

**League of Women Voters COD  
Observers Report**

**Board meeting attended:** COD Public Hearing and regular Board Meeting

**Date and Location of meeting:** 6/21/2018 425 Fawell Blvd, SSC-2200 Glen Ellyn, IL

**Meeting started: 6:49PM – 6:54 Public Hearing (no comments made), 6:54 regular Board meeting**

**Meeting adjourned: 8:40**

**League Observer(s): Jill Sagi**

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

\_P\_\_\_ Deanne Mazzochi, Board Chairman

\_P\_\_\_ Frank Napolitano, Board Vice Chairman

\_P\_\_\_ Christine Fenne, Board Secretary

\_\*\_\_\_ Alan Bennett NOTE: attended via teleconf was not part of any closed sessions. Motions were made per Board policy to allow attendance by phone based on illness

\_P\_\_\_ Charles Bernstein

\_P\_\_\_ Daniel Markwell

\_T\_\_\_ Joseph C. Wozniak \* joined meeting at 6:58 – Public Hearing had ended and open session was convened. Roll call was not retaken.

\_P\_\_\_ Sonia Paul, Student Trustee

**Estimated Number Attending (excluding Board and Staff):**

20

**Meetings are Streamed and Archived at:**

[http://www.cod.edu/multimedia\\_services/botmedia.aspx](http://www.cod.edu/multimedia_services/botmedia.aspx)

**Agenda can be found at:**

[http://www.cod.edu/about/board\\_of\\_trustees/pdf/agendas/2018/2018june21\\_agenda.pdf](http://www.cod.edu/about/board_of_trustees/pdf/agendas/2018/2018june21_agenda.pdf)

## **2) PUBLIC COMMENT:**

**Jackie McGrath -statement re: Dr Mark Collins. Thank you for outstanding service and congratulations on retirement on her behalf**

## **3) REPORTS (board members, staff, administrators)**

### **Chairman Mazzochi-**

Glen Ellyn Chamber Community event at Waterleaf community relations are improving she shared feedback was positive.

Scheduled Board training for July 28 , topic: President Evaluation

### **Student Trustee Sonia Paul**

In the process of meeting with Department Heads

Promoting online Schedule Planning tools with her fellow students

Thanked Caesar Flores for excellent help with tool implementation

Shaed several initiatives she hopes to work through after this, her inaugural meeting serving with the Board

### **President Rondeau-**

Echoed Chairman Mazzochi that Glen Elly Chamber event was positively perceived by the public and COD is regaining trust

Thanked Dr. McGrath for recognizing Dr. Collin's service to the College

Recognized via proclamation the service of Dr. Currier IT and Facilities

Board unanimously approved the Proclamation

### **Pulse Survey Results presented by Jim Bente**

Telephone survey taken semiannually, 2014 2016 and 2018

500 individual surveys were completed (over 5,000 calls were made)

COD is recognized for value not always for academic rigor

Top 3 fields of study the community recognized COD for:

Nursing

Natural Science

And Business.

Board asked what the value of the study was, Dr. Bente explained it can be used for:

SWAT analysis in program planning

Strategic Planning

And

Marketing

### **NOTE:**

When asked about what colleges came to mind in IL,

Top 5:

U of I (Champaign)

U of Chicago  
NIU, and  
COD (conclusion is that COD is visible and in good company)  
Western, Southern, and ISU split

#### **4) PRESENTATIONS**

**Diane Lance from the IL Governmental Finance Officers Association recognized COD and Dr. Brian Caputo, Bob Hayley and Toni Stella with a Financial Excellence Award for their work on the “Budget in Brief”**  
**It was implied that their work is coined a Best Practice and looking to be a blueprint for other educational institutions to facilitate Financial results for actual and budget reporting**

#### **5) INFORMATION ITEMS**

##### **6) FY19 Adoption of Budget**

**Was passed quickly given the thorough review process to date by the Board and Audit Committee. Members apparently felt comfortable as the Budget passed with a majority vote**

##### **7) CONSENT AGENDA**

**Motion made to approve all items EXCEPT**

**Administration pulled letters ee and ff completely off the evening agenda – to be added at a later date**

**In some cases comments in RED next to agenda item from Board packet which I reviewed.**

**I believe the number of items is based on internal controls of authorized limits based on College’s financial audits and scrutiny. Appears to be having the correct affect, large dollar spends are available for Board to review and question prior to cash being paid**

**Letters M, S, U, V, W and LL were voted individually but passed**

- a. Illinois Prevailing Wage Act Resolution
- b. Compliance Training **25K + 35K = 55K**
- c. Internet Recruitment Advertising **75K +225K (2020-2022)**
- d. Athletic Training Services **86K**
- e. Library Vendors – FY2019 **327K**
- f. Library Consortium Purchases – FY2019 **177K p 119 of Board docs**
- g. Library Sole Source – FY2019 **342K p 125 of Board docs**
- h. AT&T IPFlex Telephone Service Agreement **91K page 137 Board docs**
- i. IT Maintenance Contracts **637K page 141**

- j. Facilities Consolidated Maintenance Contracts 839K p 183
- k. Telephone System Maintenance and Support Services 154K p 200
- l. MAC Comcast Spotlight LLC Advertising 46K page 204
- n. Minutes of the May 10, 2018 Special Board Meeting
- o. Marketing Project Management Software (RFP) 860K over 3 years
- p. Postage for the Second Issue of Engage 33K
- q. Annual Agency Advertising Purchase with Zehnder 610K
- r. Online Course Tuition Increase for Non-residents of District 502 -0- cost
- t. Contract with Educational Partner Bruce A. Sokolove, d/b/a Field Training Associates  
TSA gun range supported by user fees, good relationship renewed contract
- x. Fortinet 3000D Security Appliance Bundle 86K
- y. Virtual Agent Solution 67.5K
- z. Ellucian Software Maintenance Agreement 2.7M
- aa. Media Monitoring, Database, and Press Release Distribution 26K
- bb. Freelance News Bureau Photography Services 50K
- cc. Window Cleaning Services 57K
- dd. Culinary and Hospitality Center – Kitchen Prep Room 48K
- ee. ~~Education Office and Planning Conference Area – Student Resource Center~~
- ff. ~~Educational Executive Office Renovation Glass Partition~~0
- gg. Janitorial Supplies Purchase 91K
- hh. Library Media Room Project – Student Resource Center 173K
- ii. PEC Arena Divider Curtains – Rebid 67K
- jj. Regional Centers Landscaping Maintenance 39K
- kk. Student Resource Center (SRC) Door #2 Entrance Remodel
- mm. A.D.N. Testing Services (Elsevier) 304K
- nn. Architectural Services for the Beem Building Renovation Project 284K
- oo. Property, General Liability, Student Malpractice, Directors and Officers, Worker's Compensation, Athletic Accident Coverage and Athletic Catastrophic Insurance Renewal 1.5M
- pp. Stivers Temporary Staffing contracted for negotiated hourly rate for temps
- qq. Approval of President Rondeau's Business Expense Budget 35K
- rr. MAC Touring Artist Contracts 550K
- ss. MAC Tribune Media Group Advertising 65K
- tt. Retention of Akerman LLP
- uu. Intergovernmental Agreement with Districts 87 and 89
- vv. FY2018 Operational Funding for Innovation DuPage
- ww. Reimbursement Expenses for Dr. Ann Rondeau \$600.
- xx. Approval for Trustee to attend ACCT Leadership Conference \$500
- yy. Personnel Action Items
- zz. Financial Reports

m. **RAMP Document** –

puts COD on a “wish list” for Illinois Grant Money for Retention Pond 1M (original request made in 2001 added to list in 2005 stays on list for 7 years or until funded)

and a STEM facility 43M

NOTE: Illinois has not had a Capital Budget for a LONG time! If they have no Capital Budget no distributions are made, Board/Administrators felt it couldn't hurt to ask. Much discussion around STEM and Pulse Survey seems to support this with the Nursing and Science programs being 2 of the top 3 areas of study,

s. Lead-free Ammunition - FY2019

passed, question was about “lead” and quickly was explained that the bullets are coated so that no lead vapor is created after firing. The lead bullets are planned to land in rubber tires at the end of range and every 1-2 years (based on usage) professionally removed and disposed of to ensure safety. The order has to be placed to replace with a substantial cushion as the College could be pushed out of orders being filled if the Military or Government needs more ammunition than can be delivered. Very knowledgeable Staff member replied quickly to all questions.

**These 3 vendor items were the programs the College showed as part of the MISSION VISION and VALUES and so programming was sought out and contracted in an effort to meet student/community/college academically**

u. Certified Personal Trainer Program with S.F. & Wellness, Inc., d/b/a World Instructor Training Schools (W.I.T.S.)

Passed after brief discussion of RFP vs Bids Received

v. Project Management Training from Institute for Leadership Excellence & Development, Inc.

w. Six Sigma Training from Educational Partner fkiQuality, LLC

II. MAC Marketing Funding Increase (Carol Fox & Associates) – **even though only for 23k over 3 years, the Board originally worded the Carol Fox contract to not go above X\$. BUT there was a variable cost if there were more than X shows. With the add of**

the National Geographic program (that ended up being funded with a GRANT and then revenue generating vs cost offsetting. With that budget more shows were able to be contracted. Diana Martinez gave a very clear spreadsheet showing the increased number of shows and the contracted cost. As the actuals are coming in she was looking to be very transparent. NOTE: Apparently Carol Fox was not the lowest bidder but still selected because of good relationship and proven results in improving show attendance (resulting in increased ticket sales) Anyway in the end the increase was approved by majority.

**8) Special approval necessary for AlphaGraphics Wheaton Financial Reports. (I believe this is necessary because Secretary of the Board, Christine Fenne has a financial interest in this company and Board must review to ensure there is no Conflict of Interest. Motion passed.**

**9) July 1 – June 30 2019 Contract for College President Rondeau was passed. Very little discussion. Comment re: her increase was the same as to all College Administrators, but value was not mentioned.**

**10) TRUSTEE DISCUSSION – Vice Chairman Napolitano shared information about Board Training he attended re: Financial Literacy (Budget in Brief) and the College’s recognition by yet another organization of the good work COD and the Staff or doing to increase credit ratings for the College.**

**11) CALENDAR DATES / Campus Events  
Next Board meeting: Thursday July 19, 2018 6PM SSC-2200**

**12) Closed Session- entered closed session about 8:40 after room cleared to discuss potential litigation pending.  
I did not hear if they said, “no action to follow” but I believe everyone left.**

**Comments/Concerns:**

**Ending Fund balance per the Treasurer’s Report at 5/31 14.2M**

**Not sure what Table 1 “Fiscal Year 202 Capital Project Request” is showing? Is this already contracted or is this a future project?**

## General Features

	Yes	No	Comments
Did the meeting start on time?	X		Very prompt.
Were members attentive and prepared?	X		
Were members courteous to each other?	X		
Were members attentive to the publics' comments?	X		Only had one brief comment by staff (very positive)
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		There was a lot to review regarding the agenda items and I did not review the budget in detail.
Were background materials made available to the public?	X		The Board is very transparent in posting documents online and has a repository for prior meetings as well.

Was there adequate discussion of the issues?	X		
Was there a closed session before, during or after the meeting?	X		Before and after
If there was a closed meeting, was any action taken after the closed session? If so, what action?			None that I was aware of.

**Date Submitted: 6/25/2018**

**By: Jill Sagi (LWV Roselle/Bloomington Chapter)**