

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

The 737th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 16, 2018, at the Oakton Community College Skokie campus, 7701 N. Lincoln Avenue, Skokie, Illinois.

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

At 6:45 p.m. in room A167, Chair Joan DiLeonardi called the meeting to order. Acting Board Secretary Paul Kotowski called the roll:

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

Trustees Burns and Salzberg were absent.

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. Chair DiLeonardi made the motion, seconded by Trustee Kotowski.

Trustee Kotowski called the roll:

Mr. Stafford	Aye
Dr. DiLeonardi	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; and Dr. Ileo Lott, Vice President, Academic Affairs.

At 7:20 p.m., Chair DiLeonardi asked for a motion to adjourn the closed session meeting. Trustee Tennes made the motion; seconded by Trustee Timperley; 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 7:35 p.m. in room P104.

Trustee Kotowski called the roll:

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

Trustees Burns and Salzberg were absent for the meeting.

Also present Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; and Dr. Ileo Lott, Vice President, Academic Affairs.

**Pledge of Allegiance** – Trustee Ann Tennes

**Approval of Minutes**

Chair DiLeonardi asked for a motion for the approval of the minutes of the September 25, 2018 Board meeting. Trustee Tennes made the motion, seconded by Trustee Stafford; a voice vote was called, and the minutes were unanimously approved.

**Statement by the President**

Dr. Smith asked for introductions from those present:

Full-time Faculty included Greg Hamill, Professor, Sociology, and President for the Full-time Faculty Association; Anita Cotton, Professor, Accounting; Tina Fakhrid-Deen, Professor, English; Tracy Fulce, Professor, Management and Marketing; and Michelle James, Professor, Student Development and Psychology.

Classified Staff present included Kathleen De Courcey, College Relations, and President of the Classified Staff Association; Tania Boisson, Student Affairs; Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Mindy Finnigan, Center for Professional Development; Simi Khurana, Student Life; Gaya Lasam, Information Technology; Jon McFarlane, Media Services; and Vinita Shah, Media Services.

Adjunct Faculty present included David Arieti, Lecturer, Biology; and John Bishop, Lecturer, Liberal Arts.

Administrators present included Robyn Bailey, Director, Operations and Administration; Anne Brennan, Assistant Vice President of Academic Affairs, and College Transitions; Michele Brown, Director, Student Recruitment and Outreach; Sebastian Contreras, Jr., Dean, Student Success; Al Grippe, Director, Grant Strategy and Development; Colette Hands, Associate Vice President, Chief Human Resources Officer; Ruben Howard, Director, Workforce and Continuing Education; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Mark Kiel, Dean, Counseling, Health and Wellness Services; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Juletta Patrick, Assistant Vice President, Student Affairs/Dean, Access, Equity and Diversity; Katherine Sawyer, Chief Advancement Officer; Joe Scifo, Director, Facilities; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Science, Technology, Engineering and Mathematics, and Health Careers; Cheryl Warmann, Director, Enrollment Services; Andy Williams, Controller, Budget and Accounting Services; Ruth Williams, Dean, Curriculum and Instruction; and Brad Wooten, Dean, Skokie Campus and Business and Career Technologies.

Students in attendance: Justin Oo, Amanda Pak, Josh Rodriguez, Jason Spitzer, and Gaby Ulcinat.

Guests: Robert Boron, Ms. Genevieve Bookwalter, Chicago Tribune; Anthony Cervini, Sikich LLP; and Marie Touissant

### **Statement by the President**

Dr. Smith began by offering condolences to Aleda Thompson, Institutional Research, on the passing of her grandmother; and to Camille Harrison, Professor of Modern Languages, on the passing of her father. Dr. Smith offered congratulations to Michele Brown, Director of Student Recruitment and Outreach, who was a member of the Transfer Sub-committee on the NACAC Steering Committee on Admission Practices, and whose team was awarded the Margaret E. Addis Award for 2018. Also receiving congratulations, Faria Ameen, who received the Hall of Honor Officer Award from the Illinois Region of Phi Theta Kappa, and Alpha Iota Phi Chapter, for outstanding leadership. First place was awarded to Oakton's Phi Theta Kappa Honor Society, Illinois Region, in the Strong Social Media Contest; students Justin Oo, Joshua Rodriguez, Gaby Ulcinaite, and Student Trustee Jack Timperley accepted the award from Chair DiLeonardi and Dr. Smith. Dr. Smith also congratulated Nigerian native Abdulwahab-Omotose, who was named the College's male student-athlete of the month for September. Abdulwahab is a forward for the Oakton Owls men's soccer team who led the squad in scoring and is actively involved at the college as a student ambassador. In addition, last month, Alena Alwan was selected as the College's female student-athlete of the month. Alena is the captain of the Oakton Owls volleyball team, serves as the co-president of the Math club, a student in Oakton's Honors Program, and is a member of the Phi Theta Kappa International Honor Society. For the fourth time in five years, an Oakton golfer has qualified for the NJCAA Division II Men's Golf Championship. This season, freshman Nzelu Maitha will represent the Owls in the national championship scheduled in May 2019 in Plymouth, Indiana. Dr. Smith welcomed visiting faculty member Sanna Van Putte, who is a member of the art faculty at Aventus College in Apeldoorn, the Netherlands. Sanna is the guest of Lou Pierozzi, Chair of Art and Design. During Sanna's visit at Oakton, she has and will be touring the campus, visiting classes and meetings. During the last month, we have had numerous programs in support of Hispanic Heritage Month, National Coming Out Week, and Diversity Awareness – recognizing and celebrating the rich diversity within our community. On October 18, we will celebrate the dedication of our employees at the Employee Recognition and Appreciation Dinner.

### **Finance Committee Report**

Trustee Stafford reported that the Finance Committee met earlier in the day regarding the audit. Trustee Stafford introduced Mr. Anthony Cervini, partner from Sikich LLP, who gave a brief overview of the audit report.

### **Report: Audit Report**

Mr. Anthony Cervini, thanked Trustee Stafford and the Board for the opportunity to present the results of the audit of the College as of and for the fiscal year ended June 30, 2018. Mr. Cervini reiterated that representatives of Sikich LLP met with members of the Finance Committee of the Board and reviewed the reports in significant detail. As a result of the audit, four 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; the Illinois Cooperative Work Study Report, and finally the Auditor's Communication to the Board of Trustees. Because 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. Mr. Cervini also discussed the impact of Governmental Accounting Standards Board (GASB) Statement No. 75 and its impact on the College. He noted that the College now reports a liability on the Statement of Net Position for its portion of the liability with the College Insurance Plan (CIP). The College transferred \$8 million at the end of fiscal year 2018 to begin funding this liability. Mr. Cervini also noted that the audit identified no material weaknesses or significant deficiencies

and that staff implemented all of the prior year recommendations. Mr. Cervini closed by thanking the Board and staff for their efforts on the audit.

Trustee Frank asked Mr. Cervini what the College's liability would be if it had to report the SURS liability in the financial statements. As of June 30, 2018, the amount of the liability would be approximately \$320 million. Mr. Cervini replied that within the state there are a couple of different plans. The State College Insurance Plan which is the \$80M liability. Under the college's portion of that liability is approximately \$320M with Oakton's participation in the SURS plan. Trustee Stafford made a few comments, first he thanked Mr. Cervini and his group of accountants for working with the College it was a very cooperative effort. Trustee Stafford on behalf of the Board, thanked Vice President Chandrasekar, his staff, and Andy Williams, for all of their hard work and good financial stewardship. Trustee Stafford reiterated to the audience, that the report that is published is above and beyond what is legally required and we do that for the sake of transparency.

### **Educational Foundation Liaison Report**

Trustee Ann Tennes reported that the Educational Foundation hosted the 2<sup>nd</sup> annual *Oakton's Finest: Art for Education's Sake* fundraiser on October 12<sup>th</sup> at the Skokie campus. The event included fifty-five works of art donated by faculty, students, local artists and community members. Preliminary results indicate that nearly \$3,000 in proceeds were generated to support the Foundation's annual fund. The Foundation's independent audit results were presented to their Finance and Investment committee on October 15, receiving an unmodified opinion from Sikich, LLC. The auditors will share these results with the full Board of Directors at their quarterly meeting in November along with a draft of their IRS filing. The Foundation is preparing for the annual Donor Recognition Brunch, celebrating our donor's roles as champions of student success. Two-hundred fund founders, Dean's Circle and President's Circle donors have been invited to the event on November 3<sup>rd</sup> and will be joined by 250 invited scholarship recipients who are benefiting from Foundation support this academic year. The Foundation is currently considering two new members to add to their Board of Directors.

### **Update on Landscape Master Plan**

Trustee Tennes, who has been serving on the Landscape Master Plan Committee, reported that the committee is representative of the college. To date, there have had three meetings, which were held at the Des Plaines and Skokie campuses. Trustee Tennes relayed that she is excited about the process, and the drawings and proposals that Farr Associates have presented to this point. Trustee Tennes conveyed to her Board colleagues that the areas of change, specifically at the Des Plaines campus are exciting, and she encouraged all to stay tuned!

### **Student Trustee Report**

Student Trustee Jack Timperley reported that Oakton's Phi Theta Kappa Chapter, Alpha Iota Phi, attended the PTK Regional Honors Institute and Leadership Conference hosted by Moraine Valley Community College where they participated in team building, leadership, and informational sessions, that will help them on their journey to becoming a five star chapter. On September 28<sup>th</sup>, the Oakton community participated in the Day of Service. The OCCurrence student newspaper held an open writers event, after a yearlong hiatus, in an attempt to gain more student interest in writing and contributing to the publication, which will be working with Oakton's Visual Organization to create digital and physical content. The Career and Transfer Center hosted UIC representatives on Student Street where students were able to engage with the resources available to them if they decide to transfer to that college. Recent events and activities taking place on both campuses include on Halloween there will be a "trunk-or-treat" at the Skokie campus, games at both campuses, escape rooms, and trick-or-treating open to the community. Round 2 of the Lip Sync Battle will be held on October 23 from 11am-1pm., and it will be streamed to the Skokie campus from Des Plaines. The SGA invites all Board members and members of the President's Council to attend the next SGA meeting in the Student Center on October 24<sup>th</sup> from 3pm-5pm. Mr. Timperley extended a standing invitation to attend SGA meetings anytime this semester on Wednesdays, from 3pm-5pm in room 2139 at Des Plaines or room C240 at Skokie. Lastly, Mr. Timperely relayed that he is looking forward to representing the students at the ACCT Conference in New York October 24 – 27, 2018.

## Comments by the Chair - None

### **Report: Counseling, Health and Wellness**

The evening's report was presented by Dr. Mark Kiel, Dean of Counseling, Health and Wellness Services, and Tania Boisson, Student Care Coordinator. Dr. Kiel thanked the Board and Dr. Smith for the opportunity to present the report. Dr. Kiel began by stating that the College has a counseling, health and wellness division and now we have a center thanks to the hard work of many people throughout the College. From conception, to the Center being fully opened in January 2019, this was an initiative that was approved by the Board and shepherded through by administrators and many others. Oakton Community College has a long history of supporting students with counseling, student development and personal matters. This was traditionally done through the student development faculty, which was a jointly appointed faculty who worked on both the academic and the student affairs side of the College. With the changing landscape of professional counseling, mental health, and wellness, this model has been adjusted and transitioned entirely. Dr. Kiel spoke about the timeline of these transitions, including in 2014 the articulation of a five-year plan that did culminate in the opening of the Wellness Center at the Des Plaines campus, and the incremental changes that are ongoing with the Wellness Services at the Skokie campus. Dr. Kiel touched on mental health issues such as depression, anxiety, suicidal thoughts/behaviors, self-injury, and sexual or physical abuses, which unfortunately for a variety of reasons, are increasing. He conveyed that this is impacting our student body at times, and although it is not always as prevalent as many of the other matters we deal with in counseling, we are prepared to deal with it through the resources and staffing and many of the dimensions of health, counseling and wellness.

Counseling Services supports a commitment to student success through short-term, generalist counseling, on call support for campus, faculty and staff consultation, programming and outreach, referral options and coordination, counseling and mental health perspective in leadership. We have hired a number of new people because of this transition; they are diverse in where they trained in the mental health disciplines. They are all professional and they all have unique commitments to higher education. Dr. Kiel gave a year-over-year comparison that the amount of usage of services is going up. Possible reasons could be the Illinois budget crisis, which impacted social service agencies in our community that support students. In addition, we were booking ninety-four percent of our time during mid-terms and finals. We also do a lot of crisis work in responding to things that come up on campus that are unexpected. Since employing our data governing system, we can see that the uses of our services have been increasing steadily over the last several years.

Next, Ms. Boisson talked about the creation of her role as the Student Care Coordinator. Care Services focuses on equity. It recognizes that if students are not doing well, then their ability to function at the College decreases and their ability to be successful decreases too. Care Services is an intersection between Student Affairs and Wellness Services. It provides support to students to help them navigate that intersection between mental health, overall wellness, academics and their co-curricular activities. Some of that support includes providing students with referrals to internal and external resources. It also provides a comprehensive approach to providing student advocacy and support. Ms. Boisson said that it allows her to collaborate with various campus departments. She is part of the threat assessment team; she works closely with the counselors; the Office of Access, Equity and Diversity; as well as Campus Police; and the ADRC. As Dr. Kiel mentioned, the addition of the role of Student Care Coordinator allows us to respond to students in a more holistic manner, and again this speaks to our commitment to equity. An example of this is our Care Closet, an effort spearheaded by Student Life. However, Care Services does have representation on that committee. Ms. Boisson explained that the Care Closet is an effort to respond to some food, clothing, and insurance insecurities of our students. The Wellness Center also offers health services for our students. The nurses provide basic health services; screenings for health career students for their field placement requirements; and a medical director who works closely with athletics by providing clearances for all of the student athletes. Although Skokie is not going to have a brand new center, the Health Services office will have some upgrades and changes to their equipment. Dr. Kiel talked about the benefits of establishing a Wellness Center, which expands counseling support and coverage; centralizes services

for students that includes counseling, health services and programming. Dr. Kiel talked about the Wellness Committee, which is a standing campus committee that does have a mental and physical health representative on it. Lastly, Dr. Kiel said that there is a lot that has gone on this past year, particularly around strategic goals and commitments, and he does believe that the current wellness model is tied to student persistence and overall student success. Dr. Kiel displayed pictures of the new Wellness Center and noted that the grand opening will be in January 2019.

Trustee Tennes thanked Dr. Kiel for the important work he and his staff are doing.

## **Public Participation – None**

## **New Business**

### **10/18-1a Approval of Adoption 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 Tennes seconded the motion; a voice vote was called and the motion passed unanimously.

### **10/18-1b Approval of Consent Agenda Items 10/18-2 through 10/18-7**

Trustee Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/18-2 through 10/18-7 as listed in the Consent Agenda.”

### **10/18-2 Ratification of Payment of Bills for September 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 \$5,514,369.00 for all check amounts and for all purposes as appearing on a report dated September 2018.”

### **10/18-3 Acceptance of Treasurer’s Report for September 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 September 2018.”

### **10/18-4 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.”

### **10/18-5 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 \$160,257.69 for all funds listed in item a.”

a. Salary payments in the amount of \$160,257.69 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.

b. Salary rescinds in the amount of \$3,962.82 for part-time teaching services for the Alliance for Lifelong Learning 2018.

### **10/18-6 Supplemental Authorization to Pay Professional Personnel – Fall 2018**

1. “Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$489,950.15 to the total amount of part-time teaching salaries paid during the fall semester 2018; the revised, total payment amount is \$3,947,573.36.”

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$57,499.20 to the total amount of faculty overload salaries paid during the fall semester 2018; the revised, total payment amount is \$427,006.80."

10/18-7

**Approval of a Clinical Practice Agreement**

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

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

Trustee Kotowski seconded the motion and called the roll:

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

The motion carried: Student Trustee Timperley favored the resolution.

10/18-8

**Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinions)**

Trustee Tennes offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2018 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2018."

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

10/18-9

**Approval of Estimate of Levy for 2018 and Announcement Thereof**

Trustee Tennes offered:

"Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2018 to be collected in calendar year 2019 as follows:

The sum of \$43,487,059 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 \$100,000 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 13, 2018, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2018. The above estimated amounts for the 2018 tax levy may be changed by the Board in adopting the final 2018 levy, subject to statutory notice and publication requirements."

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

Mr. Stafford	Aye
Mr. Kotowski	Aye
Dr. DiLeonardi	Aye





**10/18-12 Acceptance of Faculty Retirements**

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Richard Stacewicz and Ronald Thomas.”

Trustee Kotowski seconded the motion and called the roll:

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

Motion carried; Student Trustee Timperley agreed favored the resolution.

**10/18-13 Acceptance of a Faculty Resignation**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept the resignation of Ms. Mary Elizabeth Strebel, effective October 17, 2018.”

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

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

Motion carried; Student Trustee Timperley agreed favored the resolution.

**10/18-14 Acceptance of Grants**

Trustee Timperley offered:

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

- a. National Science Foundation ATE Collaboration of Midwest Professionals for Logistics Engineering Technology Education Project grant in the amount of..... \$149,998.00
  - b. Illinois Secretary of State/Illinois State library Literacy Office Volunteers in Teaching Literacy grant in the amount of ..... \$91,946.00
  - c. Illinois Secretary of State/Illinois State library Literacy Office Workplace Skills Enhancement grant in the amount of..... \$11,899.00
  - d. Department of Justice Bullet Proof Vest grant in the amount of..... \$797.79
- for a total of \$254,640.79.”

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 13, 2018, beginning at 7:30 p.m. at the Des Plaines campus of Oakton Community College, 1600 E. Golf Road, in room 1506.

Trustee Tennes made the motion to adjourn the meeting, seconded by Trustee Stafford; a voice vote was called and the meeting adjourned at 8:50 p.m.

*Joan W. DiLeonardi*

Joan W. DiLeonardi, Chair

*Paul Kotowski*

Paul Kotowski, Acting Board Secretary

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10/2018

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