

# THE BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 515

## Eight Hundred and Seventh Regular Meeting September 25, 2018

### MINUTES

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Dr. Ronald White, Secretary, convened the 807th Regular Meeting of the Board of Illinois Community College District No. 515 at 5:07 p.m., Tuesday, September 25, 2018, in the Board Room of the College.

#### **ROLL CALL:**

##### Board Members Present

Dr. Ronald White, Secretary  
Mr. Christopher Baikauskas  
Ms. Joelle Mulhearn  
Ms. Camiella Williams  
Mr. Benedict Shogunle, Student Trustee

##### Board Members Absent

Ms. Jacqueline Agee, Chair  
Mr. Marc Wiley, Vice Chair  
Mr. John Stanfa

##### Table Participants Present

Dr. Terri L. Winfree, President  
Ms. Patricia Gallagher Trost, Board Recorder  
Dr. Marie Hansel, Vice President, Academic Affairs  
Dr. Thomas Saban, Vice President, Finance and Administration  
Mr. Craig Schmidt, Vice President, Community and Economic Development  
Dr. Gregory Thomas, Vice President, Student Affairs and Dean of Students  
Mr. Eric Stach, Del Galdo Law Group  
Mr. Thomas Nicholas, Faculty Representative  
Ms. Cheron Ricks, Support Staff Representative  
Ms. Rachel Eastman, Student Representative

##### Administrators Present

Mr. David Cronan; Ms. Deborah Havighorst; Mr. Greg Kain; Mr. Timothy Kosiek; Ms. Marina Kritnic; Ms. Kelly Lapetino; Ms. Grace McGinnis; Mr. George Pfothenhauer; Mr. Felix Simpkins; Mr. Elighie Wilson

##### Faculty Members Present

Dr. Christa Adam; Ms. Jackie Dennis; Dr. Angela Hung; Ms. Colleen Ivancic;  
Ms. Marci Schussler;

##### Staff Members Present

Ms. Crystal Alston; Ms. Alysse Hansen; Ms. Helen Manley; Ms. Andrea Small; Ms. Lisa Zeigler

##### Others

Ms. Sharyl Inlow, Homewood-Flossmoor League of Women Voters

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### ORAL/WRITTEN PUBLIC COMMUNICATIONS

There was none.

### APPOINTMENT OF SECRETARY PRO TEM

Ms. Joelle Mulhearn was appointed as Secretary Pro Tem.

### INTRODUCTIONS AND RECOGNITIONS

Dr. Winfree introduced Mr. Thomas Nicholas, newly elected president of the Faculty Senate and Ms. Rachel Eastman, newly elected president of the Student Government Association.

#### Walk of Hope

Ms. Helen Manley, coordinator of student and campus life, gave an overview of the annual Walk of Hope sponsored by the Cancer Support Center in Homewood and the College's involvement.

#### Introduction and Recognition of the John and Suanne Roueche Excellence Award Recipient

Dr. Marie Hansel, vice president of academic affairs introduced Ms. Jackie Dennis, professor and coordinator of information technology and announced that she was the recipient of the John and Suanne Roueche Excellence Award. The League for Innovation in the Community College is dedicated to informing, inspiring, and celebrating innovations in learning, teaching, staff development, and student success.

#### Introduction and Recognition of Pioneer Award Recipients

Dr. Winfree announced that Ms. Alessandra Kummelehne, executive of the South Metropolitan Higher Education Consortium nominated Dr. Christa Adam, professor of biology and Dr. Angela Hung, professor of biology for the Pioneer Award. Dr. Adam and Dr. Hung were recognized for going above and beyond in maintaining the butterfly garden.

### CONSENT ITEMS

Dr. White asked that Item 4.4 (Designation of Deputies for April 2019 Election) be pulled.

*Ms. Williams moved and Mr. Shogunle seconded that the Board of Trustees approves the following items of consent:*

#### Minutes

*That the Board of Trustees approve the Minutes of the 806th Regular Meeting of August 28, 2018; as presented.*

#### Sabbatical Request – Professor George Streeter

*That the Board of Trustees approves a one semester sabbatical in spring 2019 for Dr. George Streeter, Associate Professor of Humanities, according to the provisions in Section 4.25 of the faculty contract.*

#### Program Withdrawal - Associate of Arts in Teaching Secondary Math

*That the Board of Trustees approves the withdrawal of the Associate of Arts in Teaching Secondary Mathematics (AAT.MATH) program.*

#### Bills Payable – FY2019

*That the Board of Trustees approves the FY2019 List of Bills Payable for August 2018 (including trustee and employee travel expenditures), as indicated in the enclosure.*

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Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

Designation of Deputies for April 2019 Election

*Dr. White moved and Mr. Baikauskas seconded that the Board of Trustees confirms their approval of the designation of Ms. Patricia Trost, Ms. Andrea Small, and Ms. Crystal Alston, as the persons authorized to accept nominating petitions from prospective candidates on behalf of the Secretary of the Board of Trustees for the Election to be held on Tuesday, April 2, 2019, and furthermore that Ms. Trost be designated as the local election official to act on behalf of the Secretary of the Board of Trustees for the election.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

**ACTION ITEMS**

Recommendation – Appointment of Assistant Professor of English as a Second Language

*Ms. Mulhearn moved and Mr. Baikauskas seconded that the Board of Trustees approves the appointment of Dr. Ezekiel Flannery, as Assistant Professor/Coordinator of English as a Second Language, effective October 1, 2018, at an annual salary of \$84,520.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

First Reading, Board Policy A-31, Dress Code for Board Members

*Ms. Mulhearn moved and Mr. Shogunle seconded that the Board of Trustees approves for First Reading, Board Policy A-31, Dress Code for Board Members.*

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Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Nay
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being three (3) Ayes, one (1) Nay, and one (1) Advisory, the motion carried.***

First Reading, Board Policy F-4, Grade Codes/Grade Point Average

*Ms. Mulhearn moved and Ms. Williams seconded that the Board of Trustees approves for First Reading, Board Policy F-4, Grade Codes/Grade Point Average, as revised.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

First Reading, Board Policy Review

*Ms. Mulhearn moved and Mr. Shogunle seconded that the Board of Trustees approve for First Reading the following Board policies:*

Board

*A-1 Authority of the Board of Trustees  
A-2 Board Policies  
A-3 Duties/Responsibilities of the Board of Trustees  
A-4 Board Member Code of Ethics  
A-5 Board Member Conflict of Interest and Impropriety  
A-7 Student Trustee  
A-8 Orientation of New Board Members  
A-16 College Constituency Group Representation for Board Meetings  
A-21 Board Meeting Agenda*

President

*B-1 Appointment of College President and Responsibilities of Position*

Dr. Winfree stated these policies were reviewed and had minor revisions.

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye

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Mr. Shogunle                      Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

Contract Recommendation – Greenest Region Corps

*Ms. Mulhearn moved and Ms. Williams seconded that the Board of Trustees approves the Agreement between the Metropolitan Mayors Caucus and the South Metropolitan Higher Education Consortium to participate in the Greenest Region Corps program supported by AmeriCorps and administered by the Serve Illinois Commission with assistance from the U.S. EPA and contribute matching funds to support their AmeriCorps/Greenest Region Corps at a cost of \$11,700.00.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

Contract Recommendation – Just a Dash d/b/a Nourish Food Service Group

*Mr. Baikauskas moved and Ms. Williams seconded that the Board of Trustees approves the contract for complete manual food service operation to Just a Dash d/b/a Nourish Food Service Group, for the period August 6, 2018 through August 5, 2019.*

The cafeteria has been in operation since August. Since there is a financial commitment to the contract, the Board is being asked to vote on it. The College has agreed to pay up to \$18,000 for a management fee if there should be loss of operation. This is only if needed. Section 5.2 on page 9 of the contract outlines this. There is a limit of \$1,500 per month, up to \$18,000 annually if losses are sustained. Dr. Saban has already been meeting with the owners and will meet with them, along with others, on a regular basis. Not all institutions do this and the College has not done this in the past, but it seems that this is the way things are headed because in order to have someone who can keep the food cost affordable for the students, it is sometimes what needs to be done.

Ms. Mulhearn asked if the College initiated this part of the contract. Dr. Winfree responded that it was discussed at the very beginning during the walk through with everyone who attended the pre-bid meeting. That number is what one of the other vendors asked for so the College thought it was the best way to go about this. Dr. Saban said that the food service makes money on the volume and the College does not have that volume right now. The College wants to keep the prices low for the students.

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

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Project Recommendation – Phase 2 of Ellucian Self-Service Portal Implementation

*Ms. Mulhearn moved and Mr. Shogunle seconded that the Board of Trustees approves the project costs associated with the implementation of Phase 2 of the Ellucian Self Service portal at a cost of \$65,496, which includes a 10% contingency.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

Project Recommendation – ADA Door Operators

*Ms. Williams moved and Ms. Mulhearn seconded that the Board approves the ADA Door Operators for the Conference Center and Art Gallery Project at an estimated cost of \$42,000, including architectural/engineering services, construction costs and contingency.*

This pertains to the doors leading from the Conference Center through the hallway that links it to the main campus. Those doors are not handicapped accessible. This will be for five doors.

A bid will be done on this and the College will work with the architect of record to design the door operators, put it out for public bid, and then come back for board approval in January, February or March.

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

Purchase Recommendation – Core Network Switches

*Ms. Mulhearn moved and Mr. Shogunle seconded that the Board of Trustees approves the purchase of two (2) Core HPE Network Switches with installation and warranties from CDW-G, under Illinois Community College System Procurement Consortium pricing, in the amount of \$72,630.52.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

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Bid Recommendation – 2019 Spring Course Schedule

*Ms. Williams moved and Ms. Shogunle seconded that the Board of Trustees awards the bid for the spring 2019 course schedule to the lowest responsible bidder, Woodward Printing Services, in the amount of \$15,829 each, for Credit, and \$15,829 for Non-Credit plus \$594 for an additional 4 pages (if needed), \$1,318 for an additional 8 pages (if needed) and \$127 per thousand for additional copies (if needed).*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

Budget Transfers – August 2018

*Ms. Williams moved and Ms. Mulhearn seconded that the Board of Trustees approves the budget transfers for August, as indicated in the enclosure.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

Adoption – FY2019 Final Budget and the Associated Resolution

*Ms. Mulhearn moved and Ms. Williams seconded that the Board of Trustees adopts the FY2019 Final Budget and the Associated Resolution, as presented.*

Upon the call of roll, the vote was as follows:

Mr. Baikauskas	Aye
Ms. Mulhearn	Aye
Dr. White	Aye
Ms. Williams	Aye
Mr. Shogunle	Advisory (Aye)

***The vote being four (4) Ayes, no Nays, and one (1) Advisory, the motion carried.***

**REPORTS**

President's Report

Dr. Winfree reviewed her report. Information about the Walk of Hope is in their green folders.

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### President's Cabinet Monthly Reports

Dr. Hansel, Dr. Saban, Mr. Schmidt, and Dr. Kalicki were available for questions on their reports.

### Monthly Financial Report

Dr. Saban reviewed the monthly financial report. He pointed out the FY2019 approved budget that shows the College has collected about 39% that he will watch because usually that number is higher.

### Program Review Report

This is for information purposes only.

## ITEMS FROM THE BOARD OF TRUSTEES

### Schedule for Future Board/College Events

Dr. Winfree said that the ICCTA Regional Meeting will be held at Joliet Junior College on Monday, November 5 beginning at 6:00 p.m. Ms. Mulhearn will remind the Board about the meeting. The Foundation Gala is scheduled for Saturday, October 20.

### ICCTA/ACCT Report

There was none.

### Prairie State College Foundation Report

The report is contained in the packet and includes information about scholarships and the Gala scheduled for Saturday, October 20. A new Foundation director was appointed at the last meeting. Mr. Emmanuel Lopez, a recent graduate of the College, has been nominated and accepted as a Foundation director for recent alumni.

### Faculty Report

Mr. Nicholas thanked the Board for supporting faculty by approving the Dr. Streeter's sabbatical, the appointment of Dr. Flannery, and recognizing Dr. Adam and Dr. Hung. Dr. White congratulated Mr. Nicholas and looks forward to working with him.

### Support Staff Report

There was none.

### Discussion of Trustees' Adherence to Board Policy

Dr. White said there was a situation that was on the agenda last month. The vice chair admonished Ms. Williams and the Board will move on. There is a Board policy and it was reviewed in detail last month. Legal counsel shared the board policies so the Board is aware and the Board is moving forward.

## ADJOURNMENT

*Ms. Williams moved and Ms. Mulhearn seconded that the Board of Trustees adjourn the meeting. All members present voted Aye, and the meeting adjourned at 5:49 p.m.*

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Dr. Ronald White, Secretary

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Joelle Mulhearn, Secretary Pro Tem

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Patricia Gallagher Trost, Board Recorder