

**The 788th Meeting
of
The Board of Trustees
May 23, 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 April 25, 2023
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; the purchase or lease of real property for the use of the public body; 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 5 p.m. on May 23, 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 April 25, 2023 organizational meeting of the Board of Trustees and the April 25, 2023 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- ICCTA Liaison Report

- Neurodiversity Liaison Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair
- Trustee Comments
- Public Participation
- Report: FY2024 Budget Highlights

NEW BUSINESS

CONSENT AGENDA

- V 5/23-1a Approval of Adoption of Consent Agenda
- R 5/23-1b Approval of Consent Agenda Items 5/23-2 through 5/23-9
- 5/23-2 Ratification of Payment of Bills for April 2023
- 5/23-3 Acceptance of Treasurer’s Report for April 2023
- 5/23-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/23-5 Action on Recordings of Closed Session Minutes
- 5/23-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 5/23-7 Ratification of Actions of the Alliance for Lifelong Learning Governing Board
- 5/23-8 Supplemental Authorization to Pay Professional Personnel – Spring 2023
- 5/23-9 Approval of a Clinical Practice Agreement

OTHER ITEMS

- R 5/23-10 Authorization to Schedule a Budget Hearing and Publish a Notice Placing Fiscal Year 2024 Budget on Public Display
- R 5/23-11 Resolution to Establish Decennial Committee on Local Government Efficiency
- R 5/23-12 Resolution to Approve the Appointment of Committee Members to Serve on the Decennial Committee on Local Government Efficiency
- R 5/23-13 Authorization to Approve May Purchases
 - a. Library Services (CARLI and NILRC) – One-Year Contract Renewal
 - b. TargetX Professional Consulting Services
 - c. Award Management Essentials – Blackbaud, Inc Software – Three-Year Contract Renewal
 - d. Storage Area Network and Hardware Support and Maintenance – Three-Year Contract
 - e. Automated Logic – Three-Year Contract Renewal
 - f. New Holland Skid Steer with Pusher Blade
 - g. EAB Community College Executive Forum Program – Three-Year Contract

- h. Executive Leadership Team Coaching
- i. Wide Area Networking and Internet Services – Five-Year Contract

- R 5/23-14 Resolution to Reject Bid Submitted for the Purchase of Landscaping at Various Sites Project
- 5/23-15 Preview and Initial Discussion of Upcoming Purchases
- R 5/23-16 Authorization to Hire Dean of Liberal Arts
- R 5/23-17 Authorization to Hire Full-Time, Tenure-Track Faculty Members
- V 5/23-18 Acceptance of a Full-Time Faculty Resignation
- R 5/23-19 Approval of Policy Revisions
- V 5/23-20 First Read of Policy Revision
- V 5/23-21 Acceptance of Illinois Green Economy Network (IGEN) Sub-Award for Illinois Environmental Protection Agency Grant for the Agriculture Curriculum Project

ADJOURNMENT



Minutes of the April 25, 2023 Organizational Meeting of the Board of Trustees of Community College District 535

An organizational meeting of the Board of Trustees of Community College District 535 was conducted on Tuesday, April 25, 2023 in Room 1506 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Call to Order and Roll Call

Chair Kotowski called the meeting to order at 4:38 p.m. Trustee Bush called the roll:

Mr. Paul Kotowski	Chair	Present
Dr. Wendy Yanow	Vice Chair	Present
Dr. Gail Bush	Secretary	Present
Ms. Martha Burns		<i>Absent for roll call</i>
Mr. Benjamin Salzberg		Present
Mr. William Stafford		Present
Ms. Marie Toussaint		Present
Mr. Akash Patel	Student Trustee	Present

Also present in room 1506 at the Des Plaines campus, 1600 E. Golf Road, were Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost and Vice President for Academic Affairs; Jake Jeremiah, Dean of Library; Stephen Butera, Director of Communications and Media Relations; Philip Cronin, Sr. Media Services Technician; Kayla Ruchti, Digital Media Specialist; Theresa Bashiri-Remetio, Elected Trustee; Beatriz Sparks, Special Assistant to the Board.

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

Land Acknowledgment – Trustee Yanow read the Land Acknowledgment.

Statement by the President

President Smith recognized and thanked Chair Kotowski for his service this year and for his six years of service on the Board. President Smith indicated that as a result of Mr. Kotowski's contributions to the development of the MOU between the Oakton Educational Foundation and the College, Oakton has strengthened its partnership with the Foundation. President Smith also added that Mr. Kotowski has deeply listened to students as they share their experience at Oakton, reflecting back to them in a meaningful way.

President Smith also thanked and recognized Student Trustee Patel for his two years of service on the Board. She described Patel as a passionate voice for students who has also helped Oakton center and elevate the experiences of students with disabilities as we consider equity initiatives. Although Mr. Patel is stepping down from his role as Student Trustee, he will continue to be an engaged student at the College.

Comments by the Chair

Chair Kotowski thanked the Board of Trustees and shared it has been an honor to serve with his colleagues for the last six years. Mr. Kotowski talked about the many changes and challenges since 2017 when he became a Board member, including the Covid-19 pandemic and the College's name change. He also thanked the administration, faculty and staff. He indicated that while he's stepping down from his role as a trustee, he will continue to be an advocate and cheerleader for Oakton College. Mr. Kotowski appreciates the opportunity to have served as the Chair of the Board. Finally, he welcomed the new elected trustee, Ms. Theresa Bashiri-Remetio.

Student Trustee Patel asked for a few minutes to thank the Board, and share that it has been an honor to represent the student body, to work with his fellow trustees and administrators, and to represent Oakton College at the state level during advisory committee meetings. He is proud of his work lobbying for support for disabled students.

NEW BUSINESS

4/23-1 Resolution Declaring the Results of April 4, 2021 Consolidated General Election, Community College District 535, Office of Trustee

Trustee Kotowski offered:

“WHEREAS, on the 4th day of April 2023, there was held in and for Community College District 535, an election for the purpose of electing two Trustees to serve on the Board for two six-year terms;

WHEREAS, it is the responsibility of the county clerk to canvass the election results 21 days following the election;

WHEREAS, the election authority has delivered the official Abstracts of Votes to the local election official for Oakton Community College District 535;

WHEREAS, the Board must meet to declare the results of the election and hold their organizational meeting within the time period of between 21 and 28 days following the election and that the term of the new trustees must commence at the organizational meeting held within 28 days following the election;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535, COUNTY OF COOK AND STATE OF ILLINOIS THAT:

1. The election held on the 4th day of April 2023 was held in all respects as provided by law; and the returns of the election have been duly canvassed by the Cook County Clerk’s office and filed with the Secretary of the Board.
2. The Board finds that the following total votes were cast in Oakton Community College District 535 in favor of the following candidates:”

ABSTRACT OF VOTES

“Votes were cast in the non-partisan election held on April 4, 2023, in Cook County, Illinois, to elect three individuals to serve six-year terms on the Board of Trustees of Community College District 535, and we do hereby proclaim the results of the election as follows:

1. Two candidates named to serve two six-year terms received the number of votes ascribed opposite his name:

<u>NAME of CANDIDATE</u>	<u>NUMBER of VOTES</u>
Theresa Bashiri-Remetio	32,957
Martha Burns	34,707

2. We do hereby further certify and proclaim that as a result of the election, Theresa Bashiri-Remetio and Martha Burns were elected to serve two six-year terms on the Board of Trustees of Community College District 535, County of Cook and State of Illinois.”

Trustee Bush seconded the motion and called the roll:

Paul Kotowski, Chair	Aye
Wendy Yanow, Vice Chair	Aye
Gail Bush, Secretary	Aye
Martha Burhs	Aye
Benjamin Salzberg	Aye
William Stafford	Aye
Marie Toussaint	Aye
Akash Patel, Student Trustee	Aye

Trustee Yanow administered the Oath of Office to Ms. Bashiri-Remetio and Ms. Burns.

Student Trustee Patel made a motion to adjourn *sine die*, seconded by Trustee Salzberg. Trustee Bush made the roll call, and the motion passed unanimously. Ms. Bashiri-Remetio and Ms. Burns took their seats at the dais.

Roll Call

Vice Chair Yanow asked Trustee Bush to call the roll:

Dr. Yanow	Vice Chair	Present
Dr. Bush	Secretary	Present
Ms. Bashiri-Remetio		Present
Ms. Burns		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Ms. Toussaint		Present
Mr. Patel	Student Trustee	Present

4/23-2 Recommendation for Seating of Student Member of the Board of Trustees

Trustee Stafford offered:

SECTION 1: An election for the Student Member of the Board of Trustees was held April 3 – 7, 2023. The election was conducted in all respects as provided by law and according to Policy 1005. The election was conducted online, using the Simply Voting software purchased by the Student Government Association. Currently enrolled students were provided a ballot via email and Simply Voting provided a secure method to permit students to vote from their computer or mobile device; 346 students cast ballots in the election.

The returns of the election have been duly canvassed by the Judges of Election. The student meets all qualifications for Trustees as specified in Policy 1004.

SECTION 2: The Board of Trustees declares that Lydia Cruz received 149 votes (51.4%) for the office of Student Member of the Board of Trustees. Her opponent Akash Patel receiving 141 (48.6%) with 56 (16.2%) abstaining votes cast, thereby declaring Lydia Cruz the successful candidate to serve as the Student Trustee with a term commencing on April 25, 2023 and concluding at the Board of Trustees meeting in April 2024.

SECTION 3: This resolution shall be effective from and after its passage as provided by law.”

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

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion passed. Student Trustee Patel favored the resolution.

Trustee Salzberg made a motion to adjourn *sine die*, seconded by Trustee Stafford. Trustee Bush called the roll, and the motion passed unanimously. Lydia Cruz was named Student Trustee.

Roll Call

Vice Chair Yanow asked Trustee Bush to call the roll:

Dr. Yanow	Vice Chair	Present
Dr. Bush	Secretary	Present
Ms. Bashiri-Remetio		Present
Ms. Burns		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Ms. Toussaint		Present
Ms. Cruz	Student Trustee	Present

4/23-3 Resolution Organizing the Board of Trustees for the Term Commencing April 25, 2023

Trustee Bush offered:

“WHEREAS, pursuant to College policy and in accordance with the Illinois Public Community College Act, as amended (110 ILCS 805/3-8), the Board of Trustees of Community College District 535 elects its officers comprise of a Chair, Vice Chair and Secretary, from its membership, and appoints a Treasurer, not a member of the Board, at its annual organizational meeting held in April.”

Nomination of Officers:

Trustee Yanow asked for nominations for the office of Chair of the Board. Trustee Stafford nominated Trustee Yanow; Trustee Bush seconded the nomination. Trustee Yanow asked for a roll call to vote in favor of accepting the nomination of Trustee Yanow as the Chair of the Board. Trustee Bush made the roll call, which passed unanimously.

Chair Yanow asked for nominations for the office of Vice Chair of the Board. Trustee Salzberg nominated Trustee Bush; Trustee Bashiri-Remetio seconded the nomination. Chair Yanow asked for a roll call to vote in favor of accepting the nomination of Trustee Bush as the Vice Chair of the Board. Trustee Bush made the roll call, which passed unanimously.

Chair Yanow asked for nominations for the office of Secretary of the Board. Trustee Bush nominated Trustee Stafford; Trustee Salzberg seconded the nomination. Chair Yanow asked for a roll call to vote in favor of accepting the nomination of Trustee Stafford as Secretary of the Board. Trustee Bush called the roll, which passed unanimously.

Trustee Bush continued:

“NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535, COUNTY OF COOK AND STATE OF ILLINOIS THAT:

- 1. The Board is hereby organized for the term commencing April 25, 2023.
- 2. The time and place for the regular meetings of the Board for the calendar year 2024 shall be fixed as follows:

January 16, February 20, March 19, April 16, May 21, June 25, August 20, September 17, October 15, November 12, December 10.

Meetings will take place in the Board Room, 1506, at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois. The time and location of all meetings will be published with proper notice and agenda and will be posted as required by law.

- 3. All Board rules, policies, and procedures in effect during the previous year shall remain in effect.
- 4. Edwin Chandrasekar is hereby appointed Treasurer to serve at the pleasure of the Board for no additional compensation, provided that before entering upon his duties, the Treasurer shall execute and deliver to the Board a bond, as required by the Illinois Public Community College Act.”

Trustee Salzberg seconded the motion. Chair Yanow asked Trustee Bush to call the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

Motion carried. Student Trustee Cruz favored the resolution.

Adjournment

Chair Yanow asked for a motion for an adjournment. The Board will go into Executive Session, and begin the regular meeting at 6 p.m. Trustee Bush made the motion, seconded by Trustee Salzberg. Trustee Bush made the roll call, and the motion passed unanimously.

Meeting adjourned at 5:09 p.m.

Wendy B. Yanow, Chair

William Stafford, Secretary

Minutes recorded by:
Beatriz Sparks
4/2023



Minutes of the April 25, 2023 Regular Meeting of the Board of Trustees of Community College District 535

The 787th meeting of the Board of Trustees of Community College District 535 was conducted on April 25, 2023 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Yanow called the meeting to order at 5:28 p.m. in room 1502. Trustee Stafford called the roll:

Dr. Wendy Yanow	Chair	Present
Dr. Gail Bush	Vice Chair	Present
Mr. William Stafford	Secretary	Present
Ms. Theresa Bashiri-Remetio		Present
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Present
Ms. Marie Lynn Toussaint		Present
Ms. Lydia Cruz	Student Trustee	Present

Chair Yanow asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of March 21, 2023; and considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; the purchase or lease of real property for the use of the public body; and pending litigation.

Trustee Bush made the motion, seconded by Trustee Salzberg.

Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Cruz	Aye

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

At 6:19 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Bush 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 Yanow called the regular meeting of the Board of Trustees to order at 6:39 p.m. in room 1506.

Trustee Stafford called the roll:

Dr. Yanow	Chair	Present
Dr. Bush	Vice Chair	Present
Mr. Stafford	Secretary	Present
Ms. Bashiri-Remetio		Present
Ms. Burns		Present
Mr. Salzberg		Present
Ms. Toussaint		Present
Ms. Cruz	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Edwin Chandrasekar, Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Katherine Sawyer, Chief Advancement Officer; Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning.

Administrators: May Alimboyoguen, Dean of Health Careers; Marc Battista, Associate VP of Workforce Education / Dean of Business and Career Technologies; Steve Butera, Director of Communications and Media Relations; Leana Cuellar, Interim Dean of Student Success/Director of Student Learning and Engagement; Rick Daniels, Director of Student Life and Campus Inclusion; Matthew Huber, Dean of Enrollment Management; Lindsey Hunter, Director of Admission and Enrollment; Jake Jeremiah, Dean of Library; David Kendric, Director of Online Curriculum and Instruction; Linda Korbel, Dean of Liberal Arts; Prashant Shinde, Chief Information Officer; Daniel Weber, Registrar/Director of Registrar Services; Ella Whitehead, Assistant Director of Enrollment for Equity Outreach; Andy Williams, Controller; Ruth Williams, Assistant VP for Academic Affairs/Dean of Curriculum and Instruction.

Union Leaders: Jennifer Crowley, Classified Staff Association; Mary Hope Griffin, Adjunct Faculty Association; Suzanne Ziegenhorn, Full-Time Faculty Association.

Faculty: Keenan Andrews, Business; Carol Bustamante, English; Kayla Mitchell, Economics; Melodie Graber, Chemistry; James Humenik, Law Enforcement; Louis Martinez, Law Enforcement; Melissa Mendoza, Physical Therapy Assistant; Prashant Rawal, Accounting; Bill Strond, Biology.

Staff: Phil Cronin, Media Services; Krissie Harris, Student Life and Campus Inclusion; Charmaine John, Facilities/Sustainability; Gabrielle O'Connor; Student Life and Campus Inclusion; Kayla Ruchti, Marketing and Communication; Beatriz Sparks, Special Assistant to the Board.

Students: Chris AbiNader, Stephanie Erner, Jonathan Hanna, Coen Jackson, Samantha McCarthy, Akash Patel, James Pauly, Areesha Ramin, Chloe Richmond, Catherine Sung, Luis Toro, and Lucia Zdehnalik.

Pledge of Allegiance – Trustee Salzberg lead the pledge.

Land Acknowledgment – Trustee Bush read the Land Acknowledgment.

Approval of Minutes

Chair Yanow asked for a motion for the approval of the minutes of the March 21, 2023 regular meeting of the Board of Trustees. Trustee Salzberg made the motion which was seconded by Trustee Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To recently retired Sr. Financial Aid Advisor, Connie Negron on the passing of her husband Luis.
- To Professor of Mathematics, Michael Farquhar on the passing of his mother Carole Ann.
- To former Secretary to the Board of Trustees, Eileen Cukierski on the passing of her father Owen Hannon 2 weeks shy of his 100th birthday.

Congratulations

- At the organizational meeting this afternoon, the Board recognized former Chair of the Board Paul Kotowski for his service. They also recognized and thanked Akash Patel for his service as Student Trustee. The Board also welcomed returning trustee Theresa Bashiri-Remetio, and seated trustee Martha Burns for a second consecutive term. Lydia Cruz was seated as the new Student Trustee.
- To outgoing Student Trustee Akash Patel on the birth of his niece Elora Amit Patel on March 25.
- To the new SGA elected officials:
 - President: Chris AbiNader
 - Vice President: Jonathan Hanna
 - Treasurer: Dominic Wims

- Student Trustee: Lydia Cruz
 - Senator(s): Sarosh Sanaullah and Murtaza Hassan
- Professor of English and Co-Coordinator of Creative Writing, Tina Fakhrid-Deen received a Jeff Award in the New Work category for her playwriting of "Pulled Punches". The Jeff Award is given for theater arts produced in the Chicago area.
- Manager of Student Life, Krissie Harris was selected as one of the recipients of Phi Theta Kappa's 2023 Paragon Award for New Advisors, and was recognized during PTK Catalyst 2023 in Columbus, Ohio last week.
- Oakton chapter officers were selected as one of Phi Theta Kappa's 2023 Distinguished Chapter Officer Teams: Ji Na Choi, Gia Huy Ngo, Gabriela Krieger, Samantha McCarthy, Adriana Perez, Chloe Richmond, Vivian Molina Sumba, Catherine Sung. They were recognized during the PTK Catalyst 2023 last week. Our chapter also won the following 2023 Hallmark honors:
 - Top 50 Distinguished Chapter
 - Top 50 Distinguished Honors in Action Project
 - Top 100 chapter
- Stephanie Erner was named Student Employee of the Year. Stephanie is a student employee in the Office of Student Life and Campus Inclusion, and has been an important connector for many students at the Skokie Campus.
- Oakton's Environmental Club and Environmental Studies Concentration were presented with the City of Des Plaines Earth Month Proclamation by Mayor Goczkowski at a City Council meeting earlier this month. The Environmental Club's purpose is to bring students closer to nature, expand school-wide awareness of sustainability and ecological restoration, and develop a sense of social and environmental responsibility. Charmaine John, and Lucia Zhdenalik are present this evening.
- Luis Toro, outgoing SGA president, made the elimination rounds at the Cross-Examination Debate Association National Championship. Oakton College won the Joy McClintock Community College Award, which is given to the top community colleges in the country. Luis also received a formal commendation from Sheila Jackson, Member of Congress, and was selected as one of only 30 students in the nation to receive the CEDA "All American Debate Squad Award.
- Six students represented Oakton College in the annual Illinois Skyway Collegiate Conference Juried Art Festival. Jung Ja Jae received an honorable mention for her oil painting titled "My Back Yard."
- Oakton received the Distinguished Budget Presentation Award from the Government Finance Officers Association for its Fiscal Year 2023 budget document.

Happenings

- Today, Oakton hosted the Illinois Community College Board on their tour of community colleges as part of Community College Awareness Month. Special thanks to faculty, staff and students who helped to make their visit meaningful, and to Chair Yanow for joining us at the meeting.
- Members of the Oakton community participated the YWCA Evanston/Northshore United against racism event in Skokie earlier today.
- In addition to the many celebrations that occur as we approach the end of the academic year, April also happens to be Autism Acceptance Month, Earth Month, and the beginning of AAPI Heritage month. We have had many wonderful events on both campuses and virtually. Thank you to everyone who has played a role in making these events special.
- This is the Week of Service (April 24 – 29) and there are opportunities to participate in service events.
- The Annual Student Leadership Banquet will take place on Thursday evening at Chateau Ritz. Next week, Honors and special program completers will be celebrated at a joint event. The student art show is still on display at the Koehnline museum.
- Tickets are still available for the Six Piano Ensemble on Sunday, April 30.
- As part of Asian American Heritage Month, COMPASS is hosting the 2nd Annual Asian Night Market on Friday, May 12 from 5 to 9 p.m. in the TenHoeve Center. This year, we are featuring 41 vendors and local organizations.
- And most importantly and the culmination of our annual celebrations is Commencement on May 15 at the Rosemont Theater.

Educational Foundation Liaison Report

Fundraising commitments have increased by about \$100,000 since last month. Recent gifts of note include:

- \$7,500 gift from Jan Footlik to add support to the three endowed scholarship funds in the Footlik family name.
- \$5,000 gift from adjunct faculty member Lynn Dykstra and her husband Andrew to support the scholarship in her mother's name.
- \$2,000 gift from adjunct faculty member and alumnus Floyd Aylin and his wife Susan to support the Oakton Educational Foundation General Scholarship.
- \$1,000 gift from the Jeff Chulay on behalf of his father and former faculty member Frank Chulay to add support to the endowed scholarship in his name.
- \$1,500 gift from Sunil and Maria Chopra to support the Oakton Annual Fund.

The Foundation has provided the Office of Financial Assistance with \$1.2 million in donor supported scholarship funds to begin awarding to students who will attend in Fall 2023. While investment market performance was challenging last year, this allocation is already 4% higher than last year and is expected to grow and donors continue to contribute over the summer months.

Congratulations to the Liberal Arts Division who won the first annual Faculty Throwdown competition for their strong participation in payroll giving through the Foundation's annual employee giving campaign. 40% of the division's full-time faculty members are currently supporting the Foundation through payroll giving, which is 4% higher than the average across divisions. The Liberal Arts Division enjoyed a celebratory luncheon and will host the "coveted trophy" in their offices over the next year.

A total of 19 grant applications were received as part of the annual Innovation and Excellence Grant program. The Foundation Board is reviewing the submissions and will invite 14 of the applicants to interviews scheduled on May 4 and 5. Funding determinations will be made in June.

The Board has elected two new members:

- Catherine Leonard is a realtor with Baird & Warner. She and her family live in Evanston.
- Steve Salaman is the Area Director for Brookdale Senior Living, with locations in Northbrook, Des Plaines and Vernon Hills. Brookdale employs Oakton's students and has been involved with our Workforce Equity Initiative grant. Steve and his family live in Gurnee.

The Foundation Board's next quarterly meeting will take place next week on June 7.

Neurodiversity Liaison Report

Trustee Bush shared that there was a neurodiversity panel and networking event on April 21 at the Skokie campus which she described as an example of how Oakton creates community around neurodiversity. Trustee Bush thanked Dr. Jesse Ivory, Dr. Karl Brooks, Dr. Kelly Becker, Dr. Mark Kiel, Marc Battista, and Theresa O'Sullivan and her staff in the ADRC. Trustee Bush was excited to attend an event where Oakton gathered the people in District 535 who are working with the population of concern, and see where the strengths are, where the challenges are and what is need before programs are planned and created. All the individuals who participated in the event are engaged in this work on a day to day basis.

Trustee Bush also shared that Illinois now has a neurodiversity resolution that has been introduced in the House (HR 219). ICCTA President and College of DuPage Trustee, Maureen Dunne has been very active, and it was her initiative to have this resolution promoting neurodiversity in higher education. Trustee Bush invited people to contact their elected officials to get this initiative moving forward.

Student Trustee Report

Student Trustee Lydia Cruz mentioned student happenings including the Oak Art Exhibit that runs through April 28; AAPI Month events made possible by AASLI, PAYO, and Student Life and Campus Inclusion; Earth Awareness Month events; the Creating Justice Symposium; and LGBTQ events. In addition, Ms. Cruz shared that she is working with PTK to help them plan related to cancer advocacy. She

indicated that she hasn't been able to attend Autism Awareness Month events, but she is aware of support programs and workshops scheduled at the College.

Ms. Cruz attended an SGA meeting to go over objectives for the next academic year. She will be attending an LGBTQ training with elected SGA president later this week. SGA is hoping to start off their first project by hosting an Oakton Summer Bash.

To conclude her report, Ms. Cruz thanked fellow students and her advisors for making her experience at Oakton a memorable one.

Student Spotlight

Areesha Rahim shared that she went through high school during the Covid-19 pandemic, and she was excited to attend college in person. However, when she first moved to the United States she didn't know the difference between community colleges and universities; she assumed that community colleges were only for students who had been rejected from universities, so Oakton was not her first choice. Her sister explained the differences and the benefits of community colleges, and now Areesha is convinced she made the right choice.

During her time at Oakton, Areesha has participated in a wide range of student activities, and she encourages other students to do the same. She is the president of the South Asian Club and Oakton Helping Others. With more than 20 active members this year, the South Asian Club's mission is to educate club members and Oakton students about the history, events, life, tradition, religions and customs of various South Asian countries. Areesha shared that she has inspired club members to participate and collaborate in community service, and helped to organize club events and meetings. Her goal is to integrate students and faculty. She indicated these activities have an impact on her experience at Oakton, allowing her to increase her time management skills, leadership skills, and knowledge on how to work as part of a team.

In addition to her activities at Oakton, Areesha has made good friends, and participating in the clubs has improved her self-esteem. She is no longer afraid of public speaking, she organized the Holi Festival which was a big campus-wide event, and was able to navigate the challenges and improvise as necessary. The event was an opportunity for Areesha to put into practice what she learned from her advisors.

During her time at Oakton, Areesha has interacted with many faculty and staff members. She works as a student employee in the Admission and Enrollment office, and she assists recruiters training new student ambassadors. She shared that staff members like Luz Trejo Camarillo have helped her improve her team work. Areesha also established a special connection with Gabrielle O'Connor in Student Life and Campus Inclusion, and indicated that Gabby has been a great support for her to grow as a student leader.

Areesha's plans are to graduate from Oakton to transfer into a 4-year college, with NEIU being her top choice, to pursue a career in psychiatry. She suggested that Oakton could have better options for cafeteria food to serve students from diverse backgrounds (vegetarian, halal, etc.). She also indicated the cafeteria hours of operation could improve to include students who are on campus late.

Comments by the Chair

Chair Yanow congratulated Professor of English Tina Fakhrid-Deen on her Jeff Award. She also mentioned an article on story-telling in DEI work written by Oakton's own Kelsey Kapolnek and Kamari Jordan from the Marketing and Communications team. She article stressed that it is not enough to simply include diverse voices but when these stories are included, we have a great responsibility to get these stories right. Chair Yanow indicated that this is a great example of equity work at Oakton.

Trustee Comments

Trustee Burns indicated that she feels happy for her reelection as a member of the Board of Trustees of Community College District 535. She said she intends to do the very best she can, and is open and available to the community. She also congratulated Krissie Harris who was elected as Evanston 2nd Ward Alderman, and shared stories of citizens of the Evanston 3rd Ward who attended Oakton, and are grateful to the College.

Public Participation

Professor of Biology Bill Strond shared that he and his students released salamander eggs, and they have all developed and are ready to continue their life cycle through spring and summer. Professor Strond also shared concerns about some facility issues at the Lee Center.

Report: Oakton's Student Success & Equity Journey

Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning
 Dr. Karl Brooks, Chief Student Services Officer/Vice President for Student Affairs
 Dr. Ileo Lott, Provost and Vice President for Academic Affairs

Presentation outcomes:

- Demonstrate how we leveraged Achieving the Dream (ATD) to advance student success and equity.
- Explain how our success led to Oakton becoming a "Leader College" and what this means
- Affirm data points and how the disaggregation of data has supported Oakton's journey and current goals
- Share next steps: how becoming a Leader College of Distinction further advances our student success and equity aims

What is Achieving the Dream?

A comprehensive reform movement under the umbrella of a nonprofit membership organization. Specific aim to increase student success and reduce achievement gaps.

Expectations and Commitments

- Focus on data-driven decision making
- Culture of change
- Institutional change

Findings suggest that ATD colleges generally have better student success rates and engage in more extensive faculty development and institutional support initiatives compared to non-ATD colleges. (Bettinger, Boatman, & Long, 2013; Jenkins, Lahr, Fink, & Ganga, 2018)

- Oakton joined Achieving the Dream in 2013 – ATD goals aligned with Oakton's desire to increase student success outcomes. The Student Success Team was formed, and the initiative was rolled out.
- In 2018, Oakton joined ILEA (Illinois Equity in Attainment), a network of 25 colleges and universities, with the purpose of developing an equity plan, and prioritize completion.
- In 2020, Oakton became affiliated with the Aspen Institute.

Student Success Team

- A campus-wide team engaged in critical conversations related to college activities and the review of institutional data in support of increasing student success outcomes
- Identified and created initiative teams to drive institutional capacity for change with support of faculty leadership

Serves to drive the focus on Student Persistence

- Helped to define our "Wildly Important Goals"
- Persistence Project
- Increase student advising support
- Attention to curricular pathways for students toward their goal of degree and certificate completion

ATD Highlighted Impact: Defining the Oakton Experience

Rooted in equity, the Oakton Experience is dedicated to intentional engagement by faculty and staff to support students as they successfully enter an individualized path, navigate college, grow academically and socially, and transition to their desired next step.

ILEA Equity Plan

- Illinois Equity in Attainment (ILEA) plan was developed in 2019 with the Partnership for College Completion
- Focus on improving completion outcomes for Black, Latinx, and low-income/Pell students
 - Aligned with Success Matters & Vision 2030
- Part of Illinois reporting requirements moving forward
- Monthly Equity Summits in 2020-21 (collegewide attention to how data is informing activities & priorities)

Aspen College Experience Program

- Aims to advance higher education practices and leadership that significantly improve student learning, completion, and employment after college.
 - Emphasis on improving outcomes for marginalized students.
- Delivery of credentials that unlock life-changing careers and strengthen our economy, society, and democracy.

ATD identifies Oakton as a “Leader College”

Leader Colleges are:

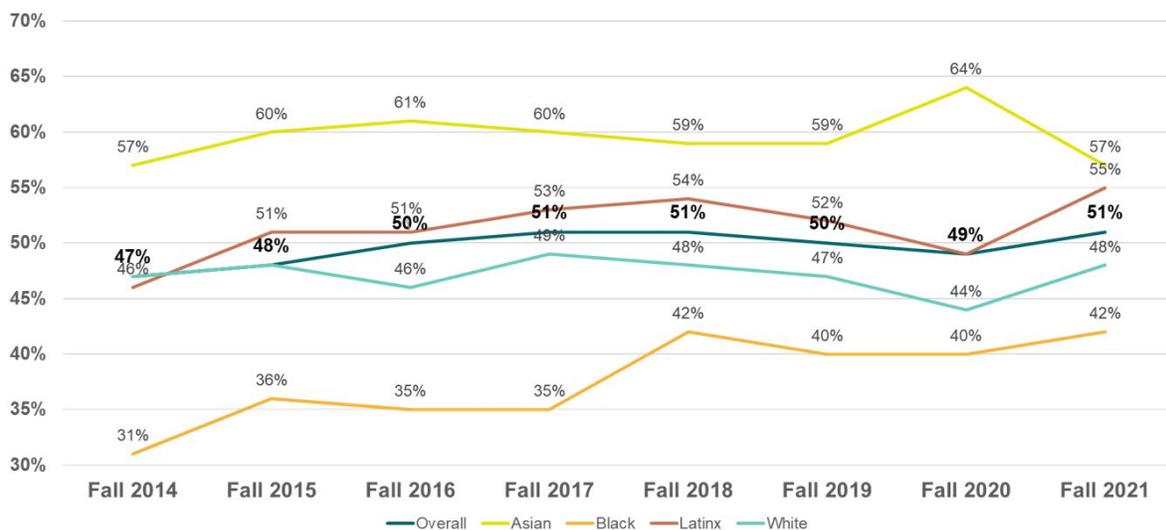
- Institutions that have demonstrated a strong commitment to student success and completion
- Institutions that have made significant progress toward achieving measurable improvements in student success and completion

Achieving the designation of a Leader College is an important milestone for Oakton, since it signals to the broader community that the institution is dedicated to providing high-quality education and support for its students.

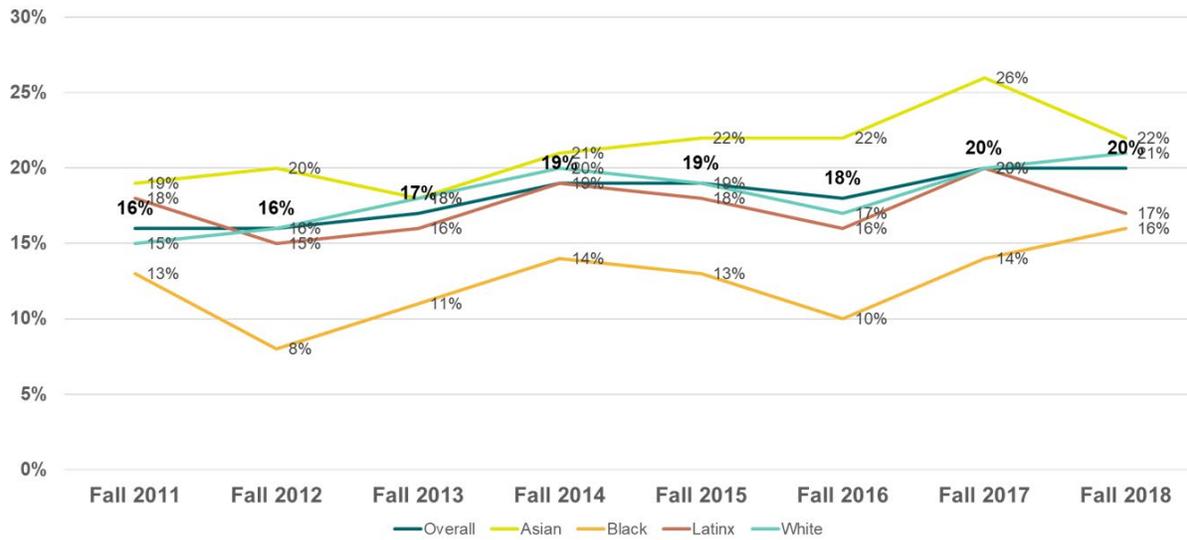
Commitment to Data Disaggregation and Tracking Student Success Metrics

- Oakton’s commitment to the disaggregation of data and related metrics supported:
- Increased understanding of leading and lagging indicators
- Prioritization in implementing a data warehouse (Zogotech)
- Increased data transparency by sharing student success data with campus leaders and the entire community
- Integration of metrics into the strategic plan

Fall-to-Fall Persistence



4-Year Degree Completion



Student Success Metrics & Vision 2030



Next Steps

Evolve the Work of the Student Success Team (SST)

- Center the work of the SST on metrics and related strategies that drive student success

ATD Leader *College of Distinction* - What is it?

A *College of Distinction* goes above and beyond in their efforts to improve student success and completion. The designation is reserved for institutions that have not only demonstrated significant progress toward improving student outcomes, but have also achieved notable successes in areas such as equity, sustainability, and student engagement.

What is driving us there?

- Confidence in the execution of our current strategic plan (***Vision 2030: Building Just and Thriving Communities***)
- Increase college-wide attention to the goals, leading indicators, and outcomes that result in a successful Oakton Experience.

NEW BUSINESS

4/23-1a Approval of Consent Agenda

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

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

4/23-1b Approval of Consent Agenda Items 4/23-2 through 4/23-8

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 4/23-2 through 4/23-8 as listed in the Consent Agenda."

4/23-2 Ratification of Payment of Bills for March 2023

"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 \$8,790,217.18 for all check amounts as listed and for all purposes as appearing on a report dated March 2023."

4/23-3 Acceptance of Treasurer's Report for March 2023

"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 March 2023."

4/23-4 Acceptance of Quarterly Report on Investments

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

4/23-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to g as stipulated above, and hereby approves the expenditures in the amount not to exceed \$13,595.75 for all funds listed in item a."

4/23-6 Supplemental authorization of Payment of Professional Personnel – Spring 2023

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$277,941.56 to the total amount of part-time teaching salaries paid during the spring semester 2023; the revised total payment amount is \$3,492,962.63."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$65,510.75 to the total amount of faculty overload salaries paid during the spring semester 2023; the revised total payment amount is \$679,357.70."

4/23-7 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 program
Physical Therapist Assistant program.”

4/23-8 Approval of Agreement with the Northern Illinois Workforce Coalition (NIWC) for Apprenticeship Tuition

"Be it resolved that the Board of Trustees of Community College District 535 approves the agreement for Oakton College to participate in the Northern Illinois Workforce Coalition (NIWC) for Apprenticeship Tuition."

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

Ms. Bashiri-Remetio Aye
Ms. Burns Aye
Dr. Bush Aye
Mr. Salzberg Aye
Mr. Stafford Aye
Ms. Toussaint Aye
Dr. Yanow Aye

The motion carried. Student Trustee Cruz favored the resolution.

4/23-9 Authorization to Approve April Purchases

Trustee Stafford 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 and Location</u>	<u>Amount</u>
4/23-9a	1	Ambulance Simulator	EMS Simulator, L.P. Frisco, TX	\$39,500.00
4/23-9b	1	Desire2Learn Management System – Three-Year Renewal	Desire2Learn, Ltd. Towson, MD	\$511,732.72
4/23-9c	1	Google Workspace for Education Plus – Three-Year Renewal	CDW-G, LLC Chicago, IL	\$69,592.50
4/23-9d	1	Zoom Video Communication – Three-Year Renewal	Zoom Video Communications, Inc San Jose, CA	\$131,400.00
4/23-9e	1	Duo Multi-Factor Authentication Services – One-Year Renewal	Duo Security Ann Arbor, MI	\$39,000.00
4/23-9f	1	Chromebook Computers	JensenIT, Inc Des Plaines, IL	\$58,152.00
4/23-9g	1	Interim Financial Aid Staffing	Blue Icon Advisors Washington, DC	\$96,000
GRAND TOTAL:				\$918,377.22.”

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

Ms. Bashiri-Remetio Aye
Ms. Burns Aye

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

The motion carried. Student Trustee Cruz favored the resolution.

4/23-10 Preview and Initial Discussion of Upcoming Purchases

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

- a. Library Services (CARLI and NILRC)
- b. TargetX Professional Consulting Services
- c. Award Management Essentials – Blackbaud, Inc. Software Subscription Contract
- d. Storage Area Network (SAN) and Hardware Support and Maintenance
- e. Landscaping Renovation
- f. Automatic Logic – Three-Year Contract Renewal
- g. New Holland Skid Steer and Pusher Blade
- h. Education Advisory Board – Community College Executive Forum (EAB-CCEF) Program – Three-Year Contract Renewal
- i. Executive Leadership Team Coaching Services

4/23-11 Approval of Settlement Agreement with a Former College Employee

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 does hereby approve the Settlement Agreement with former College employee Marquetta Scott, and further authorizes and directs the College administration and attorneys to fulfill the College’s obligations as stipulated in the Agreement.”

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

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

4/23-12 Approval of New Unit of Instruction

Trustee Salzberg offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following new unit of instruction: Drone Pilot Operator Certificate.”

Trustee Bashiri-Remetio seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

4/23-13 Approval of New Policy

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for approval the proposed new policy 1027 in support of Standards of Practice, attached hereto."

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

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

4/23-14 First Read of Policy Revisions

Trustee Bashiri-Remetio offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board policy 3003, attached hereto, with action to take place at the next regularly scheduled Board meeting."

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

Adjournment

Chair Yanow 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, May 23, 2023 at the Des Plaines Campus.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Trustee Bashiri-Remetio. A voice vote was called and the meeting was adjourned at 8:21 p.m.

Wendy B. Yanow, Board Chair

William Stafford, Board Secretary

Minutes recorded by:
Beatriz Sparks
4/2023

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 5/23-2 through 5/23-9

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/23-2 through 5/23-9 as listed in the Consent Agenda:

- 5/23-2 Ratification of Payment of Bills for April 2023
- 5/23-3 Acceptance of Treasurer’s Report for April 2023
- 5/23-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/23-5 Action on Recordings of Closed Session Minutes
- 5/23-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 5/23-7 Ratification of Actions of the Alliance for Lifelong Learning Governing Board
- 5/23-8 Supplemental Authorization to Pay Professional Personnel – Spring 2023
- 5/23-9 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for April 2023

The check register detailing the regular monthly bills for April 2023 was sent out May 19, 2023. The totals by fund are on page 2. This includes approval of travel reimbursements for April 2023.

Board Chair

Board Secretary

EC:mw
5/2023

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 \$6,854,614.34 for all check amounts as listed and for all purposes as appearing on a report dated April 2023.”

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for April 2023, represented by checks on pages 1-15 numbered !0002440 - !0002461, !0002463 - !0002494, !0002496 - !0002523, !0002525 - !0002547, !0002549 - !0002550, A0160839 - A0161059 and A0161062 - A0161240 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	<u>Gross Checks Issued</u>				
	Fund	Payroll	Accounts Payable	Sub-Total	Voided Checks
Education	\$ 3,850,298.17	\$ 1,333,095.35	\$ 5,183,393.52	\$ -	\$ 5,183,393.52
Operation, Building And Maintenance Fund	\$ 328,892.01	\$ 608,510.34	\$ 937,402.35	\$ -	\$ 937,402.35
Maintenance Fund (Restricted)		\$ 69,160.42	\$ 69,160.42	\$ -	\$ 69,160.42
Bond And Interest		\$ 300.00	\$ 300.00	\$ -	\$ 300.00
Auxiliary Enterprise	\$ 229,537.81	\$ 87,270.13	\$ 316,807.94	\$ -	\$ 316,807.94
Restricted Purpose	\$ 231,538.53	\$ 73,577.25	\$ 305,115.78	\$ -	\$ 305,115.78
Working Cash			\$ -	\$ -	\$ -
Trust/Agency	\$ -	\$ 26,410.15	\$ 26,410.15	\$ -	\$ 26,410.15
Audit			\$ -		\$ -
Liability, Protection & Settlement			\$ -	\$ -	\$ -
Social Security/Medicare		\$ -	\$ -	\$ -	\$ -
Loan		\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,640,266.52	\$ 2,198,323.64	\$ 6,838,590.16	\$ -	\$ 6,838,590.16
STUDENT GOVERNMENT	\$ -	\$ 16,024.18	\$ 16,024.18	\$ -	\$ 16,024.18
TOTAL PER REPORT	\$ 4,640,266.52	\$ 2,214,347.82	\$ 6,854,614.34	\$ -	\$ 6,854,614.34

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 1-15 numbered !0002440, !0002509, !0002513, !0002537, !0002543, A0160844, A0160862, A0160900, A0160932, A0161042, A0161052, A0161078, A0161099 and A0161226 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 \$16,024.18 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 April 2023.



Student Government Association

Acceptance of Treasurer's Report for April 2023

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

EC:mw
5/2023

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 April 2023."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

April 2023

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

Treasurer's Comments on April 2023 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$15.6 million in property taxes, \$1.9 million in tuition and fees, \$810,000 for the credit hour grant, \$495,000 in interest earnings, \$415,000 in replacement tax revenues, and \$188,000 in adult education grant funds.

Net cash and investments increased \$10.2 million from the previous month primarily based on property tax collections, as expected.

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

Revenues

At the end of April, revenues were \$80.1 million or 107% of the prorated budget, compared to \$79.1 million, or 107% for the previous year. Tuition and fees totaled \$20.8 million year to date, or 107% of the prorated budget. Last year, tuition and fees totaled \$19.2 million or 92% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$60.0 million. The operating expenditures are \$3.5 million (6.2%) above prior year's actual expenditures of \$56.5 million for the same period. Net transfers total \$5.3 million.

OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
April 30, 2023
(IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 3,065	\$ 312	\$ 673	\$ 102	\$ (67)	\$ 958	\$ -	\$ (38)	\$ 210	\$ 5,215
Taxes Receivable	27,601	2,908	-	1,424	-	-	-	(19)	-	31,914
Student Tuition Receivable	5,889	1	5	-	-	747	-	-	-	6,642
Government Funds Receivable	(17)	-	-	-	-	433	-	41	-	457
Lease Receivable	14,271	-	-	-	-	-	-	-	-	14,271
Accrued Interest	364	50	52	-	-	10	-	3	132	611
Other Receivables	611	-	-	-	-	21	-	-	-	632
Investments										
Short-term	83,286	12,678	13,153	3,130	-	2,999	-	1,379	33,309	149,934
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	274	-	-	-	56	343	-	-	-	673
Total Current Assets	<u>140,750</u>	<u>19,098</u>	<u>17,936</u>	<u>4,636</u>	<u>(21)</u>	<u>20,387</u>	<u>-</u>	<u>1,494</u>	<u>41,218</u>	<u>245,498</u>
Net Investment in Plant	-	-	-	-	-	-	105,199	-	-	105,199
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	<u>\$ 140,750</u>	<u>\$ 19,098</u>	<u>\$ 17,936</u>	<u>\$ 4,636</u>	<u>\$ (21)</u>	<u>\$ 20,387</u>	<u>\$ 105,757</u>	<u>\$ 1,494</u>	<u>\$ 41,218</u>	<u>\$ 351,255</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,585	1,585
Total Assets and Deferred Outflows of Resources	<u>\$ 140,750</u>	<u>\$ 19,098</u>	<u>\$ 17,936</u>	<u>\$ 4,636</u>	<u>\$ (21)</u>	<u>\$ 20,387</u>	<u>\$ 105,757</u>	<u>\$ 1,494</u>	<u>\$ 42,803</u>	<u>\$ 352,840</u>
LIABILITIES AND NET POSITION										
Payables	\$ 42	\$ 12	\$ 72	\$ -	\$ -	\$ 18	\$ -	\$ -	\$ -	\$ 144
Accrued Interest Payable	-	-	-	-	113	-	-	-	-	113
Deferred Tuition Revenue	5,710	-	62	-	-	93	-	-	-	5,865
Accruals	3,700	267	-	-	-	247	-	-	-	4,214
Bonds Payable	-	-	-	-	44,942	-	-	-	-	44,942
Lease Liability	-	-	-	-	347	-	-	-	-	347
OPEB Liability	-	-	-	-	-	-	-	-	39,740	39,740
Total Liabilities	<u>9,452</u>	<u>279</u>	<u>134</u>	<u>-</u>	<u>45,402</u>	<u>358</u>	<u>-</u>	<u>-</u>	<u>39,740</u>	<u>95,365</u>
Deferred Inflows of Resources - Property Taxes	34,256	5,109	-	2,042	-	-	-	64	-	41,471
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	10,670	10,670
Deferred Inflows - Leases	14,271	-	-	-	-	-	-	-	-	14,271
Total Liabilities and Deferred Inflows of Resources	<u>57,979</u>	<u>5,388</u>	<u>134</u>	<u>2,042</u>	<u>45,402</u>	<u>358</u>	<u>-</u>	<u>64</u>	<u>50,410</u>	<u>161,777</u>
Net Position										
Unrestricted	82,772	13,710	17,802	-	-	3,730	-	-	(7,607)	110,407
Restricted	-	-	-	-	-	16,299	-	1,430	-	17,729
Debt Service	-	-	-	2,595	(45,423)	-	-	-	-	(42,828)
Plant	-	-	-	-	-	-	105,758	-	-	105,758
Total Net Position	<u>82,772</u>	<u>13,710</u>	<u>17,802</u>	<u>2,595</u>	<u>(45,423)</u>	<u>20,029</u>	<u>105,758</u>	<u>1,430</u>	<u>(7,607)</u>	<u>191,066</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 140,751</u>	<u>\$ 19,098</u>	<u>\$ 17,936</u>	<u>\$ 4,637</u>	<u>\$ (21)</u>	<u>\$ 20,387</u>	<u>\$ 105,758</u>	<u>\$ 1,494</u>	<u>\$ 42,803</u>	<u>\$ 352,843</u>

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2023**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 58,154	\$ 48,462	\$ 47,709	98%	102%
Replacement Tax	1,400	1,167	2,779	238%	291%
State Revenue	3,928	3,273	5,101	156%	217%
Federal Revenue	1,800	1,500	945	63%	157%
Tuition and Fees	19,154	19,508	20,804	107%	92%
Other	1,009	841	2,797	333%	(3%)
TOTAL REVENUES	\$ 85,445	\$ 74,751	\$ 80,135	107%	107%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,557	\$ 25,464	\$ 24,812	97%	100%
Academic Support	19,667	16,389	15,529	95%	87%
Student Services	8,388	6,990	5,906	84%	79%
Public Services	1,314	1,095	932	85%	79%
Operations and Maintenance	8,053	6,711	5,786	86%	80%
General Administration	7,026	5,855	5,512	94%	87%
General Institutional	310	258	1,525	590%	137%
Contingency	1,809	1,508	-	0%	0%
TOTAL EXPENDITURES	\$ 77,124	\$ 64,270	\$ 60,002	93%	88%
Revenues over (under) expenditures	8,321	10,481	20,133		
Net Fund transfers					
To Retiree Health Insurance Fund	(2,000)	(1,667)	-		
To O & M Fund (Restricted)	(2,500)	(2,083)	(2,083)		
To Auxiliary Fund and Alliance	(2,474)	(2,062)	(2,062)		
To Restricted Purpose Fund	(100)	(83)	(83)		
To Liability, Protection & Settlement Fund	(713)	(594)	(594)		
To Social Security/Medicare Fund	(824)	(687)	(687)		
From Working Cash Fund: Interest	290	242	242		
Total Transfers	\$ (8,321)	\$ (6,934)	\$ (5,268)		
Net Revenue over (under) expenditures	\$ -	\$ 3,547	\$ 14,866		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2023**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	278	94%
Interest and Investments Gain/Loss	16	365	2281%
Total revenues	311	643	207%
EXPENDITURES			
Landscape Improvements	326	49	15%
Capital Equipment	881	352	40%
Hardware Replacement/Master Keying	750	25	3%
Camera Replacement	250	-	0%
Pedestrian Path	250	48	19%
Automatic Irrigation for Featured Zones	168	67	40%
Courtyards	750	70	9%
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	11	24%
Switchgear Upgrade	575	36	6%
Baseball Complex Renovations	900	10	1%
Exterior Envelope	110	-	0%
Grounds Roof Replacement	197	104	53%
Parking Lot Upgrades	153	174	114%
College Rebrand Signage	50	13	26%
Contingency	275	-	0%
Site and Construction	-	128	0%
Master Plan Refresh 2022	-	3	0%
Total expenditures	11,299	1,090	10%
Transfer in	2,500	2,083	83%
Net	\$ (8,488)	\$ 1,636	(19%)

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,355	\$ 1,298	96%	75%
Workforce Development	60	35	58%	38%
Copy Center	150	70	47%	15%
Athletics	8	45	563%	450%
Child Care	405	361	89%	74%
PAC Operations	4	6	150%	80%
Campus Scheduling and Events	155	59	38%	0%
Other	118	146	124%	112%
Interest and Investments Gain/Loss	40	36	90%	11%
Total revenues	2,295	2,056	90%	65%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,425	\$ 916	64%	67%
Workforce Development	302	190	63%	79%
Copy Center	415	327	79%	69%
Athletics	961	974	101%	84%
Child Care	535	417	78%	80%
PAC Operations	100	73	73%	63%
Campus Scheduling and Events	30	8	27%	0%
Auxiliary Services Administration	320	264	83%	68%
Other	479	158	33%	24%
Total expenditures	4,567	3,327	73%	70%
Transfers in (out)	2,272	1,893		
Net	\$ -	\$ 622		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2023**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 529	\$ 441	\$ 521	98%	193%
Tuition and Fees	1,214	1,012	863	71%	71%
Sale of Materials	2	2	1	50%	0%
Institutional Support					
Evening High School	50	42	86	172%	116%
Other Revenues	85	71	26	31%	56%
Total revenues	<u>1,880</u>	<u>1,567</u>	<u>1,497</u>	<u>80%</u>	<u>99%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,221	1,018	\$ 731	60%	70%
Instructional Programs					
Allied Health	115	96	45	39%	51%
Job-related	470	392	239	51%	79%
Personal	12	10	15	125%	41%
Emeritus Programs	61	51	25	41%	27%
High School Programs	132	110	63	48%	54%
ESL Programs	70	58	50	71%	48%
Total Programs	<u>860</u>	<u>717</u>	<u>437</u>	<u>51%</u>	<u>61%</u>
Total expenditures	<u>2,081</u>	<u>1,734</u>	<u>1,168</u>	<u>56%</u>	<u>67%</u>
Revenue over (under) expenditures	<u>\$ (201)</u>	<u>\$ (168)</u>	<u>\$ 329</u>		
Transfer in	201	168	168		
Net	0	0	497		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2023

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 418,690				
Interest income	-				
Sub total revenues	<u>418,690</u>				
369901 Student Government Association	(21,479)	45,000	23,521	(37,011)	(13,490)
369910 Occurrence	145	15,000	15,145	(1,457)	13,688
369919 Skokie Events Team	-	45,000	45,000	(50,167)	(5,167)
369922 IEEE	2,000	494	2,494	(341)	2,153
369923 Stud. Global Health & Sustainability	(54)	6,033	5,979	(2,141)	3,838
369930 Early Childhood Education Club	-	2,284	2,284	(168)	2,116
369932 Ceramics Club	-	927	927	(70)	856
369933 UNICEF	-	1,635	1,635	-	1,635
369935 Honors Student Organization	-	800	800	-	800
369937 Oakton Future Educators	-	400	400	(75)	325
369940 Card and Board Game Club	-	1,691	1,691	-	1,691
369942 Oakton Visual Organization	-	475	475	-	475
369943 Japanese Culture Club	129	525	654	(372)	281
369944 South Asian Club	-	940	940	(275)	665
369945 Physical Therapy Assist.	1,495	2,124	3,619	(866)	2,753
369946 Phi Theta Kappa (PTK)	5,060	10,000	15,060	(9,720)	5,340
369947 Oakton Pride Club	-	1,121	1,121	(112)	1,009
369949 Mission Bible Club	-	725	725	(141)	584
369950 Latinx Club	-	1,088	1,088	-	1,088
369951 Society of Women Engineers	-	972	972	-	972
369954 Korean Culture Club	-	768	768	(180)	588
369955 Environmental Club	1,047	1,011	2,057	(69)	1,989
369958 Coding Club	20	400	420	-	420
369959 Black Student Union	-	2,470	2,470	(55)	2,415
369960 Muslim Student Association	-	2,598	2,598	(1,072)	1,526
369961 DECA	-	584	584	-	584
369962 Artist Liberator's Club	-	400	400	-	400
369963 Fine Arts Club	-	1,020	1,020	(90)	930
369964 Oakton Helping Others	-	2,399	2,399	-	2,399
369967 Creative Writing Club	-	400	400	-	400
369968 Diverse D.U.R.A. Outreach	-	400	400	-	400
369969 Great Books Club	-	400	400	(26)	374
369970 Oakton Octaves Club	-	400	400	-	400
369971 Habitat for Humanity	81	1,707	1,788	-	1,788
369972 PAYO	153	3,035	3,188	(1,241)	1,947
369973 Oakton Student Dance Club	-	400	400	(120)	280
369977 Philosophy Club	-	400	400	-	400
369982 Graphic Design Club	-	400	400	-	400
Sub Totals	<u>8,630</u>	<u>45,000</u>	<u>45,000</u>	<u>(67,182)</u>	<u>37,974</u>
Fund Summary					
Total Revenues	\$ 427,320				
Total Expenditures	(67,182)				
Total Transfers to other funds	(42,112)				
Excess revenues over expenditures	<u>318,027</u>				
Net Position 6/30/22	1,283,191				
Net Position, end of period	<u>\$ 1,601,218</u>				

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

GENERAL FUND TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER & MISC</u>
4/3/2023	\$ 246,000.00					\$ 246,000.00
4/7/2023	\$ 820,490.94			\$ 820,490.94		
4/11/2023	\$ 955.00		\$ 955.00			
4/12/2023	\$ 2,500,000.00					\$ 2,500,000.00
4/14/2023						\$ 500,000.00
4/19/2023						\$ 7,500.00
4/19/2023						\$ 32,580.00
4/28/2023				\$ 771,284.34		
TOTAL	\$ 3,567,445.94	\$ -	\$ 955.00	\$ 1,591,775.28	\$ -	\$ 3,286,080.00

PAYROLL TAXES - TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
4/14/2023	\$ 638,908.68	\$ 262,372.23	\$ 94,938.53	\$ 205,168.32	\$ 76,429.60
4/28/2023	\$ 649,240.97	\$ 269,225.21	\$ 95,596.95	\$ 205,088.56	\$ 79,330.25
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 1,288,149.65	\$ 531,597.44	\$ 190,535.48	\$ 410,256.88	\$ 155,759.85

Compliance with Open Meetings Act, Closed Session Minutes

The Illinois Open Meetings Act requires that public bodies shall periodically, but no less than semiannually, review minutes of all closed meetings to determine if the contents of such minutes continue to require confidentiality, or if they may be made available for public inspection.

The President and the Secretary of the Board have reviewed and hereby recommend that the minutes of the Board of Trustees closed session meetings held on September 15, 2020, June 28, 2022 (executive committee), and March 21, 2023 (executive committee) should be made available for public inspection and no longer require confidential treatment.

JLS:bs
5/2023

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 determines that the minutes of the Board closed session meetings on September 15, 2020, June 28, 2022 (executive committee), and March 21, 2023 (executive committee) no longer require confidential treatment and are released for public inspection.”

Action on Recordings of Closed Session Minutes

The Illinois Open Meetings Act authorizes the destruction of verbatim records of closed meetings no less than 18 months after the completion of the meeting recorded. Written minutes of these meetings are retained in compliance with the Open Meetings Act.

In accordance with these provisions, the audio recordings of closed meetings held on February 16, 2021, March 16, 2021, April 27, 2021, May 25, 2021, June 29, 2021 and August 17, 2021 meet the following criteria:

1. At least 18 months have passed since the date of the meetings involved;
2. The Board of Trustees has approved written minutes of the closed meetings; and
3. There is no lawsuit pending regarding the legality of the closed sessions involved.

JLS:bs
5/2023

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 recommends the destruction of the verbatim audio recordings of meetings held on February 16, 2021, March 16, 2021, April 27, 2021, May 25, 2021, June 29, 2021 and August 17, 2021."

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

The salary payments and rescinds include the following:

- a. Authorization to pay part-time faculty in the amount of \$10,934.25 for the spring 2023 term.
- b. Authorization to rescind payment for part-time faculty in the amount of \$9,783.38 for the spring 2023 term.

MB:bd
5/2023

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$10,934.23 for all funds listed in item a.”

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

On May 10, 2023, the Alliance for Lifelong Learning Governing Board:

1. Approved the Alliance for Lifelong Learning FY 2024 Operating Budget in the amount of \$2,212,305.
2. Elected the following officers for FY 2024:

<u>Name</u>	<u>Representing</u>	<u>Governing Board Title</u>
Ms. Martha Burns	District 535	Chairperson
Ms. Pat Savage-Williams	District 202	Secretary

MB:bd
5/2023

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 one and two as stipulated above.”

Supplemental Authorization to Pay Professional Personnel – Spring 2023

Comparative figures:

Spring 2023 Part-Time
\$3,524,099.71

Spring 2022 Part-Time
\$3,459,825.21

Spring 2023 Overload
\$681,850.80

Spring 2022 Overload
\$608,392.14

IL:jg
5/2023

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 \$31,137.08 to the total amount of part-time teaching salaries paid during the spring 2023 semester; the revised, total payment amount is \$3,524,099.71.”

“Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$2,493.10 to the total amount of faculty overload salaries paid during the spring 2023 semester; the revised, total payment amount is \$681,850.80.”

Approval of a Clinical Practice Agreement

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

Health Information Technology:

New: This is a new agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences May 23, 2023 and terminates May 23, 2026.

IL:wh
5/2023

President's Recommendation:

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

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

Health Information Technology.”

Authorization to Schedule a Budget Hearing and Publish a Notice Placing Fiscal Year 2024 Budget on Public Display

A copy of the notice placing the Fiscal Year 2024 budget document on display beginning on May 24, 2023 is presented for approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2024 budget will be held on June 27, 2023. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2024.

AW:jg
5/2023

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 budget hearing and approval to publish the notice placing the Fiscal Year 2024 budget on public display.”

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, that commencing at 10:00 a.m. on May 24, 2023, a tentative budget for said Community College District for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024 will be on file and conveniently available for public inspection at the offices of Administrative Affairs of said District, 1600 E. Golf Road., Room 1220, Des Plaines, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 6:00 p.m. on the 27th day of June 2023, at 1600 E. Golf Road, Room 1506, Des Plaines, Illinois.

DATED at Des Plaines, Illinois this 23rd day of May 2023.

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

By: _____
Secretary

Resolution to Establish Decennial Committee on Local Government Efficiency

Public Act 102-1088 requires all units of local government that may levy a tax, except municipalities and counties, to convene a Decennial Committee on Local Government Efficiency to “study local efficiencies and report recommendations regarding efficiencies and increased accountability” to the county board of the county in which the unit of local government is located.

Each Community College is required to form its Decennial Committee no later than June 10, 2023.

JLS:bs
5/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 adopts the Resolution to Establish Decennial Committee on Local Government Efficiency attached hereto.”

**RESOLUTION TO ESTABLISH
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
AS REQUIRED BY PUBLIC ACT 102-1088**

WHEREAS, on June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088, known as the “Decennial Committees on Local Government Efficiency Act” (the “Act”), which became effective immediately; and

WHEREAS, the Act mandates that, within one (1) year after the effective date of the Act, and at least once every ten (10) years thereafter, each governmental unit, except municipalities and counties, must form a committee to study local efficiencies and increased accountability to the county board in which the governmental unit is located; and

WHEREAS, to comply with the Act, the Board of Trustees of Community College District No. 535, County of Cook, Illinois (the “Board of Trustees”) deem it necessary and appropriate to establish a Decennial Committee on Local Government Efficiency, as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION ONE: Formation and Duration. The Decennial Committee on Local Government Efficiency (the “Committee”) is hereby established. Oakton College (“Community College”) shall provide administrative and other support to the Committee, as determined by the Community College’s President. The Committee shall be dissolved upon the publication of the report required under Section Five below, until such time as it is re-established with newly appointed members pursuant to Section 10 of the Decennial Committees on Local Government Efficiency Act.

SECTION TWO: Membership. The Committee’s membership shall consist of the members of the Board of Trustees, the Community College’s President and/or Chief of Staff, and two residents of the Oakton College jurisdiction (“Community College Residents”) to be appointed by the Chair of the Board of Trustees, with the advice and consent of the Board of Trustees. The Chair of the Board of Trustees shall serve as the Chairperson of the Committee. The Chairperson may appoint additional Committee members. Committee members shall serve without compensation but may be reimbursed by the Community College

for any pre-approved expenses incurred in performing their duties. Except as otherwise required by law, the appointed Community College Residents serving on the Committee may be removed from serving on the Committee at the sole discretion of the Board of Trustees. In the event of a vacancy in the Committee's appointed members or the role of the Chairperson, such vacancy shall be filled in the same manner as the appointment under this Section Two.

SECTION THREE: Powers and Duties. The duties of the Committee shall include, but are not limited to, the following: (a) the study of the Community College's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units; and (b) the collection of data, research, and analysis as necessary to prepare the report required under Section Five below. The Committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate, and may seek assistance from colleges and universities as necessary to prepare the report required under Section Five below. Before enlisting any services, and the expenditure of any public funds, the Committee shall bring recommendations for such services and expenditures to the President and the Board of Trustees for their review and approval.

SECTION FOUR: Meetings. The Committee shall meet from time-to-time as determined by the Chairperson and at least three (3) times prior to dissolution under Section One above. The Committee shall meet in accordance with all applicable rules, regulations, ordinances, and laws, including, but not limited to, the Open Meetings Act, 5 ILCS 120/1 *et seq.*, and any applicable provisions of the College's Policy Manual. In addition, at the conclusion of each Committee meeting, the Committee shall conduct a survey of the residents in attendance and ask for input on the matters discussed at the meeting. The Committee may meet during a regularly scheduled Board meeting, so long as: (a) separate notice is given in conformance with the Open Meetings Act; (b) the Committee meeting is listed as part of the Agenda for the meeting of the Board of Trustees; and (c) at least a majority of the Committee members are present at the Committee's meeting.

SECTION FIVE: Reporting. The Committee shall summarize its work and findings in a written report, which shall include recommendations in respect to increased accountability and efficiency. The report shall be provided to the Cook County Board on or before November 10, 2024, which is eighteen months after the Committee's formation, and shall be made available to the public. At the discretion of the Board Chair, the President, or Chairperson, may be required to present its report at a full meeting of the Board of Trustees. The Board Chair may also from time-to-time require that the Chairperson present in-person progress and/or status reports to the Board of Trustees at regularly scheduled Board Meetings.

SECTION SIX: Severability. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity of unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION SEVEN: Repealer. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION EIGHT: Effective Date. This Resolution shall be in full force and effect from its passage and approval as required by law.

PASSED AND APPROVED THIS 23TH DAY OF MAY, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Resolution to Approve the Appointment of Committee Members to Serve on the Decennial Committee on Local Government Efficiency

Public Act 102-1088 requires all units of local government that may levy a tax, except municipalities and counties, to convene a Decennial Committee on Local Government Efficiency to “study local efficiencies and report recommendations regarding efficiencies and increased accountability” to the county board of the county in which the unit of local government is located.

Each Community College is required to form its Decennial Committee no later than June 10, 2023.

JLS:bs
5/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Oakton Community College 535 adopts the Resolution to Approve the Appointment of Committee Members to Serve on the Decennial Committee on Local Government Efficiency attached hereto.”

**RESOLUTION TO APPROVE THE APPOINTMENT OF
COMMITTEE MEMBERS TO SERVE ON THE
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY**

WHEREAS, on June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088, known as the “Decennial Committees on Local Government Efficiency Act” (the “Act”), which became effective immediately; and

WHEREAS, the Act mandates that, within one (1) year after the Act's effective date, and at least once every ten (10) years thereafter, each governmental unit, except municipalities and counties, must form a committee to study local efficiencies and increased accountability, and submit a report concerning same to each of the counties in which the governmental unit is located; and

WHEREAS, to comply with the Act, the Board of Trustees of Community College District No. 535, County of Cook, Illinois (the “Board of Trustees”) adopted a Resolution establishing the Decennial Committee on Local Government Efficiency (the "Committee"); and

WHEREAS, the Act further requires all elected or appointed members of the Board of Trustees, the Community College’s President or other officer, and two (2) Community College residents appointed by the Board Chair with the advice and consent of the Board of Trustees, to serve on the Committee, and

WHEREAS, Puamuh Ghogomu and Patricia Harada are residents of the Community College, understand the Committee's purposes and duties, and have agreed to serve on the Committee, and the Community College’s President has recommended their appointment to the Committee, and

WHEREAS, Wendy Yanow, Chair of the Board of Trustees, understands the Committee's purposes and duties and the Chair's powers and responsibilities, and has agreed to serve as Committee Chair; and

WHEREAS, the Chair for the Board of Trustees has appointed Puamuh Ghogomu and Patricia Harada to serve on the Committee, subject to the Board of Trustees’ consent and designated Wendy Yanow to serve as Committee Chair;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1: The Board of Trustees does hereby consent to, approve, and ratify: (A) the appointment of Community College residents Puamuh Ghogomu and Patricia Harada to serve on the Committee, and (B) the designation of Wendy Yanow to serve as Committee chair.

Section 2: This Resolution shall be in full force and effect from its passage and approval, until dissolution of the Committee, as required by the Act.

PASSED AND APPROVED THIS 23TH DAY OF MAY, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

Board of Trustees, Chair

ATTEST:

Board of Trustees, Secretary

Authorization to Approve May 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 the following purchases in a single resolution. Items “a-h” were previewed at the April 2023 Board of Trustees Meeting. Item “i” was previewed at the March 2023 Board of Trustees Meeting.

EC:tt
05/2023

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 and Location</u>	<u>Amount</u>
5/23-13a	1	Library Services (CARLI and NILRC) – One-Year Contract Renewal	CARLI Champaign, IL	\$100,000.00
			NILRC Blanchardville, WI	\$100,000.00
5/23-13b	1	TargetX Professional Consulting Services	Ms. Xia Yue Buffalo Grove, IL	\$65,000.00
5/23-13c	1	Award Management Essentials – Blackbaud, Inc Software – Three-Year Contract Renewal	Blackbaud, Inc Charleston, SC	\$78,768.00
5/23-13d	1	Storage Area Network and Hardware Support and Maintenance – Three-Year Contract	SHI International Corp Somerset, NJ 08873	\$326,800.53
5/23-13e	1	Automated Logic – Three-Year Contract Renewal	Automated Logic Contracting Services, Inc Lisle, IL	\$ 144,414.00
5/23-13f	1	New Holland Skid Steer with Pusher Blade	ALTA Equipment Company South Elgin, IL	\$76,866.00

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor and Location</u>	<u>Amount</u>
5/23-13g	2	EAB Community College Executive Forum Program – Three-Year Contract	EAB Global, Inc	\$70,500.00
5/23-13h	1	Executive Leadership Team Coaching	StarWorks Leadership, LLC Winnetka, IL	\$40,000.00
5/23-13i	2	Wide Area Networking and Internet Services – Five-Year Contract	Astound Business Solutions, LLC Princeton, NJ	\$98,580.00
			Comcast Business Communications, LLC Philadelphia, PA	\$167,340.00
GRAND TOTAL				\$1,268,268.53.”

IN DISTRICT	\$40,000.00
CONSORTIUM	\$76,866.00
BID	\$0.00
BID EXEMPT	\$1,151,402.53
QBS	\$0.00

Authorization to Purchase Library Services (CARLI and NILRC) – One-Year Renewal

In keeping with past practice, the College Library is renewing, canceling, and adding online databases and reference resources to support the institution's curriculum. All databases are accessible to Oakton students and employees from any computer through internet access using a proxy service maintained by the Library and Oakton's IT department. The Library has licenses for over 75 databases and 430 online reference resources. Most of these online resources are licensed through two statewide consortia groups: NILRC (the Network of Illinois Learning Resources in Community Colleges) and CARLI (the Consortium of Academic and Research Libraries in Illinois). These purchases are exempt from the bidding process according to Illinois Community College Act 110 ILLS.

The Administration seeks approval to renew the purchase of Library Services (CARLI and NILRC) for a total not to exceed \$100,000.00 each for FY24.

JJ:tt
5/2023

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 renewal for the following annual Library Services:

1. Library services from CARLI, 100 Trade Centre Drive, Suite 303, Champaign, IL 61820, for a total not to exceed \$100,000.00,
2. Library Services from NILRC, PO Box 120, Blanchardville, WI 53516, for a total not to exceed \$100,000.00,

for a grand total of \$200,000.00."

Authorization to Purchase TargetX Professional Consulting Services

Oakton has been successfully using TargetX Recruitment since 2019, and the College went live with TargetX Retention Suite in 2023. TargetX Retention Suite will allow staff to communicate with students via SMS and email effectively, engage with students through online and face-to-face appointment scheduling, and facilitate early alerts and the student success center. These business process improvements will effectively increase retention and strengthen the Oakton student experience.

The Retention Suite requires integration with the Banner student module, and the College needs a professional consultant with experience in TargetX, Banner, and Informatica. Data integration from Banner to TargetX will ensure students and staff have up-to-date information, improving services to students in the Learning Center, Enrollment Center, and Advising. The College will be using professional services from Ms. Xia Yue to support the configuration of new data fields, integration and conversion of data, and scheduling of scripts to fully integrate student demographics, placement testing, and academic history data. Ms. Yue will also deliver training to Oakton staff for fully deploying the TargetX Suite.

The College is seeking approval to contract with Ms. Yue to provide consulting services for a total not to exceed \$65,000.00. This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item (a) for consulting and professional contracts for services.

RAK:tt
5/2023

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 TargetX Professional Consulting Services from Ms. Xia Yue, 2789 Whispering Oaks Drive, Buffalo Grove, IL 60089, for a total not to exceed \$65,000.00."

Authorization to Purchase Award Management Essentials – Blackbaud, Inc. Software Subscription – Three-Year Contract Renewal

Since 2015, Oakton has been using Blackbaud’s Award Management software (previously known as Academic Works) to support the awarding of Oakton Foundation and Institutional scholarships. Blackbaud is the leading software provider of scholarship management solutions to higher education institutions and foundations. The cloud-based solution improves the visibility of scholarships to students and simplifies the scholarship application and awarding process. In addition, the software also improves the business processes for all students and staff and enhances donor engagement. This software was also critical to support our awarding and distribution of over \$9 million in federal HEERF funds received during the pandemic.

For this academic year, we received over 1,000 scholarship applications and have disbursed over \$1.1 million in various Foundation and Institutional scholarships via the software. In addition, we have steadily increased the use of this software to support additional funding opportunities for students outside of the scholarship portfolio, including the NSF STEM Scholarship, and the recently received Supplemental Early Childhood and PATH grants.

The annual renewal cost for a three-year contract is \$26,256.00, for a grand total of \$78,768.00.

KS:tt
5/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes a three-year renewal for the purchase of Award Management Essentials - Blackbaud, Inc Software Subscription from Blackbaud, Inc, 65 Fairchild Street, Charleston, SC 29492, for a grand total of \$78,768.00.”

Authorization to Purchase Storage Area Network (SAN) and Hardware Support and Maintenance – Three-Year Contract

The College uses Storage Area Network (SAN) systems in the IT data center. A SAN provides back-end disk storage for the College's private cloud with scalability, performance, manageability, and disaster recovery capabilities. Two Pure Storage SAN servers were purchased in 2019, where the College's data, server operating systems, and IP telephony system are stored. The arrays were purchased with a five-year support contract expiring in April 2024. The IT department has evaluated options for renewing the existing support contract and projecting future plans and expenses.

The IT Department recommends purchasing a 3-year Evergreen forever support contract extension for the two Pure Storage arrays. This support contract provides for periodic upgrades of the array hardware at no additional cost and locks in the support cost pricing. With this option, the College will not require a significant capital purchase in FY2027 when support for the current arrays will no longer be available and will ensure the equipment's lowest annual cost moving forward.

The administration seeks approval for a three-year contract with an annual cost of \$108,933.51, for a grand total of \$326,800.53.

This purchase is exempt from bidding under 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
5/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a three-year contract for Storage Area Network Software and Hardware Support and Maintenance from SHI International Corporation, 290 Davison Ave, Somerset, NJ 08873, for a total of \$326,800.53 per their price quote #23001292, received April 18, 2023."

Authorization to Purchase Automated Logic – Three-year Contract Renewal

In January 2013, the Board of Trustees approved the purchase of a single unified building automation system to operate the Skokie campus, the Lee Center, and the Des Plaines campus main building. The building automation system consists of software and mechanical components to monitor and control Oakton’s heating and cooling systems.

Automated Logic is the sole source provider for the service agreement and software maintenance. The current three-year contract expires on June 30, 2023. The Administration recommends renewing this contract for three years for the basic service. Basic service includes: software maintenance, database protection, telephone support, online technical support, system and service documentation/logs, operator training, twelve-monthly visits to the main Des Plaines building, twelve-monthly visits to the Skokie campus, and four quarterly visits to the Lee Center.

The following is the breakdown of the cost for 3 years:

Year	Price
Year 1: July 1, 2023 - June 30, 2024	\$46,723.00
Year 2: July 1, 2024 – June 30, 2025	\$48,124.00
Year 3: July 1, 2025 – June 30, 2026	\$49,567.00
Total	\$144,414.00

JS:tt
5/2023

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 renewal of a three-year contract for Automated Logic from Automated Logic Contracting Services, Inc, 2400 West Ogden Ave, Suite 100, Lisle IL, 60532, for a total of \$144,414.00.”

Authorization to Purchase New Holland Skid Steer with Pusher Blade

The Grounds department needs to replace the existing Skid Steer and Pusher Blade, which are 27 years old. Some parts of this equipment are either damaged or were discontinued. The College is recommending the purchase of a new Skid Steer and Pusher Blade for the Skokie campus. The new machine will allow for snow removal.

The Procurement department researched contracts that have been awarded for the New Holland Skid Steer from various local and state purchasing consortia. The Sourcewell consortium offers the most favorable pricing.

The price for the New Holland model 328 Skid Steer is \$65,910.00 and Artic Snow Push LD10.5' pusher blade is \$10,956.00. The skid steer with the pusher blade will be purchased from ALTA Equipment Company, of South Elgin, which has been awarded the Sourcewell contract 32119, for a grand total of \$76,866.00. ALTA Equipment Company has 62 locations throughout the Midwest, Northeast, and Florida, and has been in business since 1984.

The Administration seeks board approval to purchase the New Holland Skid Steer with the pusher blade in the amount of \$76,866.00.

JS:tt
5/2023

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 the New Holland Skid Steer with the Pusher Blade from ALTA Equipment Company, 420 Nolen Drive, South Elgin, IL 60177, for a total amount of \$76,866.00, per the Sourcewell Consortium contract 32119."

Authorization to Purchase Education Advisory Board – Community College Executive Forum (EAB-CCEF) Program – Three-Year Contract

The College accesses the Education Advisory Board (EAB) to assist with student success initiative planning, including implementation and scaling, from a research lens to improve student outcomes and enrollment and to maintain fiscal stability. Membership with EAB also gives Oakton access to evidence-based student success initiatives and best practices research.

The EAB-CCEF Program provides the following services and benefits:

- Oakton leadership to attend executive leadership roundtables and conferences
- Oakton employees have access to webinars and Forum research on best practices, diagnostic and implementation resources, and executive briefings
- Oakton research staff, institutional priority teams, and other teams focusing on student success outcomes have access to EAB staff to assist with institutional research associated with student success initiatives. Assistance is provided virtually and on campus.
- Oakton is assigned a strategy leader to maximize the use of services.

The following is the breakdown of the cost of the membership renewal:

Program Term	Program	Annual Program Fee	Annual Travel and Administrative Fee	Annual Total
Year 1 November 23, 2023-November 23, 2024	Strategic Advisory Services for Community Colleges	\$22,500.00	\$1,000.00	\$23,500.00
Year 2 November 23, 2024-November 22, 2025	Strategic Advisory Services for Community Colleges	\$22,500.00	\$1,000.00	\$23,500.00
Year 3 November 23, 2025-November 23, 2026	Strategic Advisory Services for Community Colleges	\$22,500.00	\$1,000.00	\$23,500.00
Grand Total				\$70,500.00

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 renewal of a three-year contract for the Education Advisory Board – Community College Executive Forum (EAB-CCEF) Program from EAB Global Inc, 2445 N Street NW, Washington, DC 20037, for a total of \$70,500.00.”

Authorization to Purchase Executive Leadership Team Coaching Services

Achievement of the institutional goals and priorities outlined in the College's new strategic plan, Vision 2030: Building Just and Thriving Communities, requires a collaborative, high-performing executive leadership team. Executive leadership coaching is a best practice to leverage leadership strengths and strong leadership teams, particularly during periods of institutional change. Coaching will focus on strategies for enhancing collaboration and communication to advance institutional priorities. The Administration has worked with StarWorks Leadership, Winnetka, Illinois, for previous coaching services and would like to engage them for additional executive coaching services.

The College is seeking approval to contract with StarWorks Leadership LLC to provide consulting services for a total not to exceed \$40,000.00. This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item (a) for consulting and professional contracts for services.

JLS:tt
5/2023

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 Executive Coaching Services from StarWorks Leadership, LLC 1001 Green Bay Road, Suite 218, Winnetka, IL 60093, for an amount not to exceed \$40,000."

Authorization to Purchase Wide Area Networking (WAN) and Internet Services – Five-Year Contract

The College uses Wide Area Networking (WAN) and Internet services from multiple vendors to provide high-speed, highly available connections between the campuses and to the Internet.

To upgrade and renew services, the Information Technology department working with Procurement sent a request for a quotation for two sets of services: Internet services from the Skokie Campus and backup Intranet/private line services between the campuses. The request for quotation was sent to eight telecom providers (all of which provide service in the district, none of which have headquarters in the district), and five responses were received. These services cannot be purchased from the same vendor for redundancy and availability reasons. After review, the administration recommends the following:

Description	Vendor	Month Charge	5 Year Total
Intranet/Private line services between the campuses – 10Gb/s	Astound Business Solutions, LLC	\$1,643.00/month	\$98,580.00
Skokie Internet Services, Des Plaines Internet Services, Backup Intranet/Private line services between the campuses - 1Gb/s EDI from Des Plaines Campus, 1Gb/s EDI from Skokie Campus, 1Gb/s EPL between campuses	Comcast Business Communications LLC	\$2,789.00/month	\$167,340.00
Grand Total			\$265,920.00

The College currently has an existing 5-year contract with Comcast from December 2019. This contract will be replaced by the new contract at a lower price which will reduce expenditures over the contract's life.

Astound Business Solutions is the 6th largest Cable provider in the US. Astound has existing fiber optic cabling into both campuses as part of acquisitions and mergers with RCN and some assets from Wide Open West.

This purchase is exempt from bidding under 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."

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 the following Wide Area Networking (WAN) and Internet services for five years:

1. 10Gb/s Ethernet Private Line between the Des Plaines and Skokie Campuses from Astound Business Solution, LLC, 650 College Rd East, Ste 3100, Princeton, NJ 08540, for a total of \$98,580.00, in accordance with their response Quotation dated March 22, 2023,
2. 1Gb/s Ethernet Dedicated Internet at the Des Plaines campus, 1Gb/s Ethernet Dedicated Internet at the Skokie campus, and a 1Gb/s Ethernet Private Line between the Des Plaines and Skokie Campuses from Comcast Business Communications, LLC, One Comcast Center - 1701 JGFK Blvd. Philadelphia, PA 19103, for a total of \$167,340.00 in accordance with their response dated March 31, 2023,

For a grand total of \$265,920.00."

Resolution to Reject Bid Submitted for the Purchase of Landscaping at Various Sites Project

As part of the approved Master Plan, the College has issued a public bid for a contractor to work on multiple landscape renovation areas including site demolition, plant removal, concrete wall/pavement repair, new guardrail/railing design, planting soil amendments, planting design, specification of benches and other site amenities, landscape irrigation, bio-retention design, pavement marking, and fencing throughout both campuses.

The Landscaping at Various Sites project went through a public bid issuance at the end of March 2023.

As a result of the bid, the following sealed bid was received:

Vendor	Bid Price
Semper Fi Landscaping Inc	\$2,477,777.47

However, the bid submitted exceeds the projected budget allocated for the project. The Administration, therefore, requests that the Board reject the bid submitted for the Landscaping at Various Sites project.

This purchase will be re-bid at a later date.

EC:tt
5/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 rejects all bids submitted for the purchase of the Landscaping at Various Sites Project in response to Bid# 0331-23-09.”

Preview and Initial Discussion of Upcoming Purchases

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

- a) **Illinois Community College Trustees Association (ICCTA) – One-Year Renewal** – Oakton has been a longstanding member of the Illinois Community College Trustees Association (ICCTA). ICCTA provides community college advocacy and supports trustee development through continuing education seminars and trained retreat facilitators. Membership in the ICCTA is a valuable resource for the College, and the Administration recommends a membership renewal for FY24. The estimated annual membership renewal and dues are \$31,000. This figure includes membership to the Illinois Council of Community College Presidents (ICCCP). The Administration plans to present this item to the Board for purchase approval at the June 2023 Board meeting.
- b) **Commercial Driver’s License (CDL) Training** – Oakton College will seek approval to use 160 Driving Academy to provide the services of recruitment, instruction, marketing, and job placement for our commercial truck driver training program. A CDL is a government requirement for anyone seeking to work in the transportation industry, including truck driving. The Class A CDL is needed to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds. The College’s Alliance for Lifelong Learning administers the truck driving training course. This program is funded by the state’s Workforce Equity Initiative (WEI) grant and Workforce Innovation Opportunity Act (WIOA) grant. The Administration plans to present this item to the Board for purchase approval at the June 2023 Board meeting.
- c) **Adobe Creative Cloud Software Lease and Support – One-Year Renewal** – The College uses Adobe Software in the following departments: Art, Photography, Graphic Design, Computer Applications for Business, and Computer Information Systems. Other programs in support of web page development also use this software. All Adobe products are currently available in a single annual lease bundle called the Adobe Creative Cloud for Education. This bundle includes Photoshop, Illustrator, Premier, Acrobat Professional, and all other Adobe desktop products. Adobe has removed the concurrent license model for this product and now requires one license per workstation where it is installed. As a result, the College will purchase 275 shared device licenses to cover the open and classroom computer labs and faculty and staff offices where the products are needed. The College has also provided remote access to the Adobe Creative Cloud suite on College computers for students who need more resources to install the software at home.
- d) **Software Maintenance for PowerFAIDS – One-Year Renewal** – Oakton College continues using College Board’s PowerFAIDS software to support the financial aid process. PowerFAIDS is the legacy system that manages federal and state aid requirements and specific Oakton institutional aid programs. For Oakton to comply with federal regulations, the latest federal rules are programmed into the software. It helps automate the entire financial aid cycle, from needs analysis and student eligibility, through Pell Grant management, award packaging, loan origination, and reporting.

The College owns thirty PowerFAIDS licenses. The maintenance charges for these licenses for FY24 are expected to be no more than \$53,014. This is anticipated to be the final year for PowerFAIDS, as the College is migrating to the Banner Financial Aid system for Fall 2023. The Board approved the Implementation in March 2021. The Administration plans to present this item to the Board for approval at the June 2023 Board meeting.

- e) **Transportation Services for Athletic Teams** – The current College transportation fleet has one twelve-passenger van and two eight-passenger vans for use by College and student groups. The primary user group is the Athletic department. However, these vehicles do not accommodate the transportation needs of the larger athletic teams, such as soccer or baseball, with rosters of between twenty to fifty student-athletes and coaches. Contracting with a transportation service company provides safe, single-unit, appropriately sized vehicles with professional drivers for each team instead of using multiple College vehicles driven by team coaches. In fiscal year 2023, the College issued a Request for Proposal (RFP) for transportation services. The RFP covered transportation for Men’s and Women’s Soccer, Men’s and Women’s Basketball, Women’s Volleyball, Men’s Baseball, and Women’s Softball. The Board awarded the contract to Bestway Charter Transportation, Inc. The contract provided the option to renew for an additional year of transportation services at the discretion of the College. Based upon the excellent service provided over the past year, the Administration is opting to renew the contract for another year. Bestway Charter Transportation Inc’s service has been appropriate for the needs of the Athletic department. The buses are clean and dependable, with punctual and professional drivers with a safe driving record. Each vehicle is radio dispatched, fully insured, and passes the Illinois Department of Transportation standards. The Administration is confident Bestway Charter Transportation, Inc. will continue to provide the quality of service required by the College. This will be presented to the Board for approval at the June 2023 Board Meeting.

- f) **Engineering Services for Fire Pump and Fire Sprinklers** – The fire pumps at the Des Plaines and Skokie campuses are original to the building construction. The Des Plaines campus fire pump has been in service for over 45 years. The pump was previously rebuilt and is now in need of replacement with updated equipment to ensure dependable operation. In addition, the fire sprinkler systems are required to have an obstruction investigation every five years. This will need the interior of the system piping to be inspected for the presence of organic and inorganic material. The sprinkler heads in the exterior soffits are corroded, and sprinklers are required to be corrosion-free. The College’s QBS engineers, Kluber Inc, will need to conduct an engineering investigation.

- g) **Engineering Services for Skokie Backup Generator** – The existing Skokie campus emergency electrical power backup generator system consists of a diesel-fueled, 150kW Generac emergency generator with two aged Zenith automatic transfer switches that are original to the campus construction and significantly beyond their rated useful life. New and current technology equipment standards and natural gas-fueled replacement equipment will replace this outdated equipment. The College’s QBS engineers, Kluber Inc, will need to conduct an engineering investigation.

- h) **Engineering Services for Motor Controls** – Multiple starters assist/motor controls at the Des Plaines campus are original to the building construction and have exceeded their expected lifespan. An inspection assessment of these starter controls is required by the College’s QBS engineers, Kluber Inc., to determine existing condition and probable upgrades or replacement.

- i) **Monument Signage** – The College is undergoing a new image rebranding consisting of identification signage revisions at the Des Plaines and Skokie campuses. The current campus monument and interior identification signage will need to be replaced with remanufactured new messaging. This will require an outside contractor to produce and install the new signage. The College has issued a public bid, and the results are expected in May and will be presented to the Board for Approval in June.

j) **Bynder Digital Asset Management (DAM) Software – Three-Year Renewal** – Oakton has been using Bynder, a popular digital asset management (DAM) software that has helped businesses store, organize, and distribute their digital assets efficiently since 2021. Some key features of Bynder are as follows:

1. **Asset Management:** Bynder allows users to centralize and organize digital assets in a secure cloud-based environment. It supports various file formats, including images, videos, documents, and audio files.
2. **Metadata and Tagging:** Add custom metadata and tags to assets, making it easier to search and filter them later. This feature helps in improving asset discoverability and enables quick retrieval when needed.
3. **Advanced Search:** Bynder provides robust search capabilities, allowing users to find assets based on metadata, tags, keywords, and visual attributes. This feature helps save time and increases productivity by quickly locating the required assets.
4. **Collaboration and Workflow:** Bynder facilitates seamless collaboration among team members and external stakeholders. Share assets, gather feedback, and collaborate on real-time creative projects. The software also supports customizable approval workflows to streamline the review and approval process.
5. **Brand Guidelines and Templating:** Bynder helps maintain brand consistency by providing brand guidelines and enabling the creation of customizable templates. This ensures that all marketing and creative assets adhere to the brand's guidelines, resulting in a cohesive brand identity across channels.

By combining these features, Bynder streamlines digital asset management processes, enhances collaboration, and improves brand consistency for Oakton College. The Administration plans to present this item to the Board for approval at the June 2023 Board meeting.

k) **Insurance Plans (ICCRMC) – One-Year Renewal** – The Illinois Community College Risk Management Consortium (ICCRMC) is comprised of 13 community colleges, of which Oakton is a member and participates in various insurance policies listed in the table below. The estimated premiums and insurance coverage contracted for FY2024 are for the period from July 1, 2023, to June 30, 2025. Also included are the rates for FY2023 for comparison purposes.

Oakton's overall gross premiums will increase by 9.1% from FY2023 to FY2024, from \$929,103 to \$1,013,684. This is primarily due to higher rates in the property and casualty market. Beginning with FY2023, ICCRMC will no longer have a group program for cybersecurity insurance, and each institution will receive its own individual policy with pricing and coverage terms specific to the individual institution's risk profile. Included in the premiums are \$40,330 for cybersecurity coverage.

Oakton's final premium payout will be net of dividends, and the dividend payout is subject to ICCRMC members' approval in May. Oakton's share of dividends was \$87,158 in FY2022 and \$116,245 in FY2023. The dividend is the amount of premium which exceeds the losses and consortium's overhead expenses and is returned to participants in proportion to their premiums paid to the consortium. The dividend calculation for each insurance coverage line is calculated based on different pool years and surpluses.

The final premium net of dividends will be presented for Board approval in June.

- l) Continuation of Employee Fringe Benefits: Life and Disability Insurance** – The College is a member of the Illinois Community College Consortium (ICCC), which manages the life and disability premiums for eighteen community colleges through ICCC's broker, Gallagher Benefits Services. Under current collective bargaining agreements, the College is contractually obligated to provide life insurance and disability to certain employee groups.

ICCC issued a competitive two-year RFP in 2022, and the consortium selected Reliance as its carrier from July 1, 2022, to June 30, 2024. It is estimated that the College will pay \$281,000 in life insurance and disability premiums in FY2024. Employee direct payments for optional (voluntary) life and disability insurance coverage represent about 62% of the premium. The annual premium paid by the College covers 519 members and represents over \$65 million in life/AD&D insurance coverage.

- m) Student Engagement Portal** – A student engagement portal is a software-based solution that provides several benefits to students and higher-ed institutions. At Oakton College, the goal is to implement such a portal that will offer the following benefits:

1. **Improved Communication:** The portal will allow the College to create online student groups and organizations. This mobile app-based solution will enable the students within the groups to communicate with each other and reach out to additional students to join such groups and organizations, thereby creating a culture of inclusion.
2. **Personalized Experiences:** Students within a group or organization will receive communication regarding that specific group or organization. This will allow personalized communication instead of generic communication sent to all students.
3. **Enhanced Student Support:** The portal can track event participation. This will allow informed decision-making on student participation based on the data obtained from the portal.

The Administration plans to present this item to the Board for approval at the June 2023 Board meeting.

Authorization to Hire Dean of Liberal Arts

The administration is recommending the hire of Dr. Mia Hardy for the Dean of Liberal Arts position. The search began on January 19, 2023 with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO -- National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were fifty-eight applicants for the Dean of Liberal Arts position. The search committee conducted five semi-finalist interviews and selected three for on campus interviews with a number of employee groups, including the CHRO, President's Council, Council of Deans, Assistant Vice Presidents, and the Provost/Vice President for Academic Affairs, as well as an open forum session for college administrators, faculty, and staff.

Dr. Mia Hardy is currently the Department Chair of the Sociology Department at Elgin Community College, where she also serves on several college committees, to make contributions to the college beyond her teaching responsibilities. Dr. Hardy is also actively involved in professional associations related to the field of Sociology including the Midwest Sociology Society, the Society for the Study of Social Problems, and the Association of Black Sociologists. Dr. Hardy received her Ph.D. in Sociology from Georgia State University. Dr. Hardy has also received several honors including the League Excellence Award from the League for Innovation in 2021-2022.

CH:bv
5/2023

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 Dr. Mia Hardy as Dean of Liberal Arts effective July 17, 2023, at an annual salary of \$130,000. That salary will be prorated for the period of July 17, 2023 through June 30, 2024."



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

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

WITNESSETH:

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Dean of Liberal Arts of the Board's College, and the Board has approved such recommendation;

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

1. The Administrator is appointed Liberal Arts of the Board's College from July 17, 2023 to June 30, 2024. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$130,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period July 17, 2023 through June 30, 2024.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this _____ day of _____ 2023 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on May 23, 2023.
(Agenda Item 5/23-16)

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

President

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

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

Authorization to Hire Full-time, Tenure-Track Faculty Members

The recommendation to hire Ms. Brittany Coleman, and Dr. Terence Sinabajije to full-time, tenure-track positions for the 2023-2024 academic year beginning in August 2023 was made after reviewing the College’s need for faculty in Library, and Psychology.

CH:bv
5/2023

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 attached resolutions for the hiring of Ms. Brittany Coleman and Dr. Terence Sinabajije as full-time, tenure-track faculty for the 2023-2024 academic year, beginning in August 2023. They will receive the salary associated with the lane and step described as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step</u>	<u>Base Salary</u>
Ms. Brittany Coleman	Assistant Professor, Library	B-3	\$59,617
Dr. Terence Sinabajije	Assistant Professor, Psychology	E-2	\$66,801.”

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

The recommendation to hire Ms. Brittany Coleman to a full-time, tenure-track faculty position in the Community Engagement Librarian position for the 2023-2024 academic year, beginning in August 2023, was made after reviewing the College’s need for faculty in the Library.

The search began on December 21, 2022 with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO — National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were twenty applicants for the Community Engagement Librarian position. The search committee conducted six virtual interviews for this search and selected four finalists to interview with Mr. Jacob Jeremiah, Dean of Library, and Dr. Ileo Lott, Provost and Vice President for Academic Affairs. A recommendation was made to hire Ms. Brittany Coleman for a full-time, tenure-track Library faculty position.

Ms. Coleman is currently employed at the Arlington Heights Memorial Library, where she has worked since 2021. Previously, Ms. Coleman served as Head of Popular Services at Stickney-Forest View Public Library District, and as Community Engagement Coordinator at Park Forest Public Library. She received her Master of Library and Information Science, MLIS from Valdosta State University. She is a member of the American Library Association and the Illinois Library Association.

CH:bv
5/2023

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. Brittany Coleman for the 2023-2024 academic year, beginning August 2023:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step</u>	<u>Base Salary</u>
Brittany Coleman	Assistant Professor, Library	B-3	\$59,617.”

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

The recommendation to hire Dr. Terence Sinabajije to a full-time, tenure-track faculty position in the Psychology position for the 2023-2024 academic year, beginning in August 2023, was made after reviewing the College’s need for faculty in Psychology.

The search began on December 20, 2022 with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO — National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were forty applicants for the Psychology position. The search committee conducted seven virtual interviews for this search and selected four finalists to interview with Ms. Linda Korbil, Dean of Liberal Arts, and Dr. Ileo Lott, Provost and Vice President for Academic Affairs, and a recommendation was made to hire Dr. Terence Sinabajije for a full-time, tenure-track Psychology position.

Dr. Sinabajije earned his Ph.D. in Community Psychology from National Louis University and is currently an Adjunct Professor at St. Augustine College in Chicago. His experience includes more than two decades of social services work, including the International Children’s Reception Center in Chicago, the Agents of Hope Training and Information Center, and Maryville Academy. In addition to his academic degrees, Dr. Sinabajije earned the LSW certification as a licensed social worker.

CH:bv
5/2023

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 Dr. Terence Sinabajije for the 2023-2024 academic year, beginning August 2023:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step</u>	<u>Base Salary</u>
Dr. Terence Sinabajije	Assistant Professor	E-2	\$66,801.”

Acceptance of a Full-time Faculty Resignation

Under the provisions of the current Oakton College contract (Contract) between the Board of Trustees and the Oakton College Faculty Association (OCCFA-IEANEA), the following faculty member provided notice of resignation to Oakton College effective May 17, 2023:

<u>Faculty Member</u>	<u>Discipline</u>	<u>Resignation Date</u>
Bradley Young	Associate Professor, Mathematics Division of STEM	May 17, 2023

CH:nmi
5/2023

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 resignation of Bradley Young effective May 17, 2023.”

Approval of Policy Revisions

Policy 3003 was recommended for revision on April 25, 2023. In accordance with College Policy, action on the proposed revisions will take place at the regular meeting of the Board of Trustees on May 23, 2023.

EC:bs
5/2023

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 policy 3003, attached hereto.”

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

Policy No. 3003
08/20/1996
Revised 10/20/1998
Renumbered 7/1/2001
Revised 1/17/2006
Revised 1/27/2009
Revised 2/17/2015
Revised 3/21/2017
Revised 3/15/2022
Revised 5/23/2023
Page 1 of 6

BUSINESS

Investment of College Funds

This policy provides for direction to the College Treasurer on investment of College funds.

Objectives

Investments shall be undertaken to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of the principal.

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.

The College Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transactions that might impair public confidence in the College, the Board of Trustees, or the position of Treasurer.

The College Treasurer may use longer term investments to increase yield, provided, however, that sufficient funds are available to meet all disbursement obligations.

Investment Instruments and Credit Risk

All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235 et seq.), as may be amended from time to time (hereinafter referred to as the "Act"). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule." The "prudent person" rule states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The College has chosen to limit its allowable investments to those instruments listed below:

- A. Bonds, notes, certificates of indebtedness, treasury bills or other securities carrying the full faith and guarantee of the United States government.
- B. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities
- C. FDIC insured or collateralized interest-bearing savings accounts, interest bearing certificates of deposit or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act 205ILCS5.
- D. Municipal bonds issued by a county, park district, sanitary district, or other municipal corporation, or bonds and other interest-bearing obligations of the State of Illinois, or of any other state or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law.
- E. Collateralized repurchase agreements of government securities which conform to the requirements stated in 30ILCS235 2(g) or 2(h).
- F. Public Treasurer's Investment Pool created under Section 17 of the State Treasurer's Act.
- G. Any other investment pool created under Section 17 of the State Treasurer Act provided the pool is rated AAAM by Standard & Poor's.
- H. Money Market Funds registered under the Investment Company Act of 1940 provided that their portfolio is limited to obligations described in Paragraph A or B of this section and provided the Fund is rated AAAM by Standards & Poor's (AAAM is the highest rating).
- I. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (i) such obligations are rated at the time of purchase at the highest short-term rating established by at least 2 standard rating services and that mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than 33% of the College's funds may be invested in short term obligations of corporations.
- J. ***In obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature more than 270 days but less than 3 years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than 10% of the public agency's funds may be invested in obligations of corporations under this paragraph (J).***

The Treasurer shall not invest in derivatives of any type. Notwithstanding, the College may invest in mortgage-backed securities guaranteed as to principal and interest by the United States government or by its agencies or instrumentalities.

Concentration Risk

The College shall diversify its investment portfolio to reduce the risk of loss from over-concentration in a specific maturity, issuer or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer.

At the time of investment, the College shall seek to maintain concentrations below the following recommended levels:

Description	Maximum Exposure Guidelines
Bonds, notes, certificates of indebtedness, treasury bills, or other securities carrying the full faith and guarantee of the United States government.	100%
Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities	100%
Mortgage-backed securities guaranteed as to principal and interest by the United States government or by its agencies or instrumentalities	33%
FDIC insured or collateralized interest-bearing savings accounts, interest bearing certificates of deposits or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act 205ILCS5.	100%
Municipal bonds issued by a county, park district, sanitary district, or other municipal corporation, or bonds and other interest-bearing obligations of the State of Illinois, or of any other state or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law.	33%
Collateralized repurchased agreements of government securities which conform to the requirements stated in 30ILCS235 2(g) or 2(h)	33%
Public Treasurer's Investment Pool created under Section 17 of the State Treasurer's Act.	70%
Any other investment pool created under Section 17 of the State Treasurer Act provided the pool is rated AAAM by Standard & Poor's	70%
Money Market Funds	50%
Short-term obligations of corporations	33%
<i>Longer-term obligations of corporations as defined in paragraph J above</i>	10%

Interest Rate Risk

As a means of limiting its exposure to fair value losses arising from raising interest rates, the College will limit its investment portfolio to no more than 50% maturing more than three years from the date of purchase unless approved by the Board through a special resolution.

Collateralization

Time deposits in excess of FDIC insurable limits shall be secured by collateral acceptable under the Act or by private insurance, to protect public deposits in a single financial institution in the event of default evidenced by a written collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA).

Collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on secured collateral. The fair value of collateral must be at 102% of the value of the uninsured deposits with the institution. The College may additionally accept as collateral letters of credit issued by a Federal Home Loan Bank in an amount equal to at least market value of that amount of funds deposited exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer.

Third party safekeeping of collateral is required; acceptable locations are:

- a Federal Reserve Bank or its branch office;
- at another custodial facility in a trust or safekeeping department through book entry at the Federal Reserve;
- All collateral will be held in the name of Oakton College.

Substitution or exchange of collateral securities held in safekeeping for the College must be approved exclusively by the College Treasurer, provided the market value of the replacement collateral is equal to or greater than the market value of the securities being replaced.

Safekeeping of Securities

All securities and commercial paper shall be held in safekeeping at a custodial facility – generally in a trust or safekeeping through book entry at the Federal Reserve (unless physical securities are involved) – independent from any bank or brokerage firm handling securities transactions for the College. Payment for investments and receipt or delivery of investment certificates or records shall be controlled by the independent financial institution's trust department on a deliver versus payment (DVP) basis.

Qualified Financial Institutions and Intermediaries

1. Depositories – Demand Deposits

Any financial institution selected by the College shall provide normal banking services, including but not limited to: checking accounts, wire transfers and safekeeping services.

The College shall not maintain funds in any financial institution that is unable to post the required collateral or insurance for funds in excess of FDIC insurable limits.

2. Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program shall: (a) provide wire transfer and certificate of deposit safekeeping services; (b) be a member of the FDIC system and shall be able to post the required collateral or insurance for funds in excess of FDIC insurable limits; and (c) meet the financial criteria established by the College.

3. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program shall: (a) provide wire transfer and deposit safekeeping services; (b) be a member of a recognized U.S. Securities and Exchange Commission Self-Regulatory Organization, such as but not limited to the New York Stock Exchange, ~~National Association of Securities Dealers~~ **Financial Industry Regulatory Authority, and** Municipal Securities Rulemaking Board; (c) provide an annual audit upon request; (d) have an office of Supervisory Jurisdiction with the State of Illinois and be licensed to transact business in Illinois; and (e) be familiar with and understand the College's investment policy and accept financial responsibility for any inappropriate investment.

Management of Program

The Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required to carry out this investment policy, including but not limited to wire transfer agreements, depository agreements, safekeeping agreements, investment advisory agreements, and custody agreements. The wording of such agreements is the responsibility of the Treasurer, with advice from legal counsel and auditors, and the Treasurer shall periodically review the agreements for their consistency with College policy and State law.

The Treasurer is responsible for management of the College's investment program, and shall establish a system of internal controls and written operational procedures designed to regulate the activities of subordinates, and to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees or representatives of the financial institution or intermediary. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction on behalf of the College except as provided for under the terms of this policy and the corresponding procedures.

To solicit bids for securities and certificates of deposit, the Treasurer may use financial intermediaries, brokers and/or financial institutions.

Sustainability

Pursuant to 40 ILCS 5/1-113.6 and 1-113.17, the College shall include material, relevant, and decision-useful sustainability factors that will be considered by the Board of Trustees, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. These factors consist of but are not limited to:

- a. Corporate governance and leadership factors
- b. Environmental factors
- c. Social Capital factors
- d. Human capital factors
- e. Business model and innovation factors

In addition, the College's efforts will include the following:

- i. Periodic evaluation of sustainability factors to ensure the factors are relevant to the Oakton's investment portfolio and the evolving marketplace;
- ii. Periodic monitoring of investment managers to encourage implementation of the aforementioned factors.

Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed and in accordance with the portfolio objectives established hereinabove. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Illinois Funds (Public Treasurer's Investment Pool) rate.

Ethics and Conflicts of Interest

Officers and employees of the College involved in College investments shall refrain from personal business activity that could conflict with the proper execution of the College's investment program, or which could impair his/her ability to make impartial investment decisions on behalf of the College.

Indemnification

Officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The Treasurer shall submit to the College's Board of Trustees and President a quarterly investment report which shall include information regarding securities in the College's portfolio by class or type, original cost, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

First Read of Policy Revision

Policy 5123 describes the requirements of the College's student employment program. In 2019 revisions were made to the student employment policy and policy 4401 was updated to reflect those revisions. Policy 5123 should have been updated at that time and was not. The recommended revisions make Policy 5123 consistent with Policy 4401.

In accordance with College policy, action on the proposed revisions to this policy will take place at the next regular meeting of the Board of Trustees.

JLS:bs
5/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed revisions to Policy 5123 attached hereto with action to take place at the next regularly scheduled Board meeting."

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

Policy No. 5123
8/29/1974
Revised 1/16/1996
Renumbered 7/1/2001
Revised 12/10/2013
Reviewed 12/9/2014
Revised 6/27/2023
Page1 of 2

STUDENTS

Student Employment

Oakton College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner.

Student Employee Definition

Student employees are employees who are students of Community College District 535 employed in non-classified personnel positions

Authorization to Employ

The administration is authorized to employ those students needed in accordance with the budgeted amounts in the various programs. All student employees must satisfy employment eligibility requirements.

Eligibility for Student Employment

1. He or she meets the enrollment requirement.
2. The student can show proof of eligibility to work in the United States.
3. At time of hire the student has a minimum cumulate GPA of 2.0 or first semester enrolled at Oakton.
4. He or she is making satisfactory progress toward achieving their educational goals. Satisfactory progress mirrors Oakton's SOAP policy.

Students are eligible to work as a student employee in any given fall or spring semester if he or she is registered in a minimum of ~~3~~ ***six (6)*** credit hours for that semester. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.

Students are eligible to work in the summer if they were enrolled in the preceding spring, during the current summer term, or for the following fall.

Work Hour Limitations

Student employee work assignments range from 1 to 25 hours per week and from one month to one year in length.

Any exceptions are subject to review by and approval of the area Vice President and the Career and Transfer Center.

Multiple Student Employee Assignments

A student employee can be active in a maximum of 2 student employee assignments at any given time.

Limitation in Semesters Employed

A student will not work as a student employee more than 12 semesters (excluding summer). Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Administrative Affairs.

See also Policy 4401.

Acceptance of Illinois Green Economy Network (IGEN) Sub-Award for Illinois Environmental Protection Agency Grant for the Agriculture Curriculum Project

The Illinois Green Economy Network (IGEN) Sub-Award for Illinois Environmental Protection Agency has awarded Oakton College \$1,600 for an Agriculture Curriculum project. Dr. Marian Staats will develop the agriculture curriculum.

The grant period is July 1, 2022 – June 30, 2023. The grant will be led by Dr. Marian Staats, Co-coordinator of Environmental Studies. Director of Facilities Joe Scifo will administer the grant.

GL
5/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$1,600 in federal funding through the Illinois Green Economy Network (IGEN) Sub-Award for Illinois Environmental Protection Agency.”