

**League of Women Voters COD
Observers Report**

Board meeting attended: Special Board Meeting

Date and Location of meeting: Thursday, February 9, 2017- SSC 2200

**Meeting started: 6:02PM Closed Session at 6:02PM; Open Session at 7:05PM
Meeting adjourned: 9:00PM (no further closed session)**

League Observer(s): Di Niesman (on line)

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

__NP__ Erin Birt

__P__ Dianne McGuire

__P__ Joseph C. Wozniak

__P__ Luzelena Escamilla Student Member

Estimated Number Attending (excluding Board and Staff): Cannot estimate from video.

**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/pdf/agendas/2017/2017feb9_agenda.pdf**

4. PUBLIC COMMENT:

- 1) Richard Jarman, President of CODFA, was critical of article in Glen Ellyn Patch written by DuPage Policy Journal, an anti-tax group, blaming plummeting property values on increasing property taxes, in particular the levies for schools. He said it was a “grotesque misapplication of data.” Pointed out that the 2008 (high)-2015 (low) trend of decreases in property values as a result of recession has been going in reverse since 2012 with the recovery, and to use the recession data to project future of property values is misleading to the public.
- 2) Jackie Craft, from COD Faculty Senate, read resolution from CODFA in support of students, faculty, and staff of all religious and ethnic backgrounds, in particular the international and immigrant students. The resolution comes in light of the Trump Administration’s Executive Order.

5. REPORTS (board members, staff, administrators)

Chairman- Mazzochi is continuing to work with President Rondeau and other trustees on planning efforts and with John Kness, General Counsel, on board policies. Details to follow at March meeting.

Student- Kailie Fuller from Student Leadership Council described some of projects to promote multiculturalism focus and inclusiveness at COD. They will be selling posters (?) by Nicaraguan artists. On Valentine’s Day, will pass out flowers and cans of Crush soda. In March, which is Women’s History Month, will make reusable sanitary napkins to send to third world countries. Also, in March, student elections (3/14-3/15). During mid-term exams, will pass out stress balls and post-it notes of encouragement. Advocacy Day is in April and also Lunch with Leaders. Throughout semester will be doing “Civic Reflections” to promote civic awareness through discussions and events.

President- Deferred to V.P. of Student Affairs, Earl Dowling.

Committees-No report

6. PRESENTATIONS

V.P Dowling talked about enrollment. When enrollment is down (6%) in fall, it is difficult to grow enrollment in spring, which ended up down only 2%, with hard work. Created a skunk works (cross-divisional) team to come up with creative and innovative ways to increase spring enrollment. Since these populations were doing pretty well, decided to slightly ignore spring high school graduates and adult enrollment and concentrate on moving fall H.S. students (December graduates) to enroll for spring semester. COD identified and contacted every District 502 high school student who had notified counselor that they would be graduating early. COD enhanced their academic partnership with H.S. faculties,

encouraging them to tell students to “register now” before the holidays. Posted “register now” on students’ blackboards, put ad in Daily Herald, sent postcards and emails and put notices on plasma screens. Also, college identified students who had been away from COD for 2-3 years and had completed at least 60% of requirements to receive a degree, and called. Called those with 90% completed...so close. Called 2400 students with incomplete applications. Called 94 students who were receiving Pell Grants (100% financial aid) and told them that because of that status they were automatically placed on a deferred payment plan and would owe COD nothing. Finally, they created a summer recruitment motto for future projects: “Being down is the new normal – NOT at COD!” Student Affairs will be a presence at all regional centers from March through the summer working on admissions, financial aid, registration, etc. Also, Karen Kuhn, from Development Office, which is now part of, and meeting with, Student Affairs Dept., has reserved space in quarterly newsletter, to go to 5000 District 502 addresses, for a piece about summer recruitment. In response to President Rondeau’s question about what COD was doing about students’ financial literacy, Dowling introduced Jennifer Prusko, Financial Aid Representative, for the next presentation.

Jennifer Prusko described the very successful “Life Happens” program, which began in spring 2015 and has continued every semester since. It is a very interactive program, rather than having classroom lectures on financial literacy, which don’t work well. Some faculty use “Life Happens” for course work. Stations are set up in Student Center Atrium. At each station, students roll the dice: education level, marital status, number of children (students try to give kids back, and roll dice again), the kind of car they want, (pull credit score to see if they qualify for car they want), etc. They set up station for ‘pay your taxes,’ for career services (education level), a savings table (U.S Bank), a budget workshop, etc. Each station has “Did you know?” facts. (Example: It costs \$245K to raise a child.) The first “Life Happens” brought in 150 students and has grown since. One semester a high school group went through. Also, the Financial Aid Dept. schedules meetings with students with increasing debt for one-on-one counseling, posts financial literacy page on the college website, and is partnering with student life groups.

Trustee McGuire praised both presentations.

7. INFORMATION ITEMS

- a. Personnel Items
- b. Financial Statements
- c. Gifts & Grants Report
- d. Change Orders
- e. Overview of the Wireless Upgrade Project
- f. Overview of the RFP for PBX Maintenance and Upgrades
- g. Revised Policy 10-45: Budget Transfers –1st Reading

Chairman Mazzochi announced the above items were for trustees' information only and required no action and asked if there were questions. Trustee McGuire asked about item b. and repeated a request from previous month(s) for an investment policy to be included in the packet (and hoped it would show up while she was still on the Board). She noted that some investments should be yielding more than they are, and we aren't maximizing our investments. She also commented that legal expenses are coming down, but are still too high. Mazzochi replied that Mr. Caputo (new CFO) begins March 13th, and he should be given time to look over the financials. Trustee Napolitano asked about item f., seeking bids from a single vendor who could upgrade system as well as maintenance, and if the RFP was in progress, answer was yes. Trustee Bernstein asked about item e. He thought number of unique devices (40,000) was high, but answer was number is actually low.

8. CONSENT AGENDA

- a. Employee Wellness Screenings
- b. Compensation for Classified, Managerial and Administrators
- d. Purchase of two (2) Orchestra Shell Towers and Custom Tower Dolly
- e. Purchase of On Demand and Streaming TV Advertising Pilot Program
- f. Change of Authorized Bank Signatures
- g. Field Production Equipment
- h. General Contractor for General Counsel/Audit Office Remodel Project—Rejection
- i. Master Clock System Hardware – Additional Purchase
- j. Water Treatment Chemicals for Facilities Operations (RFP)
- k. Manual Precision Surface Grinder & Accessories
- l. Material Engineering 1 Learning System
- m. January 17, 2017 Committee of the Whole Meeting Minutes
- o. Approval of Addendum to Voluntary Separation Agreement With Dr. Jean Kartje
- p. Approval of User Agreement with Fermi National Accelerator Laboratory
- q. Personnel Action Items

Agenda items pulled by Trustee McGuire:

- c. Administrator Reappointments
- n. January 19, 2017 Regular Board Meeting Minutes
- r. Financial Reports

Question by Trustee Bernstein on item 8e. How will we know if successful? Monitoring from company about how many read it. Question by McGuire on item h. Could remodel be done partially by in-house staff? Answer was no. Question on item p. by Trustee Bernstein about risk at Fermi Lab. Answer was negligible.

Motion by Olson and second by McGuire to approve consent agenda items 8a, b, d-m, o-q. Vote was unanimous. Motion passed.

Olson moved and Bernstein seconded approval of item 8c. Administrator Reappointments. Trustee McGuire had issues with "abuse of drugs and alcohol" listed as one of seven possible causes of dismissal. She said the word "abuse" is subjective and too wide open, alcohol addiction is considered a disability and dismissal for alcoholism might violate ADA.

She asked what drugs are included (prescription drugs), and would COD be in violation of Workplace Privacy Act? She wanted to discuss document, have an employment attorney look at it, does not want it approved. She didn't want it amended, wanted it tabled. McGuire moved to postpone consideration until March, Wozniak seconded. Wozniak, Escamilla, McGuire voted 'yes' to postpone. Mazzochi, Olson, Napolitano, Bernstein voted 'no.' Motion did not pass. Further discussion ensued around removing the list of violations, because it is covered in other language in the contract. General Counsel Kness explained that Attorney Dan Kinsella looked at contract, and the list is meant to be "illustrative." McGuire moved to amend paragraph 3 in employee contract to delete the list of possible violations. Wozniak seconded. McGuire, Olson, and Wozniak voted yes. Bernstein, Napolitano, Escamilla, Mazzochi voted no. Motion did not pass. Vote to approve item c. McGuire and Wozniak voted no. Bernstein, Napolitano, Mazzochi, Olson, Escamilla voted yes. Motion passed.

Motion to approve item 8n. January 19, 2017 minutes by Olson, seconded by Napolitano. Trustee McGuire thought there was a lot missing on discussion of conflict of interest policy before it was tabled. She did not make a motion to amend. Wozniak voted no. Bernstein, Napolitano, Mazzochi, Olson, Escamilla, and McGuire voted yes. Motion passed.

Motion to approve item 8r. by Olson, seconded by Napolitano. McGuire raised same question repeatedly (15 months) bills about professional services. She does not approve any more than \$25,000 to Bill Hay. Legal bills from Oct. and Nov. are listed for February for a total of \$96,000 for legal fees is too much. McGuire and Wozniak vote no. Bernstein, Napolitano, Mazzochi, Olson, and Escamilla voted yes. Motion passed.

9. DISCUSSION: FY2018 TUITION AND FEES

No action to be taken, but wanted Board to discuss how to handle the \$7-10 million dollar budget short fall due to lower enrollment and uncertainty of state contributions. Trustee McGuire said if tuition is raised \$4, it would be roughly equivalent to the 2.6% inflation rate, and seemed reasonable. She asked V.P Bente to review a study he brought to previous Board about relationship of enrollment and tuition. The conclusion of study was enrollment was not affected by tuition as much as it was affected by employment. (Enrollment is lower when unemployment is low.) Chairman Mazzochi disagreed and said when she asked students why they come to COD, they say cost. Mazzochi would rather take short fall out of reserves. Bernstein and McGuire would not like to take money from reserves. Mazzochi asked administration what they recommended. Dr. Rondeau did not have a recommendation at this time. Mazzochi called for three options: 1) short fall out of reserves, just for Fall semester; 2) increase fees; 3) increase tuition. Dr. Rondeau wants flexibility, if numbers get better. McGuire likes fees as a compromise. However, the primary driver for tuition increase is for revenue to keep up with inflation. Olson was concerned that fee structure is "nickel and diming."

10. BOARD POLICY 5-25, CONFLICTS OF INTEREST

Motion to approve by Trustee Bernstein and seconded by student trustee Escamilla. It has been amended by General Counsel Kness. Trustee McGuire says the 5 in 5-25 means it is a Board policy and should be for trustees only, not “all college personnel.” The word “resources” needs to be better defined. As written, it is overly broad. It includes members of COD Foundation, who are Directors, not Trustees. McGuire wants “administrators” removed from the policy. It includes recusal of participation that doesn’t mention Trustees, especially since there are lawsuits involving the Trustees pending. Vice-Chairman Olson also concerned with clarity of the policy and whether college personnel will understand and comply, and isn’t ready to approve it. McGuire recommends two separate policies, and policy should be tabled again. Vice Chairman Olson moved to postpone approval and Trustee McGuire seconded that motion. Mazzochi feels it is important to get this done, and is concerned about having multiple policies. Bernstein, Olson, McGuire and Wozniak voted yes. Napolitano, Mazzochi, and Escamilla voted no. Motion to postpone passed.

11. HTC ICCB STATEMENT OF FINAL COMPLETION

Napolitano moved to approve and seconded by Bernstein. Mazzochi asked Mr. Schmeil (?) if he is confident that all contracts are covered that the Auditor General identified. This is confirmation that the project COD applied for from state has been completed. Project came in under budget. ICCB will take it off their list of ongoing projects. Mazzochi voted no; Bernstein, Napolitano, Olson, Escamilla, McGuire, and Wozniak voted yes. Motion passed.

12. PEC ICCB STATEMENT OF FINAL COMPLETION

McGuire moved and Olson seconded to approve. Mazzochi noted her concerns were the same, and project was \$1 million over budget of \$24. Napolitano asked why it was over budget. When construction started, discovered south wall of natatorium that building had deteriorated beyond repair, also code considerations, soil beneath the pool. ICCB does not require re-approval unless 5% over budget. Mazzochi voted no. Bernstein, Napolitano, Olson, Escamilla, McGuire, and Wozniak voted yes. Motion passed.

TRUSTEE DISCUSSION- No further discussion

Calendar dates-

Committee of the Whole Meeting- Tuesday February 28, 2017

Regular Board Meeting- Thursday, March 16, 2017

Comments/Concerns:

General Features

| | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Did the meeting start on time? | X | | |
| Were members attentive and prepared? | X | | |
| Were members courteous to each other? | X | | |
| Were members attentive to the public's 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 | | 6:00 pm before open session began |
| If there was a closed meeting, was any action taken after the closed session? If so, what action? | N/A | | No closed session after open session |

Date Submitted: 2/19/17

By: Di Niesman