

**League of Women Voters COD
Observers Report**

Board meeting attended: Regular Board of Trustees Meeting

Date and Location of meeting: January 16, 2020 Room SSC-2200

Meeting started: 6:37 pm* Closed Session, 7:51 pm Open Session

Meeting adjourned: 9:00 pm

League Observer(s): Di Niesman, Wheaton League (Observed on line)

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

___P___ Frank Napolitano, Chairman

___P___ Christine Fenne, Vice-Chairman

___P___ Daniel Markwell, Secretary

___P___ Charles Bernstein

___P___ Annette Corrigan

___P___ Maureen Dunn

___P___ Heidi Holen

___P___ Jasmine Shuett, Student Trustee

Note: Pledge of Allegiance led by V.P. Earl Dowling attending his last meeting as a member of COD Administration. Chairman Napolitano thanked him for his service to the college.

Chairman Napolitano thanked audience for patience because of the lateness of the beginning of the open session, but noted all the items discussed in first closed session needed to be voted on.

Estimated Number Attending (excluding Board and Staff): Not available.

Meetings are Streamed and Archived at:

https://www.cod.edu/about/administration/multimedia_services/live-streaming/botmedia.aspx

Agenda can be found at:

https://www.cod.edu/about/board_of_trustees/pdf/agendas/2020/2020jan16_agenda.pdf

PUBLIC COMMENT: (No sign-ups before closed session, so tabled until open session)

- 1) Shannon Toler, President CODFA, talked about the in service days before students returned to classes. Faculty had advising training, and graded 1000 assignments to help students improve critical thinking skills. Results will be part of a report to HLC next year. She reflected on the past decade, going back to January 2010, which marked one year into the Breuder era and beginning of campus transformation. Noted the one outstanding quality of COD is its resilience. She looked forward to the next decade, the beginning of which will be highlighted by the Frida Kahlo Exhibit. She said it is fitting, because Frida personified resilience.
- 2) Christine Monet, Prof. of Sociology and VP of CODFA, called attention to the Open Education Resources presentation on the agenda and hoped the Board supported the initiative with funding.

REPORTS (board members, staff, administrators)

- a. **President's Report** (taken out of order) President Caputo honored V.P. Earl Dowling on his retirement after 48 years in higher education. Began as Assistant Director of Financial Aid at Ohio State Univ., went on to Univ. of Cincinnati, Iowa State Univ., Stanford Univ. and Harper College before coming to COD in 2011 as VP of Student Affairs. In 2018, he became V.P of Institutional Advancement (wearing two hats for a time). Caputo considered him a mentor who cultivated vital contacts and said he would be sorely missed.
- b. **Chairman's Report** Chairman Napolitano continued to praise Earl Dowling, saying they got to know each other better on a search committee and on a trip to AACC Conference. He then had Secretary Markwell read a resolution to Dowling. After the resolution was read and adopted by Board, V.P. Dowling made a few remarks. He said he wasn't saying goodbye (sad) but hello to a new adventure. He looked back on nine years at COD with a smile. Felt he had the best job on campus and was proud of all they had achieved. His motto was to treat people the way he wanted to be treated and how he shares the common love of the college with many others. Finally, he thanked the teamwork of the President's Cabinet because they always tried to do the right thing for the students, the college and the community.
- c. **Student Trustee Report** Jasmine talked about hosting spring orientation on previous day. Had about 200 attendees, which is usually smaller group than the fall orientation. Emphasized all

there is to do at COD and knock down stigma of attending community college. She said it was a fun 9 hour day, with a new group coming in every hour. She was the greeter, and she had a group of students wearing green shirts and ski caps to do the actual one on one orientation.

- d. **Auxiliary & Outreach Committee Report** Chairman Napolitano said meeting postponed until next week due to Committee of the Whole meeting.
- e. **Budget Committee Report** Trustee Markwell reported the first budget meeting of the year will be Thursday, January 23, 2020 at 4:30 pm in Room SSC-2200.
- f. **Strategic Long Range Plan Committee Report** Trustee Fenne reported that the excellent discussion at Committee of the Whole meeting was led Greg Kuhn and Gina Ballard from NIU. The SLRPC has completed all of the input from the COD community and will meet between February and May to compile the input. Thanked all the participants. "We are on a great trajectory."
- g. **Academic Committee Report** Trustee Holen said the first meeting would be February 3rd.

PRESENTATIONS

OER (Open Education Resources) o Dr. Denise Coté, Assistant Professor/Reference Librarian Electronic Resources Coordinator

Nationally, undergraduates are told to budget \$\$1240-\$1460 for textbooks, other educational materials & supplies. COD suggest budgeting \$1384. U.S. student actually spend \$415/year. They buy outdated textbooks, try to share, but most often don't buy the books they need. COD students spent \$5.6 million in the bookstore. The cost is prohibitive. OER will provide Day One Access. 93% of students perform as well or better in OER courses. To prepare for OER at COD, Dr. Chavez attended OpenEd 2019, a national conference in Phoenix Oct. 30-Nov. 1, 2019. COD has also joined OpenStax Institutional Partners program. Faculty will need 2-6 hours to develop OER courses, so college will apply for grants to compensate the faculty. OER courses should save students \$400,000 in 2020 and \$700,000 by spring 2021. All members of COD community are working on OER. They are investigating incorporating OER into guided pathways program, offering formal OER training for faculty & administration,

developing recommendation for sustainable textbook affordability initiative, and collaborating with peer colleges on open textbook projects.

Academic Affairs/Student Affairs Update; Navigators ○ **Dr. Diana Del Rosario, Assistant Provost, Student Affairs**

Navigators in the pathway program started providing direct services to new students in June 2019. They moved into the Student Success Center along with a Success Center manager and one administrative assistant. Starfish, by Hobson, was chosen as their online platform. Navigators provide interaction, communication, follow-up, support, and collect data.

There are currently 12 navigators who have an average caseload of 344 students. The navigators are supporting and tracking over 4000 students. Learning about each student takes time. Navigators first establish the foundation for student interaction in a New Student Advisory & Registration session (NSAR). Students are then assessed to identify potential challenges to their academic success with Learning & Study Strategy Inventory (LASSI). There were 10 areas of concern identified by LASSI for Fall 2019 entering class:

Using Academic Resources

Self-testing

Attitudes

Time Management

Motivation

Concentration

Information processing

Anxiety

Selecting Main Idea

Test taking

The roles of navigator and counselors are to develop coaching plans and provide comprehensive support for student success.

They also track and identify potential barriers.

Some early successes:

Reduced anxiety

Fewer student dropped from courses

Students finding the right resources at the right time and not leaving school.

Students not leaving for jobs or changing their plans to complete their degree due to financial needs.

Success in retention and registration

For 2020-2021, COD will hire the next cohort of navigators this spring, and they will begin in June. There are plans to make NSAR mandatory for new students next Fall.

INFORMATION ITEMS

- a. **Personnel Items**
- b. **Financial Statements**
- c. **Gifts Report**
- d. **Construction Change Orders**
- e. **Monthly Construction Update**
- f. **Grants Report**
- g. **In-Kind Quarterly Donations Report**

No action needed, and no discussion

CONSENT AGENDA (8)

- a. **Applicant Tracking Software**
- b. **Diagnostic Arterial Doppler Bid Rejection**
- c. **Semi-Annual Review of Closed Session Minutes**
- d. **Handheld Self-Positioning Laser Scanner System for the Manufacturing Technology Program**
- e. **HD Non Linear Editing System by Apple for Multimedia Services**
- f. **Berg Instructional Center (BIC) Pathways Furniture**
- g. **Engagement of Duggan Bertsch, LLC**
- h. **Minutes of the December 19, 2019 Regular Board Meeting**
- i. **Closed Session Minutes of the following Meetings:**
 - a. **December 19, 2019**
- j. **Personnel Approval Items**
- k. **Financial Reports**
- l. **Revised Fund Balance Restrictions**
- m. **Reimbursement Request for Vice Chairman Christine Fenne**
- n. **Reimbursement Request for Trustee Maureen Dunne**

Trustee Markwell removed 8b and 8i. Trustee Dunne removed 8e

Trustee Markwell moved and Trustee Holen seconded motion to approve consent agenda items 8a, c-d, f-h, j-n. Motion passed unanimously.

Trustee Markwell moved and Trustee Corrigan seconded a motion to approve item 8b. Twelve applications for Diagnostic Arterial Doppler were downloaded, but only two bids were received, and one of those was late. The recommendation is to reject the one bid. Trustee Markwell wanted to know why so few downloads actually bid, why the bid was rejected, and whether there was an internal solution for not getting the diagnostic arterial Doppler. Was student work going to be affected? Administration answered they surveyed the companies that downloaded the application to bid, and most did not have the machine that COD needs, that the on time bid was incomplete, didn't give all information required. The bid was for replacement machines, so student work is not interrupted by the rejection. The bidding process would start again. The motion to reject the bid passed unanimously.

Trustee Fenne moved and Trustee Markwell moved to approve item 8e. Trustee Dunne requested a breakdown of costs for the Editing System by Apple, because she thought it should be available for a lower cost than \$44,000. Administration answered that needed more hardware for upgrades, more memory and bigger hard drive. Motion passed with Student Trustee Shuett and Trustee Dunne both abstaining.

Trustee Markwell moved and Trustee Fenne seconded a motion to approve item 8i, the minutes of a closed session on December 19, 2019. The minutes were not complete, so there was nothing to approve. On advice of counsel, the Board voted 'no' unanimously, and the motion failed. The item can be on February's consent agenda for another vote.

APPROVAL: Classified Staff Association (CSA), IEA-NEA (Painters, Groundskeepers, Mechanics & Carpenters) Contract

Motion to approve moved by Trustee Corrigan, seconded by Trustee Fenne and passed unanimously.

APPROVAL: Illinois Fraternal Order of Police Labor Council (FOP) Contract

Motion to approve moved by Trustee Corrigan, seconded by Trustee Holen and passed unanimously.

APPROVAL: Local No. 399, International Union of Operating Engineers Contract

Motion to approve moved by Trustee Holen, seconded by Trustee Fenne and passed unanimously.

APPROVAL: AlphaGraphics Financial Reports

Motion to approve moved by Trustee Markwell, seconded by Trustee Holen and passed with Trustee Dunne and Trustee Fenne abstaining.

CALENDAR DATES / Campus Events

☐ **Thursday, February 20, 2020 Regular Board Meeting @ 6:00 p.m. – SSC-2200**

TRUSTEE DISCUSSION Trustee Corrigan wanted to know more about COD being a temporary site for early voting. She wanted to know the expectations on the facility or personnel. Administration answered that they have been coordinating with Election Commission, that their personnel would be conducting the voting and making sure there were no electioneering violations. Early voting was going to take place in the IRC which used to be the day care. Chairman Napolitano implied that the college’s rules, if any, about electioneering on campus should be checked and followed.

Chairman Napolitano noted that Trustees Fenne and Dunne would be going to the AACC Conference in D.C. on February 9th.

Comments/Concerns:

*Prior to the regular board meeting, a **Committee of the Whole of the Board** meeting was held. It was called to order at 5:01 pm. The discussion item was **2022-2026 Strategic Long Range Plan**. The A/V link to the meeting:
https://www.cod.edu/multimedia/bot/archive/2020_01_16_COTW.html

General Features

	Yes	No	Comments
Did the meeting start on time?	X		No start time announced as regular board meeting began immediately following scheduled Committee of the Whole of the Board Meeting ended. Committee of the Whole meeting started on time.
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		

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		Closed session before open meeting and closed session at end of open meeting. No actions were planned in the second close session, so regular meeting adjourned.
If there was a closed meeting, was any action taken after the closed session? If so, what action?	X		There were votes on consent agenda items and contracts after first closed meeting, but no further action was planned for after second closed session.

Date Submitted: February 7, 2020

Submitted By: Di Niesman

Reviewed By: Di Niesman

Posted By: