

**The 795th Meeting
of
The Board of Trustees
January 16, 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 December 12, 2023
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiation 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 including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on January 16, 2024.

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

Agenda

- Call to Order and Roll Call
- Pledge of Allegiance and Land Acknowledgement
- V Approval of minutes of the December 12, 2023 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair
- Trustee Comments
- Public Participation
- Report: Marketing and Communications Update and Impact

New BusinessConsent Agenda

- V 1/24-1a Approval of Adoption of Consent Agenda
- R 1/24-1b Approval of Consent Agenda Items 1/24-2 through 1/24-9
- 1/24-2 Ratification of Payment of Bills for December 2023
- 1/24-3 Acceptance of Treasurer's Report for November 2023
- 1/24-4 Acceptance of Treasurer's Report for December 2023
- 1/24-5 Acceptance of Quarterly Report on Investments
- 1/24-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 1/24-7 Supplemental Authorization to Pay Professional Personnel – Fall 2023
- 1/24-8 Authorization to Pay Professional Personnel
- 1/24-9 Approval of Clinical Practice Agreements

Other Items

- R 1/24-10 Authorization to Approve January Purchases
- a. Printing of the Oakton Non-Credit Class Schedule
 - b. Travel for Men's Baseball Team
 - c. Partnership with Judy Mitchell Consulting, LLC – Contract Extension
 - d. Interim Contracting Staffing Services for Foundation Finance and Operations Support
 - e. High-Speed Internet Hotspot Data Plan
 - f. Snap-On Equipment for Automotive Technology – ZEUS+ Certification Kit Scanners
 - g. Diploma Services Ratification
 - h. Grant Accounting Compliance Services Ratification
 - i. Three Used Automotive Vehicles
- 1/24-11 Preview and Initial Discussion of Upcoming Purchases
- R 1/24-12 Authorization to Enter into Space Rental Agreement for Baseball Practices
- R 1/24-13 Authorization to Hire Vice President for Administrative Affairs
- R 1/24-14 Authorization to Hire Chief Human Resources Officer
- R 1/24-15 Authorization to Hire Dean of Adult and Continuing Education
- V 1/24-16 Acceptance of Administrator Retirement
- R 1/24-17 Approval of Emeritus Appointments
- R 1/24-18 Approval of New Policy and Policy Revisions
- 1/24-19 Notification of Award of Grants

Adjournment



**Minutes of the December 12, 2023 Regular Meeting of the
Board of Trustees of Community College District 535**

The 794th meeting of the Board of Trustees of Community College District 535 was conducted on December 12, 2023 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

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

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

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 November 14, 2023; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, and pending litigation.

Trustee Bashiri-Remetio 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

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; and Mr. Duane "Arnie" Oudenhoven, Interim CHRO.

At 5:58 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion which was seconded by Trustee Toussaint. 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 6:08 p.m. in room 1506.

Trustee Stafford called the roll:

Dr. Yanow	Chair	Present
Dr. Bush	Vice Chair	Present
Mr. Stafford	Secretary	Present
Ms. Bashiri-Remetio		Present
Ms. Burns		Present
Mr. Salzberg		Present
Ms. Toussaint		Present
Ms. Cruz	Student Trustee	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, Provost and Vice President for Academic Affairs; Duane “Arnie” Oudenhoven, Interim Chief Human Resources Officer.

Administrators: Robyn Bailey, Director of Operations and Administration/Interim Dean of Skokie; Marc Battista, Associate VP for Academic Affairs/Dean of Curriculum and Instruction; Anne Brennan, Assistant VP for Academic Affairs and College Transitions; Dr. Sebastian Contreras Jr., Assistant VP for Student Affairs/Dean of Student Success; Dr. Leana Cuellar, Director of Student Learning and Engagement; Dr. Rick Daniels, Director of Institutional Equity and Inclusion; Al Grippe, Director of Grant Strategy and Development; Dr. Ruben Howard II, Director of Workforce Curriculum and Instruction; Dr. Jesse Ivory, Assistant VP for Workforce Innovation and College Partnerships; Jake Jeremiah, Dean of Library; David Kendrick, Director of Online Learning; Dr. James Rabchuk, Dean of STEM; Daniel Weber, Registrar/Director of Registrar Services; Ella Whitehead, Assistant Director of Enrollment for Equity Outreach; and Andy Williams, Controller.

Union Leaders: Jennifer Crowley, Classified Staff Association; Paul Gulezian, Full-Time Faculty Association; and Mary Hope Griffin, Adjunct Faculty Association.

Faculty: Ragaa Abdallah, Computer Information Systems; Louis Martinez, Law Enforcement; Harper Mazock, Biology; Adrianna Raicu, Health Information Technology; Debbie Schiltz, Nursing; Katherine Schuster, Global Studies. In addition, Eva de la Riva, Psychology, and Ahalya Satkunarathnam, Humanities attended the meeting remotely from the Skokie campus.

Staff: Gabriel Chacon, Access Equity and Diversity; Phil Cronin, Media Services; Princess Escudero, Student Life and Campus Inclusion; Ernest Gest, Facilities; Ewa Lyczewska, Marketing and Communications; Ricardo Olave, Auxiliary Services; Beatriz Sparks, Office of the President.

Students: Camryn Chapman, Franklin Ocana II, Betty Slatkoff, Gerri Smith.

Pledge of Allegiance – Trustee Yanow led the pledge.

Land Acknowledgment – Trustee Stafford read the Land Acknowledgment.

Approval of Minutes

Chair Yanow asked for a motion for the approval of the minutes of the November 14, 2023 regular meeting of the Board of Trustees. Trustee Salzberg made the motion which was seconded by Trustee Bush. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To police officer Tom Dattilo whose mother passed away on November 16.
- To adjunct faculty Marianne Millman whose mother passed away on November 17.
- To Sr. Media Services Technician Phil Cronin whose grandmother passed away on December 7.

Congratulations

- TRIO Manager, Esperanza Salgado-Rodriguez and her family welcomed baby Lucía Victoria on November 28.
- Oakton student Betty Slatkoff won 2nd place in non-fiction at the Skyway Writers Festival on November 9. Their essay, "Gross," was selected for the recognition.
- The Oakton DECA Club participated in the 2023 Collegiate DECA Virtual Case Simulation Competition. The competition challenged the students to test their entrepreneurial skills by starting their own businesses through a virtual simulation. DECA Club president Victor Leca placed in the top 20 and four members placed in the International top 50.
- Oakton student Karolina Czarkowska was selected to participate in the NASA Community College Aerospace Scholars program. In the first “Discover” stage, she met NASA’s scientists and engineers and

created a summary of The Gateway, a satellite that will be orbiting the moon in two to three years. In the second stage, which is focused on different careers in NASA, Karolina was selected to be a project manager and worked with eight students from around the U.S. to plan and propose an expedition to the moon.

- The Ceramics Club raised more than \$32,000 at the Empty Bowls event this year for six local food pantries, and has raised more than \$428,000 since starting in 2004.

Happenings

- The Gems from the Koehline exhibition featuring selected works from the Koehline's permanent collection, opens Thursday December 14 and runs until January 26.
- The College will be closed for winter break December 23, 2023 through January 1, 2024 and we look forward to the kick-off for the new semester on January 8.

Educational Foundation Liaison Report

Notable commitments since the last update to the Trustees include:

- A \$11,000 gift from the Anne and Mead Montgomery Family Foundation to add support to an annual scholarship in their name.
- A \$40,000 gift from an Anonymous Donor to contribute to the principle of the Elovian Fund, an endowed scholarship for non-traditional adults and continuing education students.
- A \$100,000 pledge from Patrice and Gary Joyce to endow the Joyce Properties scholarship.
- A \$5,000 from the Arnold Simonsen Family Charitable Foundation to support areas of greatest need through the Oakton Annual Fund.

It is an active time for the Foundation with many supporters who are making contributions prior to the end of the calendar year. To date, 61 gifts have been received with new commitments coming in daily. Contributions made online or postmarked by midnight on December 31 will be acknowledged for tax purposes in 2023.

The Foundation Board approved their new 3-year strategic plan at their Board meeting on December 6. The plan focuses on building the Foundation's fundraising capacity and mission impact, serving as advocates to connect the College with the community, and operating as a high-performing board and foundation while strengthening the connection and engagement with the College.

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

Student Trustee Report

Student Happenings

The Student Government Association hosted Winterfest on December 4 and 5. CAB organized stress relief days on December 6 and 7. Faculty hosted the Voices for Peace event on December 6 for mourning, healing and solidarity related to the current war between Israel and Hamas. The BLACK Student Success Program is offering Kwanza workshops this week.

SGA Happenings

SGA bid farewell to senators Brandon Laura and Simon Charkewytz, and former president Luis Toro as they transfer to 4-year institutions to continue their education.

Current SGA discussions with the College administration involve a RideShare program, and no-cost Fitness Center membership for students. The 2022-2023 SGA leadership are credited with the completion of a legacy project.

Student Trustee Cruz will be attending the ISAC meeting in January 2024 at Wilbur Wright College.

Student Spotlight

Student Franklin Ocaña II shared that his time at Oakton has been of reflection and action. During his first semester at Oakton, Franklin felt alone, unsupported and lost, which was exacerbated by the Covid pandemic. It

was challenging for him to do virtual work, and wasn't aware of technology assistance, and had to put his academics on hold. After two years of struggle and growth, he still found his desire to learn so he returned to Oakton with the intent to get his associate's in fine arts. His return was rocky at first, but Franklin didn't give up despite the many challenges, including an unhelpful professor.

In September 2022, Franklin received an email from ANDALE coordinator Gabriel Chacon. Franklin said that Gabriel made him feel seen, supported and heard. Through experiences, events and shared moments in ANDALE with his peers, professors and Latino community, Franklin has had an easier time becoming who he wants to be, and he knows his community is never far. Through ANDALE, he had the opportunity to attend the USHLI Conference where he met authors, pilots, and elected officials; but most importantly, he met students from all over the U.S. who shared their stories. Franklin indicated that his experience at USHLI changed him for the better, and he cherishes the bonds he's fostered. He thanked Gabriel Chacon for all the highly thoughtful, consistent and innovative work he puts into the ANDALE program, helping students to make their dreams come true, and said that Mr. Chacon is a mentor figure.

Franklin also shared his experience meeting Ms. Ella Whitehead at the Ponte Pilas Summit. He said that Ms. Whitehead saw his potential, and offered him a job as a student ambassador for the Emory Williams Academy. He started his student employment in spring 2023, and worked the summer learning about Oakton, its mission and resources. His work a student ambassador allowed Franklin to learn and develop leadership and organizational skills, public speaking and community outreach. He indicated that Ms. Whitehead consistently reminds him that he's a person who can do anything, and he appreciates her belief in him.

Franklin shared that he has taken tremendous steps toward developing new bonds at Oakton with faculty and classmates alike, as well as towards his professional growth. He said he feels blessed and proud, and thanked all those who have helped him along the way.

Comments by the Chair

Chair Yanow congratulated Director of Student Learning and Engagement, Leana Cuellar who defended her dissertation earlier this month, and received her doctorate degree. Chair Yanow also invited her Board colleagues to attend a Committee of the Whole meeting on January 16, 2024.

Trustee Comments

Trustee Salzberg shared that he attended the Winterfest event organized by SGA last week, and it was a wonderful event. He also wished everyone happy holidays.

Public Participation – None

Board Report: Global Studies Program

Presented by Dr. Katherine Schuster, Global Studies Program Coordinator.

Oakton established the Global Studies academic concentration in the early 2000s, and offered its first India study abroad program in the early 2010s. Dr. Schuster has the president of the Illinois Consortium for International Studies and Programs (ICISP) since then. In the early 2020s, Dr. Schuster was elected Chair of the Senior International Officer council of CCID, and Oakton joined CCID as a board member college and President Smith joined the Executive Board of CCID. Oakton offered its first Ghana study abroad program in 2023.

Oakton also maintains key partnerships with the Study Abroad Association, the English and Foreign Languages University, and EDU Africa.

International Education Weeks

2020 – Glimpses of Africa

2021 – Women as Agents of Change: West African Political and Social Movements

2022 – Cultural Expression as Resistance and Celebration in West Africa

2023 – Voices from the African Diaspora: Exploration of Heritage and Identity

Professional Development

- Fall 2023 - Makah, Makah: Integrating West African Content into the Curriculum

- Two-day academic conference on South Asian, Latin American, and West African Studies

An Oakton Foundation Grant funded five faculty to focus on developing virtual study abroad for students. A continuing grant this year funded an institutional subscription to GLE360, a database of virtual, global video content. Available to anyone with an oakton.edu email account.

International Programming

Two Week International Exchanges (Finland and the Netherlands, now including Togo)

- One exchange with the Netherlands has led to a multi-year collaboration focused on 3-D printing, manufacturing, graphic design, and the UN sustainable development goals.

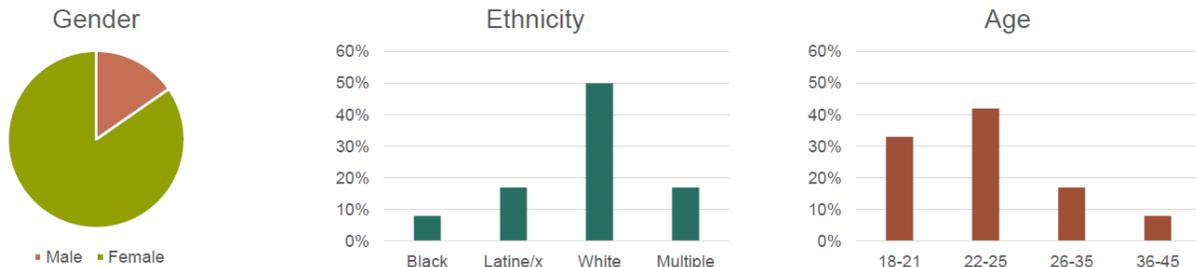
Fulbright Hays Group Projects Abroad – Federal Grants

- India, 2008 – helped develop Oakton’s Peace and Social Justice Studies Program & India study abroad program
- Bolivia and Peru, 2015 – helped develop Oakton’s Environmental Studies Program
- Ghana and Togo, 2022 – helped develop Ghana study abroad program for students

Semester programs offered in Austria, England, China (paused), Ireland and Spain.

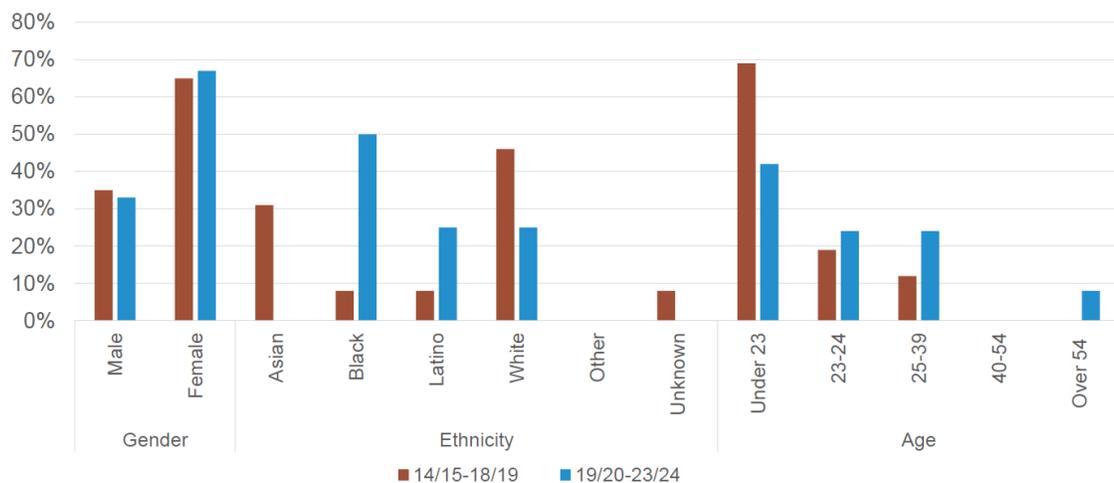
Summer programs offered in Austria, Canada, Costa Rica, France, Ghana, India, Ireland and Spain

Global Studies Concentration Enrollment



Study Abroad Program Participation and Demographics

2014/15 – 2018/19 = 26 total (prior to pandemic)
 2019/20 – 2023/24 = 12 total (no programs Summer '20 Fall '22)



Funding Strategies

- Crowdsourced funding campaigns
- Community collaborations for scholarships

- Allow students to apply financial aid without needing to pay in full before financial aid distribution
- Allow students to pay in installments while studying abroad

Campaigns are currently running for summer trips to Ghana and India in 2024.

NEW BUSINESS

12/23-1a 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.

12/23-1b Approval of Consent Agenda Items 12/23-2 through 12/23-5

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/23-2 through 12/23-5 as listed in the Consent Agenda."

12/23-2 Ratification of Payment of Bills for November 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 \$6,612,321.86 for all check amounts as listed and for all purposes as appearing on a report dated November 2023."

12/23-3 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 item a as stipulated above."

12/23-4 Supplemental Payment of Professional Personnel – Fall 2023

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$21,033.81 to the total amount of part-time teaching salaries paid during the fall 2023 semester; the revised total payment amount is \$3,717,515.86."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$35,365.00 to the total amount of faculty overload salaries paid during the fall 2023 semester; the revised total payment amount is \$648,831.70."

12/23-5 Approval of Clinical Practice Agreements

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

Basic Nursing Assistant Program (2)
 Medical Laboratory Technology Program (3)
 Physical Therapy Assistant Program (1)
 Early Childhood Education Program (2)."

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

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

Dr. Yanow Aye

The motion carried.

12/23-6 Approval of Board Meetings Schedule for Calendar Year 2024

Trustee Bashiri-Remetio offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2024 calendar year for public notice as follows: January 16, February 20, March 19, April 16, May 21, June 25, August 20, September 17, October 15, November 12, December 10. Time and location of all meetings will be posted 48 hours before as required by law."

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.

12/23-7 Adoption of Resolution Setting Forth Tax Levies for 2023

Trustee Stafford offered:

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

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2023 (to be collected in 2024) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Fifty Four Million Nine Hundred Sixty Five Thousand Eight Hundred and Seventy Five Dollars (\$54,965,875) as a tax for Educational purposes; and the sum of Eight Million Dollars (\$8,000,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred Thousand Dollars (\$100,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2023.

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

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

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.

12/23-8 Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

Trustee Stafford offered:

“WHEREAS, on December 12, 2023, the Board of Trustees (“Board”) of Community College District No. 535, Cook County, Illinois (“College District”) did adopt its 2023 tax levy; and

WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk’s Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2023 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195;

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

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District’s 2023 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

- 100% of such reductions shall be made from the levy for Educational purposes
- 0% of such reductions shall be made from the levy for Operations and Maintenance purposes
- 0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes
- 0% of such reductions shall be made from the levy for Social Security and Medicare purposes
- 0% of such reductions shall be made from the levy for Financial Audit purposes

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

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

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

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

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

The motion carried.

12/23-9 Authorization to Approve December Purchases

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
12/23-9a	1	IP Telephony Annual Maintenance and Software Assurance	Telecom Innovations Group, LLC Itasca, IL	\$37,575.02
12/23-9b	2	Food Services – Retail & Catering – Four-Year Renewal	Fooda, Inc Chicago, IL	\$1,728,000.00

12/23-9c	3	Travel Services for Summer 2024 Study Abroad Program in Ghana	EDU Africa Cape Town, South Africa	\$51,480.00
12/23-9d	2	Travel Services for Summer 2024 Study Abroad Program in India	English and Foreign Languages University Hyderabad, India	\$29,532.20
12/23-9e	1	ALEKS – Cloud-Based Math Placement Exams and Online Instruction – Three-Year Renewal	McGraw-Hill, LLC Chicago, IL	\$120,000.00
12/23-9f	2	Ventra Bus Passes – Five-Year Contract	Ventra Chicago, IL	\$236,250.00
GRAND TOTAL				\$2,202,837.22.”

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.

12/23-10 Preview and Initial Discussion of Upcoming Purchases

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

- a. Consulting Services for Finance Operations – Contract Extension
- b. Travel for Men’s Baseball Team
- c. Printing of the Oakton Non-Credit Class Schedule
- d. Wintrust Field Rental
- e. Parkway Bank Sports Complex Rental
- f. High-Speed Internet Hotspot Data Plan
- g. Interim Contract Staffing Services for Foundation Finance and Operations Support
- h. Snap-On Equipment for Automotive Technology – ZEUS+ Cert Kit Scanners

12/23-11 Resolution to Reject Bid Submitted for the Purchase of Maintenance and Restoration Services of Natural Areas

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 rejects the bid submitted for the purchase of Maintenance and Restoration Services for the Natural Areas bid in response to Bid# 1023-23-08.”

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.

12/23-12 Authorization to Appoint Interim Dean of Business and Career Technologies

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Ruben Howard II as Interim Dean of Business and CTE with a stipend of \$2,033.25 per month for each month served commencing on January 2, 2024.”

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.

12/23-13 Acceptance of Administrator Retirement

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of David Hittenmiller, Assistant Financial Controller effective June 1, 2024.”

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

12/23-14 Authorization to Hire Full-Time, Tenure-Track Faculty Members

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the attached resolutions for Naga Potluri and Keith Simonds for full-time, tenure-track faculty hires for the 2023-2024 academic year, beginning in January 2024. They will receive the salary associated with the lane and step described as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step, Base Salary</u>
Naga Potluri	Professor, Mathematics	A-3, \$56,555
Keith Simonds	Assistant Professor, Political Science	E-1, \$64,363.”

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

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

The motion carried.

12/23-15 Approval of a New Unit of Instruction

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction: Essential Applications for AI Certificate.”

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

Ms. Bashiri-Remetio Aye

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

The motion carried.

12/23-15 First Read of Policy

Trustee Bashiri-Remetio offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policies 1016, 1117, 1027, 3014, 3037, 4006, attached hereto, with action to take place at the next regularly scheduled Board meeting."

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

12/23-16 Notification of Award of Grants

Funding totaling \$95,000.00 has been made available to Oakton College:

- a. Illinois Community College Board Developmental Education Reform Act \$90,000.00
(Managed by Mia Hardy and James Rabchuk / Administered by Ileo Lott)
- b. Illinois Green Economy Network (IGEN) Green HVAC Curriculum \$5,000.00
(Managed by Charmaine John / Administered by Joseph Scifo)

TOTAL: \$95,000.00

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, January 16, 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 7:28 p.m.

Wendy B. Yanow, Board Chair

William Stafford, Board Secretary

Minutes recorded by:
Beatriz Sparks
12/2023

Approval of Adoption of Consent Agenda

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

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

“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
- 1/24-3 Acceptance of Treasurer’s Report for November 2023
- 1/24-4 Acceptance of Treasurer’s Report for December 2023
- 1/24-5 Acceptance of Quarterly Report on Investments
- 1/24-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 1/24-7 Supplemental Authorization to Pay Professional Personnel – Fall 2023
- 1/24-8 Authorization to Pay Professional Personnel
- 1/24-9 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for December 2023

The check register detailing the regular monthly bills for December 2023 was sent out January 12, 2024. The totals by fund are on page 2. This includes approval of travel reimbursements for December 2023.

Board Chair

Board Secretary

JM:mw
1/2024

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 \$6,534,511.40 for all check amounts as listed and for all purposes as appearing on a report dated December 2023.”

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for December 2023, represented by checks on pages 1-13 numbered !0003257 - !0003275, !0003277 - !0003311, !0003313 - !0003332, !0003334 - !0003337, A0164139 - A0164283, A0164285 - A0164484 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION Fund	<u>Gross Check Issued</u>				
	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,990,180.31	\$ 749,443.44	\$ 4,739,623.75	\$ -	\$ 4,739,623.75
Operation, Building And Maintenance Fund	\$ 335,681.60	\$ 84,481.87	\$ 420,163.47	\$ -	\$ 420,163.47
Maintenance Fund (Restricted)	\$ -	\$ 625,612.56	\$ 625,612.56	\$ -	\$ 625,612.56
Bond And Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 227,665.43	\$ 194,894.83	\$ 422,560.26	\$ -	\$ 422,560.26
Restricted Purpose	\$ 264,423.12	\$ 48,312.71	\$ 312,735.83	\$ -	\$ 312,735.83
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Trust/Agency	\$ -	\$ 5,049.34	\$ 5,049.34	\$ -	\$ 5,049.34
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Liability, Protection & Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,817,950.46	\$ 1,707,794.75	\$ 6,525,745.21	\$ -	\$ 6,525,745.21
STUDENT GOVERNMENT	\$ -	\$ 8,766.19	\$ 8,766.19	\$ -	\$ 8,766.19
TOTAL PER REPORT	\$ 4,817,950.46	\$ 1,716,560.94	\$ 6,534,511.40	\$ -	\$ 6,534,511.40

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 1-13 numbered !0003313, !0003315, !0003324, A0164193, A0164287, A0164328, A0164361, A0164373, A0164375, A0164432, A0164433 and A0164466 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 \$8,766.19 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated December 2023.

Student Government Association

Acceptance of Treasurer's Report for November 2023

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

KB:mw
1/2024

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 November 2023."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

November 2023

Dr. Karl Brooks
Vice President, Student Affairs/Treasurer
W. Andy Williams

Controller, Budget and Accounting Services

Treasurer's Comments on November 2023 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$11.5 million in property taxes, \$1.0 million in tuition and fees, \$593,000 in interest earnings, \$375,000 in restricted grant funds, and \$373,000 for the credit hour grant.

\$2.8 million in scheduled bond payments were made at the end of November.

Net cash and investments increased \$1.8 million from the previous month, as expected.

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

Revenues

At the end of November, revenues were \$50.3 million or 106% of the prorated budget, compared to \$48.1 million, or 108% for the previous year. Tuition and fees totaled \$19.7 million year to date, or 107% of the prorated budget. Last year, tuition and fees totaled \$18.5 million or 109% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$32.7 million. The operating expenditures are \$3.1 million (10.5%) above prior year's actual expenditures of \$29.6 million for the same period. Net transfers total \$3.7 million as budgeted.

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

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ (7,824)	\$ 609	\$ 10,468	\$ 160	\$ -	\$ 1,534	\$ -	\$ 915	\$ 660	\$ 6,522
Taxes Receivable	15,575	1,919	-	946	-	-	-	14	-	18,454
Student Tuition Receivable	8,198	1	5	-	-	892	-	-	-	9,096
Government Funds Receivable	(5)	-	-	-	-	1,141	-	17	-	1,153
Lease Receivable	13,653	-	-	-	-	-	-	-	-	13,653
Accrued Interest	721	91	156	-	-	20	-	4	264	1,256
Other Receivables	579	1	-	-	-	(63)	-	-	-	517
Investments										
Short-term	69,739	8,902	28,028	1,981	(2,282)	2,632	-	134	32,872	142,006
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	861	-	-	-	(468)	274	-	-	-	667
Total Current Assets	109,903	14,672	42,710	3,087	(2,750)	21,306	-	1,212	41,363	231,503
Net Investment in Plant	-	-	-	-	-	-	100,994	-	-	100,994
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 109,903	\$ 14,672	\$ 42,710	\$ 3,087	\$ (2,750)	\$ 21,306	\$ 101,552	\$ 1,212	\$ 41,363	\$ 333,055
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	956	956
Total Assets and Deferred Outflows of Resources	\$ 109,903	\$ 14,672	\$ 42,710	\$ 3,087	\$ (2,750)	\$ 21,306	\$ 101,552	\$ 1,212	\$ 42,319	\$ 334,011
LIABILITIES AND NET POSITION										
Payables	\$ 1,092	\$ -	\$ -	\$ -	\$ -	\$ (28)	\$ -	\$ -	\$ -	\$ 1,064
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	-	-	-	-	-	35	-	-	-	35
Accruals	2,839	299	-	-	-	268	-	-	-	3,406
Bonds Payable	-	-	-	-	57,237	-	-	-	-	57,237
Lease Liability	-	-	-	-	251	-	-	-	-	251
Subscriptions Liability	-	-	-	-	2,311	-	-	-	-	2,311
OPEB Liability	-	-	-	-	-	-	-	-	15,652	15,652
Total Liabilities	3,931	299	-	-	59,910	275	-	-	15,652	80,067
Deferred Inflows of Resources - Property Taxes	4,867	536	-	278	-	-	-	7	-	5,688
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	27,710	27,710
Deferred Inflows - Leases	13,653	-	-	-	-	-	-	-	-	13,653
Total Liabilities and Deferred Inflows of Resources	22,451	835	-	278	59,910	275	-	7	43,362	127,118
Net Position										
Unrestricted	87,451	13,837	42,711	-	-	4,140	-	-	(1,044)	147,095
Restricted	-	-	-	-	-	16,892	-	1,205	-	18,097
Debt Service	-	-	-	2,810	(62,659)	-	-	-	-	(59,849)
Plant	-	-	-	-	-	-	101,552	-	-	101,552
Total Net Position	87,451	13,837	42,711	2,810	(62,659)	21,032	101,552	1,205	(1,044)	206,895
TOTAL LIABILITIES & NET POSITION	\$ 109,902	\$ 14,672	\$ 42,711	\$ 3,088	\$ (2,749)	\$ 21,307	\$ 101,552	\$ 1,212	\$ 42,318	\$ 334,013

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

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 60,400	\$ 25,167	\$ 24,375	97%	96%
Replacement Tax	2,000	833	1,084	130%	229%
State Revenue	4,335	1,806	2,663	147%	157%
Tuition and Fees	20,698	18,412	19,657	107%	109%
Other	3,159	1,316	2,517	191%	166%
TOTAL REVENUES	\$ 90,592	\$ 47,535	\$ 50,296	106%	108%
EXPENDITURES (accrual basis)					
Instructional	\$ 31,145	\$ 12,977	\$ 13,327	103%	100%
Academic Support	20,606	8,586	8,517	99%	104%
Student Services	9,043	3,768	3,116	83%	77%
Public Services	1,329	554	458	83%	81%
Operations and Maintenance	8,545	3,560	3,139	88%	71%
General Administration	8,104	3,377	2,962	88%	84%
General Institutional	642	268	1,189	444%	325%
Contingency	2,271	946	-	0%	0%
TOTAL EXPENDITURES	\$ 81,685	\$ 34,035	\$ 32,708	96%	92%
Revenues over (under) expenditures	8,907	13,499	17,588		
Net Fund transfers					
To O & M Fund (Restricted)	(5,000)	(2,083)	(2,083)		
To Auxiliary Fund and Alliance	(2,479)	(1,033)	(1,033)		
To Restricted Purpose Fund	(100)	(42)	(42)		
To Liability, Protection & Settlement Fund	(770)	(321)	(321)		
To Social Security/Medicare Fund	(874)	(364)	(364)		
From Working Cash Fund: Interest	290	121	121		
Total Transfers	\$ (8,933)	\$ (3,722)	\$ (3,722)		
Net Revenue over (under) expenditures	\$ (26)	\$ 9,777	\$ 13,866		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2023**

**AGENDA ITEM 1/24-3
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	242	82%
Interest and Investments Gain/Loss	16	416	2600%
Debt Certificates 2023	14,900	14,690	99%
Total revenues	<u>15,211</u>	<u>15,348</u>	<u>101%</u>
EXPENDITURES			
Landscape Improvements	824	33	4%
Capital Equipment	512	124	24%
Hardware Replacement/Master Keying	1,000	-	0%
Camera Replacement	500	-	0%
Pedestrian Path	250	-	0%
Skokie Metal Wall Panel Project	-	544	0%
Courtyards	550	-	0%
Learning Commons RHC	3,064	214	7%
Boiler Replacement	1,238	844	68%
DP Workplace-Critical Adjacencies/ Enabling Moves	1,700	-	0%
Plumbing	350	-	0%
ADA Compliance	131	-	0%
TenHoeve Wing Remodeling	685	-	0%
Domestic hot water pump	115	93	81%
Switchgear Upgrade	50	12	24%
Baseball Complex Renovations	1,000	19	2%
Exterior Envelope	870	-	0%
HVAC Upgrades	200	-	0%
Electrical Service - Motor Controls	150	-	0%
Electrical Service - Interior Lighting Control	100	-	0%
Fire Sprinkler/Pump	350	-	0%
Concrete Sidewalks Replacement	100	-	0%
Flooring - DP/Grounds/Lee (Vinyl, Concrete)	275	-	0%
Student Gathering Space	-	17	0%
Skokie Emergency Power Generator	100	-	0%
Washroom Upgrades Phase 1	500	-	0%
College Rebrand Signage	52	53	102%
Contingency	153	0	0%
Total expenditures	<u>14,818</u>	<u>1,953</u>	<u>13%</u>
Transfer in	5,000	2,083	42%
Net	<u>\$ 5,393</u>	<u>\$ 15,478</u>	<u>287%</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 1,282	96%	73%
Workforce Development	210	5	2%	15%
Copy Center	67	35	52%	17%
Athletics	37	24	65%	300%
Child Care	321	197	61%	48%
PAC Operations	1	2	200%	50%
Other	65	58	89%	83%
Interest and Investments Gain/Loss	188	38	20%	33%
Total revenues	<u>2,221</u>	<u>1,641</u>	<u>74%</u>	<u>59%</u>
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,424	\$ 388	27%	20%
Workforce Development	200	46	23%	30%
Copy Center	446	173	39%	37%
Athletics	1,302	567	44%	50%
Child Care	570	227	40%	38%
PAC Operations	105	42	40%	39%
Auxiliary Services Administration	344	145	42%	37%
Other	479	68	14%	17%
Total expenditures	<u>4,870</u>	<u>1,656</u>	<u>34%</u>	<u>32%</u>
Transfers in (out)	2,272	947		
Net	<u>\$ (377)</u>	<u>\$ 932</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2023**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 243	\$ 272	47%	49%
Tuition and Fees	1,397	582	642	46%	58%
Sale of Materials	1	0	-	0%	50%
Institutional Support					
Evening High School	133	55	44	33%	72%
Other Revenues	45	19	10	22%	18%
Total revenues	<u>2,160</u>	<u>900</u>	<u>968</u>	<u>45%</u>	<u>54%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,315	548	\$ 372	28%	28%
Instructional Programs					
Allied Health	148	62	25	17%	14%
Job-related	447	186	105	23%	3%
Personal	13	5	6	46%	67%
Emeritus Programs	64	27	29	45%	11%
High School Programs	136	57	29	21%	23%
ESL Programs	76	32	25	33%	34%
Total Programs	<u>884</u>	<u>368</u>	<u>219</u>	<u>25%</u>	<u>11%</u>
Total expenditures	<u>2,199</u>	<u>916</u>	<u>591</u>	<u>27%</u>	<u>21%</u>
Revenue over (under) expenditures	<u>\$ (39)</u>	<u>\$ (16)</u>	<u>\$ 377</u>		
Transfer in	53	22	22		
Net	14	6	399		

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

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 359,920				
Interest income	-				
Sub total revenues	<u>359,920</u>				
369901 Student Government Association	7,595	50,000	57,595	(44,246)	13,349
369910 Occurrence	853	15,000	15,853	-	15,853
369919 Campus Activities Board	-	60,000	60,000	(21,239)	38,761
369920 Star Wars Club	-	450	450	-	450
369922 IEEE	-	2,603	2,603	-	2,603
369923 Stud Global Health & Sustain	-	-	-	(25)	(25)
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	-	2,516
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	-	600
369938 Black Student Success	-	15,000	15,000	-	15,000
369940 Card and Board Game Club	-	2,091	2,091	-	2,091
369943 Japanese Culture Club	20	731	751	-	751
369944 South Asian Club	-	584	584	(59)	525
369945 Physical Therapy Assist.	-	2,545	2,545	-	2,545
369946 Phi Theta Kappa (PTK)	2,100	15,000	17,100	(1,435)	15,665
369947 Oakton Pride Club	-	1,298	1,298	(198)	1,100
369949 Mission Bible Club	-	1,034	1,034	-	1,034
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	-	685	685	(135)	550
369961 DECA	-	1,009	1,009	-	1,009
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	8	2,196
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>10,865</u>	<u>60,000</u>	<u>60,000</u>	<u>(67,527)</u>	<u>152,376</u>
<u>Fund Summary</u>					
Total Revenues	\$ 370,785				
Total Expenditures	(67,527)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>303,258</u>				
Net Position 6/30/23	<u>1,429,803</u>				
Net Position, end of period	<u>\$ 1,733,061</u>				

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

GENERAL FUND TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER & MISC</u>
11/14/2023	\$ 772,407.54			\$ 772,407.54		
11/13/2023	\$ 555,734.63		\$ 904.00			\$ 554,830.63
TOTAL	\$ 1,328,142.17	\$ -	\$ 904.00	\$ 772,407.54	\$ -	\$ 554,830.63

PAYROLL TAXES - TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
11/9/2023	\$ 672,029.40	\$ 275,337.96	\$ 98,784.28	\$ 224,162.88	\$ 73,744.28
	\$ -				
11/24/2023	\$ 672,137.42	\$ 276,236.25	\$ 99,149.85	\$ 225,022.08	\$ 71,729.24
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 1,344,166.82	\$ 551,574.21	\$ 197,934.13	\$ 449,184.96	\$ 145,473.52

Acceptance of Treasurer's Report for December 2023

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

KB:mw
1/2024

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 December 2023."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

December 2023

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

Treasurer's Comments on December 2023 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$18.6 million in property taxes, \$2.3 million in tuition and fees, \$671,000 in interest earnings, \$369,000 for the credit hour grant, \$140,000 in replacement tax revenues, and \$92,000 in restricted grant funds.

Net cash and investments increased \$15.4 million from the previous month, as expected.

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

Revenues

At the end of December, revenues were \$59.3 million or 108% of the prorated budget, compared to \$56.5 million, or 109% for the previous year. Tuition and fees totaled \$22.3 million year to date, or 111% of the prorated budget. Last year, tuition and fees totaled \$21.1 million or 113% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$38.5 million. The operating expenditures are \$3.3 million (9.4%) above prior year's actual expenditures of \$35.2 million for the same period. Net transfers total \$4.5 million as budgeted.

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

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 1,844	\$ 460	\$ 443	\$ 432	\$ -	\$ 1,119	\$ -	\$ 609	\$ 407	\$ 5,314
Taxes Receivable	1,344	(957)	-	(313)	-	-	-	(37)	-	37
Student Tuition Receivable	8,772	1	5	-	-	912	-	-	-	9,690
Government Funds Receivable	(5)	-	-	-	-	1,381	-	17	-	1,393
Lease Receivable	13,653	-	-	-	-	-	-	-	-	13,653
Accrued Interest	800	101	176	-	-	24	-	5	286	1,392
Other Receivables	551	1	-	-	-	(51)	-	-	-	501
Investments										
Short-term	71,767	11,566	37,543	2,981	(2,282)	3,096	-	558	33,372	158,601
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	887	-	-	-	(468)	254	-	-	-	673
Total Current Assets	108,019	14,321	42,220	3,100	(2,750)	21,611	-	1,280	41,632	229,433
Net Investment in Plant	-	-	-	-	-	-	101,478	-	-	101,478
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 108,019	\$ 14,321	\$ 42,220	\$ 3,100	\$ (2,750)	\$ 21,611	\$ 102,036	\$ 1,280	\$ 41,632	\$ 331,469
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	956	956
Total Assets and Deferred Outflows of Resources	\$ 108,019	\$ 14,321	\$ 42,220	\$ 3,100	\$ (2,750)	\$ 21,611	\$ 102,036	\$ 1,280	\$ 42,588	\$ 332,425
LIABILITIES AND NET POSITION										
Payables	\$ 1,031	\$ -	\$ -	\$ -	\$ -	\$ 155	\$ -	\$ -	\$ -	\$ 1,186
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	-	-	-	-	-	35	-	-	-	35
Accruals	2,993	299	-	-	-	268	-	-	-	3,560
Bonds Payable	-	-	-	-	57,220	-	-	-	-	57,220
Lease Liability	-	-	-	-	251	-	-	-	-	251
Subscriptions Liability	-	-	-	-	2,311	-	-	-	-	2,311
OPEB Liability	-	-	-	-	-	-	-	-	15,652	15,652
Total Liabilities	4,024	299	-	-	59,893	458	-	-	15,652	80,326
Deferred Inflows of Resources - Property Taxes	-	-	-	-	-	-	-	-	-	-
Deferred Inflows - CIP and College Plan	4,867	536	-	278	-	-	-	7	27,710	33,998
Deferred Inflows - Leases	13,653	-	-	-	-	-	-	-	-	13,653
Total Liabilities and Deferred Inflows of Resources	22,544	835	-	278	59,893	458	-	7	43,362	127,377
Net Position										
Unrestricted	85,475	13,487	42,219	-	-	4,051	-	-	(774)	144,458
Restricted	-	-	-	-	-	17,103	-	1,273	-	18,376
Debt Service	-	-	-	2,823	(62,642)	-	-	-	-	(59,819)
Plant	-	-	-	-	-	-	102,036	-	-	102,036
Total Net Position	85,475	13,487	42,219	2,823	(62,642)	21,154	102,036	1,273	(774)	205,051
TOTAL LIABILITIES & NET POSITION	\$ 108,019	\$ 14,322	\$ 42,219	\$ 3,101	\$ (2,749)	\$ 21,612	\$ 102,036	\$ 1,280	\$ 42,588	\$ 332,428

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2023

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 60,400	\$ 30,200	\$ 29,399	97%	96%
Replacement Tax	2,000	1,000	1,224	122%	225%
State Revenue	4,335	2,168	2,994	138%	145%
Tuition and Fees	20,698	20,120	22,333	111%	113%
Other	3,159	1,580	3,394	215%	211%
TOTAL REVENUES	\$ 90,592	\$ 55,067	\$ 59,344	108%	109%
EXPENDITURES (accrual basis)					
Instructional	\$ 31,145	\$ 15,573	\$ 15,959	102%	100%
Academic Support	20,606	10,303	9,864	96%	98%
Student Services	9,043	4,522	3,760	83%	78%
Public Services	1,329	665	524	79%	80%
Operations and Maintenance	8,545	4,273	3,649	85%	72%
General Administration	8,104	4,052	3,471	86%	86%
General Institutional	642	321	1,269	395%	350%
Contingency	2,271	1,136	-	0%	0%
TOTAL EXPENDITURES	\$ 81,685	\$ 40,843	\$ 38,496	94%	91%
Revenues over (under) expenditures	8,907	14,224	20,848		
Net Fund transfers					
To O & M Fund (Restricted)	(5,000)	(2,500)	(2,500)		
To Auxiliary Fund and Alliance	(2,479)	(1,240)	(1,240)		
To Restricted Purpose Fund	(100)	(50)	(50)		
To Liability, Protection & Settlement Fund	(770)	(385)	(385)		
To Social Security/Medicare Fund	(874)	(437)	(437)		
From Working Cash Fund: Interest	290	145	145		
Total Transfers	\$ (8,933)	\$ (4,467)	\$ (4,467)		
Net Revenue over (under) expenditures	\$ (26)	\$ 9,758	\$ 16,382		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2023**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget	
REVENUES				
Construction Fee	295	272	92%	
Interest and Investments Gain/Loss	16	588	3675%	
Debt Certificates 2023	14,900	14,690	99%	
Total revenues	<u>15,211</u>	<u>15,550</u>	<u>102%</u>	
EXPENDITURES				
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	844	68%	
DP Workplace-Critical Adjacencies	1,700	-	0%	
Plumbing	350	-	0%	
ADA Compliance	131	-	0%	
TenHoeve Wing Remodeling	685	-	0%	
RHC HVAC Replacement/Engineering	200	-	0%	
ECE Re-Flooring	23	-	0%	
CDL Program Parking Lot Upgrades	34	51	150%	
Flooring	275	-	0%	
Domestic Water Pump	115	94	82%	
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	424	51%	
Switchgear Upgrades - Des Plaines	50	12	24%	
Pedestrian Path	250	-	0%	
Skokie Metal Wall Panel Project	-	1,028	0%	
Camera Replacement	500	-	0%	
Exterior Envelope	870	-	0%	
Baseball Complex Renovation	1,000	19	2%	
College Rebrand Signage	52	53	102%	
Washroom Upgrades Phase 1	500	-	0%	
Contingency	95	-	0%	
Total expenditures	<u>14,876</u>	<u>3,045</u>	<u>20%</u>	
Transfer in	5,000	2,500	50%	
Net	<u>\$ 5,335</u>	<u>\$ 15,005</u>	<u>281%</u>	
AUXILIARY ENTERPRISE FUND (excluding Alliance)				
	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 1,434	108%	82%
Workforce Development	210	5	2%	15%
Copy Center	67	36	54%	26%
Athletics	37	27	73%	438%
Child Care	321	251	78%	62%
PAC Operations	1	2	200%	50%
Other	65	58	89%	83%
Interest and Investments Gain/Loss	188	46	24%	40%
Total revenues	<u>2,221</u>	<u>1,859</u>	<u>84%</u>	<u>68%</u>
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,424	\$ 696	49%	22%
Workforce Development	200	58	29%	37%
Copy Center	446	205	46%	46%
Athletics	1,302	685	53%	58%
Child Care	570	263	46%	46%
PAC Operations	105	48	46%	45%
Auxiliary Services Administration	344	175	51%	45%
Other	479	94	20%	21%
Total expenditures	<u>4,870</u>	<u>2,224</u>	<u>46%</u>	<u>38%</u>
Transfers in (out)	2,272	1,136		
Net	<u>\$ (377)</u>	<u>\$ 771</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2023**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 292	\$ 309	53%	55%
Tuition and Fees	1,397	699	725	52%	60%
Sale of Materials	1	1	-	0%	50%
Institutional Support					
Evening High School	133	67	44	33%	72%
Other Revenues	45	23	12	27%	18%
Total revenues	<u>2,160</u>	<u>1,080</u>	<u>1,090</u>	<u>50%</u>	<u>57%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,315	658	\$ 442	34%	35%
Instructional Programs					
Allied Health	148	74	28	19%	17%
Job-related	447	224	111	25%	23%
Personal	13	7	10	77%	75%
Emeritus Programs	64	32	29	45%	11%
High School Programs	136	68	37	27%	29%
ESL Programs	76	38	31	41%	41%
Total Programs	<u>884</u>	<u>442</u>	<u>246</u>	<u>28%</u>	<u>25%</u>
Total expenditures	<u>2,199</u>	<u>1,100</u>	<u>688</u>	<u>31%</u>	<u>31%</u>
Revenue over (under) expenditures	<u>\$ (39)</u>	<u>\$ (20)</u>	<u>\$ 402</u>		
Transfer in	53	27	27		
Net	14	7	429		

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

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 403,191				
Interest income	-				
Sub total revenues	<u>403,191</u>				
369901 Student Government Association	7,595	50,000	57,595	(42,681)	14,914
369910 Occurrence	853	15,000	15,853	-	15,853
369919 Campus Activities Board	-	60,000	60,000	(28,556)	31,444
369920 Star Wars Club	-	450	450	-	450
369922 IEEE	-	2,603	2,603	(173)	2,430
369923 Stud Global Health & Sustain	-	-	-	(25)	(25)
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	-	2,516
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	-	600
369938 Black Student Success	-	15,000	15,000	-	15,000
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)	2,100	15,000	17,100	(1,531)	15,569
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	8	2,196
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>10,969</u>	<u>60,000</u>	<u>60,000</u>	<u>(74,402)</u>	<u>145,605</u>
<u>Fund Summary</u>					
Total Revenues	\$ 414,160				
Total Expenditures	(74,402)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>339,759</u>				
Net Position 6/30/23	<u>1,429,803</u>				
Net Position, end of period	<u>\$ 1,769,562</u>				

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

Dec-23

GENERAL FUND TRANSFERS/PAYMENTS										
		REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC				
DATE	AMOUNT									
12/8/2023	\$ 785,182.59			\$ 785,182.59						
12/11/2023	\$ 656.00		\$ 656.00							
TOTAL	\$ 785,838.59	\$ -	\$ 656.00	\$ 785,182.59	\$ -	\$ -				
PAYROLL TAXES - TRANSFERS/PAYMENTS										
		FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS					
DATE	AMOUNT									
12/8/2023	\$ 673,626.36	\$ 278,855.52	\$ 99,392.78	\$ 226,450.44	\$ 68,927.62					
	\$ -									
12/22/2023	\$ 683,928.13	\$ 284,174.09	\$ 101,498.52	\$ 230,113.49	\$ 68,142.03					
	\$ -									
	\$ -									
	\$ -									
	\$ -									
TOTAL	\$ 1,357,554.49	\$ 563,029.61	\$ 200,891.30	\$ 456,563.93	\$ 137,069.65					

Acceptance of Quarterly Report on Investments

Quarter ended December 31, 2023.

At the end of December 2023, the fair market value of investments totaled \$195.5 million compared to \$181.6 million at the end of September and \$151.2 million for the same month of the previous year. The average yield for this quarter (before fair value adjustment) of this year and last year are 3.92% and 2.60% respectively.

Interest income for the three months ending December 31, 2023 and 2022, before fair market value adjustment was \$4,434,922 and \$2,048,458, respectively.

The year to date fair market value adjustment is a favorable \$408,122 compared to an unfavorable \$(298,917) for the same period last year. Fair market adjustment reflects current economic conditions and fluctuating interest rates.

<u>Investments (000)'s</u>	<u>December 31, 2023</u>	<u>September 30, 2023</u>
Certificates of Deposit	\$ 49,047	\$ 60,765
Illinois funds	60,710	54,439
ISDLAF - Liquid and Max General Fund	11,692	2,301
Chase Savings	1,907	1,833
PMA PreferredBank	10,017	11,754
2023 Bond Cert B	14,961	14,762
PMA Mainstreet Bank	22	3,075
Treasury Notes	28,573	17,834
U.S. Treasury Obligations (GNMA's)	326	331
U.S. Treasury Obligations (FNMA's)	4,614	4,805
Federal Agency Bonds	1,248	1,312
Local Government Bonds	3,748	3,153
PMA First American MM	275	78
Wintrust Bank	3,118	
Huntington ICS	5,246	5,183
Total	\$ 195,504	\$ 181,626

<u>Fair Market Value Adjustment</u>	<u>FY 2024</u>	<u>FY 2023</u>
1st Quarter	(79,314)	(455,221)
2nd Quarter	487,436	156,305
3rd Quarter		
4th Quarter		
Year to Date	\$ 408,122	\$ (298,917)

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 accepts the Quarterly Report on Investments for filing.”

REPORT ON INVESTMENTS
2nd Quarter 2023-2024

AGENDA ITEM 1/24-5
2 of 7

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
C-D	0.113%		-	8/11/2021	8/11/2023	0.113%	32	561	-
C-D	0.060%		-	8/17/2021	8/17/2023	0.060%	20	300	-
C-D	0.110%		-	8/26/2021	8/28/2023	0.110%	44	544	-
C-D	0.752%	238,295	249,090	12/10/2021	12/10/2024	0.752%	944	1,119	(175)
C-D	1.452%	245,227	247,000	3/9/2022	3/11/2024	1.452%	1,808	1,992	567
C-D	3.040%		-	8/12/2022	8/14/2023	3.040%	3,863	30,567	-
C-D	3.200%		-	8/15/2022	8/15/2023	3.200%	1,007	7,744	-
C-D	3.052%	248,302	249,000	8/17/2022	2/20/2024	3.052%	3,831	3,995	(164)
C-D	3.204%	242,207	245,000	8/22/2022	8/22/2024	3.204%	3,957	4,070	2,460
C-D	2.997%	235,200	249,318	8/12/2022	8/12/2024	2.997%	3,767	-	10,358
C-D	3.350%	242,089	245,000	9/13/2022	9/13/2024	3.350%	4,138	4,199	2,329
C-D	4.594%		-	10/27/2022	10/27/2023	4.594%	3,733	10,948	-
C-D	4.500%		-	10/27/2022	10/27/2023	4.500%	3,657	10,733	-
C-D	4.486%		-	10/27/2022	10/27/2023	4.486%	3,645	10,699	-
C-D	4.455%	243,442	244,000	11/7/2022	5/7/2024	4.455%	5,480	5,658	1,254
C-D	4.454%	248,471	249,000	11/9/2022	5/9/2024	4.454%	5,591	5,743	275
C-D	4.556%	243,195	244,000	11/3/2022	11/4/2024	4.556%	5,604	5,781	1,415
C-D	4.556%	243,195	244,000	11/3/2022	11/4/2024	4.556%	5,604	5,781	1,415
C-D	4.756%	242,453	243,000	12/7/2022	12/9/2024	4.756%	5,826	5,970	410
C-D	4.670%	242,639	243,000	12/7/2022	6/7/2024	4.670%	5,721	5,909	309
C-D	4.654%	247,651	248,000	12/5/2022	6/5/2024	4.654%	5,818	5,968	460
C-D	4.654%	247,686	248,000	12/15/2022	6/14/2024	4.654%	5,818	5,968	144
C-D	4.650%	-	238,000	12/7/2022	12/7/2023	4.650%	4,851	11,305	(238)
C-D	4.650%	-	238,000	12/9/2022	12/8/2023	4.650%	4,882	11,274	(237)
C-D	4.739%	-	249,781	12/6/2022	12/6/2023	4.739%	5,156	11,281	556
C-D	4.693%	228,000	249,856	12/6/2022	12/6/2024	4.693%	5,911	-	12,529
C-D	4.560%		-	1/17/2023	7/3/2024	4.560%	94	5,106	-
C-D	4.563%		-	1/17/2023	7/3/2023	4.563%	94	5,109	-
C-D	4.568%		-	1/17/2023	10/11/2023	4.568%	20,096	50,409	-
C-D	4.768%		-	1/17/2023	10/11/2023	4.768%	3,362	8,421	-
C-D	4.567%		-	1/20/2023	10/11/2023	4.567%	53,254	132,130	-
C-D	4.592%		-	1/20/2023	10/11/2023	4.592%	3,237	8,032	-
C-D	4.640%	2,500,000	2,610,597	1/20/2023	1/3/2024	4.640%	61,064	-	114,494
C-D	4.593%	500,000	523,091	1/20/2023	1/22/2024	4.593%	12,112	-	22,709
C-D	4.396%	234,250	249,737	1/20/2023	7/22/2024	4.396%	5,534	-	10,377
C-D	4.404%	248,223	249,000	1/30/2023	7/30/2024	4.404%	5,528	5,680	(152)
C-D	4.144%	230,200	249,608	1/20/2023	1/21/2025	4.144%	5,214	-	9,777
C-D	4.355%	242,417	244,000	1/25/2023	1/27/2025	4.355%	5,357	5,445	4,454
C-D	4.756%	1,000,000	1,047,560	2/8/2023	2/8/2024	4.756%	25,116	-	44,499
C-D	4.327%	247,082	249,000	2/17/2023	2/18/2025	4.327%	5,431	5,493	262
C-D	4.818%	227,450	249,849	2/27/2023	2/28/2025	4.818%	6,068	-	10,125
C-D	5.020%		-	3/16/2023	8/30/2023	5.020%	2,096	5,610	-
C-D	4.800%		-	3/16/2023	8/30/2023	4.800%	2,004	5,369	-
C-D	5.006%		-	3/16/2023	8/30/2023	5.006%	2,091	5,595	-
C-D	4.514%		-	3/16/2023	8/30/2023	4.514%	1,885	5,056	-
C-D	4.550%		-	3/16/2023	8/30/2023	4.550%	1,900	5,095	-
C-D	4.944%	247,808	248,000	3/10/2023	9/10/2024	4.944%	6,181	6,217	601
C-D	5.050%		-	4/26/2023	9/25/2023	5.050%	27,653	47,318	-
C-D	5.100%		-	4/26/2023	10/25/2023	5.100%	71,246	108,078	-
C-D	4.962%	-	249,820	4/28/2023	11/8/2023	4.962%	4,449	6,420	169
C-D	4.971%	238,000	249,863	4/28/2023	4/29/2024	4.971%	6,261	-	8,405
C-D	4.950%	238,050	249,898	4/28/2023	4/29/2024	4.950%	6,236	-	8,371
C-D	4.974%	237,950	249,850	4/28/2023	4/29/2024	4.974%	6,265	-	8,410
C-D	4.977%	226,800	249,845	4/25/2023	4/25/2025	4.977%	6,269	-	8,517
C-D	5.021%	8,000,000	8,399,485	5/11/2023	5/9/2024	5.021%	212,602	-	270,375
C-D	5.166%	237,400	249,732	5/19/2023	5/20/2024	5.166%	6,504	-	7,988
C-D	5.162%	237,500	249,828	5/19/2023	5/20/2024	5.162%	6,501	-	7,985
C-D	5.050%	242,901	243,000	5/11/2023	11/5/2024	5.050%	6,186	6,186	1,681
C-D	5.050%	242,758	243,000	5/15/2023	11/15/2024	5.050%	6,186	6,186	1,547
C-D	4.970%	-	1,537,173	5/4/2023	11/2/2023	4.970%	26,164	37,173	921
C-D	5.170%	239,978	240,000	5/24/2023	2/23/2024	5.170%	6,255	-	7,513
C-D	5.000%	1,000,000	1,049,865	5/4/2023	5/2/2024	5.000%	26,462	-	34,660
C-D	4.953%	237,763	238,000	5/5/2023	5/3/2024	4.953%	5,943	-	7,751
C-D	5.350%	-	249,864	6/29/2023	12/20/2023	5.350%	6,336	6,214	158
C-D	5.367%	-	249,832	6/29/2023	12/20/2023	5.367%	6,355	6,232	160
C-D	5.250%	-	249,850	6/29/2023	12/20/2023	5.250%	6,217	6,100	153

REPORT ON INVESTMENTS
2nd Quarter 2023-2024

AGENDA ITEM 1/24-5
3 of 7

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
C-D	5.220%	10,000,000	10,522,422	6/27/2023	6/7/2024	5.220%	276,892	-	281,407
C-D	5.250%	4,750,000	4,999,375	6/27/2023	6/26/2024	5.250%	132,312	-	134,469
C-D	5.312%	237,250	249,887	7/18/2023	7/18/2024	5.312%	6,037	-	6,037
C-D	5.314%	237,200	249,806	7/19/2023	7/18/2024	5.314%	6,001	-	6,001
C-D	5.317%	3,000,000	3,159,510	7/19/2023	7/18/2024	5.317%	75,941	-	75,941
C-D	5.384%	236,900	249,760	7/27/2023	7/29/2024	5.384%	5,784	-	5,784
C-D	5.314%	225,350	249,881	7/18/2023	7/18/2025	5.314%	6,039	-	6,039
C-D	5.464%	236,950	249,897	8/8/2023	8/8/2024	5.464%	5,424	-	5,424
C-D	5.459%	236,950	249,885	8/8/2023	8/8/2024	5.459%	5,419	-	5,419
C-D	5.456%	236,950	249,866	8/8/2023	8/8/2024	5.456%	5,416	-	5,416
C-D	5.290%	237,200	249,886	8/30/2023	9/3/2024	5.290%	4,455	-	4,455
C-D	5.283%	237,200	249,868	8/30/2023	9/3/2024	5.283%	4,448	-	4,448
C-D	5.041%	232,050	249,676	8/30/2023	3/3/2025	5.041%	4,241	-	4,241
C-D	5.033%	232,100	249,704	8/30/2023	3/3/2025	5.033%	4,235	-	4,235
C-D	4.986%	227,150	249,893	8/30/2023	9/2/2025	4.986%	4,199	-	4,199
C-D	5.347%	237,050	249,781	9/7/2023	9/9/2024	5.347%	4,208	-	4,208
C-D	5.310%	237,150	249,846	9/7/2023	9/9/2024	5.310%	4,180	-	4,180
C-D	5.320%	237,200	249,874	9/7/2023	9/9/2024	5.320%	4,188	-	4,188
C-D	5.281%	-	249,873	9/15/2023	12/20/2023	5.281%	3,471	3,423	48
C-D	5.340%	244,400	-	12/7/2023	5/8/2024	5.340%	877	-	-
C-D	5.316%	237,150	-	12/7/2023	12/9/2024	5.316%	873	-	-
C-D	5.602%	236,550	-	12/7/2023	12/9/2024	5.602%	920	-	-
C-D	5.087%	237,700	-	12/7/2023	12/9/2024	5.087%	836	-	-
C-D	4.921%	232,600	-	12/7/2023	6/9/2025	4.921%	808	-	-
C-D	4.665%	228,150	-	12/7/2023	12/8/2025	4.665%	766	-	-
C-D	5.350%	1,875,000	-	12/8/2023	2/1/2024	5.350%	6,372	-	-
C-D	4.606%	242,835	-	12/13/2023	12/15/2025	4.606%	552	-	-
C-D	5.297%	244,700	-	12/14/2023	5/8/2024	5.297%	616	-	-
C-D	5.216%	1,500,000	-	12/14/2023	12/12/2024	5.216%	3,834	-	-
C-D	5.579%	236,650	-	12/14/2023	12/16/2024	5.579%	649	-	-
C-D	4.606%	242,836	-	12/14/2023	12/15/2025	4.606%	521	-	-
C-D	4.953%	236,995	-	12/15/2023	12/13/2024	4.953%	515	-	-
C-D	4.556%	242,524	-	12/15/2023	12/15/2025	4.556%	485	-	-
C-D	5.290%	350,000	-	12/20/2023	5/3/2024	5.290%	569	-	-
C-D	4.556%	242,556	-	12/22/2023	12/22/2025	4.556%	273	-	-
C-D	4.519%	247,104	-	12/29/2023	6/30/2025	4.519%	61	-	-
SUBTOTAL CDS		\$ 49,046,979	\$ 47,471,085				\$ 1,360,934	\$ 660,208	\$ 1,191,715

TNOTE	2.250%	742,500	750,000	4/23/2021	4/30/2024	2.250%	8,507	8,438	2,882
TNOTE	0.375%	709,863	750,000	4/23/2021	4/30/2025	0.375%	1,418	1,406	480
TNOTE	2.375%	721,025	750,000	4/23/2021	4/30/2026	2.375%	8,979	8,906	3,042
TNOTE	0.250%	-	-	7/25/2021	6/15/2024	0.250%	360	231	-
TNOTE	0.625%	241,797	250,000	11/2/2021	10/15/2024	0.625%	788	781	253
TNOTE	0.470%	-	-	1/5/2022	7/15/2023	0.470%	145	469	-
TNOTE	0.650%	748,621	750,000	1/5/2022	1/15/2024	0.650%	2,458	469	8,277
TNOTE	1.370%	742,529	750,000	3/7/2022	3/15/2024	1.370%	5,180	938	14,046
TNOTE	1.200%	-	-	3/7/2022	8/31/2023	1.200%	1,274	781	-
TNOTE	1.430%	247,510	250,000	3/8/2022	3/15/2024	1.430%	1,802	313	4,943
TNOTE	1.366%	-	-	3/10/2022	9/15/2023	1.366%	720	156	-
TNOTE	1.544%	247,510	250,000	3/10/2022	3/15/2024	1.544%	1,946	313	5,436
TNOTE	1.695%	247,510	250,000	3/15/2022	3/15/2024	1.695%	2,136	313	6,678
TNOTE	3.056%	496,896	500,000	8/12/2022	2/15/2024	3.056%	7,703	313	20,245
TNOTE	3.450%	-	-	9/8/2022	9/7/2023	3.450%	3,261	16,768	-
TNOTE	4.165%	-	-	9/28/2022	10/1/2023	4.165%	5,306	625	-
TNOTE	3.366%	247,510	250,000	9/7/2022	3/15/2024	3.366%	4,242	313	10,129
TNOTE	4.194%	242,109	250,000	9/28/2022	9/15/2024	4.194%	5,286	469	12,248
TNOTE	4.190%	487,441	500,000	9/28/2022	9/30/2024	4.190%	10,561	3,750	15,095
TNOTE	4.350%	-	-	10/19/2022	10/15/2023	4.350%	3,188	156	-
TNOTE	4.399%	247,715	250,000	10/19/2022	4/30/2024	4.399%	5,544	3,125	3,822
TNOTE	4.295%	241,279	250,000	2/8/2023	2/15/2025	4.295%	5,413	1,875	5,840
TNOTE	4.652%	-	-	3/17/2023	8/25/2023	4.652%	7,137	20,380	-
TNOTE	5.090%	495,682	500,000	3/1/2023	2/26/2024	5.090%	12,830	-	21,266
TNOTE	3.500%	344,264	350,000	3/10/2023	2/15/2033	3.500%	4,708	4,375	3,018
TNOTE	4.920%	-	-	4/26/2023	7/27/2023	4.920%	8,189	27,560	-

REPORT ON INVESTMENTS
2nd Quarter 2023-2024

AGENDA ITEM 1/24-5
4 of 7

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
TNOTE	4.923%		-	4/26/2023	8/8/2023	4.923%	28,931	75,885	-
TNOTE	3.625%	99,847	100,000	4/27/2023	3/31/2028	3.625%	1,827	1,813	651
TNOTE	3.625%	248,572	250,000	4/27/2023	3/31/2030	3.625%	3,049	2,719	1,284
TNOTE	3.875%	399,117	400,000	4/29/2023	4/30/2025	3.875%	7,814	7,750	2,697
TNOTE	5.216%		-	5/22/2023	10/26/2023	5.216%	25,294	32,833	-
TNOTE	5.260%		-	6/8/2023	9/7/2023	5.260%	49,718	64,724	-
TNOTE	5.254%		-	6/29/2023	11/9/2023	5.254%	4,750	4,648	-
TNOTE	5.240%		-	6/29/2023	11/30/2023	5.240%	35,316	42,985	-
TNOTE	5.296%		-	6/29/2023	12/14/2023	5.296%	6,058	5,900	-
TNOTE	5.324%		-	9/8/2023	12/19/2023	5.324%	40,915	40,213	-
TNOTE	5.288%	242,109	250,000	9/8/2023	9/15/2024	5.288%	4,129	469	3,660
TNOTE	5.045%	966,445	1,000,000	9/8/2023	3/15/2025	5.045%	15,757	8,750	7,007
TNOTE	4.840%	739,102	750,000	9/8/2023	9/15/2025	4.840%	11,338	13,125	(1,787)
TNOTE	5.305%		-	9/18/2023	12/19/2023	5.305%	3,343	3,290	-
TNOTE	5.355%	1,995,911	2,000,000	10/3/2023	1/16/2024	5.355%	26,115	-	26,115
TNOTE	5.244%	5,448,299	5,500,000	12/11/2023	3/7/2024	5.244%	15,804	-	15,804
TNOTE	5.204%	2,215,277	2,250,000	12/11/2023	4/18/2024	5.204%	6,416	-	6,416
TNOTE	5.187%	491,333	500,000	12/11/2023	5/2/2024	5.187%	1,421	-	1,421
TNOTE	4.770%	1,221,875	1,250,000	12/11/2023	6/15/2025	4.770%	3,267	17,969	(14,702)
TNOTE	4.557%	746,162	750,000	12/11/2023	12/15/2025	4.557%	1,873	15,000	(13,127)
TNOTE	5.273%	5,668,668	5,750,000	12/12/2023	4/9/2024	5.273%	15,783	-	15,783
TNOTE	5.188%	638,733	650,000	12/15/2023	5/2/2024	5.188%	1,478	-	1,478
SUBTOTAL TNOTES		\$ 28,573,211	\$ 29,000,000				\$ 429,475	\$ 441,291	\$ 190,400
ILLINOIS FUNDS	0.000%	60,710,020	60,710,020	DAILY	DAILY	0.000%	1,520,650	1,520,650	-
CHASE (Money	0.000%	1,907,396	1,907,396	DAILY	1/0/1900	0.000%	28,742	28,742	-
ISDLAF-LIQ+MA	0.000%	11,692,136	11,692,136	DAILY	DAILY	0.000%	127,166	127,166	-
PMA 2023 Debt	0.000%	14,961,215	14,961,215	DAILY	DAILY	0.000%	301,215	301,215	-
PMA Pref. BAN#	0.000%	10,016,575	10,016,575	DAILY	DAILY	0.000%	16,601	16,601	-
PMA FIRST AME	0.000%	275,290	276,304	DAILY	DAILY	0.000%	1,404	1,404	-
PMA MainStree	0.000%	21,707	21,707	DAILY	DAILY	0.000%	314,583	314,583	-
HUNTINGTON N	0.000%	5,245,916	5,245,916	DAILY	DAILY	0.000%	123,061	123,061	-
WINTRUST BAN	0.000%	3,118,102	3,118,102	DAILY	DAILY	0.000%	84,392	84,392	-
SUBTOTAL MONEY MGT		\$ 107,948,357	\$ 107,949,371				\$ 2,517,814	\$ 2,517,814	\$ -
GNMA	8.000%	175	175	12/31/1997	12/31/2027	8.000%	9	10	(1)
GNMA	8.000%	1,464	1,447	12/31/1997	12/31/2027	8.000%	66	69	(3)
GNMA	8.000%	1,581	1,561	12/31/1997	12/31/2027	8.000%	72	77	(5)
GNMA	8.000%	824	814	12/31/1997	12/31/2027	8.000%	37	38	(1)
GNMA	8.000%	90	89	12/31/1997	12/31/2027	8.000%	4	4	(0)
GNMA	8.000%	768	755	12/31/1997	12/31/2027	8.000%	33	34	(1)
GNMA	8.000%	1,184	1,165	12/31/1997	12/31/2027	8.000%	52	53	(1)
GNMA	7.500%	2,131	2,099	4/20/1998	4/20/2028	7.500%	86	88	19
GNMA	7.500%	3,225	3,150	5/20/1998	5/20/2028	7.500%	125	127	23
GNMA	7.000%	2,274	2,212	8/20/1998	5/20/2028	7.000%	83	84	6
GNMA	6.500%	2,529	2,464	10/21/1998	4/20/2028	6.500%	86	88	7
GNMA	6.500%	3,427	3,342	11/18/1998	11/20/2028	6.500%	116	118	18
GNMA	6.500%	3,172	3,097	11/18/1998	10/20/2028	6.500%	110	112	6
GNMA	6.500%	4,391	4,287	1/21/1999	1/20/2029	6.500%	149	152	37
GNMA	6.500%	3,444	3,361	3/23/1999	3/20/2029	6.500%	117	119	12
GNMA	7.000%	4,031	3,920	6/23/1999	5/20/2029	7.000%	148	152	32
GNMA	7.500%	3,148	3,060	8/24/1999	8/20/2029	7.500%	125	128	30
GNMA	8.000%	2,105	2,034	5/22/2000	4/20/2030	8.000%	86	87	12
GNMA	7.000%	2,859	2,723	2/20/2001	2/20/2031	7.000%	101	101	17
GNMA	7.000%	4,850	4,623	5/21/2001	4/20/2031	7.000%	170	172	27
GNMA	6.500%	6,100	5,860	12/20/2001	12/20/2031	6.500%	199	200	30
GNMA	6.500%	5,378	5,154	4/20/2002	4/20/2032	6.500%	174	175	25
GNMA	6.500%	4,030	3,874	6/20/2002	6/15/2032	6.500%	130	130	7
GNMA	6.000%	6,545	6,266	9/23/2002	7/20/2031	6.000%	196	197	(1)
GNMA	5.500%	18,756	18,063	12/19/2002	12/20/2032	5.500%	524	528	84
GNMA	5.500%	18,977	18,232	1/22/2003	1/20/2033	5.500%	525	528	49
GNMA	5.000%	26,689	26,176	6/19/2003	5/20/2033	5.000%	687	693	56
GNMA	5.500%	33,967	32,621	8/20/2003	8/20/2033	5.500%	938	943	207
GNMA	6.000%	26,250	24,859	9/23/2003	8/20/2033	6.000%	775	777	97

REPORT ON INVESTMENTS
2nd Quarter 2023-2024

AGENDA ITEM 1/24-5
5 of 7

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
GNMA	5.500%	33,376	32,205	11/19/2003	10/20/2033	5.500%	931	937	83
GNMA	5.000%	46,044	45,265	3/23/2004	2/20/2034	5.000%	1,176	1,180	304
GNMA	5.000%	31,128	30,527	4/20/2004	3/20/2034	5.000%	797	802	290
GNMA	6.000%	19,632	19,157	6/22/2004	4/15/2029	6.000%	598	601	102
SUBTOTAL GNMAS		\$ 324,547	\$ 314,640				\$ 9,425	\$ 9,505	\$ 1,569
FNMA	2.500%	-	(0)	10/20/2017	4/25/2028	2.500%	20	39	6
FNMA	1.875%	284,799	300,000	10/19/2017	9/24/2026	1.875%	2,836	2,813	1,898
FNMA	2.532%	312,786	317,962	10/25/2017	9/24/2024	2.532%	4,107	4,101	5
FNMA	2.561%	-	-	10/26/2017	7/25/2024	2.561%	3,746	4,641	-
FNMA	2.723%	93,798	95,586	1/11/2018	10/25/2024	2.723%	1,320	1,319	62
FNMA	2.961%	431,602	410,356	3/28/2018	2/25/2027	2.961%	6,186	6,725	(191)
FNMA	2.902%	72,788	55,261	6/29/2018	1/25/2028	2.902%	838	1,168	(330)
FNMA	2.961%	-	38,288	7/27/2018	2/25/2027	2.961%	572	-	1,124
FNMA	2.711%	114,011	117,102	11/6/2018	6/25/2025	2.711%	1,606	1,614	(8)
FNMA	2.590%	62,659	85,095	1/25/2019	12/25/2024	2.590%	1,145	876	1,195
FNMA	3.050%	318,268	335,038	4/30/2019	12/1/2025	3.050%	5,174	5,101	1,348
FNMA	2.800%	325,175	350,000	7/26/2019	7/1/2029	2.800%	4,940	4,982	(41)
FNMA	2.500%	38,877	41,811	9/17/2019	10/1/2034	2.500%	544	547	94
FNMA	2.670%	88,796	93,094	9/26/2019	9/1/2026	2.670%	1,258	1,271	126
FNMA	2.640%	229,773	250,000	10/25/2019	9/1/2029	2.640%	3,327	3,355	339
FNMA	2.340%	141,481	144,242	3/16/2020	8/1/2024	2.340%	1,707	1,724	171
FNMA	1.160%	177,734	190,837	12/16/2020	1/1/2026	1.160%	1,120	1,131	113
FNMA	1.410%	79,911	100,000	4/30/2021	7/1/2032	1.410%	711	717	72
LOCAL GOV - Ja	1.715%	139,188	148,972	2/25/2022	10/1/2025	1.715%	1,291	1,284	11
FNMA	3.444%	145,433	139,489	9/14/2022	12/25/2027	3.444%	2,437	3,554	(1,116)
FNMA	3.665%	190,476	225,000	9/29/2022	9/25/2028	3.665%	4,157	2,583	3,890
FNMA	2.673%	245,574	255,000	11/29/2022	3/25/2026	2.673%	3,436	3,408	598
FNMA	2.525%	153,299	160,000	11/1/2022	5/25/2026	2.525%	2,037	2,020	327
FNMA	3.650%	156,174	160,000	11/8/2022	2/25/2028	3.650%	2,944	2,920	361
FNMA	2.735%	217,914	225,000	11/29/2022	9/25/2025	2.735%	3,102	3,077	540
FNMA	2.854%	238,990	271,138	12/15/2022	4/25/2025	2.854%	3,915	3,556	1,007
FNMA	4.250%	98,985	100,000	6/28/2023	4/25/2033	4.250%	2,142	2,125	41
FNMA	4.000%	45,881	47,044	6/15/2023	6/1/2038	4.000%	963	964	81
FNMA	2.020%	107,296	125,000	8/2/2023	3/25/2031	2.020%	1,045	842	203
FNMA	4.850%	102,397	100,000	10/30/2023	9/25/2028	4.850%	824	808	16
SUBTOTAL FNMAS		\$ 4,614,062	\$ 4,881,315				\$ 69,451	\$ 69,261	\$ 11,940
FED AGENCY (FI)	2.500%	30,522	31,260	10/27/2017	5/15/2029	2.500%	458	481	73
FED AGENCY (FI)	4.000%	158,329	160,000	12/10/2018	10/25/2028	4.000%	3,226	3,248	328
FED AGENCY (FI)	3.002%	-	-	5/30/2019	10/19/2023	3.002%	1,033	1,159	-
FED AGENCY (FI)	1.766%	-	0	2/27/2020	2/25/2025	1.766%	-	-	-
FED AGENCY (FI)	1.409%	114,802	125,000	6/11/2020	11/25/2027	1.409%	888	881	154
FED AGENCY (O)	1.320%	425,108	500,000	8/17/2020	3/15/2035	1.320%	3,327	3,300	2,227
FED AGENCY (FI)	1.500%	83,306	100,000	2/5/2021	10/25/2030	1.500%	756	750	131
FED AGENCY (FI)	1.590%	135,498	150,000	2/23/2021	12/25/2027	1.590%	1,202	1,202	162
FED AGENCY (FI)	1.570%	207,892	225,982	2/26/2021	7/25/2032	1.570%	1,794	1,782	311
FED AGENCY (FI)	1.590%	92,526	100,000	10/15/2021	4/15/2028	1.590%	802	795	357
SUBTOTAL FED AGENCY		\$ 1,247,982	\$ 1,392,242				\$ 13,486	\$ 13,598	\$ 3,744
LOCAL GOV - D	3.696%	196,015	200,000	8/30/2018	8/1/2028	3.696%	3,726	3,696	3,110
LOCAL GOV - Va	3.200%	49,940	50,000	3/7/2019	1/1/2025	3.200%	807	800	833
LOCAL GOV - N	2.920%	97,182	100,000	6/24/2019	2/1/2027	2.920%	1,472	1,460	985
LOCAL GOV - M	2.363%	94,641	100,000	11/30/2019	4/1/2027	2.363%	1,191	1,182	660
LOCAL GOV - Al	1.350%	90,042	100,000	6/11/2020	7/1/2027	1.350%	681	675	703
LOCAL GOV - Pi	1.500%	144,591	150,000	8/7/2020	4/1/2025	1.500%	1,134	1,125	1,734
LOCAL GOV - S	1.145%	65,865	75,000	8/12/2020	8/1/2028	1.145%	433	429	352
LOCAL GOV - S	0.650%	132,532	135,000	10/2/2020	6/1/2024	0.650%	442	439	516
LOCAL GOV - H	1.684%	133,885	150,000	5/13/2021	8/1/2028	1.684%	1,273	1,263	687
LOCAL GOV - N	1.510%	177,780	200,000	5/28/2021	6/15/2028	1.510%	1,522	1,510	138
LOCAL GOV - C	0.862%	93,583	100,000	7/9/2021	11/1/2025	0.862%	435	431	193
LOCAL GOV - G	1.762%	129,890	150,000	8/25/2021	1/1/2030	1.762%	1,332	1,322	1,074
LOCAL GOV - Al	1.856%	131,996	150,000	10/7/2021	9/1/2029	1.856%	1,403	1,392	981

REPORT ON INVESTMENTS
2nd Quarter 2023-2024

AGENDA ITEM 1/24-5
6 of 7

Type of Security: OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings YTD	Interest Payments Received	Accrued Interest Balance
LOCAL GOV - G	1.300%	93,364	100,000	10/26/2021	4/1/2026	1.300%	655	1,950	394
LOCAL GOV - U	0.863%		-	11/10/2021	8/17/2023	0.863%	113	254	-
LOCAL GOV - Cc	2.231%	86,013	100,000	2/8/2022	8/1/2031	2.231%	1,125	1,116	920
LOCAL GOV - Yo	2.082%	140,890	150,000	2/17/2022	8/1/2027	2.082%	1,574	1,562	1,290
LOCAL GOV - Cc	0.037%	172,421	180,000	5/17/2022	4/1/2032	0.037%	34	3,350	(3,316)
LOCAL GOV - Or	0.037%	146,546	150,000	5/17/2022	5/1/2029	0.037%	28	2,747	(2,719)
LOCAL GOV - Ne	1.700%	183,714	200,000	6/23/2021	3/15/2027	1.700%	1,714	1,538	1,068
LOCAL GOV - M	1.250%	99,016	110,000	7/15/2021	6/30/2027	1.250%	693	-	693
LOCAL GOV - U	1.580%	97,239	115,000	7/19/2022	9/15/2030	1.580%	916	909	821
LOCAL GOV - M	1.632%	81,726	100,000	10/13/2022	11/1/2031	1.632%	823	816	7
LOCAL GOV - Cii	2.430%	116,489	130,000	11/30/2022	6/1/2030	2.430%	1,592	1,580	268
LOCAL GOV - St	1.151%	180,984	200,000	11/14/2022	5/1/2027	1.151%	1,160	1,151	296
LOCAL GOV - Sa	1.404%	133,284	155,000	12/13/2022	8/1/2029	1.404%	1,097	1,088	107
LOCAL GOV - Cii	3.748%	94,975	100,000	4/12/2023	10/1/2031	3.748%	1,889	1,874	827
LOCAL GOV PAC	5.050%	51,735	50,000	8/3/2023	8/10/2026	5.050%	1,038	-	1,038
LOCAL GOV Joh	5.150%	51,752	50,000	9/8/2023	9/8/2026	5.150%	804	-	804
LOCAL GOV Am	5.800%	51,623	50,000	10/4/2023	10/3/2025	5.800%	699	-	700
LOCAL GOV Asti	1.200%	92,707	100,000	10/19/2023	5/28/2026	1.200%	240	-	242
LOCAL GOV Con	5.500%	105,982	100,000	10/25/2023	10/1/2031	5.500%	1,010	-	1,010
LOCAL GOV Hor	4.950%	101,821	100,000	12/4/2023	9/30/2026	4.950%	366	-	366
LOCAL GOV Pep	5.250%	127,941	125,000	11/10/2023	11/10/2025	5.250%	917	-	917
SUBTOTAL LOCAL GOV'T		\$ 3,748,161	\$ 4,025,000				\$ 34,341	\$ 35,656	\$ 17,700
TOTAL INVESTMENTS		\$ 195,503,300	\$ 195,033,653				\$ 4,434,926	\$ 3,747,332	\$ 1,417,069

Earnings Report
Three Months Ended December 31st, 2023 and 2022

Security	Quarter				Year to Date				
	2023		2022		2023		2022		
	Earnings	Avg Yield							
GENERAL FUNDS									
Certificate of Deposit	\$ 623,572	4.60%	\$ 57,370	1.74%	\$ 1,360,934	4.60%	\$ 72,808	1.74%	
Money Market									
Illinois Funds	804,430	5.37%	547,534	3.47%	1,520,650	5.36%	737,465	2.82%	
Chase Savings	14,846	3.13%	5,439	0.94%	28,742	3.09%	7,038	0.68%	
ISDLAF - Liq+Max Fund	120,188	4.28%	129,864	2.45%	127,166	4.23%	169,199	2.38%	
PMA 2023 Debt Certificates	199,709	5.27%	-	0.00%	301,215		-	0.00%	
Wintrust Bank	42,801	5.47%	259,479	3.37%	84,392	5.43%	347,171	2.55%	
PMA LGIP -SDA	-		-	0.00%	-		-	0.00%	
PMA Preferred Bank SDA	16,575	1.95%	2,215	0.02%	16,601	1.95%	3,424	0.02%	
PMA First American	643	2.48%	2,556	4.06%	1,404	3.46%	2,949	2.81%	
PMA MainStreet Bank	117,129	6.88%	2,456	0.04%	314,583	6.11%	3,685	0.04%	
HUNTINGTON ICS	62,428	4.74%	630	0.02%	123,061	4.70%	1,008	0.02%	
PMA Term Series	-		-	0.00%	-		-	0.00%	
Treasury Notes	203,003	2.53%	329,666	1.51%	429,475	3.33%	485,849	1.65%	
GNMA	4,588	6.71%	11,522	6.75%	9,421	6.71%	17,424	6.75%	
FNMA	34,404	2.64%	60,986	2.39%	69,451	2.72%	90,186	2.45%	
Other Fed Agency Bonds	6,373	1.55%	16,424	2.07%	13,486	1.91%	25,302	2.20%	
Municiple and other Bonds	19,094	2.19%	30,574	1.59%	34,341	2.22%	46,352	1.62%	
Total	\$ 2,269,785	3.85%	\$ 1,456,715	2.28%	\$ 4,434,922	4.02%	\$ 2,009,860	2.34%	
Fair Mkt Value Adj.	\$ 487,437	-117.52%	\$ 156,305	0.90%	\$ 408,122	0.96%	\$ (298,917)	0.60%	

Codes:

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

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

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$400.00 for part-time teaching services for the Alliance for Lifelong Learning, fall 2023.
- b. Salary rescinds in the amount of \$963.50 for part-time teaching services for the Alliance for Lifelong Learning, fall 2023.

Jl:bd
1/2024

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 b as stipulated above and hereby approves the expenditures in the amount not to exceed \$400.00 for all funds listed in item a.”

Supplemental Payment of Professional Personnel – Fall 2023

Comparative figures:

**Fall 2023 Part-Time
\$3,764,330.72**

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

**Fall 2023 Overload
\$705,190.20**

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

IL:jg
1/2024

President’s Recommendation:

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

“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.”

Authorization to Pay Professional Personnel

The 2024 spring semester classes will begin on January 16, 2024. The first payroll for the 2024 spring semester part-time faculty and adjunct faculty is February 2, 2024, and full-time overload payments will be February 16, 2024. Since the list of the 2024 spring semester professional personnel will not be available until after the January 16, 2024 Board meeting, the Treasurer is requesting the authority to pay the 2024 spring semester part-time and adjunct faculty on February 2, 2024, and full-time overload payments on February 16, 2024.

JM:mw
1/2024

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 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.”

Approval of Clinical Practice Agreements

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

Physical Therapist Assistant

New: This is a new agreement for the Physical Therapy Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a 3-year agreement which commences on June 1, 2024 and terminates on June 1, 2027.

New: This is a new agreement for the Physical Therapy Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a 3-year agreement which commences March 1, 2024 and terminates on March 1, 2027.

Early Childhood Education

New: This is a new agreement to offer practicum opportunities for students in our Early Childhood Education. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on January 1, 2024 and terminates on January 1, 2029.

New: This is a new agreement to offer practicum opportunities for students in our Early Childhood Education. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on January 1, 2024 and terminates on January 1, 2029.

IL:av
1/2024

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:

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

Authorization to Approve January Purchases

Any purchase exceeding \$25,000 requires Board Approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution. Items “a – f” were previewed at the December 2023 Board of Trustees Meeting. Items “g - i” have not been previewed.

JM:tt
1/2024

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:

<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 Astoria, IL	\$140,775.16
1/24-10b	2	Travel for Men’s Baseball Team	Academy Bus, LLC Winter Garden, FL	\$5,000.00
			Southwest Airlines Dallas, TX	\$15,000.00
			Enterprise Rent-A-Car Orlando, FL	\$1,500.00
			Encore Resort Kissimmee, FL	\$12,500.00
			Springhill Suites Marriott Kissimmee, FL	\$1,000.00
			Russ Matt Baseball 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 Manhattan, IL	\$45,000.00

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
1/24-10d	1	Interim Contracting Staffing Services for Foundation Finance and Operations Support	MGT of America Consulting, LLC Northfield, IL	\$33,000.00
1/24-10e	1	High-Speed Internet Hotspot Data Plan	T-Mobile USA, Inc Bellevue, WA	\$54,000.00
1/24-10f	1	Snap-on Equipment for Automotive Technology – ZEUS+ Certification Kit Scanners	Snap-On Industrial Crystal Lake, IL	\$39,437.45
1/24-10g	2	Diploma Services Ratification	Parchment, LLC Scottsdale, AZ	\$31,661.96
1/24-10h	2	Grant Accounting Compliance Services Ratification	Warady and Davis LLP Deerfield, IL	\$ 105,553.75
1/24-10i	1	Three Used Automotive Vehicles	House of Carz Round Lake Heights, IL	\$14,800.00
			Arlington Heights Ford Arlington Heights, IL	\$17,136.16
			To be Determined	\$18,063.84
GRAND TOTAL				\$ 548,428.32."

IN DISTRICT	\$33,000.00
CONSORTIUM	\$0.00
BID	\$140,775.16
BID EXEMPT	\$ 374,653.16
QBS	\$0.00

MBE	\$0.00
WBE	\$45,000.00

Authorization to Purchase Printing of the Oakton Non-Credit Class Schedule

In 2019, the College Administration recommended changing the past practice of printing the credit class schedules, moving from a mass distribution of these schedules to an online format. Although the credit class schedule will no longer be printed, the Administration is assessing whether this option is feasible for the non-credit class schedule. In the meantime, the College recommends continuing to print four issues of the non-credit class schedule. Updates to the non-credit class schedule include changing the inside pages to a brighter newsprint paper, redesigning the cover, adding photos, making additional content changes, and adding a no-cost four-color insert within each issue. Due to content changes occurring throughout the course of this contract, the design team has yet to determine the exact number of pages for each issue. Therefore, the Administration requests approval for the highest anticipated page count per issue.

The Procurement office issued a bid for printing four issues of the non-credit class schedule that is synchronized with the annual postal permit for the calendar year 2024. The non-credit class schedules will be distributed to all residences within the district (approximately 200,000) according to the following schedule:

- Issue 1 – Spring II issue mailed in mid-February 2024
- Issue 2 – Summer issue mailed in late-March 2024
- Issue 3 – Fall issue mailed in early July 2024
- Issue 4 – Spring I issue mailed in early November 2024

The bid was sent to nineteen (19) (two in-district) web press printing companies. The College received two (2) responses. As noted on the following page, the total amount requested is not to exceed \$140,775.16.

The responsible and responsive low bid was submitted by KK Stevens Publishing Co. This company has printed many of the College's class schedules and has always provided a quality product and great customer service. They also print class schedules for many other colleges and universities. The Administration is confident they will continue to meet the College's quality standards and delivery schedules.

RB:tt
1/2024

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 purchase of the Printing of the Oakton Non-Credit Class Schedules from KK Stevens Publishing Company, 100 N. Pearl St., Astoria, IL 61501, for a total not to exceed \$140,775.16 per their low bid in response to Invitation to Bid #1025-23-06."

Printing of the Non-Credit Class Schedules Bid # 1025-23-06	
Vendor	Option 1 Grand Total
K. K. Stevens Publishing Co	\$140,775.16
Indiana Printing & Publishing Company, Inc	\$147,146.00

Authorization to Purchase Travel for Men’s Baseball Team

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

The baseball team plans to travel to Florida for seven days to participate in the Russ Matt Baseball tournament. This organization is the largest operator of college baseball spring break tournaments in the United States, with over 230 college baseball teams participating in three locations. Oakton’s team would be scheduled to play six games during the trip, with some additional time for team-building activities. The trip cost will be paid for through fundraising efforts by the Athletic Department and the Oakton Baseball Team, so the net expenditure to Oakton will be zero. Although the individual payment to each vendor is less than \$25,000, the College is seeking board approval as the nature of the total expenditures is related to a single activity. The trip will be canceled if adequate funds are not raised by February 2024 to cover these costs.

The team will be traveling from Chicago, IL on March 9, 2024, and returning from Orlando, FL on March 15, 2024. There will be approximately a total of 39 individuals, including coaches, trainers, and players attending the tournament.

The cost of the trip breaks down as follows:

Cost Category	Cost	Explanation
Academy Bus, LLC 1155 Elboc Way Winter Garden, FL 34787	\$5,000.00	Bus transportation for the team while in Florida
Southwest Airlines 2702 Love Field Drive Dallas, TX, 75235	\$15,000.00	Round Trip Flights for the team from Chicago to Florida
Enterprise Rent-A-Car 9400 Airport Boulevard Orlando, FL, 32827	\$1,500.00	Florida on-site travel costs for head coach and athletic trainer
Encore Resort 101 Lasso Drive Kissimmee, FL 34747	\$12,500.00	Rental of home facilities for team housing, secured by Russ Matt Tournament
Springhill Suites Marriott 4991 Calypso Cay Way Kissimmee, FL, 34746	\$1,000.00	Hotel room for athletic trainer
Russ Matt Baseball 6 Lehigh Circle Stratham, NH 03885	\$4,000.00	Game fees
Estimated Meals Per Diem	\$10,000.00	Daily meals for the team
TOTAL	\$49,000.00	Total estimated cost of the trip

<u>Meals per Diem Breakdown</u>		<u>Total</u>
Athletes	\$30/day x 7 days = \$210.00 \$210 x 35 (athletes) = \$7350.00	\$7,350.00
Coaches and Trainer	\$69/day x 7 days = \$483.00 \$483 x 4 (3 coaches + 1 trainer) = \$1932.00	\$1,932.00
	Total	\$9,282.00
	Rounded to	\$10,000.00

CP:tt
1/2024

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 purchase of Travel for Men's Baseball Team from:

Academy Bus, LLC. 1155 Elboc Way, Winter Garden, FL 34787, for an amount not to exceed \$5,000.00,

Southwest Airlines, 2702 Love Field Drive, Dallas, TX, 75235, for an amount not to exceed \$15,000.00,

Enterprise Rent-A-Car, 9400 Airport Boulevard, Orlando, FL, 32827, for an amount not to exceed \$1,500.00,

Encore Resort, 101 Lasso Drive, Kissimmee, FL 34747, for an amount not to exceed \$12,500.00,

Springhill Suites Marriott, 4991 Calypso Cay Way, Kissimmee, FL, 34746, for an amount not to exceed \$1,000.00,

Russ Matt Baseball, 6 Lehigh Circle, Stratham, NH 03885, for an amount not to exceed \$4,000.00,

Per Diem Meals, for an amount not to exceed \$10,000.00,

for a grand total not to exceed \$49,000.00."

Authorization to Partner with Judy Mitchell Consulting, LLC – Contract Extension

At the August 15, 2023 Board meeting, the Board approved the purchase of consulting services from Judy Mitchell Consulting, LLC to provide the necessary leadership to manage the functions of the administrative affairs areas (Budget and Accounting Services, Procurement, Auxiliary Services, Construction Management, Facilities, Information Technology, and Police Department) following the resignation of Edwin Chandrasekar, Vice President of Administrative Affairs/Chief Financial Officer. Dr. Judy Mitchell has provided excellent interim leadership during this period of transition. The original contract term expires in January 2024.

In October 2023, Dr. Mitchell became the lead negotiator for the College in contract negotiations with the Oakton Community College Full-Time Faculty Association (OCCFA) following the departure of Dr. Colette Hands. This assignment was not included in the original contract.

Therefore, the Administration is seeking approval to extend the term for contractual services from Judy Mitchell Consulting, LLC, to allow Dr. Mitchell to serve as the lead negotiator and provide transition support to the new Vice President of Administrative Affairs/CFO.

The Administration is requesting approval to extend its partnership with Judy Mitchell Consulting, LLC for an amount not to exceed \$45,000.00 for the period starting February 1, 2024, and ending May 31, 2024.

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
1/2024

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes a partnership with Judy Mitchell Consulting, LLC – Contract Extension, from Judy Mitchell Consulting, LLC, 12548 Horseshoe Lane, Manhattan, IL 60442, for an amount not to exceed \$45,000.00.”

Authorization to Purchase Interim Contract Staffing Services for Foundation Finance and Operations Support

As a result of an internal promotion, the Foundation's lead finance and operations position became vacant as of September 2023. The College posted the position in early September, and a search chair and committee were in place within two weeks. The College has advertised the position through traditional channels. Additionally, the staff and Foundation Board Directors have promoted the role through their various social media and professional networks. The committee has reviewed sixteen (16) applicants to date and deemed none qualified to move forward. A recruiter is being re-engaged to support the continuation of this search.

In the interim, the Chief Advancement Officer is performing the day-to-day, monthly, and seasonal functions of the Senior Manager of Foundation Finance and Operations in addition to her own responsibilities. To support her in this work, a temporary financial manager was hired through GovTempsUSA (Northbrook, IL) to support project-related activities and assignments on a part-time basis, up to 20 hours a week. The fee for these services is \$225 per hour. The temporary financial manager started working with the department in November and is expected to continue until the position is filled and a transition can be affected. The College is only charged for the actual hours worked. The cost for this engagement is expected to be an amount not to exceed \$33,000.00 for a period of four months.

GovTempsUSA, a subsidiary of GovHRUSA (Northbrook, IL), is a national public-sector staffing firm specializing in the temporary placement of positions in local government. On November 29th, 2023, the College was notified that MGT of America Consulting, LLC had acquired GovHRUSA, and this transition for billing purposes was made in December 2023. No other service impact is expected. The College is confident that MGT of America Consulting, LLC will be able to provide the specific qualifications needed for this project.

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.

KS:tt
1/2024

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 purchase of Interim Contract Staffing Services for Foundation Finance and Operations Support from MGT of America Consulting, LLC, 790 West Frontage Road, Suite 110, Northfield, IL 60093 for an amount not to exceed \$33,000.00."

Authorization to Purchase High-Speed Internet Hotspot Data Plan

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

Post-pandemic, the number of requests for hotspots has reduced significantly. As a result, this investment can be scaled back. At this time, maintaining 150 hotspots will meet the needs of our students at the College. Therefore, IT recommends extending the contract with T-Mobile for one additional year for 150 hotspots for a total of \$54,000.00.

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

LV:tt
1/2024

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 renewal of hotspot data plans from T-Mobil USA, Inc., 12920 SE 38th Street, Bellevue, WA 98006, for a total of \$54,000.00.”

Authorization to Purchase Snap-On Equipment for Automotive Technology – ZEUS+ Certification Kit Scanners

The Automotive Technology (ATA) Department seeks to purchase the ZEUS+ Cert Kit Scanners by Snap-On, which will replace the ATA's outdated Snap-On Verus Pro scanners. The new ZEUS+ Scanners will provide students with hands-on experience in the diagnostic process for automotive troubleshooting and repair procedures. The ZEUS+ Scanners provide students with the software coverage, processing power, speed, and access to the information they need to perform automotive diagnostics and repairs more efficiently and expediently. The ZEUS+ Scanners by Snap-on allow the students to practice with the equipment commonly found in industry.

In the Academic Year 2022-2023, there were 261 enrollments in the ATA courses and 156 credentials were awarded. All students enrolled in ATA courses will utilize these scanners as part of their training associated with any ATA programs, including the AAS degree and all stackable certificates.

The Administration seeks approval to purchase the ZEUS+ Cert Kit Scanners for a total amount of \$39,437.45.

The Snap-On Certification Kits were designed and developed by Snap-On Industrial, and are exclusively distributed by the vendor.

This is a bid-exempt purchase according to ILCS-805/3-27.1 item I, "goods or services which are economically procurable from only one source."

MB:tt
1/2024

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 purchase of Snap-On Equipment for Automotive Technology – ZEUS+ Certification Kit Scanners from Snap-on Industrial, 3011 IL RTE 176, Door 1, Crystal Lake, IL 60014, for a total of \$39,437.45."

Ratification of Diploma Services

It is a common practice for the College to provide diploma covers to graduating students during the Spring Commencement ceremony and upon student request. Parchment, LLC, has provided this service to the College since the beginning of 2023. The current one-year contract is for 1,001 diplomas for a total cost of \$9,969.96.

The College had been using Diplomas on Demand, our Diploma printing vendor, to print diplomas for students who successfully completed a certificate or associate’s degree program. Recently, Diplomas on Demand was acquired by Parchment, LLC., which terminated Diplomas on Demand operations. In its place, Parchment, LLC began to offer their own diploma services. The new services provided by Parchment, LLC allow the College to issue printed and electronic diplomas to students. The new electronic diploma functionality enables students to display their electronic diplomas on social media, among other online platforms. The one-year contract costs \$21,692.00 to implement printed and electronic diploma services through Parchment, LLC.

Parchment, LLC is the only vendor awarded a U.S. Patent for developing the compact Portable Document Format (PDF). They are the only vendor to offer a complete exchange service to enable the sending and receiving of credentials in any format.

While neither of these expenditures by themselves would require Board approval, the two services combined result in a total cost of \$31,661.96.

The breakdown is as follows:

Description	Cost
Diploma Covers	\$9,969.96
Printed and Electronic Diploma	\$21,692.00
Grand Total	\$31,661.96

This is both a sole source and bid-exempt purchase according to ILCS-805/3-27.1 item f, “purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process” and ILCS-805/3-27.1 item I, ILCS-805/3-27.1 “goods or services which are economically procurable from only one source.”

DW:tt
1/2024

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 ratification of the purchase of the Diploma Services from Parchment, LLC, 7001 N. Scottsdale Road, Suite 1050, Scottsdale, AZ 85253, for a total of \$31,661.96.”

Ratification of Grant Accounting Compliance Services

The College currently receives four workforce grants - Early Childhood Access Consortium for Equity (ECACE), Workforce Equity Initiative (WEI), College Bridge, and Pipeline for the Advancement of the Healthcare Workforce (PATH) - all with requirements for post-award grants accounting compliance.

To meet the requirements for these grants, the College has engaged Warady and Davis LLP of Deerfield, Illinois, in April 2023 to assist with grant compliance. Warady and Davis has a multi-disciplinary not-for-profit/government team. The team is comprised of audit, accounting, tax, and consulting professionals with not-for-profit, governmental, and foundation experience.

Warady and Davis assists Oakton staff with the following responsibilities:

1. Serve as an internal resource on the ECACE, WEI, College Bridge, and PATH Grants.
2. Monitor the financial transactions, including expenditures, revenue, and other financial activities.
3. Assist in ensuring compliance with grant regulations and guidelines.
4. Monitor and reconcile grant expenses and income to ensure accuracy and completeness.
5. Perform monthly, quarterly, and year-end financial closing procedures, including reconciling accounts, and assisting Oakton to prepare financial statements and reports for internal (e.g., grants office, administration, cashier, etc.) and external stakeholders.
6. As part of financial reporting to the grantors, complete a crosswalk between Oakton accounts and ICCB categories (for budget versus actuals).
7. Ensure monthly requests for reimbursement from grantors are submitted accurately and on time.
8. Coordinate and respond to inquiries from grantors, auditors, and other stakeholders.
9. Collect and report on the health of the budget, and assist Oakton in providing budgetary management of the grant and post-award compliance.
10. Identify and communicate any issues or concerns related to grant accounting to management.
11. Provide budget support to programmatic staff (budget set-ups, budget revisions, etc.).
12. Serve as a liaison to state grantors.

Warady and Davis staffing consists of a partner at \$275 per hour and a staff accountant at \$115 per hour. These team members are experienced with the workforce grant requirements and Oakton's systems. The College estimates time spent at 0.5 partner hour per week and 15 staff accountant hours per week.

The College is requesting ratification of the incurred expenses of \$53,403.75 (through December 2023) and approval for an additional \$52,150.00 from January through July 2024 for these services, which are charged to the grants, for a grand total of \$105,553.75.

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.

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the ratification of the purchase of grant accounting compliance services from Warady and Davis LLP, 1717 Deerfield Rd. Suite 300, Deerfield, IL 60015, for a grand total of \$105,553.75."

Authorization to Purchase Three Used Automotive Vehicles

As part of the FY 2024 Budget, \$50,000 was allocated to purchase three used vehicles to support the Automotive Department academic program. Purchasing used vehicles is challenging to bid out; however, the leadership of the department exercised due diligence in researching and evaluating their options.

A total of three vehicles, specifically diesel and hybrid, are needed to support the automotive program. They are requesting to purchase the two vehicles below now and a third vehicle, when an acceptable one is located, for the Spring 2024 semester. Since diesel and hybrid vehicles are difficult to identify within a 50-mile radius and at one dealership, multiple dealerships will be used for the purchase.

- 2013 Ford F250 series Diesel Pickup 6.7L eight-cylinder, four-wheel drive with 250k miles. The mileage for used diesel vehicles is generally high, so the high mileage is not an issue. The diesel also has the DEF system for emissions, which is a plus. In addition, the program currently has a 6.7L twin diesel on an engine stand that can be used for parts removal. The running diesel engine can be used for running compression testing, electrical, emission testing, and more. This vehicle is located at the House of Carz in Round Lake Heights, IL, for a total amount of \$14,800.00.
- 2018 Ford Fusion four-cylinder Hybrid front-wheel drive with 64k miles. The vehicle is in great shape and has all the necessary options, including a backup camera, electronic suspension, electric A/C, CVT transmission, and more. This vehicle is located at Arlington Heights Ford in Arlington Heights, IL, for a total amount of \$17,136.16.

The third vehicle has not been identified; however, it will not exceed the total amount of \$18,063.84, totaling the allotted \$50,000.00 in total spend.

Dealerships visited for evaluation and selection include:

- Diesel – Ray Chevrolet, Victor Ford, Arlington Heights Ford, Rundo Enterprise Inc., Auto Trader, and Carmax
- Hybrids – Arlington Heights Ford, Arlington Nissan, Bredemann Ford and Toyota, Morton Grove Audi, Auto Trader, AutoNation Libertyville, Lincolnwood Toyota, Jibb Motors, and Carmax

Due to the extensive process of evaluating available vehicles, the Administration is exercising the option of accepting visits and research as allowable practices.

The Administration seeks approval to purchase three used vehicles to support the automotive program for a total amount not to exceed \$50,000.00.

JM:tt
1/2024

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 purchase of Three (3) Used Automotive Vehicles from:

House of Carz, 1223 W. Rollins Rd, Round Lake Heights, IL 60073, for a total amount of \$14,800.00,

Arlington Heights Ford, 801 W Dundee Rd, Arlington Heights, IL 60004, for a total amount of \$17,136.16,

Vendor to be determined, for an amount not to exceed \$18,063.84, for a grand total not to exceed \$50,000.00."

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

– 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.

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

b) Dispatching Services - National Association of Campus Safety Administrators (NACSA) –

Since 2018, Oakton College has contracted with the National Association of Campus Safety Administrators (NACSA) to provide dispatching services to the campus community, to receive calls and dispatch the assignment, freeing up an officer and increasing the visibility of campus police officers on site. The College has been pleased with the service and is requesting Board approval to engage in a new contract.

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 NACSA's third client, and they now dispatch for 30 colleges in 15 states
- NACSA employees 40 dispatchers
- On average, NACSA 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 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 training conducted by Field Training Officers
- All dispatchers have random calls pulled each week for QA 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 the College's continuity of operations.

The National Association of Campus Safety Administrators is also cost-effective compared to the dispatch center in Des Plaines. 2023 NACSA = \$44,400 as compared to 2023 Des Plaines at a cost of \$150,000 annually.

The Administration is recommending the renewal of the NACSA contract for a period of five (5) years, through January 2029.

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.

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

- c) **Security Services – HLSA** – Oakton College contracted with HLSA Security beginning in 2019, providing backup security services to supplement the reduction of police staffing levels at the College, and the difficulty hiring part-time guards for evening and weekend coverage. To provide historical background, in August of 2017, the College had two (2) sergeants, 11 police officers, one (1) full-time guard, and eight (8) part-time guards. Today, the College employs one (1) lieutenant, one (1) full-time guard, one (1) part-time guard, and nine (9) police officers.

HLSA Security has recently promoted four (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.

The HLSA contract provides:

- Dependable employees
- Reduction in overtime
- Independent scheduling
- Adequate number of employees
- Woman-owned
- Positive image for the College
- 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 manpower 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, through January 2029, which allows ample time to re-evaluate the current policing structure.

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.

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

- d) **Truck Wrapping** – Oakton has partnered with 160 Driving Academy to bring the College's 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 College issued a public bid in November 2023, and the result will be presented to the Board at the February 2024 meeting.

- e) **Digital and Traditional Marketing Services** – The Marketing and Communications team supports the College's strategic goals and priorities as outlined in our strategic plan, a brand refresh, equity plan, and the College's SEM plan to strengthen our relevance, drive demand, and impact 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 College issued a public Request for Proposal in October 2023, and the result will be presented to the Board at the February 2024 meeting.

- f) **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.

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 office space. Moreover, additional laptops are needed to meet the needs of newly hired full-time staff and full-time faculty.

The Information Technology Department is finalizing specifications and obtaining quotes for the laptops and will present this purchase to the Board at the February 2024 meeting.

- g) **Academic Administration Enabling Remodeling** – 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 Wood House/Tinucci Architects, one of the College's designated architectural firms, based on the Quality-based Selection (QBS) process.

A public bid was issued in December 2023, and the bid result will be presented to the Board at the February 2024 meeting.

- h) Evisions Argos Data Reporting Solution** – 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 is requesting to extend the contract by three additional years.

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

Authorization to Enter into Space Rental Agreement for Baseball Practices – Parkway Bank Sports Complex

The College has rented the Parkway Bank Sports Complex for our Winter and Spring baseball practices for over a decade. The facility offers our athletes a comfortable and safe place to practice during the cold and rainy seasons. To continue this practice, we request approval for the rental of the facility.

The Complex is owned by the Village of Rosemont and is an excellent location for our student-athletes, given the distance from our campus and their willingness to support and prioritize Oakton athletics.

Due to the increase in the cost of rent and the Women's Softball Program being up and running, the cost to rent out the Parkway Bank Sports Complex now requires Board Approval.

The cost of the space rental agreement breaks down as follows:

Rate	Number of Hours Per Day	Number of Days
\$250.00/HR	2	60
Total		\$30,000.00

CP:tt
1/2024

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 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.”

Authorization to Hire Vice President for Administrative Affairs

The administration is recommending the hire of Ms. Michele Roberts for the Vice President for Administrative Affairs position. The search began on August 21, 2023 with the AGB Group assisting in the hiring process. There were postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO – National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were fifty-four applicants for the Vice President for Administrative Affairs. The search committee conducted five semi-finalist interviews, and selected three for on campus interviews with a number of employee groups, including the interim CHRO, President’s Council, Administrative Affairs direct reports, the interim Vice President for Administrative Affairs, President Smith, as well as an open forum session for college administrators, faculty, and staff.

Ms. Michele Roberts is currently the Vice Chancellor of Finance and Administration at Ivy Tech Community College where she leads a team that manages a portfolio of approximately \$130M in annual operating funds, as well as additional grant and facilities related allocations. Ms. Roberts holds a Juris Doctorate, and an MBA both from Indiana University.

DAO:vb
1/2024

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 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.”



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

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

WITNESSETH:

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Vice President for Administrative Affairs the Board's College, and the Board has approved such recommendation;

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

1. The Administrator is appointed Vice President for Administrative Affairs of the Board's College from February 12, 2024 through June 30, 2024. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$200,335, which includes the equivalent of 3% of the Administrator's annual contribution to SURS. This salary shall be for the period February 12, 2024 through June 30, 2024.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President.

Dated and returned this _____ day of _____ 2024 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on January 16, 2024.
(Agenda Item 1/24-13)

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

President

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

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

Authorization to Hire Chief Human Resources Officer

The administration is recommending the hire of Ms. Johanna Fine for the Chief Human Resources Officer position. The search began on October 11, 2023. There were postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO – National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were forty-five applicants for the Chief Human Resources Officer. The search committee conducted eight semi-finalist interviews and selected three for on campus interviews with a number of employee groups, including the interim CHRO, President's Council, Human Resources direct reports and team, President Smith, as well as an open forum session for college administrators, faculty, and staff.

Ms. Johanna Fine currently serves as an HR Consultant of the Carolyn Brand Group, and formerly held positions as CHRO for JCC of Chicago and Vice President of Human Resources for the American Osteopathic Association. Johanna holds a Bachelor's degree from Indiana University in Speech Communications and post-baccalaureate Certificates in Human Resources Management; Diversity, Equity and Inclusion; and Industrial and Organizational Psychology.

DO:vb
1/2024

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 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."



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

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

WITNESSETH:

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Chief Human Resources Officer the Board's College, and the Board has approved such recommendation;

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

1. The Administrator is appointed Chief Human Resources Officer of the Board's College from January 29, 2024 through June 30, 2024. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$183,340, which includes the equivalent of 3% of the Administrator's annual contribution to SURS. This salary shall be for the period January 29, 2024 through June 30, 2024.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President.

Dated and returned this _____ day of _____ 2024 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on January 16, 2024.
(Agenda Item 1/24-14)

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

President

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

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

Authorization to Hire Dean of Adult and Continuing Education

The administration is recommending the hire of Ms. Delia Rodriguez for the Dean of Adult and Continuing Education. The search began on September 21, 2023, with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO – National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were seventy-one applicants for the Dean of Adult and Continuing Education. The search committee conducted five semi-finalist interviews and selected four for on campus interviews with a number of employee groups, including the President’s Council, Council of Deans, Assistant Vice President’s, the Adult Education Leadership Team and the Assistant Vice President for Workforce Innovation and College Partnerships, as well as an open forum session for college administrators, faculty, and staff.

Ms. Delia Rodriguez is currently the Director of Adult Education at McHenry County College. Ms. Rodriguez has led efforts in diverse education programs, including bilingual and general education special education and coaching. She earned her Master’s Degree in Education Leadership from Benedictine University and her Bachelor’s Degree in Education from Northern Illinois University.

DO:vb
1/2024

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 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.”



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

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

WITNESSETH:

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

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

1. The Administrator is appointed Dean of Adult and Continuing Education of the Board's College from February 5, 2024 to June 30, 2024. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$124,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period February 5, 2024 through June 30, 2024.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this _____ day of _____ 2024 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on January 16, 2024.
(Agenda Item 1/24-15)

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

President

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

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

Acceptance of Administrator Retirement

Assistant Vice President for Academic Affairs and College Transitions, Anne Brennan has provided the College with her notice of retirement under the provisions of College retirement policies for administrators, effective June 30, 2024.

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

DAO:bs
1/2024

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 Anne Brennan, Assistant Vice President for Academic Affairs and College Transitions, effective June 30, 2024.”

Approval of Emeritus Appointments

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

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

Angelo Gero, Lecturer; Mary Kakenmaster, Distinguished Professor of Nursing; Nouel Kamber, Lecturer; Linda Korbel, Dean of Liberal Arts; David Kossy, Lecturer; George Lungu, Distinguished Professor of Political Science; Chikako Mclean, Lecturer; Lawrence Penar, Professor of Air Conditioning, Heating, and Refrigeration; Howard Rosenzweig, Lecturer; Merilee K. Slipenko, Professor of Paralegal Studies; and William Tong, Lecturer have requested Emeritus appointments.

Applications for re-appointment to Emeritus may be made at the end of the ten-year term of Emeritus appointment. Elaine MacAlister, Professor Emerita of Computer Technologies and Information Systems, and Lynn W. Seinfeld, Administrator Emerita, have applied for Emeritus re-appointment. They meet the requirements for Emeritus reappointment.

IL:av
1/2024

President's Recommendation:

That the Board adopts the following resolution:

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

Approval of New Policy and Policy Revisions

Policies 1016, 1117, 3014 and 3037 were proposed for revision on December 12, 2023. In addition, new policies 1028 and 4006 were presented for first read. In accordance with College Policy, action on the proposed revisions and new policy approvals will take place at the regular meeting of the Board of Trustees on January 16, 2024.

JLS:bs
1/2024

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 new policies 1028 and 4006, and the revisions to policies 1016, 1117, 3014 and 3037, attached hereto.”

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

Policy No. 1016
(Previously 1810)
Revised 9/15/1998
Renumbered 7/1/2001
Revised 2/17/2015
Revised 12/15/2020
Revised 1/17/2023
Revised 1/16/2024
Page 1 of 3

BOARD OF TRUSTEES

Board of Trustees Meetings

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

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

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

Annual Organizational Meeting

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

Regular Meetings

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

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

Adjourned Meetings

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

Committee Meetings

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

Special Meetings

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

Closed Meetings or Executive Sessions

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

Remote Attendance

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

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

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

Board Attendance

Board members are strongly encouraged to attend all Board meetings whenever possible.

A board attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

1. *The member has two unnotified absences in a row ("unnotified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).*

- 2. The member has three notified absences in a row.**
- 3. The member misses one third of the total number of board meetings in a twelve-month period.**

If a board-attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. If the situation is not resolved, the member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what appropriate actions to take regarding the board member.

New Policy

Policy No. 1028
1/16/2024

BOARD OF TRUSTEES

Board Policy Statement Regarding Diversity, Equity and Inclusion¹

All students and employees should have equitable opportunities and access regardless of and responsive to their multiple identity statuses.

One of the ways that Oakton actively seeks to fulfill its mission is to integrate diversity, equity and inclusion (DEI) in every aspect of the college's operations, including in policy work. Equitable policies are important for creating the College's capacity to provide robust, effective opportunities for students and employees to learn and work.

Accordingly, it is the Board's intent that all college policies and practices be reviewed and, if necessary, revised with a particular focus on educational and employment equity at Oakton College. Most importantly, the Board is very committed to providing additional support and assistance to student populations where equity gaps persist in the rate of retention, graduation, transfer and job placement as compared to their peers.

¹ This policy is based on an existing Diversity, Equity and Inclusion policy at Tacoma Community College.

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

Policy No. 1117
3/20/2012
Reviewed 2/17/2015
Revised 1/16/2024

COLLEGE WIDE POLICIES

Reciprocal Support: Local Purchasing

Recognizing the importance of financial stewardship and guided by the College's statement of mission, vision and values (i.e. that "We are the community's college"), the College will, whenever possible, solicit and encourage proposals from in-district vendors. When appropriate, ~~and~~ fiscally responsible, ***and legally permissible*** the College will seek to purchase services from local vendors and recommend that associated entities or individuals at Oakton College do the same. ***All purchases shall be made in accordance with Section 3-27.1 of the Community College Act and other applicable procurement laws and regulations.***

The aspirational purchasing goals of the Board of Trustees are:

- ***to allocate as many of the District's resources that can be legally and appropriately offered to in-District businesses and organizations, and***
- ***as part of our diversity, equity, and inclusion policy to encourage the allocation of these resources to women and minority businesses and organizations.***

To that end, the Board has established its own monitoring mechanism to measure the level of activity related to the above-mentioned goals. Below is the format that is provided at each Board meeting to measure each meetings' authorized purchases.

<i>IN DISTRICT</i>	<i>\$55,682.30</i>
<i>CONSORTIUM</i>	<i>\$10,948,424.00</i>
<i>BID</i>	<i>\$3,765,627.90</i>
<i>BID EXEMPT</i>	<i>\$197,191.49</i>
<i>QBS</i>	<i>\$0.00</i>
<i>MBE</i>	<i>\$0.00</i>
<i>WBE</i>	<i>\$746,227.90</i>

In-District purchases, for the purposes of this monitoring mechanism, are defined as a) purchases that are approved for businesses and organizations that reside in the District, as well as b) purchases from businesses or organizations who may not be or invoice in the District but who have affiliates, branches or other satellite operations that are physically located in the District.

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

Policy No. 3014
(Previously 3300)
7/19/1977
Revised 8/18/1998
Renumbered 7/1/2001
Revised 12/16/2008
Revised 2/17/2015
Revised 4/17/2018
Revised 1/16/2024
Page 1 of 2

BUSINESS

Purchase and Payment of Goods and Services

The policy of the Board of Trustees is to secure for the District its requirements for services, materials, supplies, and equipment at the best value for the College and in the most efficient manner that will utilize property tax revenue responsibly and effectively.

Furthermore, to meet its commitment to environmental stewardship and promote sustainability, the District shall consider the procurement of products or services that minimize potentially negative impacts on the environment and human health, in addition to the established purchasing considerations of price and performance, disadvantaged business enterprises, and local business procurement for competing products or services that serve the same purpose.

The College will seek innovative solutions in fields such as energy systems, lighting, construction, food services, waste and diversion, transportation, water conservation, and information technology. The College will strive to procure services, materials, supplies, and equipment that meet the standards set by one or more of the peer-reviewed sustainable product rating programs including, but not limited to: Energy Star, Forest Stewardship Council (FSC), Fair Trade, LEED, and Green Seal.

This sustainable purchasing policy is subject to, and shall be applied in accordance with all applicable laws, rules, and regulations including and not limited to the bidding requirements and exceptions as specified in Section 3-27.1 of the Public Community College Act (the "Act"), 110 ILCS 805/3-27.1, the Community College Energy Conservation and Saving Measures as provided in Article V-A of the Act, 110 ILCS

805/5A-5, et seq., and the Administrative Rules of the Illinois Community College Board, all as may be amended from time to time.

Payment for goods and services will be processed in accordance with contract requirements and the Local Government Prompt Payment Act, 50 ILCS 505/1, et seq., and, subject to these requirements, will be paid on a thirty-day basis or sooner for discounts through weekly Accounts Payable check releases. A monthly check register will be prepared by the **Assistant Financial** Controller, reviewed by the **Controller Director of Business Services** or designee, reviewed by the Treasurer, and ratified by the Board of Trustees at the monthly Board meeting. **Except as set forth in the next paragraph, all** payments to a single vendor in excess of \$25,000 * must be preapproved by the Board of Trustees at a regular Board meeting.

****Per Section 3-27.1 of the Public Community College Act (110 ILCS 805/3-27.1), contracts for repair, maintenance, remodeling, renovation, or construction, or a single project not involving a change or increase in the size, type, or extent of an existing facility in excess of \$50,000 must be preapproved by the Board of Trustees at a regular Board meeting.***

The Vice President for Administrative Affairs is authorized by the Board of Trustees to develop procedures for the administration of this policy.

Reference: Illinois Community College Act, 110 ILCS 805/3-27.1, 110 ILCS 805/5A-5, and the Administrative Rules of the Illinois Community College Board (current as of January 2018).

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

Policy No. 3037
12/10/2019
Revised 1/16/2024
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 disabilities² in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.³ 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").⁴

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.

² As defined in 30 ILCS 575/2

³ See 30 ILCS 575/1

⁴ 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 President⁵ 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 Act⁶;
3. The College Liaison shall file an annual report with the Council⁷;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services⁸;
5. The College shall use bid forms identifying the bidders' percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan⁹; and
6. The College shall comply with all other requirements of the Act.

⁵ *Id.*

⁶ 30 ILCS 575/6-(a).

⁷ 30 ILCS 575/6-(c).

⁸ 30 ILCS 575/6-a.

⁹ 30 ILCS 575/7(6)

New Policy

ALL PERSONNEL

Out-of-State Employment

This policy provides direction regarding the hiring of out-of-state employees at Oakton College.

Out-of-State Employment Defined

Oakton College's primary location of operation is in the state of Illinois. An "out-of-state employee" is defined as an employee of Oakton College whose primary work location is outside of the state of Illinois. State taxes, employment tax, and worker's compensation provisions vary from state to state and require payroll compliance with these various rules.

Allowable States for Out-of-State Employment

All employees must maintain their primary residence in Illinois, Indiana, or a reciprocal state with Illinois. Reciprocal states include Iowa, Kentucky, Michigan, and Wisconsin. Illinois has tax agreements with these reciprocal states. Employees may have their primary residence in Indiana since Indiana is adjacent to Illinois.

Exceptions

Oakton will not hire employees who live and perform work outside of Illinois, the reciprocal states, or Indiana. However, exceptions may be made for employees who:

- Are needed to meet a demonstrated academic department, program, or College need; or
- Are required to complete a College assignment or program that must be conducted outside Illinois, the reciprocal states, and Indiana.

Arrangements to work out-of-state must be preapproved by the appropriate Cabinet member and the President.

No Exceptions for Living and Working in the States of California and New York

Exceptions will not be made for employees living and working in the states of California and New York since these states have arduous payroll tax, employment tax, and worker's compensation laws.

Required Advanced Notification of Work Location Changes

Employees are required to notify the Human Resources department in advance of any work location changes to states outside of Illinois, the reciprocal states, and Indiana.

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**

a. Illinois Community College Board CTE Perkins Leadership Grant

The Illinois Community College Board has awarded Oakton College a \$100,000 CTE Perkins Leadership Grant for calendar year 2024. These grant funds will be used to enhance student-centered support services by expanding Oakton’s Work-based Learning programs (the Internship and Apprenticeship programs) and the holistic student-centered services they provide to students, such as career development, job search skills, and wrap-around support services.

The grant period is January 15, 2024 through December 31, 2024. Dr. Shannon McKenzie, Workforce Compliance and Career Initiatives Manager, will act as Project Director and Grant Manager. Dr. Ruben Howard, Interim Dean of Business and Career Technologies, will administer the grant until a permanent administrator is in place.

b. Illinois Community College Board REV Up EV Grant

The Illinois Community College Board has awarded Oakton College \$90,000 in state funds to support an electric vehicle capacity building grant that will enable Oakton to join a cohort of other community colleges in Illinois who are in a similar phase of their EV program development to learn, share and train together. The purpose of this initiative is to promote the development and growth of training programs that prepare individuals for careers in EV technology and EV specific advanced manufacturing fields, with a priority focus on programs and training in areas that are most in demand by EV business and industry partners. Cohort members will participate in the EV cohort Network, engage with employer and community partners, produce pathway mapping, and build capacity and infrastructure in order to grow their EV program.

The grant period is January 15, 2024 - December 31, 2024. Michael Peat, Chair, Professor, Automotive Technology, will serve as the Grant Manager, and Dr. Ruben Howard, Interim Dean of Business and Career Technologies, will administer the grant until a permanent administrator is in place.