

**League of Women Voters COD
Observers Report**

Board meeting attended: Regular Board of Trustees Meeting

Date and Location of meeting: January 19, 2017, SSC Room 2200

Meeting started: 6:00 PM Closed Session, **7:06 pm** Open Session **Meeting adjourned: 8:53 pm** 2nd Closed Session

League Observer(s): Betsy Aldred & Sue Williams

Board Members/Trustees present (P) not present (NP) tardy (T):

 P Deanne Mazzochi Board Chairman

 P David Olsen Board Vice Chairman

 P Frank Napolitano Board Secretary

 P Charles Bernstein

 T Erin Birt

 T Dianne McGuire

 P Joseph C. Wozniak

 P Luzelena Escamilla Student Member

Estimated Number Attending (excluding Board and Staff): 30

Meetings are Streamed and Archived at:

http://www.cod.edu/multimedia_services/botmedia.aspx

Agenda can be found at:

http://www.cod.edu/about/board_of_trustees/agendas.aspx

PUBLIC COMMENT:

1. Dr. Richard Jarman, President CODFA, is looking forward to the future. He welcomed the 22 faculty members into the tenured ranks and wished them the best. The Glenn Hansen Leadership Scholarship has raised \$9,100 as of last week. Chairman Mazzochi, has pledged to give a matching gift of \$10,000 should that total reach \$10,000 by February 1, 2017. The goal is to raise \$25,000. Donations can be made online. Jarman thanked Chairman Mazzochi for her generous pledge.
2. Jackie McGraff, faculty member of the English Department and new Vice President CODFA, is hopeful about the school's future and continues to look to the board to make fair and well considered decisions based on sound public policy. She reminded everyone to monitor and

engage in state and federal legislation that will affect higher education and to do their best to influence state leaders to end the budget impasse.

3. Glenn Hansen, former President of CODFA, thanked the Chairman Mazzochi for her pledge to donate money for the students and the words shared by Dr. Rondeau.
4. Paul Lafort, Glen Ellyn, appreciates the reform and leadership from the current board; however, he feels the board election process needs to be looked at. Lafort was disappointed only six candidates applied and two had objections. He believes COD needs to encourage people to run, assist with the process, provide free printed filing materials, and help eliminate any confusion. The two candidates that were challenged appeared to have problems filing. He questioned if these two candidates being Muslim had anything to do with the objections. As a result, the two-year term is uncontested and there are three candidates for the two six-year term positions.

REPORTS (board members, staff, administrators)

Chairman's Report

The draft narrative is completed for the HLC Assurance filing to be submitted the first week of February. The focus is now on the Audit General Report Recommendations. The board will be reviewing policy changes and she encouraged the members to provide their input on the revisions.

The Electoral Board met earlier in the day. All of the objections to the election petitions were addressed during several hearings. The final report was approved this evening. The certified ballot order for the 6-year term candidates is Christine Fenne, Taso Triantafillos and Dan Markwell. The 2-year term candidate will be Allen Bennett.

A board survey for self-assessment was placed in each packet this evening. Please complete and return it before the next board meeting.

Student Trustee's Report

Due to the 5-week break there is very little to report, the next ICCB student board meeting is tomorrow.

President's Report

The college is undergoing a two-day in-service for Active Violence Training and National Incident Management System Training. This training is being provided so that COD can be ready to respond and react should anything happen.

Dr. Rondeau introduced Jennifer Piehl, the Professor that oversees Courier TV News and the MPTV team. COD received six Illinois Broadcast Association Student Silver Dome Awards, including 1st and 2nd place for Best TV Newscast, and two Emmy nominations for college student work. The Emmy nominated students Tyler Swanson and Anthony Amant went on to win The Crystal Pillar Student Achievement Award from the National Academy of Televisions Arts and Sciences, the producers of the Chicago/Midwest Emmy Awards. This is a great outcome for a program that was started in the spring of 2015.

Dr. Rondeau induced Anthony Perry who took first place in the COD's Apollo Live Talent Competition. Anthony Perry and Anthony Walker both received the Dr. Martin Luther King, Jr. Scholarship. The keynote speaker at the scholarship breakfast was Dr. Ernie Gibson who marched and worked with Dr. King. Dr. Gibson was the first African American faculty member hired by COD.

Academic Committee Report

The Academic Committee has not meet since the last report.

Budget Committee Report

The Budget Committee had their first meeting Tuesday. It was an overview. The next meeting is March 16, 2017.

Audit Committee Report

No meeting with nothing to report.

PRESENTATIONS

Faculty Presentations

Dr. Richard Jarman, President COD Faculty Association (CODFA) and Cheryl Baunbach-Caplan, President COD Adjunct Association (CODAA) were invited to speak about the structure of their organizations. CODFA and CODAA are members of the National Education Association, NEA and the Illinois Education Association, IEA. Jackie McGrath, Vice President of CODFA, is on the board of the IEA for Region 32 in which COD is a member. The Illinois Educational Labor Relations Act, IELRA, and Collective Bargaining came into effect in 1984. These were created to promote orderly and constructive relationships between educational employees and their employers.

Jarman and McGrath spoke on CODFA that was founded in 1981. The members are the full-time faculty. Their expertise drives the curriculum, their professionalism enriches the community, and their passion for teaching sustains the students. CODFA is the local bargaining unit of the IEA/NEA. CODFA has 18 Senators dictated by discipline and four elected officers (president, vice-president, secretary and treasurer). Officers and Senators are elected by the membership and serve two-year terms. They meet biweekly during the academic year and twice in the summer to discuss issues including representing the rights of the faculty, advocating for the rights of the students, welfare, instruction, faculty administrative review board, and epidemiology and grounds. Jarman feels that a strong association promotes a strong college and provides a balance in power.

Cheryl Baunbach-Caplan and Jim Marseille, Vice President of Policy, spoke on CODAA. CODAA was one of the first adjunct associations in Illinois, started in 1998 and was recognized in 2001 by COD. They represent part-time faculty, including adjuncts, and part-time counselors and program advisors. Their officers are elected every year for a one-year term. During the academic year 2015-2016 adjunct faculties taught 59.6% of the 44,213 contact hours. From 7/1/2015-6/30/2016, 24 part-time counselors had 35,079 face-to-face student contacts. During the same period, 3 program advisors had 7,013 face-to-face contacts. CODAA was originally formed to highlight the pay disparity between CODAA members and full-time faculty. Adjuncts are required to hold the same qualifications for teaching as full-time faculty. There is just a \$567 per year difference in pay between an entry level, non-tenured, full-time faculty member and an adjunct faculty member who has been teaching for 40 years. At the highest teaching load, adjuncts can earn a maximum of \$29,943 per year with more than 40 years of teaching. CODAA wants an analysis of pay inequity. COD's reliance on adjunct faculty is 55-60% of the teaching load and deserves greater equity in pay and resources.

Keeping office hours is optional for adjuncts and is unpaid. There are only two offices available to meet one-on-one with students for 1,200 adjuncts. Many of the adjuncts do hold office hours and try to stay late or come early to class to assist students. There is a plan to expand the offices down the road but they are looking for additional space now. It is difficult for student's to rely on adjunct faculty for mentoring and references due to their uncertainty of adjunct assignments term to term. CODAA believes there are ways that are non-monetary to improve both the adjunct and student situation.

BMO Update

Kim Michael-Lee, Interim Vice President, Administration and Treasurer for COD, introduced Eric Mandell, Relationship Manager and Donald McConnell, Senior Portfolio Manager with BMO. COD's portfolio consists of the operating cash portfolio valued at \$267,000,000 and the bond series portfolio valued at \$4,200,000 at the end of the year. The operating cash portfolio's inception performance that started on 3/21/16 was .58%. The bond portfolio's performance was .12% and the inception on 4/20/2016. The operating cash portfolio is positioned to maintain liquidity for most market environments for the next six months. The operating cash portfolio consists of the government money market fund and individual securities that include treasury, agency, non-corporate, CMO, CMBS, municipal, commercial paper and cash. The goal is to maximize yield without adding risk, a traditional short duration portfolio. The bond portfolio consists of one mutual fund, the BMO Government Money Market Fund.

McGuire stated we have a new investment policy that has gone through many revisions. She would like to see the current version of the investment policy in the packet for February. Mazzochi responded that Mr. Caputo, Vice President of Administration and Treasurer would be joining them in March; it will be better to wait until then since he will oversee the compliance with any new policies we put in.

INFORMATION ITEMS

- a. Personnel Items
- b. Financial Statements
- c. Gifts & Grants Report
- d. Change Orders
- e. Monthly Construction Update
- f. In-Kind Quarterly Donation Report

McGuire asked a question on *7a. Personal Items*. There are 14 new hires listed under classified and 11 are part-time. Can any of those be combined to be full-time? Linda Sands-Vankerk, Vice President Human Resources responded that, part-time positions are requested based on the needs of the various departments. COD has the requirement that employees cannot hold multiple positions so combining positions is not possible.

McGuire questioned *7c. Gifts and Grants*: The IRS was the Grantor for VITA: Volunteer Income Tax Assistance (project title), for \$13,500. Who receives these dollars and services? Dr. Rondeau responded that anyone who needs tax assistance could receive this service. The business department and some students are certified and provide tax assistance.

McGuire questioned *7e. Proposed Projects*:

- The pedestrian bridge. She is concerned with the expense. Dr. Rondeau responded that she has raised this concerns as well. It is all part of a larger master plan under consideration that will be reviewed.
- The TEC Food Service Venue. She hopes that this will happen and be part of the budget in the March packet.
- BIC Honors Commons Conversion. She asked where is this? Chuck Currier responded that it is on the 3rd floor just off of academic affairs. The BIC Honors had been reduced in size during the construction and they are looking expanding the space.

McGuire questioned the cost under Current Projects: General Counsel/Auditor Office Suite budget \$635,000 to create new office suite and relocate Library and Continuing Education. Chuck Currier, Vice President Information Technology, responded that COD has the need for counsel, the new auditors and

continuing education space. The cost is higher than they want to spend so they are revising the plan. Dr. Rondeau stated that they are cutting the costs greatly so the price will be significantly less.

CONSENT AGENDA

With the exception of items 8k, 8m and 8q all items were passed without discussion. Bernstein requested the motion and McGuire 2nd, then unanimously approved. Please see discussion below.

- a. Faculty Tenure Candidates
- b. CT Scanner Maintenance Service Agreement
- c. Change Order for Reimbursable to Miller Honorarium Designer's Contract
- d. Reimbursable Expense Request for Trustee Wozniak
- e. Approval of Voluntary Separation Agreement with Dr. Jean Kartje
- f. Request for Proposal (RFP) for the Background Services Vendor
- g. Contract for Cleaning of the CHC, ECC and SRC Kitchen Exhaust Hoods, Filters, Ducts and Fans
- h. Proposed Business Expense Budget for President
- i. Contract for Welding Supplies, Industrial Gases and Equipment Repairs
- j. Concur Travel Management Services Contract Amendment
- k. Approval – Revised Board Policies:
 - 5-25: Conflict of Interest
 - 15-105: Sick Leave Days
- l. Approval to Cancel 2/16/17 Regular Board Meeting and Schedule 2/9/17 Special Board Meeting
- m. December 15, 2016 Minutes of the Regular Board Meeting
- n. Personnel Action Items
- o. Financial Reports
- p. Approval of Final Settlement Agreement of Perry-Miller v. College of DuPage
- q. Approval of Personnel Action of Brian Caputo to serve as Vice President Administration and Finance, and Appointment of Replacement Treasurer to permit the resignation of Kim Michael-Lee from the position of Interim Treasurer
- r. Approval of Treasurer's Surety Bond for incoming Treasurer Brian Caputo

Napolitano requested a motion on 8k, Olsen 2nd, discussion followed. McGuire asks that policy 5-25 be split in two, the 1st applying to the Board of Trustees and the 2nd to College personnel. Napolitano and Mazzochi spoke to McGuire's concerns. Olsen stated that there is clearly a typo so there is no point in moving forward. He asked if anyone had issues with Revised Board Policy 15-105. None of the board did.

Olsen requested a motion to separately consider Policies 5-25 and 15-105, McGuire 2nd, unanimously approved without discussion.

Olsen requested a motion that 8k subpart 1, Policy 5-25 be postponed until a date uncertain, McGuire 2nd, discussion followed. Olsen stated that in addition to the typos, it needs more review. Approved, 7 to 1 (Mazzochi).

The board returned to agenda item 8k subpart 2, Policy 15-105, no further discussion. Unanimously approved.

Olsen requested a motion that 8m, December 15, 2016 Minutes of the Regular Board Meeting be approved, Napolitano 2nd. Discussion followed to correct the minutes. All of changes were typographical.

Olsen requested a motion that 8m adopt the changes to the December 15, 2016 Minutes of the Regular Board Meeting, McGuire 2nd, no further discussion, unanimously approved.

Ruling on a motion as a whole to accept the minutes as amended, no further discussion, unanimously approved.

Napolitano requested a motion to accept 8q, Approval of the Personnel Action of Brian Caputo to serve as Vice president of Administration and Finance and Appointed him as Treasurer, Bernstein 2nd. Mazzochi asked if Napolitano and Bernstein would accept, “effective as of March 13, 2017” be added after the word Treasurer. Both Napolitano and Bernstein accepted the change.

Amended motion: Napolitano requested a motion to accept 8q, Approval of the Personnel Action of Brian Caputo to serve as Vice president of Administration and Finance and Appointed him as Treasurer effective as of March 13, 2017, Bernstein 2nd. The vote was as follows: Escamilla Yes, Bernstein Yes, Birt No, McGuire No, Napolitano Yes, Olsen Yes, Wozniak Yes, Mazzochi Yes. Motion carried.

TRUSTEE DISCUSSION - None

Calendar Date Change:

The February 16, 2017 Regular Board Meeting has been changed to February 9, 2017 Special Board Meeting.

General Features

	Yes	No	Comments
Did the meeting start on time?	X		6:00 pm closed session
Were members attentive and prepared?	X		
Were members courteous to each other?	X		
Were members attentive to the publics' comments?	X		
Was the facility adequate?	X		
Could the audience see and hear?	X		
Were visual aids easily visible to the audience	X		
Were the meeting facilities handicapped accessible	X		

FOIA (Complete once, unless information changes.

Illinois Open Meetings Act requirements

	Yes	No	Comments
Was the agenda posted 48 hours before the meeting? If yes, note where	X		
Did the agenda items clearly describe what was to be discussed?	X		
Were background materials made available to the public?	X		
Was there adequate discussion of the issues?	X		
Was there a closed session before, during or after the meeting?	X		There was a closed session meeting both before and after the meeting.
If there was a closed meeting, was any action taken after the closed session? If so, what action?		X	

Date Submitted: January 26, 2017

By: Betsy Aldred and Sue Williams