

**The 785th Meeting
of
The Board of Trustees
February 21, 2023**



Mission, Vision, and Values Statements

Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving the equity in student outcomes.

Values

A focus on Oakton students is at the core of each of these values.

- We exercise **responsibility** through accountability to each other, our community, and the environment.
- We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.
- We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.
- We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.
- We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

Ratified by the Board of Trustees on March 21, 2017 and reaffirmed on September 20, 2022.

Land Acknowledgment for Oakton

Oakton is the community's college. We recognize that our community embodies a network of historical connections and contemporary relationships with Native peoples, families, students, and alumni. We continue to live and work on the traditional homelands stolen from many different Native peoples, including but not limited to the **Bodéwadomi (Potawatomi)**, **Ojibwe (Chippewa)**, **Odawaa (Ottawa)**, **Kiikaapoi (Kickapoo)**, **Mamaceqtaw (Menominee)**, **Myaamiaki (Miami)**, **Thakiwaki (Sac and Fox)** and **Hoocągra (Ho-Chunk)** nations. Others have settled and cared for this land from time immemorial. The land of our Des Plaines campus nurtured a large Potawatomi settlement along the Des Plaines River. This was a site of trade, travel, and gathering for many Native people. With the lush forests and vibrant river, these communities flourished in this beautiful land of biodiversity and reciprocity. These lands are still home to many Native people of many nations.

Approved by the Board of Trustees on December 13, 2022.



1600 East Golf Road
Des Plaines, Illinois 60016

Closed Session
5 p.m. - Room 1502

AGENDA

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - Review of closed session minutes of January 17, 2023
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
6 p.m. - Room 1506

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to bsparks@oakton.edu including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on February 21, 2023.

The meeting will be broadcast on Oakton TV: <https://bit.ly/3IH1AUA>

AGENDA

- Call to Order and Roll Call
- Pledge of Allegiance
- Land Acknowledgement
- V Approval of minutes of the January 17, 2023 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- ICCTA/ACCT Liaison Report
- Neurodiversity Liaison Report
- Student Trustee Report
- Student Spotlight

Comments by the Chair

Trustee Comments

Public Participation

Report: Caring Campus: Fostering a Culture of Belonging and Connectedness

NEW BUSINESS

CONSENT AGENDA

- V 2/23-1a Approval of Adoption of Consent Agenda
- R 2/23-1b Approval of Consent Agenda Items 2/23-2 through 2/23-6
- 2/23-2 Ratification of Payment of Bills for January 2023
- 2/23-3 Acceptance of Treasurer's Report for January 2023
- 2/23-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 2/23-5 Ratification of Payment of Professional Personnel – Spring 2023
- 2/23-6 Acceptance of Clinical Practice Agreements

OTHER ITEMS

- R 2/23-7 Resolution Designating Bank Depository for College Funds
- R 2/23-8 Authorization to Enter into Space Rental Agreement for Commencement
- R 2/23-9 Authorization to Approve February Purchases
- a. Water Pressure Booster System
 - b. Des Plaines Courtyard Rehabilitation
 - c. Ratification of Additional Engineering Services for Boiler Replacement
 - d. Laerdal's TurnKey AV Bundle for Nursing Department
- 2/23-10 Preview and Initial Discussion of Upcoming Purchases
- R 2/23-11 Authorization to Hire Registrar and Director of Registrar Services
- R 2/23-12 Approval of Sabbatical Leave – Administrative Personnel
- R 2/23-13 Approval of Award of Tenure
- R 2/23-14 Acceptance of Faculty Retirements
- R 2/23-15 Approval of Policy Revisions
- V 2/23-16 Acceptance of the Music Performance Trust Fund Grant from the American Federation of Musicians of the U.S.A. & Canada, Chicago Federation of Musicians

ADJOURNMENT



Minutes of the January 17, 2023 Regular Meeting of the Board of Trustees of Community College District 535

The 784th meeting of the Board of Trustees of Community College District 535 was conducted on January 17, 2023 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 5:30 p.m. in room 1502, Chair Paul Kotowski called the meeting to order.

Trustee Bush called the roll:

Mr. Paul Kotowski	Chair	Present
Dr. Wendy Yanow	Vice Chair	Present
Dr. Gail Bush	Secretary	Present
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Present
Mr. William Stafford		Present
Ms. Marie Lynn Toussaint		Absent
Mr. Akash Patel	Student Trustee	Present

Chair Kotowski asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of December 13, 2022; and considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and pending litigation.

Student Trustee Patel made the motion, seconded by Trustee Salzberg.

Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye
Mr. Patel	Aye

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Mr. Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; and Dr. Ileo Lott, Provost/Vice President for Academic Affairs.

At 5:52 p.m., Chair Kotowski asked for a motion to adjourn the closed session meeting. Student Trustee Patel made the motion, which was seconded by Trustee Salzberg. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Kotowski called the regular meeting of the Board of Trustees to order at 6:05 p.m. in room 1506.

Trustee Bush called the roll:

Mr. Kotowski	Chair	Present
Dr. Yanow	Vice Chair	Present
Dr. Bush	Secretary	Present
Ms. Burns		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Ms. Toussaint		Absent
Mr. Patel	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Mr. Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Katherine Sawyer, Chief Advancement Officer.

Administrators: May Alimboyoguen, Dean of Health Careers; Marc Battista, Associate VP for Workforce Education / Dean of Business and Career Technologies; Steve Butera, Director of Communication and External Relations; Leana Cuellar, Director of Student Learning and Engagement; Dr. Rick Daniels, Director of Student Life and Campus Inclusion; Al Grippe, Director of Grant Strategy and Development; Jeff Hoffmann, Chief of Campus Police and Emergency Management; Matt Huber, Dean of Enrollment Management; Jake Jeremiah, Dean of Library; Linda Korbel, Dean of Liberal Arts; Prashant Shinde, CIO; Cheryl Warmann, Registrar and Director of Student Financial Support; Andy Williams, Controller; Dr. Ruth Williams, Assistant VP for Academic Affairs/Dean of Curriculum and Instruction.

Union Leaders: Heather Jakob-Short, Classified Staff Association; Dr. Cheryl Thayer, Adjunct Faculty Association; Dr. Suzanne Ziegenhorn, Full-Time Faculty Association.

Faculty: Olabisi Adenekan, English; Will Crawford, English; Dezrine Dunn, Nursing; Tracy Fulce, Management and Marketing; James Humenik, Law Enforcement; Ahyoung Kim, Mathematics; Dr. Katherine Schuster, Education and Global Studies.

Staff: Beatriz Sparks, Special Assistant to the Board; Philip Cronin, Media Services; Krissie Harris, Student Life and Campus Inclusion; Kamari Jones, Marketing and Communications; Kelsey Kapolnek, Marketing and Communications; Ewa Lyczewska, Communications; Gabrielle O'Connor, Student Life and Campus Inclusion; Vinita Shah, Media Services.

Students: Vivian Molina Sumba.

Other Guests: Ashley Jackson, new faculty hire; Ms. Kitty Fulce.

Pledge of Allegiance – Chair Kotowski asked Trustee Salzberg to lead the pledge.

Land Acknowledgment – Trustee Yanow

Approval of Minutes

Chair Kotowski asked for a motion for the approval of the minutes of the December 13, 2022 regular meeting of the Board of Trustees.

Student Trustee Patel made the motion which was seconded by Trustee Bush. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Dean of Student Success, Sebastian Contreras Jr. on the passing of his husband, Sean O'Shea on January 3.

Congratulations

- To the Oakton's women's basketball team that have started off on a very strong season. They were undefeated until January 4 with a 14-game winning streak. Their current record is 15-2. Come out and see them play on Thursday at 5:15 followed by the men's team at 7:15.

Happenings

- The Spring 2023 semester began today with the official launch as Oakton College. It was a long process to get to today and required the efforts of so many across the College.
- The "Untenable" exhibition will be available at the Koehnline Art Museum starting Feb. 2. Known for his Black & Blue series, which addresses police brutality, Hubert Neal Jr casts a wider net and uses his unique style to paint problematic events at home and abroad which have become untenable. There will be a public reception on Feb. 2 at 5 p.m.

- The College was closed yesterday in recognition of Martin Luther King Jr. Day On January 25 at 11:30 a.m., Dr. Margena Christian from the University of Illinois-Chicago will deliver a keynote presentation on Dr. King's Legacy through the eyes of the media. Thanks to Trustee Yanow for connecting Oakton to Dr. Christian.
- Dr. Smith concluded her comments with an inspirational quote from Dr. Martin Luther King Jr. related to Oakton's strategic plan vision and commitment to create Just and Thriving Communities, and the feeling that sometimes the goal seems overwhelming for there is so much work to do: "If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward."

Educational Foundation Liaison Report

The Educational Foundation has more than \$867,000 in private support so far this fiscal year. Recent gifts of note include:

- \$250,000 pledge from Rivers Casino to renew their support of the *Rivers Casino Scholarship Fund* and to supplement the expansion of wrap-around services through the *Student Technology Fund*, *Student Success Fund* and *Caring Closet*.
- \$100,000 pledge from Northfield Township to renew support of the Northfield Township Government, launched just last year.
- \$60,000 gift from the Estate of Beverly Offen who served as a Professor of Library Services for over 20 years at Oakton. This gift and those that follow from her estate will serve to grow resources in the *Lynne Adams Library Endowment*.
- \$10,000 gift from Carl Warschusky and Laurie McCollum to support the *Oakton Educational Foundation General Scholarship*.
- \$5,000 gift from Dr. Carlee Drummer to reignite the *Drummer Family Annual Scholarship*. Dr. Drummer serves as the President at Columbia-Green Community College in New York and previously led the advancement functions at Oakton, including our brand refresh activities in 2002.

The Foundation launched the 2023 Building a Better Future employee giving campaign on Opening Day last week. This 8-week campaign provides an opportunity for employees to begin to support or increase their giving to the college's charitable arm.

The Foundation has also sent a "call for proposals" to all employees for the FY24 Innovation and Excellence Grant Program. Applications are open until March 15. There are currently 15 Foundation grant funded projects underway.

Three members of the Foundation Board, including vice chair Julie Fenton, will attend the AGB Foundation Leadership Forum in late-January along with Katherine Sawyer and President Smith to learn from and adopt best-practices in good governance.

The Foundation Board's next quarterly meeting will take place on March 1.

Neurodiversity Liaison Report

Trustee Bush shared that the neurodiversity initiative had a meeting on December 16, 2022. They reviewed a couple of drafts for a neurodiversity statement. Teresa O'Sullivan led the group through an equity event checklist, and they have it as an action step, starting with an event in April/May to invite stakeholders as panelists; Ms. O'Sullivan and Dr. Mark Kiel will coordinate logistics, and the group is identifying stakeholders in the community. The group also has next steps related to a survey with current students, to be developed by Ms. O'Sullivan and Dr. Kelly Becker. The next meeting will be on Feb. 3.

Student Trustee Report

The Student Government Association had their spring training at the Des Plaines campus last week. They had a chance to recap the first half of the 2022-2023 academic year, and started their goal-setting related to equity to make sure that disabled students' voices are being heard. SGA will be collaborating with different clubs and organizations, and they are in the process of updating their committees.

Student Spotlight

Vivian Molina Sumba has attended Oakton since fall 2021 and is on track to graduate at the end of the spring 2023 semester. Vivian identifies herself as a first-generation college student, and a first-generation immigrant. When she was in high school, she struggled financially and didn't know how to navigate the college exploration process; she saw Oakton as an affordable option, and took the risk. She is now involved in different student organizations; she is the vice president of marketing and public relations for the Phi Theta Kappa Honors Society, and she is part of the Campus Activities Board.

Vivian shared that during her time at Oakton she has been able to gain leadership skills like adaptability, and develop a sense of belonging within the College. Her most memorable experience relates to the UNICEF's Club Walk for Water Event in spring 2022. It was the first time she signed up to volunteer at an event, and she didn't know anyone. The event gave her the opportunity to meet other people, and she gained a new perspective about her experience as a student, focusing beyond academics and understanding her role as part of a community. Vivian shared she had the opportunity to meet Oakton Alumna Jasmine Tixta who introduced her to opportunities and resources at Oakton. She said that nothing is truly accomplished alone, and growth happens through shared experiences and help from others. This is why it is important for students to become involved in school activities; they encourage genuine human connection to increase the sense of belonging.

Vivian plans to transfer to a 4-year college, and wants to pursue a degree in chemistry in hopes of becoming a forensic pathologist. She knows there is a long road ahead of her, but said Oakton has provided her with a space in which she has grown and learned about her future.

Comments by the Chair

Chair Kotowski said that Oakton has been the subject of an unprecedented level of media coverage in the last several weeks due to the brand refresh (name change). He thanked Dr. Andrea Lehmacher and Katherine Sawyer and their team for all the work they have done, as well as all Oakton employees who contributed to the effort in a positive way. Chair Kotowski indicated that Oakton was the number one leading story, and was mentioned in several local news channels. He called the rollout of the new name "brilliant" to be scheduled for the start of the semester. The media coverage will have tangible benefits for the College enrollment.

Trustee Comments

Trustee Stafford shared that he and Trustee Salzberg had the opportunity to attend the kick-off event for the spring semester, and he congratulated faculty, staff and administration on the three panels on persistence, adult learning and workforce, which he called outstanding.

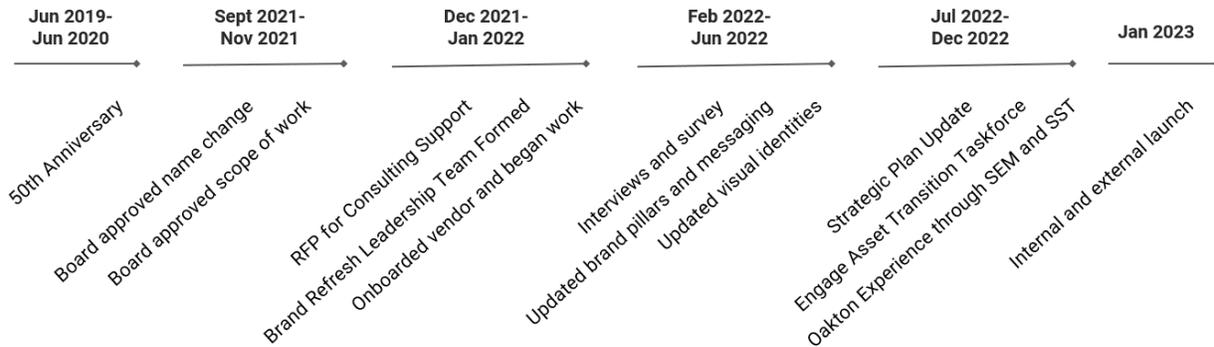
Trustee Burns indicated she was not able to attend the kick-off event, but she heard it was a wonderful event, and wanted to congratulate those who were able to participate. She then shared that while attending the ACCT Leadership Congress in New York City, she visited Bronx Community College and was positively impressed by the campus facilities and services to students. Finally, she shared what a great experience it was to be a presenter in one of the panels at the congress with President Smith and Trustee Yanow.

Public Participation – None

Report: Welcome to Oakton College - Brand Refresh and Name Change Launch

Katherine Sawyer, Chief Advancement Officer
Dr. Andrea Lehmacher, Director of Marketing
Kelsey Kapolnek, Sr. Manager of Content Marketing
Kamari Jordan, Marketing Specialist

Oakton's rebranding campaign started during the institution's 50th Anniversary celebration in 2019, and it was influenced by environmental pressures like the global pandemic, the social justice movement, and the changing needs of the district and workforce partners. The name change aligns with the Vision 2030 strategic plan to build just and thriving communities.



Oakton College Brand Promise: Oakton College is an exceptional equitable and supportive learning environment for everyone who seeks a relevant, life-changing education to further their opportunities.

Messaging pillars:

- Diversity, Equity and Inclusion
- Intentional Pathways and Resources
- Engaged Employees
- Exceptional Value
- The District is Your Extended Classroom

Updated identities



Oakton’s new logo underscores the College’s continued commitment to inspiration, growth, equity and community.



The College seal celebrates Oakton’s history while looking to the future. Three words from our mission statement were incorporated.

- **EDUCATE:** Oakton's reason for being, engaging students with knowledge and experiences
- **TRANSFORM:** We change lives for a changing world
- **EMPOWER:** We inspire people to make a difference in their lives and those of others

Reintroducing Oakton College

Paid advertising - January 16 to June 30, 2023:

- Broadcast TV and Streaming Commercials
 - Fox 32; 5 WMAQ; 50 WPWR; 2 WBBM
 - Dozens of streaming channels such as ESPN; E!; OXYGEN; Travel Channel
- Digital ads (social, search and display)
- Environmental
 - 4 Billboards (Evanston, Des Plaines, Skokie, and Glenview)
 - 7 Bus Shelters and 19 Bus Tails
- Spotify

Other owned channels:

- Website, social media channels
- Collateral such as recruitment materials
- Signage: Outdoor banners, monument signs
- Branded Items:
 - Step and Repeat
 - Tablecloths
 - Retractable Banners
 - Canopies

Outbound communications:

- Strategic Plan (July 2022)
- Community Conversations with employees and students (Nov/Dec 2022)
- High School Guidance Counselors Breakfast (Dec 2022)
- Holiday Video: New Year, New Name (Dec 2022)
- Media Plan and Sequenced Press Releases (Jan 2023)
- Spring 23 Opening Day (Jan 2023)
- Website, Social Media Channels (Jan 2023)
- Annual Report (Jan 2023)

New tools for the campus community:

- Letterhead/envelopes
- Business cards
- Brand guide
- Inclusive story telling guideline

The Marketing and Communication team's goal is to consistently deliver the Oakton Experience in our classrooms, on campus, and in the community; equip all new Oakton team members with branded resources and messaging; and sustain and grow broad awareness campaigns.

“At Oakton, we strive to be an institution where all cultures and identities are celebrated. This principle guides our work every day.”

NEW BUSINESS

1/23-1a Approval of Consent Agenda

Trustee Salzberg offered: “Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

Student Trustee Patel seconded the motion. A voice vote was called and the motion passed unanimously.

1/23-1b Approval of Consent Agenda Items 1/23-2 through 1/23-8

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/23-2 through 1/23-8 as listed in the Consent Agenda."

1/23-2 Ratification of Payment of Bills for December 2022

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,730,299.32 for all check amounts as listed and for all purposes as appearing on a report dated December 2022."

1/23-3 Acceptance of Treasurer's Report for December 2022

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of December 2022."

1/23-4 Acceptance of Quarterly Report on Investments

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the acceptance of the Quarterly Report on Investments for filing."

1/23-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to d, as stipulated above, and hereby approves the expenditures in the amount not to exceed \$11,024.00 for all funds listed in items a and b."

1/23-6 Supplemental Authorization for Payment of Professional Personnel – Fall 2022

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$19,145.22 to the total amount of part-time teaching salaries paid during the fall semester 2022; the revised total payment amount is \$3,674,242.46."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$22,932.45 to the total amount of faculty overload salaries paid during the fall semester 2022; the revised total payment amount is \$621,213.32."

1/23-7 Authorization to Pay Professional Personnel

"Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2023 Spring Semester Part-time Faculty, and Adjunct Faculty, on February 3, 2023, and Full-time Overload payments on February 17, 2023, with ratification at the February Board meeting."

1/23-8 Approval of Clinical Practice Agreements

"Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:

Medical Laboratory Technology program (2 agreements)
Physical Therapist Assistant program (2 agreements)."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye

Mr. Stafford Aye
Dr. Yanow Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-9 **Authorization to Approve January Purchases**

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
1/23-9a	1	Classroom Projectors	JensenIT, Inc. Des Plaines, IL	\$67,105.50
1/23-9b	1	Splunk Software License Updates and Support	Optiv Security, Inc. Denver, CO	\$33,132.60
1/23-9c	1	Early Alert Software Renewal	EAB Global, Inc. Washington, DC	\$35,896.00
1/23-9d	1	High Speed Internet Hotspot Data Plan	T-Mobile USA, Inc. Bellevue, WA	\$51,660.00
1/23-9e	2	Travel for Men's Baseball Team	Bestway Charter Transportation Bensenville, IL	\$17,000.00
			Southwest Airlines Dallas, TX	\$1,000.00
			Enterprise Rent-A-Car Orlando, FL	\$1,000.00
			Champions Gate Resorts Davenport, FL	\$17,500.00
			Russ Matt Baseball Stratham, NH	\$3,000.00
			Per Diem Meals	\$13,000.00
			GRAND TOTAL:	\$240,294.10."

Trustee Stafford seconded the motion. Trustee Bush called the roll:

Ms. Burns Aye
Dr. Bush Aye
Mr. Kotowski Aye
Mr. Salzberg Aye
Mr. Stafford Aye
Dr. Yanow Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-10 **Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting:

- a) Audit Services

1/23-11 Ratification of Natural Gas Purchases

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 ratifies the purchase of Natural Gas for 36 months beginning January 2023 from Symmetry Energy Solutions, LLC, PO Box 802467, Houston TX 77280 for a total not to exceed \$285,000."

Trustee Kotowski seconded the motion. Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-12 Authorization to Appoint Interim Dean of Student Success

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Leana Cuellar as Interim Dean of Student Success with a stipend of \$2,700 per month for each month served commencing on January 20, 2023."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-13 Approval of Temporary Assignment Pay for Two Administrators

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves a stipend of \$1,250 per month for each month served in temporary assignments for Dr. Shedrick Daniels and Dr. Ruth Williams commencing on January 20, 2023."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-14 Acceptance of Administrator Retirement

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Linda Korbel, Dean of Liberal Arts, effective June 30, 2023."

Student Trustee Patel seconded the motion. A voice vote was called and the motion passed unanimously.

1/23-15 Authorization to Hire Full-Time, Tenure-Track Faculty Member

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Ashley Jackson for the 2022-2023 academic year, beginning January 2023:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step</u>	<u>Base Salary</u>
Ashley Jackson	Associate Professor, Paralegal	E-3	\$67,998."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-16 Approval of Emeritus Appointments

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus appointments for John Frisco, Majid Ghadiri, Nancy Heldt, Lynne Steele, Constance Drogos, Sherrill Weaver, Jay Cohen, John Stryker, Thomas Sanphilip, Carole Shapero, and Bob Sompolski."

"Be it further resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus re-appointments for Phyllis Woloshin-Lerman, Anna Marie Brummett, Greg Baldauf, Carl Bauer, Lorenz Boehm, Denis Berkson, Maureen Douglas, Dan Detloff, Pam Drell, Betsy Elsaesser, Peter Hessemer, Sandra Kubala, Mike Maloney, Marilee Mc Gowan, David Rodgers, Sylvia Stacey, Linda Zimmerman, and Carl Costanza."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-17 Approval of Policy Revisions

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby approves revisions to policies 1001, 1002, 1004, 1005, 1006, 1007, 1011, 1012, 1014, 1016, 1017, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026 and 3022, attached hereto."

Trustee Salzberg seconded the motion. Trustee Bush called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Patel favored the resolution.

1/23-18 Acceptance of ICCB Innovative Bridge and Transition Program Grant

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 accept \$200,201.06 in federal and state funding through the Illinois Community College Board to support the 2023 Innovative Bridge and Transition Program Grant.”

Trustee Kotowski seconded the motion. A voice vote was called and the motion passed unanimously.

Adjournment

Chair Kotowski announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, February 21, 2023 at the Des Plaines Campus.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Trustee Kotowski. A voice vote was called and the meeting was adjourned at 7:17 p.m.

Paul Kotowski, Board Chair

Gail Bush, Board Secretary

Minutes recorded by:
Beatriz Sparks
1/2023

Approval of Adoption of Consent Agenda

“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

Approval of Consent Agenda Items 2/23-2 through 2/23-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/23-2 through 2/23-6 as listed in the Consent Agenda:

2/23-2 Ratification of Payment of Bills for January 2023

2/23-3 Acceptance of Treasurer’s Report for January 2023

2/23-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

2/23-5 Ratification of Payment of Professional Personnel – Spring 2023

2/23-6 Acceptance of Clinical Practice Agreements.”

Ratification of Payment of Bills for January 2023

The check register detailing the regular monthly bills for January 2023 was sent out February 17, 2023. The totals by fund are on page 2. This includes approval of travel reimbursements for January 2023.

Board Chair

Board Secretary

EC:mw
2/2023

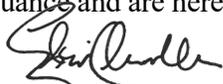
President's Recommendation:

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$4,675,667.15 for all check amounts as listed and for all purposes as appearing on a report dated January 2023."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for January 2023, represented by checks on pages 1-12 numbered !0002171 - !0002192, !0002194 - !0002209, !0002211 - !0002218, !0002222 - !0002253, !0002255 - !0002256, A0159666 - A0159810 and A0159812 - A0159987 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Fund	Gross Checks Issued			Voided Checks	Total
	Gross Payroll	Accounts Payable	Sub-Total		
Education	\$ 2,702,904.35	\$ 543,433.03	\$ 3,246,337.38	\$ -	\$ 3,246,337.38
Operations, Building and Maintenance Fund	\$ 336,603.70	\$ 113,902.24	\$ 450,505.94	\$ -	\$ 450,505.94
Maintenance Fund (Restricted)	\$ -	\$ 49,444.05	\$ 49,444.05	\$ -	\$ 49,444.05
Bond & Interest		\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 168,409.12	\$ 570,249.18	\$ 738,658.30	\$ -	\$ 738,658.30
Restricted purposes	\$ 133,267.61	\$ 46,448.48	\$ 179,716.09	\$ -	\$ 179,716.09
Trust/Agency	\$ -	\$ 2,779.24	\$ 2,779.24	\$ -	\$ 2,779.24
Audit		\$ 2,900.00	\$ 2,900.00		\$ 2,900.00
Liability, Protection & Settlement		\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan					
TOTALS	\$ 3,341,184.78	\$ 1,329,156.26	\$ 4,670,341.00	\$ -	\$ 4,670,341.00
Student Government	\$ -	\$ 5,326.15	\$ 5,326.15	\$ -	\$ 5,326.15
TOTAL PER REPORT	\$ 3,341,184.78	\$ 1,334,482.41	\$ 4,675,667.15	\$ -	\$ 4,675,667.15

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-12 numbered !0002194, !0002203, !0002243, A0159748, A0159753, A0159806, A0159845, A0159883, A0159887, A0159892 and A0159960 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$5,326.15 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated January 2023.

Student Government Association

Acceptance of Treasurer's Report for January 2023

The Treasurer's comments that highlight the significant areas for this report are on page 3. The President asks that questions on the general significance of this month's report be directed to her with the understanding that she will refer questions of detail to the Treasurer for amplification.

EC:mw
2/2023

President's Recommendation:

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of January 2023."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

January 2023

Edwin Chandrasekar
Vice President for Administrative Affairs
W. Andy Williams
Controller, Budget and Accounting Services

Treasurer's Comments on January 2023 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$11.8 million in property taxes, \$1.9 million in tuition and fees, \$810,000 for the credit hour grant, \$528,000 in replacement tax, \$356,000 in interest earnings, \$9,900 from the state Monetary Assistance Program (MAP) grants, and \$7,200 for the Early Childhood Access Consortium for Equity (ECACE) grant.

Net cash and investments increased \$10.5 million from the previous month, as expected.

Page 5. Summary of Education and Operations and Maintenance Funds Revenues and Expenditures

Revenues

At the end of January, revenues were \$64.5 million or 113% of the prorated budget, compared to \$61.9 million, or 105% for the previous year. Tuition and fees totaled \$22.8 million year to date, or 111% of the prorated budget. Tuition and fees will be adjusted for dual credit students in March, which will reduce tuition and fees by about \$1.4 million. Last year, tuition and fees totaled \$19.7 million or 90% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$39.6 million. The operating expenditures are \$0.2 million (0.5%) below prior year's actual expenditures of \$39.8 million for the same period. Net transfers total \$3.7 million.

OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
January 31, 2023
(IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 885	\$ 2,178	\$ 1,210	\$ 809	\$ -	\$ 1,087	\$ -	\$ 1,271	\$ 247	\$ 7,687
Taxes Receivable	52,482	7,555	-	3,597	-	-	-	69	-	63,703
Student Tuition Receivable	8,796	-	5	-	-	749	-	-	-	9,550
Government Funds Receivable	(17)	-	-	-	-	384	-	41	-	408
Lease Receivable	14,271	-	-	-	-	-	-	-	-	-
Accrued Interest	182	24	26	-	-	6	-	1	69	308
Other Receivables	691	-	-	-	-	60	-	-	-	751
Investments										
Short-term	70,863	8,352	12,127	230	(67)	3,702	-	322	32,409	127,938
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(17,500)	-	-	(20)	(10)	14,500	-	-	-	(3,030)
Inventories - Prepays	285	-	-	-	56	343	-	-	-	684
Total Current Assets	153,844	21,258	17,421	4,616	(21)	21,207	-	1,832	40,292	260,449
Net Investment in Plant	-	-	-	-	-	-	104,996	-	-	104,996
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 153,844	\$ 21,258	\$ 17,421	\$ 4,616	\$ (21)	\$ 21,207	\$ 105,554	\$ 1,832	\$ 40,292	\$ 366,003
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,585	1,585
Total Assets and Deferred Outflows of Resources	\$ 153,844	\$ 21,258	\$ 17,421	\$ 4,616	\$ (21)	\$ 21,207	\$ 105,554	\$ 1,832	\$ 41,877	\$ 367,588
LIABILITIES AND NET POSITION										
Payables	\$ 96	\$ 30	\$ 28	\$ -	\$ -	\$ 74	\$ -	\$ -	\$ -	\$ 228
Accrued Interest Payable	-	-	-	-	113	-	-	-	-	113
Deferred Tuition Revenue	-	-	-	-	-	(23)	-	-	-	(23)
Accruals	3,139	267	-	-	-	256	-	-	-	3,662
Bonds Payable	-	-	-	-	44,992	-	-	-	-	44,992
Lease Liability	-	-	-	-	347	-	-	-	-	347
OPEB Liability	-	-	-	-	-	-	-	-	39,740	39,740
Total Liabilities	3,235	297	28	-	45,452	307	-	-	39,740	89,059
Deferred Inflows of Resources - Property Taxes	46,851	7,069	-	2,970	-	-	-	89	-	56,979
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	10,670	10,670
Deferred Inflows - Leases	14,271	-	-	-	-	-	-	-	-	14,271
Total Liabilities and Deferred Inflows of Resources	64,357	7,366	28	2,970	45,452	307	-	89	50,410	170,979
Net Position										
Unrestricted	89,486	13,893	17,393	-	-	3,874	-	-	(8,533)	116,113
Restricted	-	-	-	-	-	17,027	-	1,743	-	18,770
Debt Service	-	-	-	1,647	(45,473)	-	-	-	-	(43,826)
Plant	-	-	-	-	-	-	105,554	-	-	105,554
Total Net Position	89,486	13,893	17,393	1,647	(45,473)	20,901	105,554	1,743	(8,533)	196,611
TOTAL LIABILITIES & NET POSITION	\$ 153,843	\$ 21,259	\$ 17,421	\$ 4,617	\$ (21)	\$ 21,208	\$ 105,554	\$ 1,832	\$ 41,877	\$ 367,590

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2023**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 58,154	\$ 33,923	\$ 32,856	97%	100%
Replacement Tax	1,400	817	2,102	257%	228%
State Revenue	3,928	2,291	3,583	156%	206%
Federal Revenue	1,800	1,050	1,862	177%	189%
Tuition and Fees	19,154	20,451	22,754	111%	90%
Other	1,009	589	1,391	236%	45%
TOTAL REVENUES	\$ 85,445	\$ 59,121	\$ 64,548	109%	105%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,557	\$ 17,825	\$ 16,679	94%	98%
Academic Support	19,667	11,472	10,751	94%	89%
Student Services	8,388	4,893	3,859	79%	77%
Public Services	1,314	767	597	78%	75%
Operations and Maintenance	8,053	4,698	3,444	73%	73%
General Administration	7,026	4,099	3,603	88%	80%
General Institutional	310	181	669	370%	474%
Contingency	1,809	1,055	-	0%	0%
TOTAL EXPENDITURES	\$ 77,124	\$ 44,989	\$ 39,602	88%	89%
Revenues over (under) expenditures	8,321	14,132	24,946		
Net Fund transfers					
To Retiree Health Insurance Fund	(2,000)	(1,167)	-		
To O & M Fund (Restricted)	(2,500)	(1,458)	(1,458)		
To Auxiliary Fund and Alliance	(2,474)	(1,443)	(1,443)		
To Restricted Purpose Fund	(100)	(58)	(58)		
To Liability, Protection & Settlement Fund	(713)	(416)	(416)		
To Social Security/Medicare Fund	(824)	(481)	(481)		
From Working Cash Fund: Interest	290	169	169		
Total Transfers	\$ (8,321)	\$ (4,854)	\$ (3,687)		
Net Revenue over (under) expenditures	\$ -	\$ 9,278	\$ 21,259		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2023**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	276	94%
Interest and Investments Gain/Loss	16	171	1069%
Total revenues	<u>311</u>	<u>447</u>	<u>144%</u>
EXPENDITURES			
Landscape Improvements	326	-	0%
Capital Equipment	881	207	23%
Hardware Replacement/Master Keying	750	-	0%
Camera Replacement	250	-	0%
Pedestrian Path	250	48	19%
Automatic Irrigation for Featured Zones	168	-	0%
Courtyards	750	69	9%
PharmaCann Cannabis Cultivation Lab	34	34	100%
Learning Commons RHC	1,600	-	0%
Boiler Replacement	494	-	0%
DP Workplace - Critical Adjacencies/Enabling Moves	1,300	-	0%
Learning Commons DP - Enabling Projects	700	-	0%
Plumbing	350	-	0%
Roofing Replacement-DP	120	-	0%
ADA Compliance	131	-	0%
BAS Upgrades - Skokie	174	-	0%
TenHoeve Wing Remodeling	750	-	0%
Domestic hot water pump	45	-	0%
Switchgear Upgrade	625	-	0%
Baseball Complex Renovations	900	-	0%
Exterior Envelope	110	-	0%
Grounds Roof Replacement	197	104	53%
Parking Lot Upgrades	153	153	100%
Contingency	241	-	0%
Site and Construction	-	65	0%
Master Plan Refresh 2022	-	3	0%
Total expenditures	<u>11,299</u>	<u>683</u>	<u>6%</u>
Transfer in	2,500	1,458	58%
Net	<u>\$ (8,488)</u>	<u>\$ 1,222</u>	<u>(14%)</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,355	\$ 1,264	93%	73%
Workforce Development	60	16	27%	29%
Copy Center	150	42	28%	12%
Athletics	8	35	438%	200%
Child Care	405	284	70%	52%
PAC Operations	4	2	50%	0%
Campus Scheduling and Events	155	31	20%	0%
Other	118	102	86%	72%
Interest and Investments Gain/Loss	40	21	53%	4%
Total revenues	<u>2,295</u>	<u>1,797</u>	<u>78%</u>	<u>58%</u>
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,425	\$ 826	58%	52%
Workforce Development	302	132	44%	54%
Copy Center	415	240	58%	48%
Athletics	961	641	67%	0%
Child Care	535	287	54%	52%
PAC Operations	100	52	52%	43%
Campus Scheduling and Events	30	3	10%	0%
Auxiliary Services Administration	320	167	52%	46%
Other	479	115	24%	14%
Total expenditures	<u>4,567</u>	<u>2,463</u>	<u>54%</u>	<u>36%</u>
Transfers in (out)	2,272	1,325		
Net	<u>\$ -</u>	<u>\$ 659</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2023**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 529	\$ 309	\$ 375	71%	132%
Tuition and Fees	1,214	708	765	63%	42%
Sale of Materials	2	1	1	50%	0%
Institutional Support					
Evening High School	50	29	36	72%	46%
Other Revenues	85	50	19	22%	42%
Total revenues	<u>1,880</u>	<u>1,097</u>	<u>1,196</u>	<u>64%</u>	<u>62%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,221	712	\$ 486	40%	48%
Instructional Programs					
Allied Health	115	67	20	17%	39%
Job-related	470	274	111	24%	50%
Personal	12	7	9	75%	23%
Emeritus Programs	61	36	7	11%	8%
High School Programs	132	77	39	30%	34%
ESL Programs	70	41	34	49%	29%
Total Programs	<u>860</u>	<u>502</u>	<u>220</u>	<u>26%</u>	<u>39%</u>
Total expenditures	<u>2,081</u>	<u>1,214</u>	<u>706</u>	<u>34%</u>	<u>45%</u>
Revenue over (under) expenditure	<u>\$ (201)</u>	<u>\$ (117)</u>	<u>\$ 490</u>		
Transfer in	201	117	117		
Net	0	0	607		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2023

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 411,770				
Interest income	-				
Sub total revenues	<u>411,770</u>				
369901 Student Government Association	(23,154)	-	(23,154)	(23,114)	(46,268)
369910 Occurrence	145	-	145	(1,407)	(1,262)
369919 Skokie Events Team	-	-	-	(30,621)	(30,621)
369922 IEEE	2,000	-	2,000	(341)	1,659
369923 Stud. Global Health & Sustainability	(54)	-	(54)	(2,131)	(2,185)
369930 Early Childhood Education Club	-	-	-	(168)	(168)
369932 Ceramics Club	-	-	-	(70)	(70)
369937 Oakton Future Educators	-	-	-	(75)	(75)
369943 Japanese Culture Club	67	-	67	(172)	(105)
369944 South Asian Club	-	-	-	(53)	(53)
369945 Physical Therapy Assist.	885	-	885	-	885
369946 Phi Theta Kappa (PTK)	2,925	-	2,925	(2,868)	57
369947 Oakton Pride Club	-	-	-	(112)	(112)
369954 Kpop Club	-	-	-	(180)	(180)
369960 Muslim Student Association	-	-	-	(325)	(325)
369963 ART Club	-	-	-	(90)	(90)
369971 Habitat for Humanity	81	-	81	-	81
369972 PAYO	153	-	153	(381)	(228)
Sub Totals	<u>5,823</u>	<u>-</u>	<u>-</u>	<u>(37,588)</u>	<u>(31,531)</u>

Fund Summary

Total Revenues	\$ 417,593
Total Expenditures	(37,588)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>380,005</u>
Net Position 6/30/22	<u>1,283,191</u>
Net Position, end of period	<u>\$ 1,663,196</u>

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
Jan-23**

GENERAL FUND TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER & MISC</u>
1/17/2023	\$ 870,957.61	\$ 870,957.61				
1/30/2023	\$ 100,000.00					100,000.00
1/19/2023	\$ 337.00		337.00			
	\$ -					
TOTAL	\$ 971,294.61	\$ 870,957.61	\$ 337.00	\$ -	\$ -	\$ 100,000.00

PAYROLL TAXES - TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
1/6/2023	\$ 505,987.46	\$ 215,403.68	\$ 69,086.16	\$ 155,038.29	\$ 66,459.33
	\$ -				
1/20/2023	\$ 476,066.62	\$ 190,933.14	\$ 67,122.60	\$ 151,052.86	\$ 66,958.02
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 982,054.08	\$ 406,336.82	\$ 136,208.76	\$ 306,091.15	\$ 133,417.35

Ratification of Actions of the Alliance for Lifelong Learning (ALL) Executive Board

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$301,254.25 for part-time teaching services for the Alliance for Lifelong Learning spring 2023.
- b. Salary rescinds in the amount of \$11,402.25 for part-time teaching services for the Alliance for Lifelong Learning spring 2023.

MB:bd
2/2023

President's Recommendation:

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$301,254.25 for all funds listed in items a and b.”

Ratification of Payment of Professional Personnel – Spring 2023

Comparative figures:

Spring 2023 Part-Time \$2,804,797.74	Spring 2022 Part-Time \$2,577,513.80
Spring 2023 Overload \$499,124.76	Spring 2022 Overload \$463,909.88

IL:jg
2/2023

President’s Recommendation:

That the Board adopts the following resolution *(if not adopted in the Consent Agenda)*:

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the Spring semester 2023; the total payment amounting to \$2,804,797.74.”

“Be if further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the Spring semester 2023; the total payment amounting to \$499,124.76.”

Approval of Clinical Practice Agreements

The College would like to execute clinical practice agreement as follows:

Cancer Registry Management program:

Amended: This is an amended agreement for the Cancer Registry Management program. It has been reviewed and approved by the College faculty and administration. This is a two-year agreement which commences March 1, 2023 and terminates February 28, 2025.

Patient Care Technician program:

Amended: This is an amended agreement for the Patient Care Technician program. It has been reviewed and approved by the College faculty and administration. This is a one-year agreement which commences March 1, 2023 and terminates February 28, 2024.

Pharmacy Technician program:

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences February 21, 2023 and terminates February 21, 2026.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences February 21, 2023 and terminates February 21, 2026.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences February 21, 2023 and terminates February 21, 2026.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences February 21, 2023 and terminates February 21, 2026.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences February 21, 2023 and terminates February 21, 2026.

New: This is a new agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This is a one-year agreement which commences February 21, 2023 and terminates February 21, 2024.

Renewal: This is a renewal agreement for the Pharmacy Technician program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences March 1, 2023 and terminates March 1, 2026.

Physical Therapist Assistant program:

- Amended: This is a renewal agreement for the Physical Therapist Assistant program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences February 21, 2023 and terminates February 21, 2026.
- Renewal: This is a renewal agreement for the Physical Therapist Assistant program. It has been reviewed and approved by the College faculty and administration. This agreement which commences February 21, 2023 and automatically renews for three successive one-year periods unless terminated by the parties.
- Renewal This is a renewal agreement for the Physical Therapist Assistant program. It has been reviewed and approved by the College faculty and administration. This agreement which commences February 21, 2023 and automatically renewed annually unless terminated in accordance with the agreement.

Sterile Processing Technician program:

- Amended: This is an amended agreement for the Sterile Processing Technician program. It has been reviewed and approved by the College faculty and administration. This is a two-year agreement which commences March 1, 2023 and terminates February 28, 2025.

IL:wh
2/2023

President's Recommendation:

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:

Cancer Registry Management program (1 agreement)
Patient Care Technician program (1 agreement)
Pharmacy Technician program (7 agreements)
Physical Therapist Assistant program (3 agreements)
Sterile Processing Technician program (1 agreement)."

Resolution Designating Bank Depository for College Funds

The attached resolution for Board consideration and approval designates Wintrust Bank as a depository of college funds. Wintrust is a financial holding company based in Rosemont, Illinois that operates 15 chartered community banks in Illinois and southern Wisconsin, including Evanston Community Bank & Trust, North Shore Community Bank & Trust, and Northbrook Bank of Trust. The creation of a money market account with Wintrust will diversify Oakton's banking and cash management portfolio. A board-approved resolution is required to establish a banking relationship with Wintrust.

AW:mw
2/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves the resolution designating Wintrust Bank as a depository of the funds of the College."

**RESOLUTION DESIGNATING WINTRUST BANK AS A DEPOSITORY OF THE FUNDS
OF OAKTON COMMUNITY COLLEGE DISTRICT 535**

WHEREAS, Oakton Community College District 535 (the “College”) is a community college district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the College derives its rights, power, and authority from the various sections of the Illinois Public Community College Act 110 ILCS 805/ (the “Act”), and

WHEREAS, the Board of Trustees of the College may designate one or more banks or savings and loan associations as the depository of the funds of the College pursuant to Illinois Public Community College Act (110 ILCS 805/3-27) and the Public Funds Investment Act (30 ILCS 235/); and

WHEREAS, the Board of Trustees of the College authorizes the creation of a money market account to diversify the College’s banking and cash management portfolio;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COLLEGE, COOK COUNTY:

SECTION ONE: The Board of Trustees hereby designates Wintrust Bank (the “Bank”) as a qualified financial institution for the deposit and investment of the College’s funds

SECTION TWO: The Treasurer for the Board of Trustees of the College and the College President are further authorized and directed to execute and deliver such subsidiary and related documents and agreements and to take such other steps and actions as they may deem necessary and appropriate to effectuate the terms and conditions of the Banking Agreement required by the Bank. Further, the Board of Trustees of the College directs the College to authorize signatories in accordance with College Board Policy 3017 for the College’s accounts with the Bank and directs the College to execute any documentation associated therewith said Bank’s accounts.

SECTION THREE: Any and all policies or resolutions of the College that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 21st day of February 2023

AYES: _____

NAYS:

ABSENT:

APPROVED THIS 21st Day of February 2023.

Paul Kotowski
Chair, Board of Trustees
Community College District 535

ATTEST:

Gail Bush
Secretary, Board of Trustees
Community College District 535

Authorization to Enter into Space Rental Agreement for Commencement

Commencement is an important milestone for students to be recognized for their hard work, persistence, success, and to celebrate with their friends and family members. Historically, guest seating has been limited at commencement ceremonies due to the capacity of the TenHoeve Center at Des Plaines. Based on the set-up for Commencement, the location of video feed cameras, and the closed caption screens, the maximum capacity in the TenHoeve Center is 1200. Many guests who are unable to be in the TenHoeve Center are required to watch the ceremony on video screens at different locations throughout the campus.

Based on these space limitations, the Commencement Committee identified an off-campus location at the Rosemont Theatre. The theater is owned by the Village of Rosemont and has a seating capacity of 4400, which is more than three times the campus seating capacity. In May 2022, the College hosted Commencement at this venue.

To allow the continued in-person celebration of our students' success, the Administration asks for the approval from the Board to contract with Rosemont Theatre for this year's Commencement ceremony. The event is scheduled for May 15, 2023. The cost of the one-year contract with the Rosemont Theatre is \$46,500. The College is seeking approval for \$50,000, which includes a \$3,500 contingency.

The cost of the license agreement breaks down as follows:

Category	Cost
Rent	\$30,000.00
Parking Lot Buyout	\$8,000.00
\$500 per hour after 11:59 p.m.	\$2,000.00
Screen Projector	\$3,000.00
Confetti Clean-up	\$500.00
Internet Streaming/Recording	\$3,000.00
Contingency	\$3,500.00
Total	\$50,000.00

SD:tt
02/2023

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to enter into a one-year license agreement with the Rosemont Theatre, Village of Rosemont, 5400 N. River Road, Rosemont, Illinois 60018, for a contract sum of \$46,500.00 plus a contingency of \$3,500.00 to be held by the College and used in the best interests of the College, for a total expenditure not to exceed \$50,000.00."

Authorization to Approve February Purchases

Any purchase exceeding \$25,000 requires Board Approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution.

EC:tt
2/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
2/23-9a	2	Water Pressure Booster System	Cryer & Olsen Mechanical, Inc Joliet, IL	\$126,500.00
2/23-9b	2	Des Plaines Courtyard Rehabilitation	CCC Holdings, Inc Tinley Park, IL	\$720,688.00
2/23-9c	1	Ratification of Additional Engineering Services for Boiler Replacement	Kluber Architects & Engineers, Inc Aurora, IL	\$30,000.00
2/23-9d	1	Laerdal’s TurnKey AV Bundle	Laerdal Medical Corporation Wappingers Falls, NY	\$94,894.00
GRAND TOTAL:				\$972,082.00.”

IN DISTRICT	\$0.00
CONSORTIUM	\$0.00
BID	\$847,188.00
BID EXEMPT	\$94,894.00
QBS	\$30,000.00

Authorization to Purchase Water Pressure Booster System

The Skokie campus currently has a multiple pump pressure booster system for the domestic water supply. This pump system takes in the constantly fluctuating city's water pressure and stabilizes it to a level that will supply adequate water supply volume and pressure to every plumbing fixture throughout the campus. The pumps operate 24 hours per day, 365 days per year, and were installed approximately 40 years ago as a part of the original building construction. These pumps have been rebuilt several times throughout the years. At this time, the equipment has long outlived its life expectancy and performance standards. In the event of a pump system failure, the campus would not be able to supply domestic water to the various areas of the campus and would have to close the building until the pumps were repaired or replaced. New replacement pumps will operate more efficiently and significantly lessen the likelihood of failure.

Kluber Engineering, one of the College's QBS approved engineers, provided complete engineering plans and specifications for this project. With this information, the Facilities office and Procurement office worked together to issue a bid. The bid was sent to 33 (two in district) plumbing contractors with three contractors submitting bids. The College received 3 bid submissions, following which 1 bid submission was voluntarily withdrawn by the bidder.

The responsible and responsive low bid of \$115,000.00 was submitted by Cryer & Olsen Mechanical, Inc. of Joliet. Kluber and Oakton's Construction Manager conducted a bid/project scope review meeting with Cryer & Olsen Mechanical to ensure that all bid specifications would be met. Cryer & Olsen Mechanical's bid response did meet all of the project specifications. Their references include Matteson Public Library, Lincoln Academy, and capital improvement projects in Oak Park and River Forest. Kluber Engineering and the Administration are confident that Cryer & Olsen Mechanical can meet the water pressure booster system project requirements and deadlines.

In addition to the project total of \$115,000.00, the Administration is requesting approval for a project contingency of \$11,500.00 (10%) to be used in the event that any unforeseen issues arise. This brings the grand total to \$126,500. Work will be scheduled to begin mid-June 2023, with substantial completion by mid-July 2023.

Project Summary

<i>Company/Work</i>	<i>Amount</i>	<i>Contingency</i>	<i>TOTAL</i>
Kluber, Inc.	\$ 14,390.00	\$ 0	\$ 14,390.00
<u>Cryer & Olson Mechanical, Inc</u>	<u>\$ 115,000.00</u>	<u>\$ 11,500.00</u>	<u>\$ 126,500.00</u>
TOTAL	\$ 129,390.00	\$ 11,500.00	\$ 140,890.00

RS:tt
2/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a Water Pressure Booster System from Cryer & Olsen Mechanical, Inc., 1734 E. Cass Street, Joliet, IL 60432 for a contract sum of \$115,000.00, plus a project contingency of \$11,500.00 to be held by the College and used in the best interest of the College, for a total not to exceed \$126,500.00 in accordance with their low bid in response to Invitation to Bid # 1212-22-01.”

Domestic Water Pressure Booster System	
Bid# 1212-22-01	
Vendor	Total Price
Cryer & Olsen Mechanical, Inc	\$ 115,000.00
Contingency	\$ 11,500.00
Total	\$ 126,500.00
DeFranco Plumbing, Inc	\$ 147,198.00

Authorization to Enter into Contract for the Construction Work for the Des Plaines Courtyard Rehabilitation

In March 2022, the Board approved the purchase of engineering and design services with the College's approved QBS (qualifications-based selection) engineers, Manhard Consulting to proceed with landscape renovations for two (2) courtyard areas on the Des Plaines Campus – the main courtyard and the lower-level exit 19 sunken courtyard outside of the Northwest Municipal Conference Center. Conservation Design Forum (CDF) served as the subcontractor of Manhard, with Jason Cooper serving as the landscape architect. He worked extensively with the College in 2018 to create the College's first landscape master plan, and the courtyards were on the priority list of projects identified in that plan.

- Main Courtyard. Existing brick pavers are failing and will be replaced with high quality pavers to match the improvements at door #1. New poured concrete will replace sections of heaving pavement around the center plaza and wall repairs will be made. The courtyard will get a planting face lift with the removal of old, overgrown trees and the installation of fresh sweeps of ornamental groundcovers.
- Entrance #18 from outside the board room to NWMCC Courtyard. Work needed to remove the existing concrete retaining wall and install a modern handrail system to replace antiquated pipe railing. Failing brick pavers in the sunken courtyard will be replaced with new, high quality pavers to match the Main Courtyard. Portions of the concrete retaining walls in the sunken courtyard will be repaired as needed by code.

Manhard and CDF provided the College with the construction drawings as part of the scope of work. With this information, the Facilities and Procurement departments issued a public bid in December 2022 to invite general contractors for the Courtyard Rehabilitation. The bid was sent to 42 (including 4 in-district) contractors, A total of 3 bids was received.

The lowest responsible and responsive bid was submitted by CCC Holdings, Inc of Tinley Park. A bid/project scope review meeting was conducted by Manhard and the College's Facilities construction team to confirm that all bid specifications would be met. The bid submission is responsive, and the College Administration is confident that CCC Holdings can meet the Courtyard Rehabilitation requirements and deadlines.

The College Administration is requesting approval for the base bid total of \$655,171.00, and a 10% contingency of \$65,517.00 (10%) to be held by the College for use in the event that any unforeseen issues arise. This brings the grand total to \$720,688.00. Work will be scheduled to begin mid-June 2023, with estimated completion date by the end of July 2023.

RS:tt
2/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes to enter into contract for Construction work for the Des Plaines Courtyard Renovations with CCC Holdings, Inc, 18660 Graphics Drive #200, Tinley Park, IL 60477 for a contract sum of \$655,171.00, plus a project contingency of \$65,517.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$720,688.00 in accordance with their low bid in response to Invitation to Bid # 1221-22-02"

Courtyard Rehabilitation	
Bid # 1221-22-02	
Vendor	Grand total
CCC Holdings. Inc	\$655,171.00
Contingency	\$65,517.00
Total	\$720,688.00
Schaefges Bros, Inc	\$707,285.00
Martam Constructions, Inc	\$859,103.00

Ratification of Additional Engineering Services for Boiler Replacement

In September 2022, the Board approved Kluber (the College’s QBS engineers) for engineering services related to the replacement of boilers, domestic booster pump and electrical switchgear upgrade at the Skokie campus. The engineering cost for the boiler replacement was \$82,560, based on an estimated cost of \$650,000-\$950,000 for the boilers with updated equipment and technology.

Through site investigations of the existing boiler system components, Kluber determined that the original scope of work for the project needed to be expanded to include replacement of old and outdated mechanical room piping, heat exchangers equipment, multiple pumps, glycol fill stations, unit heaters, expansion tanks, and controls for the new heat exchangers and pumps. With the expanded scope of work, the estimated cost for the boiler replacement has increased to \$1.8 million. This cost is comparable with current market values.

The College is seeking ratification for additional payment to Kluber in the amount of \$30,000 for the increased scope of work related to design and engineering, and preparing the bid documents. The breakdown for the additional fee is:

Description	Cost
Construction Document Phase	\$24,500.00
Bidding/Negotiation Phase	\$1,000.00
Construction Administration Phase	\$4,500.00
Total	\$30,000.00

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the ratification of additional engineering services for the Skokie boiler replacement Services in an amount \$30,000.00 from Kluber Architects + Engineers Inc, 41 West Benton Street, Aurora, IL 60506.”

Authorization to Purchase Laerdal’s TurnKey AV Bundle for Nursing Department

In October 2022, the College received an ICCB PATH (Pipeline for the Advancement of the Healthcare Workforce) grant to create, support and expand opportunities of individuals in the nursing pathway and selective healthcare pathways.

The Nursing department currently uses Laerdal’s audio-visual units in its simulation hospital for the following courses: NUR 103, NUR 104, NUR 109, NUR 110, NUR 215 and NUR 216. There are 117 students enrolled for Spring 2023. This simulation hospital provides students with relevant skills that are aligned to the hospital environment to ensure that the curriculum provides skills relevant to the career.

At present, these courses allow access to 2 simulation rooms. The College is seeking to use the PATH grant funding to purchase a TurnKey AV Bundle, which will increase access and allow access to four (4) full functional simulation rooms. This will allow all nursing students to access the simulation hospital simultaneously. The audio package allows students to access simulation training via audio/video capture, patient monitors and simulator data.

The break down for the TurnKey AV Bundle is as follow:

Item	Cost
Advance AV Package	\$51,600.00
Headphone Station	\$6,544.00
Pillow Speaker Package	\$8,400.00
Hardware Paging Package	\$24,000.00
SimCapture Site Survey	\$2,900.00
Shipping/Handling	\$1,450.00
Total	\$94,894.00

This cost of this TurnKey AV Bundle is \$94,894.00, and this purchase is bid exempt as a sole source. Laerdal Medical Corporation is the only vendor that can provide the audio/visual units to be compatible for use with the Laerdal Simulation Manikins.

MA:tt
2/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Laerdal’s TurnKey AV Bundle in the amount of \$94,894.00 from Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Fall, NY 12590.”

Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting:

- a) **Grant Funded (PATH Grant) Type 1 Ambulance Simulator** – In October 2022, the College was awarded an ICCB Pipeline for Advancement of the Healthcare Workforce (PATH) grant to create, support, and expand the opportunities of individuals in select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry. The College will issue a bid for competitive submissions to purchase an ambulance simulator for the Emergency Medical Technician (EMT) and paramedic programs. The simulator will provide students with a hands-on, real-world environment, and will include ALS/BLS basic cabinet shelving, CPR Seat, triage lights, oxygen outlet, overhead IV hanger, and more. The EMT program has had over 450 completers in the past five academic years, and is expected to be used by 100 students annually.

The College Administration will present the lowest responsible bidder for board approval in March.

- b) **Strategic Enrollment Management (SEM) Planning Consultant** – The College last created a Strategic Enrollment Management (SEM) plan in 2018. Projected to begin in 2025 (and likely continuing over a decade), a “demographic cliff” for higher education in the U.S. is projected, which will result in a dramatic drop in the traditional college-aged population. This “cliff” is a result of declines in the U.S. birthrate that began during the Great Recession in 2007-2008; and the birthrate is down nearly 20% from 2007-2020.

As part of the College's preparedness plan to disrupt further enrollment declines, the College is looking at multiple strategies to strengthen the brand including academic offerings, campus life and delivering customized value propositions for students. The College is seeking board approval to engage Ruffalo Noel Levitz (RNL) to assist in refreshing the SEM plan including Identification of custom enrollment strategies, action plan formation, and implementation assistance. This will include identification of key performance indicators (KPI), data analysis of client-provided enrollment and market data, strategy development and prioritization of potential SEM initiatives, including consideration of return on investment for each potential initiative, enrollment goal setting and plan finalization; and advising on plan implementation and modification.

The College is currently working with RNL on the scope and cost for this 10-month project, which is expected to be \$160,000. The College Administration will present this for board approval in March.

- c) **Digital and Traditional Marketing Services – One-Year Contract Extension** – In May 2020, the Board approved 3-year contracts with Carnegie Higher Education (digital media) and Marketing Partnerships International (traditional media). These contracts were awarded through a competitive RFP process.

These contracts were awarded for one-year from July 1, 2020 to June 30, 2021, with the option to renew for two additional years (July 1, 2021 – June 30, 2022 and July 1, 2022 – June 30, 2023). Both agreements are set to expire in June 2023, and the College is seeking a one-year extension through June 2024.

The Marketing department has been heavily utilized around the brand relaunch and renaming since January 2023, and staffing and program resources are constrained in developing a new RFP and reviewing proposals. As such, the College is recommending an extension of both agreements for

one additional year. This will allow the College sufficient time to issue the RFP, conduct a thorough evaluation of prospective firms, and allow the continued support of the current firms to assist the College with brand awareness and relevance, integrated marketing and communication campaigns, and lead generation strategies to impact new student enrollment and retention of current students.

- d) RHC Boilers and Heat Exchangers Replacement** – The approved Master Plan includes upgrades for the heating boilers at the Skokie campus. The two gas-fired, non-condensing, 80% efficiency boilers are original to the building. In addition, the burner manufacturer for the boilers is no longer in operation. In August 2022, the Board approved Kluber Engineers (the College’s QBS engineers) to evaluate the condition of the boilers and associated heating piping and equipment, as well as to prepare bid documents. A public bid was issued in February for construction of replacement of the heating system, including high-efficiency condensing boilers, plate and frame heat exchangers, pumps, piping, ventilation, controls and electrical work.

The College intends to present a recommendation to award this project to the lowest responsible bidder at the March 2023 board meeting.

- e) Replacement Desktop Computers for Computer Labs** – A subset of the current desktop computers located in offices, classrooms and computer labs are Dell Optiplex 7010 that are approximately eight years old. These desktop computers are not compatible with the newer MS Windows 11 operating system. As such, these desktop computers need to be replaced with new machines that are compatible with Windows 11.

The Information Technology Department has identified 500 desktops for replacement. Quotes have been obtained from multiple vendors, and a recommendation will be presented for approval at the March Board meeting. This purchase is expected to be around \$480,000.

Authorization to Hire Registrar and Director of Registrar Services

The administration is recommending the hire of Mr. Daniel Weber for the Registrar and Director of Registrar Services position. The search began on September 16, 2022 with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), and in NACUBO -- National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were thirty-five applicants for the Registrar and Director of Registrar Services position. The search committee conducted six semi-finalist interviews and selected four for on campus interviews with a number of employee groups, including the CHRO, President's Council, the Enrollment Management Administrative Team, the Registrar Services Staff, and the Dean of Enrollment Management, as well as an open forum session for college administrators, faculty, and staff.

Mr. Daniel Weber has a M.S. Ed. with a concentration in College Student Personnel from Eastern Illinois University. Mr. Weber is currently the University Registrar at Aurora University where he oversees the Office of the Registrar for the four campuses of Aurora University located in Illinois (three campuses) and Wisconsin (one campus). Mr. Weber also is an Associate Consultant for AACRAO Consulting where he assists institutions with their needs and challenges across many higher education areas. Mr. Weber is also part of several affiliations such as the Illinois Association of Collegiate Registrars and Admissions Officers (IACRAO) and the Organization of Admissions and Records Officers of State Universities of Illinois (OAROSUI).

CH:vb
2/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Mr. Daniel Weber effective February 27, 2023 at an annual salary of \$125,000. That salary will be prorated for the period of February 27, 2023 through June 30, 2023."



**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535
COUNTY OF COOK AND STATE OF ILLINOIS
ADMINISTRATOR'S EMPLOYMENT CONTRACT**

This agreement, entered into by and between the Board of Trustees of Community College District 535, County of Cook and State of Illinois, a body politic and corporate, hereinafter referred to as the "Board" and Daniel Weber hereinafter referred to as the "Administrator;"

WITNESSETH:

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Registrar and Director of Registrar Services of the Board's College, and the Board has approved such recommendation;

Now, therefore, it is agreed by and between the Board and the Administrator as follows:

1. The Administrator is appointed Registrar and Director of Registrar Services of the Board's College from February 27, 2023 to June 30, 2023. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$125,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period February 27, 2023 through June 30, 2023.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this _____ day of _____ 2023 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on February 21, 2023.
(Agenda Item 2/23-11)

Board of Trustees of Community College
District 535, County of Cook, State of Illinois

President

Oakton College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, sex, marital status, military status, socioeconomic status, sex or gender, gender identity, or sexual orientation in admission to and participation in its educational programs, college activities and services, or in its employment practices.

Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the Assistant Vice President, Student Affairs/ Dean, Access, Equity and Diversity, Oakton College, 1600 East Golf Road, Des Plaines, Illinois, 60016, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

Approval of Sabbatical Leave – Administrative Personnel

Dean of Student Success, Sebastian Contreras Jr. has submitted a proposal for sabbatical leave. In accordance with College Policy 4326, Dean Contreras meets the criteria and eligibility requirements for a sabbatical. His sabbatical will be for the purposes of completing the research and applied practice aspects of his doctoral program. The duration of the sabbatical will be from February 22, 2023 to May 19, 2023. In accordance with the policy an administrator may receive up to three months at full pay, while any additional requested time will be unpaid or covered by accrued vacation time.

CH:nmi
2/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves a sabbatical leave for Sebastian Contreras Jr., Dean of Student Success, February 22, 2023 through May 19, 2023.”

Approval of Award of Tenure

The granting of tenure is a positive act of the College and the Board of Trustees. Illinois Public Community College Act 805, Chapter 110, Section 3B-2 provides that faculty members who are employed for three consecutive years shall be tenured, unless notice is received sixty (60) days before the end of the school year.

The College has four (4) faculty members who will complete their third consecutive year at the end of the spring 2023 semester:

Stephen Fix	Assistant Professor, Cannabis Studies
Anna Hammer	Associate Professor, Mathematics
Matthew Lee	Assistant Professor, Mathematics
Sylvia Rosillo	Assistant Professor, Library

IL:sa
2/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2023 semester, to the following faculty:

Stephen Fix	Assistant Professor, Cannabis Studies
Anna Hammer	Associate Professor, Mathematics
Matthew Lee	Assistant Professor, Mathematics
Sylvia Rosillo	Assistant Professor, Library."

Acceptance of Faculty Retirements

Under the provisions of the current Oakton College contract (Contract) between the Board of Trustees and the Oakton College Faculty Association (OCCFA-IEANEA), the following faculty members have submitted their intent to retire:

Faculty Member	Discipline	Retirement Date
Paul Johnson	Distinguished Professor, Psychology	July 31, 2024
Joseph Kotowski	Chair, Engineering, Distinguished Professor, Mechanical Design & Mathematics	July 31, 2024

These faculty members have met the requirements for retirement under the Oakton College Faculty Association contract, Article 15.2. Additionally, they are eligible to participate in the Faculty Incentivized Retirement Program. We congratulate Professor Paul Johnson and Professor Joseph Kotowski for their many years of exemplary service to the College, and wish them well in their future endeavors.

CH:nmi
2/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Distinguished Professor of Psychology, Paul Johnson, and Distinguished Professor of Mechanical Design and Mathematics/Chair of Engineering, Joseph Kotowski.”

Approval of Policy Revisions

Policies 1000, 1003, 1008, 1009, 1010, 1013 and 1018 were proposed for revision at the December 13, 2022, and required additional Board discussion during the January 17, 2023 Committee of the Whole. In accordance with College Policy, action on the proposed revisions will take place at the next regular meeting of the Board of Trustees.

JLS:bs
2/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves revisions to policies 1000, 1003, 1008, 1009, 1010, 1013 and 1018, attached hereto.”

Deleted Text = ~~strikeout~~
New Text = ***Bold italics***

Policy No. 1000
(Previously 1000)
Revised 9/21/1993
Revised 10/28/1998
Renumbered 7/1/2001
Revised 12/12/2006
Revised 2/17/2015
Reviewed 12/15/2020
Revised 2/21/2023

BOARD OF TRUSTEES

Policy Formulation

The Board shall set standards and provide direction for the College through the systematic adoption of sound written policies. In the event of any conflict, contradiction, or inconsistency between established College Policies, the College's purpose and intent is that the most recently approved Board Policy or Board Policy revision shall take precedence and supersede any conflicting, contradictory, or inconsistent provisions in the previously adopted Board Policies.

In the formulation of policy, the Board finds it advantageous to jointly work with the College administration and the parties impacted by the policy. Anyone within those groups may present ideas for policy adoption or revision to the President's Council. The President will make appropriate recommendations to the Board of Trustees.

Any new policies or suggested revisions of existing policies shall be submitted to the Board at a regular scheduled Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed and authorized for action at the next regular scheduled meeting. A vote for adoption shall take place at the next succeeding regular meeting of the Board. At that time the Board may accept any minor non-substantial changes made to further clarify a policy presented at the previous meeting. Action shall be by majority vote of the Board.

The President shall develop procedures to implement and enforce established policies. The Board shall ~~periodically~~ ***have the option to*** review policies ***at least every six (6) years, or periodically*** to ensure currency and accuracy.

Deleted Text = ~~strikeout~~
New Text = ***Bold italics***

Policy No. 1003
(Previously 1310)
Revised 9/21/1993
Revised 3/15/1994
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 2/21/2023

BOARD OF TRUSTEES

Membership of the Board of Trustees – Number on the Board

The Board of Trustees shall consist of seven (7) voting members elected at large by the qualified voters of District 535 and one (1) student member who is a student attending Oakton College and elected by the student body.

The non-voting Student Board member has all the privileges of membership, including the right to make and second motions and to attend executive sessions. The student member will cast an advisory vote on all matters before the Board.

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Policy No. 1008
(Previously 1450)
9/15/1998
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Reviewed 12/13/2016
Revised 12/15/2020
Revised 2/21/2023

BOARD OF TRUSTEES

Professional Development

Members of the Board of Trustees are encouraged to attend regional, state and national functions to enhance their knowledge and understanding of community college issues, to represent the College, and to advocate for community college interests.

In addition to attending state and regional meetings of the Illinois Community College Trustees Association, members of the Board of Trustees may also choose to participate in national meetings such as the annual convention of the Association of Community College Trustees and the National Legislative Summit.

All College related travel should always be arranged to serve the best interest of the College and should be in compliance with travel guidelines established for the college community in accordance with the Local Government Travel Expense Control Act (the "Act"). The best interest of the College is served by that combination of purposeful learning, expense, time, and convenience which proves to be the most economical overall.

In all cases, reimbursement for travel expenses will be limited to actual expenses which are reasonable and necessary, but subject to the requirements of and not to exceed the limitations set forth in the travel guidelines and procedures. The Vice President for Administrative Affairs is authorized by the Board of Trustees to develop guidelines for travel and to oversee the implementation and timely review of such guidelines, including what constitutes approved College business, and the preparation of travel reimbursement vouchers, or compliance with the Act.

When the preliminary annual budget is approved, there will be an allocation for participation in ICCTA meetings and seminars. In addition, each member of the Board will develop a self-development/travel plan for the ensuing fiscal year and submit the plan to the Special Assistant to the Board before the June Board meeting. The Special Assistant to the Board will consolidate the plans and the related costs into a single plan and present the consolidated plan to the Chair of the Board. Copies of the plan will be distributed to all members of the Board and discussion of the plan will take place in an open meeting to allow planning for appropriate support in the budget. ***An additional amount for Board professional development will be added to the consolidated budget in anticipation of meetings and seminars that may occur during the future budget year, and may not have yet been identified.***

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Policy No. 1009
(Previously 1500)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 3/19/2002
Revised 11/15/2005
Revised 2/17/2015
Revised 12/15/2020
Revised 2/21/2023
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BOARD OF TRUSTEES

Scope and Duties of the Board of Trustees at Oakton College

While the Public Community College Act enumerates a number of duties for the Board of Trustees, the following are representative, yet not all-inclusive of duties of the Board at Oakton College.

Policy

- Establish policies for the governance of the college and hold the President accountable for administering them.
- Modify, revise, and update policies and monitor the Administration in its implementation of policy.

Education

- Adopt and periodically review a statement of institutional philosophy, mission and goals which clarifies the basic educational beliefs and educational responsibilities of the college; also ensure that the educational program is consistent with the institution's mission and strategy.
- Ensure that quality educational programs and support activities are provided to assure academic excellence and consider and act upon curricular offerings recommended by the President; authorize application to ICCB for new units of instruction.
- Ensure the selection of qualified faculty to teach the courses required.
- Ensure that both the programs and faculty are evaluated and assess progress regularly on needs, academic planning, academic programs, faculty and admission standards.
- Focus on the educational area in planning, deliberations, and decision making without preempting the President or usurping faculty prerogatives.

Finance and Business

- Provide ways and means for adequate financial support and become fully conversant with the college's sources of funding; strive to provide equity among the taxpayers, students, and faculty.
- Provide for alternative sources of funding such the Office of Grant Strategy & Development for proposals to state and federal agencies and the Oakton College Educational Foundation.
- Establish and implement controls to monitor and keep and ensure good stewardship.
- Adopt the annual budget.
- Review financial reports regularly
- Appoint the Treasurer and follow up on tax collections and investments
- Approve expenditures
- Monitor the bidding process
- Ensure that a professional auditing firm is appointed and review the audits made yearly by meeting independently with the auditing firm.
- Encourage wise stewardship of all college resources.

Personnel

- Select, appoint, and evaluate the President through whom the Board exercises its operation and control of the college on a day to day basis.
- Consider and take appropriate action on recommendations of the President on all matters relating to the welfare of the college.
- Upon the recommendation of the President, act on the selection and appointment of administrators, faculty and classified staff positions and approve recommended compensation and benefits in accordance with legal requirements.
- Take appropriate actions concerning leaves, retirements, transfers, promotions, discipline, retention or dismissal of personnel, upon the recommendation of the President and in accordance with current laws on due process, tenure, and wrongful discharges.
- Enter into collective bargaining agreements with recognized bargaining units in accordance with collective bargaining laws and assume responsibility for final settlements in such negotiations.
- Make sure the college operates within all state and federal laws concerning personnel, including Equal Employment and see that EEO and other records are maintained.

Students

- Establish policies and regulations for admission of students, student conduct, student rights, student records, student discipline, drug abuse, sexual harassment, privacy, and due process.
- Follow trends on student enrollments, student mix, schools and towns from which entering students come, and colleges and jobs to which they go.
- Review relevant data on assessment of student learning outcomes
- Make decisions regarding student tuition and financial aid.
- Strive for understanding of student issues and input into Board decisions, particularly those impacting students.

Facilities and Equipment

- Provide physical plant and equipment to support programs and students
- Ensure timely maintenance for buildings and equipment, so that facilities and equipment are current.

Planning

- In conjunction with the Administration and with appropriate involvement of and input from the college community, engage in ***the development, and final approval, of the Strategic Plan and Master Plans in addition to other*** short- and long-range planning in relation to education, finance, people, facilities, and enrollment.
- Set goals, priorities, and action plans and monitor implementation and progress of these plans.

Decision Making

- Prepare properly for each Board meeting.
- Be sure that during the Board meeting sufficient information, facts, and alternatives are explored by properly asking questions and carrying on proper dialogue with colleagues to arrive at good decisions.
- Consider the impact each vote and decision will have on the institution.
- Abide by and support decisions resulting from Board meetings.

Relationships

- Strive to build good relationships with the President, Board colleagues, community members and the college community
- Ensure the implementation of a performance review system throughout the college.
- Ensure that the institution as a whole and specific aspects are evaluated at intervals.

Evaluations

- Evaluate the President at least once a year, as well as on a continuous basis throughout the year.
- ~~Do a Board self-evaluation regularly~~ ***The Board will conduct a self-evaluation at least every other year.***

The District and the College

- Become conversant with the college district, its population, economy, businesses and institutions, common schools - including types of students, curricula, strengths and achievements, as well as adjacent community colleges.
- Become conversant with Oakton College, its purpose, history, organizational structure, character of the student body, curricula programs, facilities, status of plant, and financial status.

Federal and State Relations

- Become familiar with Higher Education in the state as well as the nation.
- Know and understand state and federal laws that impact community colleges.
- Communicate with legislators and congressmen concerning key issues important to community colleges and encourage their support.
- Become involved in the activities of the national associations concerned with community colleges.
- Work with state and federal agencies that are important to the community college for grants and other funding priorities

Self-Development

Election to the Board does not immediately equip a trustee with all of the requisite knowledge or wisdom to be an effective trustee, even though many may expect instant help and look to a Board member for solutions to difficult problems. A Board member is expected to participate in a wide variety of activities to enhance his or her ability to govern appropriately and advocate effectively. It is therefore recognized that the trustee must engage in professional development for continuous learning.

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Policy No. 1010
(Previously 1600)
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Revised 11/15/2005
Revised 2/17/2015
Reviewed 12/15/2020
Reviewed 2/21/2023

BOARD OF TRUSTEES

Orientation of Board Candidates and New Members

The Board, with the cooperation of the President and his or her designees shall provide an orientation for those candidates who have filed petitions for a Board seat as well as for all newly elected Board members. The Chair, or his or her appointee, will work with the President in organizing the orientation which should include an overview of the duties and responsibilities of a Trustee at Oakton College, as well as relevant information about the College.

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Policy No. 1013
(Previously 1720)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 2/21/2023

BOARD OF TRUSTEES

Board Appointments and/or Reviews

Periodically the Board will make the following appointments or review the performance of each for reappointment:

Attorney(s)

- The Board will appoint legal counsel who, by direction of the Board, will act as its counsel in legal and related matters.

Auditor(s)

- The Board will appoint a licensed accountant or accounting firm who will audit the financial and enrollment records of the district in compliance with the Public Community College Act.

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Policy No. 1018
(Previously 1830)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 3/19/2002
Revised 2/17/2015
Reviewed 12/15/2020
Revised 2/21/2023

BOARD OF TRUSTEES

The Board Agenda

A written agenda of the business to be considered at the Board meeting shall be prepared by the President in cooperation with the Board Chair. The agenda, supporting data and other information are to be delivered to the homes of the Board members no later than the Friday preceding the regular Board meeting to allow for Trustee preparation. The agenda will also be transmitted electronically.

~~In the event of an unforeseen emergency matter requiring the Board's consideration, and upon approval by the Board Chair, an agenda item may be carried into the Board meeting.~~

Board members who want to add an item to the agenda will notify the President and Board Chair within three (3) weeks of the next meeting.

Acceptance of the Music Performance Trust Fund Grant from the American Federation of Musicians of the U.S.A. & Canada, Chicago Federation of Musicians – Local 10-20B

The American Federation of Musicians of the U.S.A. & Canada, Chicago Federation of Musicians – Local 10-20B has awarded Oakton College a Music Performance Trust Fund grant in the amount of \$2,918.88 to support the Jazz Appreciation Month Concert. The date and times of the concert are Thursday, April 20, 2023, 9:30 a.m. - 11:50 a.m., and 12 p.m. - 1:30 p.m.

Mark Olen, the director of Oakton Jazz Ensemble, and Dan Cunningham, Production Coordinator will serve as grant managers, and Linda Korbel, Dean of Liberal Arts, will administer the grant.

AG:gl
2/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts a grant from the American Federation of Musicians in support of the Jazz Appreciation Month Concert, in the amount of \$2,918.88.”