



Minutes of the January 16, 2024 Regular Meeting of the Board of Trustees of Community College District 535

The 795th meeting of the Board of Trustees of Community College District 535 was conducted on January 16, 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 Yanow called the meeting to order at 5:25 p.m. in room 1502. Trustee Stafford called the roll:

Dr. Wendy Yanow	Chair	Present
Dr. Gail Bush	Vice Chair	Present
Mr. William Stafford	Secretary	Present
Ms. Theresa Bashiri-Remetio		Present
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Present
Ms. Marie Lynn Toussaint		Present
Ms. Lydia Cruz	Student Trustee	Present

Chair Yanow 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 December 12, 2023; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and pending litigation.

Trustee Bush made the motion, seconded by Trustee Salzberg. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Cruz	Aye

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Judy Mitchell, Interim Vice President for Administrative Affairs; and Mr. Duane “Arnie” Oudenhoven, Interim CHRO.

At 6:05 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion which was seconded by Trustee Bashiri-Remetio. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Yanow called the regular meeting of the Board of Trustees to order at 6:11 p.m. in room 1506.

Trustee Stafford called the roll:

Dr. Yanow	Chair	Present
Dr. Bush	Vice Chair	Present
Mr. Stafford	Secretary	Present
Ms. Bashiri-Remetio		Present
Ms. Burns		Present
Mr. Salzberg		Present
Ms. Toussaint		Absent for roll call
Ms. Cruz	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Judy Mitchell, Interim Vice President for Administrative Affairs; and Mr. Duane “Arnie” Oudenhoven, Interim CHRO; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Steve Butera, Director of Communications and Media Relations; Dr. Ruben Howard II, Director of Workforce Curriculum and Instruction/Interim Dean of Business and Career Technologies; Jake Jeremiah, Dean of Library; Dr. Andrea Lehmacher, Director of Marketing; Christine Paciero, Director of Oakton Athletics; Dr. Jim Rabchuk, Dean of STEM; Prashant Shinde, Chief Information Officer; Dan Weber, Registrar/Director of Registrar Services; and Andy Williams, Controller.

Union Leaders: Jennifer Crowley, Classified Staff Association; Mary Hope Griffin, Adjunct Faculty Association; and Suzanne Ziegenhorn, Full-Time Faculty Association

Faculty: Stacy Cameron, English; Nefize Fejza, Nursing; Margaret Gas, Nursing; Greg Hamill, Sociology; Michael Peat, Automotive Technology; Jennifer Reeb, Mathematics; Bincy Reginold, BNAT; Winnie Sitt, Nursing; and George Vail, Automotive Technology.

Staff: Phil Cronin, Media Services; John Donoghue, Facilities; Kelsey Kapolnek, Marketing and Communications; Mike Loveday, Marketing and Communications; Ewa Lyczewska, Marketing and Communications; and Beatriz Sparks, President’s Office.

Students: Irene Metaxas.

Pledge of Allegiance – Trustee Yanow led the pledge.

Land Acknowledgment – Trustee Bush read the Land Acknowledgment.

Approval of Minutes

Chair Yanow asked for a motion for the approval of the minutes of the December 12, 2023 regular meeting of the Board of Trustees. Trustee Bashiri-Remetio made the motion which was seconded by Trustee Salzberg. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To the family of STEM adjunct faculty member Juan Ojeda who passed away recently.

Congratulations

- To Chief Hoffmann on the birth of his first grandson, Luther James, on December 21.
- Thanks to Interim Chief Human Resources Officer, Arnie Oudenhoven for providing HR leadership during a leadership transition.
- Thanks to Interim VP for Administration, Judy Mitchell for providing interim leadership for administrative affairs areas. Dr. Mitchell has agreed to continue to provide transition support and leadership during upcoming negotiations with the full-time faculty association.

Happenings

- Today is the first day of the spring 2024 semester. President Smith gave a special shout out to the facilities team and police department for keeping Oakton’s facilities safe during the winter storm, and to everyone who quickly pivoted to provide virtual services to students and community members.
- Faculty returned for the spring 2024 semester, and Opening Day was held on January 8. The theme of the day was Connecting to Opportunity. Thank you to everyone who helped to coordinate our kick-off event. President Smith thanked and recognized the ways that faculty, staff and administrators connect students to opportunity every day.
- Yesterday, the College was closed in recognition of Martin Luther King Jr. Day. The BLACK Student Success Program will hold a “Creative Expressions Against Injustice Workshop: Honoring Dr. King’s Legacy Beyond the March” this Thursday, January 18 from 12 to 3 p.m. in the CCID at Des Plaines.

- The Gems from the Koehline exhibition features selected works from the Koehline's permanent collection, with one section dedicated to artist and former Oakton art instructor Bill Moll, who passed away recently. Exhibition is open until January 26.
- The next exhibition at the Koehline Museum will focus on three faculty members of Oakton's art department and their recent work: Moritz Kellerman, Mark Palmeri and Lou Pierozzi. A public reception will be held on Thursday, February 8, 2024, from 5 – 8 p.m. Viewings will take place from Thursday, February 8, 2024 - Friday, March 22, 2024.
- February is Black History Month – Events will include a kick-off on February 1, book club meetings; Sankofa student displays on Student Street; an African Diaspora Night Market on February 16 (5-9 p.m. in Des Plaines); an author talk and cooking demo; and a cook-off event.
- President Smith concluded her report with a quote from Martin Luther King Jr.: *"The time is always right to do the right thing. If I cannot do great things, I can do small things in a great way. Change does not roll in on the wheels of inevitability, but comes through continuous struggle."* – Dr. Smith invited the community to continue to honor Dr. King's life by engaging in the continuous struggle to do the right thing.

Educational Foundation Liaison Report

At the midpoint of the fiscal year, the Foundation has raised more than \$750,000 and is 54% to goal. Notable commitments since the last update to the Trustees include:

- A \$8,000 gift from Bonnie Lucas and Stuart Sondheimer to support the Oakton Annual Fund.
- A \$7,500 gift from former Oakton employee Dr. Carlee Drummer and her husband Michael to endow the Drummer Family Scholarship they initiated a decade ago.
- A \$32,000 gift from retiree Linda Korbel to support the Korbel Study Abroad Scholarship and the Foundation's General Scholarship Fund.
- A \$50,000 gift from retiree David Hilquist and his wife Karen to grow the principle of the nursing scholarship in their names.
- A \$20,000 pledge from Katherine Sawyer and her husband Mark to grow the endowment of the Foundation's General Scholarship Fund.

The Foundation launched its annual Employee Giving Campaign on Opening Day. The campaign runs through the end of February and invites employees to start, renew and increase their charitable giving to enable the success of Oakton students.

The Board's next quarterly meeting will take place on March 6.

Student Trustee Report

Student Happenings

- Campus Board of Activities and Student Life have come together to do a Welcome Week with events, food, and games for both incoming and returning students.
- COMPASS is back with more to plan for this semester. We will be meeting more in person and getting ready to both advocate and promote the Asian American and Pacific Islander voice to Oakton College students.

Student Government Association (SGA) Happenings

- The cafeteria now has a new grill and is ready to be hooked up. Thank you to those who have provided the campus a great way to help students who have halal, kosher, and other dietary restrictions.
- SGA Elections are coming up and we are getting ready to arrange election ballots and candidate paperwork.
- SGA will be having a Meet and Greet on January 22 at 1 p.m. The event will be open to all students. SGA will be having both open and close session meetings after the event.

Student Spotlight

Irene Metaxas just started her fourth semester at Oakton. She was planning to attend a 4-year college, but it wasn't financially feasible. Oakton wasn't exactly what Irene had in mind, but she said she has had a good

experience, and she's looking forward to the new semester. Irene met Manager of Oakton Athletics, Christine Paciero during her first semester at Oakton, and was introduced to Oakton's golf coach. Being part of the golf team has allowed Irene to meet other athletes who have been really helpful to her. Her suggestion is that Oakton makes its online process simpler for students to apply and make appointments with advisors.

Comments by the Chair

Chair Yanow encouraged her colleagues to utilize the BoardEffect platform to access board meeting materials, especially during unforeseen circumstances which may delay/affect the courier delivery of printed materials before board meetings. The BoardEffect platform has all board books, agendas and related items available.

Trustee Comments – None

Public Participation – None

Board Report: Marketing and Communications Update and Impact

Katherine Sawyer, Chief Advancement Officer
Dr. Andrea Lehmacher, Director of Marketing
Stephen Butera, Director of Communications and Media Relations
Kelsey Kapolnek, Sr. Manager of Content Marketing
Mike Loveday, Sr. Manager of Web and Digital Strategy
Ewa Lyczewska, Communications Manager

Updates

Marketing campaigns are posted on social media (Facebook, LinkedIn, Instagram, etc.), digital displays, billboards, bus shelters, and bus tails. This year's focus is *Connect to Opportunity*. In addition, enrollment marketing is distributed to the community via direct mail, printed materials, campus TV monitors and digital/social media advertising.

Inclusive storytelling is widely utilized in marketing to make student stories unique. Currently, *Oakton Voices* serves as a space for students to share their experience which is powered by connection to new ideas, community and opportunity. Website latest enhancements include Career Coach, and a more streamlined calendar of events.

- Community Engagement – Different programs have been developed with organizations in the community to advance racial equity, and enhance workforce readiness and community engagement.
- Legislative Outreach – State and federal lobbying events, on campus engagement events, and increased communication.
- Media Relations – The College name change was widely shared on TV channels, major newspapers, hyperlocal media, higher education publications, and student newspapers. Other highlighted programs and events include the Cannabis program, the Ghana study abroad program, and the Northwestern transfer agreement.
- Internal Communication – Revamped Oakton Weekly employee newsletter, monthly leadership updates in multimedia format, and institutional event production and support (Opening Day kickoffs, employee recognition dinner and Commencement).

Impact

- 5% increase in new web visitors
- 22% increase in clicks on application page
- 16% increase Summer '23 new student enrollment
- 6.2% increase Fall '23 new student enrollment
- 40+ media outlet mentions

On the Horizon

Communications:

- Community Outreach Program – Track existing relationships, and Oakton Ambassadors.
- Subject Matter Experts Guide – Resources for media and conference organizers.
- Crisis Communications Plan – Increase campus safety, prevent spread of misinformation, and mitigate potential reputational damage.

Marketing

- Brand Refresh – Final year
- Health Careers Education Center
- Website Enhancements – Universal translation and interactive campus map
- Statewide Brand Campaign

NEW BUSINESS**1/24-1a Approval of Consent Agenda**

Trustee Bush 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.

1/24-1b Approval of Consent Agenda Items 1/24-2 through 1/24-9

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/24-2 through 1/24-9 as listed in the Consent Agenda.”

1/24-2 Ratification of Payment of Bills for December 2023

“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 \$6,534,511.40 for all check amounts as listed and for all purposes as appearing on a report dated December 2023.”

1/24-3 Acceptance of Treasurer’s Report for November 2023

“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 November 2023.”

1/24-4 Acceptance of Treasurer’s Report for December 2023

“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 December 2023.”

1/24-5 Acceptance of Quarterly Report on Investments

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

1/24-6 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 b as stipulated above and hereby approves the expenditures in the amount not to exceed \$400.00 for all funds listed in item a.”

1/24-7 Supplemental Payment of Professional Personnel – Fall 2023

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$46,814.86 to the total amount of part-time teaching salaries paid during the fall semester 2023; the revised total payment amount is \$3,764,330.72.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$20,993.50 to the total amount of faculty overload salaries paid during the fall semester 2023; the revised total payment amount is \$705,190.20.”

1/24-8 Authorization to Pay Professional Personnel

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2024 spring semester part-time faculty, and adjunct faculty, on February 2, 2024, and full-time overload payments on February 16, 2024, with ratification at the February Board meeting.”

1/24-9 Approval of Clinical Practice Agreements

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

Physical Therapy Assistant (2)
Early Childhood Education (2).”

Trustee Yanow seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

1/24-10 Authorization to Approve January 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 / Location</u>	<u>Amount</u>
1/24-10a	2	Printing of the Oakton Non-Credit Class Schedule	KK Stevens Publishing Co Astoria, IL	\$140,775.16
1/24-10b	2	Travel for Men’s Baseball Team	Academy Bus, LLC Winter Garden, FL	\$5,000.00
			Southwest Airlines Dallas, TX	\$15,000.00
			Enterprise Rent-A-Car Orlando, FL	\$1,500.00
			Encore Resort Kissimmee, FL	\$12,500.00

			Springhill Suites Marriott Kissimmee, FL	\$1,000.00
			Russ Matt Baseball Stratham, NH	\$4,000.00
			Meals Per Diem	\$10,000.00
1/24-10c	1	Partnership with Judy Mitchell Consulting, LLC – Contract Extension	Judy Mitchell Consulting, LLC Manhattan, IL	\$45,000.00
1/24-10d	1	Interim Contracting Staffing Services for Foundation Finance and Operations Support	MGT of America Consulting, LLC Northfield, IL	\$33,000.00
1/24-10e	1	High-Speed Internet Hotspot Data Plan	T-Mobile USA, Inc Bellevue, WA	\$54,000.00
1/24-10f	1	Snap-on Equipment for Automotive Technology – ZEUS+ Certification Kit Scanners	Snap-On Industrial Crystal Lake, IL	\$39,437.45
1/24-10g	2	Diploma Services Ratification	Parchment, LLC Scottsdale, AZ	\$31,661.96
1/24-10h	2	Grant Accounting Compliance Services Ratification	Warady and Davis LLP Deerfield, IL	\$105,553.75
1/24-10i	1	Three Used Automotive Vehicles	House of Carz Round Lake Heights, IL	\$14,800.00
			Arlington Heights Ford Arlington Heights, IL	\$17,136.16
			To be Determined	\$18,063.84
GRAND TOTAL				\$548,428.32."

Trustee Yanow seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

1/24-11 Preview and Initial Discussion of Upcoming Purchases

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

- a. Laptop Computers, Interactive Whiteboards, and Audio Technology for the ECE Classrooms
- b. Dispatching Services - National Association of Campus Safety Administrators (NACSA)
- c. Security Services – HLSA
- d. Truck Wrapping
- e. Digital and Traditional Marketing Services
- f. Replacement Laptop Computers
- g. Academic Administration Enabling Remodeling
- h. Evisions Argos Data Reporting Solution

1/24-12 Authorization to Enter into Space Rental Agreement for Baseball Practices

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to enter into a Space Rental Agreement with the Village of Rosemont, 5400 N. River Road, Rosemont, Illinois 60018, for a contract sum of \$30,000.00.”

Trustee Yanow seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

1/24-13 Authorization to Hire Vice President for Administrative Affairs

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Ms. Michele Roberts as Vice President for Administrative Affairs effective February 12, 2024, at an annual salary of \$200,335. That salary will be prorated for the period of February 12, 2024 through June 30, 2024.”

Trustee Yanow seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

1/24-14 Authorization to Hire Chief Human Resources Officer

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Ms. Johanna Fine as Chief Human Resources Officer effective January 29, 2024, at an annual salary of \$183,340. That salary will be prorated for the period of January 29, 2024 through June 30, 2024.”

Trustee Yanow seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye

Trustee Salzberg seconded the motion.

After discussion and questions from Trustee Burns related to minority owned businesses, Trustee Stafford made a motion to amend the resolution to exclude Policy 3037 in order to review at a later meeting. Trustee Yanow seconded the motion. A voice vote was called and the motion passed unanimously.

Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

1/24-19 Notification of Award of Grants

Funding totaling \$190,000.00 has been made available to Oakton College:

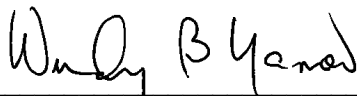
- a. Illinois Community College Board CTE Perkins Leadership Grant\$100,000.00
(Managed by Shannon McKenzie / Administered by Ruben Howard II)
- b. Illinois Community College REV Up Electric Vehicle Grant..... \$90,000.00
(Managed by Michael Peat / Administered by Ruben Howard II)

TOTAL:\$190,000.00

Adjournment

Chair Yanow 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, February 20, 2024 at the Des Plaines Campus.

Trustee Bashiri-Remetio made a motion to adjourn the meeting, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 7:33 p.m.



Wendy B. Yanow, Board Chair



William Stafford, Board Secretary

Minutes recorded by:
Beatriz Sparks
1/2024