



**Minutes of the December 10, 2024 Regular Meeting of the
Board of Trustees of Community College District 535**

The 805th meeting of the Board of Trustees of Community College District 535 was conducted on December 10, 2024 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Toussaint called the meeting to order at 5:28 p.m. in room 1502. Trustee Bashiri-Remetio called the roll:

Trustee Marie Lynn Toussaint	Chair	Present
Trustee Martha Burns	Vice Chair	Present
Trustee Theresa Bashiri-Remetio	Secretary	Present
Trustee Gail Bush		Present
Trustee Benjamin Salzberg		Absent
Trustee William Stafford		Present
Trustee Wendy Yanow		Present
Trustee Franklin Ocaña	Student Trustee	Present

Also present in room 1502 were Dr. Joianne Smith, President; Johanna Fine, Chief Human Resources Officer; Dr. Ashley Knight, Interim Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; and Michele Roberts, Vice President for Administrative Affairs.

Chair Toussaint asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of November 12, 2024; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and pending litigation.

Trustee Stafford made the motion, seconded by Trustee Yanow. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye
Trustee Ocaña	Aye

At 5:49 p.m., Trustee Yanow made a motion to adjourn the closed session meeting which was seconded by Trustee Stafford. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Toussaint called the regular meeting of the Board of Trustees to order at 6:05 p.m. in room 1506.

Trustee Bashiri-Remetio called the roll:

Trustee Marie Lynn Toussaint	Chair	Present
Trustee Martha Burns	Vice Chair	Present
Trustee Theresa Bashiri-Remetio	Secretary	Present
Trustee Gail Bush		Present
Trustee Benjamin Salzberg		Absent
Trustee William Stafford		Present
Trustee Wendy Yanow		Present
Trustee Franklin Ocaña	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Johanna Fine, Chief Human Resources Officer; Dr. Ashley Knight, Interim Vice President for Student Affairs; Dr. Ileo Lott, Provost and Vice President for Academic Affairs; Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Robyn Bailey, Director of Operations and Administration/Dean of Skokie Campus; Dr. Matthew Boutilier, Director of Online Curriculum and Instruction; Sarah George, Associate CIO; Dr. Mia Hardy, Dean of Liberal Arts; Dr. Ruben Howard II, Dean of Business and Career Technologies; Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships; Jacob Jeremiah, Dean of Library; Dr. Alauna McGee, Assistant Vice President for Academic Affairs and College Transitions; Christine Paciero, Director of Oakton Athletics; Dr. James Rabchuk, Dean of STEM; John Wade, Director of Systems and Network Services; Daniel Weber, Registrar/Director of Registrar Services; and Andy Williams, Controller.

Union Leaders: Jennifer Crowley, Classified Staff Association; Mary Hope Griffin, Adjunct Faculty Association; and Patrick O'Donnell, Full-Time Faculty Association.

Faculty: Paul Bialek, Mathematics; Brittany Coleman, Library; Michael Mauritzen, English; Patrick O'Donnell, Philosophy; Michelle Oh, Library; Naga Potluri, Mathematics; and Katherine Schuster, Education.

Staff: Steve Aguilar, TRIO; Ernest Gest, Facilities; Maurae Gilbert McCants, Small Business Development Center; Cecilia Gomez, Advising, Transitions and Student Success; Krissie Harris, Student Life and Campus Inclusion; Kushal Patel, Information Technology; and Beatriz Sparks, Office of the President.

Students: Emily Jaimes.

Guests: Cheryl Brown, Michele Hayes, Rene Mandin, and Donna Wang Su.

Pledge of Allegiance – Trustee Stafford led the pledge.

Land Acknowledgment – Trustee Burns read the Land Acknowledgment.

Approval of Minutes

Chair Toussaint asked a motion for the approval of the minutes of the November 12, 2024 regular meeting of the Board of Trustees. Trustee Stafford made the motion. Trustee Yanow seconded the motion. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Assistant Professor of Mechanical Design, Yong Yoo on the passing of his father in law on Nov. 19.

Congratulations

- Trustee Martha Burns was appointed to the ACCT Equity, Diversity and Inclusion Committee.

Employee Recognitions

- Congratulations to Cecilia Gomez who was selected to receive the prestigious ACPA Commission for Two-Year Colleges Service to the Profession Award. This honor recognizes her outstanding contributions to Student Affairs. A dedicated advisor for five years, Cecilia inspires others with her commitment to professional growth and dedication to serving Oakton's diverse student population. Additionally, Cecilia and her colleague Cameron Carrera will be presenting at the ACPA National Convention and the NACADA Region 5 Conference on a Trauma informed approach to developmental advising.
- Manager of the Early Childhood Education Center, Monique Hudson was recently appointed to the Board of the National Coalition for Campus Children's Center (N4C).

Student Recognitions

- The Oakton Jazz team, under the leadership of Mark Olen, performed at the Skyway Jazz Festival at Moraine Valley on Nov. 16 and walked away with the following recognitions:
 - Outstanding Soloists: Tom Bartlett, Trombone; Caleb Gudeman, Baritone Sax; Steve Prorak, Alto Sax; and Doug Sparks, Tenor Sax.

- Honorable Mentions: Brad Kolar, Trumpet; Dave Malatesta, Bass; Ed Stephens, Tenor Sax; and Paul Velez, Trumpet.
- The Oakton Owls Women's Basketball team is currently undefeated 11-0 and they are ranked 22nd in the NJCAA Division.

Happenings

- Last Saturday was the 20th Empty Bowls event at Oakton sponsored by the Ceramics Club. This year, the event raised over 25,000 this year benefitting 6 local food pantries. Since 2004, Empty Bowls has raised more than 453,000 to fight hunger in the community.
- Tomorrow is the last day of student attendance for the fall 2024 semester.
- The new exhibition at the Koehnline Museum of Art, "*Up to the Challenge*," features art produced during the Great Depression and World War II, a critical time in world history when artists faced dramatic challenges. A public reception will take place on Dec. 19, 2024, from 5 - 8 p.m. Viewings take place from Dec. 19, 2024, through Feb. 7, 2025.
- The College will be closed for winter break Dec. 24, 2024 through Jan. 1, 2025. Operations will resume on Thursday, Jan. 2, 2024. The Spring 2025 kick-off event will be held on Jan. 6, 2025. Dr. Smith wished everyone a happy holiday season.

Educational Foundation Liaison Report

The Foundation has raised nearly \$1 million this fiscal year to date.

Notable commitments received since the last update to the Trustees include:

- A \$184,000 gift from the Estate of Beverly Offen to build the Lynne Adams Library Endowment. Beverly was a professor in Oakton's library for more than 20 years. She passed away in 2021, leaving a \$300,000 gift from her estate to Oakton. This gift is the final distribution and has doubled the size of this endowment to provide a perpetual stream of funding. Resources from this endowment are currently being used to renew the library's ESL collection.
- A \$100,000 gift from Northfield Township to support scholarships for Oakton students from the township.
- A \$50,000 gift from the City of Evanston to augment support for the ASPIRE Community Healthcare Workforce Scholarship.
- A \$50,000 gift from retiree David Hilquist and his wife Karen to grow the Hilquist Family Nursing Scholarship Endowment.
- A \$25,000 gift from Rivers Casino to launch a student transportation pilot program.

The Foundation is actively soliciting and receiving end-of-year gifts and will match contributions to the General Scholarship Fund Endowment dollar-for-dollar up to \$100,000 thanks to the generosity of an anonymous donor earlier in the fiscal year. Gifts made online or postmarked by midnight on December 31 will be credited in 2024 for tax purposes.

The Foundation approved a new Board Director in November for a 3-year term. Patti Anderson is an Evanstonian and vice president with the small business finance team for First National Bank where she serves as an advocate for small and mid-sized businesses in our community to deliver thoughtful and creative financing solutions that meet their needs. With the addition of Patti, the Foundation Board hosts 24 voting Directors.

The Foundation held its quarterly meeting on December 4, accepting their audit report and approving the filing of their annual Form 990 Informational Return with the IRS and State of Illinois.

The Board's next quarterly meeting will take place on March 5, 2025.

Student Trustee Report

Students came together for the First-Generation College Student Week, and Student Trustee Ocaña thanked TRIO and the Career and Transfer Center for allowing students to share valuable resources for understanding the first-generation experience. International Education Week explored the theme of peace through citizen diplomacy. Trustee Ocaña also highlighted different events held at the Performance Arts Center, including music ensembles, improv and the speaker showcase.

The Student Government Association recently had a collaboration with Student Life and Campus Inclusion to host the second annual Winter Fest which had a good turnout on both campuses. Trustee Ocaña thanked the Oakton librarians for hosting different events to offer information on resources, and he wished good luck to his fellow students during finals week.

Student Spotlight

Emily Jaimes shared that this is her first semester at Oakton, and she is majoring in mechanical engineering. She graduated high school in 2022, and attended Northern Illinois University before taking a semester off. Emily said that Oakton was able to give her hope and motivation to achieve her goals, and she pointed out that the College is an affordable option. She is grateful for all her professors, specifically Safa Hamed, Eric Wold, Michael Mauritzen and Kayla Mitchell who cultivated a positive learning environment to allow her to thrive. She also expressed gratitude for TRIO and her advisor Steve Aguilar, and the Wellness Center for providing counseling that is needed by many students. In addition, Emily has joined different extracurricular activities that allowed her to find like-minded students which has helped her stay motivated and focused to reach her full potential.

Public Participation – None

Board Report: Illinois Small Business Development Center at Oakton College

Maurae Gilbert McCants – Oakton SBDC Director

Brittany Coleman – Engagement Librarian

SBDC Mission

Represent the collective interest of our members by promoting, informing, supporting and continuously improving the Small Business Development Center (SBDC) network, which delivers nationwide educational assistance to strengthen small/medium business management, thereby contributing to the growth of local, state and national economies.

Services

- Business Consulting
- Social Media Creation
- Needs Assessment
- Market Research/Projection
- Financial Analysis
- SWOT Analysis
- Strategic Planning
- Access to Capital
- GrowthWheel Assessment
- Business Specific Research

Top Industry Areas

- Logistics/Transportation
- Consumer Services
- Manufacturing
- Technology
- E-Commerce
- Telehealth Services
- Consulting

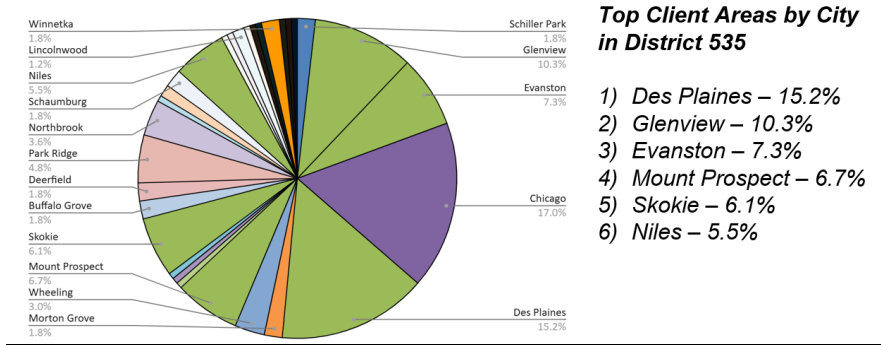
Client Makeup

45% - Minority Business Clients

23% - Women Business Clients

The First Year

- Engaged with more than 165 clients (students, faculty, staff, community members and leaders)
- Established a strategic partnership with Kellogg School of Management at Northwestern University which created additional capacity – 5 Advisors (MBA Students)
- Met with Library Districts, Chambers of Commerce, Community Officials and Business Owners in the District
- Developed relationships with community partners to create a mentorship program for budding entrepreneurs (SME's)
- Hosted 8 community/stakeholder events and hosted THRIVE Cohort in partnership with SBA
- Creating a pathway for entrepreneurship via Oakton Colleges CE Programs



- 1) Des Plaines – 15.2%
- 2) Glenview – 10.3%
- 3) Evanston – 7.3%
- 4) Mount Prospect – 6.7%
- 5) Skokie – 6.1%
- 6) Niles – 5.5%

A Look Ahead

- Advisory Council
- Hiring additional advisors
- More community partnerships
- More In-Person Events and Trainings
- Pathways to entrepreneurship via CE Programs
- Additional collaborations with Oakton departments

NEW BUSINESS

12/24-1a Approval of Consent Agenda

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

Trustee Stafford seconded the motion. A voice vote was called and the motion passed unanimously.

12/24-1b Approval of Consent Agenda Items 12/24-2 through 12/24-3

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/24-2 through 12/24-3 as listed in the Consent Agenda.”

12/24-2 Supplemental Authorization to Pay Professional Personnel – Fall 2024

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$4,958.56 to the total amount of part-time teaching salaries paid during the fall 2024 semester. The revised total payment amount is \$3,765,189.25.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$35,365.00 to the total amount of faculty overload salaries paid during the fall 2024 semester. The revised total payment amount is \$725,237.03.”

12/24-3 Approval of Clinical Practice Agreements

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

- Basic Nursing Assistant/Nursing/Patient Care Technician (1)
- Physical Therapy Assistant Program (1).”

Trustee Bush seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye

Trustee Yanow Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-4 Approval of Board Meetings Schedule for Calendar Year 2025

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2025 calendar year for public notice as follows: January 21, February 18, March 18, April 22, May 20, June 24, August 19, September 16, October 21, November 18, and December 16. Time and location of all meetings will be posted 48 hours before as required by law.”

Trustee Stafford seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio Aye
 Trustee Burns Aye
 Trustee Bush Aye
 Trustee Stafford Aye
 Trustee Toussaint Aye
 Trustee Yanow Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-5 Authorization to Approve December Purchases

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
12/24-5a	1	Travel Services for Summer 2025 Study Abroad Program in Ghana	EDU Africa Cape Town, South Africa	\$60,000.00
12/24-5b	1	Printing of the Oakton Non-Credit Class Schedule – One-Year Renewal	KK Stevens Publishing Co. Astoria, IL	\$176,750.29
12/24-5c	1	Design and Engineering Services for Washroom Upgrades	Perkins + Will Chicago, IL	\$120,360.00
12/24-5d	1	High-Speed Internet Hotspot Data Plan – One-Year Renewal	T-Mobile USA, Inc. Bellevue, WA	\$51,660.00
12/24-5e	1	Ratification for the Purchase of Audiovisual Equipment for the Gymnasium	Full Compass Systems, LTD Madison, WI	\$33,763.97
GRAND TOTAL:				\$442,534.26.”

Trustee Bashiri-Remetio seconded the motion and called the roll:

Trustee Bashiri-Remetio Aye
 Trustee Burns Aye
 Trustee Bush Aye
 Trustee Stafford Aye
 Trustee Toussaint Aye
 Trustee Yanow Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-6 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting:

- a. Projector Refresh
- b. Leica Microscopes
- c. Travel for Men’s Baseball Team
- d. Performance Management System
- e. Founder’s Wall Design Consulting Services
- f. Backup Software Support and Maintenance Renewal

12/24-7 Approval of New Units of Instruction

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction: EPA Section 608 Certificate, and Artificial Intelligence and Machine Learning Certificate.”

Trustee Yanow seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-8 Preview of New Unit of Instruction

The following new units of instruction will be presented for Board approval in January 2025: Early Childhood Education (ECE) Endorsement for IL Professional Educator License (PEL) Holders Certificate. (18 semester credit hours; Curriculum: 0079)

12/24-9 Notification of Award of Grants


Funding has been made available to Oakton College:

- a. Illinois Department of Human Services Smart Start Workforce Grant.....\$12,000.00
(Managed by Monique Hudson / Administered by Dr. Ileo Lott)
- TOTAL: \$12,000.00**

Adjournment

Chair Toussaint announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, January 21, 2025 at the Des Plaines Campus.

Trustee Toussaint made a motion to adjourn the meeting, which was seconded by Trustee Burns. A voice vote was called and the meeting was adjourned at 7:17 p.m.



 Marie Lynn Toussaint, Chair



 Theresa Bashiri-Remetio, Secretary

Minutes recorded by:
Beatriz Sparks
12/2024