



Minutes of the September 21, 2021 Regular Meeting of the Board of Trustees of Community College District 535

The 769th meeting of the Board of Trustees of Community College District 535 was conducted on September 21, 2021 at the Oakton Community College Skokie Campus, 7701 N. Lincoln Ave, Skokie, Illinois.

Closed Session – Call to Order and Roll Call

At 5 p.m. in room A167, Chair Martha Burns called the meeting to order.

Trustee Kotowski called the roll:

Ms. Martha Burns	Chair	Present
Ms. Marie Lynn Toussaint	Vice Chair	Present
Mr. Paul Kotowski	Secretary	Present
Dr. Gail Bush		Present
Mr. William Stafford		Present
Mr. Benjamin Salzberg		Present
Dr. Wendy Yanow		Present
Mr. Akash Patel	Student Trustee	Present

Chair Burns asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body; collective negotiation matters; and litigation.

Student Trustee Patel made the motion, seconded by Trustee Kotowski.

Trustee Kotowski called the roll:

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

Also present in room A167 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Mr. Edwin Chandrasekar, Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Vice President for Academic Affairs; and Mr. Ken Florey, Legal Counsel.

At 6:20 p.m., Chair Burns asked for a motion to adjourn the closed session meeting. Student Trustee Patel made the motion, which was seconded by Trustee Salzberg. A voice vote was called and the closed session was adjourned.

Open Session and Roll Call

Chair Burns called the regular meeting of the Board of Trustees to order at 6:30 p.m. in room P103-104.

Trustee Bush called the roll:

Ms. Burns	Chair	Present
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Ms. Toussaint	Vice Chair	Present
Mr. Kotowski	Secretary	Present
Dr. Bush		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Dr. Yanow		Present
Mr. Patel	Student Trustee	Present

Also present in room P104 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs, Mr. Edwin Chandrasekar, Vice President for Administrative Affairs, Dr. Colette Hands, CHRO; Dr. Ileo Lott, Vice President for Academic Affairs; Ms. Juletta Patrick, Assistant Vice President for Student Affairs; Ms. Katherine Sawyer, Chief Advancement Officer; Dr. Andrea Lehmacher, Director of Marketing; Ms. Kelsey Kapolnek, Senior Manager of Content Marketing; Ms. Vinita Shah, Media Services Technician; Tom Dattilo, Police Officer; and Ms. Beatriz Sparks, Special Assistant to the Board of Trustees.

Pledge of Allegiance – Chair Burns asked Trustee Yanow to lead the pledge.

Approval of Minutes

Chair Burns asked for a motion for the approval of the minutes of the August 17, 2021 regular meeting of the Board of Trustees, and the August 31 special meeting of the Board of Trustees. Trustee Kotowski made the motion which was seconded by Student Trustee Patel. A voice vote was called and the minutes were unanimously approved.

Statement by the President

President Smith greeted union leaders who joined the meeting via Zoom.

Condolences:

- To Distinguished Professor of Psychology, Paul Johnson on the passing of his mother Susan on August 24.
- To the family of retired Student Development Faculty, Bonnie Agnew who passed away on September 1.
- To Distinguished Professor of Computer Technologies and Information Systems, Doris Gronseth on the passing of her father Agustin on September 10.
- To the family of Facilities Supervisor, John Gay who passed away on September 16.

Congratulations:

- To Sandy Huffman, Budget Office Assistant on the birth of her first grandson born August 24, 2021 to her oldest daughter Cassie (and Oakton alum) and her husband Dan.
- To Jasmine Tixta – Oakton’s nominee for the Lincoln Laureate Award. Jasmine is an incredibly talented student, taking a rigorous course load, including honors courses while maintaining a perfect 4.0 GPA. She is actively engaged in student life on campus, being a member of 10 student clubs and organizations and an officer in several. She also works as a dental assistant and engages in regular service to her community. As one of her faculty nominators stated in her nomination letter, “I consider Jasmine to be a humanitarian. Jasmine has made a conscious commitment to leadership and the betterment of society.”

Happenings:

- Ribbon Cutting Ceremony at Skokie today (Sept. 21) to celebrate the renovations across campus. Thank you to College Relations for coordinating the event, and to Administrative Affairs for leading the Master Plan implementation.

- Latinx Heritage Month Programming kicked off last Friday with a keynote presented by one of our new faculty members Julio Capeles, Associate Professor of Social Science. Virtual Events will be taking place throughout the month. Special thanks to the Latinx Heritage Month Planning Committee: Brenda Cruz, Stephanie Herrera, Beth Wrobel, Evelia Giraldo, Sandra Payan Catano, Dr. Eva De La Riva, Valeria Benson-Lira. Faculty presenters included: Dr. Julio Capeles, Dr. Paul Gulezian, Dr. Peter Hudis and Ms. Valeria Benson-Lira.
- This week, there are several Welcome Week Activities for our Black Student Success Program coordinated by Danielle Terry.
- Guitar Festival: Oakton brings some of the world's great guitarists to our virtual campus for a month of free online workshops to hone your skills. Email dcunning@oakton.edu to register. Opening Night Kick-Off: Faraz & Friends on Friday, October 1 at 7 p.m.

Educational Foundation Liaison Report – Trustee Stafford

The Educational Foundation is off to a good start this year having raised more than \$400,000 in monetary support since July 1. Recent gifts of note include:

- A \$100,000 gift from Rivers Casino to renew support of a scholarship in their name that assists students who live in Des Plaines and have financial need.
- A \$50,000 grant from the Irving M. and Sylvia Footlik Foundation benefiting the Student Technology Fund and underwriting students' cost of participation in the annual NASA Robotics Competition.
- A \$27,500 gift from foundation employee Katie Hunt to launch the Joe Hunt Memorial Scholarship. This scholarship honors the memory of Katie's father and will support students in business, mathematics, or engineering, with a 2.5+ GPA and financial need.
- A \$10,500 pledge from Dr. Cheryl Warmann to launch the Susanna Mae Waring Scholarship in memory of her mother and supporting students with a 3.0 GPA or better who are participating in our Environmental Studies Concentration and have financial need.

Foundation Directors and College Trustees held the second annual Joint Meeting between the Boards earlier this evening in order to maintain good lines of communication and update one another in our separate but connected roles in support of the College.

At their quarterly meeting earlier this month, the Foundation Board:

- Approved an update to their Investment, Endowment & Spending Policy, clarifying their investment philosophy as well as the roles of the Board, staff and investment manager.
- They also adopted the Gift Acceptance, Naming and Renaming policies that were jointly developed with the Board of Trustees.
- Finally, the Board approved a new Director, John Madison. John owns a consulting business supporting the accounting needs of firms in the hospitality industry and lives in Evanston.

The Foundation Board will hold their next quarterly meeting on December 1.

After Trustee Stafford's update about the Educational Foundation, Chair Burns announced that Trustee Kotowski would chair the meeting this evening.

ICCTA Liaison Report – Trustee Bush

President Jon Looney, Blackhawk College trustee presided at the September 11 ICCTA Board of Representatives Meeting.

Jim Reed, ICCTA executive director, and Jessica Nardulli, our lobbyist, updated our legislative priorities. Jim Reed introduced Tim Harmon, president of Workforce Enterprise Services, to discuss a \$75,000 Joyce Foundation grant received by ICCTA. This grant will spend \$55,000 on research and \$20,000 on focus groups looking at the Community College Baccalaureate (CCB) both in regional workforce and

educational needs. The focus groups will be conducted to assess how employers and stakeholders perceive the potential value of CCBs. There are many comparisons with Ohio where all of their community colleges offer the baccalaureate degree. There are other states that take a more regional approach, but nationally all the focus is on supply and demand. Job vacancy data is scanned but also online applications and resumes are included in the research. The report is due in spring 2022 and will help to develop a data-driven case for CCB degrees in specific occupations.

Regarding federal funding, Jim discussed the College Promise which covers \$3,770 while Illinois costs average \$4,410. Only 4 colleges are fully funded by the Promise.

Committee reports included the Diversity, Equity, and Inclusion committee which Martha and I attended. A revised DEI statement was approved and will be posted on the ICCTA website. A subcommittee is working on an Anti-Racism statement.

ICCCP and Lake Land College President Josh Bullock reported on the presidents' priorities of enrollment post-Covid; financial stability; collaboration among colleges; DEI; and capital projects funding. He stated that Illinois has the third largest community college system in the nation.

ICCB Executive Director Brian Durham reported that there is a renewed focus on adult education following the trend of adults returning to college.

On September 10, 2021 there was an afternoon seminar that focused on Student Mental Health. Elizabeth Johnston, Licensed Clinical Social Worker at Family Counseling Services of Northern Illinois, discussed the benefits of integrated behavioral health or brief counseling, which relies heavily on behavior modification. Behavioral components exist in 90% of presented issues including: anxiety and depression which go hand in hand – anxiety magnifies while depression thrives on isolation; grief which includes any time expectations don't meet reality; and recent trauma which includes this COVID world that the students are navigating. There is an intention to connect actions to goals. The goals of successful behavioral health brief interventions are: identify progress disruptions, magnify student's motivation for success; improve academic outcomes; and increase student's self-reliance.

Master Plan Steering Committee Update – Trustee Stafford

The kick-off meeting of the Master Plan steering committee was held on September 2. Trustees Stafford and Bush represented the Board of Trustees. Administrators, faculty, staff and students are involved in this process. The steering committee discussed goals and objectives, and they plan to meet monthly up until spring 2022 when they will have a recommendation to the Board of Trustees.

Student Trustee Report – Student Trustee Patel

Mr. Patel indicated that President Smith met with the Student Government Association last week, and they had a chance to share several topics ranging from vaccine mandates to mask-wearing policies, and how Oakton can support students through their intellectual and academic growth.

Fall Fest was held on September 15 at the Skokie campus, and September 9 at the Des Plaines campus. There was a good turnout. Clubs and organizations were recruiting students for extra-curricular activities.

SGA reported that the executive board met on September 16 to craft the agenda for a meeting with Jamie Petersen from Financial Aid to clarify proposals.

Student Spotlight

Adriana Perez is a first generation college student, and she shared that Oakton has given her a great opportunity to experience higher education, the feeling of belonging, and it has offered her the necessary support to continue in her journey. Coming to Oakton as an adult student was a very enjoyable experience, from receiving her acceptance letter to having the responsibility to understand the registration process and meeting with an advisor. Adriana shared that the process made her feel she has the power to

manage her future. 2020 was a difficult year for everyone. She is a stay-at-home mom, and the future was uncertain. Adriana took a leap of faith to finish her college education. The start at Oakton in fall 2020 was a little rough since she was not familiar with the services, and a lot of her professors were not able to offer in-program activities because of the pandemic. There was no communication of what Oakton could offer her, but she came across the Wellness Center where she obtained information and help.

Her spring 2021 registration experience was completely different. Adriana joined the UNICEF Club and Oakton Helping Others, and was invited to participate in ANDALE meetings. These activities gave her the opportunity to make friends and meet with advisors at Oakton who were committed to her success, in particular Princess Escudero who was supportive in everything that Adriana did. She mentioned professors, Carlos Briones and Matthew Lee who highlighted the importance of meeting face to face in a true community.

Adriana graduated with her associate's in Liberal Arts, but she wasn't ready to leave Oakton, and now she is working on accounting certifications. She is currently the president of the Oakton Helping Others club, the vice president of the UNICEF club, an active member of ANDALE and TRIO, an official member of PTK, and she is looking forward to joining the Activities Board and the Latinx Club. She is optimistic now that the campuses are open, and was happy to participate in Fall Fest where she was able to meet many of the people she has connected with.

Trustee Comments

Trustee Yanow shared her thoughts regarding the August 17 overview of Equity Initiatives at Oakton. The overwhelming understanding she went away with was that equity work is embedded throughout the institution. It isn't always as advanced in some departments as in others, but we are certainly seeing equity work. The English placement through multiple measures, and the co-requisite math project are compelling examples. Equity is also infused throughout the budget planning process, the student loan forgiveness program, and the recent designation as an ANAAPISI serving institution. It is important to learn how to serve certain communities through the lens of equity.

The critical reflection is a question: *What am I missing?* Trustee Yanow indicated that simply asking the question "*What affinity group should we have on campus?*" forces us to ask ourselves regularly who we are serving. What we continue to learn through equity work that it is an all or nothing endeavor; we should build a system with a foundation built on equity for meaningful outcomes. Downturn in registration, for example, was exacerbated by COVID-19, and Trustee Yanow recognizes that student success numbers were indicative that our equity need may be the greatest. Trustee Yanow appreciated the reminder of how this work is situated, and the specific strategies from the ILEA Equity Plan. Successful examples are the ANDALE program the BLACK Student Success program that are having a positive impact in students like Bolaji Ogundipe, an adult student who has been able to balance his personal life and academic responsibilities in order to work towards graduation. Whether resources come from the institution or the students themselves, equity work is an essential factor. Trustee Yanow is interested in the completion numbers as the BLACK Student Success program grows, and learning about the equity policy audit. Equity work needs to be foundational across the board.

Trustee Yanow also mentioned the Faculty Persistence Project. She indicated that what the program demonstrates is that for there to be a real transformative shift toward equity we need everybody on board, and that is the challenge. Dr. Yanow shared that equity work is the reason she decided to run for the Board. The report shared in August was challenging to deliver and to receive because of how comprehensive equity work has been at Oakton during the last two years. Trustee Yanow believes equity-focused reports should be done periodically. She thanked the College for the serious work in order to help the community understand what is happening, so it can provide support to this work.

Trustee Toussaint echoed Trustee Yanow's words, and indicated that the equity report was excellent, and she congratulated all the people involved. Trustee Toussaint also shared the Board's participation in the

Back to School event at Mason Park in Evanston on August 21. All trustees were present, passing out information, and trying to recruit young people to come to Oakton.

Comments by the Chair – Trustee Kotowski indicated that he had no comments.

Board Report: Marketing Oakton

Presenters: Ms. Katherine Sawyer, Associate Vice President of Marketing and Communication/Chief Advancement Officer and Dr. Andrea Lehmacher, Director of Marketing.

The report covered three topics: Overview of marketing role as the promotional engine of the College, examples of marketing work and measures of success, and the transformation of progress, the tools utilized and what is to come.

The College has a structure that organizes the work using the industry's accepted best practices called Strategic Enrollment Management (SEM) led by Dean of Enrollment Management, Matt Huber. The marketing team launches the process by generating brand awareness for the institution. The marketing team identifies the best ways to manage all channels available to raise awareness and to drive inquiries into the enrollment funnel. Once inquiries have been made, the role of the marketing team shifts to be a supporting role to partners in admission and enrollment. The enrollment team works to engage the students through the process of admission, placement, orientation, advising, registration and financial aid. The College also works to re-recruit students each semester, reinforcing their decision to stay at Oakton in order to continue and complete their credentials. Faculty are pivotal partners and influence students' decision to stay the course.

The marketing team's guiding light comes from fundamental resources including the College's mission, vision and values, and the Strategic Plan. Other guideposts that help build content to support institutional priorities include the SEM Plan, the Equity Plan and the inclusive marketing principles. By representing Oakton in a consistent way through its unique brand, we all work together to empower and transform our students. Promotional work is delivered by colleagues across the College on a daily basis through the outreach of the admissions team, the faculty experience in the classroom, the student life experience through clubs and activities, and the services that are available to support academic and student success.

Externally, the marketing team is messaging through a competitive environment. The average person is exposed to 5,000 ads in one day across a variety of services, the average person's attention span is 8 seconds, a person needs to see an ad 7 times before taking action, and the average user spends about 142 minutes a day on social media. In marketing, the mantra is "Frequency, repetition, and calls to action" (explore, visit, RSVP, apply, enroll, and re-enroll).

Marketing's goal is to help students find and choose Oakton. Marketing generates awareness, builds affinity to the Oakton brand, and creates demands and moves students into the enrollment funnel. There are two primary channels marketing utilizes: traditional marketing channels (print ads, outdoor ads, direct mail, radio), and digital marketing (content marketing, search engine optimization, social media and pay-per-click). Marketing leverages research from a variety of resources. As an example, in a Pew study on connectivity, 95% of Americans own a smartphone, and reliance on smartphones is especially common amongst younger adults, lower-income Americans, and those with high school education or less. At Oakton, nearly 99% of students report they own a smartphone, and 9 out of 10 students own two or more digital devices. For this reason, the marketing team overrates their advertisement investment to digital platforms, but they fully endorse and utilize print and digital media. A multichannel mix is increasingly important; it is vital to meet students *where they are*.

The marketing team has access to a national data set for community college students' media preferences with more than 61,000 students providing insights on the ways that they want and expect to be communicated with. Community college students are willing to share their email address, are open to receiving text messages, and communicate via social media. The top three preferred methods of

communication are email, in-person content and phone calls. Oakton plans to survey students about their media preferences this fall to better understand how to be more effective in communicating.

The marketing team has been in the midst of transformation:

- 2018 – Mass Message Approach: Printed schedules, some digital placement, website, limited data available
- 2019 – Evolution of Tools: Move direct mail to magazine approach, Pace bus tails and billboards, continued digital placement, website redesign, and assessment of department tools.
- 2020 – Intentional Lead-Generation: Direct mail to postcards, traditional agency transition, digital ad agency for real time visibility, feedback increased for website redesign, direct connection to lead card for admissions/enrollment.
- 2021 – Evolution of Creative: Year-long campaign messages, Pace bus tails, Evanston billboard, digital placement targeted LinkedIn in-mail for adult students, building new website content and development of governance framework, implementation of creative workflow.

In 2019, the marketing team began to message in a more targeted fashion to two primary audiences: traditional age students coming directly from high school, and working adults who are returning to college, which is a significantly larger segment of the market and is currently underrepresented. Marketing also tries to maintain one central theme throughout the year through story-telling, focusing on students and alumni as the heroes. This is a strategy that actively leans on our equity commitment.

FY2021 provided a multitude of challenges and opportunities from a marketing perspective. The marketing team on-boarded two new advertising agencies. Three major priorities: to increase Oakton's brand awareness, to implement lead-generation strategies, and to grow digital presence focusing on high school and adult students.

Enrollment marketing campaigns during FY2021 were the following:

Fall 2020 – Discover the Oakton Experience

Spring 2021 – Momentum that Matters

Summer 2021 – Get Ahead This Summer

Connected to the college's SEM work, the marketing team partnered with the Admission and IT teams to connect their lead generation strategies to Oakton's TargetX CRM system so inquiries went right into the system for immediate follow up. As a result, total paid advertising drove nearly 30 million impressions last year. Within the Display and Search channels from digital advertising spend, digital demographics, constituents from our Evanston community accounted for 11% of this activity.

FY2022 - Marketing responded quickly when the institution decided to enhance the Fall 21 outreach by adding the free class incentive. The creative was complete and running in 1 week, with the digital tactic of IP targeting digital ads to selected student homes based on lists from our enrollment partners. After August 23, marketing pivoted to late start promotion and the team is in full planning mode focusing on our Spring 22 enrollment campaign, identifying 3 new students to profile as a continuation of the "We Have Your Back campaign." Once they move into the spring semester, marketing will be focusing on summer and fall 22.

As part of the Black Male Initiative and Academy for Black Men initiated by the Board of Trustees, marketing has re-distributed 20% of annual advertising spend as a pilot to focus on households with Black men.

The website redesign work continues and this is a collaborative project co-lead by CIO, Prashant Shinde and the marketing team. The project has over 20 connected, sub-projects that are tied to the larger website redesign. The website redesign has also resulted in the creation of new roles and positions for the web team at the college, providing leadership for the Web and Digital Strategy which will reside on the marketing team. An estimated launch date for the new website is spring 2022.

What's next? A cross-platform social media strategy to put student voices and stories front and center while also communicating the important information the community needs. As the website moves to College Relations and the College invests in new marketing strategies, new roles are being hired. New tools include a digital asset management system and creative workflow that will help the marketing team be more efficient and transparent.

Trustee Stafford thanked the Marketing team for the presentation. Trustee Salzberg inquired about a radio strategy, and Dr. Lehmacher indicated that Oakton is currently utilizing Spotify, a digital radio platform.

Public Participation

Leah Kintner, from Morton Grove, and staff member at Oakton. She conveyed to the Board and the administration that in addition to being focused on being student-centered, Oakton needs to work harder at being staff-appreciative. The pandemic has taken a toll on everyone. However, it isn't clear that those who are the upper echelon at Oakton are invested in—and making an effort, to show appreciation for, and are listening to the dedicated and hardworking staff. Ms. Kintner indicated that this is felt across the College; morale is low among staff, and we are losing valuable employees. Staff members need to know they are being heard, and this is being acted upon with urgency.

NEW BUSINESS

9/21-1a Approval of Consent Agenda

Student Trustee Patel 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.

9/21-1b Approval of Consent Agenda Items 9/21-2 through 9/21-8

Trustee Burns offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/21-2 through 9/21-8 as listed in the Consent Agenda.”

9/21-2 Ratification of Payment of Bills for July 2021

“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 \$7,780,372.16 for all check amounts as listed and for all purposes as appearing on a report dated July 2021.”

9/21-3 Ratification of Payment of Bills for August 2021

“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 \$5,025,565.15 for all check amounts as listed and for all purposes as appearing on a report dated August 2021.”

9/21-4 Acceptance of Treasurer's Report for July 2021

“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 July 2021.”

9/21-5 Acceptance of Treasurer’s Report for August 2021

“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 August 2021.”

9/21-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$7,802.75 for all funds listed in items a, b, and c.”

9/21-7 Supplemental Payment of Professional Personnel – Fall 2021

1. “Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the fall semester, 2021; the total payment amount is \$3,033,133.07.”
2. “Be if further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the fall semester, 2021; the total payment amount is \$472,880.11.”

9/21-8 Acceptance 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:

Citadel Healthcare of Glenview

Medical Assistant:

NorthShore University Health System

Physical Therapist Assistant:

CHS Therapy, LLC

Early Childhood Education:

Barbareaux School

Christopher House – Uptown

Park Ridge Preschool—Park Ridge Park District

Poko Loko Early Learning Center

Unity Preschool.”

Trustee Salzberg seconded the motion. Trustee Bush called the roll:

Ms. Burns Aye

Dr. Bush Aye

Mr. Kotowski Aye

Mr. Salzberg Aye

Mr. Stafford Aye

Ms. Toussaint Aye

Dr. Yanow Aye

The motion carried. Student Trustee Patel favored the resolution.

9/21-9 Affirmation of Mission, Vision, and Values

Trustee Salzberg offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby affirms the Mission, Vision, and Values Statement attached hereto.”

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

9/21-10 Ratification of Board of Trustees’ Scholarships for 2021-2022

Trustee Toussaint offered: “Be it resolved that the Board of Trustees of Community College District 535 ratifies the Board of Trustees’ Scholarships for the academic year 2021-2022 to Shuhad Al Mashhadani, Anne Cauthorn, Bryan Limon, Abigail Murray, and Diana Tulchinsky.”

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

9/21-11 Authorization to Approve September 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>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
9/21-11a	1-2	iConnect Training Units for AHR Department	Aidex Corporation Morris, IL	\$37,405.28
9/21-11b	1	Annual Maintenance and Upgrades for Data Warehouse Business - Five-Year Renewal	Zogo Technologies, LLC Dallas, TX	\$242,526.90
9/21-11c	1	Owner’s Representation Services Contract Extension	Cotter Consulting Chicago, IL	\$97,000.00
9/21-11d	1-2	Customer Relations Management System – Five-Year Contract Renewal	TargetX Philadelphia, PA Salesforce San Francisco, CA FormAssembly, Inc. Bloomington, IN Contingency	\$500,000.00 \$163,500.00 \$36,300.00 \$34,990.00
9/21-11e	1	Paralegal Program Services Three-Year Contract Renewal	Thomas Reuters Eagan, MN	\$56,785.32
9/21-11f	1-2	Ratification of Emergency Work Related to the Athletic/Theatre Wing Flooring Replacement	Reed Construction Chicago, IL	\$125,963.00
			GRAND TOTAL	\$1,294,470.50.”

Trustee Yanow seconded the motion.

Trustee Stafford indicated that he knows the Board is pushing to get more procurement done within District 535. He referred to the information provided in the Board book related to the amounts spent through different sources (consortium, in-district, bid, etc.). Trustee Stafford shared that most of the purchases that come to the Board are bids, and the College has no control where they come from, and Oakton is a highly segmented purchasing unit. Oakton purchases educational software and educational products that are not available in district. Trustee Stafford thinks it is important to support the in-district procurement initiative, and the biggest impact can be made with purchases under \$25,000.

Trustee Burns thinks that, if necessary, the Board should go to the state/federal level. It is critical, particularly during the pandemic situation, that the Board does everything they can to support businesses that are in District 535. She mentioned that Governor Pritzker expressed his desire for his committee to think about ways in which the State of Illinois can keep money in the state, and the Board should do the same. Trustee Burns said that this is an interesting learning process, and that the College should aim for in-district procurement of items that are not bids. She specifically asked about the consulting services contract which will be extended until June 2022. What happens after that extension? Vice President for Administrative Affairs, Edwin Chandrasekar explained that Cotter Consulting is an owner's representative and they will continue assisting Oakton through the current Master Plan refresh. Once the projects are identified, depending on the type of the project, Oakton may or may not need their services.

Trustee Bush responded by saying that this month's purchases are an almost \$3 million consent agenda, and, as Trustee Stafford indicated, the in-district amount is \$0.00. As Trustee Stafford mentioned, most of our larger purchases are bids, but almost \$1.3 million is bid-exempt. This is another topic on what is and is not bid-exempt. To this point, a number of these purchases are the kind of higher education software and technology purchases not available in-district, and there is no other choice, but it is important to make the process transparent and visible to everyone. She believes there is an ecosystem that goes on, and thinks that Oakton could create opportunities for more in-district incubator-type research, development and technology companies for which Oakton could be a client. Many purchases are not arbitrary, but this is of value for the College, and it will be discussed at the October meeting.

Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

9/21-12 Preview and Initial Discussion of Upcoming Purchases

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

- a) Microsoft Campus Agreement
- b) John Deere Gator
- c) Next Gen HyFlex Proof of Concept Classroom
- d) Classroom Technology Equipment – Camera Mounts and Cabling

9/21-13 Resolution to Transfer Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims

Trustee Burns offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfer effective for Fiscal Year 2021: \$2.2

million from the Education Fund to the Retiree Health Insurance Fund for the future payment of OPEB costs and claims.”

Trustee Toussaint seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

9/21-14 Resolution to Transfer Funds for Restricted O&M Construction Costs

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfers effective for Fiscal Year 2021: a total of \$3.0 million, comprised of \$1.9 million from the Education Fund and \$1.1 million from the Operations and Maintenance (O&M) Fund to the Operations & Maintenance (O&M) Restricted Fund, for the future payment of approved Master Plan construction projects.”

Trustee Salzberg seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

9/21-15 Approval of Policy Revision

Trustee Salzberg offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby approves revisions to Policy 4328, attached hereto.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

9/21-16 Acceptance of Grants

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 9/21-16a through 9/21-16e, for the following grants:

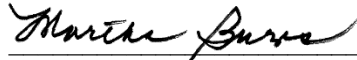
a. U.S. Department of Education TRIO Student Support Services grant, year 2 of 5, in the amount of.....	\$348,561.00
b. Illinois Secretary of State/Illinois State Library Literacy Office Volunteers in Teaching Literacy Grant in the amount of.....	\$94,532.00
c. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant in the amount of.....	\$14,580.00
d. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant in the amount of.....	\$7,828.00
e. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant in the amount of.....	\$7,826.00
	For a total of \$473,327.00.”

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

Adjournment

Chair Burns announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, October 19, 2021 at the Des Plaines Campus.

Student Trustee Patel made a motion to adjourn the meeting, which was seconded by Trustee Kotowski. A voice vote was called and the meeting was adjourned at 7:55 p.m.

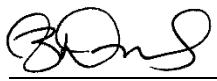


Martha Burns, Board Chair



Paul Kotowski, Board Secretary

Minutes recorded by:



Beatriz D. Sparks
9/2021

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