



**Minutes of the Oakton Community College Board of Trustees Meeting
November 19, 2019**

The 749th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, November 19, 2019, at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 6:35 p.m. in room 1502, Chair Salzberg called the meeting to order. Trustee Kotowski called the roll:

Mr. Benjamin Salzberg	Chair	Present
Ms. Martha Burns	Vice Chair	Present
Mr. Paul Kotowski	Secretary	Present
Dr. Gail Bush		Present
Mr. William Stafford		Present
Ms. Marie Lynn Toussaint		Present
Dr. Wendy Yanow		Present
Ms. Adisa Ozegovic		Present

Trustee Kotowski made 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, review of closed session minutes, and pending litigation, which was seconded by Trustee Yanow.

Trustee Kotowski called the roll:

Mr. Stafford	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Ozegovic	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 7:05 p.m., Chair Salzberg asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion; seconded by Trustee Toussaint; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

Chair Salzberg called the regular meeting of the Board of Trustees to order at 7:30 p.m. in room 1506.

Trustee Stafford called the roll:

Mr. Salzberg	Chair	Present
Ms. Burns	Vice Chair	Present
Mr. Kotowski	Secretary	Present
Ms. Toussaint		Present
Dr. Bush		Present
Dr. Yanow		Present
Mr. Stafford		Present
Ms. Ozegovic		Present

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 – Edwin Chandrasekar

Approval of Minutes

Chair Salzberg asked for a motion for the approval of the minutes of the October 15, 2019 regular meeting of the Board of Trustees and the October 15, 2019 Finance Committee meeting; Trustee Kotowski made the motion, which was seconded by Trustee Stafford.

A voice vote was called, and the minutes were unanimously approved as presented.

Statement by the President

Dr. Smith asked for introductions of those present:

Classified Staff present included: Kathleen De Courcey, Web Communications Coordinator and President of the Classified Staff Association; Philip Cronin, Senior Media Services Technician; Eileen Cukierski, Senior Executive Assistant to the President, Secretary to the Board of Trustees; Jon McFarlane, Media Services Integration Technician; Ricardo Olave, Senior Manager, Auxiliary Services; and Christine Paciero, Senior Manager, Athletics.

Full-time Faculty present included: Greg Hamill, Professor, Sociology and President of the Full-time Faculty Association; Will Crawford, Professor, English; Jim Humenik, Assistant Professor, Law Enforcement and Criminal Justice; Paul Johnson, Professor, Psychology; Nicole Perry, Professor, Biology; Julie Shotsberger, Professor, Mathematics; and Phil Sloan, Professor, English.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; Kenvar Pujoe, Cross Country Coach; and Louis Walker, Men's Golf Coach, Assistant Men's Basketball Coach.

Administrators present included: May Alimboyoguen, Assistant Dean, Health Careers; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Rick Daniels, Director, Student Life and Campus Inclusion; Kelly Iwanaga Becker, Assistant Vice President, Institutional Effectiveness and Strategic Planning; Colette Hands, Associate Vice President, Chief Human Resources Officer; Jeffrey Hoffman, Chief of Police and Emergency Management; Ruben Howard, Director, Workforce and Strategic Partnerships; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Juletta Patrick, Assistant Vice President, Student Affairs, and Dean of Access, Equity and Diversity; Katherine Sawyer, Associate Vice President of Marketing and Communications, and Chief Advancement Officer; Joe Scifo,

Director, Facilities; Prashant Shinde, Chief Information Officer; Bob Sompolski, Dean, STEM and Health Careers; John Wade, Director, Systems and Network Services; Andy Williams, Controller, Budget and Accounting Services; and Ruth Williams, Assistant Vice President, Academic Affairs, Dean, Curriculum and Instruction.

Campus Police: Officer Thomas Shapiro

Guests: Dorothy McCarty, Cotter Consulting

Students: Souleya Ibrahim and Nzelu Maitha

Dr. Smith offered condolences to Michael Williams, Facilities, on the passing of his mother; to Leslie Dubin on the passing of her mother Florence Salkin; to Evelia Giraldo, Language Lab Technology Assistant, on the passing of her father Jose Miguel Giraldo; and to Mary Reinke, President's Office, and her husband Jim, on the passing of Jim's father Gus Reinke. Congratulations were offered to Leanna Cuellar and her husband on the birth of their second son Milo Bosque Medina who was born October 19th. Dr. Smith and Chair Salzberg congratulated Oakton student and golfer NZ (Nzelu) Maitha, who took first in the NJCAA Region IV tournament and qualified to represent the Oakton Owls at the national tournament in May 2020. Dr. Smith and Chair Salzberg congratulated Oakton student Souleya Ibrahim, who finished first in the NJCAA, Division I, Region IV, and ISCC Cross Country Championships at Carl Sandburg College. Souleya next traveled to Albuquerque, New Mexico to compete in the NJCAA, Division I Cross Country National Championships on November 9, where she finished 13th and was honored as an All American and placed on the Honorable Mention All-America Team. Dr. Smith noted that at the ACCT (Association of Community College Trustees) national conference in October, Oakton received the Central Regional Equity Award. Dr. Smith congratulated Oakton student Mark Milan, who took third place at the 2019 Skyway Writers Festival Competition, for his non-fiction essay, 'No More Brown'. Dr. Smith directed attention to the new WIG (Wildly Important Goal) poster display that shows the fall-to-fall persistence rate, and pointed out that we are getting closer to our goal, as well as making progress in improving our equity gaps. National First Generation College Student Day was on November 8th. TRIO hosted a celebration where students, staff and faculty who identified as first-generation allies came together to support Oakton's first-generation college students. Many thanks to the Educational Foundation for their financial support of this event. The Distinguished Alumni Celebration was held on November 14th at the Skokie campus. It was an inspiring evening celebrating the five 2019 honorees, Theresa Bashiri-Remetio, Jhay Spottswood, George Lungu, Cathy Bromberg, and Maryam Coskum; Dr. Smith thanked Trustee Bush for attending. This week we are celebrating International Education Week, an annual initiative that aims to promote international understanding and build support for international education exchange. The theme for this year is *Explore Your World: Global Studies and Study Abroad at Oakton*. There is a full schedule of events at both campuses. In the spirit of promoting academic success, the Learning Center, along with participation from students, staff, and faculty volunteers, will host the bi-annual Study Breakfasts on November 20 at the Skokie and Des Plaines campuses. This has become a popular event with students participating in tutoring, activities and breakfast before upcoming finals. The annual Empty Bowls event will take place on December 7 from 10:30 a.m. – 2:00 p.m. at the Des Plaines campus. Admission is free; donation for a bowl is \$16. Proceeds will be donated to local food charities. The current exhibition in the Koehnline Museum is - ID Show 2019, where Oakton's art faculty demonstrate their unique artistic identities in a show that features paintings, photography, ceramics and digital art; the exhibit runs through November 22nd. Dr. Smith thanked the entire college community and the Board for their support of our students, as she feels grateful and thankful to work at an institution where faculty, staff, and the Board are all focused on what matters most, our students.

ACCT Leadership Congress Report

Trustee Bush reported on the ACCT Leadership Congress meeting that was held in San Francisco on October 16-19, 2019. Trustees in attendance from Oakton Community College were Chair Benjamin Salzberg, Vice Chair

Martha Burns, Secretary Paul Kotowski, Gail Bush, Marie Lynn Toussaint, Wendy Yanow, and President Joianne Smith. As Dr. Smith noted earlier, ACCT honored Oakton with the Regional Equity Award representing the Central Region. Our new Center for Campus Inclusion and Diversity, our Caring Closet, and our Persistence Project were highlighted. The opening session of the conference focused on the behavior of leaders as they transform values into actions and risks into rewards. Each Trustee and President Smith attended a variety of sessions. At this time, Trustee Bush invited the Trustees who attended, to share one idea that resonated from a session or presentation. Trustee Toussaint said that the session that resonated with her most related to colleges throughout the United States that have been offering college programs in prisons. At that session, the audience heard from the colleges that have been offering this program, and from students whose participation in college, in prison, transformed their lives. Trustee Kotowski noted that in discussions with trustees throughout the country, Oakton is very fortunate that we are in such a good financial position, as there are many colleges that are struggling financially. We are lucky to have our Foundation, such a strong tax base, and a great group of professionals handling our finances, all of which we should not take for granted. Chair Salzberg said that these meetings are always very inspirational and eye opening. He spoke about an entrepreneur program at Parkland College that is an example of collaboration in action. Donors to Parkland's Foundation and their Board of Trustees support this program. It provides access to faculty, networking, and workshops for aspiring business owners. Sometime in the future, Chair Salzberg would like to bring a similar type of program to Oakton. Trustee Burns said that the session regarding bridges to student success from high school to community colleges by offering dual enrollment programs was very impressive to her as it is important to expand the offerings of dual credit. She said that it is a dream of hers that students could easily get a high school diploma and associates degree at the same time. Trustee Yanow said that she was also interested and impressed in the sessions about community colleges participation in prison education, serving those that are incarcerated or have just been released. She noted that the recidivism rate drops dramatically with just taking a couple of courses. In Evanston, Curt's Café strives to improve outcomes for young adults living in at-risk situations, through work and life skills training. Trustee Yanow said that maybe we can explore that experience for learning and aid in helping those adults move ahead more quickly. Trustee Bush commented that she learned about public-private and college-to-college partnerships, and more specifically, about deep partnerships with unions that offer their members annual pre-paid tuition benefits. She was most impressed by hearing from formerly incarcerated college graduates and from undocumented Dreamer college graduates about how community college provides a respectful and dignified path for them to realize their futures.

ICCTA Liaison Report

Trustee Bush reported that she and Dr. Yanow attended the ICCTA (Illinois Community College Trustees Association) meeting in Lisle, Illinois on November 8-9. Topics discussed were how community colleges plan to address the new minimum wage increase recently signed into law. Some colleges, particularly in the southern part of the state, may need to raise tuition to meet the burden, which brings the tuition rate ceiling into the discussion. Another discussion was whether ICCTA should proceed with efforts to advance the BSN at community colleges in Illinois, or pursue authority to award a different type of bachelor's degree (namely Early Childhood Education) that could meet less resistance from opponents. At the luncheon, the keynote speaker was Lt. Governor Julianna Stratton. Oakton graphic design student Angela Kuqo, whose design won the logo contest from over sixty-four entries from eleven colleges, was presented a scholarship. The afternoon seminar was "Exploring Diversity in the Classroom and Beyond". A distinguished panel included Command Sergeant Major Howard O. Robinson; Prairie State College Trustee Marc Wiley; and Dr. Diana Del Rosario, Assistant Provost for Student Affairs at the College of DuPage (COD). Highlights from COD included their Pride Alliance with an emphasis on Safe Zone I and II Training; the Illinois Equity in Attainment Cohort (ILEA); and COACH, Career Opportunity ACHIEVEMENT including COD Buddies, Vocational Skills/Literacy, with a focus on Universal Design. They estimate 100,000 residents in DuPage County identify with challenges that could be met with COACH program.

Educational Foundation Liaison Report

Trustee Stafford reported that the Educational Foundation has raised \$437,221 to date this fiscal year, which is 82% toward their goal of \$536,000. The Foundation completed their independent audit in October with an opinion from Sikich LLC that statements are presented fairly with no management letter. Net assets at the end of Fiscal Year 2019 totaled just over \$16M and as of September 30th are over \$17M. Following the completion of their audit, the Foundation produced and mailed 158 individual stewardship reports to scholarship and fund founders providing a statement of financial and award activities during the past fiscal year. The Foundation held their annual Donor Recognition Brunch on November 2nd with over 180 attendees, half of which were donors and the other half students. It was an inspirational event for all and has sparked additional giving opportunities. The Foundation will be participating in #GivingTuesday on December 3rd with promotion on the College's website and by email to previous supporters. The Foundation's next Board of Directors meeting will take place on December 4th.

Student Trustee Report

Student Trustee Adisa Ozegovic shared that there were a number of fundraising activities, particularly UNICEF for the Children's Emergency Fund; PTK led efforts in volunteering, twenty-six in all, for Feed my Starving Children. Ms. Ozegovic mentioned the Halloween events that were held at both the Des Plaines and Skokie campuses. The CCID (Center for Campus Inclusion and Diversity) filled nine orders for the Caring Closet, which included traditional and non-traditional students. The PTK induction ceremony will be held on November 21st, and lastly, students are preparing for finals.

Comments by the Chair

Chair Salzberg spoke about how thankful he is to have such great leadership, Trustees and President Smith to help move the College on a path where there have been many changes, good changes, in order to support students. Chair Salzberg mentioned that over the previous weekend, he attended the play *The Diary of Anne Frank* at the Footlik Theater. He was very impressed with the performance and he encouraged all to tell their friends, family, and neighbors, to be open to attending future performances at the theater. Chair Salzberg also mentioned that Trustee Burns brought to his attention the possibility of having a place on future Board agendas to give the Trustees an opportunity to make comments.

Report: Improving Student Learning Through Assessment and Program Review

Ruth Williams, Assistant Vice President of Academic Affairs, Dean of Curriculum and Instruction, and Co-Chair of OPAL, and Nicole Perry, Chairperson and Professor of Biology, and Co-chair of OPAL, presented the evening's report on assessment and program review. Dr. Perry explained that OPAL is the College's institution wide assessment committee. OPAL looks at assessment at a course level, how do all the students perform in a given class. Student Learning Assessment is always dynamic and it is continuously improving. We are setting a benchmark and looking to see if our students meet that benchmark and if not, what we can do as educators to improve what we are doing in and outside of the classroom. Dr. Perry reviewed assessment at work using Nursing 207 assessment scores from 2016-2017 as an example. She reviewed the program outcomes and course objectives. She also reviewed assessment at work for Sociology 101 from 2016-2017. Aligning assessment with an equity commitment in sociology was reviewed with aggregated and disaggregated data based on gender, first generation status, and ethnicity. General Education Assessment is based on transferrable skills, whether or not our students could communicate, collaborate with others, developing those skills over the course of their time at Oakton. General Education courses are a required component of all associate degrees and are the core of the General Education Core Curriculum (GECC) Credential. General education outcomes in the academic and non-academic curriculum assist students in developing transferable skills and align curricular and co-curricular programming. These General Education outcomes can be assessed not only in the classroom but also in the Student Affairs arena. Dr. Perry noted that when general education assessment is done well across the institution, college-wide general education insights become possible. Our revisions of our General Education outcomes have been

made simpler, we have been making them measurable and they are aligned with our mission and vision. Our assessment as an institution is dynamic, we are constantly changing the way we approach assessment. We are moving our assessment documentation process to assessment management using the software, SPOL (Strategic Planning Online). More data will be used to drive decision making related to assessment.

Ms. Williams spoke about program review and how the ICCB (Illinois Community College Board) regulates institutions. Their process has evolved from a weak analysis of our programs to an action oriented, data driven process that provides feedback. It is the responsibility of the College on how we can improve our programs and to make difficult decisions about our programs, either by sun setting a program that is no longer viable or a complete curriculum overhaul. It is critical that we assess, validate, and maintain our program quality because this leads to students successfully transitioning to a four-year institution or establishing a career. ICCB identifies four areas for program review: academic disciplines, career and technical education (CTE), cross-disciplinary instruction (developmental math, English, adult education and ESL, vocational skills), and student and academic support services. Ms. Williams briefly discussed program review action items on development math, testing center, and health information technology.

In summary, student learning outcomes assessment and program review are powerful tools that evaluate student learning and program effectiveness, and ultimately this results in improved student learning which contributes to students entering, navigating and growing along their pathways so that they meet their academic and career goals.

Chair Salzberg thanked Dr. Perry and Ms. Williams for their presentation. Trustee Stafford asked if there are areas where if there are deficiencies, how do you remedy that with the faculty, what does the process look like? Dr. Perry replied that the process varies greatly from department to department. A number of departments will go back to their faculty, where they will discuss the assessment results and brainstorm action plans to address those issues. The next time there is an assessment they will implement some of those action plans and see whether they meet the benchmark. Most departments will do something collaboratively. Trustee Stafford then asked if the syllabi and curriculum of the same class, but different instructors, is going to look alike. Dr. Perry said no, their goals are identical, but the strategy as to how the instructor teaches and gets to those goals are different. Trustee Yanow asked if there are learning outcomes around equity in each course or across courses, and how is equity assessed. Ms. Williams responded that some courses will have topics that speak to equity and social justice; it varies from course to course. In terms of how we teach equity, there is not a uniform plan of how we look at data and equity, which is what we are moving towards.

Public Participation - None

New Business

11/19-1a Approval of Consent Agenda

Trustee Stafford offered:

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

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

11/19-1b Approval of Consent Agenda Items 11/19-2 through 11/19-8

Trustee Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/19-2 through 11/19-8 as listed in the Consent Agenda.”

- 11/19-2 Ratification of Payment of Bills for October 2019 (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 \$5,965,136.95 for all check amounts and for all purposes as appearing on a report dated October 2019."
- 11/19-3 Acceptance of Treasurer's Report for October 2019**
 "Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records the report of the Treasurer for the month of October 2019."
- 11/19-4 Compliance with Open Meetings Act, Closed Session Minutes**
 "Be it resolved that the Board of Trustees of Community College District 535, hereby determines that the minutes of the Board closed session meetings on November 14, 2017 and September 22, 2018, no longer require confidential treatment and are released for public inspection."
- 11/19-5 Action on Recordings of Closed Session Minutes**
 "Be it resolved that the Board of Trustees of Community College District 535, recommends the destruction of the verbatim audio recordings held on October 18, 2016, November 15, 2016, December 13, 2016, January 17, 2017, February 21, 2017, March 21, 2017, April 25, 2017, and May 23, 2017."
- 11/19-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board**
 "Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b, and hereby approves the expenditures in the amount not to exceed \$15,496.00 for all funds listed in item a."
 a. Salary payments in the amount of \$15,496.00 for part-time teaching services for the Alliance for Lifelong Learning fall 2019.
 b. Salary payments in the amount of \$6,444.97 for part-time teaching services for the Alliance for Lifelong Learning fall 2019.
- 11/19-7 Supplemental Authorization to Pay Professional Personnel – Fall 2019**
 1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$206,901.16 to the total amount of part-time teaching salaries paid during the fall 2019 semester; the revised total payment amount is \$3,992,627.06."
 "Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$32,786.00 to the total amount of faculty overload salaries paid during the fall 2019 semester; the revised total payment amount is \$497,806.40."
- 11/19-8 Approval of Clinical Practice Agreements**
 "Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:
Medical Assistant: UltraMed Urgent Care
Medical Laboratory Technology: NorthShore University HealthSystem and University of Chicago Medicine
Physical Therapist Assistant: NorthShore University HealthSystem."

Trustee Kotowski seconded the motion and called the roll:

Ms. Toussaint	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Bush	Aye

11/19-11

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

Trustee Stafford offered:

“WHEREAS, on November 19, 2019, the Board of Trustees (“Board”) of Community College District 535, Cook County, Illinois (“College District”) did adopt its 2019 tax levy; and WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk’s Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2019 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195; NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District 535, Cook County, Illinois as follows:

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District’s 2019 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

100% of such reductions shall be made from the levy for Educational purposes

0% of such reductions shall be made from the levy for Operations and Maintenance purposes

0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes

0% of such reductions shall be made from the levy for Social Security and Medicare purposes

0% of such reductions shall be made from the levy for Financial Audit purposes

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

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

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

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

Dr. Bush	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye
Mr. Salzberg	Aye
Ms. Toussaint	Aye
Mr. Kotowski	Aye
Ms. Burns	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-12

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

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfer effective for Fiscal Year 2020: \$1,300,000.00 from the Restricted Purpose Fund to the Retiree Health Insurance Fund for the future payment of OPEB costs and claims.”

Trustee Stafford seconded the motion, and thanked Vice President of Administration, Edwin Chandrasekar, and Controller, Andy Williams, for the memo they sent to the Board about

moving this money, which had seemingly been restricted, to put it to better use in our OPEB benefits.

Trustee Kotowski called the roll:

Mr. Kotowski	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Burns	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-13 Acceptance of Resolution Regulating Reimbursement of Expenses for Meals and Incidentals for College Related Travel

Trustee Toussaint offered:

"Be it resolved that the Board of Trustees of Community College District 535 approves the update of the resolution regulating reimbursement for expenses for meals and incidentals for college-related travel, per the U. S. General Services Administration (GSA) Domestic Per Diem Rates, effective January 1, 2020."

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

Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye
Mr. Kotowski	Aye
Ms. Burns	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-14 Authorization to Approve November Purchases

Trustee Bush 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:

Agenda

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11/19-14a	1 - 2	Travel Services for Summer 2020 Field Study in the Netherlands	Koning Willem I College JP Morgan Chase/ Appropriate Airline/ 4 Seasons Travel Agency	\$ 27,365.00 \$ 17,550.00
11/19-14b	1 - 2	Travel Services for Summer 2020 Study Abroad Program	English and Foreign Language University JP Morgan Chase/	\$ 26,325.00 \$ 18,850.00

		in India	Appropriate Airline/ 4 Seasons Travel Agency	
11/13-14c	1 - 2	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc.	\$ 85,000.00
11/19-14d	1 - 2	Continuation of Employee Medical, Dental, and Vision Insurance	Community College Health Consortium	\$ 8,100,000.00
			Delta Dental of Illinois	\$ 405,000.00
			Vison Service Plan, Inc.	\$ 50,000.00
11/19-14e	1	Steelcase Furniture and Installation for Skokie Campus Student Center and Student Street Renovation	Forward Space, LLC	\$ 342,545.37
11/19-14f	1 - 2	Printing of the Oakton Non-Credit Class Schedule	KK Stevens Publishing Company	\$ 134,119.03
11/19-14g	1 - 2	Primary Intranet and Internet Services for Des Plaines Campus - Five Year Contract	Comcast Business Communications, LLC	\$ 186,570.00
11/19-14h	1 - 2	IT Assessment and Strategic Plan Consulting Services	Moran Technology Consulting	\$ 90,000.00
11/19-14i	1	Merchandise Displays and Service Counter for Skokie Bookstore	OPTO International, Inc.	\$ 56,769.55
11/19-14j	1	Architectural Services for the Des Plaines Campus Cafeteria Remodeling	Farr Associates	\$ 290,193.00
		Grand Total		\$ 9,830,286.95.”

Trustee Yanow seconded the motion.

Trustee Burns asked about the travel services trips for study in the Netherlands and India. She asked if there are students already signed up for those trips. President Smith noted that currently, students are being recruited for the trips. The Global Studies Coordinators Professor Katherine Schuster and Dean Linda Korbel are organizing the trips. Trustee Burns asked if the expectation is to have students that will participate in these programs. President Smith commented that is the hope, but at times we struggle to have enough students who recognize the value of study abroad and are able to take the time to go on these trips. Trustee Burns said that she has an interest in the College pursuing a country that is primarily black for students to travel. She spoke about a professor at Northwestern University in the women’s study department, who would like to help us to encourage students to attend study abroad programs. President Smith noted that this is International Education Week and part of the programming is trying to raise awareness of the opportunities to study abroad and to encourage students to take advantage of these opportunities.

Dr. Ileo Lott, Vice President of Academic Affairs, revealed that the College is looking to join Diversity Abroad, an organization whose mission is to create equitable access to the benefits of global education by empowering educators, and connecting diverse students to

resources and opportunities, and which will help show us how to navigate these discussions and to understand diversity and travel aboard. Lastly, Trustee Burns said that she was impressed with the number of prospective students that attended this year's Discover Oakton Open House event. The fact that the number of attendees was almost double of what it was last year is a very good sign, and the College and all those involved should be proud of that accomplishment.

Trustee Kotowski called the roll:

Ms. Burns	Aye
Mr. Stafford	Aye
Mr. Salzberg	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye
Dr. Bush	Aye
Mr. Kotowski	

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-15

Authorization to Enter into License Agreement to Occupy Space for Commencement

Trustee Burns offered:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to enter into a one-year license agreement with the Rosemont Theatre, Village of Rosemont, 5400 N. River Road, Rosemont, Illinois 60018, for a contract sum of \$36,000.00 plus a contingency of \$2,000.00 to be held by the College and used in the best interests of the College, for a total expenditure not to exceed \$38,000.00."

Trustee Toussaint seconded the motion.

President Smith noted that we have outgrown our current capacity for commencement and it being the signature event of the year for students, and having their families sitting in hallways or watching on television screens is not something that we have felt good about. We explored every venue in our district that has capacity for our size crowd, and except for Northwestern University, which does not lease out space for commencements; the Rosemont Theatre was chosen. It is a site where many institutions have their commencement ceremonies, and for this year, our 50th anniversary, we are going to use that venue and see how it goes. It is bittersweet to take commencement off campus, but it is also troubling when families cannot be here to celebrate. There is a cost for parking at the theatre, but we will be arranging shuttles at no cost for students and families, so there will be options regarding transportation.

Trustee Kotowski called the roll:

Ms. Toussaint	Aye
Dr. Yanow	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Ms. Burns	

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-16 Preview and Initial Discussion of Upcoming Purchases – Discussion Only
The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Magazine Printing; b) Ratification of Instructional Services for Therapeutic Horticultural Program; c) Authorization to Purchase Owner’s Representative Services; and d) Enrollment Forecasting Consulting Services.

11/19-17 Authorization to Enter into Agreement with U.S. Geological Survey (USGS) to Install Rain Gage at Skokie Campus
Trustee Kotowski offered:
“Be it resolved that the Board of Trustees of Community College District 535 authorizes the College Administration to enter into a five year agreement with the United States Geology Survey, a body of the United States government, to install a precipitation gage on the College’s property located at 7701 Lincoln Avenue, Skokie, Illinois 60077.”

Trustee Bush seconded the motion.

Trustee Stafford commented that in his opinion, this is an excellent idea. The U.S. Geological Survey (USGS) is working with the great lakes system, and this is an opportunity to be a part of that program and for the College to have an association with the USGS, which works on so many different levels.

Trustee Kotowski called the roll:

Mr. Stafford	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye
Dr. Bush	Aye
Ms. Burns	

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-18 Authorization to Hire a Director of Marketing
Trustee Burns offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Andrea Lehmacher as Director of Marketing effective on December 2, 2019 at an annual salary of \$117,000. That salary will be prorated for the period of December 2, 2019 through June 30, 2020.”

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

Dr. Bush	Aye
Ms. Burns	Aye
Ms. Toussaint	Aye
Mr. Stafford	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-19 Authorization to Hire a Full-time, Tenure-track Faculty Member

Trustee Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Mr. Spencer Kimura for the 2019-2020 academic year, beginning January 2020, with the Academic Rank and Assignment of Professor of Fire Science; Lane D, Step 3, Base Salary \$65,401.”

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

Mr. Stafford	Aye
Ms. Burns	Aye
Ms. Toussaint	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-20 Acceptance of a Faculty Retirement

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Amy Blumenthal.”

Trustee Toussaint seconded the motion.

Dr. Ileo Lott thanked Professor Blumenthal for her years of service to the College.

Trustee Kotowski called the roll:

Mr. Kotowski	Aye
Ms. Burns	Aye
Ms. Toussaint	Aye
Mr. Stafford	Aye
Mr. Salzberg	Aye
Dr. Bush	Aye
Dr. Yanow	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

11/19-21 Preview of a New Unit of Instruction – Discussion Only

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create a new 14-credit certificate, Cannabis Transportation, Logistics, and Supply Chain Management. This item will be on the December 10, 2019 Board agenda for approval.

President Smith commented that this demonstrates our ongoing commitment to develop curriculum that is relevant to this new industry. Dr. Lott commented that he is anticipating that it will be as successful as the current program that we have and he is looking forward to the next chapter with this program. Trustee Bush noted that when she has attended statewide meetings, Oakton is considered the standard-bearer in this area, and we are getting a lot of positive support for stepping into this new industry. Chair Salzberg also noted that when he is out in the community, he is approached about Oakton's cannabis program, and it is drawing people to the College and all of the programs that we offer.

11/19-22 Introduction of New Policy Statements – First Read

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed new policy 3037 for the Business Enterprise Program, and proposed new policy 8013 for the Library Institutional Archives Collection Development, with action to take place at the next regularly scheduled Board meeting, December 10, 2019.”

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

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, December 10, 2019, beginning at 7:30 p.m. at the Des Plaines campus, 1600 E. Golf Road, in room 1506.

Trustee Kotowski made a motion to adjourn the meeting, which was seconded by Trustee Burns; a voice vote was called and the meeting was adjourned at 9:00 p.m.

Benjamin Salzberg
Benjamin Salzberg, Chair

William Stafford
William Stafford, Acting Board Secretary

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11/2019

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