

**The 796<sup>th</sup> Meeting  
of  
The Board of Trustees  
February 20, 2024**



## 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 19, 2023.*

### 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.*

### Anti-Racism Statement

Oakton is an anti-racist, inclusive, transparent institution; invested in and accountable to the communities we serve. We are committed to transforming all curricula, policies, structures and practices to dismantle and eliminate racism and other forms of oppression so all members of our community thrive. Through reflection, empowerment, and accountability to anti-racist people of color, we model the socially just and equitable transformation that we want to see in the world.

*Adopted by the Board of Trustees on February 15, 2022.*

### Neurodiversity Statement

Oakton College is committed to recognizing the neurodiversity of our community and developing equitable policies and procedures to enhance the Oakton experience for all students, employees, and community members.

*Adopted by the Board of Trustees on August 15, 2023.*



1600 East Golf Road  
Des Plaines, Illinois 60016

**Closed Session**  
5 p.m. - Room 1502

### Agenda

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
  - Review of closed session minutes of January 16, 2024
  - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiations matters; 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](mailto:bsparks@oakton.edu) including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on February 20, 2024.

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

### Agenda

- Call to Order and Roll Call
- Pledge of Allegiance
- Land Acknowledgement
- V Approval of minutes of the January 16, 2024 regular meeting of the Board of Trustees, and the January 16, 2024 Committee of the Whole meeting
- Statement by the President
- Educational Foundation Liaison Report
- ACCT Liaison Report

Neurodiversity/Inclusion Report  
Student Trustee Report  
Student Spotlight  
Comments by the Chair  
Trustee Comments  
Public Participation  
Report: Update on Institutional Equity and Inclusion Work at Oakton

## **New Business**

### Consent Agenda

- V 2/24-1a Approval of Adoption of Consent Agenda
- R 2/24-1b Approval of Consent Agenda Items 2/24-2 through 2/24-8
- 2/24-2 Ratification of Payment of Bills for January 2024
- 2/24-3 Acceptance of Treasurer's Report for January 2024
- 2/24-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 2/24-5 Ratification of Payment of Professional Personnel – Spring 2024
- 2/24-6 Approval of Clinical Practice Agreements
- 2/24-7 Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines
- 2/24-8 Approval of MOU with the City of Des Plaines and the Village of Skokie Police Departments

### Other Items

- R 2/24-9 Authorization to Approve February Purchases
- a. Dispatching Services - National Association of Campus Safety Administrators (NASCA)
  - b. Security Services - HLSA
  - c. CDL Semi-Truck Wrapping Service
  - d. Digital and Traditional Marketing Services – One-Year Contract
  - e. Renovation Services for Enabling and Critical Adjacencies Project
  - f. Replacement Laptop Computers
  - g. Laptop Computers, Interactive Whiteboards, and Audio Technology for ECE Classrooms
  - h. Evisions Argos Data Reporting Solution – Three-Year Contract Renewal
  - i. Contracted Instructional Training for the Paramedic Program – Two-Year Contract
  - j. Getinge Service Agreement – Three-Year Contract

---

|   |         |   |
|---|---------|---|
|   | 2/24-10 | Preview and Initial Discussion of Upcoming Purchases                              |
| R | 2/24-11 | Ratification of Space Rental Agreement for Baseball Practices - Wintrust Field    |
| R | 2/24-12 | Resolution Establishing Responsible Bidder Requirements for Public Works Projects |
| R | 2/24-13 | Appointment of Treasurer  |
| V | 2/24-14 | Acceptance of Administrator Retirement  |
| R | 2/24-15 | Approval of Award of Tenure   |
| V | 2/24-16 | Acceptance of Faculty Retirement  |
| R | 2/24-17 | Approval of Policy Revisions  |
| V | 2/24-18 | First Read of Policy  |
|   | 2/24-19 | Notification of Award of Grants   |

**Adjournment**



**Minutes of the January 16, 2024 Regular Meeting of the Board of Trustees of Community College District 535**

The 795<sup>th</sup> meeting of the Board of Trustees of Community College District 535 was conducted on January 16, 2024 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 5:25 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 December 12, 2023; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, 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, Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Judy Mitchell, Interim Vice President for Administrative Affairs; and Mr. Duane “Arnie” Oudenhoven, Interim CHRO.

At 6:05 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion which was seconded by Trustee Bashiri-Remetio. 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 6:11 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       |                 | Absent for roll call |
| Ms. Cruz            | Student Trustee | Present              |

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Judy Mitchell, Interim Vice President for Administrative Affairs; and Mr. Duane “Arnie” Oudenhoven, Interim CHRO; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Steve Butera, Director of Communications and Media Relations; Dr. Ruben Howard II, Director of Workforce Curriculum and Instruction/Interim Dean of Business and Career Technologies; Jake Jeremiah, Dean of Library; Dr. Andrea Lehmacher, Director of Marketing; Christine Paciero, Director of Oakton Athletics; Dr. Jim Rabchuk, Dean of STEM; Prashant Shinde, Chief Information Officer; Dan Weber, Registrar/Director of Registrar Services; and Andy Williams, Controller.

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

Faculty: Stacy Cameron, English; Nefize Fejza, Nursing; Margaret Gas, Nursing; Greg Hamill, Sociology; Michael Peat, Automotive Technology; Jennifer Reeb, Mathematics; Bincy Reginold, BNAT; Winnie Sitt, Nursing; and George Vail, Automotive Technology.

Staff: Phil Cronin, Media Services; John Donoghue, Facilities; Kelsey Kapolnek, Marketing and Communications; Mike Loveday, Marketing and Communications; Ewa Lyczewska, Marketing and Communications; and Beatriz Sparks, President’s Office.

Students: Irene Metaxas.

**Pledge of Allegiance** – Trustee Yanow led 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 December 12, 2023 regular meeting of the Board of Trustees. Trustee Bashiri-Remetio made the motion which was seconded by Trustee Salzberg. A voice vote was called and the minutes were unanimously approved.

### **Statement by the President**

#### Condolences

- To the family of STEM adjunct faculty member Juan Ojeda who passed away recently.

#### Congratulations

- To Chief Hoffmann on the birth of his first grandson, Luther James, on December 21.
- Thanks to Interim Chief Human Resources Officer, Arnie Oudenhoven for providing HR leadership during a leadership transition.
- Thanks to Interim VP for Administration, Judy Mitchell for providing interim leadership for administrative affairs areas. Dr. Mitchell has agreed to continue to provide transition support and leadership during upcoming negotiations with the full-time faculty association.

#### Happenings

- Today is the first day of the spring 2024 semester. President Smith gave a special shout out to the facilities team and police department for keeping Oakton’s facilities safe during the winter storm, and to everyone who quickly pivoted to provide virtual services to students and community members.
- Faculty returned for the spring 2024 semester, and Opening Day was held on January 8. The theme of the day was Connecting to Opportunity. Thank you to everyone who helped to coordinate our kick-off event. President Smith thanked and recognized the ways that faculty, staff and administrators connect students to opportunity every day.
- Yesterday, the College was closed in recognition of Martin Luther King Jr. Day. The BLACK Student Success Program will hold a “Creative Expressions Against Injustice Workshop: Honoring Dr. King’s Legacy Beyond the March” this Thursday, January 18 from 12 to 3 p.m. in the CCID at Des Plaines.

- The Gems from the Koehline exhibition features selected works from the Koehline's permanent collection, with one section dedicated to artist and former Oakton art instructor Bill Moll, who passed away recently. Exhibition is open until January 26.
- The next exhibition at the Koehline Museum will focus on three faculty members of Oakton's art department and their recent work: Moritz Kellerman, Mark Palmeri and Lou Pierozzi. A public reception will be held on Thursday, February 8, 2024, from 5 – 8 p.m. Viewings will take place from Thursday, February 8, 2024 - Friday, March 22, 2024.
- February is Black History Month – Events will include a kick-off on February 1, book club meetings; Sankofa student displays on Student Street; an African Diaspora Night Market on February 16 (5-9 p.m. in Des Plaines); an author talk and cooking demo; and a cook-off event.
- President Smith concluded her report with a quote from Martin Luther King Jr.: *"The time is always right to do the right thing. If I cannot do great things, I can do small things in a great way. Change does not roll in on the wheels of inevitability, but comes through continuous struggle."* – Dr. Smith invited the community to continue to honor Dr. King's life by engaging in the continuous struggle to do the right thing.

### **Educational Foundation Liaison Report**

At the midpoint of the fiscal year, the Foundation has raised more than \$750,000 and is 54% to goal. Notable commitments since the last update to the Trustees include:

- A \$8,000 gift from Bonnie Lucas and Stuart Sondheimer to support the Oakton Annual Fund.
- A \$7,500 gift from former Oakton employee Dr. Carlee Drummer and her husband Michael to endow the Drummer Family Scholarship they initiated a decade ago.
- A \$32,000 gift from retiree Linda Korbel to support the Korbel Study Abroad Scholarship and the Foundation's General Scholarship Fund.
- A \$50,000 gift from retiree David Hilquist and his wife Karen to grow the principle of the nursing scholarship in their names.
- A \$20,000 pledge from Katherine Sawyer and her husband Mark to grow the endowment of the Foundation's General Scholarship Fund.

The Foundation launched its annual Employee Giving Campaign on Opening Day. The campaign runs through the end of February and invites employees to start, renew and increase their charitable giving to enable the success of Oakton students.

The Board's next quarterly meeting will take place on March 6.

### **Student Trustee Report**

#### Student Happenings

- Campus Board of Activities and Student Life have come together to do a Welcome Week with events, food, and games for both incoming and returning students.
- COMPASS is back with more to plan for this semester. We will be meeting more in person and getting ready to both advocate and promote the Asian American and Pacific Islander voice to Oakton College students.

#### Student Government Association (SGA) Happenings

- The cafeteria now has a new grill and is ready to be hooked up. Thank you to those who have provided the campus a great way to help students who have halal, kosher, and other dietary restrictions.
- SGA Elections are coming up and we are getting ready to arrange election ballots and candidate paperwork.
- SGA will be having a Meet and Greet on January 22 at 1 p.m. The event will be open to all students. SGA will be having both open and close session meetings after the event.

### **Student Spotlight**

Irene Metaxas just started her fourth semester at Oakton. She was planning to attend a 4-year college, but it wasn't financially feasible. Oakton wasn't exactly what Irene had in mind, but she said she has had a good

experience, and she's looking forward to the new semester. Irene met Manager of Oakton Athletics, Christine Paciero during her first semester at Oakton, and was introduced to Oakton's golf coach. Being part of the golf team has allowed Irene to meet other athletes who have been really helpful to her. Her suggestion is that Oakton makes its online process simpler for students to apply and make appointments with advisors.

### **Comments by the Chair**

Chair Yanow encouraged her colleagues to utilize the BoardEffect platform to access board meeting materials, especially during unforeseen circumstances which may delay/affect the courier delivery of printed materials before board meetings. The BoardEffect platform has all board books, agendas and related items available.

### **Trustee Comments – None**

### **Public Participation – None**

### **Board Report: Marketing and Communications Update and Impact**

Katherine Sawyer, Chief Advancement Officer  
 Dr. Andrea Lehmacher, Director of Marketing  
 Stephen Butera, Director of Communications and Media Relations  
 Kelsey Kapolnek, Sr. Manager of Content Marketing  
 Mike Loveday, Sr. Manager of Web and Digital Strategy  
 Ewa Lyczewska, Communications Manager

#### Updates

Marketing campaigns are posted on social media (Facebook, LinkedIn, Instagram, etc.), digital displays, billboards, bus shelters, and bus tails. This year's focus is *Connect to Opportunity*. In addition, enrollment marketing is distributed to the community via direct mail, printed materials, campus TV monitors and digital/social media advertising.

Inclusive storytelling is widely utilized in marketing to make student stories unique. Currently, *Oakton Voices* serves as a space for students to share their experience which is powered by connection to new ideas, community and opportunity. Website latest enhancements include Career Coach, and a more streamlined calendar of events.

- Community Engagement – Different programs have been developed with organizations in the community to advance racial equity, and enhance workforce readiness and community engagement.
- Legislative Outreach – State and federal lobbying events, on campus engagement events, and increased communication.
- Media Relations – The College name change was widely shared on TV channels, major newspapers, hyperlocal media, higher education publications, and student newspapers. Other highlighted programs and events include the Cannabis program, the Ghana study abroad program, and the Northwestern transfer agreement.
- Internal Communication – Revamped Oakton Weekly employee newsletter, monthly leadership updates in multimedia format, and institutional event production and support (Opening Day kickoffs, employee recognition dinner and Commencement).

#### Impact

- 5% increase in new web visitors
- 22% increase in clicks on application page
- 16% increase Summer '23 new student enrollment
- 6.2% increase Fall '23 new student enrollment
- 40+ media outlet mentions

On the Horizon

## Communications:

- Community Outreach Program – Track existing relationships, and Oakton Ambassadors.
- Subject Matter Experts Guide – Resources for media and conference organizers.
- Crisis Communications Plan – Increase campus safety, prevent spread of misinformation, and mitigate potential reputational damage.

## Marketing

- Brand Refresh – Final year
- Health Careers Education Center
- Website Enhancements – Universal translation and interactive campus map
- Statewide Brand Campaign

**NEW BUSINESS****1/24-1a Approval of Consent Agenda**

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

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

**1/24-1b Approval of Consent Agenda Items 1/24-2 through 1/24-9**

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/24-2 through 1/24-9 as listed in the Consent Agenda.”

**1/24-2 Ratification of Payment of Bills for December 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 \$6,534,511.40 for all check amounts as listed and for all purposes as appearing on a report dated December 2023.”

**1/24-3 Acceptance of Treasurer’s Report for November 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 November 2023.”

**1/24-4 Acceptance of Treasurer’s Report for December 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 December 2023.”

**1/24-5 Acceptance of Quarterly Report on Investments**

“Be it resolved that the Board of Trustees of Community College District 535 accepts the Quarterly Report on Investments for filing.”

**1/24-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board**

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above and hereby approves the expenditures in the amount not to exceed \$400.00 for all funds listed in item a.”

**1/24-7 Supplemental Payment of Professional Personnel – Fall 2023**

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$46,814.86 to the total amount of part-time teaching salaries paid during the fall semester 2023; the revised total payment amount is \$3,764,330.72.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$20,993.50 to the total amount of faculty overload salaries paid during the fall semester 2023; the revised total payment amount is \$705,190.20.”

**1/24-8 Authorization to Pay Professional Personnel**

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2024 spring semester part-time faculty, and adjunct faculty, on February 2, 2024, and full-time overload payments on February 16, 2024, with ratification at the February Board meeting.”

**1/24-9 Approval of Clinical Practice Agreements**

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

Physical Therapy Assistant (2)  
Early Childhood Education (2).”

Trustee Yanow 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.

**1/24-10 Authorization to Approve January 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 / Location</u>                | <u>Amount</u> |
|-------------|----------------|--|---|---------------|
| 1/24-10a    | 2              | Printing of the Oakton Non-Credit Class Schedule | KK Stevens Publishing Co<br>Astoria, IL | \$140,775.16  |
| 1/24-10b    | 2              | Travel for Men’s Baseball Team                   | Academy Bus, LLC<br>Winter Garden, FL   | \$5,000.00    |
|             |                |  | Southwest Airlines<br>Dallas, TX        | \$15,000.00   |
|             |                |  | Enterprise Rent-A-Car<br>Orlando, FL    | \$1,500.00    |
|             |                |  | Encore Resort<br>Kissimmee, FL          | \$12,500.00   |

|          |   |   |  |                       |
|----------|---|---|--|-----------------------|
|          |   |   | Springhill Suites Marriott<br>Kissimmee, FL      | \$1,000.00            |
|          |   |   | Russ Matt Baseball<br>Stratham, NH               | \$4,000.00            |
|          |   |   | Meals Per Diem                                   | \$10,000.00           |
| 1/24-10c | 1 | Partnership with Judy Mitchell Consulting, LLC – Contract Extension                 | Judy Mitchell Consulting, LLC<br>Manhattan, IL   | \$45,000.00           |
| 1/24-10d | 1 | Interim Contracting Staffing Services for Foundation Finance and Operations Support | MGT of America Consulting, LLC<br>Northfield, IL | \$33,000.00           |
| 1/24-10e | 1 | High-Speed Internet Hotspot Data Plan   | T-Mobile USA, Inc<br>Bellevue, WA                | \$54,000.00           |
| 1/24-10f | 1 | Snap-on Equipment for Automotive Technology – ZEUS+ Certification Kit Scanners      | Snap-On Industrial<br>Crystal Lake, IL           | \$39,437.45           |
| 1/24-10g | 2 | Diploma Services Ratification   | Parchment, LLC<br>Scottsdale, AZ                 | \$31,661.96           |
| 1/24-10h | 2 | Grant Accounting Compliance Services Ratification                                   | Warady and Davis LLP<br>Deerfield, IL            | \$105,553.75          |
| 1/24-10i | 1 | Three Used Automotive Vehicles  | House of Carz<br>Round Lake Heights, IL          | \$14,800.00           |
|          |   |   | Arlington Heights Ford<br>Arlington Heights, IL  | \$17,136.16           |
|          |   |   | To be Determined                                 | \$18,063.84           |
|          |   |   | <b>GRAND TOTAL</b>                               | <b>\$548,428.32."</b> |

Trustee Yanow 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.

#### 1/24-11 Preview and Initial Discussion of Upcoming Purchases

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

- a. Laptop Computers, Interactive Whiteboards, and Audio Technology for the ECE Classrooms
- b. Dispatching Services - National Association of Campus Safety Administrators (NACSA)
- c. Security Services – HLSA
- d. Truck Wrapping
- e. Digital and Traditional Marketing Services
- f. Replacement Laptop Computers
- g. Academic Administration Enabling Remodeling
- h. Evisions Argos Data Reporting Solution

**1/24-12 Authorization to Enter into Space Rental Agreement for Baseball Practices**

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to enter into a Space Rental Agreement with the Village of Rosemont, 5400 N. River Road, Rosemont, Illinois 60018, for a contract sum of \$30,000.00.”

Trustee Yanow 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.

**1/24-13 Authorization to Hire Vice President for Administrative Affairs**

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Ms. Michele Roberts as Vice President for Administrative Affairs effective February 12, 2024, at an annual salary of \$200,335. That salary will be prorated for the period of February 12, 2024 through June 30, 2024.”

Trustee Yanow 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.

**1/24-14 Authorization to Hire Chief Human Resources Officer**

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Ms. Johanna Fine as Chief Human Resources Officer effective January 29, 2024, at an annual salary of \$183,340. That salary will be prorated for the period of January 29, 2024 through June 30, 2024.”

Trustee Yanow 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.

**1/24-15                      Authorization to Hire Dean of Continuing and Adult Education**

Trustee Burns offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Ms. Delia Rodriguez as Dean of Adult and Continuing Education effective February 5, 2024, at an annual salary of \$124,000. That salary will be prorated for the period of February 5, 2024 through June 30, 2024."

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.

**1/24-16                      Acceptance of Administrator Retirement**

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Anne Brennan, Assistant Vice President for Academic Affairs and College Transitions, effective June 30, 2024."

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

**1/24-17                      Approval of Emeritus Appointments**

Trustee Toussaint offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the ten-year Emeritus appointments for Angelo Gero, Mary Kakenmaster, Nouel Kamber, Linda Korbel, David Kossy, George Lungu, Chikako Mclean, Lawrence Penar, Howard Rosenzweig, Merilee K. Slipenko, and William Tong."

"Be it further resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus re-appointments to Elaine MacAlister and Lynn W. Seinfeld."

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.

**1/24-18                      Approval of New Policy and Policy Revisions**

Trustee Bush made a motion to amend the resolution to make a correction on a new policy number that was assigned incorrectly. Trustee Salzberg seconded the motion. A voice vote was called and the motion passed unanimously.

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the proposed new policies 1028 and 4006, and the revisions to policies 1016, 1117, 3014 and 3037, attached hereto."

Trustee Salzberg seconded the motion.

After discussion and questions from Trustee Burns related to minority owned businesses, Trustee Stafford made a motion to amend the resolution to exclude Policy 3037 in order to review at a later meeting. Trustee Yanow seconded the motion. A voice vote was called and the motion passed unanimously.

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.

**1/24-19 Notification of Award of Grants**

Funding totaling \$190,000.00 has been made available to Oakton College:

- a. Illinois Community College Board CTE Perkins Leadership Grant .....\$100,000.00  
(Managed by Shannon McKenzie / Administered by Ruben Howard II)
- b. Illinois Community College REV Up Electric Vehicle Grant..... \$90,000.00  
(Managed by Michael Peat / Administered by Ruben Howard II)

**TOTAL: .....\$190,000.00**

**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, February 20, 2024 at the Des Plaines Campus.

Trustee Bashiri-Remetio made a motion to adjourn the meeting, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 7:33 p.m.

\_\_\_\_\_  
Wendy B. Yanow, Board Chair

\_\_\_\_\_  
William Stafford, Board Secretary

Minutes recorded by:  
Beatriz Sparks  
1/2024



**Minutes of the January 16, 2024 Committee of the Whole Meeting  
Board of Trustees – Oakton Community College District 535**

A Committee of the Whole meeting of the Board of Trustees of Oakton Community College District 535 was held on January 16, 2024 in Room 1506 at 1600 East Golf Road, Des Plaines, Illinois, 60016.

**Call to Order and Roll Call**

Chair Yanow called the meeting to order at 4:02 p.m. 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            |                 | Absent for roll call |
| Mr. Benjamin Salzberg       |                 | Present              |
| Ms. Marie Lynn Toussaint    |                 | Absent for roll call |
| Ms. Lydia Cruz              | Student Trustee | Absent               |

Also present in Room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Kelly Becker, Assistant Vice President for Institutional Effectiveness and Strategic Planning; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Vice President for Academic Affairs; Dr. Judy Mitchell, Interim Vice President for Administrative Affairs; Duane “Arnie” Oudenhoven, Interim Chief Human Resources Officer; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Stephen Butera, Director of Communications and Media Relations; Matt Huber, Dean of Enrollment Management; Dr. Andrea Lehmacher, Director of Marketing; and Ella Whitehead, Assistant Director of Enrollment for Equity Outreach.

Staff: Phil Cronin, Media Services; Kelsey Kapolnek, Marketing and Communications; Mike Loveday, Marketing and Communications; Terrence Stevenson, Emory Williams Academy; Beatriz Sparks, President’s Office.

*No action was taken during the meeting.*

**Strategic Enrollment Management Plan**

Assistant VP for Institutional Effectiveness and Strategic Planning, Dr. Kelly Becker, and Dean of Enrollment Management, Matt Huber shared a draft of the emerging Strategic Enrollment Management Plan priorities and gathered feedback from the Board.

**Emory Williams Academy for Black Men**

Program Coordinator for the Emory Williams Academy, Terrence Stevenson, and Assistant Director of Enrollment for Equity Outreach, Ella Whitehead answered questions from the Board related to the current status of Emory Williams Academy scholars program. A mid-year report was provided to all trustees prior to the meeting.

## **Adjournment**

Chair Yanow asked for a motion to adjourn the meeting. Trustee Salzberg made the motion, which was seconded by Trustee Stafford. A voice vote was called and the meeting was adjourned at 5:13 p.m.

---

Wendy B. Yanow, Board Chair

---

William Stafford, Board Secretary

Minutes recorded by:  
Beatriz Sparks  
1/2024

**Approval of Adoption of Consent Agenda**

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

**Approval of Consent Agenda Items 2/24-2 through 2/24-8**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/24-2 through 2/24-8 as listed in the Consent Agenda:

- 2/24-2           Ratification of Payment of Bills for January 2024
- 2/24-3           Acceptance of Treasurer’s Report for January 2024
- 2/24-4           Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 2/24-5           Ratification of Payment of Professional Personnel – Spring 2024
- 2/24-6           Approval of Clinical Practice Agreements
- 2/24-7           Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines
- 2/24-8           Approval of MOU with the City of Des Plaines and the Village of Skokie Police Departments.”

**Ratification of Payment of Bills for January 2024**

The check register detailing the regular monthly bills for January 2024 was sent out February 16, 2024. The totals by fund are on page 2. This includes approval of travel reimbursements for January 2024.

---

Board Chair

---

Board Secretary

MR:mw  
2/2024

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$4,897,195.23 for all check amounts as listed and for all purposes as appearing on a report dated January 2024.”

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for January 2024, represented by checks on pages 1-11 numbered !0003338 - !0003354, !0003356 - !0003362, !0003364 - !0003372, !0003374 - !0003398, !0003400 - !0003401, A0164485 - A0164563 and A0164565 - A0164769 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<br>Fund                      | <u>Gross Check Issued</u> |                        |                        |               |                        |
|---|---------------------------|------------------------|------------------------|---------------|------------------------|
|   | Payroll                   | Accounts Payable       | Sub-Total              | Voided Checks | Total                  |
| Education                                   | \$ 2,879,917.42           | \$ 559,986.09          | \$ 3,439,903.51        | \$ -          | \$ 3,439,903.51        |
| Operation, Building And<br>Maintenance Fund | \$ 350,382.05             | \$ 237,583.78          | \$ 587,965.83          | \$ -          | \$ 587,965.83          |
| Maintenance Fund (Restricted)               | \$ -                      | \$ 143,046.52          | \$ 143,046.52          | \$ -          | \$ 143,046.52          |
| Bond And Interest                           | \$ -                      | \$ -                   | \$ -                   | \$ -          | \$ -                   |
| Auxiliary Enterprise                        | \$ 191,043.42             | \$ 274,660.33          | \$ 465,703.75          | \$ -          | \$ 465,703.75          |
| Restricted Purpose                          | \$ 160,341.38             | \$ 35,456.89           | \$ 195,798.27          | \$ -          | \$ 195,798.27          |
| Working Cash                                | \$ -                      | \$ -                   | \$ -                   | \$ -          | \$ -                   |
| Trust/Agency                                | \$ -                      | \$ 250.00              | \$ 250.00              | \$ -          | \$ 250.00              |
| Audit                                       | \$ -                      | \$ -                   | \$ -                   | \$ -          | \$ -                   |
| Liability, Protection & Settlement          | \$ -                      | \$ -                   | \$ -                   | \$ -          | \$ -                   |
| Social Security/Medicare                    | \$ -                      | \$ -                   | \$ -                   | \$ -          | \$ -                   |
| Loan  | \$ -                      | \$ -                   | \$ -                   | \$ -          | \$ -                   |
| <b>TOTALS</b>                               | <b>\$ 3,581,684.27</b>    | <b>\$ 1,250,983.61</b> | <b>\$ 4,832,667.88</b> | <b>\$ -</b>   | <b>\$ 4,832,667.88</b> |
| STUDENT GOVERNMENT                          | \$ -                      | \$ 64,527.35           | \$ 64,527.35           | \$ -          | \$ 64,527.35           |
| <b>TOTAL PER REPORT</b>                     | <b>\$ 3,581,684.27</b>    | <b>\$ 1,315,510.96</b> | <b>\$ 4,897,195.23</b> | <b>\$ -</b>   | <b>\$ 4,897,195.23</b> |

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 1-11 numbered !0003362, !0003367, A0164500, A0164506, A0164522, A0164528, A0164648, A0164718, A0164735, A0164753 and A0164762 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 \$64,527.35 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated January 2024.

\_\_\_\_\_  
Student Government Association

**Acceptance of Treasurer's Report for January 2024**

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 or Controller for amplification.

MR:mw  
2/2024

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of January 2024."

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535  
TREASURER'S REPORT

January 2024

Dr. Karl Brooks  
Vice President, Student Affairs/Treasurer  
W. Andy Williams  
Controller, Budget and Accounting Services

Treasurer's Comments on January 2024 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$1.8 million in tuition and fees, \$1.2 million for adult education grants, \$806,000 for the credit hour grant, \$665,000 in interest earnings, \$310,000 in replacement tax revenues, \$274,000 for ECACE grants, \$87,000 for MAP grants, and \$74,000 for the GEER II grant.

Net cash and investments increased \$91,000 from the previous month, as expected.

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

**Revenues**

At the end of January, revenues were \$67.8 million or 108% of the prorated budget, compared to \$64.5 million, or 109% for the previous year. Tuition and fees totaled \$23.9 million year to date, or 108% of the prorated budget. Last year, tuition and fees totaled \$22.7 million or 111% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures were \$43.2 million. The operating expenditures are \$3.6 million (9.1%) above prior year's actual expenditures of \$39.6 million for the same period. Net transfers total \$5.2 million as budgeted.

**OAKTON COLLEGE**  
**FINANCIAL POSITION OF FUNDS AS OF**  
**January 31, 2024**  
**(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 |
|---|------------|--------------------------|---------------------------------------|-------------------|------------------------|--|---------------------|-------------------------------------|---------------------|-----------------|
| <b>ASSETS</b>                                       |            |                          |                                       |                   |                        |  |                     |                                     |                     |                 |
| Cash  | \$ 1,719   | \$ 235                   | \$ 854                                | \$ 432            | \$ -                   | \$ 2,621                                 | \$ -                | \$ 753                              | \$ 551              | \$ 7,165        |
| Taxes Receivable                                    | 55,830     | 6,883                    | -                                     | 3,641             | -                      | -  | -                   | 61                                  | -                   | 66,415          |
| Student Tuition Receivable                          | 8,910      | 1                        | 5                                     | -                 | -                      | 915                                      | -                   | -                                   | -                   | 9,831           |
| Government Funds Receivable                         | (5)        | -                        | -                                     | -                 | -                      | 615                                      | -                   | 17                                  | -                   | 627             |
| Lease Receivable                                    | 13,653     |                          |                                       |                   |                        |  |                     |                                     |                     | 13,653          |
| Accrued Interest                                    | 862        | 120                      | 231                                   | -                 | -                      | 27                                       | -                   | 5                                   | 308                 | 1,553           |
| Other Receivables                                   | 680        | 1                        | -                                     | -                 | -                      | (22)                                     | -                   | -                                   | -                   | 659             |
| Investments   |            |                          |                                       |                   |                        |  |                     |                                     |                     |                 |
| Short-term  | 70,164     | 11,216                   | 37,202                                | 2,981             | (2,282)                | 3,683                                    | -                   | 505                                 | 33,372              | 156,841         |
| Long-term   | 22,906     | 3,149                    | 4,053                                 | -                 | -                      | 376                                      | -                   | 128                                 | 7,567               | 38,179          |
| Due from (to) Other Funds                           | (14,500)   | -                        | -                                     | -                 | -                      | 14,500                                   | -                   | -                                   | -                   | -               |
| Inventories - Prepays                               | 864        | -                        | -                                     | -                 | (468)                  | 212                                      | -                   | -                                   | -                   | 608             |
| Total Current Assets                                | 161,083    | 21,605                   | 42,345                                | 7,054             | (2,750)                | 22,927                                   | -                   | 1,469                               | 41,798              | 295,531         |
| Net Investment in Plant                             | -          | -                        | -                                     | -                 | -                      | -  | 101,847             | -                                   | -                   | 101,847         |
| Intangible Assets                                   | -          | -                        | -                                     | -                 | -                      | -  | 558                 | -                                   | -                   | 558             |
| Total Assets  | \$ 161,083 | \$ 21,605                | \$ 42,345                             | \$ 7,054          | \$ (2,750)             | \$ 22,927                                | \$ 102,405          | \$ 1,469                            | \$ 41,798           | \$ 397,936      |
| Deferred Outflows - CIP and College Plan            | -          | -                        | -                                     | -                 | -                      | -  | -                   | -                                   | 956                 | 956             |
| Total Assets and Deferred Outflows of Resources     | \$ 161,083 | \$ 21,605                | \$ 42,345                             | \$ 7,054          | \$ (2,750)             | \$ 22,927                                | \$ 102,405          | \$ 1,469                            | \$ 42,754           | \$ 398,892      |
| <b>LIABILITIES AND NET POSITION</b>                 |            |                          |                                       |                   |                        |  |                     |                                     |                     |                 |
| Payables  | \$ 1,168   | \$ 1                     | \$ -                                  | \$ -              | \$ -                   | \$ (18)                                  | \$ -                | \$ -                                | \$ -                | \$ 1,151        |
| Accrued Interest Payable                            | -          | -                        | -                                     | -                 | 111                    | -  | -                   | -                                   | -                   | 111             |
| Deferred Tuition Revenue                            | -          | -                        | -                                     | -                 | -                      | 6  | -                   | -                                   | -                   | 6               |
| Accruals  | 3,155      | 299                      | -                                     | -                 | -                      | 268                                      | -                   | -                                   | -                   | 3,722           |
| Bonds Payable                                       | -          | -                        | -                                     | -                 | 57,204                 | -  | -                   | -                                   | -                   | 57,204          |
| Lease Liability                                     | -          | -                        | -                                     | -                 | 251                    | -  | -                   | -                                   | -                   | 251             |
| Subscriptions Liability                             | -          | -                        | -                                     | -                 | 2,311                  | -  | -                   | -                                   | -                   | 2,311           |
| OPEB Liability                                      | -          | -                        | -                                     | -                 | -                      | -  | -                   | -                                   | 15,652              | 15,652          |
| Total Liabilities                                   | 4,323      | 300                      | -                                     | -                 | 59,877                 | 256                                      | -                   | -                                   | 15,652              | 80,408          |
| Deferred Inflows of Resources - Property Taxes      | 50,615     | 7,069                    | -                                     | 3,593             | -                      | -  | -                   | 89                                  | -                   | 61,366          |
| Deferred Inflows - CIP and College Plan             | -          | -                        | -                                     | -                 | -                      | -  | -                   | -                                   | 27,710              | 27,710          |
| Deferred Inflows - Leases                           | 13,653     |                          |                                       |                   |                        |  |                     |                                     |                     | 13,653          |
| Total Liabilities and Deferred Inflows of Resources | 68,591     | 7,369                    | -                                     | 3,593             | 59,877                 | 256                                      | -                   | 89                                  | 43,362              | 183,137         |
| Net Position  |            |                          |                                       |                   |                        |  |                     |                                     |                     |                 |
| Unrestricted  | 92,492     | 14,235                   | 42,344                                | -                 | -                      | 4,375                                    | -                   | -                                   | (609)               | 152,837         |
| Restricted  | -          | -                        | -                                     | -                 | -                      | 18,298                                   | -                   | 1,381                               | -                   | 19,679          |
| Debt Service  | -          | -                        | -                                     | 3,461             | (62,626)               | -  | -                   | -                                   | -                   | (59,165)        |
| Plant   | -          | -                        | -                                     | -                 | -                      | -  | 102,405             | -                                   | -                   | 102,405         |
| Total Net Position                                  | 92,492     | 14,235                   | 42,344                                | 3,461             | (62,626)               | 22,673                                   | 102,405             | 1,381                               | (609)               | 215,756         |
| TOTAL LIABILITIES & NET POSITION                    | \$ 161,083 | \$ 21,604                | \$ 42,344                             | \$ 7,054          | \$ (2,749)             | \$ 22,929                                | \$ 102,405          | \$ 1,470                            | \$ 42,753           | \$ 398,893      |

**OAKTON COLLEGE**  
**EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**SEVEN MONTHS ENDED JANUARY 31, 2024**

|  | Operating<br>Budget<br>(000) | Prorated<br>Budget<br>(000) | Actual<br>(000)   | As a % of Prorated Budget |             |
|--|------------------------------|-----------------------------|-------------------|---------------------------|-------------|
|  |                              |                             |                   | Current                   | Last Year   |
| <b>REVENUES (cash and accrual basis)</b>     |                              |                             |                   |                           |             |
| Property Taxes (accrual basis)               | \$ 60,400                    | \$ 35,233                   | \$ 34,593         | 98%                       | 97%         |
| Replacement Tax                              | 2,000                        | 1,167                       | 1,534             | 131%                      | 257%        |
| State Revenue                                | 4,335                        | 2,529                       | 3,719             | 147%                      | 156%        |
| Tuition and Fees                             | 20,698                       | 22,100                      | 23,925            | 108%                      | 111%        |
| Other  | 3,159                        | 1,843                       | 4,007             | 217%                      | 236%        |
| <b>TOTAL REVENUES</b>                        | <b>\$ 90,592</b>             | <b>\$ 62,871</b>            | <b>\$ 67,778</b>  | <b>108%</b>               | <b>109%</b> |
| <b>EXPENDITURES (accrual basis)</b>          |                              |                             |                   |                           |             |
| Instructional                                | \$ 31,145                    | \$ 18,168                   | \$ 17,554         | 97%                       | 94%         |
| Academic Support                             | 20,606                       | 12,020                      | 10,988            | 91%                       | 94%         |
| Student Services                             | 9,043                        | 5,275                       | 4,386             | 83%                       | 79%         |
| Public Services                              | 1,329                        | 775                         | 643               | 83%                       | 78%         |
| Operations and Maintenance                   | 8,545                        | 4,985                       | 4,308             | 86%                       | 73%         |
| General Administration                       | 8,104                        | 4,727                       | 4,007             | 85%                       | 88%         |
| General Institutional                        | 642                          | 375                         | 1,307             | 349%                      | 370%        |
| Contingency                                  | 2,271                        | 1,325                       | -                 | 0%                        | 0%          |
| <b>TOTAL EXPENDITURES</b>                    | <b>\$ 81,685</b>             | <b>\$ 47,650</b>            | <b>\$ 43,193</b>  | <b>91%</b>                | <b>88%</b>  |
| Revenues over (under) expenditures           | 8,907                        | 15,222                      | 24,585            |                           |             |
| Net Fund transfers                           |                              |                             |                   |                           |             |
| To O & M Fund (Restricted)                   | (5,000)                      | (2,917)                     | (2,917)           |                           |             |
| To Auxiliary Fund and Alliance               | (2,479)                      | (1,446)                     | (1,446)           |                           |             |
| To Restricted Purpose Fund                   | (100)                        | (58)                        | (58)              |                           |             |
| To Liability, Protection & Settlement Fund   | (770)                        | (449)                       | (449)             |                           |             |
| To Social Security/Medicare Fund             | (874)                        | (510)                       | (510)             |                           |             |
| From Working Cash Fund: Interest             | 290                          | 169                         | 169               |                           |             |
| <b>Total Transfers</b>                       | <b>\$ (8,933)</b>            | <b>\$ (5,211)</b>           | <b>\$ (5,211)</b> |                           |             |
| <b>Net Revenue over (under) expenditures</b> | <b>\$ (26)</b>               | <b>\$ 10,011</b>            | <b>\$ 19,374</b>  |                           |             |

**OAKTON COLLEGE**  
**REVENUES AND EXPENDITURES**  
**SEVEN MONTHS ENDED JANUARY 31, 2024**

**AGENDA ITEM 2/24-3**  
**6 of 9**

| <b>OPERATIONS AND MAINTENANCE<br/>FUND (Restricted)</b> | <b>Budget<br/>(000)</b> | <b>Actual<br/>(000)</b> | <b>Actual as<br/>a % of<br/>Budget</b> |
|---|-------------------------|-------------------------|--|
| <b>REVENUES</b>   |                         |                         |  |
| Construction Fee  | 295                     | 292                     | 99%                                    |
| Interest and Investments Gain/Loss                      | 16                      | 721                     | 4506%                                  |
| Debt Certificates 2023                                  | 14,900                  | 14,690                  | 99%                                    |
| <b>Total revenues</b>                                   | <b>15,211</b>           | <b>15,703</b>           | <b>103%</b>                            |
| <b>EXPENDITURES</b>                                     |                         |                         |  |
| Project Management Service                              | -                       | 164                     | 0%                                     |
| Electrical Service - Motor Controls                     | 150                     | -                       | 0%                                     |
| Electrical Service - Interior                           | 100                     | -                       | 0%                                     |
| Courtyards  | 550                     | -                       | 0%                                     |
| Learning Commons RHC                                    | 3,064                   | 224                     | 7%                                     |
| Boiler Replacement                                      | 1,238                   | 863                     | 70%                                    |
| DP Workplace-Critical Adjacencies                       | 1,700                   | -                       | 0%                                     |
| Learning Commons DP - Enabling Project                  | -                       | 99,900                  | 0%                                     |
| Plumbing  | 350                     | -                       | 0%                                     |
| ADA Compliance  | 131                     | -                       | 0%                                     |
| TenHoeve Wing Remodeling                                | 685                     | 5                       | 1%                                     |
| RHC HVAC Replacement/Engineering                        | 200                     | -                       | 0%                                     |
| ECE Re-Flooring   | 23                      | 21                      | 91%                                    |
| CDL Program Parking Lot Upgrades                        | 34                      | 17                      | 50%                                    |
| Flooring  | 275                     | -                       | 0%                                     |
| Domestic Water Pump                                     | 115                     | 107                     | 93%                                    |
| Fire Sprinkler/Pump                                     | 350                     | -                       | 0%                                     |
| Backup Generator - Skokie                               | 100                     | -                       | 0%                                     |
| Capital Equipment                                       | 570                     | 124                     | 22%                                    |
| Hardware Replacement/Master Keying                      | 1,000                   | 8                       | 1%                                     |
| Sidewalk Repair and Replacement                         | 100                     | -                       | 0%                                     |
| Landscape Improvement                                   | 824                     | 429                     | 52%                                    |
| Switchgear Upgrades - Des Plaines                       | 50                      | 12                      | 24%                                    |
| Pedestrian Path   | 250                     | -                       | 0%                                     |
| Skokie Metal Wall Panel Project                         | -                       | 1,368                   | 0%                                     |
| Camera Replacement                                      | 500                     | -                       | 0%                                     |
| Exterior Envelope                                       | 870                     | -                       | 0%                                     |
| Baseball Complex Renovation                             | 1,000                   | 15                      | 2%                                     |
| College Rebrand Signage                                 | 52                      | 53                      | 102%                                   |
| Washroom Upgrades Phase 1                               | 500                     | -                       | 0%                                     |
| Contingency   | 95                      | -                       | 0%                                     |
| <b>Total expenditures</b>                               | <b>14,876</b>           | <b>103,310</b>          | <b>694%</b>                            |
| Transfer in   | 5,000                   | 2,917                   | 58%                                    |
| <b>Net</b>  | <b>\$ 5,335</b>         | <b>\$ (84,690)</b>      | <b>(1587%)</b>                         |

| <b>AUXILIARY ENTERPRISE FUND<br/>(excluding Alliance)</b> | <b>Budget<br/>(000)</b> | <b>Actual<br/>(000)</b> | <b>Actual as a % of Budget</b> |                  |
|---|-------------------------|-------------------------|--------------------------------|------------------|
|   |                         |                         | <b>Current</b>                 | <b>Last Year</b> |
| <b>REVENUES</b>   |                         |                         |                                |                  |
| Bookstore Sales   | \$ 1,332                | \$ 1,585                | 119%                           | 93%              |
| Workforce Development                                     | 210                     | 12                      | 6%                             | 27%              |
| Copy Center   | 67                      | 67                      | 100%                           | 28%              |
| Athletics   | 37                      | 27                      | 73%                            | 438%             |
| Child Care  | 321                     | 284                     | 88%                            | 70%              |
| PAC Operations  | 1                       | 3                       | 300%                           | 50%              |
| Other   | 65                      | 62                      | 95%                            | 86%              |
| Interest and Investments Gain/Loss                        | 188                     | 55                      | 29%                            | 53%              |
| <b>Total revenues</b>                                     | <b>2,221</b>            | <b>2,095</b>            | <b>94%</b>                     | <b>78%</b>       |
| <b>EXPENDITURES</b>                                       |                         |                         |                                |                  |
| Bookstore Operating Expenses                              | \$ 1,424                | \$ 771                  | 54%                            | 58%              |
| Workforce Development                                     | 200                     | 60                      | 30%                            | 44%              |
| Copy Center   | 446                     | 242                     | 54%                            | 58%              |
| Athletics   | 1,302                   | 732                     | 56%                            | 67%              |
| Child Care  | 570                     | 303                     | 53%                            | 54%              |
| PAC Operations  | 105                     | 54                      | 51%                            | 52%              |
| Auxiliary Services Administration                         | 344                     | 204                     | 59%                            | 52%              |
| Other   | 479                     | 105                     | 22%                            | 24%              |
| <b>Total expenditures</b>                                 | <b>4,870</b>            | <b>2,471</b>            | <b>51%</b>                     | <b>54%</b>       |
| Transfers in (out)  | 2,272                   | 1,325                   |                                |                  |
| <b>Net</b>  | <b>\$ (377)</b>         | <b>\$ 949</b>           |                                |                  |

**ALLIANCE FOR LIFELONG LEARNING**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**SEVEN MONTHS ENDED JANUARY 31, 2024**

|                                   | <b>Operating<br/>Budget<br/>(000)</b> | <b>Prorata<br/>Budget<br/>(000)</b> | <b>Actual<br/>(000)</b> | <b>Actual<br/>As a%<br/>Budget</b> | <b>Last<br/>Year</b> |
|-----------------------------------|---------------------------------------|-------------------------------------|-------------------------|------------------------------------|----------------------|
| <b><u>REVENUES</u></b>            |                                       |                                     |                         |                                    |                      |
| State Revenue                     | \$ 584                                | \$ 341                              | \$ 389                  | 67%                                | 71%                  |
| Tuition and Fees                  | 1,397                                 | 815                                 | 864                     | 62%                                | 63%                  |
| Sale of Materials                 | 1                                     | 1                                   | -                       | 0%                                 | 50%                  |
| Institutional Support             |                                       |                                     |                         |                                    |                      |
| Evening High School               | 133                                   | 78                                  | 44                      | 33%                                | 72%                  |
| Other Revenues                    | 45                                    | 26                                  | 13                      | 29%                                | 22%                  |
| Total revenues                    | <u>2,160</u>                          | <u>1,260</u>                        | <u>1,310</u>            | <u>61%</u>                         | <u>64%</u>           |
| <b><u>EXPENDITURES</u></b>        |                                       |                                     |                         |                                    |                      |
| Administrative Support            | \$ 1,315                              | 767                                 | \$ 519                  | 39%                                | 40%                  |
| Instructional Programs            |                                       |                                     |                         |                                    |                      |
| Allied Health                     | 148                                   | 86                                  | 30                      | 20%                                | 17%                  |
| Job-related                       | 447                                   | 261                                 | 111                     | 25%                                | 24%                  |
| Personal                          | 13                                    | 8                                   | 10                      | 77%                                | 75%                  |
| Emeritus Programs                 | 64                                    | 37                                  | 31                      | 48%                                | 11%                  |
| High School Programs              | 136                                   | 79                                  | 39                      | 29%                                | 30%                  |
| ESL Programs                      | 76                                    | 44                                  | 34                      | 45%                                | 49%                  |
| Total Programs                    | <u>884</u>                            | <u>516</u>                          | <u>255</u>              | <u>29%</u>                         | <u>26%</u>           |
| Total expenditures                | <u>2,199</u>                          | <u>1,283</u>                        | <u>774</u>              | <u>35%</u>                         | <u>34%</u>           |
| Revenue over (under) expenditures | <u>\$ (39)</u>                        | <u>\$ (23)</u>                      | <u>\$ 536</u>           |                                    |                      |
| Transfer in                       | 53                                    | 31                                  | 31                      |                                    |                      |
| Net                               | 14                                    | 8                                   | 567                     |                                    |                      |

**OAKTON COLLEGE**  
**STUDENT ACTIVITIES FUND**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**SEVEN MONTHS ENDED JANUARY 31, 2024**

|                                       | <b>Program<br/>Generated<br/>Revenue</b> | <b>Revenue<br/>Allocated to<br/>Programs</b> | <b>Total<br/>Revenue and<br/>Allocation</b> | <b>Expenditures</b> | <b>Program<br/>Net<br/>Fav<br/>(Unfav)</b> |
|---------------------------------------|--|--|---|---------------------|--|
| Activity fees                         | \$ 433,451                               |  |   |                     |  |
| Interest income                       | -  |  |   |                     |  |
| Sub total revenues                    | <u>433,451</u>                           |  |   |                     |  |
| 369901 Student Government Association | 7,845                                    | 49,400                                       | 57,245                                      | (97,991)            | (40,746)                                   |
| 369910 Occurrence                     | 853                                      | 15,000                                       | 15,853                                      | -                   | 15,853                                     |
| 369919 Campus Activities Board        | -  | 60,000                                       | 60,000                                      | (36,396)            | 23,604                                     |
| 369920 Star Wars Club                 | -  | 450  | 450   | -                   | 450  |
| 369922 IEEE                           | -  | 2,603  | 2,603                                       | (173)               | 2,430                                      |
| 369923 Stud Global Health & Sustain   | -  | -  | -   | (45)                | (45)                                       |
| 369924 Anime Club                     | -  | 401  | 401   | (74)                | 327  |
| 369925 M.A.T.H. Club                  | -  | 800  | 800   | -                   | 800  |
| 369926 Diversability Club             | -  | 400  | 400   | -                   | 400  |
| 369927 Groovy Movies                  | -  | 400  | 400   | -                   | 400  |
| 369928 Gamers Rise Up                 | -  | 400  | 400   | -                   | 400  |
| 369930 Early Childhood Education Club | -  | 2,516  | 2,516                                       | (50)                | 2,466                                      |
| 369932 Ceramics Club                  | -  | 986  | 986   | -                   | 986  |
| 369935 Honors Student Organization    | -  | 1,300  | 1,300                                       | -                   | 1,300                                      |
| 369936 ANDALE Club                    | -  | 15,000                                       | 15,000                                      | -                   | 15,000                                     |
| 369937 Oakton Future Educators        | -  | 600  | 600   | (110)               | 490  |
| 369940 Card and Board Game Club       | -  | 2,091  | 2,091                                       | -                   | 2,091                                      |
| 369943 Japanese Culture Club          | 20                                       | 731  | 751   | (380)               | 371  |
| 369944 South Asian Club               | -  | 584  | 584   | (59)                | 525  |
| 369945 Physical Therapy Assist.       | -  | 2,545  | 2,545                                       | -                   | 2,545                                      |
| 369946 Phi Theta Kappa (PTK)          | 2,380                                    | 15,000                                       | 17,380                                      | (2,839)             | 14,542                                     |
| 369947 Oakton Pride Club              | -  | 1,298  | 1,298                                       | (198)               | 1,100                                      |
| 369949 Mission Bible Club             | -  | 1,034  | 1,034                                       | (324)               | 710  |
| 369950 Latinx Club                    | -  | 1,488  | 1,488                                       | -                   | 1,488                                      |
| 369951 Society of Women Engineers     | -  | 1,447  | 1,447                                       | (45)                | 1,402                                      |
| 369954 Korean Culture Club            | -  | 1,089  | 1,089                                       | (80)                | 1,009                                      |
| 369955 Environmental Club             | -  | 2,181  | 2,181                                       | -                   | 2,181                                      |
| 369958 Coding Club                    | -  | 820  | 820   | -                   | 820  |
| 369960 Muslim Student Association     | 104                                      | 685  | 789   | (135)               | 654  |
| 369961 DECA                           | -  | 1,009  | 1,009                                       | (150)               | 859  |
| 369963 Fine Arts Club                 | -  | 1,330  | 1,330                                       | -                   | 1,330                                      |
| 369967 Creative Writing Club          | -  | 800  | 800   | -                   | 800  |
| 369968 Diverse D.U.R.A. Outreach      | 40                                       | 975  | 1,015                                       | -                   | 1,015                                      |
| 369969 Great Books Club               | -  | 684  | 684   | -                   | 684  |
| 369970 Oakton Octaves Club            | -  | 800  | 800   | -                   | 800  |
| 369971 Habitat for Humanity           | -  | 2,188  | 2,188                                       | 86                  | 2,274                                      |
| 369972 PAYO                           | 257                                      | 2,569  | 2,826                                       | -                   | 2,826                                      |
| 369973 Oakton Student Dance Club      | -  | 657  | 657   | -                   | 657  |
| 369974 Veterans Club                  | -  | 450  | 450   | -                   | 450  |
| 369982 Graphic Design Club            | -  | 726  | 726   | -                   | 726  |
| Sub Totals                            | <u>11,499</u>                            | <u>60,000</u>                                | <u>60,000</u>                               | <u>(138,963)</u>    | <u>65,974</u>                              |
| <b>Fund Summary</b>                   |  |  |   |                     |  |
| Total Revenues                        | \$ 444,950                               |  |   |                     |  |
| Total Expenditures                    |  |  |   | (138,963)           |  |
| Total Transfers to other funds        |  |  |   |                     | -  |
| Excess revenues over expenditures     |  |  |   |                     | <u>305,987</u>                             |
| Net Position 6/30/23                  |  |  |   |                     | 1,429,803                                  |
| Net Position, end of period           |  |  |   |                     | <u>\$ 1,735,790</u>                        |

**OAKTON COMMUNITY COLLEGE  
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS  
Jan-24**

**GENERAL FUND TRANSFERS/PAYMENTS**

| <u>DATE</u>  | <u>AMOUNT</u>        | <u>REFUNDS/<br/>STUDENT-<br/>DISBURSEMENTS</u> | <u>ILLINOIS<br/>SALES<br/>TAX</u> | <u>EMPLOYEE<br/>HEALTH INSURANCE<br/>CCHC</u> | <u>CHASE<br/>CREDIT CARD</u> | <u>BOND<br/>HOLDER<br/>&amp; MISC</u> |
|--------------|----------------------|--|-----------------------------------|---|------------------------------|---------------------------------------|
| 1/10/2024    | \$ 833,856.22        |  |                                   | \$ 833,856.22                                 |                              |                                       |
| 1/16/2024    | \$ 487.00            |  | \$ 487.00                         |   |                              |                                       |
| <b>TOTAL</b> | <b>\$ 834,343.22</b> | <b>\$ -</b>                                    | <b>\$ 487.00</b>                  | <b>\$ 833,856.22</b>                          | <b>\$ -</b>                  | <b>\$ -</b>                           |

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

| <u>DATE</u>  | <u>AMOUNT</u>          | <u>FEDERAL<br/>PAYROLL TAXES</u> | <u>STATE<br/>PAYROLL TAXES</u> | <u>SURS</u>          | <u>CREDIT UNION<br/>AND TAX<br/>SHELTERS</u> |
|--------------|------------------------|----------------------------------|--------------------------------|----------------------|--|
| 1/5/2024     | \$ 520,674.89          | \$ 207,499.76                    | \$ 71,818.58                   | \$ 173,808.45        | \$ 67,548.10                                 |
|              | \$ -                   |                                  |                                |                      |  |
| 1/19/2024    | \$ 532,412.16          | \$ 210,912.92                    | \$ 74,082.38                   | \$ 177,625.59        | \$ 69,791.27                                 |
|              | \$ -                   |                                  |                                |                      |  |
|              | \$ -                   |                                  |                                |                      |  |
|              | \$ -                   |                                  |                                |                      |  |
|              | \$ -                   |                                  |                                |                      |  |
|              | \$ -                   |                                  |                                |                      |  |
| <b>TOTAL</b> | <b>\$ 1,053,087.05</b> | <b>\$ 418,412.68</b>             | <b>\$ 145,900.96</b>           | <b>\$ 351,434.04</b> | <b>\$ 137,339.37</b>                         |

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

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$385,033.25 for part-time teaching services for the Alliance for Lifelong Learning spring 2024.
- b. Salary rescinds in the amount of \$756.00 for part-time teaching services for the Alliance for Lifelong Learning spring 2024.
- c. Payment for fall 2023 Space Utilization and Classroom/Office Space rental as follows:

| <b>High School District</b>                | <b>Rental</b>      |
|--|--------------------|
| Evanston Township High School District 202 | \$1,748.96         |
| Main Township High School District 207     | \$8,107.05         |
| Niles Township High School District 219    | \$1,421.40         |
| Glenbrook High School District 225         | \$269.97           |
| <b>Total Payment</b>                       | <b>\$11,547.38</b> |

Jl:bd  
2/2024

**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 c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$396,580.63 for all funds listed in items a and c.”

**Ratification of Payment of Professional Personnel – Spring 2024**

Comparative figures:

**Spring 2024 Part-Time  
\$2,824,349.16**

**Spring 2023 Part-Time  
\$2,804,797.74**

**Spring 2024 Overload  
\$460,971.50**

**Spring 2023 Overload  
\$499,124.76**

IL:jg  
2/2024

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the Spring 2024 semester; the total payment amounting to \$2,824,349.16.”

“Be if further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the Spring 2024 semester; the total payment amounting to \$460,971.50.”

## **Approval of Clinical Practice Agreements**

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

### **Basic Nursing Assistant**

New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on April 1, 2024 and terminates on April 1, 2027.

### **Early Childhood Education Program**

New: This is a new agreement for the Early Childhood Education Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on February 20, 2024 and terminates on February 20, 2029.

New: This is a new agreement for the Early Childhood Education Program. It has been reviewed and approved by the College faculty and administration. This is a one-year agreement which commences on February 20, 2024 and terminates on February 20, 2025.

New: This is a new agreement for the Early Childhood Education Program. It has been reviewed and approved by the College faculty and administration. This is a one-year agreement which commences on February 20, 2024 and terminates on February 20, 2025.

### **Fire Science Program**

Renewal: This is a renewal agreement for the Fire Science Program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on February 20, 2024 and terminates on December 31, 2027.

### **Medical Laboratory Technology Program**

Amended: This is a new agreement for the Medical Laboratory Technology Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on May 1, 2024 and terminates on May 1, 2029.

### **Nursing Program:**

Amended: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a two-year agreement which commences on March 20, 2024 and terminates on March 20, 2026.

### **Patient Care Technician Program**

Amended: This is a new agreement for the Patient Care Technician Program. It has been reviewed and approved by the College faculty and administration. This is a two-year agreement which commences on March 1, 2024 and terminates on February 28, 2026.

### **Physical Therapy Assistant Program**

Amended: This is a new agreement for Physical the Therapy Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on May 1, 2024 and terminates on May 1, 2027.

### **Substance Abuse Counseling Program**

Renew: This is a renewal agreement for the Substance Abuse Counseling Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on February 20, 2024 and terminates on February 20, 2029.

IL:sa  
2/2024

### **President's Recommendation:**

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

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

Basic Nursing Assistant (1)  
Early Childhood Education Program (3)  
Fire Science Program (1)  
Medical Laboratory Technology (1)  
Nursing Program (1)  
Patient Care Technician (1)  
Physical Therapy Assistant (1)  
Substance Abuse Counseling Program (1)."

**Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines**

The City of Des Plaines will be hosting two events at the College: a fireworks display to celebrate the Independence Day holiday on June 30, 2024, and a fall celebration event on October 19, 2024. The agreements set forth each party's duties and responsibilities for the use of Oakton College property for these city-hosted events.

JM:bs  
2/2024

**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 535 hereby approves the intergovernmental agreements between Oakton College and the City of Des Plaines, attached hereto."

**Contract for Use of Facilities between the  
City of Des Plaines  
and  
Oakton College**

**Agreement:**

The City of Des Plaines (the “City”) has permission to use the Des Plaines campus of Oakton College (“Oakton” or “the College”) (individually, the City and Oakton are a “Party” and, collectively, the City and Oakton are referred to as the “Parties”) for a fireworks display (the “Event”), at no cost to either the City or Oakton, subject to the terms contained herein.

Time and Place of Event:

The Event will take place on Sunday, June 30, 2024, from 5 p.m. until approximately 11 p.m. The fireworks will be set over the lake and viewed by the attendees from various points across the College campus. Fireworks will begin approximately at dusk on June 30 and will last no later than 11:00 p.m.

Limitations:

1. There is to be no access to or use of the acreage north of parking lot A (Oakton’s soccer fields).
  2. There will be absolutely no access to Oakton’s indoor facilities for any reason.
- The City will notify Event participants, vendors and related personnel of this provision.

The map attached to this Agreement indicates the areas in which activities will take place.

Set-up:

Set-up of the Event will begin on June 27 in the morning. A meeting is to be arranged in mid-June with the City staff and members of the College Facilities staff and the Office of Public Safety before any set up activity begins. This will permit both parties to clarify expectations and to discuss detail regarding needs. Oakton’s Facilities staff must be consulted regarding the location of equipment in order to prevent damage to underground power sources and sprinklers. The Event organizers will contact the College to establish a date and time for this meeting.

Rain Date and Conditions:

In the event of rain and cancellation of fireworks, a rain date fireworks display scheduled within six months of June 30, 2024 has been authorized.

In the event that the City must postpone the Event, it is imperative that contact be made with the College immediately on June 30. It is critical that this contact be made as quickly as possible so that personnel for the College can be coordinated for the rain date and so that the College is prepared to respond to questions of the public and media in regard to the rain date.

Under this circumstance, the City will be permitted to leave the set up in place through July 1. However, the College will not be held responsible for the safety of this property. Additional efforts to secure this property and equipment are the responsibility of the City and must be coordinated with and conducted with the approval of the Oakton College Department of Public Safety.

**Oakton Will:**

Personnel.

Oakton will provide:

- personnel to secure the interior of the building who are employees of the Oakton Police Department
- an electrician, available the day/night of the event at a time specified by the City.

Any additional Oakton personnel requested by the City (or as a result of an addition or change to this agreement) will be provided at the City's expense.

Available Services.

Oakton will provide limited power to the Campus' peninsula area to support the Event.

- Water will be available only from one outdoor faucet, and a hose will be provided.
- Oakton will activate the telephones located near the Lot D entrance doors outside the building so that Event patrons may make local calls at no charge.

Notice of Other Events.

At least 30 days prior to the Event, Oakton will provide the City will notice regarding other events taking place near the location of the Event or that will cause parking or other logistical complications for the Event.

**The City Will:**

Traffic Control.

The City will be responsible for all aspects of traffic related to the Event, including orderly ingress and egress and parking. No one attending the Event will be allowed to park on the grass or any other unpaved areas, or on College or Circle Drives.

Toilet Facilities.

As there is no access to College buildings, the City will provide portable toilets and hand washing stations for Event patrons.

Post-Event Clean-Up.

The City will restore the Event site to a state comparable to its condition prior to the Event. The City will be responsible for removal of trash and debris after the Event; in addition, the City will survey the condition of the Event site early on the following day in the daylight. Any equipment that cannot be removed immediately after the Event, including but not limited to tents, tables and portable toilets, will be removed the day following the Event. Oakton's Campus must be in suitable condition for its students, employees and visitors when Oakton re-opens for classes and regular business at 7 a.m. on Monday, July 1, 2024.

Alcohol & Tobacco.

The City will not allow anyone to sell, serve or consume alcoholic or alcohol-like beverages at the Event. Publicity will advise Event patrons that consumption of alcoholic beverages anywhere on Oakton's Campus is prohibited.

Retention Pond Safety and Maintenance.

The City will be responsible for ensuring that all Event patrons, attendees and workers stay away from the retention pond on Oakton’s Campus and refrain from throwing rocks and debris in the retention pond. Of primary concern is the safety of Event patrons who may fall into or attempt to swim in the pond.

Fencing of Firework Area.

The City will provide fencing around the fireworks area and the City will provide personnel during the fireworks to ensure that this area is not used.

Hold Harmless and Insurance.

The City agrees to defend, indemnify and hold harmless Oakton, its Trustees, officers, employees and agents, from and against any claims, suits, liabilities, costs and damages, including, without limitation, attorneys’ fees, arising out of or related to the use of Oakton’s Campus for the Event.

The City and the pyrotechnician retained for the Event will each provide a Certificate of Insurance to Oakton, verifying that Oakton (properly known as “The Board of Trustees of Community College District No. 535, County of Cook, State of Illinois, a body politic and corporate”) is an additional insured under a general liability policy of at least \$1 million with an insurance company acceptable to Oakton, insuring all parties against claims for bodily injury or death to any person who is on Oakton’s Campus as a result of the Event.

College Contact and Coordinator:

The City’s primary contact at the College will be Joe Scifo, Director of Facilities (847-635-1784) and the alternative contact will be Jeff Hoffmann, Chief of Police and Emergency Management (847-635-1881).

Signature:

On behalf of the City and the College the signatures below signify agreement to adhere to the conditions as set forth above and attached hereto.

OAKTON COLLEGE

ACCEPTED:

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Michael Bartholomew

Title:

For the City of Des Plaines

Date:

Date:

Attachment: Map of Oakton College Des Plaines Campus

**Contract for Use of Facilities between the  
City of Des Plaines  
and  
Oakton College**

**Agreement**

The City of Des Plaines (the “City”) has permission to use the Des Plaines campus of Oakton College (“Oakton” or “the College”) (individually, the City and Oakton are a “Party” and, collectively, the City and Oakton are referred to as the “Parties”) for a fall celebration event (the “Event”), at no cost to either the City or Oakton, subject to the terms contained herein.

Time and Place of Event:

The Event will take place on Saturday, October 19, 2024, from 11 a.m. until approximately 8 p.m. The event will be set in the parking lots and grassy area next to the pond.

Limitations:

1. There is to be no access to or use of the acreage north of parking lot A (Oakton’s soccer fields).
  2. There will be absolutely no access to Oakton’s indoor facilities for any reason.
- The City will notify Event participants, vendors and related personnel of this provision.

The map attached to this Agreement indicates the areas in which activities will take place.

Set-up:

Set-up of the Event will begin on October 18 in the morning.

A meeting is to be arranged in mid-September with the City staff and members of the College Facilities staff and the Office of Public Safety before any set up activity begins. This will permit both parties to clarify expectations and to discuss detail regarding needs. Oakton’s Facilities staff must be consulted regarding the location of equipment in order to prevent damage to underground power sources and sprinklers. The Event organizers will contact the College to establish a date and time for this meeting.

Rain Date and Conditions:

In the event that the City must postpone the Event, it is imperative that contact be made with the College immediately. It is critical that this contact be made as quickly as possible so that personnel for the College can be coordinated for the rain date and so that the College is prepared to respond to questions of the public and media in regard to the rain date.

Under this circumstance, the City will be permitted to leave the set up in place through October 21. However, the College will not be held responsible for the safety of this property. Additional efforts to secure this property and equipment are the responsibility of the City and must be coordinated with and conducted with the approval of the Oakton Community College Department of Public Safety.

**Oakton Will:**

The City will be responsible for all aspects of traffic related to the Event, including orderly ingress and egress and parking. No one attending the Event will be allowed to park on the grass or any other unpaved areas, or on College or Circle Drives.

Toilet Facilities.

As there is no access to College buildings, the City will provide portable toilets and hand washing stations for Event patrons.

Post-Event Clean-Up.

The City will restore the Event site to a state comparable to its condition prior to the Event. The City will be responsible for removal of trash and debris after the Event; in addition, the City will survey the condition of the Event site early on the following day in the daylight. Any equipment that cannot be removed immediately after the Event, including but not limited to tents, tables and portable toilets, will be removed the day following the Event. Oakton's Campus must be in suitable condition for its students, employees and visitors when Oakton re-opens for classes and regular business at 7 a.m. on Monday, October 21, 2024.

Alcohol & Tobacco.

The City will not allow anyone to sell, serve or consume alcoholic or alcohol-like beverages at the Event. Publicity will advise Event patrons that consumption of alcoholic beverages anywhere on Oakton's Campus is prohibited.

Retention Pond Safety and Maintenance.

The City will provide signage around the pond area and the City will provide personnel during the event to ensure that this area is not used. The City will be responsible for ensuring that all Event patrons, attendees and workers stay away from the retention pond on Oakton's Campus and refrain from throwing rocks and debris in the retention pond. Of primary concern is the safety of Event patrons who may fall into or attempt to swim in the pond.

Soccer Fields

The City will provide signage around the perimeter of the soccer fields north of Lot A to limit access during the event to ensure this area is not used.

Hold Harmless and Insurance.

The City agrees to defend, indemnify and hold harmless Oakton, its Trustees, officers, employees and agents, from and against any claims, suits, liabilities, costs and damages, including, without limitation, attorneys' fees, arising out of or related to the use of Oakton's Campus for the Event.

The City will provide a Certificate of Insurance to Oakton, verifying that Oakton (properly known as "The Board of Trustees of Community College District No. 535, County of Cook, State of Illinois, a body politic and corporate") is an additional insured under a general liability policy of at least \$1 million with an insurance company acceptable to Oakton, insuring all parties against claims for bodily injury or death to any person who is on Oakton's Campus as a result of the Event.

College Contact and Coordinator:

The City's primary contact at the College will be Joe Scifo, Director of Facilities (847-635-1784)

and the alternative contact will be Jeff Hoffmann, Chief of Police and Emergency Management (847-635-1881).

Signature:

On behalf of the City and the College the signatures below signify agreement to adhere to the conditions as set forth above and attached hereto.

OAKTON COLLEGE

ACCEPTED:

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Michael Bartholomew

Title:

For the City of Des Plaines

Date:

Date:

Attachment: Map of Oakton College Des Plaines Campus



**Legend**

-  Reserved Parking
-  Restricted Access

Date: 1/24/2024

**Approval of MOU with Des Plaines and Skokie Police Departments**

It is of the utmost importance for Oakton College Police Department to share in mutual aid agreements or a Memo of Understanding (MOU) with local municipalities. Agreements such as these help to collaborate on incident response, share resources and provide mutual aid. The College is fortunate to have a relationship with two units of local government, the City of Des Plaines Police Department and the Village of Skokie Police Department, both who have agreed to update the prior agreement.

Oakton College's Chief of Police, Jeff Hoffman has worked with both municipalities to update the College's MOUs which carry a degree of significance and mutual respect. The intentions of the agreement as well as the actions are depicted in the details for each respective MOU.

The Des Plaines Police Department MOU has been approved by City of Des Plaines administration and is included for Board approval. The same MOU was presented to the Village of Skokie and is in the final phase for review with expectations to receive back this month.

The College is requesting formal acceptance and approval by its Board of Trustees for both the City of Des Plaines and the Village Skokie MOU. Skokie's MOU is to be signed upon receipt.

JM:jh  
2/2024

**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 approve the Memos of Understanding (MOU) between Oakton College and both Des Plaines and Skokie Police Departments, attached hereto."

**A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DES PLAINES AND  
OAKTON COLLEGE REGARDING  
POLICE DEPARTMENT JURISDICTION AND MUTUAL AID**

**THIS MEMORANDUM OF UNDERSTANDING** between the **CITY OF DES PLAINES**, Illinois home rule community ("*City*") and **ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICT 535**, an Illinois public community college district ("*District*") is made as of this 01 day of FEB, 2024.

**WHEREAS**, the City operates a police department as a public safety agency with jurisdiction throughout the municipal boundaries of the City ("*DPPD*"); and

**WHEREAS**, the District operates an educational institution commonly known as Oakton College ("*College*") and a police department ("*OCPD*") with jurisdiction over the College's Des Plaines, Illinois campus located at 1600 E. Golf Road ("*Campus*"); and

**WHEREAS**, DPPD and OCPD are collectively referred to herein as the "*Departments*"; and

**WHEREAS**, the College is located within the municipal boundaries of the City; and

**WHEREAS**, DPPD and OCPD often collaborate on incident response, share resources, and provide each other with mutual aid; and

**NOW THEREFORE**, the City and the District desire to enter into this Memorandum of Understanding to memorialize their collaborative procedures; and

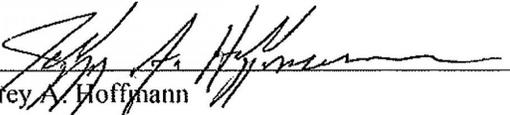
1. Purpose and Legal Effect. The purpose of this document is to memorialize procedures and practices established between the Departments in the regular course of their respective operations. This Memorandum shall not give rise to legal duties or obligations between the Departments or the Parties or create liability on the part of either Party. Neither Party may bring a claim against the other for performance or non-performance of any action described herein.
2. Policies and Procedures.
  - a. DPPD will provide assistance to OCPD upon request.
  - b. OCPD acknowledges that the College's Campus is geographically situated in the northeast corner of the City of Des Plaines, Illinois.
  - c. OCPD recognizes that DPPD is granted authority by the Illinois Compiled Statutes for law enforcement activities within the City.
  - d. DPPD recognizes that OCPD is granted authority and jurisdiction by the Illinois Compiled Statutes, Public Community College Act, for law enforcement activities relating to the safe and secure operation of the College and protection of people and assets upon its Campus.
  - e. DPPD recognizes that OCPD employs sworn, certified and appropriately trained police officers.
  - f. Both agencies desire an autonomous relationship with respect to law enforcement activities provided at and for the Campus.

*Des Plaines General Counsel Comments*  
1/25/24

- g. The OCPD's Chief of Police & Emergency Management will generally be in charge responses to incidents occurring on the Campus, unless the Chief wishes to turn over the investigation or incident to DPPD. If so, DPPD's Officer in Charge at the scene will be in charge of the investigation or incident.
- h. In case of an emergency (911) call or an exigent request for police service is received by DPPD from the Campus, the Des Plaines Police will respond and notify OCPD of the response as soon as possible. The College's emergency dispatching number is 847- 635-1888.
- i. In the case of civil disturbances, hostage/barricade incidents, or other serious incidents requiring a tactical response to the Campus, DPPD will provide assistance if requested. The DPPD Officer in Charge at the scene will confer with the OCPD Chief of Police or his/her representative on the scene to devise a proper response to the incident. Once the incident proceeds to a tactical response, the DPPD Officer in Charge will take over the response to the incident.
- j. In the event an OCPD Officer makes an arrest on the Campus, the DPPD, upon request, will assist with the transport of the arrestee. Prior to incarceration, a DPPD Supervisor will ensure there is probable cause for the arrest. The OCPD Officer will complete the arrest report, criminal offense report and any additional reports as needed. The OCPD Officer will be assigned a random court date and will be responsible for all mandatory court appearances. All such incident reports will be marked as OCPD Reports. DPPD desk officers will assist OCPD Officers whenever necessary.
- k. DPPD will provide technical assistance to OCPD personnel upon request. If any evidence is recovered during a joint investigation, DPPD will maintain custody of the evidence and place it in the City's Evidence/Recovered Property Room until proper disposition of the evidence can be made upon ending the investigation or by court order.
- l. OCPD will be provided with DPPD incident forms. OCPD officers handling reports requiring LEADS computer entries (e.g. stolen property) will fill out the incident form and fax it to DPPD at 847-391-5009. The DPPD desk officer will check the report for completeness, call the City's Emergency Communications Center, request an RD Number for the OCPD report, place the RD Number on the report, indicate LEADS information in the appropriate box and fax the report to the Emergency Communications Center who will, in turn, make the necessary LEADS entries. The DPPD desk officer will then contact OCPD and advise them of the RD and LEADS number.
- m. In the event the Oakton Police Department should get a "LEADS hit" reference to an OCPD initiated report, the desk officer shall inform OCPD of such "LEADS hit".
- n. From time to time OCPD may require certain law enforcement resources beyond that which can be provided by OCPD. In that event, OCPD shall seek the assistance of DPPD through a verbal request between the Chief of Police or his designee and DPPD Watch Commander.
- o. All information released to the media will be issued by the police agency in charge of the investigation or the incident in question. DPPD shall request that the OCPD Chief of Police & Emergency Management be present at any press conferences involving incidents at the Campus.

3. Amendments and Updates. This MOU may be updated, amended, and added to at any time by the mutual agreement of the respective Chiefs of the Departments.

DATED AS OF 01 FEB, 2024

  
\_\_\_\_\_  
Jeffrey A. Hoffmann  
Chief of Police & Emergency Management  
OCPD

  
\_\_\_\_\_  
David Anderson  
Chief of Police  
Des Plaines, Illinois

2/05/24

**A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF SKOKIE AND  
OAKTON COLLEGE REGARDING  
POLICE DEPARTMENT JURISDICTION AND MUTUAL AID**

**THIS MEMORANDUM OF UNDERSTANDING** between the **VILLAGE OF SKOKIE**, Illinois home rule community ("*City*") and **ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICT 535**, an Illinois public community college district ("*District*") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**WHEREAS**, the Village operates a police department as a public safety agency with jurisdiction throughout the municipal boundaries of the Village ("*SPD*"); and

**WHEREAS**, the District operates an educational institution commonly known as Oakton College ("*College*") and a police department ("*OCPD*") with jurisdiction over the College's Skokie, Illinois campus located at 7701 Lincoln Avenue ("*Campus*"); and

**WHEREAS**, SPD and OCPD are collectively referred to herein as the "*Departments*"; and

**WHEREAS**, the College is located within the municipal boundaries of the Village; and

**WHEREAS**, SPD and OCPD often collaborate on incident response, share resources, and provide each other with mutual aid; and

**NOW THEREFORE**, the Village and the District desire to enter into this Memorandum of Understanding to memorialize their collaborative procedures; and

1. Purpose and Legal Effect. The purpose of this document is to memorialize procedures and practices established between the Departments in the regular course of their respective operations. This Memorandum shall not give rise to legal duties or obligations between the Departments or the Parties or create liability on the part of either Party. Neither Party may bring a claim against the other for performance or non-performance of any action described herein.
2. Policies and Procedures.
  - a. SPD will provide assistance to OCPD upon request.
  - b. OCPD acknowledges that the College's Campus is geographically situated in the southwest corner of the Village of Skokie, Illinois.
  - c. OCPD recognizes that SPD is granted authority by the Illinois Compiled Statutes for law enforcement activities within the City.
  - d. SPD recognizes that OCPD is granted authority and jurisdiction by the Illinois Compiled Statutes, Public Community College Act, for law enforcement activities relating to the safe and secure operation of the College and protection of people and assets upon its Campus.
  - e. SPD recognizes that OCPD employs sworn, certified and appropriately trained police officers.
  - f. Both agencies desire an autonomous relationship with respect to law enforcement activities provided at and for the Campus.

2/05/24

- g. The OCPD's Chief of Police & Emergency Management will generally be in charge of responses to incidents occurring on the Campus, unless the Chief wishes to turn over the investigation or incident to SPD. If so, SPD's Officer in Charge at the scene will be in charge of the investigation or incident.
- h. In case of an emergency (911) call or an exigent request for police service is received by SPD from the Campus, the Skokie Police will respond and notify OCPD of the response as soon as possible. The College's emergency dispatching number is 847- 635-1888.
- i. In the case of civil disturbances, hostage/barricade incidents, or other serious incidents requiring a tactical response to the Campus, SPD will provide assistance if requested. The SPD Officer in Charge at the scene will confer with the OCPD Chief of Police or his/her representative on the scene to devise a proper response to the incident. Once the incident proceeds to a tactical response, the SPD Officer in Charge will take over the response to the incident.
- j. In the event an OCPD Officer makes an arrest on the Campus, the SPD, upon request, will assist with the transport of the arrestee. Prior to incarceration, a SPD Supervisor will ensure there is probable cause for the arrest. The OCPD Officer will complete the arrest report, criminal offense report and any additional reports as needed. The OCPD Officer will be assigned a random court date and will be responsible for all mandatory court appearances. All such incident reports will be marked as OCPD Reports. SPD desk officers will assist OCPD Officers whenever necessary.
- k. SPD will provide technical assistance to OCPD personnel upon request. If any evidence is recovered during a joint investigation, SPD will maintain custody of the evidence and place it in the City's Evidence/Recovered Property Room until proper disposition of the evidence can be made upon ending the investigation or by court order.
- l. OCPD will be provided with SPD incident forms. OCPD officers handling reports requiring LEADS computer entries (e.g. stolen property) will fill out the incident form and fax it to SPD at 847-982-5934. The SPD desk officer will check the report for completeness, call the City's Emergency Communications Center, request an RD Number for the OCPD report, place the RD Number on the report, indicate LEADS information in the appropriate box and fax the report to the Emergency Communications Center who will, in turn, make the necessary LEADS entries. The SPD desk officer will then contact OCPD and advise them of the RD and LEADS number.
- m. In the event the Oakton Police Department should get a "LEADS hit" reference to an OCPD initiated report, the desk officer shall inform OCPD of such "LEADS hit".
- n. From time to time OCPD may require certain law enforcement resources beyond that which can be provided by OCPD. In that event, OCPD shall seek the assistance of SPD through a verbal request between the Chief of Police or his designee and SPD Watch Commander.
- o. All information released to the media will be issued by the police agency in charge of the investigation or the incident in question. SPD shall request that the OCPD Chief of Police & Emergency Management be present at any press conferences involving incidents at the Campus.

2/05/24

3. Amendments and Updates. This MOU may be updated, amended, and added to at any time by the mutual agreement of the respective Chiefs of the Departments.

DATED AS OF \_\_\_\_\_, 2024

---

Jeffrey A. Hoffmann  
Chief of Police & Emergency Management  
OCPD

---

Jesse Barnes  
Chief of Police  
Skokie, Illinois

**Authorization to Approve February Purchases**

Any purchase exceeding \$25,000 requires Board Approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution. Items “a – h” were previewed at the January 2024 Board of Trustees Meeting. Items “i - j” have not been previewed.

JM:tt  
2/2024

**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:

| <b><u>Item</u></b> | <b><u>Page(s)</u></b> | <b><u>Description</u></b>  | <b><u>Vendor / Location</u></b>                                    | <b><u>Amount</u></b> |
|--------------------|-----------------------|--|--|----------------------|
| 2/24-9a            | 2                     | Dispatching Services - National Association of Campus Safety Administrators (NASCA) – Five-Year Contract Renewal | National Association of Campus Safety Administrators<br>Angola, IN | \$250,800.00         |
| 2/24-9b            | 2                     | Security Services - HLSA – Five-Year Contract Renewal  | HLSA Inc.<br>Chicago, IL   | \$1,481,424.00       |
| 2/24-9c            | 1                     | CDL Semi-Truck Wrapping Service  | Suburban Accents<br>Rolling Meadows, IL                            | \$106,164.00         |
| 2/24-9d            | 2                     | Digital and Traditional Marketing Services – One-Year Contract   | VisionPoint Marketing, LLC<br>Raleigh, NC                          | \$420,000.00         |
| 2/24-9e            | 2                     | Renovation Services for Enabling and Critical Adjacencies Project  | Loberg Construction, Inc.<br>Palatine, IL                          | \$1,660,977.00       |
| 2/24-9f            | 1                     | Replacement Laptop Computers   | JensenIT, Inc.<br>Des Plaines, IL                                  | \$84,600.00          |
| 2/24-9g            | 2                     | Laptop Computers, Interactive Whiteboards, and Audio Technology for the ECE Classrooms                           | JensenIT, Inc.<br>Des Plaines, IL                                  | \$78,555.36          |

| <u>Item</u>        | <u>Page(s)</u> | <u>Description</u>  | <u>Vendor / Location</u>                             | <u>Amount</u>           |
|--------------------|----------------|---|--|-------------------------|
| 2/24-9h            | 1              | Evisions Argos Data Reporting Solution – Three-Year Contract Renewal            | Evisions, LLC<br>Houston, TX                         | \$130,535.00            |
| 2/24-9i            | 1              | Contracted Instructional Training for the Paramedic Program – Two-Year Contract | Advocate Lutheran General Hospital<br>Park Ridge, IL | \$275,000.00            |
|                    |                |   | Ascension Saint Francis Hospital<br>Evanston, IL     | \$425,000.00            |
| 2/24-9j            | 1              | Getinge Service Agreement – Three-Year Contract                                 | Getinge USA Sales, LLC<br>Wayne, NJ                  | \$74,502.61             |
| <b>GRAND TOTAL</b> |                |   |  | <b>\$4,987,557.97.”</b> |

|             |                |
|-------------|----------------|
| IN DISTRICT | \$863,155.36   |
| CONSORTIUM  | \$0.00         |
| BID         | \$2,187,141.00 |
| BID EXEMPT  | \$1,937,726.61 |
| QBS         | \$0.00         |
| MBE         | \$0.00         |
| WBE         | \$1,901,424.00 |

**Authorization to Purchase Dispatching Services - National Association of Campus Safety Administrators (NASCA) – Five-Year Contract Renewal**

Since 2018, Oakton College has contracted with the National Association of Campus Safety Administrators (NASCA) to provide dispatching services to the campus community, to receive calls and dispatch assignments, freeing up officers and increasing the visibility of campus police officers on site. The Administration is seeking a five-year contract renewal for NASCA dispatching services through February 1, 2029.

All calls are recorded, and a live dispatcher is on call 24/7. The Oakton College Police Department receives weekly reports of all calls and has the authority to review the taping of calls made. In addition, the following items are highlights of the service provided:

- Campus Dispatch is the only dispatch center dedicated to providing law enforcement dispatching to colleges and universities
- Oakton College was NASCA’s third client, and they now dispatch for 30 colleges in 15 states
- NASCA employs 40 dispatchers
- On average, NASCA has nine (9) dispatchers on duty at a time
- All dispatchers have two hardline internet service providers (ISPs), one cellular backup and one satellite backup, ensuring continued coverage
- Dispatchers work remotely from all across the country
- All dispatchers complete the 65-hour Texas A&M Engineering Extension Service (TEEX) dispatcher certification course
- All dispatchers complete a 4-week in-house training program with the CEO and Executive Director
- All dispatchers complete a 4-week field training officer (FTO) program
- All dispatchers have random calls pulled each week for question and answer purposes
- All dispatchers receive training in CLERY
- All dispatchers receive training in FERPA, and
- Because all dispatchers work remotely, a local disaster does not impact continuity of operations.

NASCA’s dispatching services are less expensive at about one-third the cost of the dispatch center in Des Plaines.

The cost breakdown is as follows:

| <b>Year</b>        | <b>Dispatch Services</b> | <b>Omnigo Security Software</b> | <b>Monthly Payment</b> | <b>Months</b> | <b>Annual Total</b> |
|--------------------|--------------------------|---------------------------------|------------------------|---------------|---------------------|
| 2024               | \$3,400.00               | \$450.00                        | \$3,850.00             | 12            | \$46,200.00         |
| 2025               | \$3,500.00               | \$500.00                        | \$4,000.00             | 12            | \$48,000.00         |
| 2026               | \$3,600.00               | \$600.00                        | \$4,200.00             | 12            | \$50,400.00         |
| 2027               | \$3,700.00               | \$650.00                        | \$4,350.00             | 12            | \$52,200.00         |
| 2028               | \$3,800.00               | \$700.00                        | \$4,500.00             | 12            | \$54,000.00         |
| <b>Grand Total</b> |                          |                                 |                        |               | <b>\$250,800.00</b> |

The Administration is recommending the renewal of the NASCA contract for a period of five (5) years, through February 1, 2029, for a total not to exceed \$250,800.00.

This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1, Contracts, part (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

JM:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Dispatching Services – Five-Year Contract Renewal with the National Association of Campus Safety Administrators, 909 W Maumee Street, Suite G #5, Angola, IN 46703, for a total not to exceed \$250,800.00."

**Authorization to Purchase Security Services - HLSA – Five-Year Contract Renewal**

Oakton College contracted with HLSA Security beginning in 2019, providing backup security services to supplement police staffing levels at the College.

HLSA Security has recently promoted 4 field supervisors who report to Oakton College’s accounts several times a week to ensure all employees are following post orders, in full uniform, and meeting the College’s expectations.

Highlights of the HLSA contract:

- Dependable employees
- Reduction in overtime
- Independent scheduling
- Adequate number of employees
- State of Illinois certified woman-owned
- Coverage when multiple officers are off sick or in training.

Quotes were evaluated two years ago, and Blue Star, although comparable in services, professionalism, and training, was more expensive compared to HLSA Security. Additionally, the other providers did not offer the services or staffing necessary to meet the needs of the College.

The Administration is recommending the renewal of the HLSA contract for a period of five (5) years, for a total not to exceed \$1,481,424.00, through January 2029, which allows ample time to reevaluate the current policing structure.

The breakdown is as follows:

| <b>Year</b>        | <b>Hourly Rate</b> | <b>Hours/Month</b> | <b>Months/Yr</b> | <b>Annual Total</b>   |
|--------------------|--------------------|--------------------|------------------|-----------------------|
| 2024               | \$33.22            | 700                | 12               | \$279,048.00          |
| 2025               | \$34.21            | 700                | 12               | \$287,364.00          |
| 2026               | \$35.24            | 700                | 12               | \$296,016.00          |
| 2027               | \$36.30            | 700                | 12               | \$304,920.00          |
| 2028               | \$37.39            | 700                | 12               | \$314,076.00          |
| <b>Grand Total</b> |                    |                    |                  | <b>\$1,481,424.00</b> |

This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1, Contracts, part (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

JM:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Security Services – Five-Year Contract Renewal with HLSA Inc, 6650 N Northwest Highway, Suite #207, Chicago, IL 60631, for a total not to exceed \$1,481,424.00."

**Authorization to Purchase CDL Semi-Truck Wrapping Service**

Oakton College has partnered with 160 Driving Academy to bring the College’s Commercial Driver’s License (CDL) program on campus in the Fall 2023 semester. The tractor-trailers are parked and used for instruction in Lot D on our campus, visible from Central Road. Our students conduct their driving training on roadways throughout District 535.

The Administration recommends graphic wrapping three tractor-trailers in fiscal year 2024 with a fourth trailer option in fiscal year 2025.

As these trailers navigate our district, they become moving billboards, reinforcing our commitment to education and positioning Oakton as a critical workforce partner. This initiative strengthens our identity in alignment with the College’s brand refresh and ensures our brand and messaging are visible while our student drivers are training. We make a lasting impression, showing our community that we are actively shaping the workforce and contributing to the district's growth.

The Marketing and Communications Office and Procurement Office worked together to issue a bid in November 2023. The bid was sent to six (one in-district) vendors. The College received two bids, with one deemed non-responsive.

| <b>CDL Semi-Truck Wrapping</b> |                     |
|--------------------------------|---------------------|
| <b>Bid# 1127-23-08</b>         |                     |
| <b>Vendor</b>                  | <b>Amount</b>       |
| <b>Suburban Accents, Inc</b>   | <b>\$106,164.00</b> |

The responsible and responsive low bid of \$106,164.00 was submitted by Suburban Accents, Inc. of Rolling Meadows, Illinois. The cost to wrap three trailers in fiscal year 2024 is \$79,623.00, and the optional trailer in fiscal year 2025 is \$26,541.00, for a grand total of \$106,164.00. Marketing and Communications conducted a bid/project scope review meeting with Suburban Accents to ensure all bid specifications were met. Marketing and Communications has qualified Suburban Accents to meet all project specifications.

AL:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of CDL Semi-Truck Wrapping Service with Suburban Accents, Inc, 3701-A Berdnick Street, Rolling Meadows, IL 60008, for a total not to exceed \$106,164.00 in accordance with their low bid in response to Invitation to Bid # 1127-23-08."

### **Authorization to Purchase Digital and Traditional Marketing Services – One-Year Contract**

The Marketing and Communications Department supports the College's strategic goals and priorities outlined in our strategic plan's three pillars: strengthening the Oakton experience, Workforce Readiness, and Advancing Racial Equity. Oakton supports the College's brand refresh and the new SEM plan to strengthen our relevance, drive demand, grow our programmatic focus, and impact new student enrollment by reaching prospective adult students, traditional students, parents and influencers, and our business partners.

Paid advertising purchases are administered through an agency that lends expertise to campaign strategy, management, and optimization through data and analytics, campaign and platform recommendations, and buying power to identify digital and traditional channels.

The Marketing and Communications Department provided specifications, and the Purchasing Department issued a Request for Proposal for Digital and Traditional Media Advertising Services. The proposal was sent to sixteen (none in-district) agencies. The College received responses from eleven firms. Four of these firms were invited by Oakton to make formal presentations. Two of the vendors have the preferred Google Premier Partner designation. The vendor selection committee included stakeholders from Marketing, Web and Digital Strategy, and Enrollment, who conducted a thorough screening process and evaluation to ensure the College's digital and traditional advertising priorities were met.

In alignment with these goals, the Administration recommends partnering with VisionPoint Marketing, LLC (Raleigh, NC) for both digital and traditional advertising services for the period of July 1, 2024, to June 30, 2025, with the option to renew for two additional years (July 1, 2025 – June 30, 2026, and July 1, 2026 – June 30, 2027).

VisionPoint Marketing is woman-owned and solely focused on higher education. Their Client base comprises 40% of Community colleges, including a wide range of small and large institutions and state systems. The firm has two-year and four-year clients in Illinois and can support Oakton's digital and traditional media services, helping Oakton assess our impact and influence across our advertising channels. They have extensive customer relationship management (CRM) experience, including Salesforce, the College's CRM system. They offer a 10% discount during the first year of the partnership to partially offset the cost of onboarding and discovery.

- Digital Services: VisionPoint is a Google Premier Partner designated as a top-performing digital marketing agency. Oakton will have access to a live 24/7 dashboard, weekly progress calls, and quarterly reports. VisionPoint offers analytic software that connects data across digital and traditional platforms to help the College analyze and convert prospective students.
- Traditional Services: Expertise in the Chicagoland media market and extensive connections and networks to maximize budget and leverage buying power to extend campaigns.
- Additional Expertise: VisionPoint's expertise in Lightcast and College App expertise will help support Oakton's desire to strengthen our programmatic marketing to reach diverse student audiences. The College is a current Lightcast partner through the Office of Institutional Research. This platform provides relevant local job market and salary information to our website to demonstrate the employment outlook for Oakton's degree and program offerings. Marketing and Institutional Research are also reviewing the College App platform, a product of Lightcast, a database to help identify and recruit potential adult students. This agency will be able to provide expertise within the College's campaign strategies.

- VisionPoint offers other services that may be of value to the College, including creative development, web development, search engine optimization (SEO) support, and market research.

The College's proposed budget for media placement and services for institutional advertising in fiscal year 2025 is \$320,000.00. The proposed advertising placement budget for the continued Oakton College brand refresh campaign is \$100,000.00. Oakton expects to dedicate \$230,000.00 of the budget to digital advertising and \$190,000.00 to traditional advertising channels.

The Administration is requesting to contract with VisionPoint Marketing for the Digital and Traditional Marketing Services for a total of \$420,000.00 for the period of July 1, 2024, to June 30, 2025. The Administration is confident that VisionPoint Marketing will meet the College's marketing needs.

AL:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Digital and Traditional Marketing Services – One-Year Contract, with the option to extend for two additional years, with VisionPoint Marketing, LLC, 150 Fayetteville Street, Suite 300, Raleigh, NC 27601, for a total not to exceed \$420,000.00 in accordance with their response to Request for Proposal #1."

**Authorization to Purchase Renovation Services for Enabling and Critical Adjacencies Project**

As part of the current master plan, several of the 2100 rooms located within the second floor, west wing of the Des Plaines campus, will be remodeled to accommodate the new academic affairs administration offices. Plans and specifications have been prepared by Woodhouse/Tinucci Architects, one of the College’s designated architectural firms, based on the Quality-based Selection (QBS) process.

Woodhouse/Tinucci Architects provided complete project design and engineering plans and specifications for this project. With this information, the Facilities and Procurement offices worked together to issue a bid. The bid was sent to 119 (Eleven in-district) contractors. The College received six bids.

| <b>Enabling and Critical Adjacencies Renovation</b> |                       |
|---|-----------------------|
| <b>Bid# 1204-23-09</b>                              |                       |
| <b>Vendor</b>                                       | <b>Total Price</b>    |
| <b>Loberg Construction, Inc</b>                     | <b>\$1,169,070.00</b> |
| Summit Design + Build                               | \$1,236,926.42        |
| Construction, Inc                                   | \$1,271,018.00        |
| Pacific Construction Services, LLC                  | \$1,397,042.00        |
| Drive Construction, Inc                             | \$1,458,000.00        |
| Industria Construction Services                     | \$1,557,194.00        |

The responsible and responsive low bid of \$1,169,070.00 was submitted by Loberg Construction, Inc. of Palatine, Illinois. Woodhouse/Tinucci Architects conducted a bid/project scope review meeting with the College’s construction manager and Loberg Construction to ensure all bid specifications were met. Woodhouse/Tinucci Architects has qualified Loberg Construction to meet all project specifications.

In addition to the base bid of \$1,169,070.00, the Administration is requesting allowances of \$375,000.00 for the Furniture, Fixtures, and Equipment, along with a project contingency of \$116,907.00 (10%). This brings the grand total to \$1,660,977.00. Work will be scheduled to begin in March 2024, with substantial completion by the end of December 2024.

RS:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Renovation Services for the College Enabling and Adjacencies Project from Loberg Construction, Inc., 311 E Illinois Avenue, Palatine, IL 60067, for a contract sum of \$1,169,070.00, plus allowances of \$375,000.00 for Furniture, Fixtures, and Equipment, along with a project contingency of \$116,907.00 to be held by the College and used in the best interest of the College, for a total not to exceed \$1,660,977.00 in accordance with their low bid in response to Invitation to Bid # 1204-23-09.”

### **Authorization to Purchase Replacement Laptop Computers**

A subset of the current desktop computers located in staff offices are Dell Optiplex 7010, 7020, or 5040 computers, which are approximately five to eight years old. These computers will not be compatible with the newer Microsoft Windows 11 operating system. As a result, these desktop computers need to be replaced.

In addition, with keeping the hybrid/remote workforce in mind, especially during the recent COVID-19 pandemic, our goal is to replace desktop computers with laptop computers. As in the case of full-time staff members and full-time faculty members, the College intends to move to the laptop model as a replacement for the desktop in certain areas of the College. Desktop computers will be replaced with laptops in some of the staff offices where multiple staff members may share. Moreover, additional laptops are needed to meet the needs of newly hired full-time staff and full-time faculty.

Specifications for the laptops are standardized at Oakton, such as processor speed, storage capacity, memory requirements, and battery life. These specifications were provided to the vendors to obtain quotes. The College obtained quotes from four different authorized resellers, with the lowest price quote submitted by JensenIT, Inc., Des Plaines, IL, for a total of \$84,600.00 for 120 Dell Latitude 3450 Laptops. JensenIT, Inc. is an in-district reseller that the College has used for recent purchases, and the Administration is confident they can meet the College's needs.

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

PS:tt  
2/2024

### **President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of replacement laptop computers from JensenIT, Inc., 1689 Elk Boulevard, Des Plaines, IL 60016, for a total amount of \$84,600.00."

**Authorization to Purchase Laptop Computers, Interactive Whiteboards, and Audio Technology for ECE Classrooms**

In July 2022, the College was awarded grant dollars to support early childhood education (ECE) students, primarily the ECE incumbent workers, in pursuing ECE credentials. As part of this grant, the ECE Department seeks to procure laptop devices, interactive whiteboards, and audio technology to create a learning environment compatible with teaching courses in a HyFlex format. These technology resources will ensure that the ECE students stay engaged in the learning process by allowing them to participate in discussions, collaborate with their peers, and interact with digital content more dynamically, whether on campus, at work, or in a different remote location. A high percentage of the ECE students are incumbent workers, and the technology will allow them to attend classes remotely.

Furthermore, using technology in the classroom can help prepare students for the workforce. By developing skills such as digital literacy, collaboration, and critical thinking, students can gain the skills they need to succeed in today's digital workforce.

Given these benefits, we strongly recommend the purchase of the new technology equipment for the ECE classrooms. We believe that this investment will ensure access to education, improve student learning quality, and better prepare our students for their careers.

The College obtained quotes from different vendors, with the lowest price quote submitted by JensenIT, Inc., Des Plaines, IL, for a total of \$78,555.36. The breakdown is as follows:

| <b>Description</b>                           | <b>Cost</b>        |
|--|--------------------|
| Dell Latitude 3450 laptops                   | \$42,300.00        |
| AnywhereCart AC- Max Charging Carts          | \$4,055.36         |
| Interactive Whiteboards and Audio Technology | \$32,200.00        |
| <b>Grand Total</b>                           | <b>\$78,555.36</b> |

JensenIT, Inc. is an in-district reseller that the College has used for recent purchases, and the Administration is confident they can meet the College's needs.

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

PS:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Laptop Computers, Interactive Whiteboards, and Audio Technology for the ECE Classrooms from JensenIT, Inc., 1689 Elk Boulevard, Des Plaines, IL 60016, for a total amount of \$78,555.36."

**Authorization to Purchase Evisions Argos Data Reporting Solution – Three-Year Contract Renewal**

Evisions Argos is a complete enterprise reporting solution that fits all needs, from ad-hoc queries to more advanced analytics and dashboards — without requiring any additional tools or a middle layer. The user-friendly interface, report designer, and complete SQL tool supporting insert, update, and delete operations enable Argos to deliver the insights needed to make timely, better-informed, data-driven decisions. Evisions Argos is a certified partner with Ellucian Banner, Oakton’s ERP system.

The Board originally approved Argos software purchase and implementation in 2021. The Administration requests to extend the contract by three additional years, from April 1, 2024, to March 31, 2027.

The breakdown is as follows for the Argos Enterprise subscription:

| <b>Term</b>                             | <b>Cost</b>         |
|---|---------------------|
| Year 1 (April 1, 2024 – March 31, 2025) | \$35,410.00         |
| Year 2 (April 1, 2025 – March 31, 2026) | \$36,826.00         |
| Year 3 (April 1, 2026 – March 31, 2027) | \$38,299.00         |
| <b>Grand Total</b>                      | <b>\$110,535.00</b> |

In addition, the administration requests an additional fund of \$20,000.00 to support professional development for a total not to exceed \$130,535.00.

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

PS:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Evisions Argos Data Reporting Solution – Three-Year Contract Renewal from Evisions, LLC, 1321 Upland Drive, PMB 20169, Houston, TX 77043, for a total amount of \$110,535.00, plus an additional fund of \$20,000.00 for professional development, for a total not to exceed \$130,535.00."

**Authorization to Purchase Contracted Instructional Training for the Paramedic Program – Two-Year Contract**

Oakton College's Fire Science Department has partnered with two local hospital systems, Advocate Lutheran General Hospital and Ascension Saint Francis Hospital (formerly Presence Health), for the purpose of training students to become Emergency Medical Technicians - Paramedics. In partnership with both hospital systems, Oakton's paramedic program is recognized by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

This partnership builds upon the Emergency Medical Services Technician -Basic (EMT-B) Program and certificate taught at Oakton. The paramedic program is the next step to prepare students to engage and become competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, which follow the Accredited National Standards and Guidelines as set forth by CoAEMSP, National Association of EMS Educators (NAEMSE), and National Highway Traffic Safety Administration (NHTSA).

Both hospital Emergency Medical Systems provide advanced emergency medical care via paramedics for critical and emergency level care patients in the pre-hospital arena. Paramedics possess the complex knowledge and skills necessary to provide emergency patient care and transportation. Paramedics function as part of a comprehensive EMS response, under the Emergency Medical Services (EMS) Systems Act (210 ILCS 50/) and direct medical oversight from the hospital Emergency Medical Services System. Paramedics perform interventions with basic and advanced equipment typically found in a critical care ambulance. Paramedics are the lifesaving link for patients from the scene of an incident to the hospital.

The Administration seeks approval to purchase Contracted Instructional Training for the Paramedic Program in the amount of \$275,000.00 from Advocate Lutheran General Hospital and \$425,000.00 from Ascension Saint Francis, for a grand total not to exceed \$700,000.00.

Oakton's Fire Science Department supports and reinforces the valuable partnership between both hospitals and Emergency Medical Services Systems. These cooperative arrangements foster collaboration between the College and the community it serves. Ultimately, our strong partnerships bring added value to our students and strengthen career opportunities.

RH:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Contracted Instructional Training for the Paramedic Program - Two-Year Contract, in the amount of \$275,000.00 from Advocate Lutheran General Hospital, 1775 Dempster Street, Park Ridge, IL 60068, and \$425,000.00 from Ascension Saint Francis Hospital, 355 Ridge Avenue, Evanston, IL 60202 for a grand total not to exceed \$700,000.00."

**Authorization to Purchase Getinge Service Agreement – Three-Year Contract**

The STEM program has used Getinge sterilizers, boilers, and reverse osmosis (RO) systems at the Des Plaines and Skokie campuses for over 20 years. The most recent purchase of the new Getinge sterilizers was made in 2014 for the Lee building. With the constant usage of these items, they require regular maintenance and services to provide sterilization for biohazardous materials and supplies required for all our biology courses, Medical Laboratory Technology courses, Nursing courses, and Health services at both campuses.

Getinge Service Division is the sole-source supplier of 250 individual Original Equipment Manufacturer (OEM) Factory Authorized and Trained Service Technicians. All Getinge Technical Representatives are required to complete the comprehensive FST-1 and FST-2 Training Program. The Technicians are then individually trained and certified as the factories release each new equipment series. All Getinge-authorized Technical Representatives are equipped with proprietary CS1000 Software for diagnosing, programming, calibrating, and repairing all Getinge equipment. Getinge is the only service provider to perform remote diagnostics from the field or their factories.

This Administration is seeking approval to purchase the LS Getinge Plus Service Plan for the following equipment: three sterilizers, three boilers, and one RO system for a total of \$74,502.61.

The breakdown is as follows:

| <b>Term</b>                          | <b>Total Cost</b>  |
|--------------------------------------|--------------------|
| Year 1 ( Jan 1, 2024 – Dec 31, 2025) | \$23,402.00        |
| Year 2 ( Jan 1, 2025 – Dec 31, 2026) | \$24,806.12        |
| Year 3 ( Jan 1, 2026 - Dec 31, 2027) | \$26,294.49        |
| <b>Grand Total</b>                   | <b>\$74,502.61</b> |

MA:tt  
2/2024

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Getinge Service Agreement – Three-Year Contract, from Getinge USA Sales, LLC, 1 Geoffrey Way, Wayne, NJ 07470, for a grand total of \$74,502.61.”

### **Preview and Initial Discussion of Upcoming Purchases**

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

- a) **Oakton College Health Career Equipment** – Oakton College is developing a new Health Careers Education Center in partnership with Endeavor Health (formerly Northshore University Health System). This new facility will be located at 2500 Ridge Road, Evanston, IL, and will include classrooms and teaching labs to support new programs to train students for careers in healthcare fields. The new Health Careers Education Center is scheduled for completion in the second quarter of 2025. To support this partnership, the College is required to purchase equipment for the classrooms and labs. The equipment must be purchased and delivered to the Oakton College Skokie Campus before May 31, 2024.

A public bid was issued at the beginning of February, and the result will be presented to the Board at the March 2024 meeting.

- b) **Interactive Map** – The College lacks an interactive map on its public website. An interactive map will assist students and visitors in navigating the locations of rooms and student services, support construction communication information, identify public transportation locations, and raise awareness about the College's accessibility services on our campuses.

This web enhancement aligns with the needs of the College's strategic plan pillars, strengthens the Oakton Experience through our strategic enrollment management work, and is an outcome and recommendation from the College's Caring Campus initiative.

This purchase will be presented to the Board at the March 2024 meeting.

- c) **Chiller Maintenance Contract for Skokie HVAC System – Five-Year Contract** – At the January 2019 Board of Trustees meeting, the Board approved a five-year maintenance contract for the HVAC chiller system at the Skokie campus with Daikin Applied for the two Daikin chillers and control panels installed in 2018. This preventive maintenance program is needed for these new units to provide routine inspections and maintenance of the covered equipment and maintain the five-year extended warranty. Routine inspections can minimize or prevent unscheduled downtime by detecting deficiencies early. Scheduled factory-recommended maintenance will ensure efficient operation and maximum equipment life. During equipment inspections, Oakton staff will also participate, allowing them to learn proper equipment operation and early problem recognition that can minimize service outages.

In early February 2019, the College received notice that Daikin Applied combined its factory service with the sales and service team from Thermosystems. All conditions of the College's original contract, including the price, remain valid and in effect. The Board approved rescinding the original purchase from Daikin Applied and approved the purchase from Thermosystems in March 2019.

The maintenance contract with Thermosystems expired on Jan 31, 2024. This purchase will be presented to the Board at the March 2024 meeting to extend the contract for an additional five years.

- d) **Graphic Design Department Equipment** – The Graphic Design Department at Oakton College has a thriving Animation and Multimedia Certificate and track to an Associate in Applied Science (AAS) degree, as well as new and innovative courses supporting the Digital Audio and

Digital Video Content Creation Certificates. Courses in these three programs include Intro to 3D Animation and Advanced 3D Animation courses, Intro to Streaming Media (live-streaming, podcasting), Intro to Sound Design, Intro to Video Production, and Intro to Motion Graphics. These classes alone have served over 200 students since 2020. All of these courses use software that requires professional hardware that can render 3D graphics and motion design, record, edit, and playback real-time 4K video and audio, and run industry standard, professional software, all with adequate processing power (CPU), memory (RAM), and graphics (GPU), as well as 4K displays (monitors).

The current MacOS lab (Room 1133) is operating on 2018 iMac computers and is still on the previous Intel chips, which will no longer be supported as Apple has moved their entire product line to their own silicon. The Windows labs (Room 1135 and Room P105) operate on Windows 11. However, the computer hardware needs to meet the minimum requirements for most of the software. It has been unable to complete several complex projects without time-consuming technical limitations in the lab. In the Intro to Video Production course, students film interviews with a multi-camera in the College's TV Studio and edit the 4K video with 3-5 camera angles. The computers don't have the storage bandwidth or power to adequately preview, edit, and publish these projects without multiple delays.

Along with the Information Technology Department, the Graphic Design Department is seeking specifications for replacements of the iMac computers in Room 1133 and equipment for the support offices in the Graphic Design area. The department is also looking to upgrade the existing computers in rooms 1135 and P105 with enhanced graphic cards and 27" 4K monitors, reducing the time it would take to publish student projects. Updating the equipment in the labs will continue to give students the access they need to learn these valuable career and technical skills.

This purchase will be presented to the Board at the March 2024 meeting.

- e) Video Surveillance System Replacement/Upgrade** – The College uses a video surveillance system in public areas on both campuses to deter crime and protect the safety and assets (i.e., people, equipment, and property) of the College community. A joint team from the Police Department, the Facilities Department, and the Information Technology Department manages this system. The current system has 290 cameras of various ages and technologies and a software and recording infrastructure that has reached the end of life. Camera coverage is also incomplete, with many areas needing better imagery. In 2020, the College contracted with Haggerty Consulting to review the camera system and recommend improvements. After pandemic delays, the project was added to the Capital Improvement Plan, and funding was established at \$1 million for a two-year project with an FY24 start date.

This project has several components, including:

1. Purchase a new video management system (VMS) and digital recording system.
2. Purchase 169 new replacement cameras to upgrade coverage quality, replace obsolete equipment, and fill in most coverage holes with 418 cameras in the final system.
3. Include the network cabling for new camera locations and additional network switches. For exterior locations not connected to the building, trenching or directional boring will be required to install power and network cabling.
4. Include updating policies and procedures around camera access and retention, camera maintenance, monitoring, and replacement.

A team from the Police Department, Facilities Department, and Information Technology Department have been meeting with vendors, resellers, and contractors over the past four months to review VMS products and develop detailed camera placement plans and system designs for solutions. It is anticipated that College staff will do most of the installation and configuration, with specialized installations being outsourced to vendors.

The VMS and camera purchases will be presented to the Board at the March 2024 meeting.

- f) RedHat Enterprise Linux Annual Maintenance and Software Assurance** – The College uses RedHat Enterprise Linux to host a wide range of applications for both administrative and academic purposes, including the Banner enterprise software, the College website, and many other applications and infrastructure services. In total, the College has over 90 Linux servers. While Linux is an open-source operating system, the College uses licensed and supported RedHat (RedHat Enterprise Linux) versions that provide stable and updated versions of the Linux kernel, all the libraries and applications, and enterprise management tools. The College has contracted with RedHat annually for upgrades and licenses for 18 years. This year, due to changes in the licensing model, growth in the number of servers, and price increases, the total costs are expected to be above the \$25,00 threshold, requiring Board of Trustees approval.

This purchase will be presented to the Board at the March 2024 meeting.

- g) Document Management and Workflow Solution** – The College selected and implemented Hyland OnBase as its document management and workflow solution in 2012. Over the past twelve years, several processes have been converted into electronic format, including financial aid and state-mandated COVID-19 vaccine/testing confirmation.

Hyland Onbase is an on-premise solution, which means that Oakton's IT team maintains the servers in its data center. Over the past few years, keeping this on-premise solution has become increasingly complicated. Complex programming requirements have also delayed converting additional processes that are currently manual by nature into electronic format and automated using workflows.

New and advanced solutions have emerged in the past several years. These Software-as-a-service (SaaS) solutions reduce the complexity of managing the servers while simplifying programming, allowing institutions to modernize their operations and improve efficiency.

The critical features reviewed include Enterprise Content Management to store, manage, and access documents electronically, electronic forms to collect data, and workflow automation to automate repetitive tasks, including routing for approval or sending out notifications.

A task force has been formed to review products and make appropriate recommendations. The members represent various areas within the College, including Academic Affairs, Student Affairs, Administrative Affairs, Human Resources, and Information Technology.

The demos are anticipated to conclude in February, and this purchase will be presented to the Board at the March 2024 meeting.

- h) Ellucian Advisory Services for Banner 9** – In June 2004, the Board authorized the purchase of the Banner software for Oakton's Student Information System and, in subsequent years, added Banner Finance, Human Resources, Payroll, and Financial Aid. During that time, staff, faculty, and students have used Banner Self-Service (SSB). The Ellucian Banner 8 self-service module is being

phased out, and it will be replaced by Banner 9 Self-Service, which provides an enhanced user experience created to give the faculty, students, and staff the information and access they need to succeed. Oakton has implemented several Banner 9 Self-Service applications. However, we still have more implementations to complete.

Ellucian Advisory Services for Banner 9 is a team of Ellucian experts providing guidance and advice through the final steps of Oakton's Banner 9 SSB implementation. Ellucian will offer a dedicated team with an advisor from each functional area (Student, Financial Aid, Finance, and Human Resources) and a technical advisor. The Advisory Services team will work with Oakton users and the IT Department to align Banner 9 SSB with Oakton's institutional goals and priorities. A six-month Ellucian Advisory services contract will cost approximately \$40,000.

This purchase will be presented to the Board at the March 2024 meeting.

- i) **CampusLogic Software – Three-Year Contract** – This purchase is to renew our agreement for CampusLogic Software, which converted the College's paper financial aid process to an electronic process. This agreement has been in place since April 2018.

With the Free Application for Federal Student Aid (FAFSA) process, the applicants must supply documentation to confirm that the information is accurate after the families complete the application. In the 2019-2020 academic year, 3,847 financial aid applicants submitted nearly 15,000 forms and documents to the Office of Student Financial Assistance to meet regulatory requirements.

Through CampusLogic, students and parents can complete electronic forms and upload personal and financial documents in a secure online environment. In addition to automating the FAFSA verification process, the software supports the professional judgment process and C-code resolution process by applying proprietary logic to the U.S. Department of Education's Standard Institutional Student Information Report (ISIR) received by Oakton College. The customized workflows help support the College review of the financial aid documentation.

This cloud-based solution complies with federal electronic signature requirements that require students and parents to have secure logins and passwords to protect personal information. The product creates a convenient, secure self-service experience that eliminates the need for families to physically mail or bring forms to campus. While improving student service, this software has been critical to supporting students with the financial aid process during the pandemic by allowing students to remain in their homes.

The software includes an electronic communication tool that reminds students to submit their documents. It sends an electronic message if an advisor has determined that a submitted document is incorrect or has missing information. This allows instantaneous feedback between the financial aid advisor and the students about their verification documents. Additionally, through a file upload process, the software delivers dynamic award letters and other financial planning documents to inform students of their financial assistance eligibility and support enrollment decisions.

This purchase will be presented to the Board at the March 2024 meeting.

- j) **Computer Networking and Systems Department Computers** – The Computer Networking and Systems (CNS) Department teaches the networking and computing technologies used in local area and enterprise networks. Teaching these technologies often requires new hardware. The two primary classrooms for teaching CNS courses are located at the Skokie campus, in rooms P150 and P151. The workstations in these two instruction classrooms have an older Intel processor

generation. They must be upgraded to the new Microsoft Windows 11 operating system required to teach the CNS courses.

Courses scheduled in these two classrooms are Security (170, 172, 174, 173, 176, and 178), Cisco (141, 142, 143, 173, and 181), Microsoft (108, 110, 150, 221, 222, 223, and 224), and Networking (105). The computers in these two classrooms are also used remotely (using Remote Desktop) for other networking courses (103, 104, 105, 160, and 193). The enrollment in each of these courses has ranged from 5 to 20 students.

Along with the Information Technology Department, the Computer Networking and Systems Department is seeking specifications for replacements of the computers for both these rooms. Updating these classrooms will continue to give students access to the necessary equipment to learn these valuable career and technical skills.

This purchase will be presented to the Board at the March 2024 meeting.

**Ratification for Space Rental Agreement for Baseball Practices – Wintrust Field**

Due to the renovation of Oakton's home baseball field in Spring 2024, the College will need to utilize a non-Oakton field for games and practices. Oakton will host eight double-headers and six single games this upcoming season and is seeking approval to rent the Wintrust Field in Schaumburg, IL.

Renting the Wintrust Field would be in the College's best interest due to their availability and the program's schedule prioritization. In addition, they will be providing the following services to the College:

- locker room access for the home team
- the option to reschedule the field due to inclement weather
- the option to reserve in case we are a post-season playoff host
- allowing the program to keep equipment at the field

Due to the College's need to utilize the field and the required timeline to execute the contract with Wintrust Field, the contract has been executed. Therefore, the Administration requests authorization from the Board to ratify the Space Rental Agreement with Wintrust Field.

The cost of the total space rental agreement will not exceed \$30,000.00 with a term starting in March 2024 through the end of May 2024.

CP:tt  
2/2024

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the Ratification for the Space Rental Agreement with Wintrust Field, 1999 S. Springinsguth Rd, Schaumburg, IL 60193, for a total not to exceed \$30,000.00."

**Resolution Establishing Responsible Bidder Requirements for Public Works Projects**

After reviewing the College's obligations with respect to compliance with various laws, regulations and policies relating to the construction of public works, and to ensure that the College is best positioned to select contractors to provide construction services related to public works projects in compliance with those laws, regulations and policies, including the development and maintenance of apprenticeship and training programs in order to provide a pool of qualified and skilled workers within the College's district, the Administration recommends that the Board of Trustees of Oakton College adopts the attached Resolution Establishing Responsible Bidder Requirements for Public Works Projects. This will establish criteria and requirements for contractors submitting bids related to public works projects undertaken with the College. The policy (3038) affords discretion to the College's President or a designee to exempt certain projects from such requirements when in the best interest of the College.

A first read of policy 3038 is included in agenda item 2/24-18.

JM:bs  
2/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby adopts the Resolution Establishing Responsible Bidder Requirements for Public Works Projects, and authorizes the College's President or a designee to incorporate the policy set forth therein in Board policies maintained by the College. Further, be it resolved that the Board authorizes the College's President to take all actions consistent with such policy."

**RESOLUTION ESTABLISHING RESPONSIBLE BIDDER REQUIREMENTS  
FOR PUBLIC WORKS PROJECTS**

WHEREAS, Oakton College seeks to preserve administrative resources by ensuring that only qualified contractors and subcontractors are awarded contracts on public works construction projects; and

WHEREAS, Oakton College has determined that quality workmanship, efficient operation, safety, and timely completion of projects are not necessarily ensured by awarding construction contracts solely on the basis of the lowest bid received; and

WHEREAS, Oakton College seeks to enhance its ability to identify the lowest “responsible bidder” for all public works construction projects by instituting more comprehensive submission requirements, provided such requirements are in accordance with all state and federal laws; and

WHEREAS, “A Resolution Establishing Responsible Bidder Requirements on Public Works Projects” will ensure efficient use of taxpayer dollars, will promote public safety, and is in the public interest;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Oakton College that the following shall be adopted as Board Policy No. 3038:

- 1) In addition to all other applicable legal requirements, the term “responsible bidder” for purposes of this policy means a bidder for public works project advertised, awarded, and financed, in whole or in part, by the College that is capable to perform fully the public works contract based on the bidder’s experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance and credit which will assure good faith performance.
- 2) All responsible bidders shall meet the following applicable criteria and/or submit evidence to the College satisfying the requirements below in connection with a bid:
  - a) All applicable laws prerequisite to doing business in Illinois, and all local ordinances; and not in conflict with any federal law.
  - b) Evidence of compliance with:
    1. Federal Employer Tax Identification Number or Social Security Number (for individuals)
    2. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
  - c) Certificates of insurance indicating the following coverages: general liability, workers’ compensation, completed operations, and automobile.
  - d) Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.
  - e) Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project prior to the subcontractor commencing work on the project.

- f) The bidder and all bidder’s subcontractors must participate in active apprenticeship and training programs approved and registered with the U.S. Department of Labor’s Office of Apprenticeship for each of the trades of work contemplated under the awarded contract. The Board of Trustees of Oakton College reserves the right to waive the apprenticeship and training program requirement at its sole discretion.
  - g) All bidders and sub-contractors are required to turn in certified payrolls as required by the Illinois Prevailing Wage Act 820 ILCS 130/1, et seq., and follow all provisions of the Employee Classification Act, 820 ILCS 185/1, et seq.
  - h) All bidders must provide evidence of three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of the contact person having knowledge of the project or three (3) references (name, address, and telephone number) with knowledge of the integrity and business practices of the contractor.
- 3) For purposes of this policy, a public works project shall include all works requiring the performance of services or construction as those terms are defined the Employee Classification Act, 820 ILCS185/1, et seq.
  - 4) With respect to any public works project, the President of the College or their designee may waive the criteria and requirements set forth in this policy when doing so is in the best interests of the College.
  - 5) The provisions contained herein shall not apply to federally funded construction projects if such criteria or requirement would jeopardize the receipt or use of federal funds in support of such a project.
  - 6) All solicitations issued by the College or on its behalf shall include a copy of this policy.
  - 7) This policy shall be in full force and effect immediately upon adoption of the resolution approving the same, excluding those contracts advertised or awarded before the date of adoption.

BE IT FURTHER RESOLVED, that nothing herein shall be construed to affect any suit or proceeding now pending in any court, or any rights accrued or liability incurred ,or cause or causes of action accrued or existing under any prior resolution or policy, nor shall any right or remedy of any character be lost, impaired, or affected by the Resolution.

BE IT FURTHER RESOLVED, that Oakton College is hereby directed to incorporate the foregoing resolution into the policies of the Oakton College Board of Trustees as Board Policy No. 3038.

ADOPTED and approved this \_\_\_\_\_ day of February 2024 by a roll call vote as follows:

\_\_\_\_\_  
Board Chair

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**CERTIFICATION**

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF COOK        )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Oakton College Board of Trustees, Cook County, Illinois, and as such I am the keeper of the records and files of said College.

I further certify that the foregoing is a full, true and complete copy of:

**RESOLUTION ESTABLISHING RESPONSIBLE BIDDER  
REQUIREMENTS FOR CONSTRUCTION PROJECTS**

adopted at a duly called Regular Meeting of the Oakton College Board of Trustees, held at \_\_\_\_\_, Illinois, at \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of February, 2024. I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Illinois Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Board Secretary

**Appointment of Treasurer**

In conformity with the Illinois Public Community College Act, Chapter 110, Act 805, Section 3-18 (110 ILCS 805/3-18), the Board of Trustees of Community College District 535 shall appoint a Treasurer to serve at the pleasure of the Board. The Treasurer may not be a member of the Oakton College Board.

JLS:bs  
2/2024

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that effective February 20, 2024, Ms. Michele Roberts is hereby appointed Treasurer to serve at the pleasure of the Board for no additional compensation, provided that before entering upon her duties, the Treasurer shall execute and deliver to the Board a bond, as required by the Illinois Public Community College Act.”

**Acceptance of Administrator Retirement**

Director of Software and User Services, Renee Kozimor has provided the College with her notice of retirement under the provisions of College retirement policies for administrators, effective May 31, 2024.

Ms. Kozimor has served the College in an exemplary manner, and we wish her well in her future endeavors.

JF:nmi  
2/2024

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Renee Kozimor, Director of Software and User Services, effective May 31, 2024.”

**Approval of Award of Tenure**

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

The College has seven (7) faculty members who will complete their third consecutive year at the end of the spring 2024 semester:

|                      |                                      |
|----------------------|--------------------------------------|
| Ahalya Satkunaratham | Associate Professor, Humanities      |
| David Lewis          | Associate Professor, Business        |
| Julio Capeles        | Assistant Professor, Social Sciences |
| Kate Magnuson        | Assistant Professor, English         |
| Khursheed Ichhaporla | Associate Professor, Biology         |
| Louis Martinez       | Associate Professor, Law Enforcement |
| Olabisi Adenekan     | Professor, English                   |

IL:sa  
2/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2024 semester, to the following faculty:

|                      |                                      |
|----------------------|--------------------------------------|
| Ahalya Satkunaratham | Associate Professor, Humanities      |
| David Lewis          | Associate Professor, Business        |
| Julio Capeles        | Assistant Professor, Social Sciences |
| Kate Magnuson        | Assistant Professor, English         |
| Khursheed Ichhaporla | Associate Professor, Biology         |
| Louis Martinez       | Associate Professor, Law Enforcement |
| Olabisi Adenekan     | Professor, English."                 |

**Acceptance of Faculty Retirement**

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

| <b>Faculty Member</b> | <b>Discipline</b>  | <b>Retirement Date</b> |
|-----------------------|--------------------|------------------------|
| William Strond        | Professor, Biology | May 13, 2025           |

The faculty member has met the requirements for retirement under the Oakton College Faculty Association contract, Article 15.2. Additionally, Professor Strond is eligible to participate in the Faculty Incentivized Retirement Program. We congratulate Professor Strond for his many years of exemplary service to the College and wish him well in his future endeavors.

JF:nmi  
2/24

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of William Strond.”

**Approval of Policy Revisions**

Policy 3037 was proposed for revision on December 12, 2023, but an additional review was requested on January 16, 2024. In accordance with College Policy, action on the proposed revisions will take place at the regular meeting of the Board of Trustees on February 20, 2024.

JM:bs  
2/2024

**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 proposed revisions to policy 3037, attached hereto.”

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

**Policy No. 3037**  
12/10/2019  
**Revised 2/20/2024**  
1 of 2

## **COLLEGE WIDE POLICIES**

### **Business Enterprise Program (BEP)**

Oakton College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities<sup>1</sup> in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.<sup>2</sup> It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").<sup>3</sup>

***In accordance with 30 ILCS 575 Business Enterprise for Minorities, Women, and Persons with Disabilities Act the College will, to the best of its ability, set aspirational procurement goals to award contracts for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services as defined in the Act to meet not less than 20% of the total amount spent on contracts for these services collectively. The aspirational goals will represent at least 11% for those contracts awarded to minorities; contracts representing at least 7% of the total to be awarded to women-owned business; and contracts representing at 2% of the total amount spent to businesses owned by persons with disabilities.***

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

---

<sup>1</sup> As defined in 30 ILCS 575/2

<sup>2</sup> See 30 ILCS 575/1

<sup>3</sup> This Council was created to implement, monitor, and enforce the goals of the Act. See 30 ILCS 575/5

In furtherance of the above:

1. The College President<sup>4</sup> shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act<sup>5</sup>;
3. The College Liaison shall file an annual report with the Council<sup>6</sup>;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services<sup>7</sup>;
5. The College shall use bid forms identifying the bidders' percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan<sup>8</sup>; and
6. The College shall comply with all other requirements of the Act.

---

<sup>4</sup> *Id.*

<sup>5</sup> 30 ILCS 575/6-(a).

<sup>6</sup> 30 ILCS 575/6-(c).

<sup>7</sup> 30 ILCS 575/6-a.

<sup>8</sup> 30 ILCS 575/7(6)

**First Read of Policy**

After reviewing the College's obligations with respect to compliance with various laws, regulations and policies relating to the construction of public works, and to ensure that the College is best positioned to select contractors to provide construction services related to public works projects in compliance with those laws, regulations and policies, including the development and maintenance of apprenticeship and training programs in order to provide a pool of qualified and skilled workers within the College's district, the Administration recommends that the Board of Trustees of Oakton College adopts the attached Resolution Establishing Responsible Bidder Requirements for Public Works Projects. This will establish criteria and requirements for contractors submitting bids related to public works projects undertaken with the College. Policy 3038 affords discretion to the College's President or a designee to exempt certain projects from such requirements when in the best interest of the College.

JM:bs  
2/2024

**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 Board Policy 3038, attached hereto, with action to take place at the next regularly scheduled Board meeting."

*New Policy*

**Policy No. 3038**  
3/19/2024  
Page 1 of 2

## **BUSINESS**

### **RESPONSIBLE BIDDER POLICY FOR PUBLIC WORKS PROJECTS**

It is the College's goal to ensure that only qualified contractors and subcontractors are awarded contracts in connection with construction, renovation, repair and demolition of public works undertaken by the College. Accordingly, the College has adopted this policy to allow the College's business, finance and facilities functions to identify responsible bidders for the potential award of contracts for public works.

In addition to all other applicable legal requirements, the term "responsible bidder" for purposes of this policy means a bidder for public works project advertised, awarded, and financed, in whole or in part, by the College that is capable to perform fully the public works contract based on the bidder's experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance and credit which will assure good faith performance.

For purposes of this policy, a public works project shall include all works requiring the performance of services or construction as those terms are defined the Employee Classification Act, 820 ILCS185/1, et seq.

All responsible bidders shall meet the following applicable criteria and/or submit evidence to the College satisfying the requirements below in connection with a bid:

- All applicable laws prerequisite to doing business in Illinois, and all local ordinances; and not in conflict with any federal law.
- Evidence of compliance with:
  - Federal Employer Tax Identification Number or Social Security Number (for individuals).
  - Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- Certificates of insurance indicating the following coverages: general liability, workers' compensation, completed operations, and automobile.
- Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.
- Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project prior to the subcontractor commencing work on the project.

- The bidder and all bidder's subcontractors must participate in active apprenticeship and training programs approved and registered with the U.S. Department of Labor's Office of Apprenticeship for each of the trades of work contemplated under the awarded contract. The Board of Trustees of Oakton College reserves the right to waive the apprenticeship and training program requirement at its sole discretion.
- All bidders and sub-contractors are required to turn in certified payrolls as required by the Illinois Prevailing Wage Act 820 ILCS 130/1, et seq., and follow all provisions of the Employee Classification Act, 820 ILCS 185/1, et seq.
- All bidders must provide evidence of three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of the contact person having knowledge of the project or three (3) references (name, address, and telephone number) with knowledge of the integrity and business practices of the contractor.

With respect to any public works project, the President of the College or their designee may waive the criteria and requirements set forth in this policy when doing so is in the best interests of the College. The provisions contained herein shall not apply to federally funded construction projects if such criteria or requirement would jeopardize the receipt or use of federal funds in support of such a project. All solicitations issued by the College or on its behalf shall include a copy of this policy.

This policy shall be in full force and effect immediately upon adoption of the resolution approving the same, excluding those contracts advertised or awarded before the date of adoption.

**Notification of Award of Grants**

Funding totaling \$110,000.00 has been made available to Oakton College:

- a. Illinois Community College Board Innovation Bridge and Transition Grant ..... \$110,000.00  
(Managed by Tiffany Olson and Elena Smoukova / Administered by Delia Rodriguez)

**TOTAL:..... \$110,000.00**

**a. Illinois Community College Board Innovation Bridge and Transition Grant**

The Illinois Community College Board has awarded Oakton College a \$110,000 Innovative Bridge and Transition Grant for calendar year 2024. Innovative Bridge and Transition funds will provide tangible and intentional support and opportunities for higher level adult learners to either obtain college credit while taking developmental level courses, and/or build skills and competencies required to be successful in certificate programs.

The grant period is January 1, 2024 through December 31, 2024. Tiffany Olson, Adult Education and Transitions Manager, and Elena Smoukova, Senior Manager of Adult Education will act as Project Directors. Delia Rodriguez, Dean of Adult and Continuing Education will administer the grant.

AG:sm  
2/2024