



**Minutes of the
September 21, 2021 Joint Meeting of the
Board of Trustees of Community College District 535 and the
Board of Directors of the Oakton Community College Educational Foundation**

The joint meeting of the Board of Trustees of Community College District 535 and the Oakton Educational Foundation Board of Directors was conducted on September 21, 2021 at the Oakton Community College Skokie Campus, 7701 N. Lincoln Ave, Skokie, Illinois.

Call to Order and Roll Call

Chair Burns called the regular meeting to order at 4:02 p.m. in room P103-104, and indicated this was a special meeting where no action would be taken.

Trustee Kotowski called the roll:

Ms. Burns	Chair	Present
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 P103-104 were Dr. Joianne Smith, President; Ms. Katherine Sawyer, Chief Advancement Officer; Dr. Cheryl Warmann, Registrar and Director of Student Financial Support; Ms. Jamie Petersen, Manager of Student Financial Assistance; Mr. John Curtis, Manager of Media Services; Mr. Jonathan McFarlane, Media Services Integration Technician; Ms. Vinita Shah, Media Services Technician; Ms. Barbara Vazquez, Executive Assistant, President's Office; and Ms. Beatriz Sparks, Special Assistant to the Board of Trustees.

The following members of the Educational Foundation Board of Directors were also present in the room: Ms. Julie Fenton, Mr. John Madison, Mr. Jeff Coney, Mr. Gus Schaefer, Mr. Murray Sprung, Mr. Carl Costanza, Ms. Nancy Sullivan, and Ms. Cindy Veremis. Present virtually were Ms. Jodi Wrede, Ms. Natasha Richards, Mr. John Mabbott, and Mr. Jeff Rodriguez.

Welcome Message from Board of Trustees Chair, Ms. Martha Burns

Board of Trustees Chair, Martha Burns thanked Mr. Carl Costanza and the members of the Foundation Board members for taking the time to participate in the second annual joint meeting to update one another and celebrate the ways both boards support the success of Oakton students.

Trustee Burns shared that the Board of Trustees recognizes that the College is strengthened by building partnerships and identifying resources that go beyond traditional forms of revenue. The Trustees and the Foundation Directors have worked together to clarify their separate but connected roles. Through the Memorandum of Understanding between that College and the Foundation signed last spring, both Boards are committed to strengthening the relationship and points of collaboration in order to benefit Oakton students. Through this MOU, the Trustees affirmed the Oakton Educational Foundation as the sole fundraising arm and repository for private gifts given in support of the College, including funds acquired for student scholarships and other initiatives that emerge as a result of the strategic priorities established by the College.

Trustee Burns recognized the collective success relies on the strength of the connection and ongoing communication between the two boards. She also affirmed the importance of the collective work, and expressed the Board of Trustees' appreciation for the Foundation Board of Director's commitment to Oakton.

Welcome Message from Board of Directors President, Mr. Carl Costanza

Mr. Costanza expressed his gratitude to the Board of Trustees for their commitment to the College. He indicated that the MOU defines a number of ways to foster and maintain productive relationships to ensure open and continuing communication, as well as alignment of priorities. Among these are this annual joint meeting as well as quarterly connections between the board chairs, which we began in June.

Mr. Costanza added that the Trustee Liaison serves as a valuable and important link between the Boards, providing regular updates to both groups about the others activities as a standing agenda item during our respective meetings. The Board of Directors are grateful to Trustee Stafford for serving in this role and for his participation beyond quarterly meetings in Foundation retreats and key projects that have resulted in the update of the Foundation's mission, vision, and values, the MOU, and most recently the ratification of the Foundation's current strategic plan.

Mr. Costanza affirmed the Board of Directors' commitment made in the agreement, and indicated that he looks forward to the work that lies ahead.

Strategic Plan Update

Mr. Costanza shared that the Foundation Board ratified a two-year plan at the annual meeting in June to guide their work through June 2023. Their goals are built around 3 key themes – improve, expand and engage.

- IMPROVE by continuing the journey to becoming a high-performance Foundation board.
- EXPAND by developing the capacity and culture between the Foundation and College to execute the first major gifts campaign.
- ENGAGE by synchronizing and coordinating our planning process with the College to support Oakton's educational and growth priorities through financial and community support to enhance and embellish the College's objectives.

The Strategic Plan includes 25 goals and 60 tactics aligned with the committee structure and annual work plans to make progress in the identified areas.

The Foundation had a banner fundraising year in FY21 having recorded nearly \$2M in gifts and contributions. They have distributed \$800,000 to Oakton in support of student scholarships, and an additional \$125,000 to support Excellence and Innovation Grants submitted by faculty and staff this year. 60% of the grant projects proposed and funds awarded align with the College's Equity priorities.

4 new members have joined the Board of Directors since the joint meeting last year. These Directors join the team as advocates in the community and connections to support fundraising. Mr. Costanza welcomed John Mabbott, John Madison, Jodi Wrede, and Nancy Sullivan.

Board of Trustees Chair, Martha Burns thanked Mr. Costanza for his update and congratulated the Foundation Board. She shared that while in the final year of the Success Matters plan, the College is also in the midst of building the institution's next strategic plan. Trustee Burns indicated that President Smith has conveyed a strong vision for Oakton's future centered on Oakton's role as an educational institution in contributing to just communities. The Board of Trustees held a special meeting last month to discuss and provide input to the big ideas that are forming around this vision. As a key partner in this work, the Board looks forward to engaging the Foundation Board's feedback this fall and expect to survey stakeholders in the community as well before ratifying an update in the spring.

Trustee Burns indicated that trustees have provided resources to fulfill the work of the master plan for the physical plant. They also continue to support new and innovative programs of instruction and approved the College’s budget that allocated over a million dollars to equity based initiatives.

Scholarships Portfolio Overview

Presenters: Dr. Cheryl Warmann, Registrar/Director of Student Financial Support, Ms. Katherine Sawyer, Chief Advancement Officer, and Ms. Jamie Petersen, Manager of Student Financial Assistance.

The Scholarship Program is intertwined with the Oakton Student Experience:

- Enter College Successfully – Marketing to promote access and affordability
- Navigate College – Comprehensive recruitment plan (high schools and limited enrollment programs)
- Grow Academically and Socially – Learn online application process and engage with donors
- Transition to Desired Next Step – Financial support and recognition of achievements

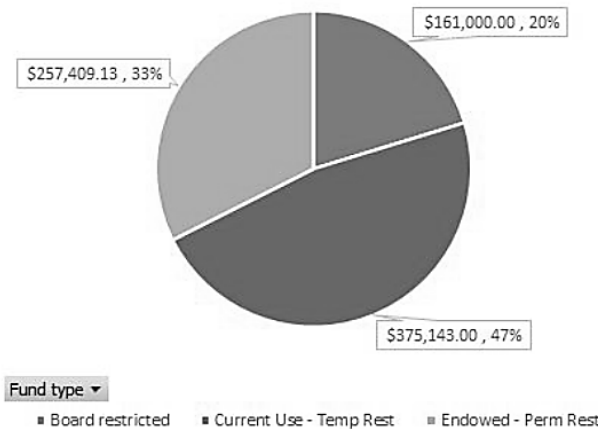
Scholarship Application and Award Process

January 2022	Release application
April 2022	Recruit scholarship essay readers, receive allocation from the Foundation, and open scholarship essay review
Spring/Summer 2022	Award scholarship, monitor enrollment, re-award as needed
Fall 2020	Disburse scholarships, Donor/Student Recognition event
January 2023	Monitor enrollment, re-award in Spring semester as needed

Foundation Scholarship Program

41% of gifts given in FY2021 support scholarships. 141 individual scholarship funds, and \$793,552 distributed for award

FY22 Allocated Funds for Award

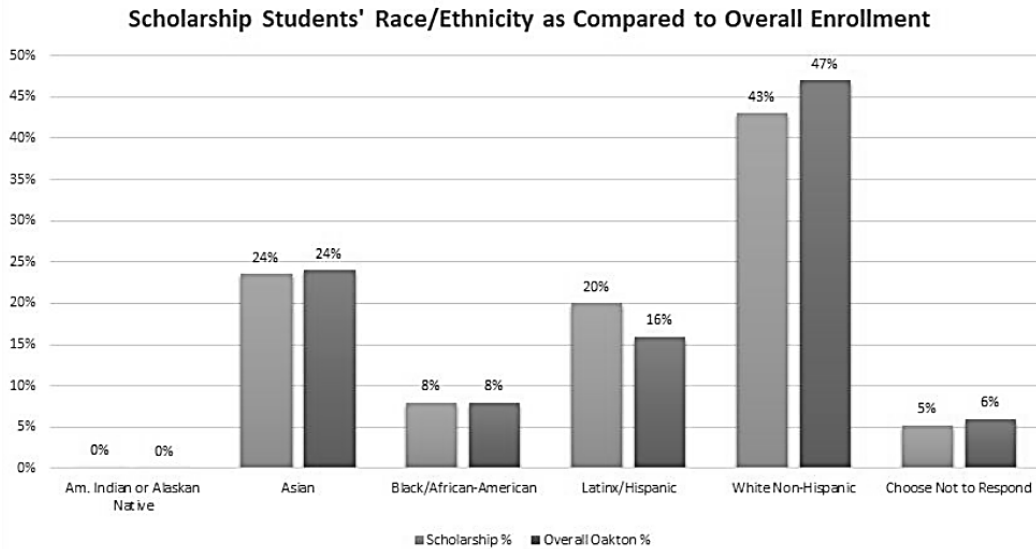


Institutional scholarship types include Academic Merit, Excellence, Trustee Scholarships, SGA American Dream, and targeted initiatives (Honors and Athletics). There are 7 individual funds, and \$340,000 available for awards (\$330,000 institutional, and \$10,000 from SGA).

Over \$8.5 million has been awarded over the last 16 years, with a 300% increase in dollars awarded, and 143% increase in number of students supported. 57% of scholarship recipients earned an Oakton credential.

In FY21: 371 scholarships awarded
344 students supported by scholarships
60% of applicants received an award
88% of allocated funds were awarded
19 new scholarships and funds were created
\$783,939 distributed in total for scholarships, grants and awards
\$1,669 average scholarship award value

Impact through an Equity Lens



Reports are shared with donors, and they are invited to appreciation events where students share their experience and the impact of donations.

Trustee Burns thanked the Boards for taking this time to build connection, their commitment to our students, and the respective work they do to support Oakton.


Adjournment

Trustee Kotowski made a motion to adjourn the meeting, which was seconded by Trustee Stafford. A voice vote was called and the meeting was adjourned at 4:39 p.m.


Martha Burns, Board Chair


Paul Kotowski, Board Secretary

Minutes recorded by:


Beatriz D. Sparks
9/2021