

**The 784th Meeting
of
The Board of Trustees
January 17, 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 December 13, 2022
 - 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 January 17, 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 December 13, 2022 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- Neurodiversity Liaison Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair

Trustee Comments

Public Participation

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

NEW BUSINESS

CONSENT AGENDA

- | | | |
|---|---------|---|
| V | 1/23-1a | Approval of Adoption of Consent Agenda |
| R | 1/23-1b | Approval of Consent Agenda Items 1/23-2 through 1/23-8 |
| | 1/23-2 | Ratification of Payment of Bills for December 2022 |
| | 1/23-3 | Acceptance of Treasurer's Report for December 2022 |
| | 1/23-4 | Acceptance of Quarterly Report on Investments |
| | 1/23-5 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| | 1/23-6 | Supplemental Authorization to Pay Professional Personnel – Fall 2022 |
| | 1/23-7 | Authorization to Pay Professional Personnel |
| | 1/23-8 | Approval of Clinical Practice Agreements |

OTHER ITEMS

- | | | |
|---|---------|--|
| R | 1/23-9 | Authorization to Approve January Purchases: <ul style="list-style-type: none">a) Classroom Projectorsb) Splunk Software License, Updates and Supportc) Early Alert Software Renewal - One-Year Contractd) High Speed Internet Hotspot Data Plane) Travel for Men's Baseball Team |
| | 1/23-10 | Preview and Initial Discussion of Upcoming Purchases |
| R | 1/23-11 | Ratification of Natural Gas Purchases |
| R | 1/23-12 | Authorization to Appoint Interim Dean of Student Success |
| R | 1/23-13 | Approval of Temporary Assignment Pay for Two Administrators |
| R | 1/23-14 | Acceptance of Administrator Retirement |
| R | 1/23-15 | Authorization to Hire Full-Time, Tenure-Track Faculty Member |
| R | 1/23-16 | Approval of Emeritus Appointments |
| R | 1/23-17 | Approval of Policy Revisions |
| V | 1/23-18 | Acceptance of Illinois Community College Board Innovative Bridge and Transition Program Grant |

ADJOURNMENT



Minutes of the December 13, 2022 Regular Meeting of the Board of Trustees of Community College District 535

The 783rd meeting of the Board of Trustees of Community College District 535 was conducted on December 13, 2022 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 5:26 p.m. in room 1275, 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		Absent
Mr. Benjamin Salzberg		Present
Mr. William Stafford		Present
Ms. Marie Lynn Toussaint		Present
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 to review closed session minutes of November 15, 2022; and consider 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:

Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Mr. Patel	Aye

Also present in room 1275 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 5:59 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 6:11 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		Absent
Mr. Salzberg		Present
Mr. Stafford		Present
Ms. Toussaint		Present
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.

Administrators: Joseph Scifo, Director of Facilities; Steve Butera, Director of Communications; Dr. Ruth Williams, Assistant VP for Academic Affairs/Dean of Curriculum and Instruction; Dr. Bob Sompolski, Dean of STEM; Linda Korbel, Dean of Liberal Arts; Jake Jeremiah, Dean of Library; May Alimboyoguen, Dean of Health Careers; Dr. Rick Daniels, Director of Student Life and Campus Inclusion; Richard Van Hees, Director of Major and Planned Giving; Dr. Ruben Howard, Director of Workforce Curriculum and Instruction; Prashant Shinde, CIO.

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

Faculty: Dr. Katherine Schuster, Education.

Staff: Beatriz Sparks, Special Assistant to the Board; Philip Cronin, Sr. Media Services Technician; Vinita Shah, Media Services Technician; Amanda Krause, Naturalist; Charmaine John, Sustainability Specialist; Ewa Lyczewska, Communications Manager; Gabrielle O'Connor, Coordinator of Student Life.

Students: Lawrence Escarez; Luis Toro; Kathleen Rosas.

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

Approval of Minutes

Chair Kotowski asked for a motion for the approval of the minutes of the November 15, 2022 regular meeting of the Board of Trustees.

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

Statement by the President

Condolences

- To Professor of Chemistry, Chad Landrie on the passing of his father.
- To Safa Hamed, Professor of Math on the passing of her father on December 10.
- To the family of Mary Forester, former staff in the office of Business and Tech Careers, who recently passed away.

Congratulations

- To the Alpha Iota Phi Chapter's Honors in Action team. Their Honors in Action Hallmark Award entry, "Acceptance of All Truths: Combatting Mental Health Stigma as Our Legacy," was selected from among 400 entries to be included as one of 18 articles in the 2022 edition of *Civic Scholar: Phi Theta Kappa Journal of Undergraduate Research*.
- Two Oakton students received medals during the Skyway Writers Festival: 3rd place in drama (Nathan Enshiwat), and 2nd place in creative nonfiction (Emily Lorr).
- Oakton participated in the Gail Shadwell Speech Tournament at Elgin Community College:
 - Julia Browne emerged this year as team leader, winning 6th place in Extemporaneous speaking, 4th place in Persuasive speaking, and 5th place in Informative speaking.
 - Angel Soria won a 5th place award for IPDA Debate
 - Oakton got 5th place overall at the competition.

Happenings

- Empty Bowls was held on Dec. 3 – The Ceramics Club raised more than \$29,000 this year for six local food pantries, and has raised more than \$396,000 since 2004.
- Oakton is hosting an Art Kleinman exhibition - Dec. 8 - Jan. 20. Stop by the Museum, to view Chicago-based painter Art Kleinman's recent work during an upcoming "Break Out" exhibit. The

exhibition will feature Kleinman's geometric paintings and explore the relationship between structural balance and the desire to "break out" into a freer form of expression.

- President Smith indicated this was the last Board meeting before Winter Break.

Educational Foundation Liaison Report

Trustee Stafford shared that the Foundation met last week. One of the highlights was the donation from Carl Costanza and his wife for \$100,000 which Trustee Stafford called a real tribute as a past administrator who is supportive of the College. The Board of Directors is planning to meet to discuss the Strategic Plan and capital plan. The next meeting will be in March 2023.

ICCTA Liaison Report

President Smith and Trustee Bush attended a Governance Leadership Institute at Triton College on December 1-2. This event was sponsored by ACCT and ICCTA. The institute covered best practices related to the Open Meetings Act. It was well attended, and national representatives were consultants. Trustee Bush indicated she will provide a more specific report during the next Committee of the Whole for trustees who were not able to attend.

Neurodiversity Liaison Report

A meeting has been scheduled for Friday, December 16. A neurodiversity policy statement is being reviewed by the work group.

Student Trustee Report

A club and organizations roundtable was held in November. Another roundtable is scheduled for December 15. SGA approved the appointment of a new senator, and the resignation of another one who will be working as a delegate. SGA will be distributing CTA/PACE bus passes during the spring semester. An SGA retreat will be held on January 12, 2023.

Student Spotlight – Lawrence Escarez

Lawrence first made land acknowledgement, and then introduced himself as a 3rd semester student at Oakton. He chose the word adaptability to describe his experience at Oakton. The Covid-19 pandemic had an impact on him while he was still in high school. He decided to go to Oakton and keep a retail job; he found it challenging to keep a balance between a full-time job and school schedule. That's when he decided to apply for a student employee position to match his schedule. He met Brenda Cruz and Krissie Harris, and learned that he was passionate about working in Student Life and Campus Inclusion. Lawrence said he is proud to be a student employee at Oakton, and recognizes the importance of making student events successful. His job has also helped him learn more about processes and spaces at the College, and has made him more interested in participating in clubs and organizations. Lawrence is the treasurer of SGA and the co-president of the Filipino student club (PAYO). He considers Oakton a place where he can grow comfortably as a person and be around people who support him. He will graduate in spring 2023. One of the things he wishes Oakton had is affinity groups for LGBTQIA+ students and Asian students where they can have mentors to inspire them to go to higher places.

Comments by the Chair

Trustee Kotowski thanked the administrators, faculty and staff for all they do for the community. He added that the Board recognizes that the rebranding process requires significant effort from across the College. The Board also acknowledges the fact that there are many vacancies in key leadership roles, and progress on some goals may take a little longer to accomplish. The Board is aware of the long hours that are worked on both campuses; multiple initiatives and projects are worked on all at once, many in the context of unexpected or sudden vacancies. The brand refresh is a labor-intensive project, and requires input and contributions from everyone who works at Oakton, and the Board appreciates that. The Board also acknowledges that there are a number of employees working in interim positions which presents a challenge, but the Board is confident all efforts will be worth it.

Trustee Comments

Trustee Stafford complimented the work of the team who created the holiday greetings video. Trustee Bush promoted the current issue of OCCurrence, especially an opinion piece on unreadable books. Trustee Toussaint wished everyone happy holidays.

Public Participation

Oakton student and SGA President Luis Toro provided feedback on behalf of SGA related to the revision on the board policy pertaining the duration of the term for the student member of the Board of Trustees. Mr. Toro indicated that a one-year term limit differs from the term limits of the other SGA Executive positions; those positions have a term limit of two-years. Student Trustees are an essential part of the SGA Executive Team; their term limits should mirror those of other SGA Executive Team members. He also added that for a Student Trustee to have the greatest impact on the board, they do not believe that one year will be sufficient. A two-year term limit will allow future Student trustees additional time to maximize their role. And generally speaking, one can accomplish their duties to a higher degree and with more experience by having a second year to do so.

Report: Environmental Justice at Oakton

Edwin Chandrasekar, Vice President for Administrative Affairs
Joseph Scifo, Director of Facilities
Amanda Krause, Naturalist
Charmaine John, Sustainability Specialist

The report provided information on current projects and College-wide initiatives that align with Oakton values and environmental justice.

- Exercise responsibility through accountability to each other, our community, and the environment.
- Embrace the diversity of the Oakton community and honor it as one of our college's primary strengths.
- Advance equity by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- Cultivate compassion within a caring community that appreciates that personal fulfillment and wellbeing are central to our mission.

Current projects: Naturalist

Maple sugaring
Invasive species removal
Community apiary at Skokie
Native plant nursery
Pollinator garden
Plant ID tours
Rare seed collection

College-wide initiatives: Sustainability

- Board Sustainable Purchasing Policy 2014
- Copy Center Purchases Recycled Paper Content
- Housekeeping Purchases Recycled Content
- Campus Master Plan Furniture/Fixtures
- Food Composting
- Custodian Training on Contamination and Recycling
- PaperCut Student Printing
- Used Microscope Donations
- Ban-the-Bottle
 - Student-led Ban on sale of single use water bottles on campus
 - Adding re-Fill Stations on both campuses
 - Steel water bottles provided by Educational Foundation Grant

- Energy conservation initiatives

Call to Action:

- Increase environmental literacy among staff and students
 - Rooted in the realities of historic and systemic environmental injustices that must be understood and addressed to make progress toward equity.
- Reduce energy consumption and expand renewable sources
 - Installation of high efficiency equipment during replacement and renewal cycle.
 - Review feasibility for additional renewable energy generation on campus.

Upcoming initiatives:

Greenhouse, hiking and trails signage, seed sharing, native landscaping, air handler units replacement, boiler and switchgear upgrades at Skokie, community garden curriculum, landscaping master plan.

NEW BUSINESS

12/22-1a 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.

12/22-1b Approval of Consent Agenda Items 12/22-2 through 12/22-6

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/22-2 through 12/22-6 as listed in the Consent Agenda.”

12/22-2 Ratification of Payment of Bills for November 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 \$5,772,014.70 for all check amounts as listed and for all purposes as appearing on a report dated November 2022.”

12/22-3 Acceptance of Treasurer’s Report for November 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 November 2022.”

12/22-4 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 b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$6,973.42 for all funds listed in items a and b.”

12/22-5 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 \$62,895.51 to the total amount of part-time teaching salaries paid during the fall semester 2022; the revised total payment amount is \$3,655,097.24.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$11,791.40 to the total amount of faculty overload salaries paid during the fall semester 2022; the revised total payment amount is \$598,280.87.”

12/22-6 Approval of Clinical Practice Agreements

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

Health Information Technology
Nursing.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

12/22-7 Approval of Board Meetings Schedule for Calendar Year 2023

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2023 calendar year for public notice as follows:

January 17, February 21, March 21, April 25, May 23, June 27, August 15, September 19, October 17, November 14, December 12.

Time and location of all meetings will be posted as required by law.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

12/22-8 Adoption of Resolution Setting Forth Tax Levies for 2022

Trustee Stafford offered: “Be it resolved by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, as follows:

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2022 (to be collected in 2023) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Fifty One Million Four Hundred Nine Thousand and Seventeen Dollars (\$51,409,017) as a tax for Educational purposes; and the sum of Eight Million Dollars (\$8,000,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred Thousand Dollars (\$100,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2022.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chairman is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Law.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

12/22-9

Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

Trustee Stafford offered:

“**WHEREAS**, on December 13, 2022, the Board of Trustees (“Board”) of Community College District No. 535, Cook County, Illinois (“College District”) did adopt its 2022 tax levy; and

WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk’s Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2022 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 535, Cook County, Illinois as follows:

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District’s 2022 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

100% of such reductions shall be made from the levy for Educational purposes

0% of such reductions shall be made from the levy for Operations and Maintenance purposes

0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes

0% of such reductions shall be made from the levy for Social Security and Medicare purposes

0% of such reductions shall be made from the levy for Financial Audit purposes

Section 2. That the Chair and Secretary of the Board be and are hereby authorized and directed to sign the Resolution on behalf of the Board of Trustees.

Section 3. That the President of the College District is hereby directed to file a certified copy of this Resolution with the County Clerk on or before the last Tuesday in December.

Section 4. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its passage.”

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

Dr. Bush	Aye
Mr. Kotowski	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye

Dr. Yanow Aye

The motion carried. Student Trustee Patel favored the resolution.

12/22-10 Authorization to Approve December 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>
12/22-10a	3	Travel Services for Summer 2023 Student Abroad Program in Ghana	EDU Africa Cape Town, South Africa	\$46,000.00
12/22-10b	1	IP Telephony Annual Maintenance and Software Assurance Agreement	Telcom Innovations Group LLC Itasca, IL	\$33,079.97
12/22-10c	2	Cisco Systems Core Network Switches	JensenIT, Inc. Des Plaines, IL	\$139,806.29
12/22-10d	2	Printing of the Oakton Non-Credit Class Schedule	KK Stevens Publishing Co Astoria, IL	\$137,958.90
GRAND TOTAL:				\$356,845.16.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

12/22-11 Preview and Initial Discussion of Upcoming Purchases

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

- a. T-Mobile Hotspots
- b. Early Alert Software Renewal – One-Year Contract
- c. Des Plaines Campus Pedestrian/Bicycle Pathway

12/22-12 Ratification of Electricity Purchase

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 ratifies the purchase of electricity for 36 months beginning January 2023 from Constellation NewEnergy Inc., 1001 Louisiana St, Suite 2300, Houston, TX 77002 with a total not to exceed \$2,627,000.”

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

Dr. Bush Aye
 Mr. Kotowski Aye
 Mr. Salzberg Aye
 Mr. Stafford Aye

Ms. Toussaint Aye
Dr. Yanow Aye

The motion carried. Student Trustee Patel favored the resolution.

12/22-13 Authorization to Hire Dean of STEM

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. James Rabchuk as Dean of STEM effective June 5, 2023 at an annual salary of \$139,000. That salary will be prorated for the period of June 5, 2023 through June 30, 2023.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

12/22-14 Approval of Temporary Leave for Professional Purposes for Faculty Member

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves a temporary leave for professional purposes for Professor Madhuri Deshmukh from January 9 to May 12, 2023.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

12/22-15 Approval of Adoption of Land Acknowledgement

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the adoption of the following Land Acknowledgment for Oakton:

Part 1: Land Acknowledgement 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 Hooçągra (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.

Part 2: A Call to Action

As an institution with an educational mission, we ask everyone to commit to continue learning how to be better stewards of the land we inhabit and the water we all share and depend on for life. We call on everyone to build relationships of inclusion with Native communities and to nurture respectful partnerships and meaningful collaborations. We stand as allies of the people we encounter, and protectors of these natural gifts and resources. We remember and honor the ancestors of this place and do this for the sake of all our relatives.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

12/22-16 First Read of Policy Revisions – 1000 Series

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the 1000 series of Board policies, attached hereto, with action to take place at the next regularly scheduled Board meeting, January 17, 2023.”

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

12/22-17 First Read of Policy Revisions – Policy 3022

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board policy 3022, attached hereto, with action to take place at the next regularly scheduled Board meeting.”

Trustee Salzberg 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, January 17, 2023 at the Des Plaines Campus.

Student Trustee Patel made a motion to adjourn the meeting, which was seconded by Trustee Kotowski. A voice vote was called and the meeting was adjourned at 8:00 p.m.

Paul Kotowski, Board Chair

Gail Bush, Board Secretary

Minutes recorded by:
Beatriz Sparks
12/2022

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 1/23-2 through 1/23-8

“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

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

1/23-4 Acceptance of Quarterly Report on Investments

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

1/23-6 Supplemental Authorization to Pay Professional Personnel – Fall 2022

1/23-7 Authorization to Pay Professional Personnel

1/23-8 Acceptance of Clinical Practice Agreements.”

Ratification of Payment of Bills for December 2022

The check register detailing the regular monthly bills for December 2022 was sent out January 13, 2023. The totals by fund are on page 2. This includes approval of travel reimbursements for December 2022.

Board Chair

Board Secretary

EC:mw
1/2023

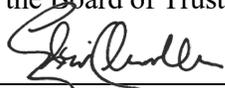
President's Recommendation:

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 \$5,730,299.32 for all check amounts as listed and for all purposes as appearing on a report dated December 2022.”

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 December 2022, represented by checks on pages 1-14 numbered !0002087 - !0002122, !0002124 - !0002143, !0002145 - !0002167, !0002169 - !0002170 and A0159280 - A0159665 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

Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,807,700.61	\$ 678,631.77	\$ 4,486,332.38	\$ 502.64	\$ 4,486,835.02
Operations, Building and Maintenance Fund	\$ 325,029.91	\$ 131,592.06	\$ 456,621.97	\$ -	\$ 456,621.97
Maintenance Fund (Restricted)	\$ -	\$ 66,782.74	\$ 66,782.74	\$ -	\$ 66,782.74
Bond & Interest		\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 215,023.81	\$ 237,898.12	\$ 452,921.93	\$ -	\$ 452,921.93
Restricted purposes	\$ 210,737.58	\$ 27,174.63	\$ 237,912.21	\$ -	\$ 237,912.21
Trust/Agency	\$ -	\$ 7,844.05	\$ 7,844.05	\$ -	\$ 7,844.05
Audit		\$ 11,500.00	\$ 11,500.00		\$ 11,500.00
Liability, Protection & Settlement		\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan					
TOTALS	\$ 4,558,491.91	\$ 1,161,423.41	\$ 5,719,915.28	\$ 502.64	\$ 5,720,417.92
Student Government	\$ -	\$ 10,384.04	\$ 10,384.04	\$ -	\$ 10,384.04
TOTAL PER REPORT	\$ 4,558,491.91	\$ 1,171,807.45	\$ 5,730,299.32	\$ 502.64	\$ 5,730,801.96

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 1-14 numbered !0002092, !0002096, !0002131, !0002137, !0002138, !0002147, A0159312, A0159346, A0159350, A0159362, A0159447, A0159521, A0159548, A0159573 and A0159622 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 \$10,384.04 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 December 2022.

Student Government Association

Acceptance of Treasurer's Report for December 2022

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
1/2023

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 December 2022."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

December 2022

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

Treasurer's Comments on December 2022 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$15.9 million in property taxes, \$2.1 million in tuition and fees, \$336,000 in interest earnings, \$320,000 for the credit hour grant, \$239,000 in replacement tax, \$188,000 in Adult Education grants, \$49,000 in Perkins grants, and \$17,000 from the state Monetary Assistance Program (MAP) grants.

Net cash and investments increased \$8.2 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 December, revenues were \$56.5 million or 109% of the prorated budget, compared to \$55.7 million, or 107% for the previous year. Tuition and fees totaled \$21.1 million year to date, or 113% of the prorated budget. Last year, tuition and fees totaled \$19.2 million or 97% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$35.2 million. The operating expenditures are \$0.3 million (0.9%) above prior year's actual expenditures of \$34.9 million for the same period. Net transfers total \$3.2 million.

**OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
December 31, 2022
(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	\$ 2,844	\$ 605	\$ 999	\$ -	\$ -	\$ 676	\$ -	\$ 1,103	\$ -	\$ 6,227
Taxes Receivable	11,269	1,426	-	687	-	-	-	3	-	13,385
Student Tuition Receivable	8,708	-	5	-	-	752	-	-	-	9,465
Government Funds Receivable	(17)	-	-	-	-	713	-	41	-	737
Lease Receivable	14,271	-	-	-	-	-	-	-	-	-
Accrued Interest	128	17	19	-	-	4	-	1	49	218
Other Receivables	671	-	-	-	-	43	-	-	-	714
Investments										
Short-term	61,169	8,689	12,119	230	(67)	4,009	-	372	32,409	118,930
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	290	-	-	-	56	357	-	-	-	703
Total Current Assets	104,739	13,886	17,195	897	(21)	21,430	-	1,648	40,025	199,799
Net Investment in Plant	-	-	-	-	-	-	104,996	-	-	104,996
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 104,739	\$ 13,886	\$ 17,195	\$ 897	\$ (21)	\$ 21,430	\$ 105,554	\$ 1,648	\$ 40,025	\$ 305,353
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,585	1,585
Total Assets and Deferred Outflows of Resources	\$ 104,739	\$ 13,886	\$ 17,195	\$ 897	\$ (21)	\$ 21,430	\$ 105,554	\$ 1,648	\$ 41,610	\$ 306,938
LIABILITIES AND NET POSITION										
Payables	\$ 36	\$ 13	\$ 30	\$ -	\$ -	\$ 35	\$ -	\$ -	\$ -	\$ 114
Accrued Interest Payable	-	-	-	-	113	-	-	-	-	113
Deferred Tuition Revenue	-	-	-	-	-	(14)	-	-	-	(14)
Accruals	2,990	267	-	-	-	247	-	-	-	3,504
Bonds Payable	-	-	-	-	45,009	-	-	-	-	45,009
Lease Liability	-	-	-	-	347	-	-	-	-	347
OPEB Liability	-	-	-	-	-	-	-	-	39,740	39,740
Total Liabilities	3,026	280	30	-	45,469	268	-	-	39,740	88,813
Deferred Inflows of Resources - Property Taxes	669	(118)	-	(432)	-	-	-	(1)	-	118
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	10,670	10,670
Deferred Inflows - Leases	14,271	-	-	-	-	-	-	-	-	14,271
Total Liabilities and Deferred Inflows of Resources	17,966	162	30	(432)	45,469	268	-	(1)	50,410	113,872
Net Position										
Unrestricted	86,773	13,725	17,164	-	-	4,115	-	-	(8,800)	112,977
Restricted	-	-	-	-	-	17,049	-	1,649	-	18,698
Debt Service	-	-	-	1,329	(45,490)	-	-	-	-	(44,161)
Plant	-	-	-	-	-	-	105,554	-	-	105,554
Total Net Position	86,773	13,725	17,164	1,329	(45,490)	21,164	105,554	1,649	(8,800)	193,068
TOTAL LIABILITIES & NET POSITION	\$ 104,739	\$ 13,887	\$ 17,194	\$ 897	\$ (21)	\$ 21,432	\$ 105,554	\$ 1,648	\$ 41,610	\$ 306,940

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2022**

	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	\$ 29,077	\$ 27,895	96%	99%
Replacement Tax	1,400	700	1,574	225%	189%
State Revenue	3,928	1,964	2,855	145%	189%
Federal Revenue	1,800	900	2,061	229%	220%
Tuition and Fees	19,154	18,619	21,058	113%	97%
Other	1,009	505	1,062	211%	52%
TOTAL REVENUES	\$ 85,445	\$ 51,764	\$ 56,505	109%	107%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,557	\$ 15,279	\$ 15,244	100%	104%
Academic Support	19,667	9,834	9,669	98%	93%
Student Services	8,388	4,194	3,261	78%	77%
Public Services	1,314	657	527	80%	76%
Operations and Maintenance	8,053	4,027	2,907	72%	74%
General Administration	7,026	3,513	3,005	86%	81%
General Institutional	310	155	543	350%	274%
Contingency	1,809	905	-	0%	0%
TOTAL EXPENDITURES	\$ 77,124	\$ 38,562	\$ 35,156	91%	91%
Revenues over (under) expenditures	8,321	13,202	21,349		
Net Fund transfers					
To Retiree Health Insurance Fund	(2,000)	(1,000)	-		
To O & M Fund (Restricted)	(2,500)	(1,250)	(1,250)		
To Auxiliary Fund and Alliance	(2,474)	(1,237)	(1,237)		
To Restricted Purpose Fund	(100)	(50)	(50)		
To Liability, Protection & Settlement Fund	(713)	(357)	(357)		
To Social Security/Medicare Fund	(824)	(412)	(412)		
From Working Cash Fund: Interest	290	145	145		
Total Transfers	\$ (8,321)	\$ (4,161)	\$ (3,161)		
Net Revenue over (under) expenditures	\$ -	\$ 9,042	\$ 18,189		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2022**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	254	86%
Interest and Investments Gain/Loss	16	125	781%
Total revenues	311	379	122%
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%
Total expenditures	11,299	680	6%
Transfer in	-	-	0%
Net	\$ (10,988)	\$ (301)	3%

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,355	\$ 1,106	82%	64%
Workforce Development	60	9	15%	31%
Copy Center	150	39	26%	10%
Athletics	8	35	438%	200%
Child Care	405	253	62%	48%
PAC Operations	4	2	50%	0%
Campus Scheduling and Events	155	7	5%	0%
Other	118	98	83%	61%
Interest and Investments Gain/Loss	40	16	40%	4%
Total revenues	2,295	1,565	68%	51%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,425	\$ 315	22%	23%
Workforce Development	302	112	37%	45%
Copy Center	415	191	46%	38%
Athletics	961	561	58%	55%
Child Care	535	246	46%	45%
PAC Operations	100	45	45%	38%
Campus Scheduling and Events	30	3	10%	0%
Auxiliary Services Administration	320	144	45%	39%
Other	479	99	21%	14%
Total expenditures	4,567	1,716	38%	43%
Transfers in (out)	2,272	1,136		
Net	\$ -	\$ 985		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2022**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 529	\$ 265	\$ 293	55%	102%
Tuition and Fees	1,214	607	723	60%	38%
Sale of Materials	2	1	1	50%	0%
Institutional Support					
Evening High School	50	25	36	72%	46%
Other Revenues	85	43	15	18%	32%
Total revenues	<u>1,880</u>	<u>940</u>	<u>1,068</u>	<u>57%</u>	<u>52%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,221	611	\$ 430	35%	40%
Instructional Programs					
Allied Health	115	58	19	17%	37%
Job-related	470	235	110	23%	18%
Personal	12	6	9	75%	23%
Emeritus Programs	61	31	7	11%	8%
High School Programs	132	66	38	29%	32%
ESL Programs	70	35	29	41%	25%
Total Programs	<u>860</u>	<u>430</u>	<u>212</u>	<u>25%</u>	<u>24%</u>
Total expenditures	<u>2,081</u>	<u>1,041</u>	<u>642</u>	<u>31%</u>	<u>34%</u>
Revenue over (under) expenditure	<u>\$ (201)</u>	<u>\$ (101)</u>	<u>\$ 426</u>		
Transfer in	201	101	101		
Net	0	0	527		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2022

		<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
	Activity fees	\$ 381,721				
	Interest income	-				
	Sub total revenues	<u>381,721</u>				
369901	Student Government Association	(23,154)	-	(23,154)	(23,114)	(46,268)
369910	Occurrence	145	-	145	(1,030)	(885)
369919	Skokie Events Team	-	-	-	(22,207)	(22,207)
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	-	-	-	(72)	(72)
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)	2,330	-	2,330	(2,617)	(287)
369954	Kpop Club	-	-	-	(180)	(180)
369960	Muslim Student Association	-	-	-	(224)	(224)
369963	ART Club	-	-	-	(90)	(90)
369971	Habitat for Humanity	81	-	81	-	81
369972	PAYO	153	-	153	(381)	(228)
	Sub Totals	<u>5,228</u>	<u>-</u>	<u>-</u>	<u>(28,614)</u>	<u>(23,152)</u>

Fund Summary

Total Revenues	\$ 386,949
Total Expenditures	(28,614)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>358,335</u>
Net Position 6/30/22	<u>1,283,191</u>
Net Position, end of period	<u>\$ 1,641,526</u>

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
DECEMBER, 2022**

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>
12/8/2022	\$ 693,947.15			\$ 693,947.15		
12/17/2022	\$ 400.00		\$ 400.00			
	\$ -					
	\$ -					
TOTAL	\$ 694,347.15	\$ -	\$ 400.00	\$ 693,947.15	\$ -	\$ -

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>
12/9/2022	\$ 644,484.90	\$ 276,067.16	\$ 94,066.50	\$ 200,344.86	\$ 74,006.38
	\$ -				
12/23/2022	\$ 640,811.50	\$ 275,773.63	\$ 94,667.34	\$ 201,032.92	\$ 69,337.61
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 1,285,296.40	\$ 551,840.79	\$ 188,733.84	\$ 401,377.78	\$ 143,343.99

Acceptance of Quarterly Report on Investments

Quarter ended December 31, 2022.

At the end of December 2022, the fair market value of investments totaled \$151.0 million compared to \$144.5 million at the end of September and \$141.0 million for the same month of the previous year. The average yield for this quarter (before fair value adjustment) of this year and last year are 2.55% and 2.28% respectively.

Interest income for the three months ending December 31, 2022 and 2021, before fair market value adjustment was \$1,487,424 and \$220,916, respectively.

The year to date fair market value adjustment is an unfavorable \$298,917 compared to an unfavorable \$294,940 for the same period last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<u>Investments (000)'s</u>	<u>December 31, 2022</u>	<u>September 30, 2022</u>
Certificates of Deposit	\$ 21,264	\$ 19,625
Illinois funds	41,894	36,861
ISDLAF - Liquid and Max General Fund	27,492	6,768
Chase Savings	1,630	1,571
PMA Sunwest ICS	-	-
2020 Bond Series B	20,295	20,123
PMA Bank of China	-	-
Treasury Notes	23,571	44,714
U.S. Treasury Obligations (GNMA's)	395	415
U.S. Treasury Obligations (FNMA's)	4,961	4,518
Federal Agency Bonds	1,381	1,552
Local Government Bonds	3,218	3,255
PMA First American MM	56	94
Huntington MMAX	5,039	5,014
Total	\$ 151,196	\$ 144,511

<u>Fair Market Value Adjustment</u>	<u>FY 2023</u>	<u>FY 2022</u>
1st Quarter	(455,221)	(108,478)
2nd Quarter	156,305	(186,462)
3rd Quarter		
4th Quarter		
Year to Date	\$ (298,917)	\$ (294,940)

EC:mw
1/2023

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 authorizes the acceptance of the Quarterly Report on Investments for filing."

REPORT ON INVESTMENTS
2nd Quarter 2022-2023

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
C-D	0.115%	-	-	9/2/2020	9/2/2022	0.115%	201	2,318	-
C-D	0.100%	-	-	9/25/2020	9/26/2022	0.100%	60	64	-
C-D	0.091%	-	-	1/15/2021	7/15/2022	0.091%	93	3,257	-
C-D	0.121%	2,500,000	2,500,000	1/19/2021	1/19/2023	0.121%	1,525	-	5,884
C-D	0.150%	497,800	497,800	2/4/2021	2/6/2023	0.150%	376	-	1,420
C-D	0.100%	247,573	249,000	2/16/2021	2/21/2023	0.100%	126	123	91
C-D	0.111%	-	-	2/19/2021	8/15/2022	0.111%	245	2,783	-
C-D	0.111%	-	-	3/5/2021	9/6/2022	0.111%	258	2,018	-
C-D	0.121%	1,750,000	1,750,000	3/5/2021	3/6/2023	0.121%	1,067	-	3,852
C-D	0.111%	498,800	498,800	3/15/2021	3/15/2023	0.111%	279	-	992
C-D	0.110%	249,400	249,400	3/17/2021	3/17/2023	0.110%	138	-	490
C-D	0.111%	2,000,000	2,000,000	3/17/2021	3/14/2023	0.111%	1,119	-	3,960
C-D	0.110%	246,615	249,199	3/26/2021	3/27/2023	0.110%	138	187	(62)
C-D	0.110%	1,500,000	1,500,000	3/25/2021	3/23/2023	0.110%	832	-	2,889
C-D	0.110%	246,590	249,448	3/29/2021	3/29/2023	0.110%	138	250	(266)
C-D	0.110%	246,565	249,199	3/30/2021	3/30/2023	0.110%	138	188	(82)
C-D	0.110%	246,498	248,950	3/31/2021	3/31/2023	0.110%	138	104	105
C-D	0.100%	249,200	249,200	3/30/2021	3/30/2023	0.100%	126	-	436
C-D	0.120%	1,000,000	1,000,000	4/1/2021	3/30/2023	0.120%	605	-	2,101
C-D	0.050%	245,398	249,249	5/7/2021	5/8/2023	0.050%	63	125	(176)
C-D	0.060%	2,000,000	2,000,000	5/3/2021	4/28/2023	0.060%	605	-	1,992
C-D	0.051%	-	-	5/3/2021	10/27/2022	0.051%	333	1,397	-
C-D	0.100%	247,706	249,373	8/18/2021	2/17/2023	0.100%	126	247	(156)
C-D	0.083%	-	-	8/11/2021	8/11/2022	0.083%	24	207	-
C-D	0.113%	249,400	249,400	8/11/2021	8/11/2023	0.113%	142	-	391
C-D	0.060%	249,700	249,700	8/17/2021	8/17/2023	0.060%	76	-	206
C-D	0.051%	-	-	8/26/2021	8/26/2022	0.051%	20	126	-
C-D	0.110%	246,600	246,600	8/26/2021	8/28/2023	0.110%	137	-	366
C-D	0.752%	231,061	249,090	12/10/2021	12/10/2024	0.752%	944	1,119	(251)
C-D	0.291%	249,200	249,200	1/4/2022	1/4/2023	0.291%	366	-	717
C-D	0.493%	-	-	3/4/2022	8/31/2022	0.493%	209	606	-
C-D	0.492%	-	-	3/4/2022	8/31/2022	0.492%	208	606	-
C-D	1.452%	238,378	247,722	3/9/2022	3/11/2024	1.452%	1,813	1,992	931
C-D	3.040%	1,000,000	1,030,567	8/12/2022	8/14/2023	3.040%	12,103	-	12,103
C-D	3.200%	242,000	249,744	8/15/2022	8/15/2023	3.200%	3,022	-	3,022
C-D	3.052%	245,045	249,000	8/17/2022	2/20/2024	3.052%	2,832	2,663	168
C-D	3.204%	240,128	245,000	8/22/2022	8/22/2024	3.204%	2,817	-	2,817
C-D	2.997%	235,200	249,318	8/12/2022	8/12/2024	2.997%	2,886	-	2,886
C-D	3.350%	240,184	245,000	9/13/2022	9/13/2024	3.350%	2,451	-	2,451
C-D	4.594%	238,300	249,248	10/27/2022	10/27/2023	4.594%	2,039	-	2,039
C-D	4.500%	238,500	249,233	10/27/2022	10/27/2023	4.500%	1,997	-	1,997
C-D	4.486%	238,500	249,199	10/27/2022	10/27/2023	4.486%	1,991	-	1,991
C-D	4.455%	243,912	244,000	11/7/2022	5/7/2024	4.455%	1,608	-	1,608
C-D	4.454%	248,924	249,000	11/9/2022	5/9/2024	4.454%	1,580	941	639
C-D	4.556%	244,390	244,000	11/3/2022	11/4/2024	4.556%	1,766	-	1,766
C-D	4.556%	244,390	244,000	11/3/2022	11/4/2024	4.556%	1,766	-	1,766
C-D	4.756%	244,326	243,000	12/7/2022	12/9/2024	4.756%	760	-	760
C-D	4.670%	243,762	243,000	12/7/2022	6/7/2024	4.670%	746	-	746
C-D	4.654%	248,616	248,000	12/5/2022	6/5/2024	4.654%	822	-	822
C-D	4.654%	248,630	248,000	12/15/2022	6/14/2024	4.654%	506	-	506
C-D	4.650%	238,262	238,000	12/7/2022	12/7/2023	4.650%	728	-	728
C-D	4.650%	238,263	238,000	12/9/2022	12/8/2023	4.650%	667	-	667
C-D	4.739%	238,500	249,781	12/6/2022	12/6/2023	4.739%	811	-	811
C-D	4.693%	228,000	249,856	12/6/2022	12/6/2024	4.693%	803	-	803
SUBTOTAL CDS		\$ 21,264,317	\$ 21,436,278				\$ 57,370	\$ 21,323	\$ 66,926

TNOTE	0.125%	381,273	395,000	10/30/2020	10/15/2023	0.125%	304	313	148
TNOTE	1.625%	743,027	750,000	4/23/2021	4/30/2023	1.625%	6,144	6,094	2,081
TNOTE	2.250%	726,446	750,000	4/23/2021	4/30/2024	2.250%	8,507	8,438	2,882
TNOTE	0.375%	685,019	750,000	4/23/2021	4/30/2025	0.375%	1,418	1,406	480
TNOTE	2.375%	709,248	750,000	4/23/2021	4/30/2026	2.375%	8,979	8,906	3,042
TNOTE	0.250%	417,796	445,000	7/25/2021	6/15/2024	0.250%	561	556	(72)
TNOTE	0.625%	233,604	250,000	11/2/2021	10/15/2024	0.625%	788	781	253
TNOTE	0.270%	499,633	500,000	1/5/2022	1/15/2023	0.270%	681	3,750	(2,418)
TNOTE	0.470%	731,777	750,000	1/5/2022	7/15/2023	0.470%	1,777	469	3,008
TNOTE	0.650%	715,283	750,000	1/5/2022	1/15/2024	0.650%	2,458	469	4,339
TNOTE	0.366%	-	-	2/7/2022	8/1/2022	0.366%	802	1,563	-
TNOTE	0.312%	-	-	3/7/2022	7/6/2022	0.312%	115	1,908	-
TNOTE	0.360%	-	-	3/7/2022	7/14/2022	0.360%	207	-	-
TNOTE	0.480%	-	-	3/7/2022	8/31/2022	0.480%	1,427	1,094	-
TNOTE	0.730%	-	-	3/7/2022	11/30/2022	0.730%	9,180	1,875	-
TNOTE	0.910%	2,731,655	2,750,000	3/7/2022	2/28/2023	0.910%	12,615	1,719	18,716
TNOTE	1.370%	711,299	750,000	3/7/2022	3/15/2024	1.370%	5,180	938	5,646
TNOTE	0.930%	1,240,478	1,250,000	3/7/2022	3/15/2023	0.930%	5,860	3,125	286
TNOTE	1.200%	1,212,256	1,250,000	3/7/2022	8/31/2023	1.200%	7,562	781	11,477
TNOTE	1.430%	237,100	250,000	3/8/2022	3/15/2024	1.430%	1,802	313	1,993
TNOTE	0.372%	-	-	3/10/2022	7/20/2022	0.372%	102	-	-
TNOTE	1.026%	248,096	250,000	3/10/2022	3/15/2023	1.026%	1,293	625	222
TNOTE	1.366%	242,158	250,000	3/10/2022	9/15/2023	1.366%	1,722	156	2,305
TNOTE	1.544%	237,100	250,000	3/10/2022	3/15/2024	1.544%	1,946	313	2,201
TNOTE	0.414%	-	-	3/15/2022	7/14/2022	0.414%	516	4,457	-
TNOTE	1.695%	237,100	250,000	3/15/2022	3/15/2024	1.695%	2,136	313	3,066
TNOTE	0.600%	-	-	3/15/2022	8/11/2022	0.600%	1,553	5,494	-
TNOTE	0.610%	-	-	3/18/2022	9/8/2022	0.610%	877	-	2,175
TNOTE	0.690%	-	-	3/18/2022	9/30/2022	0.690%	5,652	2,031	-
TNOTE	0.600%	-	-	3/18/2022	8/15/2022	0.600%	2,647	26,250	-
TNOTE	0.984%	-	-	4/7/2022	10/6/2022	0.984%	1,321	2,442	-

REPORT ON INVESTMENTS
2nd Quarter 2022-2023

AGENDA ITEM 1/23-4
4 of 6

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
TNOTE	1.540%	1,250,000	1,250,000	4/25/2022	1/1/2023	1.540%	9,704	-	(96)
TNOTE	1.160%	-	-	4/29/2022	10/12/2022	1.160%	6,643	10,696	-
TNOTE	1.508%	756,000	756,000	4/29/2022	1/1/2023	1.508%	5,747	-	7,211
TNOTE	1.816%	4,019,411	4,061,000	4/29/2022	3/31/2023	1.816%	37,177	2,538	47,166
TNOTE	1.981%	247,440	250,000	5/4/2022	3/31/2023	1.981%	2,497	156	3,114
TNOTE	1.034%	-	-	5/25/2022	9/8/2022	1.034%	1,487	2,277	-
TNOTE	1.731%	1,484,639	1,500,000	5/26/2022	3/31/2023	1.731%	13,089	938	14,642
TNOTE	1.145%	-	-	6/8/2022	9/7/2022	1.145%	5,952	7,937	-
TNOTE	1.610%	-	-	7/7/2022	9/14/2022	1.610%	3,804	3,845	-
TNOTE	2.111%	-	-	7/15/2022	9/28/2022	2.111%	9,760	9,853	-
TNOTE	2.368%	-	-	7/15/2022	10/18/2022	2.368%	13,867	13,971	-
TNOTE	2.100%	-	-	7/15/2022	9/13/2022	2.100%	863	872	-
TNOTE	2.350%	-	-	7/18/2022	11/8/2022	2.350%	1,819	1,831	-
TNOTE	2.430%	-	-	8/29/2022	11/3/2022	2.430%	8,788	8,749	-
TNOTE	2.346%	-	-	8/12/2022	11/4/2022	2.346%	17,547	17,692	-
TNOTE	3.056%	475,156	500,000	8/12/2022	2/15/2024	3.056%	5,903	313	5,590
TNOTE	2.583%	-	-	9/7/2022	11/8/2022	2.583%	10,969	11,074	-
TNOTE	2.838%	-	-	9/8/2022	12/5/2022	2.838%	8,553	8,611	-
TNOTE	3.122%	-	-	9/29/2022	12/7/2022	3.122%	5,902	5,947	-
TNOTE	3.280%	-	-	9/28/2022	12/21/2022	3.280%	28,307	28,485	-
TNOTE	3.450%	484,983	500,000	9/8/2022	9/7/2023	3.450%	5,388	-	5,388
TNOTE	4.165%	483,379	500,000	9/28/2022	9/30/2023	4.165%	5,363	625	4,738
TNOTE	3.366%	237,100	250,000	9/7/2022	3/15/2024	3.366%	2,651	313	2,339
TNOTE	4.194%	233,134	250,000	9/28/2022	9/15/2024	4.194%	2,700	-	2,700
TNOTE	4.190%	475,039	500,000	9/28/2022	9/30/2024	4.190%	5,395	3,750	1,645
TNOTE	3.574%	-	-	10/28/2022	12/20/2022	3.574%	7,784	7,745	-
TNOTE	3.474%	-	-	10/19/2022	12/21/2022	3.474%	1,499	1,511	-
TNOTE	4.350%	241,182	250,000	10/19/2022	10/15/2023	4.350%	2,175	-	2,176
TNOTE	4.399%	242,969	250,000	10/19/2022	4/30/2024	4.399%	2,199	3,125	(924)
SUBTOTAL TNOTES		\$ 23,570,775	\$ 24,157,000				\$ 329,666	\$ 241,603	\$ 155,344
ILLINOIS FUNDS (IPTIP)	0.000%	41,893,825	41,893,825	DAILY	DAILY	0.000%	547,534	547,534	-
CHASE (Money Market)	0.000%	1,630,471	1,630,471	DAILY	DAILY	0.000%	5,439	5,439	-
ISDLAF-LIQ+MAX FUND (Mont	0.000%	27,491,542	27,491,542	DAILY	DAILY	0.000%	129,864	129,864	-
2020 BOND PROCEEDS	0.000%	20,294,982	20,294,982	DAILY	DAILY	0.000%	259,479	259,479	-
PMA FIRST AMERICAN	0.000%	56,086	56,086	DAILY	DAILY	0.000%	2,556	2,556	-
HUNTINGTON MMAX	0.000%	5,039,259	5,039,259	DAILY	DAILY	0.000%	36,010	36,010	-
SUBTOTAL MONEY MKT & SAVINGS		\$ 96,406,165	\$ 96,406,165				\$ 980,883	\$ 980,883	\$ -
GNMA POOL	8.000%	12,379	10,803	1995-1997	2025-2027	8.000%	471	538	(208)
GNMA	8.000%	597	591	12/31/1997	12/31/2027	8.000%	26	27	(4)
GNMA	8.000%	2,370	2,335	12/31/1997	12/31/2027	8.000%	101	103	(7)
GNMA	8.000%	3,572	3,514	12/31/1997	12/31/2027	8.000%	152	156	(13)
GNMA	8.000%	1,290	1,269	12/31/1997	12/31/2027	8.000%	56	58	(7)
GNMA	8.000%	170	167	12/31/1997	12/31/2027	8.000%	8	8	(1)
GNMA	8.000%	1,662	267	12/31/1997	12/31/2027	8.000%	14	71	(169)
GNMA	8.000%	1,028	1,008	12/31/1997	12/31/2027	8.000%	43	43	(3)
GNMA	8.000%	1,689	1,652	12/31/1997	12/31/2027	8.000%	70	71	(5)
GNMA	7.500%	3,281	3,224	4/20/1998	4/20/2028	7.500%	129	131	26
GNMA	7.500%	4,027	3,914	5/20/1998	5/20/2028	7.500%	158	160	28
GNMA	7.000%	2,972	2,923	8/20/1998	5/20/2028	7.000%	108	110	10
GNMA	6.500%	3,403	3,385	10/21/1998	4/20/2028	6.500%	116	118	13
GNMA	6.500%	4,555	4,449	11/18/1998	11/20/2028	6.500%	154	157	25
GNMA	6.500%	4,252	4,218	11/18/1998	10/20/2028	6.500%	146	148	12
GNMA	6.500%	6,022	5,900	1/21/1999	1/20/2029	6.500%	207	210	46
GNMA	6.500%	4,370	4,330	3/23/1999	3/20/2029	6.500%	149	151	18
GNMA	7.000%	5,383	5,269	6/23/1999	5/20/2029	7.000%	195	197	40
GNMA	7.500%	4,313	4,172	8/24/1999	8/20/2029	7.500%	162	163	37
GNMA	8.000%	2,646	2,517	5/22/2000	4/20/2030	8.000%	106	107	15
GNMA	7.000%	3,491	3,394	2/20/2001	2/20/2031	7.000%	126	127	21
GNMA	7.000%	6,091	5,780	5/21/2001	4/20/2031	7.000%	210	211	35
GNMA	6.500%	7,576	7,279	12/20/2001	12/20/2031	6.500%	245	246	38
GNMA	6.500%	6,383	6,121	4/20/2002	4/20/2032	6.500%	213	216	31
GNMA	6.500%	4,468	4,322	6/20/2002	6/15/2032	6.500%	145	145	9
GNMA	6.000%	8,165	7,828	9/23/2002	7/20/2031	6.000%	245	247	(26)
GNMA	5.500%	22,510	21,945	12/19/2002	12/20/2032	5.500%	628	632	102
GNMA	5.500%	22,193	21,636	1/22/2003	1/20/2033	5.500%	622	627	65
GNMA	5.000%	32,010	31,401	6/19/2003	5/20/2033	5.000%	826	833	78
GNMA	5.500%	39,759	38,764	8/20/2003	8/20/2033	5.500%	1,121	1,133	236
GNMA	6.000%	30,734	29,108	9/23/2003	8/20/2033	6.000%	905	908	118
GNMA	5.500%	39,556	38,471	11/19/2003	10/20/2033	5.500%	1,106	1,113	113
GNMA	5.000%	54,561	53,457	3/23/2004	2/20/2034	5.000%	1,406	1,416	339
GNMA	5.000%	36,852	36,105	4/20/2004	3/20/2034	5.000%	937	939	314
GNMA	6.000%	22,654	22,093	6/22/2004	4/15/2029	6.000%	686	687	117
SUBTOTAL GNMAS		\$ 406,987	\$ 393,611				\$ 11,992	\$ 12,208	\$ 1,445
FNMA	2.389%	13,258	13,231	10/18/2017	1/25/2023	2.389%	498	701	(66)
FNMA	2.500%	29,612	29,988	10/20/2017	4/25/2028	2.500%	486	528	70
FNMA	1.875%	278,198	300,000	10/19/2017	9/24/2026	1.875%	2,836	2,813	1,898
FNMA	2.532%	326,162	336,095	10/25/2017	9/24/2024	2.532%	4,526	4,639	(10)
FNMA	2.561%	397,285	405,748	10/26/2017	7/25/2024	2.561%	5,424	5,564	(448)
FNMA	2.780%	-	(0)	11/14/2017	5/1/2025	2.780%	3,844	4,853	(214)
FNMA	2.723%	99,593	102,571	1/11/2018	10/25/2024	2.723%	1,504	1,580	78
FNMA	2.961%	460,427	447,658	3/28/2018	2/25/2027	2.961%	6,882	7,542	1,036
FNMA	2.902%	76,225	60,016	6/29/2018	1/25/2028	2.902%	887	1,216	(755)

REPORT ON INVESTMENTS
2nd Quarter 2022-2023

AGENDA ITEM 1/23-4
5 of 6

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
FNMA	2.961%	-	38,288	7/27/2018	2/25/2027	2.961%	572	-	(10)
FNMA	2.711%	113,948	119,025	11/6/2018	6/25/2025	2.711%	1,702	1,750	(826)
FNMA	2.590%	70,324	93,768	1/25/2019	12/25/2024	2.590%	1,247	970	670
FNMA	3.050%	320,591	342,140	4/30/2019	12/1/2025	3.050%	5,283	5,209	1,258
FNMA	3.135%	-	-	7/5/2019	10/1/2032	3.135%	593	1,346	-
FNMA	2.800%	319,062	350,000	7/26/2019	7/1/2029	2.800%	4,940	4,982	(178)
FNMA	2.500%	44,839	48,589	9/17/2019	10/1/2034	2.500%	633	638	108
FNMA	2.670%	88,775	94,848	9/26/2019	9/1/2026	2.670%	1,281	1,294	165
FNMA	2.640%	225,215	250,000	10/25/2019	9/1/2029	2.640%	3,327	3,355	431
FNMA	2.610%	186,282	187,298	1/14/2020	8/1/2023	2.610%	2,481	2,083	742
FNMA	2.500%	40,056	44,428	3/12/2020	3/1/2035	2.500%	577	568	161
FNMA	2.340%	138,545	146,444	3/16/2020	8/1/2024	2.340%	1,733	1,749	223
FNMA	1.160%	175,076	194,402	12/16/2020	1/1/2026	1.160%	1,138	1,150	147
FNMA	1.410%	77,614	100,000	4/30/2021	7/1/2032	1.410%	711	717	92
FNMA	3.444%	144,105	145,961	9/14/2022	12/25/2027	3.444%	1,495	1,903	(408)
FNMA	3.665%	194,233	225,000	9/29/2022	9/25/2028	3.665%	2,101	1,292	810
FNMA	2.673%	241,459	255,000	11/29/2022	3/25/2026	2.673%	598	-	598
FNMA	2.525%	150,483	160,000	11/1/2022	5/25/2026	2.525%	664	337	327
FNMA	3.650%	154,998	160,000	11/8/2022	2/25/2028	3.650%	848	487	361
FNMA	2.735%	214,425	225,000	11/29/2022	9/25/2025	2.735%	540	-	540
FNMA	2.854%	243,766	280,000	12/15/2022	4/25/2025	2.854%	350	-	350
SUBTOTAL FNMAS		\$ 4,824,552	\$ 5,155,137				\$ 59,698	\$ 59,264	\$ 7,149
FED AGENCY (FHLB)	2.500%	58,466	60,296	10/27/2017	5/15/2029	2.500%	850	879	135
FED AGENCY (FHLM)	3.498%	-	(0)	3/27/2018	1/25/2023	3.498%	132	206	(492)
FED AGENCY (FHLM)	4.000%	156,620	160,000	12/10/2018	10/25/2028	4.000%	3,226	3,248	424
FED AGENCY (FHLM)	3.002%	120,208	122,009	5/30/2019	1/25/2024	3.002%	1,853	1,845	320
FED AGENCY (FHLM)	2.510%	-	-	7/30/2019	11/25/2022	2.510%	1,311	1,729	-
FED AGENCY (FHLM)	1.766%	1,007	1,006	2/27/2020	2/25/2025	1.766%	100	133	(214)
FED AGENCY (FHLMC)	1.409%	111,010	125,000	6/11/2020	11/25/2027	1.409%	888	881	154
FED AGENCY (OFDC)	1.320%	408,660	500,000	8/17/2020	3/15/2035	1.320%	3,327	3,300	2,227
FED AGENCY (FHLMC)	1.500%	80,441	100,000	2/5/2021	10/25/2030	1.500%	756	750	131
FED AGENCY (FHLMC)	1.590%	131,362	150,000	2/23/2021	12/25/2027	1.590%	1,202	1,202	181
FED AGENCY (FHLMC)	1.570%	223,858	249,465	2/26/2021	7/25/2032	1.570%	1,978	1,962	343
FED AGENCY (FHLMC)	1.590%	89,762	100,000	10/15/2021	4/15/2028	1.590%	802	795	357
SUBTOTAL FED AGENCY		\$ 1,381,393	\$ 1,567,776				\$ 16,424	\$ 16,930	\$ 3,567
LOCAL GOV - NYCT	2.250%	-	-	10/24/2017	11/1/2022	2.250%	1,911	2,813	-
LOCAL GOV - GMSD	2.720%	199,705	200,000	12/5/2017	5/1/2023	2.720%	2,742	2,720	929
LOCAL GOV - DMUN	3.696%	187,225	200,000	8/30/2018	8/1/2028	3.696%	3,726	3,696	3,110
LOCAL GOV - WUSD	3.200%	49,182	50,000	3/7/2019	1/1/2025	3.200%	807	800	833
LOCAL GOV - NYFA	2.920%	93,437	100,000	6/24/2019	2/1/2027	2.920%	1,472	1,460	985
LOCAL GOV - BWVB	2.161%	-	-	11/26/2019	11/10/2022	2.161%	1,102	1,513	-
LOCAL GOV - MWRD	2.363%	91,219	100,000	11/30/2019	4/1/2027	2.363%	1,191	1,182	660
LOCAL GOV - MCWA	2.082%	-	-	11/30/2019	9/15/2024	2.082%	354	1,001	-
LOCAL GOV - ABCWA	1.350%	86,116	100,000	6/11/2020	7/1/2027	1.350%	681	675	703
LOCAL GOV - PCT	1.500%	140,303	150,000	8/7/2020	4/1/2025	1.500%	1,134	1,125	609
LOCAL GOV - SOH	1.145%	61,799	75,000	8/12/2020	8/1/2028	1.145%	433	429	352
LOCAL GOV - SOL	0.650%	127,369	135,000	10/2/2020	6/1/2024	0.650%	442	439	516
LOCAL GOV - HBUH	1.684%	126,940	150,000	5/13/2021	8/1/2028	1.684%	1,273	1,263	687
LOCAL GOV - MSDO	1.510%	168,356	200,000	5/28/2021	6/15/2028	1.510%	1,522	1,510	138
LOCAL GOV - CSU	0.862%	89,475	100,000	7/9/2021	11/1/2025	0.862%	435	431	193
LOCAL GOV - GRSS	1.762%	121,413	150,000	8/25/2021	1/1/2030	1.762%	1,332	1,322	1,074
LOCAL GOV - Alabama FAHFA	1.856%	124,829	150,000	10/7/2021	9/1/2029	1.856%	1,403	1,392	981
LOCAL GOV - Germantown W	1.300%	90,449	100,000	10/26/2021	4/1/2026	1.300%	655	-	1,044
LOCAL GOV - U of Arizona	0.863%	93,331	100,000	11/10/2021	11/1/2024	0.863%	435	432	193
LOCAL GOV - Coast Comm Col	2.231%	81,137	100,000	2/8/2022	8/1/2031	2.231%	1,125	1,072	920
LOCAL GOV - Jackson Sheffielc	1.715%	136,499	148,552	2/25/2022	10/1/2025	1.715%	1,287	1,299	11
LOCAL GOV - Yosemite Comm	2.082%	134,292	150,000	2/17/2022	8/1/2027	2.082%	1,574	1,423	1,290
LOCAL GOV - Columbus OH UT	0.037%	167,627	180,000	5/17/2022	4/1/2032	0.037%	34	3,402	(3,360)
LOCAL GOV - Oregon St.	0.037%	141,002	150,000	5/17/2022	5/1/2029	0.037%	28	2,502	(2,468)
LOCAL GOV - New York Dormi	1.700%	175,647	200,000	6/23/2021	3/15/2027	1.700%	1,714	1,538	744
LOCAL GOV - Multnomah Cnty	1.250%	94,495	110,000	7/15/2021	6/30/2027	1.250%	693	688	(452)
LOCAL GOV - U of Arizona	1.580%	91,181	115,000	7/19/2022	9/15/2030	1.580%	821	-	821
LOCAL GOV - State of Wiscons	2.501%	-	-	8/12/2022	11/3/2022	2.501%	768	1,707	-
LOCAL GOV - Mississippi State	1.632%	77,529	100,000	10/13/2022	11/1/2031	1.632%	353	816	(463)
LOCAL GOV - City of Henderso	2.430%	107,496	130,000	11/30/2022	6/1/2030	2.430%	9	-	9
LOCAL GOV - State of Wiscons	1.151%	171,335	200,000	11/14/2022	5/1/2027	1.151%	296	-	296
LOCAL GOV	1.404%	125,152	155,000	12/13/2022	8/1/2029	1.404%	107	-	107
SUBTOTAL LOCAL GOV'T		\$ 3,354,540	\$ 3,798,552				\$ 31,862	\$ 38,648	\$ 10,462
TOTAL INVESTMENTS		\$ 151,208,729	\$ 152,914,518				\$ 1,487,895	\$ 1,370,858	\$ 244,894

(A) GNMA, FNMA, and other Government bonds pay interest based on previous months balances. Balances continuously decrease as principal is repaid. Therefore

*Average yield as of respective
** Source Bank Investment Report

Three Months Ended December 31st, 2022 and 2021

Security	Quarter				Year to Date				
	2022		2021		2022		2021		
	Earnings	Avg Yield	Earnings	Avg Yield	Earnings	Avg Yield	Earnings	Avg Yield	
GENERAL FUNDS									
Certificate of Deposit	\$ 57,370	1.74%	\$ 54,485	0.64%	\$ 72,808	1.74%	\$ 85,522	0.64%	
Money Market									
Illinois Funds	547,534	3.47%	3,345	0.04%	737,465	2.82%	4,435	0.03%	
Chase Savings	5,439	0.94%	64	0.01%	7,038	0.68%	96	0.01%	
ISDLAF - Liq+Max Fund	129,864	2.45%	506	0.03%	169,199	2.38%	600	0.03%	
2020 Debt Certificates	-		-	0.00%	-		-	0.00%	
2020 Bond Series B	259,479	3.37%	2,017	0.02%	347,171	2.55%	3,025	0.02%	
PMA LGIP -SDA	-		-	0.00%	-		-	0.00%	
PMA Bank of China SDA	-	0.00%	2,215	0.02%	-		3,424	0.02%	
PMA First American	2,556	4.06%	5	0.01%	2,949	2.81%	6	0.01%	
PMA Sunwest Bank	-	0.00%	2,456		-		3,685	0.04%	
Huntington MMAX	36,010	2.00%	630		46,717	1.42%	1,008	0.02%	
PMA Term Series	-		-	0.00%	-		-	0.00%	
Treasury Notes	329,666	1.44%	26,960	0.91%	485,849		40,706	1.24%	
GNMA	11,522	6.75%	14,522	6.75%	17,424	6.75%	22,013	6.75%	
FNMA	60,986	2.39%	67,713	2.38%	90,186	2.45%	102,277	2.52%	
Other Fed Agency Bonds	16,424	2.07%	22,576	2.07%	25,302	2.20%	34,274	2.24%	
Municiple and other Bonds	30,574	1.59%	23,422	1.76%	46,352	1.62%	34,539	1.91%	
Total	\$ 1,487,424	2.55%	\$ 220,916	2.28%	\$ 2,048,458	2.60%	\$ 335,610	2.34%	
Fair Mkt Value Adj.	\$ 156,305	3.14%	\$ (186,462)	0.43%	\$ (298,917)	(0.60%)	\$ (294,941)	-1.99%	

Codes:

Certificate Of Deposit	PMA Financial Network- short term certificates of deposit
Money Market	Illinois School District Liquid Asset Fund
ISDLAF - Citibank	Illinois School District Liquid Asset Fund
ISDLAF - Liq + Max Fund	Illinois School District Liquid Asset Fund
Illinois Funds	Illinois Public Treasurer's Investment Pool
IMET	Illinois Metropolitan Inv. Fund - No Current balance-received distribution of liquidating trust proceeds
Chase	JP Morgan Chase High Yield Account
T-Notes	U.S. Treasury Notes; 2-10 year maturity.
Gnma, Fnma & Fed Agency	A share of pooled mortgages guaranteed by the Federal Government
Municiple And Other Bonds	Bonds issued by local government agencies
PMA - Prudent Man Advisors	PMA Financial Network- Local Government Investment Pool Savings Deposit Accounts
Huntington Mmax	Huntington Bank Money Market

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 \$8,280.00 for part-time teaching services for the Alliance for Lifelong Learning, spring 2023.
- b. Salary payments in the amount of \$2,744.00 for part-time teaching services for the Alliance for Lifelong Learning, fall 2022.
- c. Salary rescinds in the amount of \$90.00 for part-time teaching services for the Alliance for Lifelong Learning, spring 2023.
- d. Salary rescinds in the amount of \$1,934.36 for part-time teaching services for the Alliance for Lifelong Learning, fall 2022.

MB:bd
1/2023

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 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.”

Supplemental Authorization to Pay Professional Personnel - Fall 2022

Comparative figures:

**Fall 2022 Part-Time
\$3,674,242.46**

**Fall 2021 Part-Time
\$4,109,016.48**

**Fall 2022 Overload
\$621,213.32**

**Fall 2021 Overload
\$608,434.26**

IL:jg
1/2023

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 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.”

Authorization to Pay Professional Personnel

The 2023 Spring Semester classes will begin on January 17, 2023. The first payroll for the 2023 Spring Semester Part-time Faculty and Adjunct Faculty is February 3, 2023, and Full-time Overload payments will be February 17, 2023. Since the list of the 2023 Spring Semester Professional Personnel will not be available until after the January 17, 2023 Board meeting, the Treasurer is requesting the authority to pay the Spring 2023 Semester Part-time and Adjunct Faculty on February 3, 2023 and Full-time Overload payments on February 17, 2023.

EC:bs
1/2023

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 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.”

Approval of Clinical Practice Agreements

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

Medical Laboratory Technology:

New: This is a new agreement for the Medical Laboratory Technology program. It has been reviewed and approved by the College faculty and administration. This is an agreement which commences February 1, 2023 and automatically renews for additional one-year period unless terminated by either party by giving at least ninety (90) days written notice to the other party prior to the expiration of the current term.

New: This is a new agreement for the Medical Laboratory Technology program. It has been reviewed and approved by the College faculty and administration. This is an agreement which commences February 1, 2023 and automatically renews for additional one-year period unless terminated by either party by giving at least ninety (90) days written notice to the other party prior to the expiration of the current term.

Physical Therapist Assistant:

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 is a three-year agreement which commences February 1, 2023 and terminates February 1, 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 is a three-year agreement which commences February 1, 2023 and terminates February 1, 2026.

IL:ma
1/2023

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 following cooperative agreements:

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

Authorization to Approve January 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. Item “a – b” were previewed at the November 2022 Board of Trustees meeting. Item “c – d” was previewed at the December 2022 Board of Trustees Meeting. Item “e” has not been previewed.

EC:tt
1/2023

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>
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."

IN DISTRICT	\$67,105.50
CONSORTIUM	\$0.00
BID	\$0.00
BID EXEMPT	\$173,188.60
QBS	\$0.00

Authorization to Purchase Classroom Projectors

Classroom projectors are part of the annual seven-year refresh lifecycle. Every classroom is equipped with at least one ceiling mounted projector allowing instructors to project computer information and video onto the screen. The College currently has 210 projectors in total, with replacement of 30 projectors annually.

The IT Media Services and Procurement departments worked collaboratively to issue a request for quotes for the replacement of 30 projectors. The College has historically used the line of Maxell brand projectors. Maxell Group and the projector business of Hitachi merged in 2013, and since then the College has used the same line of Maxell-Hitachi projectors. Maxell-Hitachi has discontinued selling projectors in the USA, Canada, and Latin America.

The College's Media Services team has reviewed several alternate products, and has made a recommendation to switch to lampless laser projectors. Laser projectors turn on much more quickly and do not require bulb replacement. Following testing of a demo unit, the Media Services team has selected the NEC projector model NP-P525UL.

Competitive quotes were received from four distributors, with the lowest submitted by JensenIT, Inc., Des Plaines, IL for \$67,105.50. JensenIT, Inc. is an in-district reseller that the College has used for recent purchases, and the Administration is confident they can meet the College's needs.

This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

PS:tt
1/2023

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 NEC Classroom Projectors from JensenIT, Inc., 1689 Elk Blvd, Des Plaines, Illinois 60016 for a total of \$67,105.50, per their price quote #000211 dated December 9, 2022."

Authorization to Purchase Splunk Software License, Updates and Support

The College licenses Splunk Technologies Splunk Enterprise software to provide a comprehensive centralized logging and cybersecurity analysis system. Splunk is a key part of the cybersecurity team's toolkit to look for and respond to potential and suspected security incidents. This software is also used to review and solve other support incidents and collect other metrics. Splunk was purchased for a one-year term from 9/12/2022 to 9/11/2023, with a 30GB/day license in August 2022 for \$24,270.30.

Due to growth in log data with the return of on campus services, the College needs to increase capacity from 30GB/day of log data to a 40GB/day license. The additional 10GB/day license with an expiration will cost \$8,862.30, bringing the revised total cost to \$33,132.60, requiring board approval as it now exceeds \$25,000. The authorized reseller for this software is Optiv Security, Inc.

This purchase is bid-exempt according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

JMW:tt
1/2023

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 Splunk Enterprise Security Annual license/updates/support from Optiv Security, Inc., 1144 15th Street, Suite 2900, Denver, CO 80202 for a total of \$33,132.60 per their price quotes #1632960-3 dated August 27, 2022, and # 2997597-1 dated November 21, 2022."

Authorization to Purchase Early Alert Software Renewal – One-Year Contract

Oakton uses GradesFirst, a cloud-based solution from EAB Global, Inc. for early alert software. This software provides tools for faculty and staff to identify students whose behavior suggests they are heading toward academic problems. Early at-risk indicators include excessive class absences, failure to turn in assignments on time, poor performance on assignments, quizzes, or tests, or regular tardiness. Early Alert systems allow faculty and staff to record the at-risk behaviors the student is exhibiting, and send this information to trained staff members who then contact the student to offer individualized assistance and interventions.

Overall, there is a positive student success and persistence impact for those students who are flagged at-risk (by their professor) and who meet with a student success coach or academic advisor. The data demonstrate/support the notion that faculty partnering with student affairs staff to reach out and provide academic or social support to students throughout the semester positively impacts students' success. The Administration is seeking to renew a one (1) year contract which will begin on March 27, 2023 for a total cost of \$35,896.00.

RK:tt
1/2023

Presidents Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Early Alert Software Renewal – One Year Contract from EAB Global, Inc., 2445 M Street NW, Washington, D.C., 20037 for a total cost of \$35,896.00 per their price quote dated December 19, 2022.”

Authorization to Purchase High Speed Internet Hotspot Data Plan

Since March 2020, Oakton switched to an online mode of instruction due to the COVID-19 pandemic. Through survey data collected from students and from utilization rates, it has become apparent that many have a need for technology resources such as Chromebooks and high-speed internet hotspots to continue their education at Oakton. As a result, the College purchased 142 hotspots with an unlimited data plan option, and made them available for checkout for students in need. The unlimited data plan option was renewed in March of 2021 for 2 additional years in order to ensure students can continue using these devices. Since then, the College ordered additional devices. Overall, the College supported 322 hotspots to address student and employee needs during the pandemic.

Post pandemic, the number of requests for hotspots has reduced significantly. As a result, this investment can be scaled back. At this time, maintaining 150 hotspots will meet the needs of our students. IT recommends extending the contract with T-Mobile for one additional year for 150 hotspots. Each hotspot costs \$28.70 per month. To support 150 hotspots, the total will be \$51,660.00.

The purchase of hotspots is bid-exempt pursuant to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process".

LV:tt
1/2023

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 renewal of hotspot data plans from T-Mobil USA, Inc., 12920 SE 38th Street, Bellevue, WA 98006 for a total of \$51,660.00."

Authorization to Purchase Travel for Men’s Baseball Team

Each year, the Oakton Men’s Baseball program schedules a spring training team trip to Florida. This trip is an integral part of the baseball program and provides opportunities for team building activities and competition with many of the best community college baseball programs in the country.

The baseball team is planning to travel to Florida, for eight (8) days, to participate in the Russ Matt Baseball tournament. This organization is the largest operator of college baseball spring break tournaments in the United States with over 230 college baseball teams participating in three locations. Oakton’s team would be scheduled to play six games during the trip with some additional time for team building activities. The cost of the trip will be paid for through fundraising efforts by the baseball team so the net expenditure to Oakton will be zero. Although the individual payment to each vendor is less than \$25,000, the College is seeking board approval as the nature of the total expenditures is related to a single activity. If adequate funds are not raised by February 2023 to cover these costs, the trip will be cancelled.

The cost of the trip breaks down as follows:

Cost Category	Cost	Explanation
Bestway Charter Transportation 710 Larsen Ln, Bensenville, IL 60106	\$17,000.00	Bus Transportation for Team to and from Illinois to Florida and within Florida
Southwest Airlines 2702 Love Field Dr, Dallas, TX, 75235	\$1,000.00	Round Trip Flights from Chicago to Florida for head coach and trainer
Enterprise Rent-A-Car Orlando, FL, 32827	\$1,000.00	Florida on-site travel costs for head coach and trainer
Champions Gate Resort 1455 Rolling Fairway Dr, Davenport, FL 33896	\$17,500.00	Rental of home facilities for player housing, secured by Russ Matt Tournament
Russ Matt Baseball 6 Lehigh Circle, Stratham, NH 03885	\$3,000.00	Game fees
Estimated Meals Per Diem	\$13,000.00	Daily meals for team
TOTAL	\$52,500.00	

Meals per Diem Break down

		<u>Total</u>
Athletes	\$30/day x 8 days = \$240 \$240 x 40 (athletes) = \$9,600	\$9,600.00
Coaches and Trainer	\$66/day x 8 days = \$528 \$528 x 6 (5 coaches + 1 trainer) = \$3,168	\$3,168.00
Total		\$12,768.00
Rounded to		\$13,000.00

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 purchase of Travel for Men's Baseball Team from:

Bestway Charter Transportation, 710 Larsen Ln, Bensenville, IL 60106, for an amount not to exceed \$17,000.00,

Southwest Airlines, 2702 Love Field Dr, Dallas, TX, 75235, for an amount not to exceed \$1,000.00,

Enterprise Rent-A-Car, Orlando, FL, 32827, for an amount not to exceed \$1,000.00,

Champions Gate Resort, 1455 Rolling Fairway Dr. Davenport, FL 33896, for an amount not to exceed \$17,000.00,

Russ Matt Baseball, 6 Lehigh Circle, Stratham, NH 03885 for an amount not to exceed \$3,000.00,

Per Diem Meals, for an amount not to exceed \$13,000.00,

for a grand total not to exceed \$52,500.00."

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** – Best practices in audit procurement from the Government Finance Officers Association recommend that community colleges undertake a full-scale competitive process for the selection of independent auditors at the end of each audit contract term. Accordingly, the College’s Budget and Accounting Services and Procurement departments will issue a Request for Proposal (RFP) for audit services.

The purpose of the RFP is to obtain the best service and pricing for the College. The audit firm is expected to deliver a thorough, complete, and accurate annual audit for the College. The current audit firm has served the College since 2011.

The selected firm will perform the audit for three years (fiscal years 2023, 2024, and 2025) an optional two-year extension (fiscal years 2026 and 2027) subject to Board approval. The proposal review team will evaluate candidate firms and provide a recommendation that will be presented to the Board at the March meeting.

Ratification of Natural Gas Purchases

At the October 2022 Board meeting, the Trustees approved the future energy purchases for electricity and natural gas which was Step 1 in the two-step process for commodity purchases. The Step 2 ratification for electricity purchase was completed at the December board meeting. The Administration is now seeking board ratification for Step 2 of the natural gas purchases.

Board Authorized Parameters:

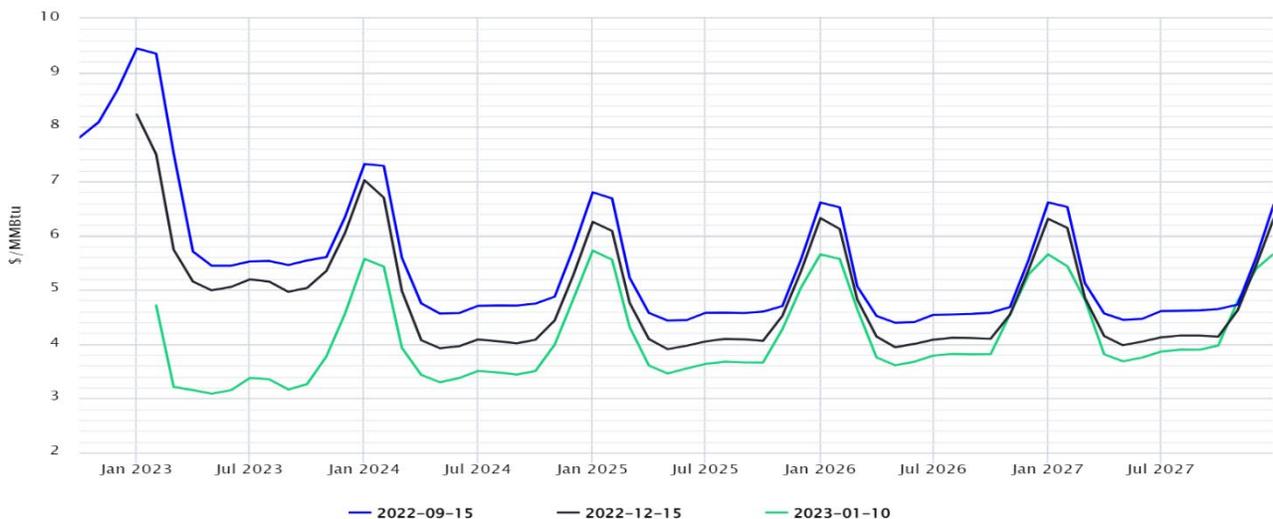
The Board authorized the College to proceed with Step 1 for the purchase of natural gas at the October Board Meeting for the following -

- Natural Gas – Estimated 200,000 therms/year, with estimated price per therm of \$0.6200, total not to exceed \$124,000/year, for up to three years for a total not to exceed \$372,000.

The College has issued several tender offers over the last 3 months due to volatile fluctuations in gas pricing. As shown in the forward curve below for 36-month (3 year) contracts, the pricing averaged \$7/Mcf in September 2022, \$6/Mcf in November and December 2022, and most recently has fallen to \$5/Mcf range. As a reference, over a 4-week period since December 14, the price of the February 2023 NYMEX contract fell 47% from \$6.76/Mcf to \$3.58/Mcf.

The price of natural gas is now trading at its lowest price since late August 2021, in part due to much warmer than normal temperatures across the Eastern half of the U.S for the current winter heating season. This has placed downward pressure on natural gas prices for the balance of 2023 and beyond. In addition, warmer weather in Europe has resulted in less liquified natural gas (LNG) demand from the U.S, and increased domestic natural gas inventories by 10% of the total US storage capacity. When colder temperatures return to the forecast, it is likely that gas prices will rebound. Hence the College is looking to lock in prices while the market remains favorable.

CHICAGO Natural Gas Forward Curve



On January 10, 2023, the College issued another tender and received a competitive offer from Symmetry for a 36-month contract with 100% volumes at a fixed price (\$0.5050/therm). With the previous contract, the fixed price applied to 85% of volumes, and the remainder was at variable index Chicago City Gate pricing. This amount is favorable by 15% compared to the board authorized parameter of \$0.6200, and the contract term will secure prices and volumes from April 2023 to March 2026. Under the full requirements contract, the price will still remain fixed at \$0.5050/therm if the College exceeds the contracted volumes.

The Administration is seeking Board ratification for natural gas from Symmetry for a total of \$285,000.

EC:mw
1/2023

President's Recommendation:

That the Board adopt the following resolution:

"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."

Authorization to Appoint Interim Dean of Student Success

Due to the temporary leave of absence of the Dean of Student Success, and additional critical vacancies in the Office of Advising, Transitions and Student Success, the College needed a solution for managing this key student-centered function.

Given Leana Cuellar's extensive experience in Student Success and 18-year tenure at the College, the administration is recommending her appointment as Interim Dean of Student Success. Ms. Cuellar currently serves as our Director of Student Learning and Engagement, and has many years of experience providing leadership and oversight for academic support services including the Learning and Testing Centers along with collaborating with Academic Affairs in support of the College Studies program. We are confident that she will provide the leadership necessary during the temporary leave of absence of the Dean of Student Success.

CH:nmi
1/2023

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 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."

Approval of Temporary Assignment Pay for Two Administrators

The recent retirement of Ms. Juletta Patrick-Pippen, Dean of Access, Equity and Diversity (AED), created a critical vacancy in the Student Affairs Division. Dr. Shedrick Daniels who currently serves as the Director of Student Life and Campus Inclusion at Oakton will be taking on some of the responsibilities of the Dean of Access, Equity and Diversity. Additionally, in 2021, the College engaged in an Equity Audit of Department Policies, Practices and Procedures. Dr. Daniels continues to finalize the equity audit and incorporate the procedures into the College's normal practices for reviewing all College policies. Dr. Daniels has over 15 years of experience in Student Life along with experience with the development, coordination, implementation and assessment of DEI programs. We are confident that he will provide the support necessary during this transition.

The recent retirement of Dr. Robert Sompolski, Dean of STEM, has created a temporary, yet critical vacancy in the Division of STEM for the spring 2023 semester. Dr. Ruth Williams, Assistant Vice President for Academic Affairs/Dean of Curriculum and Instruction, has over twenty years of experience at the institution, including serving as the Dean of Science and Health Careers at Oakton. She will be taking on some of the responsibilities of the Dean of STEM during this transition.

The administration is recommending additional compensation for these two administrators for the temporary assignment of these critical responsibilities.

CH:nmi
1/2023

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 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."

Acceptance of Administrator Retirement

Linda Korbel, Dean of Liberal Arts, has provided the College with her notice of retirement under the provisions of College retirement policies for administrators, effective June 30, 2023.

Linda Korbel has served the College in an exemplary manner, as the longest serving employee at Oakton. We wish her well in her future endeavors.

CH:nmi
1/2023

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 retirement of Linda Korbel, Dean of Liberal Arts, effective June 30, 2023.”

Authorization to Hire Full-Time, Tenure-Track Faculty Member

The recommendation to hire Ms. Ashley Jackson for a full-time, tenure-track faculty position in Paralegal Studies for the 2022-2023 academic year, beginning in January 2023, was made after reviewing the College’s need for faculty in Paralegal Studies.

The search began on July 19, 2022 with postings on the Oakton College website, and advertisements in the Chronicle of Higher Education, Chicago Diversity and Compact for Faculty Diversity. The position opening was also posted on various websites including LinkedIn, hbcuconnect.com (Historically Black Colleges and Universities), hacu.net (Hispanic Colleges and Universities), Diversejobs.net, Insidehighered.com, Higherjobs.com, illinoisjoblink.illinois.gov, and Higher Education Recruitment Consortium.

There were ten applicants for the Paralegal Studies faculty position. The search committee conducted three virtual interviews for this search, and moved one candidate forward for a finalist interview with Mr. Marc Battista, Associate Vice President of Workforce Education/Dean of Business and Career Technologies, and Dr. Ileo Lott, Provost and Vice President for Academic Affairs. A recommendation of hire was made to hire Ms. Ashley Jackson for a full-time, tenure-track Paralegal Studies position.

Ms. Jackson received her Juris Doctor from the Boston University School of Law and her Bachelor of Science in Business Administration from the University of Southern California. Ms. Jackson is currently an adjunct faculty member at Oakton College teaching Business Law. Ms. Jackson has extensive knowledge in data security law and holds a number of related certifications such as the Certified Information Privacy Professional (CIPP/US), CIPP/Canada, CIPP/Europe and CIPM. She is also affiliated with the Chicago Bar Association, and Black Women Lawyers Association Chicago (2015-2017 Chair of the Scholarship Fund Board).

CH:bv
1/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby 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.”

Approval of Emeritus Appointments

Full-time faculty who retire from the College with at least ten years of full-time service may request a Faculty Emeritus appointment within four years of the effective date of retirement as stipulated in the Agreement between the College and the Full-time Faculty Association.

Faculty Emeritus and Administrator Emeritus members will be entitled to have their name listed in a section of the College catalog, to receive tuition waivers for three courses or nine credit hours—whichever is greater, during an academic year, including summer, to access full library services, and to have online access to the College, providing such access complies with Board policy 1106. Such access will be provided to the Emeritus faculty member at no cost, except as future costs for online access may be assessed to the College. In this case, a portion of such costs may also extend to the Emeritus faculty member. (Article XV 15.2, C)

John Frisco, Professor of Speech & Theater; Majid Ghadiri, Department Chair and Distinguished Professor of Electronics and Computer Technologies; Nancy Heldt, Instructor of Medical Laboratory Technology/Phlebotomy, Division I Advisor to Medical Laboratory Technology; Lynne Steele, Chair and Distinguished Professor of Medical Laboratory Technology & Phlebotomy; Constance Drogos, Lecturer of Basic Nursing Assistant Training; Sherrill Weaver, Professor and Chair of Library; Jay Cohen, Co-Chair and Distinguished Professor of Accounting; John Stryker, Distinguished Professor of Computer Technology Information System; Thomas Sanfilip, Lecturer, English; Carole Shapero, Professor of Mathematics; and Bob Sompolski, Dean of STEM have requested Emeritus appointments.

Applications for re-appointment to Emeritus may be made at the end of the ten-year term of Emeritus appointment. Phyllis Woloshin-Lerman, Professor of Philosophy/Humanities; Anna Marie Brummett, Professor of Office Systems Technology; Greg Baldauf, Professor of Student Development and Psychology; Carl Bauer, Professor of Economics; Lorenz Boehm, Professor of English; Denis Berkson, Professor of Speech and Communications; Maureen Douglas, Professor of English; Dan Detloff, Professor of Music; Pam Drell, Professor of English; Betsy Elsaesser, Professor of Physical Therapist Assistant; Peter Hessemer, Professor of Art/Humanities; Sandra Kubala, Professor of Nursing; Mike Maloney, Professor of Student Development and Psychology; Marilee Mc Gowan, Professor of English; David Rodgers, Professor of Geography and Environmental Studies; Sylvia Stacey, Professor of English; Linda Zimmerman, Professor of Student Development and Psychology; and Carl Costanza, Administrator; have applied for Emeritus re-appointment. They meet the requirements for Emeritus reappointment.

President's Recommendation:

That the Board adopts the following resolution:

"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."

Approval of Policy Revisions

Policies 1001, 1002, 1004, 1005, 1006, 1007, 1011, 1012, 1014, 1016, 1017, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026 and 3022 were proposed for revision on December 13, 2022. In accordance with College Policy, action on the proposed revisions will take place at the regular meeting of the Board of Trustees on January 17, 2023.

JLS:bs
1/2023

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 1001, 1002, 1004, 1005, 1006, 1007, 1011, 1012, 1014, 1016, 1017, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026 and 3022, attached hereto.”

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Policy No. 1001
(Previously 1100)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 3/19/2002
Revised 2/17/2015
Revised 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Identification of the College District Governed by Board

Oakton ~~Community~~ College, an institution of higher education in the State of Illinois (originally established as the Niles-Maine Township Community College in 1969 by public referendum) is officially governed by the Board of Trustees of the Oakton Community College, District #535. ***From 1969 until January 2023, the College did business as Oakton Community College. In August 2021, the Board of Trustees approved changing the DBA name of the College from Oakton Community College to Oakton College. This change took effect in January 2023.*** This district, one of the 40 ~~39~~ community college districts in the state, is comprised of the geographical area within the boundaries of townships of Maine, Niles, Northfield, New Trier, and Evanston and portions of Wheeling, Norwood and Leyden and serves a population of approximately ~~465,000~~ ***472,233*** * in the communities of Deerfield, Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Mount Prospect, Morton Grove, Niles, Northbrook, Northfield, Park Ridge, Prospect Heights, Rosemont, Skokie, Wilmette, and Winnetka.

This district was established in accordance with the Public Community College Act of 1965 (110 ILCS 805/1-1 at seq.). While Section 6-6.1 of the Act required that all territory in the state become a community college district by July 1, 1990, the Oakton district grew in segments, prior to this time. The original college was comprised of Niles and Maine Townships and was established by referendum in 1969, Northfield and New Trier Townships approved annexation to Oakton in 1977, and Evanston Township was annexed to Oakton in 1988.

* Source: ICCB ~~2020~~ ***2021*** District Census Report

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Policy No. 1002
(Previously 1200)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 12/12/2006
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Role and Authority of the Board of Trustees

The Board of Trustees is a body of lay personnel, representative of the public in general, whose members serve collectively to govern the institution. The Illinois Public Community College Act specifically empowers and obligates the College's Board of Trustees to exercise certain enumerated duties and specific powers (110 ILCS 805/3-21, 3-30). The Board of Trustees is also authorized by statute to exercise all other powers not inconsistent with the Act that may be requisite or proper for the maintenance, operation and development of the College under the jurisdiction of the Board. This statutory authority of the Board of Trustees to govern the College and to exercise its duties as required under the Act cannot be lawfully delegated or reassigned to other organizations, institutions, or associations within the College community.

The law is quite explicit in noting that a Board acts as a unit; individual Trustees have no authority as individuals and divest themselves of individual power while serving on the Board. Board members have authority only when acting as a Board of Trustees legally in session. Thus, no individual member or group comprised of less than full membership of the Board shall have the power to act or speak in the name of the Board of the District unless so designated by majority vote of the Board.

Public Community Colleges, like Oakton, have only "the public in general of their respective district" to serve. Even if a Trustee has been sponsored, promoted, or elected by a special interest group or one geographical district, once duly elected, the Trustee is responsible for representing all the people of the district. Trustees must represent all of the communities served by the district and make decisions for the common good of the constituents and the College.

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Policy No. 1004
(Previously 1320)
Revised 9/21/1993
Revised 3/15/1994
Revised 1/18/2000
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Qualifications of a Member of the College Board of Trustees

A Board member shall, on the date of his or her election be:

- A citizen of the United States.
- Eighteen (18) years of age or older.
- A resident of Illinois and District 535 for at least one year immediately preceding the election and
- May not be a member of a common school board.

“In the event a person who is a member of a common school board is elected or appointed to a board of trustees of a community college district, that person shall be permitted to serve the remainder of his or her term of office as a member of the common school board. Upon the expiration of the common school board term, that person shall not be eligible for election or appointment to a common school board during the term of office with the community college district board of trustees.” (110 ILCS 805/3-7)

- In addition, student trustee candidates must be in good academic standing.

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Policy No. 1005
(Previously 1330)
Revised 9/21/1993
Revised 8/18/1998
Revised 1/18/2000
Renumbered 7/1/2001
Revised 2/17/2015
Revised 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Election of a Member of the College Board of Trustees

Election of a Board member shall be governed by and consistent with statutes of the State of Illinois, including the Public Community College Act and the election laws of Illinois, including procedures and calendar published by the State Board of Elections. The election of the members to the Board shall be nonpartisan and, effective with the enactment of P.A. 90 358, members of the Board shall be elected at the consolidated election to be held on the first Tuesday in April of odd-numbered years.

The Board of Trustees and the Secretary of the Board hereby delegate to the Vice President for Administration and his/her staff the administrative functions associated with the election of members to the Board. At the regular Board meeting one month prior to the date established by law for the circulation of petitions, the President will recommend that the Board adopt a resolution establishing the date, time and place for filing nominating petitions.

Candidates for the student trustee position will be elected by the procedures adopted by the Student Government Association and implemented by the Director of Student Life and Campus Inclusion.

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Policy No. 1006
(Previously 1340)
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Terms of Office

The term of any of the seven (7) voting members shall be six (6) years except that the term of office of a person elected at a consolidated election held on or after the effective date of P.A. 90-358 to succeed to a term of office of a person elected at a nonpartisan election shall begin upon the termination of the predecessor's term of office and shall end after the next consolidated election at which a successor is elected.

The term of the Student Board member shall be one (1) year.

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Policy No. 1007
(Previously 1400)
Revised 9/21/1993
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Compensation and Benefits

Members of the Board shall serve without compensation, but shall be reimbursed for any expenses incurred in the performance of official duties as a Board member.

While no benefits that are provided for college employees will be provided for Board members, the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect Trustees when damages are sought for alleged negligent or wrongful acts in their Board capacity.

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Policy No. 1011
(Previously 1700)
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Revised 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Board Organization

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 28th day after the new Board members are seated. During non-election years, the Board will organize during its regular Board meeting in April. (110 ILCS 805/3-8)

At the organizational meeting, the Board will elect its officers comprised of a Chair, Vice Chair and Secretary from the membership, and designate a Treasurer, not a member of the Board.

Each officer shall be elected for a term of one (1) year.

In addition to the election of officers, the Board will fix the time and place for the regular meetings scheduled for the ensuing year.

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Policy No. 1012
(Previously 1710)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Duties of the Officers

Duties of the Chair – While the primary duty of the Chair is to preside at Board meetings and stimulate discussion of fellow board members to arrive at Board decisions, the Chair of the Board will ordinarily assume a number of other duties. The Chair:

- works with the President in developing Board agendas.
- appoints committees.
- represents the Board at meetings and events both on and off campus.
- writes Board Chair's letter for the Annual Report.
- presents awards and honors to College personnel.
- initiates periodic evaluations of the President as well as Board self-evaluations.
- serves as official spokesman for the Board with the media and public.
- assists in orientation of new board members.
- advises and consults with the President on major college issues.
- consults with other trustees who are not carrying out their Board responsibilities or are in violation of Board policies.
- gives information and directions decided upon by the Board as a whole to the President.
- supports the President, administrators, faculty and classified staff in an effort to implement education efforts towards excellence.
- signs official documents on behalf of the college going to state and federal agencies.

Duties of the Vice Chair – The Vice Chair shall serve in the Chair's absence and perform other Board duties as assigned.

Duties of the Secretary – The Secretary shall perform all the duties usually pertaining to the Office of the Secretary:

- records all motions and decisions during the Board meetings.
- signs all documentation requiring an official signature on behalf of the Board in addition to that of the Chair.
- is the Board's representative in legal matters concerned with the Board elections.

Duties of the Treasurer – The Treasurer, not a member of the Board, handles such matters as taxes and investments for the Board.

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Policy No. 1014
(Previously 1730)
Revised 9/21/2093
Renumbered 7/1/2001
Revised 11/15/2005
Revised 2/17/2015
Reviewed 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Committees

Each year, following the organization of the Board, the Chair may appoint committees deemed necessary by the Board. These committees may, from time to time, include others in their meetings and deliberations. Ordinarily, an appropriate Vice President or other administrator will be present at any committee meetings.

When assigning members to committees, the Board Chair should also clearly define the duties and parameters of each committee and assign a chairperson(s) for each committee. ***Each committee should consist of at least two (2) members.***

The committees may conduct their business with the entire Board as a Committee of the Whole, or as separate entities with members of the committee only.

The committees will not make decisions, but will make recommendations to the Board for appropriate action at its regular Board meetings. When warranted, written reports should be prepared by the Committee and presented by its chairperson at the Board Meetings.

The Board members should receive notice of all committee meetings, including time and place, enabling those who have an interest to attend. Board members should also be kept informed of their proceedings.

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Policy No. 1016
(Previously 1800/1810)
Revised 9/15/1998
Renumbered 7/1/2001
Revised 2/17/2015
Revised 12/15/2020
Revised 1/17/2023
Page 1 of 2

BOARD OF TRUSTEES

Board of Trustees Meetings

All meetings of Oakton ~~Community~~ College's Board of Trustees are held in compliance with the Illinois Open Meetings Act. The Act defines a meeting as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. All meetings of the Board are open to the public except closed meetings. All meetings are to be conducted in accordance with Robert's Rules of Order.

The only mechanism for official action by Trustees is a duly called and legally conducted meeting, namely: a regular meeting, adjourned meeting, or duly called special meeting.

The Oakton ~~Community~~ College Board of Trustees conducts its business in the following types of meetings:

Annual Organizational Meeting

The Board shall elect its officers and establish the schedule of regular meetings for the ensuing year in its annual organization meeting. The officers are: Chair, Vice Chair, Secretary, and Treasurer.

Regular Meetings

Regular meetings are held on a schedule determined by the Board at its organizational meeting. Meeting dates are posted and published according to the Illinois Open Meetings Act.

On occasion a regular meeting is held in the Board Room at the Ray Hartstein campus; on such occasions the Board and public are informed well in advance.

Adjourned Meetings

Adjourned meetings serve as continuations of regular meetings and are not considered as special meetings. Time, date and agenda are specified in the resolution adopted by a majority of the Board at the meeting to be continued.

Committee Meetings

In order to allow for in-depth discussion of matters pertaining to the business of the Board, committee meetings are held from time to time. Special reports or proposals may be received at meetings of this type. No formal action is taken at a committee meeting, but it is announced in advance and is open to the public.

Special Meetings

Special meetings of the Board may be called by the Chair of the Board or any three members of the board by giving notice thereof in accordance with the statutes. In all cases of special meetings, not less than 24 hours written notice shall be served on each member stating the time, place, and agenda of the meeting. Notice may also be served on each member by mail 48 hours before the meeting. No business can be transacted except that for which a meeting is called.

Closed Meetings or Executive Sessions

Closed meetings or executive sessions may be called at such time and place as is required for discussion of matters specifically permitted for such meetings under the Illinois Public Meetings Act.

Remote Attendance

Remote attendance for all meetings defined by the Open Meetings Act (5 ILCS 120/1.02) is allowed for members of the public body if:

- 1. A member is prevented from physically attending because of 1) personal illness or disability; 2) employment purposes or the business of the public body; or 3) a family or other emergency. A quorum of the members of the public body must be physically present at the meeting location as required by 5 ILCS 120/7(a).***
- 2. Consideration of a member's request for electronic participation shall occur immediately after roll call is taken.***
- 3. All members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony.***
- 4. Participating members of the public can hear all open meeting discussion and testimony and all votes of the body.***
- 5. Written notification is provided to the Special Assistant to the Board at least 48 hours before the meeting, unless advance notice is impractical.***

In addition, subject to the requirements of 5 ILCS 120/7(e), a meeting may be conducted remotely if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area. A quorum of the members of the public body does not need to be physically present at the meeting location.

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Policy No. 1017
(Previously 1820)
Revised 9/21/1993
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Quorum

At all meetings of the Board of Trustees, whether regular or special, a majority of the full voting membership of the Board constitutes a quorum to transact business.

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Policy No. 1019
(Previously 1840)
Revised 9/21/1993
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Voting

When a vote is taken upon any measure at an official Board meeting, a quorum being present, a majority of the votes of the members voting on the measure shall determine its outcome.

Roll call vote shall be used when considering formal resolutions, motions made in connection with expenditures, contracts, employment of personnel, or other business when deemed appropriate by the Chair.

A voice vote will be sufficient for other Board decisions.

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Policy No. 1020
(Previously 1850)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 2/17/2004
Revised 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Minutes of Board Meetings Open to the Public

The record of all transactions of the Board will be set forth in official minutes of the Board, and the approved written minutes will be kept as a permanent official record of all Board actions and policy decisions. In accordance with the State of Illinois, Cook County Local Records Commission, Application for Authority to Dispose of Local Records Item, approved application 82:15C, tape recordings of minutes of open meetings of the Board of Trustees may be destroyed once the official written minutes are approved. The written minutes will be posted on the website within seven (7) days of their approval.

The minutes will include each motion, name of the person making the motion, the person seconding the motion, the vote and a general description of matters proposed, discussed or decided. In addition, the date, start time, end time and place of the meeting and a list showing Board members as either present or absent will be included.

Minutes of Closed Session Board Meetings

Written minutes will be kept of closed meetings and shall be placed before the Board of Trustees for approval as to form and content at the next consecutive meeting of the Board of Trustees. Minutes of closed sessions will remain confidential until the Board determines that their confidentiality is no longer necessary to protect the public interest or the privacy of an individual. The Board will review such minutes at least every six months to determine if they are to remain confidential or become public. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the written minutes of all closed sessions of the Board of Trustees.

A verbatim record shall be kept of all meetings of the Board of Trustees of Community College District 535 that are closed to the public in the manner required by the Illinois Open Meetings Act, as amended by Public Act 93-523. The verbatim record shall be in the form of an audio recording. The audio recording of closed sessions will not be subject to Board approval, nor be open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the verbatim recording of all closed sessions of the Board of Trustees. In accordance with the law, the Secretary to the Board shall destroy the recordings of closed meetings approved by the Board of Trustees in a suitable manner without the permission of the Local Records Commission.

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Policy No. 1021
(Previously 1900)
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Board Vacancy

When the Board determines that a vacancy exists the Board shall establish procedures to fill that vacancy. If the vacancy occurs four months or more before the next election, the appointed Board member serves until the next scheduled election.

If the vacancy occurs less than four months before the election, the appointed Board member serves until the first election following the next scheduled election.

The more exacting statements as set forth in the law are:

"Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until a successor is elected at the next regular election for board members and is certified in accordance with ... (if) the vacancy occurs with less than 4 months remaining before the next scheduled nonpartisan election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding nonpartisan election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until a successor is elected and qualified at that election." (110 ILCS 805/3-7)

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Policy No. 1022
(Previously 1950)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Revised 2/16/2016
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Ethics

A Board member shall perform his/her duties in an ethical manner and abide by the conflict of interest provisions contained in the Public Community College Act. In the course of performing his/her duties, a Board member shall:

- Gain public confidence in both the Board and College by conducting all Board business in public view except those items permitted by the Open Meetings Act.
- Refrain from voting on any issue in which there is any financial interest.
- Refuse to use position as a Board member for the financial gain of family, friends, or self.
- Refuse to represent any single constituency or private interest group in the District.
- Refuse to try to influence personnel or hiring decisions.
- Strive to treat all with respect and integrity.
- Practice accepted professional conduct for a College Trustee.
- Respect each Board colleague.
- Protect confidential material.
- Support all Board decisions.
- Avoid public utterances or actions that would discredit the Board or College.
- Avoid the conflict of interest of trying to be both a Board Member and technical advisor to the Board.
- File the required Statement of Economic Interests with the Cook County Clerk, Ethics Department each year in accordance with the Illinois Governmental Ethics Act.
- Except in the case of the student trustee, avoid the potential for perceived or actual conflict of interest by disqualifying themselves or their relatives from receiving Oakton Educational Foundation or Institutional scholarships and recommends that associated entities at Oakton ~~Community~~ College do the same. For the purposes of this policy, “relative” includes, but is not necessarily limited to the following: those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, cousin, nephew, niece, husband, wife, domestic partner, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse, domestic partner and the individual’s fiancé or fiancée.

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New Text = ***Bold italics***

Policy No. 1023
(Previously 1980)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
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Revised 1/17/2023

BOARD OF TRUSTEES

Evaluation of the President

The Board has the authority to hire the President and the Board alone is responsible for the regular evaluation of the President. The Board and the President will confer and agree upon the strategic goals and objectives on which the evaluation of the President will be based. The President will prepare a summary of progress for the Board for regular review.

In accordance with 110 ILCS 805/3-75, the Board will complete an annual performance review that will be utilized to consider any changes to compensation.

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Policy No. 1024
(Previously 1990)
1/19/1999
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Revised 8/17/2021
Reviewed 1/17/2023
Page 1 of 2

BOARD OF TRUSTEES

Naming

Oakton ~~Community~~ College may recognize, honor or memorialize individuals, corporations, foundations, or other organizations for their contributions to the College, to higher education, or to society by naming a physical or non-physical asset in their honor. Examples of such assets include but are not limited to:

- Physical Assets: rooms, labs, buildings, floors or wings of a building, lakes/ponds, field, park, patios and outdoor gathering spaces; and,
- Non-Physical Assets: scholarships, academic programs/units, chairs, and lecture series.

These contributions may include time and talent devoted by dedicated community members, distinguished service on the part of staff or significant financial commitments made by a College supporter.

Oakton ~~Community~~ College will consider the following two general categories of naming opportunities:

1. Philanthropic Naming – Consideration for naming of a building, part of a building, classroom, property or other non-physical asset may be given in recognition of substantial financial gifts to the Oakton ~~Community~~ College Educational Foundation. The Foundation will seek financial contributions commensurate with the honor sought and compatible with the mission of the institution. Consideration for naming a building will be made for gifts that represent a significant percentage of the building cost. Responsibility for the naming of a building, classroom, laboratory, field or other physical areas in recognition of substantial financial gifts rests with the Board of Trustees upon the recommendation of the President in consultation with the Executive Director of the Oakton ~~Community~~ College Educational Foundation.
2. Honorary Naming – Oakton ~~Community~~ College considers the naming of a building, part of a building or other property in honor of an individual to be one of the highest recognitions the institution can bestow. In that context, only in rare circumstances will property be named to memorialize or honor individuals who have made extraordinary contributions to Oakton ~~Community~~ College. Persons considered for naming honors shall have been dedicated to the purpose, nature and mission of the institution and have achieved outstanding distinction through civic, intellectual or artistic contributions to the development of the institution, area, state and/or nation. Responsibility for the naming of a building in honor of an individual rests solely with the Board upon the recommendation of the President.

Naming opportunities are limited to the useful life and continued use of the applicable facility, space, program, or activity until use of the asset in its current condition becomes impossible or impracticable.

The following restrictions shall apply to the two categories:

- Persons holding elective or appointive office in national, state or local governmental or educational bodies, including employees of Oakton Community College, may not be honored during their term of office or employment.
- Current members or employees of any governing board in the State of Illinois, including the Illinois Board of Higher Education, are not eligible.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.

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Policy No. 1025
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4002
1/18/2000
Renumbered 7/1/2001
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Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/1/2023
Page 1 of 8

BOARD OF TRUSTEES

Ethics and Gift Ban

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF OAKTON COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1: This Ordinance hereby amends the Ethics and Gift Ban policies of the College with the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Board of Trustees of Oakton Community College, whether on a full time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Board of Trustees of Oakton Community College.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, with the officer or another employee directing that employee;1025
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Oakton Community College in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 3

GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid.
- (8) for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(9) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(10) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(11) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(12) Bequests, inheritances, and other transfers at death.

(13) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4

PENALTIES

Section 4-1. Penalties.

(a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the College by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(e) A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the College.

(f) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.

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Policy No. 1026
8/17/2021
Reviewed 1/17/2023
Page 1 of 2

BOARD OF TRUSTEES

Renaming

The honorary or philanthropic naming of a physical or non-physical asset of the College is a prominent honor that recognizes individuals, corporations, foundations, and other organizations for whom the asset is named.

Renaming of such a facility is an exceptional event to be considered only after careful and deliberate consideration by the College's Board of Trustees when the actions or words of a namesake directly conflict with the College's mission statement and core values. A physical or non-physical asset, whether named through a philanthropic commitment or in honor of an individual's service or character, may be rescinded or re-named for any of the following reasons:

- If circumstances change so substantially that the continued use of the name may compromise the public trust or image of the College.
- The conduct or activities of the donor is inconsistent with the College's values.
- A donor's failure to fulfill the terms and conditions of a gift agreement.
- Demolition or substantial renovation of a physical space that substantially changes the function or appearance of the space.¹
- Dissolution of a program or lecture or workshop series.
- Repurposing of a program, department, building, etc.
- Corporation/foundation/organization naming for physical spaces may end if the organization ceases to exist. If the donor is acquired/merged into another organization, the Foundation will begin discussion with the new organization regarding naming rights and obligations of its predecessor.

Such decisions shall be made at the discretion of the College with due consideration for the impact on the relationship with the namesake and the community. Responsibility for the re-naming of a building in honor of an individual rests solely with the Board of Trustees upon the recommendation of the President and in consultation with the Executive Director of the Educational Foundation if the asset was named as the result of a philanthropic commitment.

As modifications are made to physical spaces and programs over time, situations may occur in which it is in the best interest of the College to relocate and/or reallocate named physical space and/or programs. When determining whether the current name shall be continued, careful consideration shall be given to the history and legacy of the original naming. If the decision is made to discontinue the use of the former name, the College, in consultation with the Educational Foundation, will consider alternative continued recognition of the original donor or honoree. This shall be handled on a case-by-case basis in such a manner that takes into account the history and legacy of the original donor or honoree.

¹ In the event of demolition or substantial renovation, a plaque or other means of conveying historical significance of what was once physically present may be installed.

If the College deems it necessary to modify the name of a physical space or program, the Foundation will make every effort to discuss the proposed change with the donor and/or the donor's representatives in advance. If neither a donor nor a donor's representative is available, the College may change the name in accordance with applicable policies.

Changing the Name at the Donor's Request

If a donor requests that the name be changed (e.g., in the case of a divorce, corporate merger), the request will be reviewed and decided upon by the Executive Director of the Foundation and the President and recommended to the Trustees. If approved, the cost of signage removal and replacement, as well as any other costs associated with this change, will be the responsibility of the requesting party.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.

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Policy No. 3022
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9/9/1975
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Revised 4/17/2012
Revised 2/17/2015
Revised 8/21/2018
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Page 1 of 4

BUSINESS

Capital Assets

The Vice President for Administrative Affairs shall be responsible for the appropriate recording and reporting of all capital assets ensuring compliance with all statutes, grants and Governmental Accounting Standards Board (GASB) Statement No. 34 and generally accepted accounting principles (GAAP) when preparing the Basic Financial Statements.

Capital assets include land/site, site improvements, buildings, building improvements, equipment (vehicles, machinery, and instructional equipment), ***information technology equipment and software***, and intangible assets such as internally developed or externally purchased software, ***and leases qualifying under GASB Statement No. 87***. Purchased capital assets will be reported at historical costs, which includes the amount paid for the asset as well as all costs associated with placing the asset in service. This may include engineering fees, architectural fees, site preparation, freight, etc. Historical costs will also include the cost of any subsequent additions or improvements if the cost either enhances the asset's functionality (effectiveness or efficiency), or it extends the capital asset's expected useful life. The cost of repairs is excluded.

Land/Site

The total asset value for land shall include the acquisition cost and all cost to prepare the land for its intended use, such as excavating, leveling, grading, drainage, landscaping, etc. The cost of the land shall include all associated costs, such as legal fees, title searches and any other closing costs.

Site Improvements

Site improvements are the depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples of site improvements include, but are not limited to, temporary structures, roads, sidewalks, parking lots, drainage systems, water and sewer system, fencing, lighting (e.g. lights in parking lots, lights along walkways), tunnels that connect buildings, as well as gas or electricity lines.

Buildings

The total asset value for buildings shall be the total cost of acquisition or construction. This will include all labor, material, professional services to construct the building as well as any indirect costs incurred during construction.

Building Improvements

Capitalization of building improvements shall include costs that are above the capitalization threshold and extend the useful life or, increase the capacity or, increase the efficiency or adapt to a new use of the building.

Equipment

The asset value of the equipment will be determined by the acquisition cost of the equipment plus any additional costs such as freight, insurance, preparation charges and any other charges associated with placing the asset in service. Equipment assets are typically moveable, non-consumable property. Equipment could include vehicles, instructional equipment, furniture and fixtures, **and** office equipment, computers, etc.

Computer Technology – Information Technology Equipment and Software

Capitalization of information technology equipment and software shall include costs for items such as servers, routers, switches, and software purchased from vendors.

Intangible Assets

An intangible asset is an asset that lacks physical substance, is nonfinancial in nature, and has an initial useful life extending beyond a single reporting period. The College's intangible assets are assets with individual unit costs of \$100,000 or more and an estimated useful life of at least four years. Typical capitalizable costs for intangible assets will include the cost for materials and services in developing or purchasing software and interest cost incurred during development. Software upgrades or enhancements should be capitalized only to the extent they increase the functionality of the product. Other intangible assets include easements/right of ways, water rights, patents, copyrights, and trademarks.

Leases Qualifying Under GASB Statement No. 87

Leases qualifying under GASB Statement No. 87 shall be capitalized over the shorter of the lease term or the useful life of the asset. An evaluation of all current leases and contracts shall be conducted each year to determine if they meet the definition of a qualifying lease. Qualifying leases will be recorded as intangible right-to-use assets and an offsetting lease liability.

Capitalization Threshold

The College's capital assets are assets with individual unit costs of \$10,000 or more and an estimated useful life of at least four years. Assets placed in service prior to fiscal year 2009 will use an accelerated useful life for depreciation and depreciation will begin in the month the capital asset is placed in service. Assets placed in service after fiscal year 2008 will be depreciated on a straight-line bases with a half year depreciation recorded in the year the capital asset is placed in service. The following table provides the guidelines used in determining how a purchase is handled for accounting, tracking and depreciation purposes:

Unit Value	Expense or Capital Asset	Depreciation
< \$10,000	Expense	Not depreciated
\$10,000	Capital Asset	Depreciated

Capital Asset categories and depreciable (estimated useful) lives are as follows:

Category	Depreciable (Useful) Life Pre 2009	Depreciable (Useful) Life
Land	Not depreciated	Not depreciated
Land Improvements	6 Years	8 Years
Site Improvements	6 Years	8 Years
Buildings	47 Years	50 Years
Building Improvements	7 Years	Specified number of years, or matches remaining life of building (includes only significant improvements) 8 years
Vehicles	8 Years	8 Years
Equipment	8 Years	8 Years
Furniture and Fixtures	7 Years	8 Years
O&M Equipment	8 Years	8 Years
Information Technology Equipment and Software	Not Applicable	4 Years
Intangible (>\$100,000)	4 Years	4 Years
Leases (per GASB 87)	Not Applicable	Shorter of lease term or useful life of the asset

Averaging conventions establish when the depreciation period begins and ends. Effective fiscal year 2009, the College elected to take a half year's depreciation in the year the property is placed in service, a full year's depreciation in each of the full years, and a half year of depreciation in the final year of the property's depreciable life.

Salvage value is the estimated fair value of a capital asset remaining at the end of its estimated useful life. All assets will be given a zero salvage value given the related costs of disposal.

Library books, for asset and depreciation purposes, will be expensed, as allowed by GASB **Statement No. 34**. ~~Leases will be capitalized in accordance with GASB Statement No. 87.~~ All capital leases, regardless of dollar value, must be capitalized.

Donated Assets will be valued at the acquisition value when donated. This may exclude certain museum items and /or teaching items such as motor vehicles and equipment when the time is on loan to the College and ownership of the asset is not transferred.

Artwork Collection

GASB Statement No. 34, paragraph 27 notes that governments are not required to capitalize a collection (and all additions to that collection) whether donated or purchased that meets all of the following conditions:

The collection is:

- a. Held for public exhibition, education, or research in furtherance of public service, rather than financial gain***
- b. Protected, kept unencumbered, cared for, and preserved***
- c. Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.***

The College meets all of the applicable requirements and, therefore, the College's Artwork Collection shall not be capitalized nor recorded in the College's financial statements.

The **Controller** ~~Director of Business Services~~ shall be responsible for an annual physical inventory of all capital assets.

Acceptance of ICCB Innovative Bridge and Transition Program Grant

The Illinois Community College Board has awarded Oakton Community College a \$200,201.06 Innovative Bridge and Transition Grant for calendar year 2023. Innovative Bridge and Transition funds will provide tangible and intentional support and opportunities for higher level adult learners to either obtain college credit while taking developmental level courses, and/or build skills and competencies required to be successful in certificate programs.

The grant period is January 1, 2023 through December 31, 2023. Tiffany Olson, Adult Education and Transitions Manager and Elena Smoukova, Senior Manager of Adult Education will act as Project Directors. Jesse Ivory, Dean of Adult & Continuing Education/Dean of the Skokie Campus, will administer the grant.

AG:sm
1/2023

President's Recommendation:

That the Board adopts the following resolution:

“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.”