

**Minutes of the Oakton Community College Board Meeting
January 16, 2018**

The 729th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, January 16, 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 6:45 pm. in room 1502, Chair William Stafford called the meeting to order and asked Trustee Benjamin 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		Absent
Mr. Kyle Frank		Present
Mr. Paul Kotowski		Present
Ms. Ann Tennes		Absent
Mr. Brian Chan		Absent

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 Salzberg.

Trustee Salzberg called the roll:

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

Others present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Ms. 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 7:00 p.m. Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion; seconded by Trustee Frank; 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 1506. Trustee Salzberg called the roll:

Mr. Stafford	Chair	Present
Dr. DiLeonardi	Vice Chair	Present
Mr. Salzberg	Secretary	Present
Mr. Frank		Present

Mr. Kotowski	Present
Ms. Tennes	Absent
Ms. Burns	Absent
Mr. Chan	Absent

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 – Edwin Chandrasekar

Approval of Minutes

Chair Stafford asked for a motion for the approval of the minutes of the Board meeting of December 5, 2017; Trustee Frank made the motion, which was seconded by Trustee Kotowski. A voice vote was called and the minutes were unanimously approved.

Statement by the President

President Smith welcomed everyone to the first day of the spring semester, and introduced and welcomed Mr. Shedrick Daniels, Director of Student Life and Campus Inclusion, to his first Board meeting, and then asked for introductions from the audience:

Classified Staff present included: Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Jennifer Jennings, Grants and Alternative Funding; 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; John Carzoli, Professor, Physics; Paula Luszcz, Professor, Early Childhood Education; Kristin McCartney, Professor, Philosophy; Hassan Sayeed, Professor, Computer Technologies and Information Systems; and Psychology; George Scharm, Professor, Law Enforcement; and Boguslaw Zapal, Assistant Professor, Manufacturing.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; and Cindy Del Medico, Lecturer, Business.

Administrators present included: Marvin Bornschlegl, Chief of Police and Emergency Management; Colette Hands, Associate Vice President, Continuing Education and Workforce Development; and Interim Chief Human Resources Officer; Shedrick Daniels, Director, Campus Life and Student Inclusion; Ruben Howard, Director, Workforce and Continuing Education; Jake Jeremiah, Assistant Dean, Library Services; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Juletta Patrick, Assistant Vice President, Student Affairs; and Dean, Access, Equity and Diversity; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics, Computer Science and Engineering; and Acting Dean, Natural Science and Health Careers; Andy Williams, Controller; Ruth Williams, Dean, Curriculum and Instruction; and Brad Wooten, Dean of Business and Career Technologies; and Dean, Skokie Campus.

President Smith offered condolences to the family of Davida Schulman, a retired, adjunct faculty member who passed away; Kathleen Ahern-Gray, retired faculty, on the sudden passing of her husband Daniel Gray; to Faina Vilks, Accounting Assistant, on the loss of her sister Marina Solomon; and to Michele Brown, Director, Student Recruitment and Outreach, on the passing of her father James Miller. President Smith announced that the Higher Learning Commission did reaffirm the college’s accreditation for the next ten years. Construction on the Des Plaines campus is ongoing, continuing through Student Street to the main staircase in the lobby area of the campus. On January 12th, Oakton hosted Futures Unlimited; 461 eighth grade girls were on campus to learn about Science, Technology, Engineering, and Mathematics (STEM) careers. There were twenty schools from our district that participated; eight in-district high schools; twenty role models and twenty-five workshops. President

Smith thanked STEM Coordinator, Gloria Liu for coordinating the event, and the Educational Foundation for their monetary support. The Educational Foundations' holiday review event, 'Much to Sue about Nothing', will be held on January 20, at 7:00 p.m., in the Footlik Theater; tickets are \$50 and can be purchased online or through the Educational Foundation Office. The college was closed on January 15 in observance of Dr. Martin Luther King, Jr. Day. On January 23, renowned motivational speaker Bryan K. Smith, will present, "The Message: Dr. King Speaks to Hip-Hop".

Student Trustee Report

Student Trustee Brian Chan was not in attendance because illness, but he did send his report via email, which Dr. Karl Brooks, Vice President, Student Affairs, read in his absence. The spring semester has begun, and students are excited to be here. The College Programing Board is doing multiple welcoming events such as creating and adopting your own stuffed animal. On January 18 There will be a Lunch n' Learn, hosted by TRIO, where students can drop by to learn new study strategies to prepare them for the coming semester. On January 20, the Educational Foundation will present the holiday review event, 'Much to Sue about Nothing'. On January 23, motivational speaker Bryant Smith will present the "The Message: Dr. King Speaks to Hip-Hop"; analyzing music and comparing strategies and techniques used to convey the message across cultures using hip-hop; and finally on January 31, the Educational Foundation recognition event for the Student Center will take place.

Comments by the Chair

Chair Stafford commented that that himself and fellow Trustees Joan DiLeonardi, Martha Burns, and Student Trustee Brian Chan, will be heading to Washington, DC next month, for the ACCT Annual Legislative Summit, where they will be working arduously to maintain the education bill which is still up for passage.

Report: Emergency Preparedness Plan Highlights

Edwin Chandrasekar, Vice President, Administrative Affairs, gave a preview of the evening's report on the Emergency Preparedness Planning Project, an exercise that we have undertaken for the last few months. Mr. Chandrasekar presented a slide that included a map which showed the number of mass shooting incidents that have occurred from 1982 – 2017, and said that forty percent of the mass shooting incidents have occurred since 2010. Just as a measure of the statics, in the last seven years, we have had approximately sixteen incidents annually. Prior to that it was about seven incidents annually. This is the changing environment that we are dealing with, and shows why emergency management preparedness is such an important task and exercise for the college. As we think about how it impacts us at the local level, Illinois is one of approximately sixteen states that prohibits concealed weapons on campus; but there are about a dozen states that actually allow weapons on their campuses. The other twenty-four states have left it up to the discretion of colleges and universities to decide on their own and to come up with their own policies. Mr. Chandrasekar noted that while we may see it as a no-brainer that you should not have weapons on campus, it is not quite the case, people do have varying opinions on it. What is important to note, that while there is no single method to respond to an incident, prior planning is really key for us as a college staff to be able to respond to an emergency with a goal of maximizing safety.

That being said, what we did as a college over the last couple of months, was engage Hagerty Consulting, a nationally known emergency management and homeland security consulting firm. Mr. Chandrasekar introduced David Schuld, Lead Consultant for the Active Threat Portfolio. Hagerty Consulting has done a tremendous amount of work in the area of emergency management, most recently working with the city of New York on Hurricane Sandy; they have also worked on the Cook County Active Threat Program. In terms of their work with us, they are new to the college, but at the same time we hope that they will continue this relationship with us. One of the things that Hagerty Consulting did as part of this study, was to help us update and refresh our emergency management plan which comprises the involvement of various departments across the college including Student Affairs, Academic Affairs, Facilities, Police Department, Information Technology, and Communications, all very key areas that will need to be involved in the event of an emergency. In addition to that, they also undertook an employee survey to understand where people are and their awareness of emergency operations within the college. In addition, they also engaged in semi-structured interviews with key individuals across the college. It is important for us to recognize that this was a very collaborative process that Hagerty Consulting undertook in working with us as an institution, and really aligns well with the shared governance

framework for Oakton. As part of this, Mr. Schuld will explain when we think about the continuum of emergency preparedness, it is moving from not just preparedness, but looking at the whole spectrum which is going from prevention, to preparedness, to recovery, to response, and to mitigation. In terms of next steps, once we get this emergency management document updated, our goal is to come back to the Board and present it for adoption and then move forward with implementation.

David Schuld, of Hagerty Consulting, thanked the Board for the opportunity to present to them. Mr. Schuld congratulated and commended Oakton Community College for the efforts that have been taken so far. He commented that this is only the first step of hopefully a fruitful partnership with Oakton College. There was enthusiasm throughout the project, and he urged Oakton to continue to tap into that enthusiasm for future emergency preparedness activities. Mr. Schuld explained that Hagerty Consulting is an Evanston based Emergency Management and Homeland Security Consulting Firm. Besides active shooters preparedness, we were looking at all emergencies and how the college can be better prepared with an updated Emergency Operations Plan (EOP). Mr. Schuld stated that they are trying to update an EOP that has already been in existence, and that there are three objectives: 1) to make the update process interactive with groups of stakeholders across both campuses; 2) ensure that the process is open and transparent to all stakeholders; and 3) aiming to get the EOP in compliance with the Illinois Emergency Management Agency's, Ready to Respond Campus program. This is a newer program that is designed to enhance campus safety, preparedness, and response efforts at colleges and universities across Illinois. Very few colleges and universities across the state are in compliance with this program, and we really want to make Oakton one of the forefront champions of emergency preparedness. The process to update Oakton's EOP started in October 2017 with a discovery session, basically reviewing what Oakton had in place in terms of emergency preparedness across stakeholder groups, and where the college really wanted to go, and then we bridged the gap. It was a fun inter-active experience; good discussions; and good questions came out of that workshop. Mr. Schuld's team conducted site visits; interviewed departments; conducted a survey; and then came back and met with the planning team in December 2017 to present their findings report.

Mr. Schuld talked about the survey which ran from November-December 2017, released over Oakton eNews, and directly distributed to specific stakeholders. There were twenty-four emergency related questions; 106 responses were received. In the findings report there is a full list of all the different responses. Mr. Schuld briefly went over the major findings: many of respondents have worked for Oakton for over a decade, hence there is a lot of institutional knowledge of the college; but that information was not noted in any sort of official document. Employees said that they felt mostly prepared and confident in their co-workers preparedness; which again, was not written in any official document. There was an identified need to increase departmental emergency planning and to have that regularly tested. It was understood in interviews that there were certain access codes for getting on the Public Address (PA) system; certain codes to use in case of an issue in a classroom; and a safety captain system that was known across the college, but when looking in the documents, it was not present. We also found that ALERT!Oakton, is the main source of expected emergency notification with the PA system being a physical on-campus notification system. Ninety-four percent of the participants of this survey are subscribed to ALERT!Oakton. The last and final takeaway, was that some staff and faculty did not receive any sort of emergency training over the past five years. Emergency management and preparedness has changed significantly and continues to change and update. There was an identified need there.

The findings report is broken into several summaries of recommendations. First and foremost, recommendations to update the EOP, and to get that foundational document in compliance with the Ready to Respond Campus certification. Mr. Schuld said that they also went beyond reviewing of the EOP, provided recommendations that include planning, policy, procedures, training, and equipment recommendations. The EOP is not an end all too emergency preparedness; you really need to identify next steps. In terms of EOP recommendations, several information emergency procedures have been documented and formalized in the updated draft of the EOP. That includes preexisting emergency messaging templates that are added in an annex so that everybody knows exactly what sort of messages should be coming out. There is a space to document hazardous materials that are kept on campus; also considered are the nuances of the Early Childcare Center; the safety captain system is now documented; and we extrapolated on the Risk Assessment to Determine Appropriate Response (RADAR) system

more than it was in the original EOP. Oakton does have flooding issues, so they created an independent annex on flooding; likewise emergency power. Mr. Schuld said that they updated all contacts in the EOP which range from local public safety, fire, and police, in both Des Plaines and Skokie, they also included Pace Bus contact information in the event the college needs to get individuals out of the area; as well as Illinois Department of Transportation for information on road conditions; Illinois Department of Public Health; and local water departments are all listed. Documentation guidance has also been added, as prior to this, there were no actual dates of when the EOP was last revised. They also developed a departmental emergency plan template which each department can fill out with the information required for that department and use that as a resource in departmental emergency preparedness. It is also important to pre-identify a line of succession, with up to two alternates is another recommendation for inclusion in the EOP. The updated draft EOP is fifty pages shorter; it is more succinct and legible for individuals to use in an actual emergency.

Mr. Schuld noted that they developed out annexes to be in compliance with Ready to Respond Campus for a number of different activities ranging from command and control of who is in charge in an emergency incident, to how to inform the public, to how to deal with critical stress, to mass care and sheltering, as well as health and medical issues. Hagerty Consulting also recommended modifying the college's threat and risk assessment plans; reviewing evacuation plans; providing handbooks for emergency actions in each of the classrooms; developing departmental specific emergency plans; and looking at continuity of operations for the entire college; how can the college still function as an organization if one of the campuses is 'taken out'. Policies would include testing Alert!Oakton every three to four months; regularly testing the camera system; implementing testing of the PA systems; developing simple and easy to use plans for safety captains and training for those captains; assigning the role of a student liaison to student government; and having all polices implemented to be digital. Another recommendation would be that after every emergency incident there should be some sort of after action recording done on what the college did well, and what could be done better. Mr. Schuld encouraged the college to have emergency related trainings become mandatory, it could be part of an on-boarding process. Other recommendations: testing the safety captain system regularly; conducting regular trainings with both Des Plaines and Skokie Police Departments; creating a student/faculty/staff integrated response team; making active threat trainings and drills a priority, on par with fire and tornado drills. The last recommendation in terms of training and to be in compliance with the Ready to Respond Campus initiative, is creating a multi-year training and exercise program. Build out a 36-month program schedule of when training will occur and what sort of exercises will be occurring to help build readiness for Oakton. In conclusion, Mr. Schuld said that in terms of next steps, they are in the process of completing the draft EOP update which will be finalized by the end of January 2018, which at that time will be given to Mr. Chandrasekar to present to the Board. He said that Hagerty Consulting will work with Chief Bonschlegl to present to the public safety agencies in both Des Plaines and Skokie so that they are aware of the EOP update.

Chair Stafford asked if Hagerty Consulting assists in running tabletop exercises. Mr. Schuld replied yes, tabletop and operations in compliance with national standards put in place by FEMA and the Illinois Emergency Management Agency. Chair Stafford asked assuming the Board wants an emergency plan in place before it moves forward, what is prudent in terms of a time line. Mr. Chandrasekar responded that we are looking at a six to nine month timeline for implementation. Mr. Schuld added that there are a series of planning meetings that they can conduct in order to get the input of what the college wants to actually exercise. Chair Stafford said that having done this at two other organizations, he knows you are only as good as your tabletop exercise.

Trustee Frank asked if there are people, specifically faculty, designated to be in charge during an emergency. Mr. Chandrasekar responded that there are individuals that are part of the safety captain training program which is administered by the Police Department which are volunteers from across the college, staff, faculty and administrators. Mr. Schuld said that part of the emergency preparedness is making sure that everybody is prepared. Ruth Williams, Dean of Curriculum and Instruction, added that when she was Dean of Science and Health Careers, they did conduct training for all of the science faculty on how to use the safety equipment in the labs. Trustee Kotowski asked to what extent are the local authorities going to be involved in the EOP. Are they actively helping us or is this something that we present to them and make them aware of. Mr. Schuld responded that at the beginning of the project, they reached out to both the Des Plaines and Skokie public safety agencies.

Mr. Schuld said that within the next two weeks, he and Chief Bornschlegl will meet with officials from Des Plaines and Skokie to review the document. Ultimately this is the college's EOP and we want to make sure that it fits the needs of the college. Trustee Kotowski suggested that we might want to include the Illinois State Police and Cook County Sheriff's Office as they patrol and have headquarters in the area. Trustee Salzberg asked if Hagerty Consulting have done similar projects in college settings. Mr. Schuld replied that they have worked with the University of North Carolina building out their emergency operations plan and exercises; and they have worked with colleges across the United States doing this exact type of work.

Chair Stafford thanked Mr. Schuld and Mr. Chandrasekar for the presentation.

Public Participation - none

1/18-1a Approval of Consent Agenda

Trustee Kotowski 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.

1/18-1b Approval of Consent Agenda Items 1/18-2 through 1/18-9

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/18-2 through 1/18-9 as listed in the Consent Agenda."

1/18-2 Ratification of Payment of Bills for December 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 \$9,299,718.49 for all check amounts and for all purposes as appearing on a report dated December 2017."

1/18-3 Acceptance of Treasurer's Report for November 2017

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as part of the College's official records, the report of the Treasurer for the month of November 2017."

1/18-4 Acceptance of Treasurer's Report for December 2017

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as part of the College's official records, the report of the Treasurer for the month of December 2017."

1/18-5 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."

1/18-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c, and hereby approves the expenditures in the amount not to exceed \$1,765.00 for all funds listed in items a and b."

a. Salary payments in the amount of \$300.00 for part-time teaching services for the Alliance for Lifelong Learning Spring 2018.

b. Salary payments in the amount of \$1,465.00 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.

c. Salary rescinds in the amount of \$648.13 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.

1/18-7 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 \$31,529.17 resulting in a revised total of \$4,321,522.47."

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 \$1,440.08, resulting in a revised total of \$408,389.90."

1/18-8 Authorization to Pay Professional Personnel

"Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2018 Spring Semester Part-time Faculty, and Adjunct Faculty, on January 26, 2018, and Full-time Overload payments on February 9, 2018, prior to the February 20, 2018 Board ratification."

1/18-9 Approval of Clinical Practice Agreements

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

Medical Laboratory Technology:

Quest Diagnostics, LLC and Norwegian American Hospital

Nursing:

Advocate Health and Hospitals Corporation, Advocate North Side Health Network, Advocate Condell Medical Center, Advocate Sherman Hospital, Dreyer Clinic, Inc., EHS Home Health Care Service, Inc., and Meridian Hospice Independence Plus."

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

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

The motion carried.

1/18-10 Consideration and Action on a Resolution Declaring the Intent of the District to Issue \$5,200,000 Funding Bonds to Pay Outstanding Claims Against the District

Trustee Kotowski offered:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue \$5,200,000 bonds for the purpose of funding and paying claims against Community College District 535, County of Cook and State of Illinois, and directing that notice of such intention be published as provided by law.

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

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

The motion carried.

1/18-11

Consideration and Action on a Resolution Calling a Public Hearing Concerning the Board’s Intent to Issue \$5,200,000 Funding Bonds to Pay Claims Against the District

Trustee Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following notice concerning the intent to sell Funding Bonds, hold a public hearing and publish notice in a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing, and post at least 96 hours before the Hearing a copy of the notice at the principal office of the Board. The wording announcing the hearing will be published as stated:

Notice of Public Hearing Concerning the Intent of the Board of Trustees of
Community College District 535, County of Cook and State of Illinois
to Sell \$5,200,000 Funding Bonds

PUBLIC NOTICE IS HEREBY GIVEN that Community College District 535, County of Cook and State of Illinois (the “*District*”), will hold a public hearing on the 20th day of February 2018, at 7:30 o’clock P.M. The hearing will be held in the Board Room (1506) at Oakton Community College.

At this time, Trustee Frank questioned whether the address listed is correct, as the February 20 Board meeting is schedule to be held at the Skokie campus. Chair Stafford and President Smith noted that is an error, the meeting will be held at the Skokie campus. Trustee Frank read the correct address into the record, 7701 N. Lincoln Avenue, Skokie, Illinois 60076, in room P104. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$5,200,000 for the purpose of paying claims against the District. By order of the Board of Trustees of Community College District 535, County of Cook and State of Illinois.

DATED the 16th day of January 2018.
Benjamin Salzberg, Secretary
Board of Trustees
Community College District 535, County of Cook and State of Illinois

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

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

The motion carried. Trustee Frank noted that page 4 of 7 of agenda item 1/18-11, also lists that the public hearing will be held at the Des Plaines campus of Oakton Community College. Chair Stafford said that the address will be corrected to show that the hearing will be held at the Skokie campus, 7701 N. Lincoln Avenue, in room P104.

1/18-12

Authorization to Approve January Purchases

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
1/18-12a	1-2	Travel for Baseball Team	Infinity Transportation Management, LLC	\$ 11,500.00
			Balmoral Resort	\$ 14,200.00
			Russ Matt Baseball	\$ 2,500.00
			Food and miscellaneous costs	\$ 5,000.00
			Enterprise Rent-A-Car	\$ 1,200.00
			Airline Travel - company to be determined	\$ 400.00
1/18-12b	1	IP Telephony Annual Support and Software Assurance Agreement Renewal – One Year Contract	Telecom Innovations Group, LLC	\$ 26,157.94
1/18-12c	1	Early Alert Software Renewal – Three Year Contract with Training and Consulting	The Education Advisory Board, Inc.	\$ 102,000.00
1/18-12d	1-2	Executive Search Services	Pauly Group, Inc.	\$ 54,560.00
		Grand Total		\$ 217,517.94.”

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

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

The motion carried.

1/18-13 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Multimedia Projectors; and b) Engineering Services for Electrical Switchgear Replacement.

1/18-14 Approval of Extension to Tolling Agreement

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the Tolling Agreement Extension between Illinois Metropolitan Investment Fund (“IMET”) and the Board of Trustees of Oakton Community College, District 535 and authorizing execution of the Agreement by the District’s attorney on the District’s behalf.”

Trustee Frank seconded the motion, and asked for an explanation of the tolling agreement. Chair Stafford explained that the college had some money invested in the Illinois Metropolitan Investment Fund (IMET), as did hundreds of public agencies throughout the state. They incurred a loss of some of that funding and in part, this agreement states that they are still working to recover some of that money for us and we agree to work with them to recoup

the funds and the college will not immediately take them to court or seek other action against them.

Trustee Salzberg called the roll:

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

The motion carried.

1/18-15 Preview of a New Unit of Instruction

Chair Stafford asked for brief comments on the Emergency Medical Technician-Basic (EMT-B) Certificate being previewed. Ruth Williams, Dean of Curriculum and Instruction talked about the certificate stating that currently, it is a Fire220 course, which is imbedded in the Emergency Medical Technician-Paramedic Certificate. We want to pull that out so that it is a stackable credential which allows students to earn their EMT Basic Certificate, start working, and then continue to complete their EMT Paramedic program. It is also nice for students who might want to go into health careers and maybe do not want to pursue the paramedic part, but want to start getting their patient contact hours as they prepare for other careers.

Chair Stafford remarked that it sounds like a great unit of instruction, as did Trustee DiLeonardi.

1/18-16 Approval of New Unit of Instruction

Trustee DiLeonardi offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Associate of General Studies Degree as a New Unit of Instruction, which was previewed and discussed at the December 5, 2017 Board meeting.”

Trustee Salzberg seconded the motion and called the roll:

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

The motion carried.

1/18-17 Approval of Emeritus Appointments

Trustee Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the ten-year Emeritus appointments for Professors Patti Interrante, Rose Novil, Michele Reznick, Lynn Woodbury, Thomas Firak, Paul Boisvert, and for Administrators Ann Marie Barry, Nancy Prendergast and Roxann Marshburn.”

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

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

The motion carried.

1/18-18 Acceptance of Administrator Resignation

Trustee DiLeonardi offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the resignation of Dr. Michael Carr, Assistant Vice President of Academic Affairs and College Transitions, which was effective December 31, 2017.”

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

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

The motion carried.

1/18-19 Authorization to Hire a Director of Grant Strategy and Development

Trustee DiLeonardi offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Ms. Allison Grippe as Director of Grant Strategy and Development, effective February 5, 2018, at an annual salary of \$85,000. That salary will be prorated for the period of February 5, 2018 through June 30, 2018.”

Trustee Frank seconded the motion.

Dr. Ileo Lott, Vice President, Academic Affairs remarked that Ms. Grippe, if approved, will be joining us from Harper College, with fifteen years of experience. She will help us add a little strategy to how we approach our grants and he looks forward to the partnership that she will form with Jennifer Jennings, who has been our behind the scenes grant coordinator.

Trustee Salzberg called the roll:

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

The motion carried.

1/18-20

Acceptance of Grants

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts 1/18-20a through 1/18-20e, for the following grants:

a. Illinois Arts Council Visual Arts Program Grant in the amount of.....	\$ 5,200.00
b. Illinois Arts Council Presenters' Development Program Grant in the amount of	\$ 8,800.00
c. Illinois Board of Higher Education Cooperative Work Study Grant...	\$ 34,466.84
d. Illinois Community College Board CTE Improvement Grant.....	\$ 50,000.00
e. The Foundation of the Fabricators & Manufacturers Association, Intl. in the amount of.....	\$ 5,000.00
for a total of \$103,466.84."	

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

1/18-21

First Read of Policy

Trustee Frank offered:

"Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review, the proposed revisions to Board Policy 1101, with action to take place at the next regularly scheduled Board meeting, February 20, 2018."

Trustee Frank seconded the motion.

President Smith noted that this policy will bring the college in line with the Illinois State Officials and Employee Ethics Act.

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, February 20, 2018, beginning at 7:30 p.m. at the Skokie campus of Oakton Community College, 7701 Lincoln Avenue, Skokie, Illinois, in Room P104.

Trustee Salzberg made the motion to adjourn the meeting, which was seconded by Trustee Frank. A voice vote was called and the meeting was adjourned at 8:25 p.m.

William Stafford
William Stafford, Chair

Ann E. Tennes
Ann E. Tennes, Acting Board Secretary

ec
1/2018

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