

**League of Women Voters COD
Observers Report**

Board meeting attended: SPECIAL BOARD MEETING

Date and Location of meeting: THURSDAY, MAY 10, 2018
6:00 P.M. ~ ROOM SSC-2000

Meeting started: 6:01 pm - Closed session at 6:03 pm, Meeting resumed at 7:00 pm

Meeting adjourned: 9:03 pm (beginning of closed session)

League Observer(s): Diane Niesman by audio-visual, not in person

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

P Alan Bennett

P Charles Bernstein

P Daniel Markwell

P Joseph C. Wozniak (not present at beginning of closed session)

NP Sonia Paul, Student Trustee

Estimated Number Attending (excluding Board and Staff): difficult to judge from video, possibly a dozen or less

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

4) PUBLIC COMMENT:

1) Cheryl Baunbach-Caplan, President of COD Adjuncts Assn, thanked administration for renovation of adjunct faculty offices and work area, Also congratulated this year's graduates, in particular Pathways to Engineering students.

2) Richard Jarman, President of Faculty Assn., congratulated outstanding faculty and faculty promoted, mentioning Tom Carter of Physics Dept. in particular. Jarman said the faculty is fully engaged in the Pathways program. Thanked administrators that moved their offices to a different building in order to create more space for instruction.

3) Jackie McGrath, VP of Faculty Assn., congratulated graduates, COD retirees, welcomed new hires. She also remarked on changes (was not specific), some good and some not so good. Suggested that a period of evaluation should be built into all changes and faculty and administration should work collaboratively to tolerate and integrate the changes.

4) Alice Giordano hopes the decision to end the Early Childhood Education program is reevaluated.

5) REPORTS (board members, staff, administrators)

Chairman Mazzochi- Visited York H.S. with President Rondeau about their math program set up with COD faculty...hope to expand to other high schools. They also visited IL Tech which is in partnership with COD.

President Rondeau- Thanked trustees for being at opening of Learning Commons West Center. Turned her time over to Dr. Caputo, who reported that COD campus police aided Wheaton police who apprehended a suspect in a DuPage Medical facility, after he robbed a Chase bank in Danada. WPD thanked COD.

Budget Committee- Vice Chair Napolitano reported that there was no quorum at the meeting, but he supports the budget which was submitted and which will be presented to Board later in meeting.

Academic Committee- Trustee Bennett reported that the committee meeting scheduled for Monday, May 7, was cancelled due to a lack of quorum.

Audit Committee- Trustee Bernstein reported that committee discussed Board Policy 10-55 Investment of College Funds, which is on the consent agenda, and then went into closed session to discuss other audit reports. Trustee Bennett asked if committee recommended the Board accept the Board Policy 10-55, and Trustee Bernstein said yes.

6) PRESENTATIONS

•**Outstanding Faculty Awards**- Dr. Donna Stewart, Interim Vice President Academic Affairs (Dr. Stewart was unable to attend award ceremony, so awards were presented by another member of Academic Affairs)

Awards were presented to seven outstanding full-time faculty members, two advisors, and one adjunct faculty member, all nominated by the student body. Dr. Tom Carter received the “All Campus Outstanding Faculty Member Award.”

•**Pathways Update**-Jane Smith, Director Enrollment Services & Registrar, Lisa Stock, Associate Vice President Academic Affairs

The Guided Pathways Initiatives Program is all about the students. Basically, it is a way to make sure no students who enter COD fall through the cracks, to improve their experiences and their opportunities for success. It utilizes the American Association of Community College framework and tools, but it will be COD’s program. There are four pillars to build a Pathways foundation:

Clarify the path-whether student is coming from H.S., the military, work, transferring,etc.
Help students choose and enter a path
Help students stay on the path
Ensure the students are learning-through assessment and outcomes

The precursor to pathways program was the Student Success Council between 2013 and 2017. In 2017-2018 switched to Pathways, established a Steering Committee and an Executive Council of the Steering Committee. It includes faculty and advisors from all six departments, administrators, deans. There are no students on the committee due to inability to retain them as members of the committee, but committee is going to utilize student surveys to give them a voice.

The steering committee has created a document of agreement and alignment, which Dr. Rondeau praised as an extraordinary agreement, which she had not ordered...she had just asked them to make sure there was alignment. She felt the Board should be very proud. This summer will be devoted to establishing planning and organizational teams. The Fall 2018 and Winter 2019 semesters will be devoted to implementation of working groups. The Steering committee will be monitoring all. They have a 4 year plan, but realize it might ebb and flow, and it could take longer or be accomplished in less time.

The presentation turned to monitoring and research. The Faculty Senate has created pathways research and advisory groups. They have already brought data acquisition to the steering committee. On April 5th, Gretchen Schmidt, the Executive Director of AACC Pathways Project, gave a presentation. She has visited 40 institutions. She spoke about social justice and equity, moral imperative, college-wide agreement and alignment, and utilizing references in literature and from other institutions. She was apparently quite dynamic. The pathways project should ensure “all boats rise.” It will concentrate on eliminating the achievement gap and ensure that all students gain something from their

college experience. All students should have 'something to show' for being a COD student at the end of every school year.

Instead of taking the pathways program on the road to visit other colleges, COD used Faculty ZOOM Panels, which were an excellent way to meet with other colleges and save on travel expenses. The steering committee also had a presentation by an authority on predictive analytics utilizing AI. The pathways program will be able to utilize data already being captured (attendance, grades, completed assignments) and "nudge" students who might need to be counseled. The goal will be to set all targets collaboratively.

There were a lot of questions which were answered not only by the presenters, but also President Rondeau, faculty/steering committee members in the audience, and VP Dowling. Chairman Mazzochi asked if a piece of the pathways program would reach down into H.S. before students enroll at COD. "Yes, and eventually there will be 15 navigators to greet each student on day one and work with them." (Some students will not need navigators or the pathways program...this is for students coming in with identified challenges.) Trustee Maxwell asked about the Steering Committee make-up and hoped it would reconsider having student representation on the committee, perhaps members of the student government.

•**FY19 Budget**-Dr. Brian Caputo, Vice President Administrative Affairs/ Treasurer

Tonight was a summary of proposed budget before a full hearing and passage at June meeting. The budget process is based on strategic planning, accepting and prioritizing fund requests, resource allocation, and finally approval. For all 7 funds, the total projected beginning fund balance will be \$270.1 million, and the ending fund balance will be \$241.2 million. Projected revenue is \$325.4 million and projected expenditures will be \$354.3 million, leaving a \$28.9 deficiency.

The projected increase in revenue is mostly due to state pension payments, which are a pass through (go on the books, go off the books), which must be reflected in budget, but can't be used. There will be a decrease in property tax revenue of \$1.8 million, which is good for taxpayers. There will be a projected decrease of \$4.3 million in revenue from tuition and fees, even though they were increased by one dollar, to \$136 per credit hour (still below average of many sister community colleges which had to increase tuition and fees by much more than \$1). The deficit is due to a projected drop in enrollment of 4%.

On the expenditure side, 1) Education Fund-\$160.1M- the college's primary fund projects a \$3.3M decline, mostly to pay for Pathway program, \$5M for IT Plan, and a planned transfer out of \$4.8M to the capital fund. 2) Operations & Maintenance-\$17.2M- for routine, not capital expenditures also shows a \$3M deficiency. 3) Restricted Purpose Fund-\$111.5M expenditures and \$111.1M revenue. This is essentially a pass through fund, which includes pension (SURS) payments from state. The \$400K deficit is due to grants for veterans, which the state supports but which has become an unfunded mandate. 4) Bond and Interest Fund-\$31.5M-fund is used to pay for general obligation

debt. The college's legal limit of debt is \$1.2 billion, and the current outstanding debt of \$143 million is nowhere near the limit, hence our excellent bond rating. The current fund balance is \$8M, and it will go to \$6.1M with a slight \$1.9M draw down. Budget includes \$500K for a possible refunding, if interest rates look good again. 5) Construction Fund- \$21.8M-for larger, not recurring, projects. The beginning fund balance is \$19.2M and will end at \$1.6M. There are some carryover projects* (new accounting term) from FY18, such as \$2M for Innovations DuPage, which should be completed Nov-Dec 2018. Other major projects are \$5M for Beem Building Renovation, \$2M for Student Services Support Center (SSSC) to support Pathway (navigators). \$4M goes to a large number of smaller projects and a contingency fund for 'emerging' projects. 6) Auxillary Enterprises Fund-\$12.2M expenditures with \$12M in revenue from some form of fee (ticket prices). Essentially self-sustaining with very slight \$200K deficit projected. This fund includes The MAC, Buffalo Theater, college radio station (which is getting financially sounder, too). 7) Working cash fund is \$0. It actually contains \$8 million cash to use to shore up other funds. It is replenished as revenue is received. No permanent inflows or outflows.

A total of 34 full-time employees will be hired in FY2019, 17 for the SSSC (Pathway navigators).

The major carryover projects* include \$625K to Education Fund, \$666K to Operations & Maintenance, and \$5.4M to Construction Fund. These are projects budgeted for and begun in FY18, but not completed, so the balance of the budgeted expenditure is carried over to FY19.

Dr. Caputo had a slide showing projected costs over a five year period for Pathways program. \$4.9M for FY2019 includes one-time \$2M to renovate SSSC and salaries for 21 new hires (17 navigators). From 2020-2023 the staff will grow to 50, and the 5YR total cost is projected to be \$19.8M. Dr. Rondeau commented that Pathways may seem like a big investment, but the hope is it will reap benefits in student retention, increased enrollment, etc.

There were only a few questions from Board. Administration is planning to install a Project Accounting system by end of FY18 which will allow expenses to be coded and information easily retrieved. The impetus for this system is to be able to track the cost of Pathway project accurately.

7) INFORMATION ITEMS

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

There was no Board discussion of any information items

8) CONSENT AGENDA

- a. Boardroom Equipment Upgrade
- b. General Counsel/Compliance Office Renovation
- c. SRC-2000 Theatrical Lighting Fixtures
- d. CE Printing Class Schedule FY2019
- e. Police SUV -Bid Rejection
- f. Partnership Hall Graphic Display
- g. Audio Visual Replacement Items
- h. Hewlett Packard Enterprise Network Equipment
- i. Partnership Hall General Contractor
- j. Educational Executive Office Renovation–Bid Rejection
- k. Reimbursement Expenses for Dr. Ann Rondeau
- l. Minutes of the April 19, 2018 Organizational & Regular Board of Trustees Meeting
- m. Financial Reports
- n. Personnel Action Item–Administrator Appointment
- o. Personnel Action Item –Administrator Resignation/Termination
- p. Personnel Action Item –Faculty Appointments
- q. Personnel Action Item –Faculty Promotions
- r. Board Policy 10-55: Investment of College Funds –2nd Reading

Trustee Bennett moved to approve consent agenda items 8a-r. (?) seconded. Trustee Wozniak had a question about agenda item 8e. Dr. Caputo explained that they only received one bid for new campus police SUV, and they felt it was too high. Will bring item up again for future bids. The vote was unanimous to approve the consent agenda items.

9) APPROVAL: AlphaGraphics Wheaton Financial Reports

Vice-Chair Napolitano moved and Trustee Maxwell seconded approval of AlphaGraphics Wheaton Financial Report. The vote was unanimous to approve the financial report

10) TRUSTEE DISCUSSION

Discussion centered on whether the Board wanted a dashboard. Trustee Bernstein thinks, if they get a dashboard, the Board must agree on what they need the dashboard to contain/do. Vice-chairman Napolitano wants it transparent. Trustee Maxwell finds dashboards to be cumbersome. Dr. Rondeau has seen dashboards used at an operational level (in the Navy), but not at a strategic level. The sense was the cost involved in resources and time might not be a good idea, and possibly a website devoted to Board information, which would be accessible to public (transparent) might be better than a dashboard.

The final comment was about Consent Agenda item 8n. Dr. Donna Stewart was praised by Chairman Mazzochi and congratulated on her promotion. She was unable to attend the Board meeting due to the birth of her grandson, news of which was announced during the meeting. The Board, Administration, and members of the audience applauded Dr. Stewart.

11) CALENDAR DATES / Campus Events

- NOTICE OF CANCELLATION: May 17, 2018 Regular Board Meeting
- Thursday, June 21, 2018: Regular Board Meeting @ 6:00 p.m.; Public Hearing of the 2019 Budget @ 6:45 p.m –SSC-2200

12) Closed Session- 9:03 PM (Adjournment would be at end of closed session)

Comments/Concerns:

It was a long and very informational meeting with no controversies.

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		
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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		Before and after
If there was a closed meeting, was any action taken after the closed session? If so, what action?	x	x	Votes taken after 6 pm closed session, but no action taken after 9 pm closed session, except to adjourn.

Date Submitted: June 2, 2018

By: Diane Niesman