

**Minutes of the Oakton Community College Board Meeting
May 12, 2020**

The 755th meeting of the Board of Trustees of Oakton Community College, District 535, was conducted virtually on Tuesday, May 12, 2020, with a few attendees at the Des Plaines campus, 1600 E. Golf Road.

Closed Session – Call to Order and Roll Call

At 3:05 p.m., Chair William Stafford called the meeting to order. All members of the Board participated in the meeting virtually, except for Vice Chair Paul Kotowski, who attended on campus. Ms. Toussaint called the roll:

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

Chair Stafford asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment; employment; compensation; discipline; performance; dismissal of employees; pending litigation; and purchase or lease of real property for the use of the public body. Trustee Kotowski made the motion, which was seconded by Trustee Bush.

Trustee Toussaint called the roll:

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

In attendance: Dr. Joianne Smith, President, and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs were present. Dr. Colette Hands, Chief Human Resources Officer, Dr. Karl Brooks, Vice President for Student Affairs and Dr. Ileo Lott, Vice President for Academic Affairs were present virtually.

At 3:55 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion; seconded by Trustee Bush; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

Chair Stafford called the regular meeting of the Board of Trustees to order at 4:05 p.m.

Trustee Toussaint called the roll:

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

Dr. Yanow
Ms. Suarez

Present
Present

Pledge of Allegiance – Trustee Paul Kotowski

Approval of Minutes

Chair Stafford asked for a motion for the approval of the minutes of the April 21, 2020 Board meeting; Trustee Bush made the motion, which was seconded by Trustee Salzberg. A voice vote was called, and the minutes were unanimously approved.

Statement by the President

Dr. Smith thanked the fifty-nine people who joined via Zoom for the third virtual Board meeting, which included Greg Hamill, President of the Full-time Faculty Association; Kathleen De Courcey, President of the Classified Staff Association; and Cheryl Thayer, President of the Adjunct Faculty Association.

Dr. Smith offered condolences to the family and friends of Bob Levi, a lecturer for several years in Oakton's Emeritus Program; to Larry Benjamin, Lecturer in the Business Department, on the passing of his mother Joan Guderian; and to Eilish McDonagh-Hermer, Senior Manager for Workforce Solutions, whose sister, Kate Sloan passed away in Ireland after a battle with cancer. Dr. Smith congratulated Oakton student Amelia Baldwin who was selected for the prestigious Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. This is the third time in five years an Oakton student has been selected for this scholarship. Dr. Smith also congratulated Jake Jeremiah, Assistant Dean of the Library, who was elected to a three-year seat on the CARLI board, which is the Consortium of Academic and Research Libraries, and he is the chair-elect of NILRC, the Network of Illinois Learning Resources in Community Colleges. In terms of events, normally in May there would be a report of all of the events that have taken place this month. Sadly, many of them have had to be cancelled, especially Commencement, which would have taken place on May 18 at the Rosemont Theatre and would have been the highlight celebration of the year, especially this our 50th anniversary year. Dr. Smith said that although we cannot gather at the Rosemont in person, we are planning a virtual commencement ceremony that will be available to students in late June. May 8 was originally the date planned for culminating our 50th anniversary celebration, with 50 Fest. Again, we will not be able to gather in person, but we are still having a 5K event that people can register for online May 15 - May 31; Dr. Smith invited all to run or walk a 5K through their neighborhood or on a treadmill, and share results on social media using the hashtag #OaktonStrong. It is still a great way to stay fit and active this spring and show your Oakton pride.

ICCTA Liaison Report - April is Community College Month

Trustee Gail Bush, liaison to the Illinois Community College Trustee Association (ICCTA), attended the first virtual Board of Representatives meeting that was held on April 29, 2020. There were twenty-one community colleges represented. The Covid-19 pandemic was the primary topic of discussion. Other discussions included: 1) The Government Relations and Public Policy Committee of the Whole, who reported on the Governor's proposed 2021 budget that had been presented in February. That budget included a set aside of fifteen percent MAP awards (of the \$50 million total) for community college students. 2) Executive Director Jim Reed shared the 2020 ICCTA Legislative Priorities: MAP funding set-aside; equitable funding for community college operations; baccalaureate degrees; funding for capital construction projects; and adequate funding for adult education programs. 3) Reports from partner organizations included ICCCP, ACCT, and ICCB, who has created a short-term Transition Back to Campus Committee to develop a statewide, consistent response to issues such as on-campus operations, classroom instruction, enrollment trends, student support, and health and safety. ICCB is seeking \$18-20 million for the Illinois community college system from CARES Act discretionary emergency relief funds; ICCB will extend all FY 2020 state grants until June 30, 2021, allowing program additional time to spend those funds; and there is a move toward a legislative solution to the acceptance of pass/fail grades for the Spring 2020 semester. The next virtual Board of Representatives meeting is scheduled for June 6, and there is a plan for the 50th anniversary and awards meeting to be held in September in Springfield.

Education Foundation Liaison Report

Chair Stafford reported that giving has increased by approximately \$15,000 in the past three weeks, including a \$10,000 pledge from an Oakton alumnus to initiate an endowed scholarship in his family's name for students who are studying business and intend to transfer to complete a bachelor's degree. The Board launched an electronic portal to facilitate their meeting scheduling and materials, house handbooks and policies, conduct surveys, and build member engagement. The group remains at sixteen voting members and will hold their annual meeting virtually on June 3, 2020.

Trustee Bush commented that last year the Board had scholarship funds through the Educational Foundation and was able to earmark those funds for scholarships that celebrated the 50th anniversary. Trustee Bush asked about the funds that are available for this fiscal year wondering if we are able to transition those scholarship dollars to emergency relief support for our students. She asked Chair Stafford, as he is the liaison to the Foundation, if the Board were to agree would it be a possibility. Chair Stafford said it is a great suggestion and he will make inquiries. He also said that the Foundation has been working on a student success emergency fund that has received over \$18,000 from alumni, employees, and community members, and will be matched dollar for dollar by the Foundation through the end of the month. Dr. Smith said that she would look into the Board scholarships with Financial Aid to see if there is a way to reallocate those funds.

Student Trustee Report

Student Trustee Karen Suarez noted that despite the current circumstances and the virtual meetings at this time, she hopes to become well acquainted with all of the Trustees and she is honored to be a part of the Board, as well as represent the views and needs of the student body this year. In general, students are busy studying for finals that are being held this week and finishing their final projects and essays. Students have also begun to register for fall courses with the hope that classes will be held in person. Oakton's 2020 graduates are looking forward to the virtual commencement ceremony in June. In regards to new resources, students experiencing difficulties now have access to Remote Care Services via Google Meet or phone calls from the Student Care Coordinator. Remote tutoring for accounting, anatomy, biology and others are available via the Learning Center. The Career and Transfer Center is now offering online appointments and the Language Lab continues to offer online conversation groups for Spanish, French, and ESL. Activities include Phi Theta Kappa (PTK) that held a virtual scavenger hunt as well as Pictionary night as part of their weekly game nights where their new officer election results were announced and prizes of free pizza and e-gift cards were distributed to the top three winners of each game. PTK has also begun to post weekly videos on their Facebook page starring members and officers teaching others how to make chicken pizza, paper flowers, or a matcha drink. Anyone interested in watching some these videos can find them on their Facebook page as well. The ANDALE program has begun to identify what they are looking for in their new coordinator. At this time, Trustee Suarez thanked the Board for their support in their efforts for a full-time coordinator for ANDALE as well as the addition of the new part-time Black student coordinator. Students for Social Justice raised approximately \$600 for a migrant family in Chicago that was left devastated after being laid off due to the pandemic. The Skokie Events Team (SET) and the Campus Programming Board (CPB) will now collectively be known as the Campus Activities Board (CAB). The goal of this change was to have both programming boards under one category. There will now be a CAB East (Skokie) and a CAB West (Des Plaines). They are looking for students to join the new executive board. If anyone is interested, please contact the office of Student Life and Campus Inclusion for more information. Student Life hosted a week of virtual activities such as movie bingo, conversation groups with the Language Lab, and an opportunity for students to get a caricature of themselves. The Virtual 5K Spring Fun Run begins this Friday through May 31. Lastly, the Student Government Association (SGA) is currently undergoing structural changes as they plan to reconfigure their vision and presence on campus. They are in the beginning stages of choosing their new meeting times and location with the goal of creating a welcoming environment for Oakton students. The SGA will hold training sessions in June and are beginning to identify major issues Oakton students are struggling with in order to find new ways to support and provide resources in the future. All of these activities can be found on Oakton's Instagram and Facebook pages. Overall students are working hard in their final weeks of the spring semester and are hopeful for the future.

Comments by the Chair

Chair Stafford commented about Oakton's response to the Covid-19 crisis. He noted that earlier in the afternoon, the Board began a conversation about next year's budget and how the College can best manage resources to support staff and faculty, and at the same time continue the critical educational mission of the College. He said that sacrifices and hard decisions are going to need to be made to make sure that our ability to continue to provide world-class education services to students remains unabated during these trying times. Chair Stafford said that we are blessed with forward thinking leadership that is innovative as was proven this year by the roll out of our public health contact tracer training professional certificate program. He thanked President Smith and her administrative team for this new program and their nimble response to the pandemic. In terms of sacrifice, our administrators have already agreed to take a six month freeze on their salaries until we reach our mid-year point and see where our finances have settled. Our main goal for this budget will be to retain as many employees as we can while still accompanying our education goals. The administration has also frozen sixteen positions and areas such as travel and utility and has proven to be very nimble given the circumstance. Chair Stafford spoke about watching Michael Crow, president of Arizona State University, on television talking about distance learning education from Zoom classrooms, work study groups, etc. He believes that the pandemic is going to change education and the ways and means that it is delivered. One of Oakton's strengths is online education, but we will also need to continue to evolve. Chair Stafford reiterated that he has always felt that Oakton as an educational institution is only as good as the teachers that are in front of a classroom or controlling the Zoom room, and we need to support them. As an institution, we will need to be providing more professional development to support this change in teaching and he wants the faculty to know that the Board supports them and appreciates their efforts. Finally, Chair Stafford on behalf of the Board thanked the campus police department for masks that they provided to them and commented that it is always good to have elected officials be seen wearing masks at this time.

Trustee Comments

Trustee Yanow commented that the faculty have really jumped in to learn how to teach via Zoom, and she wondered if the Learning Center has been able to provide the kind of tutorial and help services that it has traditionally been able to, now doing it via Zoom. Dr. Smith replied that we are providing tutoring and academic support via Zoom in the Learning Center. Dr. Smith noted that this is something brand new for the Learning Center and thinks that is one of those areas that even when we resume to a new normal, will likely continue in some fashion. She recognizes that it provides flexibility for students who are not able to come to campus.

Public Participation – None

New Business: Strategic Engagement for Evanston Discussion

Chair Stafford said that the Board received some background information on the discussion topic a couple of weeks ago from the administration. Administration and the Board has had an interest in having a presence in Evanston. He said a further discussion is warranted on the part of the Board in terms of ideas for locations, although he cautioned about referring to specific addresses. Chair Stafford asked Dr. Smith to talk about some of our partners, particularly MEAC (Mayor's Employer Advisory Council) and ETHS (Evanston Township High School) and to provide a little background in terms of some of the participation and other partners that we already have in Evanston.

Dr. Smith provided broad context relating to Evanston, which is one of the largest communities within District 535 and yet as we know from our data, we do not see a large number of Evanston residents enrolling in programs at the College. Consequently, we have had a strategic effort to expand our presence in Evanston recognizing that it is a community that we should be serving better than we have been. Part of what we have been doing in the last few years is making sure that we have strategic connections with Evanston partners, fostering relationships, and recognizing the needs of the Evanston community as we think about what kinds of programs and services we can appropriately provide. We have representation on MEAC, and we work closely with ETHS, District 202, we also work closely with the Youth Job Center, and we are members of Evanston Cradle to Career. We have been strategic in being present and engaged in Evanston as we seek to identify what needs the Evanston community has from Oakton and how we can best serve those needs. Chair Stafford opened the floor to the Trustees to begin

the conversation. Trustee Toussaint began by stating that at this time, she does not feel we are doing enough for the Evanston community. There has already been discussion and ideas about ways to increase the Evanston African American population's participation in education. One of the ideas that has been mentioned in previous discussions was the idea of an accredited barber-training program, another was a culinary program. However before we can move forward, she thinks that we need to continue the discussion, brainstorm to find out what the five Board members from Evanston, and all the Board members really want to do. Then decide how, when, where, budget, and timeline. Trustee Salzberg asked if there had been an earlier discussion about what courses we were thinking of offering in Evanston. He did remember the discussion about the barber-training program and others that were discussed and asked was a decision ever made on those programs. Dr. Smith commented that for broad discussion, there has been discussion about the need for both providing career and technical education programs as well as the transfer baccalaureate programs. That is the scope of what Oakton provides as a college, the short-term career and technical education programs as well as the first two years of the transfer baccalaureate program, which has long been a tradition at Oakton. We have been working with Hanover Research, looking at what are the programmatic needs, what are the workforce needs, which could possibly be changing with the Covid-19 pandemic. We embarked in that work with Hanover prior to Covid-19, looking at where are the jobs so that we are making sure that whatever programs we offer that there are opportunities for students in those programs. That is also part of how we have been working with MEAC, who is also looking at workforce trends. We want to make sure whatever programs we offer in Evanston that they are relevant, that there is demand and jobs available for the career and technical education programs, and make sure that we are also offering the first two years of any kind of transfer programming as we would for students who want to transfer into a baccalaureate degree. Many of those career and technical education skills are also stackable. A student can take a short-term career program that then leads to pathways to associates degree and ultimately a baccalaureate degree and beyond. We want to make sure that we are offering the continuum of opportunities at Oakton in Evanston.

Dr. Ileo Lott, Vice President of Academic Affairs, commented that in earlier communications, we talked about the general education common core certificate, which we were calling the fast track program. That is the first two years, is all of the general education (Gen Ed) requirements, thirty-seven credit hours, and we have done work to begin offering that at Skokie, and we want to make sure that we can offer that in the Evanston location as well. He said that there are many students who will say they are just working on their Gen Ed credits. This allows them to receive a certificate for working on those credits. We would ensure that something like that should be part of that programming. Chair Stafford, questioned, is there any sense, compared to the numbers that we have at the Des Plaines and Skokie campuses, do we have an idea in terms of numbers of students we could have at an Evanston location. Dr. Lott said that there has been some analysis on the enrollment potential in Evanston. Dr. Smith said that we hired a company to help with a scan of Evanston, and they are still doing preliminary work and have not yet indicated what they think the true enrollment projections might be. That is some of the work that we are still doing, they started broad and then they would narrow down. Again, that was all prior to the current pandemic. She went on to say that right now there are questions about some of the analysis that they might have done before, if it is still relevant in this new normal. That is part of what we are going to need to tease apart as we move forward because the pandemic has been a game changer in many ways.

Trustee Yanow noted that to Dr. Smith's point, it is a different world today than it was three months ago as it relates to our discussions about Evanston. Trustee Yanow said that she is focused on our being able to excite young adults in Evanston who are not currently engaged in education, to find Oakton an attractive place and be interested in attending. Trustee Yanow feels like location is less of an issue as she does not think that Skokie is that far away from Evanston. Ultimately we will need a location in Evanston, but given the moment, what we really want to do is to say that there are tremendous opportunities and how do we bring that excitement into Evanston and encourage those students to get going on not just a career focus, but there is this Ged Ed certificate that can take them into a four year program in parallel to a short term job. She thinks that narrows down how we talk to young people in Evanston and almost assumes a direction they would take. She wants to see us presenting several options, but the Gen Ed option can take them into a four-year college in parallel with these others, and maybe the issue is less about location but about figuring out how to message those young people to get them to engage in the opportunity. She asked the other trustees if setting up a location in the city of Evanston is of primary importance.

Trustee Burns agreed with Trustee Yanow that the location is less important than what Oakton is going to provide. She spent a lot of time thinking about this and she wanted to weigh in and answer the question, should the College continue to pursue a lease of property as part of our near term solution and Trustee Burns does not think we are prepared to do that at this time. In looking at the numbers of people that attend Oakton, information that Trustee Bush provided, the numbers from District 535, she was surprised that being Oakton's biggest district, Evanston has the least amount of attendance. She referenced Mr. Chandrasekar's, reference to equity and slavery in his budget presentation and how slavery impacted African Americans, it was extremely sobering. The reason she does not think the College is ready is because we keep on saying we want to deal with people that are marginalized, disenfranchised, polarized, and left out, but she does not think that we have given enough thought to what it is going to take in order to inspire people that have been disenfranchised, polarized, etc. Trustee Burns said that until we think about what it is going to take, what does that look like, and are we willing to do the work to get it done? Or are we just going to have another program that gives us outcomes where we end up saying that this is not what we expected, we thought we were going to get X and we only got Z. Before investing in a location, Trustee Burns would like on behalf of the Board and Oakton, to invite other people to come and present to them, like Patrick Keenan-Devlin from the James B. Moran Center for Youth Advocacy, as she considers him to be someone who could give us guidance, Kevin Brown, Lachisa Barton, Ike Ogbo from the City of Evanston. She thinks that these are the people that deal with the people that we are saying that we want to work with and she thinks that they can give us some direction on exactly what the needs are. The administration can participate in that conversation and come up with a plan similar to the how the plan for the contact tracer training program came about. The administration looked at what the need was and came up with an idea. Before any leasing would happen, she feels the need to talk about what equity is, what equity means, and what we are willing to do to achieve it. Chair Stafford said that in terms of the partners, he suggested including Neil Gambow from MEAC, and representatives from the Youth Job Center and ETHS.

Trustee Bush appreciates all the comments so far, she suggested even including District 65, middle schools in the conversations, as we need to build this throughout the whole system. Trustee Bush also conveyed her thoughts on this subject. She feels that the entire portion of District 535 is underserved. Trustee Bush would like to see us partnering with unions, working with HVAC, plumbing and electricians. Nationally, many community colleges have partnerships with unions, which we do not; they offer educational benefits, which is a benefit of their unions. She sees the College partnering in stronger ways with Northwestern University and she sees this as headquarters for the Alliance non-credit programs. Trustee Bush thinks that people will go to wherever the strength is. There are many colleges and universities that have different disciplines in different areas. In regards to Oakton, students interested in nursing or health careers, are going to go to classes at the Margaret Burke Lee Center because that is where those types of classes are taught. She sees the focus being where different disciplines reside and that people while they can get numerous courses at all of the three campuses, get their common core certificate credential, and do a lot of online learning, irrelevant to which physical campus. Anybody who wants to be a part of e-sports or robotics or high tech, CTE, STEM, they are going to go to the Evanston campus, wherever they live in District 535. She thinks that if they want to be in entrepreneurial program and partner with the businesses in downtown, they will go to Skokie, and if they want health careers, arts, humanities and athletics, they will go to Des Plaines. She sees this in a different light, and she is still working through all of these, she just wanted to share the way in which she is thinking about this topic for discussion.

Trustee Yanow said that Trustee Bush presented an amazing vision. She said that to Trustee Burns' point, she thinks part of the challenge in Evanston and with the population that we are referring to, is how do we inspire them to partake of this amazing vision and she worries that we are still not addressing that issue. One of the things, when she looked at those numbers was there was not a category of learners between the ages of 18-24. What we need to be looking at is those learners because those are both the traditional age college learners and the beginnings of the non-traditional learners not all of whom are being served in Evanston. Interestingly, eight percent of the student body is African American and eight percent is the number of the Evanston participants.

While Trustee Yanow likes the idea of a bigger vision, we also at the same time need to focus on how do we begin this process of inspiring the community in Evanston to partake of the opportunities for higher education

and career learning that are available through Oakton. Trustee Bush noted we could have many prongs as we move forward, but agrees with Trustee Burns in that we need to be in touch with people directly in Evanston so that we know how to proceed, Trustee Yanow agreed.

Chair Stafford said that the Board has some homework to do. To Trustee Bush's point, we need to talk about functions and disciplines that we want to address, and in terms of Trustee Burns, we need to talk to some more people on the ground in Evanston, get their input and then come up with a strategy mixing those two strategies. He suggested a sub-committee to work with the president on a plan of attack. Chair Stafford said that he would ask for volunteers and then work with President Smith and Dr. Lott to put some meat on the bones. Trustee Burns asked President Smith in terms of the feasibility study, is there any sense of when that is going to be ready. Dr. Smith replied that we have contracted with Hanover Research for one year where they do different studies in a que. We asked for a feasibility study more towards the end of the year. She said that because of the Covid-19 pandemic, we have purposefully asked them to get more information from those students who chose to withdraw at the end of the spring semester, to learn more about those students' needs and what they would have needed to stay enrolled at Oakton, which was not directly related to the work in Evanston per se, it is more broadly about equity and students who could not continue in the spring. Hanover does research at our request and what they had started doing was looking at labor trends and overall enrollment in Evanston and we were tailoring that down to get more of a focus, but we have pivoted just this most recent item in the que to get more information about students who withdrew. They have contracted with us for a year but we can always extend that, as it is a contract that the Board approved.

Chair Stafford said that the next step is get a task force together to put together a plan of whom we want to talk to and what functions we want to look, with a plan of attack probably at our August meeting, as we will not have time to get that done by the June 30 meeting. We have to decide who we want to talk to, get the group together for a discussion and then do an analysis. He would like Dr. Lott to be on the committee as well as people who can talk about certifications, and putting together the form and function as it is a broad spectrum that was articulated by a number of the Trustees and we are going to have to narrow that down. At this time, Dr. Smith commented that there is a group at the College that is working on Evanston, so it makes sense to have appropriate Board members who are interested to join that group to lead that effort so that the vision is being realized collectively following the Board lead. Chair Stafford commented that sounds like a plan.

5/20-1a Approval of Consent Agenda

Trustee Salzberg offered:

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

Trustee Bush seconded the motion.

A voice vote was called and the motion passed unanimously.

5/20-1b Approval of Consent Agenda Items 5/20-2 through 5/20-9

Trustee Bush offered:

"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/20-2 through 5/20-9 as listed in the Consent Agenda."

5/20-2 Ratification of Payment of Bills for April 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 \$6,972,698.73 for all check amounts and for all purposes as appearing on a report dated April 2020."

5/20-3 Acceptance of Treasurer's Report for April 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 March 2020."

5/20-4

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 meeting on January 21, 2020, no longer requires confidential treatment and is released for public inspection.”

5/20-5

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 June 27, 2017, August 8, 2017, August 15, 2017, September 19, 2017, October 17, 2017, and November 14, 2017.”

5/20-6

Ratification of Actions of 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 \$22,475.44 for all funds listed in item a.”

- a. Salary payments in the amount of \$22,475.44 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.
- b. Salary rescinds in the amount of \$0 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.

5/20-7

Ratification of Actions of Alliance for Lifelong Learning Governing 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 one and two.”

On May 5, 2020, the Alliance for Lifelong Learning Governing Board:

- 1. Approved the Alliance for Lifelong Learning Operating Budget in the amount of \$2,210,208.
- 2. Elected the following officers for FY21:
Mr. Benjamin Salzberg, representing District 535 as Chairperson; Ms. Martha Burns, Representing District 535, as Secretary.

5/20-8

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 \$22,744.09 to the total amount of part-time teaching salaries paid during the spring semester, 2020; the revised, total payment amount is \$3,966,578.18."
- 2."Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$14,586.00 to the total amount of faculty overload salaries paid during the spring semester, 2020; the revised, total payment amount is \$580,236.80."

5/20-9

Approval of Clinical Practice Agreements

“Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements: Health Information Technology: Marianjoy Rehabilitation Hospital; and Firefighter Apprenticeship Program: Evanston Fire Department.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

5/20-10 Authorization to Approve May Purchases

Trustee Kotowski offered:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
5/20-10a	1	Building Automation System Service Agreement and Software Maintenance for Des Plaines and Skokie Campuses – Three-Year Contract	Automated Logic Contracting Services, Inc.	\$ 129,299
5/20-10b	1 - 3	Grant Funded Truck Driving Training Courses – Two Year Contract Extension	Viking Driving School, Inc.	\$ 231,000
5/20-10c	1 – 3	Advertising Agency Services - One-Year Contract	Carnegie Dartlet, LLC. Marketing Partnerships International, Inc.	\$ 150,000.00 \$ 50,000
5/20-10d	1 – 2	Food Service - Retail and Catering Services–Four Year Contract	Fooda, Inc.	\$1,488,000
5/20-10e	1 – 2	Multifactor Authentication Services – One-Year Contract	Duo Security	\$ 39,000
			Grand Total	\$2,132,299.”

Trustee Bush seconded the motion.

Trustee Salzberg asked for details on agenda item 5/20-10d, Food Service-Retail and Catering, as Fooda seems to be a different model than our current system. Mr. Chandrasaker said there was a food service advisory group comprised of students, staff and faculty who helped in the selection of the food service vendor. Prior to the committee being assembled, the College did issue a survey, very similar to what was done in 2017, to understand the importance of the different types of food offerings in the cafeteria and also what was desired going forward. We received close to 1,500 responses and that data was then shared with the food service advisory group in terms of developing the RFP that was issued. We had a number of companies show up. Ultimately, there were three proposals that were submitted. The food service advisory group did meet with all three to have a dialogue and there were specific questions that were asked to all three vendors. Ultimately, Fooda was selected and they have a very interesting model. Unlike traditional food service management operators, Fooda has a concept where they have a resident restaurant partner that is located onsite. In addition to that they also have a network of food partners that the College can cater with. Some of these are very large partners and some of these are local partners. Depending on the budget and the number of people that are being served for a particular type of catering event, the College has a lot of flexibility to go out to any of these catering partners and it is great for us right now especially in a time of where we are looking at declining enrollment over the next year, the uncertainty with what is going on with the pandemic. This gives us more flexibility to work with different partners based on our needs and budgets. Trustee Salzberg said that currently, the College is compensating for some of the financial burden on the current food service provider; do we have to do the same with Fooda? Mr. Chandrasekar said that the amount up for approval with Fooda, \$1,488,000, includes a subsidy a flat subsidy of \$5,000 a month and the College has to demonstrate that we will be able to generate revenues of up to \$500,000 a year. Those would be both retail and catering revenues. Dr. Smith noted that all of the proposals came back with a subsidy that was standard in every one of the food service providers.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

5/20-11

Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Renewal of Annual Agreements, Services, and Contracts for FY21 (Library Services, Banner Annual Software Maintenance, PowerFAIDS Annual Software Maintenance Contract, Illinois Community College Trustee Association Dues); b) Desire2Learn; c) Renewal of Risk Management Insurance Plans; d) Adobe Creative Cloud Software Lease and Support; e) Des Plaines Campus Sidewalk Repair/Replacement; f) Cisco Systems Hardware and Software Support Contracts; g) Replacement Servers with Backup System and Support Contracts; and h) VMware Renewals and Additional Licenses.

5/20-12

Approval of Funding for 2020-2021 Merit Lane Appointments

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the endowment of one new Merit Lane appointment for fiscal year 2020-2021.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

5/20-13

Preview and Approval of New Unit of Instruction

Trustee Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the New Unit of Instruction, Public Health Contract Tracer Professional Certificate.”

Trustee Kotowski seconded the motion.

Trustee Salzberg commented that this is a great certificate, meeting the needs of the public, which is what a community college is and does. He is thankful that we have a great Board and progressive educators, who can think about creating a program such as this during this time of crisis. Trustee Toussaint noted that she has been getting telephone calls and people are interested in signing up and asking for details. Dr. Smith said that there are currently, the non-credit continuing education program, is a non-credit certificate, and the response has been

overwhelming. At this point, there are more interested parties than there are spots. We have filled three courses and currently have over 2,000 people who are inquiring. We are trying to figure out how best to expand our bandwidth and work with the state to figure out their plan, which has still not yet been released in terms of how they plan to hire contract tracers. We do want the community to know that there are many other short-term certificate programs that might also be of interest. Part of what we are going to be doing is reaching out to some of those who are interested to let them know about some of our other programs as well. The program on the agenda is the credit program; it is more expensive than the non-credit. The non-credit course would transfer into this first phase of the credit program; it builds that stackable credential from non-credit to credit. Ultimately, for students who might be interested in a public health program, they could transfer to UIC to continue for a degree in public health. We are trying to build stackable credentials starting with non-credit, then short-term credit(which is what is on the agenda for approval) and then ultimately leading to a transfer curriculum. Public health is going to be an area of growth in the future given the recovery plan for the Covid-19 pandemic. Trustee Bush said that she is happy to see that the counseling and interviewing course is a three credit hour course as it is an important piece of this certificate program and does distinguish the way in which you are able to delve into this in a greater detail than the non-credit. Trustee Yanow is also excited about the counseling and interviewing piece because it brings it into a different level than the certificate program does. She was wondering as a stackable, if someone does the non-credit and then wants the certificate, where they enter into this program. Dr. Lott replied that we are articulating credit into the program. The Non-credit would articulate directly to the first course, the HCT 101 and students would receive credit for that course. Trustee Yanow, remarked they can be employed with the equivalent with that one credit hour course. Dr. Lott replied that the roles of contact tracing build; contract tracing is not the only job. There is a position called a case investigator that does require those more in depth counseling skills, and we are hopeful this puts students on a pathway; they can start here and progress in their career. UIC already expressed interest in articulating our certificate program into their public health degree program. Trustee Salzberg, asked about job opportunities. Dr. Lott replied that we are anxiously awaiting for the state to give us more details on the 5,000 job that they said would be available and we certainly want to supply that demand, but at the same time, corporations also hire internal contact tracers. Everyone has to bring their workforce back to offices at some point and possibly hire their own contact tracers and we hope to be able to pivot quickly to satisfy those needs as well. Dr. Smith commented that in addition, the local hospitals and health departments also hire contact tracers so there are current job openings, but we anticipate as we slowly enter the recovery phase after Covid-19, that there will be a high demand for contact tracers in a number of sectors. The state for sure but also in other employment as Dr. Lott mentioned. Trustee Yanow noted that it is possible that the state will require that every organization, with a certain number of employees, will require contact tracing to be a function of Human Resources (HR). Consequently, we might see an interest in corporations needing to get their employees training within their own HR departments.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

5/20-14 Acceptance of a Faculty Retirement

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Professor Susan Anderson.”

Trustee Salzberg seconded the motion.

Dr. Lott thanked Susan Anderson for her service. She is another member of the 49-year club. Professor Anderson has served Oakton almost as long as Oakton has been in business. We are sad that she is leaving, but happy that she is going to enjoy a life of retirement.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

5/20-15 Authorization to Hire Full-time, Tenure-Track Faculty Member

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the full-time, tenure-track faculty hire of Dr. Stephen Fix for the 2020-2021 academic year, beginning in August 2020. He will receive the salary associated with the lane and step described as follows:

<u>Agenda Item</u>	<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>
5/20-15	Stephen Fix	Assistant Professor of Cannabis Studies	E-2, \$66,028.”

Trustee Bush seconded the motion.

Dr. Lott commented that when the Board was flexible enough to allow the College to have this program, he never thought that one year later we would be talking about the need for a full-time, tenure-track faculty in the cannabis area, but that day quickly came. Dr. Fix has been with us from the beginning since the idea stage. A lot of the curriculum is in place because he is on our advisory committee and helped us put those things in place and he has taught the program from its inception we are pleased to make this recommendation to the Board.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

Adjournment

Chair Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, June 30, 2020, time and place to be determined.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Trustee Bush; a voice vote was called and the meeting was adjourned at 5:30 p.m.



William Stafford, Chair



Marie Lynn Toussaint, Board Secretary

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5/2020

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