



**Minutes of the Oakton Community College Board of Trustees Meeting
April 7, 2020**

The 753rd meeting of the Board of Trustees of Community College District 535 was held virtually on Tuesday, April 7, 2020, at the Oakton Community College Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

Open Session and Roll Call

At 3:10 p.m., Chair Salzberg called the meeting of the Board of Trustees to order. Chair Salzberg noted that was a unique and historic time as this was the first virtual Board meeting ever held at the College.

Trustee Kotowski called the roll:

Mr. Salzberg	Chair	Present - virtual
Ms. Burns	Vice Chair	Present – virtual at 3:25 p.m.
Mr. Kotowski	Secretary	Present – in person
Dr. Bush		Present - virtual
Dr. Yanow		Present - virtual
Mr. Stafford		Present - virtual
Ms. Toussaint		Present - virtual
Ms. Ozegovic		Present - virtual

Also present in person, Dr. Joianne Smith, President; and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs.

Pledge of Allegiance – Trustee Paul Kotowski

Approval of Minutes

Chair Salzberg asked for a motion for the approval of the minutes of the regular meeting of the Board of Trustees that was held on February 21, 2020. Trustee Yanow made the motion, which was seconded by Trustee Bush; a voice vote was called, and the minutes were unanimously approved as presented.

Statement by the President

Dr. Smith welcomed everyone who was attended the meeting virtually. She thanked everyone for their ongoing support as the Colleges manages through this unprecedented time in our history. She thanked the IMS team for helping to coordinate the virtual meeting so that it complied with the Open Meetings Act requirements.

Classified Staff present included: Kathleen De Courcey, Web Communications Coordinator, and President of the Classified Staff Association; Steve Butera, Philip Cronin, Senior Media Services Technician; Eileen Cukierski, Senior Executive Assistant to the President, Secretary to the Board of Trustees; John Curtis, Jon McFarlane, Media Services Integration Technician; and Cheryl Valloni,.

Administrators present included: May Alimboyoguen, Assistant Dean, Health Careers; Kelly Iwanaga Becker, Assistant Vice President, Institutional Effectiveness and Strategic Planning; Karl Brooks, Vice President, Student Affairs; Colette Hands, Associate Vice President, Chief Human Resources Officer; Jacob Jeremiah, Assistant Dean, Library; Ileo Lott, Vice President Academic Affairs; 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; and Ruth Williams, “Assistant Vice President of Academic Affairs, Dean of Curriculum and Instruction.

Dr. Smith offered condolences to Colette Hands on the passing of her mother. Congratulations were offered to Prashant Shinde and his wife on the birth of their son, and Eileen Cukierski and her husband Joe on the birth of their second grandchild, Ameila Agnes.

ICCTA Liaison Report

Trustee Bush, as the Illinois Community College Trustees Association (ICCTA) representative, reported that on March 11, 2020, ICCTA Executive Director Jim Reed facilitated an Oakton Board of Trustees retreat that had been convened by President Smith and Chair Salzberg. The ICCTA meeting scheduled for March 13-14 at Heartland Community College was cancelled due to coronavirus safety measures. The ICCTA meeting scheduled for April 29 in Springfield in connection with Lobby Day has been rescheduled for that morning as a virtual meeting. Lobby Day has been cancelled as well. The ICCTA annual convention, which is their 50th anniversary, is scheduled for June 4-5 in Chicago; there has been no indication whether that will be rescheduled at this time.

Educational Foundation Liaison Report

Trustee Stafford reported that the Oakton Educational Foundation has raised to date, \$664,422 this fiscal year. In light of the global coronavirus pandemic and the College’s need to move student learning and services to remote delivery while closing the campuses and computer labs, the Educational Foundation approved a \$50,000 emergency grant to underwrite the acquisition of 200 Chromebooks for Oakton to deploy to students who need a computer to stay in school. The Foundation has also launched a campaign to grow the Student Success Fund, which serves as an emergency fund for Oakton students. Administered by the Student Affairs team, the Student Success Fund provides financial resources to remove barriers that may cause a student to stop attending college before reaching their educational goals. The Foundation is providing a dollar-for-dollar match to all funds donated to the student success fund between now and April 15. Donations can be made securely online at www.oakton.edu/giving. The Foundation is launching a Board portal to facilitate their interaction and grow Board engagement. The Foundation’s committees will continue to meet virtually until the campus reopens. There are currently sixteen voting members; the next Foundation Board meeting will take place on June 3, 2020.

Student Trustee Report

Student Trustee Adisa Ozegovic reported that this is the second week of online classes. Students have “come back” to their classes using online formats (Blue Button and Zoom) to participate and join into class lectures. There are some student concerns with the transition to online and the school closing. A primary concern is that a number of students feel that they did not sign up or pay for online classes. They are concerned that the level of education might be too difficult in terms of time management. There are also concerns about teachers who are not as adaptable or accommodating with the new format, but overall, a number of students feel that their professors have adapted their classes to fit with the new format. There were concerns regarding technology availability, which administration has been taking steps to address. A petition was started in late March to encourage Oakton to move to a pass/fail grading system. It received hundreds of signatures. Oakton has already moved toward this and students are grateful. Students are disappointed about the number of events that have been cancelled. In particular, Habitat for Humanity is one of these that was incredibly upsetting for students, as well as the annual SGA Banquet. Despite this, student organizations are still finding ways to meet. To name a few, the OCCurrence is still publishing online and meets weekly for story ideas. The SGA is running elections right now throughout April 15 for new leadership for next year. At the moment, ten students are running for various

positions, doing all their campaigning online. Emerging Leaders are meeting, and PTK is preparing to run elections for the new year. Overall, the administration has done a great job at updating and taking a number of steps to support the students such as the optional pass/fail, the movement of tuition payments and the steps toward ensuring every student has access to internet through Oakton-provided laptops and hotspots.

Comments by the Chair

Chair Salzberg thanked Dr. Smith, for everything she has done in leading the College during this Covid-19 pandemic. He also thanked everyone involved, faculty and staff, in getting all of the platforms set up to aid students during this time of crisis. Chair Salzberg noted that his heart goes out to the entire student population, who have had to adapt their paths somewhat, as well as the cancellation of their banquets and commencement. He thanked the entire community for coming together, and all of the trustees for coming together at this unique time, and he believes that we will get through this, cope with this, but to learn from this as well, a true learning, teaching moment. He asked everyone to keep positive, keep strong and healthy.

Trustee Comments

Trustee Kotowski thanked President Smith and the administration for how they have handled this crisis. This is a historical situation, a nightmare scenario, which is being dealt with extremely well. In perspective, two and one-half years ago there was a flood at the Des Plaines campus, which was an emergency, but this is astronomically worse. In closing, he thanked the students, faculty, staff, for all doing an admirable job. On the positive side, Trustee Kotowski feels that once when we get through this, Oakton will be stronger and tighter community.

Report: Update COVID-19 Pandemic Response

Dr. Smith presented a PowerPoint presentation on how the College has been responding to the pandemic. She said that she has been inspired by the many ways the College community has stepped up to respond to this unprecedented time in our history, and how faculty, staff, and administration, have worked collaboratively and have done a remarkable job of taking care of each other and making sure that our students are at the forefront of all decisions. Dr. Smith said that she is grateful to lead an institution where people have stepped up and did what is needed in a time of crisis. Dr. Smith gave an overview of the response and current operations at the College in the areas of instruction, Student Services, Business Operations, Human Resources, communication plans, community support, student needs assessment, purchases for future ratification, Educational Foundation Support, and near and longer term planning.

Trustee Kotowski asked if the state of Illinois or the federal government imposed any legal obligations on the College that we have to meet be it a report or some sort of program that we have to implement in terms of the operation of the College. Dr. Smith said that we have to follow the shelter in place guidelines, which includes closing the building except for essential operations. Higher education is considered essential and employees are able to come to campus to support remote learning, those are the basic guidelines from the state. Trustee Bush commented that construction is considered essential, and asked if construction was continuing on the Skokie campus. Dr. Smith noted that yes, infrastructure improvements are considered essential, so the entrance renovations at both campuses are continuing as is the Skokie interior construction. Chair Salzberg asked if there are marketing efforts being thought up for the summer and fall to make students less anxious of what Oakton is doing to offer classes and meet the needs of the marketplace. Dr. Smith replied that we are promoting our online summer and fall courses. There is much more digital marketing because that is the virtual environment. Post cards were delivered to every household in the district promoting our summer instruction, so we are definitely promoting enrollment as we would in any time, but especially during this new normal. Trustee Stafford commented that we have to pass our budget by July 1 and he is sure that Dr. Smith and Mr. Chandrasekar, Vice President of Administrative Affairs, as well as the administrative team, are going to be looking at that budget and how next year, things could look very different. In that vein, Trustee Stafford suggested that one way to get an idea or preview of where we think the issues are and will be, is before the May 12 Board meeting, to think about having a Finance Committee meeting prior to that meeting, to go through the budget with an eye toward the areas

that we think could be of more concern. For instance, are we going to have to add more money to the IT area, and to Chair Salzberg's point, do we have to do more marketing. Trustee Stafford thinks it would be good for the Board so they know where the hot issues are what areas the administration thinks the budget might have to change in light of the new terrain. It would also give the Board a better understanding of what is going on because the budget does represent our game plan for the year.

Dr. Smith replied that there is a plan to give the Board a budget preview in May because prior to the start of this pandemic, as we normally would be, we were in the middle of our regular budget planning. Mr. Chandrasekar and his team have been looking at the budget that we had been tentatively putting together and obviously, there are new parameters now with this crisis that we are going to have to consider. Enrollment is one, as when we build the budget, we always have certain assumptions built in that, but in this case, we anticipate that our enrollment will likely take a hit, more than we were planning. We already know from the state that we are going to have delayed payments. We know that the Governor Pritzker had a proposed budget in February that included some increases for education, and he has already said that budget is out the window. We have no idea what the state's budget situation will be like when you take into account the decrease in sales tax revenues and increased costs that they are going to have in responding to this pandemic. There are a number of factors that need to be considered and Dr. Smith thinks it is wise for the Board to think through those together in May.

Public Participation – None

New Business

Chair Salzberg stated that later this month at the April 21, 2020 meeting, it will be time for the Board to reorganize. He said that a question was raised whether the officers (Chairman, Vice Chair, Secretary) of the Board should hold a one or two-year term as the current policy states that 'each officer shall be elected for a term of one (1) year'. He opened the floor for a discussion among the Board members to gain insight on their thoughts about changing the current policy to a two-year term for officers. Trustee Bush commented that she understands the issue that in the Illinois Public Community College Act allows for a two-year term; Oakton has always had one-year terms, as that is how it is written in the policy. She noted that if we choose to review our policies, of which there are twenty-five, and were last reviewed February 17, 2015, it is a whole process. Trustee Bush's recommendation would be to put a pin in this for now as it is not urgent or immediate, it does not change the nature of what we are dealing with now, referring to the Covid-19 pandemic. We are so concerned about our students and equity and how they are getting through their courses and this semester because of the pandemic, that if we could put a pin until maybe the fall, and at that time perhaps have a subcommittee or a task force look at each of the twenty-five policies.

Trustee Toussaint commented that she knows that historically, Oakton has always had a one-year term for their officers. Her personal opinion in being a Board member for one year, she still feels green, still learning all the processes, and a two-year term makes better sense whatever the position is, it gives time to get work done, time to adjust to being in that position. In addition, with this particular situation it would make sense that if we were going to change it a two-year term, now would be the time, to keep the same people in their current positions. The process is the process, but there are exceptions to rules. Dr. Smith commented that in a recent packet she did include the Board policy that Trustee Bush was referencing which talks about the organization of the Board that needs to take place at the regularly scheduled meeting in April and that the Board officer terms are for one-year. As Trustee Bush mentioned earlier, it is a two-step process when there are new Board policies. The policy/policies are brought to the Board as a first read for discussion and evaluation, and are acted upon at the second meeting. If there were a recommendation from the Board, overall to change the policy to make it a two-year term, the soonest that we could move on that process would be a first read at the April 21 meeting and the second read at the May 12 meeting. In order to comply with our current policy, the Board organization will be on the April 21 agenda. The Board can always choose at any time to vote to keep the current officers in their current positions, or elect different officers Even though the policy states a one-year term, if the Board should choose to vote to have people

stay in their office for a second terms, which would be the Board's prerogative. Trustee Yanow commented that appreciates both perspectives that have been shared and that this is a challenging moment in the College's history. On the one hand, she can certainly understands the notion of changing the policy and leaving the officers in their current positions because we have enough on our plates, but I she does not think that is the way to do this. Trustee Yanow thinks that the Board needs to maintain the process. They should understand very significantly and seriously what the process for change is and that the Board engage in a thoughtful discussion and think about it maybe as a future change. It is not her impression that is something that would benefit the Board to do very quickly right now. She also stated that she would feel uncomfortable about making a change and enacting it in the same year. Trustee Yanow thinks a better process is to be thoughtful about the change, to understand the policy, to discuss it, consider why that change might be appropriate for the Board. Trustee Stafford commented that it is worth consideration, but he supports the proposal that Trustee Bush made, that as a Board to look at it, but that would we need more time to consider making any change in a deliberative way.

Trustee Kotowski commented that it seems to be that the consensus that at the April meeting, by statue the Board has to install officers and reorganize, and that after such time, the Board can revisit the matter and then make the determination whether a one or two-year term is best. Chair Salzberg commented that this discussion had come up before any of the new members came onboard. He stated that he has been in the role of Chair for one year and because it does take a while to get things done, he thinks that going forward, a two-year term for officers is the way to go. Trustee Burns commented that she supports a two-year term. She said that she has a comparison, as she had been a member of the Evanston Township High School board and when she joined this Board, it was a surprise to her that the officers had one-year terms. Trustee Burns noted that she is not opposed to revisiting this topic down the road, and does support the idea of two-year terms, but given the current situation, she feels the Board warrants leadership that can respond to many different situations. Trustee Burns feels that in the near future, the community will be asking a little bit more of us.

Dr. Bush noted that there must be a reason that Oakton chose along the way to have one-year terms, and as part of the investigation, she asked if Dr. Smith would ask Oakton's previous president, Dr. Margaret Lee, as to how that decision came about, as there are good points on both sides of this issue. Chair Salzberg commented on the voting process that will take place during the April 21 meeting.

3/20-1a Approval of Adoption 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.

3/20-1b Approval of Consent Agenda Items 3/20-2 through 3/20-6

Trustee Stafford offered:

"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 3/20-2 through 3/20-6 as listed in the Consent Agenda."

3/20-2 Ratification of Payment of Bills for February 2020 (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 \$5,757,190.70 for all check amounts and for all purposes as appearing on a report dated February 2020."

3/20-3 Acceptance of Treasurer's Report for February 2020

"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 February 2020."

3/20-4

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 \$17,040.63 for all funds listed in item a.”

- a. Salary payments in the amount of \$17,040.63 for part-time teaching services for the Alliance for Lifelong Learning, spring 2020
- b. Salary rescinds in the amount of \$8,409.86 for part-time teaching services for the Alliance for Lifelong Learning, spring 2020.

3/20-5

Supplemental Authorization to Pay Professional Personnel – Spring 2020

- 1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$468,454.00 to the total amount of part-time teaching salaries paid during the spring semester, 2020; the revised, total payment amount is \$3,773,189.43."
- 2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$65,561.00 to the total amount of faculty overload salaries paid during the spring semester, 2020; the revised, total payment amount is \$552,286.80."

3/20-6

Approval of Clinical Practice Agreements

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

Physical Therapist Assistant: Energize Rehab; Remedy Therapy Services; and Mercy Hospital and Medical Center

Emergency Medical Technician: Advocate Lutheran General Hospital.”

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

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

Motion carried; Student Trustee Ozegovic favored the resolution.

3/20-7

Authorization to Approve March Purchase

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of recycled Xerographic Paper from Midland Paper 101 E. Palatine Road Wheeling, Illinois 60090, for a total of \$55,321,110, in accordance with the State of Illinois Contract #19-416CMS-BSSS4-P-3270.”

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

Dr. Bush	Aye
Mr. Stafford	Aye

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

Motion carried; Student Trustee Ozegovic favored the resolution.

3/20-8 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) Digital and Traditional Media Advertising Services; b) Food Service – Retail and Catering; Multifactor Authentication Software or Services; and d) Great America Tickets on Consignment. Dr. Smith commented that there will also be emergency purchases from the Covid-19 pandemic.

3/20-9 Resolution Authorizing an Intergovernmental Agreement with the Village of Skokie for a Community Apiary

Trustee Bush offered:

“Be it resolved by the Board of Trustees of Oakton Community College District 535, that the Intergovernmental Agreement between the College and the Village of Skokie for the establishment of a community apiary at the Skokie campus location is hereby approved, in substantially the form attached to this Resolution as Exhibit 1, subject to approval by the Village of Skokie; and

Be it further resolved, that the President of Oakton Community College District 535 is hereby authorized and directed to execute and seal, on behalf of the College, the Agreement and all necessary documentation related execute said intergovernmental agreement.”

Trustee Yanow seconded the motion.

Dr. Smith commented that this has been an ongoing discussion with the Village of Skokie for several years and it is a wonderful opportunity for collaboration with the Village, community members and our sustainability commitment. Mr. Chandrasekar commented that the Skokie Health Department will administer the licenses and has been very good in working with the College to move this forward and it is a priority for them as it is for us.

Trustee Kotowski called the roll:

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

Motion carried; Student Trustee Ozegovic favored the resolution.

3/20-10

Acceptance of a Grant

Trustee Toussaint offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$15,000 from the Illinois Community College Board to support the Transitional Instruction Math and English project at Oakton Community College.”


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

Adjournment

Chair Salzberg thanked everyone for doing this meeting. It was definitely a different experience for everyone and he appreciated the patience that everyone exhibited. He wished everyone a Happy Passover and Easter and to stay safe.

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held virtually on Tuesday, April 21, 2020, time to be determined.

Trustee Toussaint made a motion to adjourn the meeting, which was seconded by Trustee Stafford; a voice vote was called and the meeting was adjourned at 4:10 p.m.



Paul Kotowski, Board Secretary



Benjamin Salzberg, Chair

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4/2020

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