Minutes of the Oakton Community College Board Meeting
August 14, 2007

The 609th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 14, 2007, at the Oakton Community College Des Plaines Campus.

Call to Order and Roll Call

Dr. Rosen called the meeting to order at 6:10 p.m. in room 1503 and Dr. DiLeonardi called the roll.

Dr. Rosen Chair Present
Mr. Williams Vice Chair Present
Dr. DiLeonardi Secretary Present
Dr. Alexopoulos Present
Mr. Collins Present
Ms. Tennes Present
Mr. Wadhwa Absent
Mr. Spera Present

Closed Session

Mr. Collins offered a motion to go into closed session for the purpose of considering the appointment, employment, compensation, discipline, performance or dismissal of employees and potential litigation. Ms. Tennes seconded the motion; a voice vote was called and Dr. Alexopoulos, Mr. Collins, Dr. DiLeonardi, Dr. Rosen, Mr. Spera, Ms. Tennes, Mr. Williams, Dr. Lee, Mr. Chirempes, Dr. Hamel, Ms. Lucas, Ms. Rizzo, and Dr. Smith went into closed session at 6:10 p.m. in room 1503.

Mr. Collins offered a motion to adjourn the closed session. Ms. Tennes seconded the motion; a voice vote was called and the meeting was adjourned at 7:40 p.m.

Call to Order and Roll Call

Dr. Rosen reconvened the 609th meeting of the Board of Trustees at 7:45 p.m. in the Board Room 1506. Secretary DiLeonardi called the roll:

Dr. Rosen Chair Present
Mr. Williams Vice Chair Present
Dr. DiLeonardi Secretary Present
Dr. Alexopoulos Present
Mr. Collins Present
Ms. Tennes Present
Mr. Wadhwa Absent
Mr. Spera Present
Also in attendance were Dr. Margaret Lee, Mr. George Chirempes, Dr. Thomas Hamel, Ms. Bonnie Lucas, Ms. Barbara Rizzo, Dr. Joianne Smith, Mr. Maurice Archer, Ms. Carol Aslanian, Ms. Robyn Bailey, Dr. Kalyani Banerjee, Ms. Ann Marie Barry, Dr. Trudy Bers, Mr. Carl Costanza, Mr. Tim Davidson, Dr. Carlee Drummer, Mr. Jorell Espinosa, Mr. Will Frank, Mr. Chad Ganger, Mr. Dennis Graham, Ms. Donna Keene, Ms. Linda Korbel, Ms. Dawn Kuerschner, Ms. Roxann Marshburn, Mr. Jeffrey Moro, Mr. D. Arnie Oudenhoven, Mr. William Paige, Dr. Nancy Prendergast, Mr. Tim Raetzman, Ms. Doreen Schwartz, Ms. Lynn Seinfeld, Mr. Wayne Serbin, Ms. Mary Ellen Simmons, Dr. Robert Sompolski, Mr. Mark Sprecher, Mr. Wayne Szatkowski, Ms. Lynn Woodbury, Mr. Bradley Wooten, Mr. Ronald Wright, and Dr. Donna Younger.

Ms. Jillian Verstrate represented the Classified Staff Association and Dr. Laura Saret represented the Full-time Faculty Association. Ms. Barbara Dayton, President of the Adjunct Faculty Association was absent.

Ms. Patricia Dalzell was present as recording secretary to the Board.

**Pledge of Allegiance**

Dr. Alexopoulos led the Pledge of Allegiance.

**Approval of the Minutes of June 26, 2007, Meeting**

Dr. Alexopoulos offered a motion for approval of the minutes of the June 26, 2007, Board Meeting. Mr. Williams seconded the motion. A voice vote was called and the minutes of the June 26, 2007, Board meeting were approved.

**Statement by the President**

Prior to her statement, Dr. Lee asked for introductions of those present.

Ms. Verstrate, President of the Classified Staff Association, introduced classified staff members Wayne Szatkowski, Business Services; Mark Sprecher, Instructional Media Services; Jeff Moro, Information Technology; Bill Paige, College Advancement; Pat Dalzell, President’s Office; Will Frank, operating camera one, and Tim Raetzman, Television Services, operating the direct cable feed from the Television Studio.

Dr. Saret, President of the Full-time Faculty Association, introduced faculty members Chad Ganger, Chair, Professor, Facilities Management and Engineering and Air Conditioning, Heating and Refrigeration Technology; Dawn Kuerschner, Associate Professor, Nursing; Mary Ellen Simmons, Professor, Nursing; and Lynn Woodbury, Chair, Professor, English.

In the absence of Ms. Dayton, President Lee introduced Adjunct Faculty instructors Kalyani Banerjee, Chemistry; and Jeff Moro, Computers. Ronald Wright, Coordinator, Real Estate, arrived after introductions.

Mr. Spera introduced students Jorell Espinosa, Board of Student Affairs President, and Tim Davidson, operating camera two.
The administrators present included Maurice Archer, Director, Accounting Services; Robyn Bailey, Director of Community and Adult Education; Ann Marie Barry, Director, Student Affairs; Trudy Bers, Executive Director of Research, Curriculum and Planning, and Executive Assistant to the President; Carl Costanza, Executive Director, Campus Operations and Facilities; Carlee Drummer, Executive Director, College Advancement; Dennis Graham, Dean, Science and Health Careers; Donna Keene, Senior Director of Lifelong Learning Programs and Operations; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; D. Arnie Oudenhoven, Associate Vice President, Human Resources; Nancy Prendergast, Assistant Vice President, Academic Affairs, and Dean, Ray Hartstein Campus; Doreen Schwartz, Director, Business Services; Lynn Seinfeld, Director, Business Institute and Professional Education; Brad Wooten, Dean, Social Sciences and Business; and Donna Younger, Director, Learning Center.

Guests included Des Plaines resident, Wayne Serbin, and Carol Aslanian of the Aslanian Group.

Dr. Lee welcomed everyone to the new academic year and thanked those who worked diligently over the summer in preparing the College buildings and grounds for teaching and learning. She stated that the legislators have still not approved a working budget for the State of Illinois and then read the following statement into the record:

*Both houses of the Illinois Legislature have recently passed the College Campus Press Act. It is currently awaiting the Governor’s signature. I wanted to take this opportunity to publicly state that the OCCurrence, Oakton’s student newspaper, is, and always has been, a public forum for expression by student journalists and is not subject to prior review by public officials.*

The President extended condolences to former trustee Don Barshis on the passing of his mother; to the family of Albert Orenstein, a volunteer at the Skokie Campus Early Childhood Education Center; and to Lidia and Jerzy Filus, adjunct faculty instructors, on the passing of Lidia’s mother. On behalf of Trustee Wadhwa and Dr. Drummer, Dr. Lee invited everyone to join her at Arlington Race Track for the annual Scholarship Fundraising event on Saturday, August 18.

Dr. Bers introduced Carol Aslanian, from the Aslanian Group, a company that focuses on assisting colleges and universities in the recruitment and servicing of adult students in higher education. Dr. Bers remarked on Ms. Aslanian’s credentials, the work that she does with other colleges and universities in this area and across the country, and her national perspective of what is happening in regard to marketing and demand for post secondary education courses. Ms. Aslanian presented information on the Community Market Demand Analysis, Credit and Non-credit Study conducted for the College.

*The overall purpose for this comprehensive analysis is to better understand the needs and demands of first-year and second-year college students and noncredit students residing in Oakton’s service area so as to create effective and responsive pathways for their entry or reentry into postsecondary education, with particular attention to Oakton as a viable and responsive provider.*

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Ms. Aslanian stated that her work involved an examination of the marketing opportunities for Oakton as they apply to who is coming to the College, who should be coming, and how to increase our market share of students. She gave an overview of the highly volatile and competitive post-secondary educational market across the nation. Ms. Aslanian explained that everyone within the market is busy analyzing what programs and services they can offer that will best fit the needs of the consumer (student). She presented the following nationwide statistics regarding colleges:

- Forty percent or 6.5 million of all undergraduates attend a community college
- More than 50 percent of all freshman start at a community college
- For-profit institutions command seven percent of the credit market
- Of the 18 million students nationwide, 3.5 million took online courses, a growth rate of 26 percent in one year
- In 2006, 1.5 million students took only online courses
- For-profit institutions have a 37 percent share of the online market which is the largest share

Ms. Aslanian reported on her findings as they related to the 15 townships within Oakton Community College District 535. She stated that our enrollment, high school graduation rates, and population trends are all flat. Ms. Aslanian explained that in order to stay even, we need to get a larger share of a shrinking market. She stated that her job was to investigate how Oakton presents itself to the residents in our district and what we need to do to attract students. Ms. Aslanian explained that for years the role of the community college was directed toward drawing students from high school, preparing them for a two-year Associate Degree, and then sending them on for baccalaureate studies; however, that market has changed. She stated that approximately 20 percent of Oakton’s students come directly from high school and that we need to increase visibility through marketing initiatives in order to reach the other 80 percent who do not come through the high schools.

Ms. Aslanian reported that in studying the market demand within Oakton’s 15 townships, they talked to first and second year college students, none of which were currently attending Oakton, to determine how the market was behaving as Aslanian presented a number of highlights of the lengthy report. The following data were collected:

- The median first and second year college student is a white female in her mid-20s with a family income of $50,000, employed full time with employers who do not offer tuition reimbursement; 30 percent already have an associate’s degree; 20 percent already have a bachelor’s degree
- Oakton Community College strongly dominates the actual and preferred first and second year college market and four-year institutions such as Northeastern Illinois University, University of Illinois at Chicago, and DePaul University are Oakton’s strongest competitors
- Neighboring community colleges attract approximately 15 percent of Oakton’s market share (residents within Oakton’s district)
- Statistically, 35 percent of the market enrolls in area two-year institutions; 45 percent enroll in area four-year institutions; 20 percent enroll in colleges outside our area and in other states
- The preferred market analysis shows that 30 percent prefer to enroll in area two-year institutions and over 60 percent prefer to enroll in area four-year institutions. Oakton needs to create further partnerships and strengthen ties with the four-year institutions to capitalize on the 60 percent preference statistic
• First and second year students are only moderately familiar with Oakton’s Des Plaines Campus and less familiar with the Skokie Campus
• Approximately one-third of the students had been enrolled at Oakton Community College, 90 percent of which were for credit courses; 70 percent of these students enrolled for career/job reasons and mostly new or first career opportunities; 20 percent enrolled to prepare for baccalaureate degree programs
• Only 35 percent of the recent first and second year students were studying for a bachelor’s degree; only 15 percent of the degree seeking market was working toward an associate’s degree
• The three top areas of study for students in bachelor’s degree programs included:
  1. Business and Management
  2. Education
  3. Social Sciences
• Within the 65 percent group of students not studying for a degree, 35 percent were taking courses that would transfer to a bachelor degree program; 15 percent were taking courses for a certificate or diploma (mostly nursing); 10 percent were taking courses for other reasons; and five percent were taking courses toward a professional license, mostly in the health professions
• The top areas of interest to first and second year students in order of preference included:
  1. Business (most attractive to those taking individual courses)
  2. Math
  3. Health
  4. Social Science (most attractive to transfer students)
  5. Computers
• The top areas of interest to 75 percent of the first and second year students in regard to specific career and technical fields included:
  1. Health/Wellness
  2. Business and Finance
  3. Technology and Manufacturing
  4. Environmental/Ecology
• First and second year students studying part-time and full-time were split evenly
• Almost 50 percent of the first and second year students preferred taking morning courses, followed by 28 percent who preferred weekday evening courses; the majority also preferred meeting twice a week for a ten week accelerated study course. (Oakton should consider offering more morning classes, reducing afternoon classes, condensing the length of the courses).
• Over 70 percent of the first and second year students surveyed expressed a high interest in finishing their bachelor’s degree by taking courses from a four-year institutions offered on Oakton’s campus
• Approximately 30 percent of first and second year students had some experience with online courses, although the majority of these students preferred taking a course delivered entirely in the classroom; 45 percent of the students were willing to take their next course online or hybrid.
• First and second year students recognized Oakton for the following:
  1. Very reasonably priced tuition for a quality education
  2. Good overall reputation
  3. Meets the needs of the business community
4. Highly trained and qualified faculty with one out of four having a doctorate
5. Small class size
6. Free tutoring
7. Internship programs
8. Workplace courses
9. Service Learning courses
10. Credit for prior learning

- Only 40 percent of first and second year students responded that they receive the Oakton course schedule sent in the mail to every household within the 15 townships that Oakton serves; two-thirds of those who responded that they receive the course schedule stated that they read it
- In addition to mass advertising, the first and second year students rated various approaches to learning about Oakton as follows:
  1. Sitting in a classroom
  2. Meeting with a current student
  3. Meeting with an advisor
  4. Meeting with an Oakton graduate
- Approximately 40 percent of the first and second year students preferred taking courses at the Des Plaines Campus although 60 percent responded that they would take courses at the Skokie Campus and outreach sites.

Ms. Aslanian reported that the study also focused on in-depth interviews with individuals of various ages who resided within Oakton’s district and were active in the noncredit career and job market. She stated that 70 percent of the respondents stated that noncredit courses are for career advancement and that 30 percent of those polled felt that Oakton was less visible than our competitors. The courses noted as the most important for noncredit were (1) business, (2) health, (3) computer science, (4) education, (5) languages, and (6) social work. Ms. Aslanian noted that many of those interviewed were open to online noncredit courses which is in contrast to the national findings; however, they would prefer a hybrid course.

Ms. Aslanian also reported on organization and employer demand. She stated that they interviewed 242 respondents within 50 small, medium, and large size companies within Oakton’s 15 townships and representative of four specific career fields: Environmental/Ecology, Health/Wellness, Business and Finance, and Technology and Manufacturing. The findings reflected the following information:
- Most companies don’t know enough about Oakton Community College and would like to know more and have more contact with us
- Seventy-five percent of the companies offer tuition reimbursement
- Employers were most interested in landscape management, health information technology, physical therapy assistant training, management, and computer information systems/information technology
- Only 20 percent of those interviewed cited Oakton’s publications and website as sources for information
- Nineteen of the 50 employers stated that they would like someone from Oakton to contact them

In summation, Ms. Aslanian highlighted the following information about the study:
The study encompassed interviewing students who resided within the 15 townships in Oakton’s district who were taking first or second year courses somewhere, of which Oakton had a 20 percent market share.

Two-thirds of the questionnaire included responses to questions about general learning behaviors, such as what did you study? at what institution? and what did you pay? Questions on what the interviewees knew were only raised at the end of the interview.

Ms. Aslanian made a number of suggestions to consider:

- Increase Oakton’s marketing budget as the current $350,000 (which includes printing the course schedules and some advertising) is not enough to capture market share of students who are going to other institutions because they don’t know enough about Oakton.
- Examine the website as it is critical for recruiting and drawing people to the College.
- Invest in a student tracking system so that you can promote the College and follow up on requests for information.
- Promote Oakton’s transfer opportunities, certificates and diploma programs, especially since there is only a 15 percent demand for two-year associate degrees in the 15 townships served by the College.
- Develop and promote courses that students want, especially in the Business, Mathematics, Education, Social Science and Health Professional fields.
- Offer more hybrid and online courses for both credit and noncredit.
- Offer more morning classes and fewer afternoon classes.
- Offer 10 week courses.
- Create more visibility and other shorter than semester-length in the noncredit market with emphasis on business, health and computers.
- Get Oakton more involved with the businesses in the district as many offer tuition reimbursement.
- Offer courses tailored to the needs of the business community.

Following Ms. Aslanian’s report, Dr. DiLeonardi asked how the study recognized first and second year college students when those interviewed already has an associate’s or bachelor’s degree. She noted that many studies such as the United States Department of Education Study would not count students with a degree as a first or second year student. She further noted that degreed students do not need to take general education courses like the first or second year student.

Ms. Aslanian responded that the study began with asking if anyone in the household took a first or second year college course anywhere in the previous three years. She then stated that once they received the demographics, the interviewers asked what the highest level of education was. She further explained that although the person may have already had an associate or bachelor degree, they had also taken first or second year level courses within the last three years. She stated that this is not unusual, as nationwide statistics for community colleges indicate that 20 to 25 percent of the students enrolled already have a degree. In regard to the courses that first and second year students with degrees were taking, Ms. Aslanian explained that they were not general education courses, but courses such as accounting and nursing.

Mr. Collins asked Ms. Aslanian to clarify if the first or second year students were enrolled only at Oakton. Ms. Aslanian responded that the study was not about students who attended Oakton but included students who lived within Oakton’s district and attended any college or university.
Dr. Alexopoulos commented on his concerns that the study did not focus on high standards of education that would attract transfer students. He stated that the only way to overcome the misconception that community colleges are not of the same caliber as four year institutions was to offer innovative courses with high standards of excellence. Dr. Alexopoulos also commented on Oakton’s need to approach business and industry, even going outside our district and into the global community so that we can tailor courses to meet those needs. He stated that we should enhance our evening programs in order to attract students from the business community.

In response to Dr. Alexopoulos, Ms. Aslanian stated that the international market is virtually untapped although some community colleges have already begun to venture out into the global marketplace. In terms of Dr. Alexopoulos’ comments regarding promoting high standards of excellence in order to capture the transfer students, Ms. Aslanian stated that the study included reading specific statements about Oakton, the outcome of which demonstrated that the College was rated very high for the quality of education and had a good overall reputation with highly trained faculty. She stated that approximately 30 percent of the market preferred evening business courses and that by adjusting our course schedules to meet the needs of these students, we would gain a bigger portion of the market. She noted that Oakton spends less than one percent of our revenue on marketing while the for-profit institutions spend 15 percent, and the nonprofit institutions spend eight percent. She explained that the days of waiting for students to come to us has passed as the educational market has become very competitive. Ms. Aslanian stated that Oakton needs to formulate an aggressive campaign to capture the market share of students who are currently going elsewhere as we have one major advantage over the competition – the low cost of tuition.

Dr. Rosen commented on traditional enrollment management systems such as Recruitment Plus which tracks students based on applications that lead to admission. He asked that since Oakton’s students are more oriented toward transfer programs rather than associate degrees, what would help the College address this issue in the enrollment management area.

Ms. Aslanian responded that Oakton must focus on following through with students from the initial contact to enrollment. She stated that the student staying for only two courses and moving on to another institution needs to be documented so that the College can follow up on their experience at Oakton.

Mr. Williams stated that he had a problem with offering skill building courses online and asked if there were any studies made that compared online student learning rates with those enrolled in traditional classroom studies.

Ms. Aslanian responded that the online courses were being developed because of the demand within the educational marketplace. She explained that the issue was basically supply and demand and that students were taking courses at institutions that met their needs based on supply. She commented that Oakton should increase online offerings in order to meet the demand and capture market share of students seeking online learning opportunities.

Mr. Collins remarked that he agreed with moving into more online courses as well as offering hybrid courses; however, he took umbrage with the very limited sampling of students used in the
study. He questioned the validity of the information and conclusions based on the small percentage of those interviewed. Ms. Aslanian responded that she accepted Mr. Collins criticism.

Ms. Tennes stated that as a marketing professional, she enjoyed reading the Aslanian market demand analysis. She thanked her colleagues on the Board for initiating the study prior to her coming on the Board as the information was very valuable in understanding current educational market trends that affect Oakton’s enrollment. She commented on the very aggressive marketing initiatives of Harper College and noted that the study indicated “One of Oakton Community College’s strongest competitors in the noncredit student market is Harper College (which is outside of Oakton’s service area), yet only half of the noncredit students who enroll there would also prefer to enroll there.” Ms. Tennes also noted that the study indicated that Oakton still needs to send out printed copies of the course schedule and course catalog to the community although we need to expand on information on our website. She commented on the information that only 40 percent of residents remember receiving Oakton’s course schedules and asked how this statistic compared with other surveys.

Ms. Aslanian explained that the study included the questions “what did you take; where did you take it; and where would you prefer to take it.” She stated that Harper is offering something those students in the noncredit sector want although they would prefer taking the courses at Oakton; therefore, Oakton needs to expand its noncredit offerings by examining what Harper is doing and replicate it. In response to Ms. Tennes’ comments regarding Oakton’s course schedule, she stated that the College is spending almost 50 percent of the entire marketing budget on the course schedules and getting only a 40 percent return. She stated that although our intention is that 100 percent of the households who receive the course schedules remember receiving it, direct mail will drive the consumer to our website.

Ms. Rizzo commented that Oakton’s noncredit enrollment of 36,000 is much larger than Harper’s. Ms Aslanian congratulated Ms. Rizzo on this achievement and stated that it would be very difficult for the College to do better than 36,000 as that number is three and one-half times larger than Oakton’s credit population. She stated that other than suggesting more online noncredit courses, Oakton was doing very well in this sector.

Dr. Lee remarked that it was at Dr. Rosen’s suggestion that the College conduct a needs study. She stated that although the study indicates that Oakton offers exceptional courses at an affordable rate, people do not know enough about us. She commented that our challenge for the present and the future is how we react to the information in the study.

Dr. Rosen stated that there are other lessons learned from the study in respect to curriculum development. He stated that the theme throughout the study is demand and not interest. Dr. Rosen commented that we have very creative faculty who produce interesting curricula; however, in order to be competitive with other two-year and four-year institutions, Oakton needs to address demand.

Ms. Aslanian noted that another way to look at demand is to analyze who you are attracting so that you know who you are serving. She stated that there’s a great deal of internal data to work with at Oakton and although there was a disagreement in the methodology of the study, the concluding evidence is that Oakton must change in order to increase market shares, otherwise enrollment will continue to decline.
Dr. Rosen thanked Ms. Aslanian for her report as well as all the trustees for their input. He stated that it would be important to hold another strategic conversation on the progress of these important findings in the next few months. He remarked that the study indicates the need for faculty involvement that would segue into shared governance because faculty are at the core of what we do. He stated that we must be responsive to what students are demanding.

Dr. Hamel commented that the Academic Council that includes Deans Graham, Korbel, Sompolski and Wooten, as well as Dr. Bers and Dr. Younger, have discussed the Aslanian Study and that they have initiated discussions with department chairs and coordinators. He reflected on the statistical evidence of the path we need to take in providing courses and enhancing our website that will meet the needs of our students and make Oakton the college of choice.

Dr. Rosen stated that the future report to the Board being prepared by Dr. Hamel and Mr. Newhouse in regard to online learning and trends will be another opportunity for the College to address the issues discussed during the review of the Aslanian Study.

Mr. Williams commented on the statistical information regarding students who come to Oakton to enhance their graduate studies. He stated that his personal feelings were that the College’s primary obligation was to serve the uneducated and that we should not be directing funds to help those who already had a college degree.

Dr. Hamel responded that one of the objectives in the College’s Strategic Plan CHANGE MATTERS was serving the needs of all the students; however, serving the underprepared students remains at the forefront and is a significant part of our mission.

**Comments by the Board Chair**

There being no comments from the Chair, Dr. Rosen proceeded to public participation.

**Public Participation**

Mr. Wayne Serbin of Des Plaines addressed the Board on the drastic service cuts and proposed fare increases adopted by Pace. He stated that some or all of the cuts and fare increases can be averted depending on how much funding the state legislature provides. He further stated that the Illinois General Assembly’s failure to reach consensus on a budget places many of our suburban bus routes in jeopardy including the elimination of the Sunday 208 Golf Road bus that runs between Evanston and Des Plaines. Mr. Serbin asked those present to contact their legislators in support of Senate Bill 572 MASS TRANSIT FUNDING AND REFORM in order to avoid painful service cuts, fare increases and layoffs that will take effect on September 16.

**New Business**

8/07-1a Approval of Adoption of Consent Agenda

Dr. Alexopoulos offered:

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2 Pace (not an acronym) is the Suburban Bus Division of the Regional Transportation Authority.
“Be it resolved that the Board of Trustees of Community College District 535 approve adoption of the Consent Agenda.”

Ms. Tennes seconded the resolution.

A voice vote was called and the resolution to adopt the use of the Consent Agenda was approved.

8/07-1b Approval of Consent Agenda Items 8/07-2 through 8/07-9

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve resolutions 8/07-2 through 8/07-9.”

8/07-2 Ratification of Payment of Bills for June 2007

“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 $6,835,520.90 for all funds as listed and for all purposes as appearing on a report dated June 2007.”

8/07-3 Ratification of Payment of Bills for July 2007

“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 $5,883,473.51 for all funds as listed and for all purposes as appearing on a report dated July 2007.”

8/07-4 Acceptance of Treasurer’s Report for June 2007

“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 June 2007.”

8/07-5 Authorization for Budget Transfers

“Be it resolved that the Board of Trustees of Community College District 535 approves budget transfers in accordance with Illinois Revised Statutes 122, 103-20, as follows:

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<tr>
<td>Education Fund</td>
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<td>Operations &amp; Maintenance Fund</td>
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8/07-6  Quarterly Report on Investments

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the acceptance of the Quarterly Report on Investments for filing.”

8/07-7  Ratification of Actions of the Alliance for Lifelong Learning (ALL) Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to d and hereby approves the expenditures in the amount not to exceed $21,473.50 for all funds listed in items a and c.”

8/07-8  Supplementary Authorization to Pay Professional Personnel, Summer 2007

“Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2007 summer semester salaries in the amount of $15,309.92, resulting in a revised total of $1,389,670.42.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of full-time faculty 2007 summer semester salaries in the amount of $4,545.95, resulting in a revised total of $1,667,300.35.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the payment of stipends to the persons listed, in the amount, and for the activities specified; the total payment amounting to $14,219.75.”

8/07-9  Approval of Clinical Practices Agreement

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

For the Physical Therapist Assistant Program
    RehabClinics, Inc. d/b/a NovaCare Rehabilitation and its affiliates and subsidiaries
    – King of Prussia, P.A.”

Mr. Williams seconded the resolution.

Dr. DiLeonardi called the roll.

Ms. Tennes        Aye
Mr. Wadhwa        Absent
Mr. Williams      Aye
Dr. Alexopoulos   Aye
Mr. Collins       Aye
Dr. DiLeonardi    Aye
Dr. Rosen         Aye
The resolution was approved. Mr. Spera, student trustee, concurred.

8/07-10 **Approval to Participate in the Illinois Sustainable University Compact**

Mr. Williams offered.

“Be it resolved that the Board of Trustees of Community College District 535, in cooperation with the Illinois Green Government Coordinating Council and universities and community colleges across Illinois, approves Oakton Community College’s participation with the *Illinois Sustainable University Compact*, pledging to accomplish the following goals by December 31, 2010:

- Acquire at least three percent of the energy for our campus from renewable sources
- Join the U.S. Environmental Protection Agency’s ENERGY STAR Challenge to increase energy efficiency on campus
- Pledge that all new buildings constructed on campus will earn the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) certification
- Promote more sustainable transportation options, such as:
  - Purchasing hybrid and flex-fuel vehicles whenever practical
  - Using renewable fuels for our campus fleet
  - Establishing successful car-sharing and carpooling programs on campus
- Reduce carbon emissions on campus and look into joining a greenhouse gas emission reduction and trading system
- Reduce water usage on campus by at least 15 percent
- Complete at least one storm water management project, such as:
  - Installing permeable pavement in a parking lot on campus
  - Creating a rain garden to reduce damage from campus flooding
  - Incorporating swales into landscaping to improve drainage and reduce erosion
- Increase the amount of overall waste recycled on campus by at least 15 percent
- Purchase non-toxic cleaning products whenever practical.
- Reduce pesticide use by establishing integrated pest management practices at all facilities on campus.”

Ms. Tennes seconded the motion.

Ms. Tennes stated that the resolution refers to campus in the singular and asked if the commitment to the *Illinois Sustainable University Compact* involved both campuses.

Dr. Rosen responded that the commitment is from the College as a unit which includes both campuses. Dr. Lee added that we are one college, four campuses, two of which we have the responsibility for in terms of environmental impact. She stated that Mr. Costanza and Dr. Churchill attended the 2nd Annual Sustainable University Symposium held at Illinois State University today. She stated that the resolution is in keeping with the Strategic Plan CHANGE MATTERS initiative of a *Green College* and that it follows on the heels of our new program, *Campus Shuttle.*
Mr. Costanza commented on the symposium at Illinois State University and the number of colleges and universities that have already signed the agreement. He stated that Lieutenant Governor Quinn would be pleased to hear that Oakton has joined the list of participants.

Mr. Collins asked for an explanation of a “rain garden” to which Dr. DiLeonardi responded that it is a garden of specific plants such as wetland edge vegetation that are designed to take all, or as much as possible, of the excess rainwater run-off from buildings. She stated that Oakton helped establish a rain garden in a once muddy play area at the Cumberland Elementary School in Des Plaines and that it is now a statewide model.

Dr. DiLeonardi called the roll.

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<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Mr. Collins</td>
<td>Aye</td>
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<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Rosen</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
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<tr>
<td>Mr. Wadhwa</td>
<td>Absent</td>
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<tr>
<td>Mr. Williams</td>
<td>Aye</td>
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<tr>
<td>Dr. Alexopoulos</td>
<td>Aye</td>
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</tbody>
</table>

The resolution passed. Student trustee, Mr. Spera, favored the resolution.

8/07-11 Acceptance of Nomination for Director, Oakton Community College Educational Foundation

Dr. Alexopoulos offered:

“Be it resolved that the Board of Trustees of Community College District 535 affirm the nomination of the following individual as Director of the Oakton Community College Educational Foundation: Arnold D. Cowen, president and owner, American Designer Cabinets, 534 Knox Avenue, Wilmette, IL 60091.”

Dr. DiLeonardi seconded the motion.

Dr. Drummer commented that Mr. Cowen has been very supportive of the Foundation’s activities for years. She stated that he is the executive director of Centre East Theater in Skokie and would be a dynamic force on the Foundation Board.

Dr. DiLeonardi called the roll.

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<tr>
<th>Name</th>
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<tr>
<td>Dr. Alexopoulos</td>
<td>Aye</td>
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<tr>
<td>Mr. Collins</td>
<td>Aye</td>
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<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Rosen</td>
<td>Aye</td>
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</table>
Ms. Tennes Aye
Mr. Wadhwa Absent
Mr. Williams Aye

The resolution was approved. Mr. Spera, student trustee, favored the resolution.

8/07-12 Authorization to Approve August Purchases

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions 8/07-12a through 8/07-12f with the exception of resolution 8/07-12e:

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Software Licensing Renewals</td>
<td>RTEK Systems</td>
<td>$33,058.22</td>
</tr>
<tr>
<td></td>
<td>IMAFINiT Technologies</td>
<td>$15,250.00</td>
</tr>
<tr>
<td></td>
<td>Insight Public Sector</td>
<td>$30,305.73</td>
</tr>
<tr>
<td>b. Computer Servers</td>
<td>Victorin Business Solutions</td>
<td>$58,083.00</td>
</tr>
<tr>
<td>c. Ratification of Purchased Security Camera System for Ray Hartstein Campus</td>
<td>Initial Electronics</td>
<td>$44,507.77</td>
</tr>
<tr>
<td>d. Ratification of Purchased Pharmacy Technician Training Services</td>
<td>MRxI Corporation</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>e. Copier Lease and Maintenance</td>
<td></td>
<td>(postponed to August 29, 2007)</td>
</tr>
<tr>
<td>f. PACE Bus Tickets</td>
<td>PACE</td>
<td>$70,000.00</td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL</td>
<td>$268,704.72</td>
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Dr. DiLeonardi seconded the motion.

Dr. Rosen asked if the purchase of the Software Licensing Renewals was just the cost of doing business. He further asked how our capacity was increased with the purchase of the Security Camera System for the Skokie Campus.

Ms. Lucas responded to Dr. Rosen’s first question and stated that the cost of the Software Licensing Renewals was spiraling higher without any indications of being reduced. Mr. Chirempes responded to the second question and stated that the College is adding 35 cameras to the already 80 cameras in place at the Skokie Campus so that the security in the original building would be compatible with the new Pavilion. He noted that the cameras would provide the College with high tech surveillance and that the College has completed approximately 15 security upgrades in the last two years.

Mr. Collins commented on the enhanced features of the new security equipment and stated that he was very pleased that telephones had been added to classrooms with direct

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3 Board resolution 8/07-12e Authorization to Purchase Copier Lease and Maintenance (five year contract) was postponed until August 29, 2007. The Board met to take action on this resolution on August 29, 2007, at 9 a.m. in the Board Room (1506) at Oakton Community College, 1600 East Golf Road, Des Plaines, IL.
dial access to both campus security and the City of Des Plaines 911 services. He stated that the first level of security was our vigilance.

Dr. Lee stated that we are all concerned with safety and security. She commented on Public Safety Chief Nolan’s memo reprinted in the last issue of the OCCurrence and stated that it addressed many safety issues. She stated that Oakton has an open door policy that would be maintained with strict adherence to the safety and well being of everyone who walks through our doors.

Dr. Rosen noted that the last item relates to the purchase of discounted tickets for the Pace bus system that ties into the public participation comments made earlier in the evening.

Dr. DiLeonardi called the roll.

Mr. Williams Aye
Dr. Alexopoulos Aye
Mr. Collins Aye
Dr. DiLeonardi Aye
Dr. Rosen Aye
Ms. Tennes Aye
Mr. Wadhwa Absent

The resolution was approved. The student trustee, Mr. Spera, concurred.

8/07-13 Acceptance of Grants

Mr. Collins offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept the Carl Perkins III Career and Technical Education Postsecondary Basic Grant in the amount of $245,781 from the Illinois Community College Board to enhance student skill attainment and program effectiveness for all career and technical education students.”

“Be it further resolved that the Board of Trustees of Community College District 535 accept the Joyce Foundation/Illinois Community College Board “Shifting Gears” Initiative grant in the amount of $125,000 to pilot its “CNA to LPN Bridge to Success” incumbent healthcare worker program.”

Ms. Williams seconded the motion.

Dr. Rosen congratulated the College on the two grants, especially in the critical area of nursing that was addressed by the Aslanian Study. He asked for an explanation of the “Shifting Gears” pilot grant.

Ms. Marshburn explained that Shifting Gears is a grant provided to the Illinois Community College Board (ICCB) through the Joyce Foundation to pilot bridge
programs in various areas. She stated that Oakton is one of only eight community colleges in the state to be selected for the project. Ms. Marshburn commented that the grant will allow the College to continue our partnership with Presbyterian Homes in developing a model program to help frontline healthcare workers move up the career ladder. She stated that the credit for this grant partnership goes to Sandra Kubala, Professor and Chair of Nursing, to Margaret Gas, Associate Professor of Nursing, and to Lynn Seinfeld of the Business Institute.

Mr. Graham stated that the College currently has a group of 18 Presbyterian Homes employees enrolled in the program and the ICCB grant will provide the College with the resources to start a second group of 18 students to become Licensed Practical Nurses. He stated that instructors working with the current group have expressed how enthusiastic the students are and their enjoyment in working with such a motivated group of students.

A voice vote was called and the resolution accepting the two grants was approved.

8/07-14 Authorization to Hire Related Person

Mr. Collins offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Gina Pierozzi, effective August 15, 2007.”

Mr. Williams seconded the motion.

Dr. Alexopoulos stated that he did not feel comfortable with hiring relatives under any condition. He asked that the resolution be tabled to such a time that the Human Resources Department clarifies the College’s policy on Relative Hires.

Dr. Alexopoulos offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby postpones action on the resolution to employ Ms. Gina Pierozzi, for consideration at a later date.”

Mr. Williams seconded the motion.

Mr. Collins stated that he sees no problem with hiring a relative who works in another department with separate reporting lines such as the one being presented in tonight’s resolution; however, he agreed that the College’s policy needs additional language that addresses relationships and reporting lines. He stated that the resolution should not be postponed, that the Board should proceed with taking action at tonight’s meeting and then review the policy on Related Hires at a later date.

Ms. Tennes commented that this is her third Board meeting as a new trustee and the second time the issue of a Relative Hire has come before the Board. She stated that she
was in agreement with Dr. Alexopoulos in that language clarification of our policy was necessary. She further commented that it would be in the best interest of the College to take action on the resolution this evening and although she may not vote favorably, it was important for the College to move on with this staffing issue.

Dr. DiLeonardi stated that the administration assured the Board that they would provide them with information regarding relative hires including the number of related people and their reporting areas. She stated that even though the non-direct reporting lines and chain of command are a practice of the College, the current relative hire policy does not include specific language that related persons hired by the College cannot have a direct chain of command or a direct line of reporting. Dr. DiLeonardi stated that the candidate should not be held captive to the issue of revising the policy language. She further stated that she would vote to move forward and take action on the original motion.

Dr. DiLeonardi called the roll to Dr. Alexopoulos’ motion to postpone the resolution for consideration at a later date.

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<td>Mr. Wadhwa</td>
<td>Absent</td>
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<td>Dr. Alexopoulos</td>
<td>Aye</td>
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<tr>
<td>Mr. Williams</td>
<td>Aye</td>
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<tr>
<td>Ms. Tennes</td>
<td>Nay</td>
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<tr>
<td>Dr. Rosen</td>
<td>Nay</td>
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<tr>
<td>Mr. Collins</td>
<td>Nay</td>
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<tr>
<td>Dr. DiLeonardi</td>
<td>Nay</td>
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The resolution to postpone the Authorization to Hire Related Person to a later date did not pass. Mr. Spera, student trustee, did not favor the resolution.

Mr. Collins reread the original motion.

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Gina Pierozzi, effective August 15, 2007.”

Dr. DiLeonardi called the roll:

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<td>Mr. Wadhwa</td>
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<td>Mr. Williams</td>
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<td>Dr. Alexopoulos</td>
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<td>Mr. Collins</td>
<td>Aye</td>
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<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
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<tr>
<td>Dr. Rosen</td>
<td>Nay</td>
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<tr>
<td>Ms. Tennes</td>
<td>Nay</td>
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The resolution to Hire Related Person did not pass. The student trustee, Mr. Spera, abstained.
Dr. Rosen stated that the vote clearly suggests the need to clarify the current relative hiring policy.

Mr. Williams commented that the discussion indicates the Board’s intent to avoid nepotism at the College. He suggested that the administration consider a policy on diversity and that our hiring practices include an in-depth search for candidates other than those related to current employees.

8/07-15  Authorization to Hire Full-time, One-year Faculty Members

Dr. Alexopoulos offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full-time, one-year faculty appointment of Guiller Bosqued for the 2007-2008 academic year with the academic rank of Assistant Professor, teaching assignment in Modern Languages, and salary of $48,269.”

“Be it further resolved that the Board of Trustees of Community College District 535 approve the full-time, one-year faculty appointment of Lisa Zingaro for the 2007-2008 academic year with the academic rank of Assistant Professor, teaching assignment in Business, and salary of $48,269.”

Mr. Collins seconded the motion.

Dr. DiLeonardi called the roll.

Ms. Tennes       Aye
Mr. Wadhwa       Absent
Mr. Williams     Aye
Dr. Alexopoulos  Aye
Mr. Collins      Aye
Dr. DiLeonardi   Aye
Dr. Rosen        Aye

The resolution was approved. Mr. Spera, student trustee, favored the resolution.

8/07-16  Approval of Intellectual Property Agreements

Dr. DiLeonardi offered:

"Be it resolved that the Board of Trustees of Community College District 535 approve the Intellectual Property Agreement between the Board and Katherine Papademas.”

"Be it further resolved that the Board of Trustees of Community College District 535 approve the Intellectual Property Agreement between the Board and Robert Matthews.”

Dr. Alexopoulos seconded the motion.
Mr. Collins asked if the faculty involved in the Intellectual Property Agreements were compensated for developing the courses.

Dr. Hamel responded that the faculty are compensated according to the contracted salary schedule that is related to the number of credit hours for each course.

Mr. Williams commented that the College needs to be very careful in developing online courses so that they have the same high standards as courses taken in the classroom. He asked if the faculty involved in the Intellectual Property Agreements would be evaluated for the work that they do.

Dr. Hamel commented on the qualities and high standards of the faculty involved in the Intellectual Property Agreements. He stated that he was confident that they can deliver the courses in the most effective manner. Dr. Hamel explained that each online course and instructor would be evaluated as in any other course including student, dean and department chair evaluations.

Dr. DiLeonardi called the roll.

Dr. Rosen     Aye
Ms. Tennes     Aye
Mr. Wadhwa    Absent
Mr. Williams  Aye
Dr. Alexopoulos Aye
Mr. Collins   Aye
Dr. DiLeonardi Aye

The resolution was approved. Student trustee, Mr. Spera, concurred.

8/07-17  Authorization to Fund Additional Trustee Travel

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes additional proposed travel funds in the amount not to exceed $3,330 for Mr. Michael Collins for fiscal year 2007-2008 and revised the Proposed Trustee Travel as attached hereto.”

Mr. Williams seconded the motion.

Dr. DiLeonardi called the roll.

Dr. DiLeonardi  Aye
Dr. Rosen       Aye
Ms. Tennes      Aye
Mr. Wadhwa     Absent
Mr. Williams  Aye
Dr. Alexopoulos  Aye
Mr. Collins  Abstain

The resolution passed. Mr. Spera, student trustee, concurred.

Adjournment

Dr. Rosen stated that the Board would meet to take action on the postponed resolution 8/07-12e Authorization to Purchase Copiers and Maintenance (five year contract) at 9 a.m. on Wednesday, August 29, 2007. The meeting would be held in the Board Room (1506) at the Des Plaines Campus.

The next regular meeting of the Board of Trustees of Community College District 535, would be held at 7:30 p.m. in the Board Room (1506) on Tuesday, September 18, 2007, at Oakton Community College, 1600 East Golf Road, Des Plaines, IL.

There being no further business before the Board, Chair Rosen asked for a motion to adjourn the meeting. Mr. Collins offered a motion for adjournment and Mr. Williams seconded the motion. A voice vote was called and Dr. Rosen adjourned the meeting at 9:45 p.m.

/s/ Jeffrey H. Rosen
Jeffrey H. Rosen, Board Chair

/s/ Joan W. DiLeonardi
Joan W. DiLeonardi, Board Secretary

/pd
9/07

A video tape recording of the August 14, 2007, meeting was made and may be viewed by calling the Library and Instructional Media Services office at 847-635-1640.