

**League of Women Voters COD  
Observers Report**

**Board meeting attended:** REGULAR BOARD MEETING

**Date and Location of meeting:** THURSDAY, DECEMBER 20, 2018,  
ROOM SSC-2200

**Meeting started(1):** 5:55pm\*, **Closed Session(2):** 6:03pm **Open Session(3):** 7:00pm

\*Tuned in to live stream at exactly 6:00pm, and legal counsel was reading reasons to go into closed session. Pledge and roll call had already been completed. However, recorded meeting began with the pledge.

**Meeting adjourned(14):** 8:39pm

**League Observer(s):** Diane Niesman via A/V

**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

NP  Sonia Paul, Student Trustee

**Estimated Number Attending (excluding Board and Staff):** NA unable to estimate via live stream.

**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/2018/2018dec20\\_agenda.pdf](http://www.cod.edu/about/board_of_trustees/pdf/agendas/2018/2018dec20_agenda.pdf)

**PUBLIC COMMENT(4):**

- A) Richard Jarman, President of CODFA, read a unanimously passed resolution from faculty thanking Dr. Rondeau. He made personal remarks. The resolution, dated 12/6/18. Noted that the resolution would be posted on the CODFA website.
- B) Jackie McGrath, V.P of CODFA, read a unanimously passed resolution from faculty thanking Richard Jarman for his service (2 years as Pres and 3 years as VP) to the faculty and the college. It described his accomplishments. It will also be posted on the CODFA website.
- C) David Perkins from Midwest Computer Products made a comment about Consent Agenda item 8g (audio visual equipment). His company did not win the bid, and he made the case that his company was a “Brighter Features” dealer, and contracts with dealers bring benefits like a 3 year warranty, rather than 2 year. He also suggested his company would be able to overnight new equipment to replace failed equipment.
- D) Cheryl Bonbeck (?), from CODAA (adjunct faculty assoc.) thanked Dr. Rondeau and also thanked Richard Jarman.

**REPORTS(5) (board members, staff, administrators)**

- a) Chairman’s Report – Deanne Mazzochi turned floor over to state Rep. David Olson, who read a resolution that would be passed in the Illinois House on January 7th. It was a joint project of the Chairman/state Rep. and Olson. The resolution congratulated Dr. Rondeau on a job well done and wished her well in future.
- b) Student Trustee Report – no report; student trustee unable to attend
- c) President’s Report – Dr. Rondeau praised the college, thanked Richard Jarman, and thanked the Board of Trustees.

**FMP Update** Bruce Schmiedl, Facilities

Mr. Schmiedl reported that the initial draft of the Facilities Master Plan is in house for comments, and it will be turned over to consultants on 1/11/19. He then showed a power point about how a classroom in MacInnich Art Center, MAC 153, has been reconfigured (showed before and after) and the positive feedback that the changes have received. Dr. David Oulette described how the room is a more functional, collaborative space encouraging increased engagement of students and faculty. It can serve multiple purposes and is now a place in which it is “fun to teach and learn.” Trustee Napalitano asked if furniture was convertible for other uses, and answer was “yes.”

**GFOA Award for Best Practices in Community College Budgeting**

Dr. Brian Caputo, VP Administrative Affairs/Treasurer

Dr. Kurt Thurmaier, Northern Illinois University

Dr. Caputo introduced Dr. Thurmier, who teaches budget & finance at NIU, to present the award from the Government Finance Officers Association. The award that COD achieved is higher than normal. Previously, it was just awarded to the budget book, not the process. COD participated in an experimental program on HOW a budget is done. The award recognizes the process COD followed, the 750 submitted pages of steps COD took, and the high degree of transparency in the budget process. COD was one of only eight institutions in the country to win the award. Dr. Thurmier commented that he misses Dr. Caputo teaching at NIU.

### **WDCB Pledge Drive Results**

Dr. Brian Caputo, VP Administrative Affairs/Treasurer

Dr. Caputo announced results of annual Pledge Drive and Food Drive sponsored by the college's public radio station, and compared to 2017 pledge/food drive results. 2018 collected \$80,255 in pledges to support station operations and enough to buy 8,625 meals for Greater Chicago Depository and Northern Illinois Food Bank and compared to \$76,000/7620 pledges/meals in 2017.

### **MultiMedia Services Awards**

Wendy Parks, Senior Director Public Relations, Communications & Marketing

Ms. Parks announced five service awards for videos produced at COD. They won a Ron Kelly award for a video about the 50<sup>th</sup> Anniversary of COD, two communicator awards (one was a culinary video), and two gold awards for giving campaigns.

- d) Academic committee - Trustee Bennett reported that the AC met on 12/10/18. Dr. Chavez gave a presentation about recruitment/retention initiative due to the drop in enrollment. There was an 18.2% drop in FTE and 15% drop in head count. A 65 member council has been created with members from all levels of the college. A timeline was presented.

## **PRESENTATIONS(6)**

### **FY18 Independent Audit**

o Dr. Brian Caputo, VP Administrative Affairs/Treasurer

Dr. Caputo reported the highlights of the 150 page 2018 Independent Audit for the period of 7/1/17-6/30/18. It followed a business type model combining financial statements of the college and the foundation, which is supportive of, but separate from, COD. The auditors pronounced the unmodified opinion "**clean audit.**" (Modified would be a negative report) There were 4 parts to the report: introduction, financial, statistical and a special report. The operating statement (income) showed revenue from tuition and fees decreased \$4.3M due to drop in enrollment. The capital contribution of art was donated worth \$1.6M.

### **MOU with Literacy DuPage**

- **Dr. Mark Curtis-Chávez, Provost**
- **Joseph Cassidy, AVP Economic Development/Dean Continuing Education & Extended Learning**

Mr. Cassidy reported on the memorandum of understanding for a continuing education partnership with Literacy DuPage, an organization founded in 1972. Many advantages to both institutions will be realized. The partnership will focus on student centeredness and relationships. Another benefit will be strategic enrollment management. 500 students will be enrolled at COD. Without partnership, LD could not refer students to COD. LD tutors 500 students a year with 300 on a waiting list. There are 400 volunteer tutors who donate 30,000 volunteer hours a year, including 4000 adult education hours at COD will lead to increased funding due to excellence. They get \$330K annually in donations, and received a grant of \$200K. Pilot programs have already been done during negotiations and due diligence. COD will provide operational support – program/course development, student registration and student services, marketing and outreach support, office space and administrative support. Literacy DuPage will – register all students with CODCE, assume the tutoring program and tutor all the COD ABE/HSE/ELA students, support the matriculation to COD, contribute financially to operating budget. Trustee Napolitano asked how this initiative was started. Answer was always looking for mutually beneficial partnerships, but this particular one came about with mutual friends suggesting that COD and LD should be working together.

### **INFORMATION ITEMS(7)**

- a. Personnel Items
- b. Financial Statements
- c. Gifts & Grants Report
- d. Construction Change Orders
- e. Monthly Construction Update
- f. In-Kind Donations Report
- g. Student Trustee Election Timetable

No discussion.

### **CONSENT AGENDA(8)**

- a. Revised Board Policy 10-65: Vendor Payment – 2<sup>nd</sup> Reading
- b. Procurement Card and Travel Card Programs
- c. Acceptance of the FY2018 External Audit
- d. Course Materials & Campus Store Solutions**
- e. Hardness Testers for Manufacturing Technology Department
- f. Stage Lighting
- g. Audio Visual Equipment**
- h. Classroom Furniture for Business Pilot
- i. Appointment of Treasurer

- j. Treasurer's Surety Bonds
- k. Change in Authorized Bank Signatures
- l. Event Rental Equipment
- m. Continuing Education / Literacy DuPage Memorandum of Understanding
- n. Reimbursable Expenses for Dr. Ann Rondeau
- o. Minutes of the November 15, 2018 Regular Board Meeting
- p. Closed Session Minutes – CONFIDENTIAL – for Board only:
  - (a) Minutes of the July 28, 2018 Closed Session Meeting
  - (b) Minutes of the August 16, 2018 Closed Session Meeting
  - (c) Minutes of the November 15, 2018 Closed Session Meeting
  - (d) Periodic Review of Prior Closed Session Meeting Minutes
- q. Personnel Action Items
- r. Financial Reports

Trustee Bennett pulled item 8 d and Chairman Mazzochi pulled item 8 g, citing the public comment. Trustee Bennett moved to approve items 8 a-c, e-f, h-r. Secretary Fenne seconded motion. Items were approved unanimously. Bennett moved to approve and Napolitano seconded Item 8 d. It was about a contract with Follett, located in Westmont, to take over for current provider of campus bookstore, Barnes & Nobel. The switch will be seamless (current administrator), the new contract will bring more income to college (\$347K), providing help to students to pay for course materials through the reserve fund, increasing textbook affordability. Approved with Mazzochi abstaining. For item 8 g, staff was questioned about 3 year warranty vs 2 year, and the answer was equipment, if it fails, usually fails in first 12 months. If it were to fail in 4<sup>th</sup> or 5<sup>th</sup> year of contract the cost of repair usually amounts to \$100/year. Not sure if contract approved would offer the overnight replacement. Board decided to bring it back to the table at another meeting after investigating added value to other vendor. Item was not voted on.

#### **FOR APPROVAL(9): Presidential Search Firm**

There was some questioning about the two search teams approached. One would charge a fee of 1/3 of salary, and the other estimated \$105K. Secretary Fenne and Trustee Napolitano had conference calls with both and they thought ABG Search was a "step ahead." Trustee Wozniak didn't feel a search firm is necessary, since trustees found Dr. Breuder without hiring a search firm, although apparently they did have a consultant. Suggested he could vote "no" when contract is brought to a vote. Trustee Bernstein said hiring a new president was the most important thing they would do, and they needed the best help to do it. The vote was to authorize the administration to "negotiate" with ABG Search. The hiring would come in another vote. Passed with Wozniak abstaining.

#### **FOR APPROVAL(10): Resolution of Appreciation – Dr. Rondeau**

This passed with a voice vote and a standing ovation. Trustees Bernstein and Napolitano added kind words. Dr. Rondeau seemed emotionally touched.

#### **TRUSTEE DISCUSSION(11) Presidential Search Committee**

Think about how the trustees should interact with both search committee and search firm. Trustee Bennett noted that he and Trustee Wozniak would not be running for re-election this spring and wondered if the search committee should be formed after new trustees installed in April. It was decided to circulate the job description COD used to find Dr. Rondeau, and the search firm would interview the trustees. There is no timeline for finding a new President. There will be a lot of steps along the way. In closing,

Chairman Mazzochi thanked Richard Jarman and said her personal thanks to Dr. Rondeau...got pretty choked up.

**CALENDAR DATES (12) / *Campus Events***

· Thursday, January 17, 2019: Regular Board Meeting @ 6:00 p.m. – SSC-2200

**Comments/Concerns:**

**General Features**

	<b>Yes</b>	<b>No</b>	<b>Comments</b>
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**

	<b>Yes</b>	<b>No</b>	<b>Comments</b>
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 meeting
If there was a closed meeting, was any action taken after the closed session? If so, what action?	X		All actions took place after closed session. No second closed session necessary.

**Date Submitted: January 6, 2019**

**By: Diane Niesman**