that we are going to be looking into. With the data that we reviewed, we saw that enrollments in our online courses were increasing; therefore, there is a demand for those types of classes. Chair DiLeonardi commented that underemployment is an issue as well, and we should be looking at targeting underemployed people who are in the service sector and want to get a job that requires more skill and provides them with a more reasonable salary. Ms. Brown said that our adult market is the hardest to reach because they are everywhere, but it is a marketing opportunity. Trustee Tennes relayed a conversation she had with a potential Oakton student, who was interested in enrolling in the Physical Therapist Assistant (PTA) program, and how the admission process seemed to be a frustrating experience for him. Dr. Warmann said that admission processes had recently been reviewed, and she provided a timeline for the process and did note that the PTA program is a limited enrollment program. Trustee Tennes was grateful for the explanation. Trustee Stafford inquired about what the strategies are for increasing the nine percent enrollment into Oakton from Evanston Township High School (ETHS) students. Ms. Brown said that in past years what was done with ETHS is what we did with our other high schools, one or two school visits every semester; we would have college days, college night programs; and any special presentations and programs that the high schools requested. This summer, the Recruitment and Outreach team met with the counselors at ETHS to come up with a

strategy on how we could do more to help the Evanston students learn about Oakton. A couple of the things that we are implementing, one starting in the fall, we will be at ETHS every other Monday morning. A recruitment and outreach specialist will be in the counseling center and the counselors are going to be helping that recruiter as far as making appointments with their students, and helping them through the enrollment process. We will be hosting a Black Teen College Success Program. Trustee Stafford commented that if we are going to jumpstart this plan, one of the things that we might have to do is bring money to the table, has that been considered, and if so, what would that look like? Ms. Brown mentioned that the Education Foundation approved additional dollars for high school senior scholarships, and we are sharing that with the counselors at the high schools. Trustee Stafford noted that part of the issue is the parents, how do we get this information to the parents.

Trustee Tennes asked where the Black Teen College Success Program will that held. Ms. Brown replied that this year, the event will be held at the Des Plaines campus, but there are discussions about holding future programs at the Skokie campus. Trustee Tennes suggested that having these initiatives at the Skokie campus as well is important. Ms. Brown agreed, although an interesting fact is that feedback from Evanston tells us that their students want to come to the Des Plaines campus because ETHS is such a huge high school, the students feel that the Skokie campus is small, smaller than their high school, consequently, it does not feel like a college to them. Trustee Tennes said that the Board has been discussing transportation and the limits of transportation between the East end of the district to the Des Plaines campus for years. Ms. Brown said that they understand that this has been an issue and they hope to gather data to support strategies to help solve that problem. Trustee Tennes said that it is vital and suggested that it needs to be looked at closely in tandem, because it does not make sense to do all this seed work to increase enrollment if the students are going to have difficulty getting here. That could be an area for the Foundation to possibly support. Dr. Smith added that as part of our strategic budget planning, we have allocated for a transportation study to begin to explore our options for what are the barriers and what are the options. Trustee Burns asked if there was a quantifiable measure that was being used to gauge how many students we would like to have in terms of enrollment, or is that something ongoing. Ms. Brown replied that we have that information in the complete SEM plan. Trustee Burns offered that in preparation for the meeting, she asked twenty people in Evanston, ranging from eighteen to seventy years of age, about what they knew about Oakton Community College. Ninety-five percent of the people could not tell me anything that would make me want to come here, which was surprising to her. Ms. Burns noted that there are a lot of places that young people convene in Evanston, for example the Youth Jobs Center, domestic violence shelters, recreation departments, etc. Young people do have jobs, but those jobs pay between \$10-15 an hour and are not sustainable. Trustee Burns suggested looking at agencies in Evanston that are working with young people, particularly where they are funneling them into low paying jobs. We need to help these young people to understand that they can go to college and have a job as well. Trustee Burns encouraged everyone to read a book that was written by the president of Governors State University, Elaine Maimon, 'Leading Academic Change', where she writes about higher education and that there is a lot of snobbery in it, junior colleges are low on the totem pole, and in the book, she asks for people to rethink about how we talk about our junior colleges. Trustee Burns said that there are many people out there that are nowhere and are doing nothing. Are we getting the best value for the money that we are spending? There is a great need in all of our communities. Dr. Smith noted that the Board would receive a copy of the full draft of the plan and looks forward to the Board's feedback.

Public Participation – Mr. Wayne Serbin talked about the national anthem of the United States

New Business

8/18-1a Approval of Consent Agenda

Trustee Frank offered:

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

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

- 8/18-1b Approval of Consent Agenda Items 8/18-2 through 8/18-9**
Trustee Stafford offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/18-2 through 8/18-9 as listed in the Consent Agenda.”
- 8/18-2 Ratification of Payment of Bills for June 2018 (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 \$7,894,020.37 for all check amounts and for all purposes as appearing on a report dated June 2018."
- 8/18-3 Ratification of Payment of Bills for July 2018 (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 \$8,538,842.16 for all check amounts and for all purposes as appearing on a report dated July 2018."
- 8/18-4 Acceptance of Treasurer’s Report for June 2018**
“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 June 2018.”
- 8/18-5 Authorization of Budget Transfers**
"Be it resolved that the Board of Trustees of Community College District 535 approves budget transfers in accordance with Illinois Compiled Statutes 110 ILCS 805/3-20, as listed originally in the FY2018 Budget approved by the Board in June 2017:
Education Fund-01: \$ 1,870,234 to and from 01 accounts as listed on pages 3-13 of item 8/18-6 in the August 2018 agenda book Operations & Maintenance Fund-02: 240,269 to and from 02 accounts as listed on pages 14-15 of item 8/18-6 in the August 2018 agenda book O & M Fund (Restricted)-03: 3,234,851 to and from 03 accounts as listed on pages 15-16 of item 8/18-6 in the August 2018 agenda book Auxiliary Enterprises Fund-05: 236,404 to and from 05 accounts as listed on pages 16-19 of item 8/18-6 in the August 2018 agenda book, Total: \$ 5,581,758."
- 8/18-6 Acceptance of Quarterly Report on Investments**
“Be it resolved that the Board of Trustees of Community College District 535 authorizes the acceptance of the Quarterly Report on Investments for filing.”
- 8/18-7 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 \$68,530.29 for all funds listed in item a.”
a. Salary payments in the amount of \$68,530.29 for part-time teaching services for the Alliance for Lifelong Learning Summer 2018.
b. Salary rescinds in the amount of \$1,589.37 for part-time teaching services for the Alliance for Lifelong Learning Spring 2018.
- 8/18-8 Ratification and Supplemental Payment of Pay Professional Personnel – Spring and Summer 2018**
1. "Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the Summer semester, 2018; the total payment amounting to \$1,774,421.47."

2. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the Summer semester, 2018; the total payment amounting to \$1,876,022.31."

3. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustment of overload faculty 2018 Spring semester salaries in the amount of \$28,028.46, resulting in a revised total of \$568,044.05."

8/18-9

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant Training: Manor Care

Basic Nursing Assistant Training, Health Information Technology, and Nursing: Westminster Place

Basic Nursing Assistant Training and Nursing: Clark Manor

Health Information Technology and Physical Therapy Assistant:

Advocate Condell Medical Center

Health Information Technology, Human Services, Medical Laboratory Technology, and Physical Therapy Assistant: Advocate Lutheran General

Health Information Technology: Aligned Modern Health

Medical Assisting: Associates in Nephrology; North Shore University Health System; Oak Mill Medical Associates; The Foot and Ankle Treatment Center

Nursing: Brandel Care Center; Community Consolidated School District 62; Generations HealthCare Network; Rainbow Hospice and Palliative Care."

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

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

The motion carried.

8/18-10

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

Trustee Frank offered:

"Be it resolved that the Board of Trustees of Community College District 535 hereby approves the transfer of up to \$8,000,000.00 from operating funds to a fund for the future payment of OPEB costs and claims."

Trustee Tennes seconded the motion.

Trustee Tennes commented that this is an important and prudent move on the part of the College to mitigate future liability. Trustee Stafford agreed and said that we are going to be discussing this because of the new GASB pension reporting. This kind of preventative action has kept this institution in good financial stead over the last years and Trustee Stafford commended President Smith and the finance team for this action.

Trustee Burns called the roll:

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

The motion carried.

8/18-11 Authorization to Approve August Purchases

Trustee Tennes offered:

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

| <u>Agenda Item</u> | <u>Page(s)</u> | <u>Description</u> | <u>Vendor</u> | <u>Amount</u> |
|--------------------|----------------|---|------------------------------------|-----------------|
| 8/18-11a | 1 - 2 | Plagiarism Prevention Software – Three Year Contract | Turnitin, LLC | \$ 62,623.55 |
| 8/18-11b | 1 - 2 | Microsoft Campus Agreement – Three Year Contract | Crayon Software | \$ 189,770.58 |
| 8/18-11c | 1 - 2 | Network Associates/McAfee Antivirus Software Updates/Support | Connection Public Sector Solutions | \$ 32,707.25 |
| 8/18-11d | 1 - 2 | Lift Station Electrical Feeder | Airport Electric Company | \$ 75,350.00 |
| 8/18-11e | 1 - 2 | Waste Removal, Recycling Services, and Organics Collection – Four Year Contract | Lakeshore Recycling Systems | \$ 157,191.80 |
| Grand Total: | | | | \$ 517,643.18.” |

Trustee Kotowski seconded the motion.

Trustee Tennes said that she takes pride in the fact that the contract for ‘Waste Removal, Recycling Services, and Organics Collection’ is going to Lakeshore Recycling Systems as they are an in-district vendor. We need to go through the competitive proposal process and it is always a great occurrence when through that process, the award goes to a local vendor. Chair DiLeonardi also liked the fact that it is a green way of taking care of our waste. Student Trustee Timperley was in full support of the purchase as well.

Trustee Burns called the roll:

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| Dr. DiLeonardi | Aye |
| Mr. Kotowski | Aye |

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| Mr. Stafford | Aye |
| Mr. Frank | Aye |
| Mr. Salzberg | Aye |
| Ms. Tennes | Aye |
| Ms. Burns | Aye |
| Mr. Timperley | Aye |

The motion carried.

8/18-12 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Consulting Services for Energy Management and Commodities Procurement-Four Year Contract; b) Computer Related Equipment for the West End Remodeling Project; c) Network Cabling and Installation; and d) Microscopes.

8/18-13 Authorization to Hire a Director of Facilities

Trustee Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Mr. Joseph Scifo, Director of Facilities, effective September 17, 2018 at an annual salary of \$118,000. That salary will be prorated for the period of September 17, 2018 through June 30, 2019.”

Trustee Tennes seconded the motion.

Mr. Chandrasekar, Vice President of Administrative Affairs, commented that the college is very excited to have Mr. Scifo on board. He has tremendous experience in facilities management and is a licensed architect, and he also has higher education experience. Mr. Scifo will be a great asset to the college.

Trustee Burns called the roll:

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

Motion carried.

8/18-14 Acceptance of Administrator Resignation

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the resignation of Dr. Maya Evans, Executive Director of Research and Planning, effective August 30, 2018.”

Trustee Salzberg seconded the motion.

The Board congratulated Dr. Evans on her new position at the University of Wisconsin/Madison and wished her well on her new endeavor.

Trustee Burns called the roll:

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

Motion carried.

8/18-15

Approval of Award of Tenure

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the fall 2018 semester, to Dr. Melissa Mendoza, Professor of Physical Therapy Assistant, and Ms. Cheryl Joseph, Assistant Professor of Early Childhood Education.”

Trustee Tennes seconded the motion.

Dr. Ileo Lott, Vice President of Academic Affairs, said that he was happy to acknowledge the accomplishments of those faculty members.

Trustee Burns called the roll:

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

Motion carried.

8/18-16

Acceptance of a Grant

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grant: Illinois Board of Higher Education Cooperative Work Study Grant for a total of \$36,677.61.”

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

8/18-17 Approval of Policy Revision

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the revisions to Policy 3022.”

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

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

Motion carried.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, September 25, 2018, beginning at 7:30 p.m. at the Des Plaines Campus, 1600 E. Golf Road in room 1506.

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 8:50 p.m.

Joan W. DiLeonardi
Joan W. DiLeonardi, Chair

Martha Burns
Martha Burns, Board Secretary

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8/2018

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