

**League of Women Voters COD  
Observers Report**

**Board meeting attended: Regular Board of Trustees Meeting**

**Date and Location of meeting: December 15, 2016, SSC 2200**

**Meeting started: 6:00 pm**

**Meeting adjourned: 8:40 pm**

**League Observer(s): Di Niesman & 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 (arrived 7:51 pm)

T\_\_ Dianne McGuire (arrived after 1<sup>st</sup> closed session began)

T\_\_ Joseph C. Wozniak (arrived 6:02 pm)

P\_\_ Luzelena Escamilla Student Member

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

27 attendees, 14 staff

**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/2016/2016dec15\\_agenda.pdf](http://www.cod.edu/about/board_of_trustees/pdf/agendas/2016/2016dec15_agenda.pdf)

**PUBLIC COMMENT:**

Richard Jarman, Vice President of CODFA (College of DuPage Faculty Association) spoke regarding Glenn Hansen. Richard thanked Glenn and read the Resolution on Glenn Hansen's leadership of the COD Faculty Association and his dedication to College of DuPage. Glenn Hansen served for seven years as President of the COD Faculty Association. A Glenn Hanson Leadership Scholarship has been founded and he asked for all interested parties to consider a donation. <http://coduaculty.org/wp-content/uploads/2014/03/Resolution-on-Glen-Hansen.pdf>

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

## **Chairman's Report:**

Dr. Rondeau and Deanne Mazzochi participated in town hall meetings at each regional location as well as one on campus. Chairman Mazzochi enjoyed seeing each of the different facilities with different levels of participation, feedback and questions from each location. She loved hearing from students and they expressed the importance of a low cost education that is high in quality with credits that transfer. It was good to hear how many people are excited to work with the college through partnerships utilizing students with volunteer opportunities or members of the communities volunteering, etc.

Another item people talked about was accountability and the Higher Learning Commission. On December 16, 2015, COD received the probation letter from HLC. A year has passed, and it has forced the board into self-reflection. Deanne thanked the board members who took proactive action in response, the accreditation task force members who devoted an incredible amount of time to the process, and those that raised the alarm on issues identified, and things that needed improvement, so that COD can be removed from probation on November 17, 2017. This is update number 10 – timeline to completion: assurance filing no later than February 2017. Criterion 5's (of 5) draft is in progress with the Administration and still requires Board review. Specific auditor recommendations will be looked at early 2017.

Chairman Mazzochi reminded everyone that they may file to run for the Board of Trustees. The deadline is December 19 for the election in April 2017. She encouraged members of the public to contact the Board if they have any questions regarding running or being a trustee.

## **Student Trustee's Report**

Escamilla introduced Kristina Clancy, Phi Theta Kappa's president. Their year ended with final projects for Honors in Action, a College-Wide Project and a Service Project with Student Life. Honors in Action selected raising awareness on human trafficking. The movie "Sold" was shown, a church group spoke about the problem and a need drive was hosted that collected over 200 items of toys, clothes and feminine products. They ended with a speaker series. State Representative Patti Bellock discussed HB 2822 and the new Human Trafficking Task Force. The Salvation Army spoke on the services they provide to assist victims and two survivors shared their experience and what the survivors do to fight back against human trafficking. The college-wide project took two years to complete. The Fuel Pantry had its grand opening located in SRC 1000. The Fuel Pantry is for all students, faculty and staff facing food insecurity and in need of assistance. They partnered with Student Life and brought in therapy dogs for finals week. They had 10 service dogs with lines waiting to come in and pet the dogs.

## **President's Report**

Dr. Rondeau also thanked Glenn Hansen. At three of the last six board meetings there has been public comment on COD's firing range and the use of the range by the public. The Chairman asked that COD review the use of the public using the firing range\*. Dr. Rondeau introduced Joe Cassidy for the presentation.

Joe Cassidy, Dean Continuing Education/Extended Learning, presented the data and analysis his team had developed. The HEC and HTC were designed to serve credit and non-credit programs with state-of-the-art experiential learning laboratories. The range and simulators are available to professional first responders 24 hours per day, six days per week (Monday through Saturday). Members of the public are interested in using the firing range on a "drop in" basis. Board Policy No. 10-105 states that, "The primary purpose of the College facilities is to accommodate its educational programs. Access to the College's facilities is a privilege granted by the College to all provided that reasonable rules and regulations of the College are followed." Other Specialized Learning Laboratories such as Healthcare Simulation Labs, Athletic Fields, Art Studios, etc. do not provide open, drop-in access.

Other factors to consider are Law and Policy including carrying of firearms on college campuses. Safety and Liability for the firing Range and Tactical Training Laboratories has safety protocols based in place based on Federal Laws. The COD facility is a tactical range, unlike most drop-in ranges, which are traditional. In addition, risk increases when used by non-professionals. Private citizen classes are currently being offered and are not at capacity. Six classes on 46 Sundays are possible. Pros and Cons for drop-in public range access were listed, with

the cons out numbering the pros. SLEA Advisory Board (composed of 25 Chiefs, Mayors, Sheriffs) did not support drop-in access by citizens; however, it does continue to support limited classes for citizens.

McGuire asked, “Under pros, it lists promotes responsible gun ownership. It that with the understanding that it comes with courses?” Cassidy responded that even with a drop-in program, he believes we would have to have a higher level of supervision and instruction. The revenue generated (pro) would be offset by the cost (con) of increased supervision on site. Certainly with the courses, there is a higher level of supervision. He doesn’t know how COD would do drop-ins. McGuire didn’t think it is a good fit. Napolitano stated for the record that he knows of more drop-in gun ranges than listed in the presentation. He also asked where under the Illinois Community College Act are gun ranges permitted in the code to be used as a “drop-in facility.” COD’s attorney, will research if drop-in access to the public is even permitted. Cassidy feels that if there is not an expressed authorization within the code, then COD will not be permitted to operate as a drop-in facility.

Dr. Jarman was invited to highlight College of DuPage Engineering Pathways program partnering with the University of Illinois. A student, Valentina Guarino, was in the program at COD and received an Excellence Grant from the COD Foundation’s Resource that financed an internship at Northwestern last summer. She transferred to U of I this fall and was offered an internship with Proctor and Gamble for the summer of 2017.

Dr. Rondeau then introduced Steve Gustis, Manager of Career Services. Service Learning is a reciprocal academic program that uses the community as a co-educator while serving the needs of our community. The student spends at least 20 hours in the community doing things that are part of the goals of their course. Currently there are over 160 different nonprofit and social service agencies that the students work with. A few examples are: Almost Home Kids, The Leader Shop, Girl Scouts, Community Access Naperville, Loaves & Fishes, Ray Graham, Community Nurse Health Care and Family Shelter Service. Currently, 25-30 courses utilize service learning in many different disciplines. This can be very valuable for students in selecting a career path. In addition, students are learning transferrable skills such as conflict mediation and resolution, time management, cultural awareness and advocacy. Several students spoke about their experiences. Several students and graduates described their positive experiences in the Service Learning program. This uplifting program has been in existence since 1999 and started very small and has grown tremendously.

### **Academic Committee Report**

Olsen reported that The Academic Committee met on November 22 and this afternoon. Discussion focused on the bureaucratic impediments documents and opportunities for improvement, both internal and external policies and procedures. They are continuing their work. The committee reviewed the three proposals with regard to two new certificate programs and one new degree program on the agenda for today. All three were reviewed favorably. McGuire asked for an example of a “bureaucratic impediment.”The example was: a part-time faculty member cannot teach in more than one department. They are working to prioritize the list of impediments.

### **Budget and Audit Committee Report**

They will have a budget committee meeting on January 17, 2017 from 4:30 to 6:00 pm in SSC 2200. The next meeting of the audit committee will be after the first of the year.

## **PRESENTATIONS**

HLC Update from James Bente, Vice President Planning and Institutional Effectiveness. The Assurance Filing is due no later than February 2017. Criterion one and two has gone through all of the review groups (all internal constituency groups and the Board of Trustees) with feedback given. Criterion three and four’s review group also includes the Academic Committee of the Board of Trustees and the feedback has been received. Criterion 5 has been reviewed by all internal constituency groups and will give feedback this week. Once the feedback is received it will be incorporated and then forwarded to the Board of Trustees. The formal draft will be released in the early part of January.

## **INFORMATION ITEMS**

- a. Personnel items

- b. Financial Statements  
Page 8-item 7b McGuire asked why state municipal bonds earned 2.6% yet the total fixed income is down? It was explained that when bonds were purchased at a premium, accounting rules say that you have to take an accounting loss when they are sold at maturity. The premium is written off against the interest that was received.
- c. Gifts & Grants Report  
McGuire commented that she was thankful that the \$1.7 million scholarship fund was now in the Foundation Report.
- d. Change Orders
- e. Pedestrian Bridge Feasibility Study  
Wozniak asked why COD is considering hiring Architects Perkins & Will for a feasibility study for the bridge when they would have a vested interest in building the bridge. COD is looking for the technical issues that might be involved, not a justification for the bridge. They will review structural issues, etc. Wozniak asked if a needs analysis should be done before using Perkins & Will. Bernstein cited a very old traffic study and asked, "Do we not have more updated information?" He would rather spend some money on the needs rather than the feasibility study right now, and actually thinks needs study could be done at low cost by COD, maybe even students counting cars. Crude estimates for the cost of the bridge are \$5,000,000 for an open-air bridge or \$8,000,000 or \$8,500,000 for a fully enclosed climate comfortable bridge. Trustees would like a needs study first. McGuire couldn't find board approval for Perkins & Will to be the campus architects. The Chairman stated that clarity is needed before there will be consensus support to move forward.
- f. Monthly Construction Overview  
McGuire is happy to see the TEC Food Service may serve the west campus in proposed projects. Bernstein asked where the project estimates (\$1.5M) for various proposed projects came from. Response: those numbers are simple cost per square foot and best historical guess absent of actual bid numbers. Bernstein asks how projects would be paid for, would it come out of surplus. McGuire asked Bernstein if he meant to say reserve rather than surplus. Administrator answered that projects would be prioritized by greatest need, but no more than \$5.6 million could be spent based on the approved budget.
- g. Board Policy 15-105: Sick Leave Days – 1<sup>st</sup> Reading
- h. Board Policy 5-26: Conflict of Interest Board/Foundation – 1<sup>st</sup> Reading

## CONSENT AGENDA

With the exception of item "p" all items were passed without discussion. Olsen requested the motion and Napolitano 2<sup>nd</sup>, then unanimously approved. Please see discussion below

- a. Reimbursable Expenses for Trustee Dianne McGuire
- b. Laptop Computers for Biology Lab
- c. Library Skylight Replacement (Bid Rejection)
- d. Operating Room Patient Care Technician Certificate
- e. Ophthalmic Technician AAS Degree
- f. Anesthesia Technology Certificate Program
- g. Follett Higher Education Contract Amendment
- h. Contract Amendment with P.R. Streich & Sons, Inc. for Rotary In-Ground Lifts
- i. Revised ILEAS Agreement
- j. Ammunition for Homeland Security Training Institute, Suburban Law Enforcement Academy and College of DuPage Police Department (Bid Rejection)
- k. Approval for Trustee to attend ACCT National Legislative Summit in Washington DC
- l. Purchase of 5 Vehicles for Automotive Service Technology Educational Fleet
- m. November 10, 2016 Minutes of the Special Board Meeting and Committee of the Whole Meeting
- n. November 17, 2016 Minutes of the Regular Board Meeting
- o. Personnel Action Items
- p. Financial Reports

Olsen requested a motion on 8p, Bernstein 2<sup>nd</sup>, discussion followed. McGuire pulled "p" because on August 13, 2015 the board approved a resolution to hire William Hay to find a president. There have been multiple payments, and Trustee McGuire expects to see more, and she raises the question every time there is an additional payment. McGuire believes the contract was approved for one search, not 4. Chairman Mazzochi said the contract was

approved for 4 searches. For that reason McGuire is voting no. The vote was as follows: Escamilla Yes, Bernstein Yes, Birt No, McGuire No, Napolitano Yes, Olsen Yes, Wozniak No, Chairman Mazzochi Yes. Motion carried.

**TRUSTEE DISCUSSION**

Potential reschedule of February 16, 2017 Regular Meeting to February 9, 2017. No discussion so Chairman Mazzochi will bring it up for approval in January.  
 Trustee McGuire asked a question about HLC Criteria 2 dealing with a quarterly budget variation report that includes performance reviews. What does performance reviews mean? Have they ever received them? Chairman Mazzochi will review that question, and it will be discussed in January.

**Comments/Concerns:**

\*The power point presentation by Joe Cassidy regarding the public use of COD facilities in the Homeland Security Training Center (HTC) was detailed and extensive, and our summary of it and the discussion among trustees in observer report is necessarily abbreviated. Should you want to see the entire presentation and discussion it begins at around the 18:00 minute mark of the meeting. Since the LWV has positions on guns, this issue may be worthy of public comment by the League, since the predominance of public comment has been in favor of opening range to the public for drop in use.

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

**Calendar Dates/Campus Events**

Tuesday, January 17, 2017: Committee of the Whole @ 7 pm – SSC2200 (Trustee McGuire asked what the purpose of the meeting would be, and Dr. Rondeau answered there would be an emphasis on facilities among other topics of interest to a broad constituency)

Thursday, January 19, 2017: Regular Board Meeting @ 7 pm – SSC 2200

**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 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 to 7:00 pm was a closed session. Open session with actions began at 7:00 pm. A second closed session began at 8:40 pm |
| If there was a closed meeting, was any action taken after the closed session? If so, what action? |     | X  | No agenda items were scheduled for after second closed session                                                             |

**Date Submitted: December 21, 2016**

**By: Sue Williams and Di Niesman**