

**League of Women Voters COD
Observers Report**

Board meeting attended: Regular Board Meeting

Date and Location of meeting: October 19, 2017, SSC 2200

League Observer(s): Sue Khalaieff (watched online)

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

(Attendance for both meetings)

P Deanne Mazzochi, Board Chairman

P Frank Napolitano, Board Vice Chairman

P Christine Fenne, Board Secretary

P Alan Bennett

P Charles Bernstein

P Daniel Markwell

NP Joseph C. Wozniak

NP Anthony Walker, Student Member

Estimated Number Attending (excluding Board and Staff): 20? (Watching online; hard to tell.)

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/2017/2017may18_agenda.pdf

1. CALL TO ORDER at 6:04

2. Chairman Mazzochi entertained a motion for a closed Session for issues regarding appointment/ employment/ discipline/ etc. of CoD employees, collective bargaining,

litigation and sensitive auditor issues. Trustee Napolitano moved and Trustee Fenne seconded. Unanimous vote to move into closed session.

3. Return to Open Session at 7:00.

4. PUBLIC COMMENT .

- a) Richard Jarmon, CoD Faculty Association President spoke about the role of the faculty in determining the future of the college and noted that the Faculty Association should not be perceived as an impediment to this work; the faculty looks forward to being a vital part of this important work. A task force has been assembled to explore Pathways and how it has been implemented elsewhere.

5. REPORTS

- a. Chairman's Report: Chairman Mazzochi :
 - Pathways issue. Need to make sure that CoD is doing enough to ensure that students are getting the credits they need to continue to move ahead. Need to provide strong experience for students. The idea of value-added education was embraced by board in 2016. A big part of strategic plan is to support student completion. This is a good opportunity for the Board and our students.
 - Some policy proposals and revisions will be a part of later agenda.
 - Participating in a session on shared governance.
- b. Student Trustee's Report: Student Trustee Walker : Not present.
- c. President's Report: Dr. Rondeau
 - Appreciative for faculty feedback on Pathways issue. Cross-disciplinary and equity conversations taking place.
 - Question to Dr. Rondeau from Trustee Bennett about memorandum that was distributed a week ago: will there be more follow-up on this? She responded that there would be. Further feedback from Vice-President Bente, who indicated that CoD's enrollment was better than a lot of other community colleges. Assured the Board that further analysis of data would occur.
- d. Audit Committee Report
 - Trustee Bernstein reported that a meeting held on October 3, and RCI (company who was retained to conduct a total inventory). Inventory file now exists that can be accessed for future needs. Outside auditors gave clean report.
- e. ACCT Report by Trustee Napolitano (is also #6 Presentation)
 - Attended and presented at the ACCT conference and presented information about conference: Pell Grants, Perkins Act. Upcoming meeting in Washington in February; advocacy with legislators is the focus for this.
 - "CoD presentation: Life Happens": very well attended. Explained the process to attendees, and volunteers also spoke of their experience with the program. Received very positive feedback. There then was a walkthrough of program.

6. Presentations (see item 5e)

7. INFORMATION ITEMS

- a. Personnel Items
- b. Financial Statements
- c. Gifts & Grants Report
- d. Construction Change Orders
- e. Monthly Construction Update
- f. Board Policy No. 5-26: Interaction with Vendors-1st Reading
- g. In-Kind Donations Quarterly Report
- h. Fixed Asset Inventory.

Chairwoman Mazzochi opened the floor for discussion of Information Items.

- Trustee Bennett had questions for Dr. Caputo regarding the Fixed Asset Inventory (7f); Will inventory be maintained? (Question answered yes.) No Board policy on this? (Claims that it is procedure, but at administrative level.) Chairman Mazzochi suggested that perhaps these two things could be linked on website. Trustee Bennett seems to feel pretty strongly about this issue.

8. CONSENT AGENDA

- a. Snow Removal Services for the Centers
- b. Annual Unclaimed Property Submission
- c. Industrial Motor Controls Trainer
- d. Board Policy No10-85: Disposal of College Property-2nd Reading
- e. Purchase of Four Vehicles—Automotive Program Educational Fleet
- f. Stone Hearth-4 Deck Electric Oven-Bid Rejection
- g. Wedding Planning Management Certificate Program
- h. Reimbursement Request fro President Rondeau
- i. General contractor for HSD Adjunct Space Reconfiguration
- j. General Contractor for HSC Cadaver Lab Renovation Supplemental HVAC
- k. General Contractor for Learning Commons West Project
- l. Reimbursement Request from Trustee Napolitano
- m. Temporary Staffing Services for the Enrollment Support Center
- n. Minutes of the Sept 21, 2017 Regular Board Meeting
- o. Personnel Action Items
- p. Financial Reports
- q. Budget Transfer from Contingency Fund to Cover RY2017 Rollover Expenses
- r. Marketing Project Management Software—Rejection of Proposal

Several Trustees requested that items be removed from Consent Agenda: a, f, i, o, p, q.

Action: Motion to Approve Consent Agenda items b-e, g, h, j-n and r moved by Trustee Markwell, seconded by Trustee Bennett. Motion carried unanimously.

Harriett Lindstrom 10/26/2017 3:38 PM

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8a: Trustee Markwell moved; Trustee Bennett seconded. Question about awarding of snow removal contract. Seems to be unclear as to why awarding happened as it did. Situation was clarified. Motion carried unanimously.

8f: Trustee Bennett moved; Trustee Markwell seconded. Question asked about what the impact will be with not having this piece of equipment. There are other vendors who can be consulted. Motion passes.

8i: Trustee Fenne moved; Trustee Napolitano seconded. Seems to be a huge discrepancy in anticipated cost and actual cost. It was explained that, when beginning project, they didn't have perhaps a full understanding of the scope of the project. Question about whether this is a permanent fix. (Yes). Motion passes.

8o: Trustee Fenne moved; Trustee Markwell seconded. Mistake made; no objection to this item. Motion passes.

8p: Trustee Markwell moved; Trustee Napolitano seconded. Trustee Fenne reports that she is employed by Alphagraphics, and so will not vote on this issue. Motion passes.

8q: Trustee Markwell moved; Trustee Fenne seconded. Trustee Bennett believes that there needs to be additional language on this issue. Response clarifies that state accounting protocols are different from local. Looking at a procedure that would fix this (to some extent, anyway.) Trustee Bernstein wants an auditor opinion on this. Motion passes.

8n: Trustee Bennett points out that there is an error in the minutes of the last meeting. Trustee Napolitano asks for reconsideration of item n; Trustee Markwell seconded. Motion passed. Motion to remove words "to table" removed from minutes. Motion passes to amend. Vote to accept. Motion passes.

9. TRUSTEE DISCUSSION –Board Self-Assessment

Board is trying to improve its operations, and has received some feedback. Chairman Mazzochi is now soliciting feedback from the Board. Board policy on conflict of interest — anything that needs to be discussed with this? Board members believe that this is addressed appropriately. If urgent issues arise between meetings, how good are our emergency procedures? This needs to be reviewed. Also, legal counsel needs to advise on this. Compiling a "Chairman's Handbook" and providing Board members with training for their responsibilities. What is an effective way for Board to assess progress on strategic long range plan? Other issues for the Board to consider regarding its own operation? Should someone from the outside be brought in to facilitate a more effective self-assessment?

10. Calendar Dates/Campus Events

- Thursday, October 26: Committee of the Whole and Special Board meeting @ 6:00pm-SRC 2000
- Thursday, November 16, 2017: Regular Board Meeting @ 6:00—Scc-2200, 2017: Regular Board Meeting @ 7:00PM – SSC-2200

11. Closed Session: None needed

12. ADJOURN Trustee Bennett moved and Trustee Napolitano seconded. Adjourned at 8:29 pm.

Comments/Concerns:

- The Board discussion at the end had some dialogue on substantive issues, and how to have an effective self-assessment of Board which will really guide them to improving their operation. Thought it was a very positive sign.

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 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	x		

where			
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		More discussion than I've seen in other meetings. (on Board self-assessment.)
Was there a closed session before, during or after the meeting?	x		Before
If there was a closed meeting, was any action taken after the closed session? If so, what action?			No action was taken on closed session after coming back into open session.

Date Submitted: October 20, 2017

By: Sue Khalaieff