

**The 797th Meeting
of
The Board of Trustees
March 19, 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 February 20, 2024
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiations matters; and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
6:30 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 March 19, 2024.

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

Agenda

- Call to Order and Roll Call
- Pledge of Allegiance
- Land Acknowledgement
- V Approval of minutes of the February 20, 2024 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- ICCTA Liaison Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair

Trustee Comments

Public Participation

Report: Wellness Subdivision – Changes, Updates and Compliance

New Business

Consent Agenda

- V 3/24-1a Approval of Adoption of Consent Agenda
- R 3/24-1b Approval of Consent Agenda Items 3/24-2 through 3/24-6
- 3/24-2 Ratification of Payment of Bills for February 2024
- 3/24-3 Acceptance of Treasurer’s Report for February 2024
- 3/24-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 3/24-5 Supplemental Authorization to Pay Professional Personnel – Spring 2024
- 3/24-6 Approval of Clinical Practice Agreements

Other Items

- R 3/24-7 Authorization to Approve March Purchases
 - a. Interactive Map – Three-Year Contract
 - b. Chiller Maintenance for Skokie HVAC System – Five-Year Contract Renewal
 - c. RedHat Enterprise Linux Annual Maintenance and Software Assurance
 - d. CampusLogic Software – Three-Year Contract Renewal
 - e. Maintenance and Restoration Services of Natural Areas – Two-Year Contract
 - f. Interim Contract Staffing for Foundation Finance and Operations Support – Contract Extension
 - g. Talent Recruitment Services
- 3/24-8 Preview and Initial Discussion of Upcoming Purchases
- R 3/24-9 Authorization to Hire Dean of Business and Career Technologies
- R 3/24-10 Second Read of New Policy
- 3/24-11 Notification of Award of Grants

Adjournment



Minutes of the February 20, 2024 Regular Meeting of the Board of Trustees of Community College District 535

The 796th meeting of the Board of Trustees of Community College District 535 was conducted on February 20, 2024 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Yanow called the meeting to order at 5:28 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		Absent for Roll Call
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Absent
Ms. Marie Lynn Toussaint		Present
Ms. Lydia Cruz	Student Trustee	Present

Chair Yanow asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of January 16, 2024; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and pending litigation.

Trustee Bush made the motion, seconded by Trustee Toussaint. Trustee Stafford called the roll:

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

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Johanna Fine, Chief Human Resources Officer; and Michele Roberts, Vice President for Administrative Affairs.

At 5:53 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Bashiri-Remetio made the motion which was seconded by Trustee Bush. 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 6:05 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		Absent
Ms. Toussaint		Present
Ms. Cruz	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Johanna Fine, Chief Human Resources Officer; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Marc Battista, Associate Vice President for Academic Affairs/Dean of Curriculum and Instruction; Anne Brennan, Assistant Vice President for Academic Affairs and College Transitions; Steve Butera, Director of Communications and Media Relations; Dr. Leana Cuellar, Interim Dean of Access, Equity and Diversity/Director of Student Learning and Engagement; Dr. Rick Daniels, Director of Institutional Equity and Inclusion; Jeffrey Hoffmann, Chief of Campus Police; Dr. Ruben Howard II, Director of Workforce Curriculum and Instruction/Interim Dean of Business and Career Technologies; Lindsey Hunter, Director of Admission and Enrollment; Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships; Jake Jeremiah, Dean of Library; David Kendrick, Director of Online Curriculum and Instruction; Dr. Andrea Lehmacher, Director of Marketing; Delia Rodriguez, Dean of Adult and Continuing Education; Joseph Scifo, Director of Facilities; 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; Mary Hope Griffin, Adjunct Faculty Association; and Dr. Paul Gulezian, Full Time Faculty Association.

Faculty: Olabisi Adenekan, English; Julio Capeles, Sociology; Tracy Fulce, Business; Kristen Hren, English; Peter Hudis, Philosophy; James Humenik, Law Enforcement; Khursheed Ichhaporia, Biology; Linnea Latimer, CIS; David Lewis, Business; Kate Magnuson, English; Louis Martinez, Law Enforcement; Kanchana Mendes, Biology; Michelle Naffziger-Hirsch, Sociology; and Erick Rohn, Graphic Design.

Staff: Ernest Gest, Facilities; Janeen Jackson, Black Student Success Program; Leah Kintner, Workforce Development; Ewa Lyczewska, Marketing and Communications; Jonathan McFarlane, Media Services; Robert Peterson, Access, Equity and Diversity; Francisco Sosa, Information Technology; Beatriz Sparks, President's Office.

Students: Carol Anglin.

Pledge of Allegiance – Trustee Bush 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 January 16, 2024 regular meeting of the Board of Trustees, and the January 16, 2024 Committee of the Whole meeting. Trustee Bush made the motion which was seconded by Trustee Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To the family, colleagues and friends of Chair and Professor of Mechanical Design, Joseph Cirone who passed away on January 24.
- To Distinguished Professor of BNAT, Bincy Reginold whose mother recently passed away in India.

Congratulations

- Purchasing Manager, Trinh Than welcomed her new baby girl on the morning of Feb. 20.
- Computer Information Systems lecturer, Linnea Latimer was recognized with the Second Baptist Church of Evanston African American Educators' Award.
- The City of Des Plaines Mayor, Andrew Goczowski, officially declared February as Black History Month, presenting Oakton with a proclamation at the Feb. 5 city council meeting to commemorate this important occasion. The declaration highlights the importance of celebrating the achievements and contributions of African Americans throughout history.

- The Oakton Educational Foundation Board and the Foundation Team who were recognized with the John W. Nason Award for Board Leadership and were presented with the Leadership award at the AGB Leadership Forum in January. They will return to present the award to us in person at a celebration on July 25th. Look for invitations.
- Former track/marathon coach, Pat Savage, and former tennis coach Neal Sipkovsky were inducted into the NJCAA Region 4 Hall of Fame on Feb. 13.
- The Nursing Program reported a NCLEX Exam pass rate for RN of 92% (National Pass Rate 89%; State Pass Rate 85%), and 100% for LPN (National Pass Rate 87%; State Pass Rate 88%) Congratulations to our nursing department and our students. This speaks to the high academic quality of our nursing program.
- Oakton's AAS in Health Information Technology grads first time RHIT Exam takers pass rate is 100%.

Happenings

- Black History Month kicked off on Feb. 1st with a performance by the Leo High School Boys Choir. There were a range of events including presentations about Black Colleges and Universities, Black entrepreneurs, a cooking demo and book signing and an inaugural African Diaspora Market Night on Feb. 16. The closing event with motivational speaker Allen J. Bryson will take place next Thursday, Feb. 29. President Smith thanked the Black Heritage Month planning committee for their efforts at creating an engaging range of events.
- As part of Black History Month, Oakton's staff and administrators enthusiastically joined the Evanston Black Leaders Read Program at Joseph E. Hill Early Childhood Center in Evanston, participating every Thursday in Feb. and connecting to students, fostering a love for reading and underlining the significance of diverse literature.
- COMPASS (Center for Organizing Minority Programs to Advance Student Success) also hosted a series of events in February, including an AAPI Faculty/Staff Brown Bag Lunch on Feb. 13, a financial resources workshop on Feb. 14, a DEI in tech discussion earlier today Feb. 20, and an AAPI student meet-up on Feb. 22.
- The 27th Infant Toddler Conference will be held this Saturday Feb. 24 at Oakton's Des Plaines campus. Early Childhood educators will hear the latest in research/development and receive helpful information for curriculum, guidance and more.
- Join Oakton College's Career and Transfer Center (CTC) during National Career Week starting March 4 for a series of events and activities designed to help students navigate the next steps in their career experience.
- *At the Table* is a comedy that begs the question: What happens when those with privilege are pushed to the periphery and a marginalized minority suddenly finds its voice amplified? Who is allowed at what discussion table, and who isn't? - Performances are scheduled for March 14 through 24 at the Des Plaines campus Studio Theater.
- President Smith said a special thank you to the Board and to Director of Communications and Media Relations, Steve Butera for joining her in Washington DC as they advocated for community college priorities.
- President Smith ended her report with a video clip from the Leo High School Boys Choir who opened Oakton's Black History Month Celebration.

Educational Foundation Liaison Report

It has been a strong month for giving, with contributions having increased 30% over the since last month. Notable commitments since the last update to the Trustees include:

- A \$100,000 gift from Northfield Township to renew support for their annual scholarship.
- A \$60,000 gift from the Estate of Beverly Offen to grow the Lynne Adams Library Endowment.

- A \$3,000 gift Holy Family Medical Center to launch a new scholarship in honor of Father Augustus Tolton and supporting students who are involved with the Emory Williams Academy for Black Men. Our thanks to Foundation Board member Ella Woodford-Parker and Ella Whitehead who leads Oakton's Enrollment and Equity Outreach team for their collaboration on this gift.
- A \$10,000 gift from Acuity Brands to launch the Acuity Brands Endowed Scholarship with thanks to Foundation Board member Hansy Charlier who is the regional sales executive with this national lighting manufacturer.

A delegation of 4 Foundation Board leaders attended the annual AGB Foundation Leadership Forum at the end of January with Katherine Sawyer and Jessi Moon. Oakton led or facilitated 3 conference sessions and, as President Smith indicated in her report, the Foundation's Board of Directors also received the prestigious John W. Nason Award for their work in embracing and demonstrating good governance practices. A local celebration of the award will take place in July.

The annual Employee Giving Campaign is still underway through the end of February and the Faculty Throw Down competition is heating up. The Library is currently in the lead, but there's still time for another academic division to overtake them. Many thanks to Carol Bustamante, Suzie Ziegenhorn, and Mary Hope Griffin for sharing their own reasons for giving and encouraging others to join them throughout this campaign.

The window for grant applications to the Foundation's FY25 Innovation and Excellence Grant program remains open through March 15.

The Foundation Board welcomed a new member this month, Alex Boryszewski the new Vice President of Marketing for Rivers Casino. The Foundation Board now stands at 23 voting members.

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

ACCT Liaison Report

The 2024 ACCT Legislative Summit was held in Washington, DC, February 5-7. Trustee Stafford shared that the Board members who attended the event met with three congressional representatives (or their staff) including Jan Schakowsky, Brad Schneider, Mike Quigley, and Raj Krishnamoorthi, as well as Senators Tammy Duckworth and Dick Durbin. Legislators heard concerns related to workforce PELL grants, and support for workforce initiatives.

Chair Yanow thanked to Director of Communications and Media Relations, Steve Butera for coordinating the meetings with legislators and the activity agenda.

Neurodiversity/Inclusion Report

Vice President for Student Affairs, Dr. Karl Brooks provided an update on neurodiversity/inclusion initiatives at Oakton. The Neurodiversity Working Group has been meeting regularly during the 2023-2024 academic year, and Dr. Brooks shared a summary of the year's accomplishments and plans for the future.

Initiatives and programs include:

- District 219 Bridge Program to identify opportunities to integrate the skills students with disabilities learn in their program toward a path that leads to fulfilling work. The program team developed an Earn and Learn Introduction to Hospitality course. The course will take transitional students from gaining knowledge of hotel employer needs to paid, on-the-job training, with area partner, The Residence Inn in Wilmette.
- Second Annual Neuro-Diversity Networking Morning – Scheduled for April 11, 2024. Discussions will be focused on employment and workforce.

Student Trustee Report

Ms. Lydia Cruz reminded everyone that there are several events related to Black History Month still taking place on campus, and said she is glad to see so many initiatives to support students of color at Oakton.

From February 4 to February 7, Ms. Cruz had the honor and privilege to be side by side with President Smith, Steve Butera and Trustees Yanow, Salzberg and Stafford attending the ACCT Legislative Summit. She attended meetings with fellow student trustees from all over the country, and had the opportunity to meet several

legislators. Ms. Cruz indicated that she felt heard, and that she has been doing her part as Oakton's student trustee.

Ms. Cruz also shared that she will be assisting the Student Government Association elections committee with the upcoming election for the 2024-2025 academic year. She asked faculty and staff to share opportunities for students to participate.

Student Spotlight

Carol Anglin is a non-traditional age student who joined Oakton because of the diversity of its students and employees. She has enjoyed her time and interactions at the College, and indicated that younger students have been helpful and kind. Carol obtained her GED in 2019 and is currently enrolled in classes in the social sciences concentration; she wants to pursue higher learning as a gift for her children and grand-children. She plans to obtain a bachelor's degree.

Carol thanked Black Student Success Coordinator, Janeen Jackson whose open-door policy has made it extremely easy to navigate Oakton, and she expressed interest in joining the study abroad program in Ghana which she described as an educational adventure she would like to pursue.

Carol suggested that the College does more to assist first-generation seniors to discover services available. She said that supporting this demographic will empower and help them navigate college.

Comments by the Chair

Chair Yanow reminded her colleagues about the upcoming April 6 Board retreat that will be facilitated by ACCT Consultant, Dr. Charlene Dukes.

Trustee Comments

Trustee Bush thanked Dr. Karl Brooks for providing an update on neurodiversity programs initiatives, which builds on everything that the ADRC has been doing for years that was a foundation, and the fact that this has become operational and programmatic is an achievement for Oakton.

Trustee Bush also thanked Student Trustee Lydia Cruz for attending the ACCT Legislative Summit and networking with both student trustees around the country, and indicated that it was meaningful for the Board that she was able to participate.

Public Participation – None

Board Report: Update on Institutional Equity and Inclusion Work at Oakton

Dr. Rick Daniels, Director of Institutional Equity and Inclusion

The role of the Director of Institutional Equity and Inclusion (DIEI) is to lead the college's efforts in creating a diverse and equitable learning and working environment.

Framing our work within the College's strategic plan pillars

Advancing Racial Equity

- Continue to centralize racial equity as a campus priority
- Monitor and evaluate institutional progress related to racial equity via the Equity Policy Audit

Strengthening the Oakton student and employee experience

- Office of Access, Equity, and Diversity
- DEI focused campus working groups
- Affinity and Employee Resource Groups

Enhance inclusive teaching, learning, and working environments

- Title VI Discrimination Policy and Procedure
- Dispute Resolution Services (DRS)
- Illinois Equity in Attainment (ILEA) Equity Plan
- Diversity and Equity Services and Resources

Equity Policy Audit – Established in 2021. As of today, 16 audits have been completed.

- Purpose: The Equity Policy Audit is a robust examination of institutional policy, procedure, and practice.
- Goal: to identify barriers to student & employee success, and establish equity-minded strategies to create change.

Notable Policy Changes:

- Reducing the number of scheduled DNP drops from 8 to 3 in the 2022-2023 academic year
- Establishment of the Inclusive Storytelling Guidelines
- Revising the Dean’s Guidelines to remove the word “adjudication” and replaced with “resolution”
- Eliminating the credit hour requirement from the Oakton Educational Foundation scholarship application

Strengthening the Oakton Student and Employee Experience

Office of Access, Equity, & Diversity

- Athletics
- ANDALE
- BLACK Student Success Program (BSSP)
- Center for Campus Inclusion and Diversity (CCID)
- Emory Williams Academy
- Student Life & Campus Inclusion (SLCI)
- Student Clubs and Organizations
- TRIO

DEI Focused Campus Working Groups

- Anti-Racism Team (ART)
- Advancing Racial Justice in Student Learning and Success (ARJSLS)
- DEI Leadership Council (DEI-LC)
- Diversity Council (DC)
- Undocumented/DACA Student Support Group (UDSG)

Affinity & Employee Resource Groups

- 365 Black Employee Network
- AAPI Affinity Group
- Elevating Indigenous Voices Organization (EIVO)
- Latinx Affinity Group
- LGBTQIA+ Advisory Council
- Veterans Employee Resource Group

Diversity, Equity, & Inclusion Leadership Council

The Oakton College Diversity, Equity, and Inclusion Council will guide the institutional transformation associated with DEI and assist in the promotion and implementation of related programs, projects, and initiatives. The Director of Institutional Equity and Inclusion will serve as the council lead and convene colleagues with designated responsibility for DEI from across all areas of the campus.

The Diversity, Equity, and Inclusion Council will align with the college’s strategic plan Vision 2030 through the implementation of campus wide initiatives that advance racial equity and cultivate of a culture of belonging that reflects our diversity.

Director of Institutional Equity & Inclusion 2023-2024 Benchmarks

- ✓ Continue HR and DEI Professional Development throughout 2023-2024 (ongoing)
- ✓ Establish Regular Campus DEI Communication by December 1
- ✓ Establish and Launch DEI Council by December 1
- ✓ Launch 2 gen. Equity Policy Audit process by February 1
- Hire a Diversity, Equity, & Inclusion Coordinator by April 1 (In progress)
- Solidify next steps for a College Equity Plan and determine next phase of ILEA Equity Plan by April 1 (In progress)
- Assess and Update Dispute Resolution Framework by June 3 (In progress)
- Establish Title 6 Framework and Educational Model by July 1 (In progress)

NEW BUSINESS

2/24-1a Approval of Consent Agenda

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

Trustee Bashiri-Remetio seconded the motion. A voice vote was called and the motion passed unanimously.

2/24-1b Approval of Consent Agenda Items 2/24-2 through 2/24-8

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

2/24-2 Ratification of Payment of Bills for January 2024

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

2/24-3 Acceptance of Treasurer's Report for January 2024

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

2/24-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$396,580.63 for all funds listed in items a and c."

2/24-5 Ratification of Payment of Professional Personnel – Spring 2024

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

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

2/24-6 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 (1)
Early Childhood Education Program (3)
Fire Science Program (1)
Medical Laboratory Technology (1)
Nursing Program (1)
Patient Care Technician (1)
Physical Therapy Assistant (1)
Substance Abuse Counseling Program (1)."

2/24-7 Approval of Intergovernmental Agreements between Oakton and the City of Des Plaines

"Be it resolved that the Board of Trustees of Community College 535 hereby approves the intergovernmental agreements between Oakton College and the City of Des Plaines, attached hereto."

2/24-8 Approval of MOU with the City of Des Plaines and the Village of Skokie Police Departments

“Be it resolved that the Board of Trustees of Community College District 535 approve the Memos of Understanding (MOU) between Oakton College and both Des Plaines and Skokie Police Departments, attached hereto.”

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

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

The motion carried. Student Trustee Cruz favored the resolution.

2/24-9 Authorization to Approve February Purchases

Trustee Bashiri-Remetio 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>
2/24-9a	2	Dispatching Services - National Association of Campus Safety Administrators (NASCA) – Five-Year Contract Renewal	National Association of Campus Safety Administrators Angola, IN	\$250,800.00
2/24-9b	2	Security Services - HLSA – Five-Year Contract Renewal	HLSA Inc. Chicago, IL	\$1,481,424.00
2/24-9c		CDL Semi-Truck Wrapping Service	Suburban Accents Rolling Meadows, IL	\$106,164.00
2/24-9d	2	Digital and Traditional Marketing Services – One-Year Contract	VisionPoint Marketing, LLC Raleigh, NC	\$420,000.00
2/24-9e	2	Renovation Services for Enabling and Critical Adjacencies Project	Loberg Construction, Inc. Palatine, IL	\$1,660,977.00
2/24-9f	1	Replacement Laptop Computers	JensenIT, Inc. Des Plaines, IL	\$84,600.00
2/24-9g	2	Laptop Computers, Interactive Whiteboards, and Audio Technology for the ECE Classrooms	JensenIT, Inc. Des Plaines, IL	\$78,555.36
2/24-9h	1	Evisions Argos Data Reporting Solution – Three-Year Contract Renewal	Evisions, LLC Houston, TX	\$130,535.00

2/24-9i	1	Contracted Instructional Training for the Paramedic Program – Two-Year Contract	Advocate Lutheran General Hospital Park Ridge, IL Ascension Saint Francis Hospital Evanston, IL	\$275,000.00 \$425,000.00
2/24-9j	1	Getinge Service Agreement – Three-Year Contract	Getinge USA Sales, LLC Wayne, NJ	\$74,502.61
GRAND TOTAL				\$4,987,557.97.”

Trustee Burns asked for agenda item 2/24-9b to be voted on separately, and discussed concerns regarding the procurement process at Oakton.

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

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

The motion carried. Student Trustee Cruz favored the resolution.

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Security Services – Two-Year Contract Renewal with HLSA Inc, 6650 N Northwest Highway, Suite #207, Chicago, IL 60631, for a total not to exceed \$600,000.”

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

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

2/24-10 Preview and Initial Discussion of Upcoming Purchases

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

- a. Oakton College Health Career Equipment
- b. Interactive Map
- c. Chiller Maintenance Contract for Skokie HVAC System – Five-Year Contract
- d. Graphic Design Department Equipment
- e. Video Surveillance System Replacement/Upgrade
- f. RedHat Enterprise Linux Annual Maintenance and Software Assurance
- g. Document Management and Workflow Solution
- h. Ellucian Advisory Services for Banner 9
- i. CampusLogic Software – Three-Year Contract
- j. Computer Networking and Systems Department Computers

2/24-11 Ratification of Space Rental Agreement for Baseball Practices – Wintrust Field

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

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

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

The motion carried. Student Trustee Cruz favored the resolution.

2/24-12 Resolution Establishing Responsible Bidder Requirements for Public Works Projects

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

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

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

The motion carried. Student Trustee Cruz favored the resolution.

2/24-13 Appointment of Treasurer

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

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

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

The motion carried. Student Trustee Cruz favored the resolution.

2/24-14 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 Renee Kozimor, Director of Software & User Services, effective May 31, 2024."

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

2/24-15 Approval of Award of Tenure

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

Ahalya Satkunarathnam	Associate Professor, Humanities
David Lewis	Associate Professor, Business
Julio Capeles	Assistant Professor, Social Sciences
Kate Magnuson	Assistant Professor, English
Khursheed Ichhaporia	Associate Professor, Biology
Louis Martinez	Associate Professor, Law Enforcement
Olabisi Adenekan	Professor, English.”

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

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

The motion carried. Student Trustee Cruz favored the resolution.

2/24-16 Acceptance of Faculty Retirement

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of William Strond.”

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

2/24-17 Approval of Policy Revisions

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the proposed revisions to policy 3037, attached hereto.”

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

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

The motion carried. Student Trustee Cruz favored the resolution.

2/24-18 First Read of Policy

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policy 3038, attached hereto, with action to take place at the next regularly scheduled Board meeting.”

Trustee Bashiri-Remetio seconded the motion. A voice vote was called and the motion passed unanimously.

2/24-19 Notification of Award of Grants

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

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

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

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, March 19, 2024 at the Des Plaines Campus. Trustee Bashiri-Remetio made a motion to adjourn the meeting, which was seconded by Trustee Stafford. A voice vote was called and the meeting was adjourned at 7:45 p.m.

Wendy B. Yanow, Board Chair

William Stafford, Board Secretary

Minutes recorded by:
Beatriz Sparks
2/2024

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 3/24-2 through 3/24-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 3/24-2 through 3/24-6 as listed in the Consent Agenda:

- 3/24-2 Ratification of Payment of Bills for February 2024
- 3/24-3 Acceptance of Treasurer’s Report for February 2024
- 3/24-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 3/24-5 Supplemental Authorization to Pay Professional Personnel – Spring 2024
- 3/24-6 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for February 2024

The check register detailing the regular monthly bills for February 2024 was sent out March 15, 2024. The totals by fund are on page 2. This includes approval of travel reimbursements for February 2024.

Board Chair

Board Secretary

MR:mw
3/2024

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 \$6,139,513.96 for all check amounts as listed and for all purposes as appearing on a report dated February 2024.”

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for February 2024, represented by checks on pages 1-17 numbered !0003402 - !0003416 !0003418 - !0003432, !0003434 - !0003445, !0003447 - !0003454, !0003456 - !0003482, !0003484 - !0003488, A0164770 - A0164787, A0164789 - A0164861, A0164863 - A0165103, A0165105 - A0165141 and A0165143 - A0165245 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.

Michela C. Roberts

Treasurer, Oakton Community College District 535

RECAPITULATION Fund	<u>Gross Check Issued</u>				
	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,631,440.22	\$ 704,039.42	\$ 4,335,479.64	\$ (162.47)	\$ 4,335,317.17
Operation, Building And Maintenance Fund	\$ 355,777.72	\$ 130,457.18	\$ 486,234.90	\$ -	\$ 486,234.90
Maintenance Fund (Restricted)	\$ -	\$ 348,255.25	\$ 348,255.25	\$ -	\$ 348,255.25
Bond And Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 230,804.79	\$ 385,290.86	\$ 616,095.65	\$ (563.51)	\$ 615,532.14
Restricted Purpose	\$ 253,229.51	\$ 65,887.20	\$ 319,116.71	\$ -	\$ 319,116.71
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Trust/Agency	\$ 363.18	\$ 25,916.45	\$ 26,279.63	\$ -	\$ 26,279.63
Audit	\$ -	\$ 2,175.00	\$ 2,175.00	\$ -	\$ 2,175.00
Liability, Protection & Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,471,615.42	\$ 1,662,021.36	\$ 6,133,636.78	\$ (725.98)	\$ 6,132,910.80
STUDENT GOVERNMENT	\$ -	\$ 5,877.18	\$ 5,877.18	\$ -	\$ 5,877.18
TOTAL PER REPORT	\$ 4,471,615.42	\$ 1,667,898.54	\$ 6,139,513.96	\$ (725.98)	\$ 6,138,787.98

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 1-17 numbered !0003407, !0003418, !0003434, !0003434, !0003475, !0003475, A0164770, A0164770, A0164770, A0164779, A0164779, A0164779, A0164819, A0164857, A0164876, A0164987, A0164987, A0164987, A0164987, A0164987 and A0165053 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.

Michele C. Roberts

Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$5,877.18 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated February 2024.

Student Government Association

Acceptance of Treasurer's Report for February 2024

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

MR:mw
3/2024

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 February 2024."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

February 2024

Michele Roberts
Vice President for Administrative Affairs/Treasurer
W. Andy Williams
Controller, Budget and Accounting Services

Treasurer's Comments on February 2024 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$9.4 million in property taxes, \$1.1 million in tuition and fees, \$565,000 in interest earnings, \$532,000 in state grants, and \$369,000 for the credit hour grant.

Net cash and investments increased \$5.7 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 February, revenues were \$72.4 million or 105% of the prorated budget, compared to \$70.3 million, or 109% for the previous year. Tuition and fees totaled \$22.1 million year to date, or 100% of the prorated budget. Last year, tuition and fees totaled \$22.9 million or 112% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$48.7 million. The operating expenditures are \$3.7 million (8.2%) above prior year's actual expenditures of \$45.0 million for the same period. Net transfers total \$5.9 million as budgeted.

OAKTON COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
February 29, 2024
(IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 1,853	\$ 571	\$ 580	\$ 578	\$ -	\$ 1,864	\$ -	\$ 919	\$ 648	\$ 7,013
Taxes Receivable	48,602	5,422	-	3,002	-	-	-	35	-	57,061
Student Tuition Receivable	6,223	1	5	-	-	833	-	-	-	7,062
Government Funds Receivable	(5)	-	-	-	-	468	-	17	-	480
Lease Receivable	13,653	-	-	-	-	-	-	-	-	13,653
Accrued Interest	1,060	131	144	-	-	31	-	5	377	1,748
Other Receivables	87	1	-	-	-	13	-	-	-	101
Investments										
Short-term	74,063	11,860	37,673	3,481	(2,282)	4,091	-	433	33,372	162,691
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	877	(1)	-	-	(468)	217	-	-	-	625
Total Current Assets	154,819	21,134	42,455	7,061	(2,750)	22,393	-	1,537	41,964	288,613
Net Investment in Plant	-	-	-	-	-	-	101,908	-	-	101,908
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 154,819	\$ 21,134	\$ 42,455	\$ 7,061	\$ (2,750)	\$ 22,393	\$ 102,466	\$ 1,537	\$ 41,964	\$ 391,079
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	956	956
Total Assets and Deferred Outflows of Resources	\$ 154,819	\$ 21,134	\$ 42,455	\$ 7,061	\$ (2,750)	\$ 22,393	\$ 102,466	\$ 1,537	\$ 42,920	\$ 392,035
LIABILITIES AND NET POSITION										
Payables	\$ 1,159	\$ (1)	\$ -	\$ -	\$ -	\$ (60)	\$ -	\$ -	\$ -	\$ 1,098
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	-	-	-	-	-	18	-	-	-	18
Accruals	3,302	299	-	-	-	268	-	-	-	3,869
Bonds Payable	-	-	-	-	57,187	-	-	-	-	57,187
Lease Liability	-	-	-	-	251	-	-	-	-	251
Subscriptions Liability	-	-	-	-	2,311	-	-	-	-	2,311
OPEB Liability	-	-	-	-	-	-	-	-	15,652	15,652
Total Liabilities	4,461	298	-	-	59,860	226	-	-	15,652	80,497
Deferred Inflows of Resources - Property Taxes	46,074	6,416	-	3,263	-	-	-	80	-	55,833
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	27,710	27,710
Deferred Inflows - Leases	13,653	-	-	-	-	-	-	-	-	13,653
Total Liabilities and Deferred Inflows of Resources	64,188	6,714	-	3,263	59,860	226	-	80	43,362	177,693
Net Position										
Unrestricted	90,629	14,421	42,455	-	-	4,193	-	-	(443)	151,255
Restricted	-	-	-	-	-	17,974	-	1,456	-	19,430
Debt Service	-	-	-	3,798	(62,609)	-	-	-	-	(58,811)
Plant	-	-	-	-	-	-	102,466	-	-	102,466
Total Net Position	90,629	14,421	42,455	3,798	(62,609)	22,167	102,466	1,456	(443)	214,340
TOTAL LIABILITIES & NET POSITION	\$ 154,817	\$ 21,135	\$ 42,455	\$ 7,061	\$ (2,749)	\$ 22,393	\$ 102,466	\$ 1,536	\$ 42,919	\$ 392,033

OAKTON COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2024

	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	\$ 40,267	\$ 39,874	99%	97%
Replacement Tax	2,000	1,333	1,534	115%	225%
State Revenue	4,335	2,890	4,268	148%	156%
Tuition and Fees	20,698	22,071	22,102	100%	112%
Other	3,159	2,106	4,624	220%	255%
TOTAL REVENUES	\$ 90,592	\$ 68,667	\$ 72,402	105%	109%
EXPENDITURES (accrual basis)					
Instructional	\$ 31,145	\$ 20,763	\$ 19,812	95%	92%
Academic Support	20,606	13,737	12,314	90%	91%
Student Services	9,043	6,029	5,022	83%	79%
Public Services	1,329	886	736	83%	82%
Operations and Maintenance	8,545	5,697	4,883	86%	74%
General Administration	8,104	5,403	4,602	85%	91%
General Institutional	642	428	1,375	321%	407%
Contingency	2,271	1,514	-	0%	0%
TOTAL EXPENDITURES	\$ 81,685	\$ 54,457	\$ 48,744	90%	87%
Revenues over (under) expenditures	8,907	14,210	23,658		
Net Fund transfers					
To O & M Fund (Restricted)	(5,000)	(3,333)	(3,333)		
To Auxiliary Fund and Alliance	(2,479)	(1,653)	(1,653)		
To Restricted Purpose Fund	(100)	(67)	(67)		
To Liability, Protection & Settlement Fund	(770)	(513)	(513)		
To Social Security/Medicare Fund	(874)	(583)	(583)		
From Working Cash Fund: Interest	290	193	193		
Total Transfers	\$ (8,933)	\$ (5,955)	\$ (5,955)		
Net Revenue over (under) expenditures	\$ (26)	\$ 8,255	\$ 17,703		

OAKTON COLLEGE
REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2024

AGENDA ITEM 3/24-3
6 of 9

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	296	100%
Interest and Investments Gain/Loss	16	788	4925%
Debt Certificates 2023	14,900	14,690	99%
Total revenues	15,211	15,774	104%
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	264	9%
Boiler Replacement	1,238	1,078	87%
DP Workplace-Critical Adjacencies	1,700	-	0%
Learning Commons DP - Enabling Project	-	133	0%
Plumbing	350	-	0%
ADA Compliance	131	-	0%
TenHoeve Wing Remodeling	685	30	4%
RHC HVAC Replacement/Engineering	200	-	0%
ECE Re-Flooring	23	21	91%
CDL Program Parking Lot Upgrades	34	17	50%
Flooring	275	-	0%
Domestic Water Pump	115	107	93%
Fire Sprinkler/Pump	350	-	0%
Backup Generator - Skokie	100	-	0%
Capital Equipment	570	129	23%
Hardware Replacement/Master Keying	1,000	8	1%
Sidewalk Repair and Replacement	100	-	0%
Landscape Improvement	824	429	52%
Switchgear Upgrades - Des Plaines	50	12	24%
Pedestrian Path	250	-	0%
Skokie Metal Wall Panel Project	-	1,397	0%
Camera Replacement	500	-	0%
Exterior Envelope	870	-	0%
Baseball Complex Renovation	1,000	15	2%
College Rebrand Signage	52	82	158%
Washroom Upgrades Phase 1	500	-	0%
Contingency	95	-	0%
Total expenditures	14,876	3,886	26%
Transfer in	5,000	3,333	67%
Net	\$ 5,335	\$ 15,221	285%

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 1,615	121%	95%
Workforce Development	210	12	6%	27%
Copy Center	67	72	107%	31%
Athletics	37	28	76%	438%
Child Care	321	287	89%	71%
PAC Operations	1	3	300%	75%
Other	65	64	98%	86%
Interest and Investments Gain/Loss	188	62	33%	63%
Total revenues	2,221	2,143	96%	80%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,424	\$ 980	69%	60%
Workforce Development	200	71	36%	49%
Copy Center	446	270	61%	63%
Athletics	1,302	899	69%	75%
Child Care	570	352	62%	62%
PAC Operations	105	61	58%	58%
Auxiliary Services Administration	344	236	69%	60%
Other	479	104	22%	27%
Total expenditures	4,870	2,973	61%	59%
Transfers in (out)	2,272	1,515		
Net	\$ (377)	\$ 685		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2024**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 389	\$ 426	73%	77%
Tuition and Fees	1,397	931	1,001	72%	65%
Sale of Materials	1	1	-	0%	50%
Institutional Support					
Evening High School	133	89	90	68%	72%
Other Revenues	45	30	14	31%	24%
Total revenues	<u>2,160</u>	<u>1,440</u>	<u>1,531</u>	<u>71%</u>	<u>67%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,315	877	\$ 632	48%	45%
Instructional Programs					
Allied Health	148	99	35	24%	24%
Job-related	447	298	137	31%	24%
Personal	13	9	11	85%	83%
Emeritus Programs	64	43	31	48%	11%
High School Programs	136	91	48	35%	36%
ESL Programs	76	51	39	51%	53%
Total Programs	<u>884</u>	<u>589</u>	<u>301</u>	<u>34%</u>	<u>28%</u>
Total expenditures	<u>2,199</u>	<u>1,466</u>	<u>933</u>	<u>42%</u>	<u>38%</u>
Revenue over (under) expenditures	<u>\$ (39)</u>	<u>\$ (26)</u>	<u>\$ 598</u>		
Transfer in	53	35	35		
Net	14	9	633		

OAKTON COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2024

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 439,256				
Interest income	-				
Sub total revenues	<u>439,256</u>				
369901 Student Government Association	8,025	50,000	58,025	(98,476)	(40,451)
369910 Occurrence	853	15,000	15,853	(673)	15,180
369919 Campus Activities Board	-	60,000	60,000	(37,765)	22,235
369920 Star Wars Club	-	450	450	(34)	416
369922 IEEE	-	2,603	2,603	(173)	2,430
369923 Stud Global Health & Sustain	-	-	-	(45)	(45)
369924 Anime Club	-	401	401	(74)	327
369925 M.A.T.H. Club	-	800	800	-	800
369926 Diversability Club	-	400	400	-	400
369927 Groovy Movies	-	400	400	-	400
369928 Gamers Rise Up	-	400	400	-	400
369930 Early Childhood Education Club	-	2,516	2,516	(50)	2,466
369932 Ceramics Club	-	986	986	-	986
369935 Honors Student Organization	-	1,300	1,300	-	1,300
369936 ANDALE Club	-	15,000	15,000	-	15,000
369937 Oakton Future Educators	-	600	600	(110)	490
369940 Card and Board Game Club	-	2,091	2,091	-	2,091
369943 Japanese Culture Club	41	731	772	(380)	392
369944 South Asian Club	-	584	584	(59)	525
369945 Physical Therapy Assist.	-	2,545	2,545	-	2,545
369946 Phi Theta Kappa (PTK)	2,625	15,000	17,625	(5,662)	11,963
369947 Oakton Pride Club	-	1,298	1,298	(198)	1,100
369949 Mission Bible Club	-	1,034	1,034	(339)	695
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
369959 Black Student Union	-	2,815	2,815	-	2,815
369960 Muslim Student Association	152	685	837	(142)	695
369961 DECA	-	1,009	1,009	(150)	859
369963 Fine Arts Club	-	1,330	1,330	-	1,330
369964 Oakton Helping Others	-	2,799	2,799	-	2,799
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	(121)	679
369971 Habitat for Humanity	-	2,188	2,188	(86)	2,102
369972 PAYO	257	2,569	2,826	(86)	2,740
369973 Oakton Student Dance Club	-	657	657	-	657
369974 Veterans Club	-	450	450	-	450
369982 Graphic Design Club	-	726	726	-	726
Sub Totals	<u>11,992</u>	<u>60,000</u>	<u>60,000</u>	<u>(144,748)</u>	<u>66,896</u>

Fund Summary

Total Revenues	\$ 451,248
Total Expenditures	(144,748)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>306,500</u>
Net Position 6/30/23	1,429,803
Net Position, end of period	<u>\$ 1,736,303</u>

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

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>
2/9/2024	\$ 843,921.51			\$ 843,921.51		
2/12/2024	\$ 7,062.00		\$ 7,062.00			
2/15/2024	\$ 2,000.00					\$ 2,000.00
TOTAL	\$ 852,983.51	\$ -	\$ 7,062.00	\$ 843,921.51	\$ -	\$ 2,000.00

PAYROLL TAXES - TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
2/2/2024	\$ 615,791.21	\$ 240,580.58	\$ 89,640.76	\$ 211,178.83	\$ 74,391.04
	\$ -				
2/16/2024	\$ 640,524.22	\$ 254,256.75	\$ 94,205.87	\$ 215,146.96	\$ 76,914.64
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 1,256,315.43	\$ 494,837.33	\$ 183,846.63	\$ 426,325.79	\$ 151,305.68

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 \$17,907.00 for part-time teaching services for the Alliance for Lifelong Learning spring 2024.
- b. Salary rescinds in the amount of \$2,526.00 for part-time teaching services for the Alliance for Lifelong Learning spring 2024.

Jl:bd
3/2024

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 \$17,907.00 for all funds listed in item a.”

Supplemental Authorization to Pay Professional Personnel – Spring 2024

Comparative figures:

Spring 2024 Part-Time \$3,568,027.65	Spring 2023 Part-Time \$3,215,021.07
Spring 2024 Overload \$592,119.00	Spring 2023 Overload \$613,846.95

IL:jg
3/2024

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 an adjustment of \$743,678.49 to the total amount of part-time teaching salaries paid during the spring 2024 semester; the revised total payment amount is \$3,568,027.65.”

“Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$131,147.50 to the total amount of faculty overload salaries paid during the spring 2024 semester; the revised total payment amount is \$592,119.00.”

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant Program

Amended: This is an amended agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on March 19, 2024 and terminates on March 19, 2029

Physical Therapy Assistant Program

Amended: This is an amended agreement for the Physical Therapy Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on March 19, 2024 and terminates on March 19, 2029.

IL:sa
3/2024

President's Recommendation:

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

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

Basic Nursing Assistant Program (1)
Physical Therapy Assistant Program (1).”

Authorization to Approve March 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 - d “were previewed at the February 2024 Board of Trustees Meeting. Item “e” was previewed at the November 2023 meeting. Items “f and g” have not been previewed.

MR:kr
3/2024

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>
3/24-7a	2	Interactive Map – Three-Year Contract	Concept3D, Inc. Denver, CO	\$61,900.00
3/24-7b	1	Chiller Maintenance for the Skokie HVAC System – Five-Year Contract Renewal	Thermosytstems, LLC Elmhurst, IL	\$63,441.00
3/24-7c	1	RedHat Enterprise Linux Annual Maintenance and Software Assurance	Emergent, LLC Virginia Beach, VA	\$32,025.00
3/24-7d	2	CampusLogic Software – Three-Year Contract Renewal	Ellucian Co. Chicago, IL	\$235,100.00
3/24-7e	1	Maintenance and Restoration Services of Natural Areas – Two-Year Contract	Bluestem Ecological Services Marengo, IL	\$208,620.00
3/24-7f	1	Interim Contract Staffing for Foundation Finance and Operations Support – Contract Extension	MGT of America Consulting LLC Chicago, IL	\$60,000.00
3/24-7g	1	Talent Recruitment Services	Creative Financial Staffing Oakbrook Terrace, IL	\$30,000.00
GRAND TOTAL				\$691,086.00.”

IN DISTRICT	\$0.00
CONSORTIUM	\$0.00
BID	\$208,620.00
BID EXEMPT	\$482,466.00
QBS	\$0.00
MBE	\$0.00
WBE	\$0.00

Authorization to Purchase Interactive Map – Three-Year Contract

An interactive map will assist students and visitors in navigating the locations of rooms and student services, support ongoing construction communication information, identify public transportation locations, and raise awareness about the College's accessibility services while creating a guided and equitable experience among our campuses, strengthening the Oakton Experience.

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

- Concept3D will provide a modernized campus map and allow for easy navigation of our campuses and surrounding areas, including exterior and interior renderings within the platform. In addition, the platform offers turn-by-turn wayfinding pins inside and outside, including accessible pathways. The College has the ability to add more content to the virtual tour option within the platform to continue strengthening the student experience.
- In addition, Concept3D owns Localist, the College's current events calendar vendor, which will aid in a seamless interaction, further enhancing the student experience and the connection to the numerous events the College offers throughout the year.
- It is ADA-compliant and mobile-friendly.
- The interactive map is compatible with Google Street Maps and Open Street Maps.

Concept3D is an industry leader in creating interactive maps, virtual tours, and centralized event calendars. Their digital platform is used in numerous industries including higher education, event arenas, resorts, and hospitals. They are the only platform that has the ability to import data to include locations that are searchable and displayed on the campus map.

The Administration recommends partnering with Concept3D for the interactive map and three-year contract. The implementation fee and the first-year contract fee are \$28,300. Thereafter, the annual contract fee will be \$16,800, bringing the total for the initial implementation and three-year contract to \$61,900.

This is a 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 l, ILCS-805/3-27.1 "goods or services which are economically procurable from only one source."

AL:kr
3/2024

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 Interactive Map - Three-Year Contract from Concept3D, Inc., 1800 Waze Street, Suite 300, Denver, CO 80202, for a total not to exceed \$61,900.00."

Authorization to Purchase Chiller Maintenance for the Skokie HVAC System – Five-Year Contract Renewal

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

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

The Administration is recommending the renewal of the Chiller Maintenance Contract for the Skokie HVAC System for a period of five years, through January 31, 2029 for a total of \$63,441. from Thermosystems, LLC.

Year 1: 2024	\$11,481.00
Year 2: 2025	\$12,055.00
Year 3: 2026	\$12,658.00
Year 4: 2027	\$13,291.00
Year 5: 2028	\$13,956.00
Five Year Total	\$63,441.00

JAS:kr
3/2024

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 Chiller Maintenance for the Skokie HVAC System - Five-Year Contract Renewal from Thermosystems, LLC, 960 Industrial Drive, Unit 1, Elmhurst, IL 60126 for a five-year total of \$63,441.00 per their proposal #v240208.1331.”

Authorization to Purchase RedHat Enterprise Linux Annual Maintenance and Software Assurance

The College uses RedHat Enterprise Linux for hosting a wide range of applications for both administrative and academic purposes including the Banner enterprise software, the College website, and many other applications and infrastructure services. In total the College has over ninety Linux servers. While Linux is an open-source operating system, the College uses licensed and supported versions from RedHat (RedHat Enterprise Linux) that provides stable and updated versions of the Linux kernel and all the libraries and applications as well as enterprise management tools. The College has contracted with RedHat annually for upgrades and licenses for eighteen years. This year, due to changes in the licensing model, growth in the number of servers, and price increases, the total cost for the contract effective March 31, 2024 to March 30, 2025 is \$32,025.

The Administration negotiated pricing and different licensing models with RedHat and their preferred reseller, Emergent, to ensure the lowest cost. After looking at various options, the Administration recommends purchase of the RedHat Enterprise Academic Site License Subscription from Emergent, their designated reseller, which supports an unlimited number of current RedHat Servers along with fifteen nodes of RedHat Enterprise Extended Life Cycle Support for applications that require this.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the supplier. In addition, 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." For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller to secure pricing.

JMW:kr
3/2024

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 RedHat Enterprise Linux Annual Maintenance and Software Assurance from Emergent, LLC, 4525 Main Street, Suite 1500, Virginia Beach, VA 23462 for a total of \$32,025.00 per their price quote #70128 dated February 15, 2024."

Authorization to Purchase CampusLogic Software – Three-Year Contract Renewal

This purchase is to renew our agreement for CampusLogic Software, which converted the College's paper financial aid process to an electronic process. This agreement has been in place since April 2018.

With the Free Application for Federal Student Aid (FAFSA) process, the applicants must supply documentation to confirm that the information is accurate after the families complete the application. In the 2022-2023 academic year, 7,392 financial aid applicants submitted over 20,000 forms and documents to the Office of Student Financial Assistance to meet regulatory requirements.

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

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

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

Ellucian Company, LP is a sole source vendor that supports 748 colleges and universities, 192 are community colleges. Institutions they support in Illinois include: National Louis University, Roosevelt University, and Sauk Valley Community College, Triton College, John Wood Community College, among others.

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." For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller to secure pricing.

The cost of the first 15 months of the three-year contract is \$126,670 and the remaining 12 months is \$108,430, bringing the grand total to \$235,100. A 27-month contract is needed to align these services with the end of the overall Ellucian contract.

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 CampusLogic Software – Three-Year Contract Renewal from Ellucian Company, LP, 62578 Collections Center Drive, Chicago, IL 60693, for a total amount not to exceed \$235,100.00."

Authorization to Purchase Maintenance and Restoration Services of Natural Areas – Two-Year Contract

The natural areas of the College are an essential part of the pedagogy and aesthetics of the campus. In September 2017, the Board authorized the purchase of a Natural Areas Restoration project. This work has since been completed, and continued maintenance and restoration is required for the natural areas. The current two-year maintenance contract approved by the Board expired in January 2024.

In October 2023, this contract was sent out to bid and the Administration recommended that the single bid received be rejected as the cost exceeded the budget allocated. Therefore, the Facilities and Procurement departments worked collaboratively to revise and reissue a new bid in January for this contract. Two bids were received and reviewed.

The responsible and responsive low bid was submitted by Bluestem Ecological Services of Marengo, IL for a total of \$208,620. Bluestem has been in business since 2015. Their references include Vernon Hills Natural Areas Stewardship, Barrington Area Conservation Trust, and the Boone County Conservation District. The contract will include seasonal burns, tree and debris removal, and weed/invasive species management. The Administration is confident that Bluestem Ecological Services will meet the College’s needs.

Maintenance and Restoration Services of Natural Areas – Two-Year Contract	
Bid# 0117-24-10	
Vendor	Amount
Bluestem Ecological Services	\$208,620.00
Pizzo and Associates	\$264,556.25

JAS:kr
3/2024

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 Maintenance and Restoration Services of Natural Areas – Two-Year Contract from Bluestem Ecological Services, 19812 W Coral Drive, Marengo, IL 60152, for a total not to exceed \$208,620.00 in accordance with their low bid in response to Invitation to Bid # 0117-24-10.”

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

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 has conducted two rounds of unsuccessful searches. A third attempt was launched in mid-February and the College will be working with a recruiter to support the continuation of this search.

In the interim, the Chief Advancement Officer (CAO) 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. A temporary financial manager started working with the department in November on a part-time basis to support the CAO in project related activities and is expected to continue until the position is filled and a transition can be affected.

In January, the Board approved a resolution to purchase Interim Contract Staffing Services from MGT of America Consulting, LLC (Chicago, IL; formerly GovTempsUSA of Northfield, IL), with a fee for services of \$128 per hour with the expected engagement length to be four months and contract not to exceed the amount of \$33,000.00. Given challenges in identifying a permanent hire for this role, the Administration seeks to extend temporary services and increase the not-to-exceed amount to \$60,000 through the end of June 2024 should services be needed through an extended timeframe.

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:kr
3/2024

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 approval of Interim Contract Staffing Services for Foundation Finance and Operations Support – Contract Extension from MGT of America Consulting, LLC, P.O. Box 735159, Chicago, IL 60673 for an amount not to exceed \$60,000.00.”

Authorization to Purchase Talent Recruitment Services

The College has been searching for a Senior Manager of Foundation Finance and Operations since the position was vacated in September 2023. Despite engaging in two separate search processes since September, the search has not been successful and the College has not yet attracted a candidate that the Administration is confident can meet the needs of the College and the Educational Foundation. Therefore, the Administration is seeking authorization to work with Creative Financial Staffing (CFS), an employee-owned staffing firm in the Chicagoland area that specializes in sourcing talent with expertise in finance and accounting. CFS will only be compensated should they identify a qualified candidate that results in a successful hire for this position.

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.

JF:js
3/2024

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 Talent Recruitment Services from Creative Financial Staffing, 1 Mid America Plaza, Suite 950, Oakbrook Terrace, IL 60181 for an amount not to exceed \$ 30,000.00.”

Preview and Initial Discussion of Upcoming Purchases

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

- a. **Executive Leadership Team Coaching Services** – Achievement of the institutional goals and priorities outlined in the College’s strategic plan, Vision 2030: Building Just and Thriving Communities, requires a collaborative, high performing executive leadership team. Executive leadership coaching is a best practice to leverage leadership strengths and strong leadership teams, particularly during periods of institutional change. Coaching will focus on strategies for aligning individual and departmental goals to advance institutional priorities. The Administration has worked with StarWorks Leadership, Winnetka, Illinois (a local woman-owned business) for previous coaching services and would like to engage them for additional executive coaching services.

This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item (a) for consulting and professional contracts for services. This purchase will be presented to the Board at the April 2024 meeting.

- b. **Design and Engineering Architect Services for Des Plaines Library** – As part of the approved Master Plan, this project combines the Library and Learning Center into one centrally located space. The Learning Commons will enhance student academic support experience by integrating the services of the library and learning center into one location that offers an engaging space for quiet study, collaboration, creativity and the latest technology.

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

- c. **Design and Engineering Architect Services for Des Plaines 1st and 2nd floor Office and Division Suites Remodeling (ADRC, Testing Center, and IT Computer Labs)** – As part of the approved Master Plan, there are multiple enabling projects that need to be completed in preparation for the Learning Commons at Des Plaines. These include (i) ADRC and Testing Center on the 1st floor and (ii) IT Computer Labs on the 2nd floor.

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

- d. **Design and Engineering Architect Services for Des Plaines 1st floor Office and Division Suites Remodeling (Office of Student Affairs, Workforce Training, and Bookstore)** – As part of the approved Master Plan, there are multiple enabling projects that need to be completed in preparation for the Learning Commons at Des Plaines. These include (i) Office of Student Affairs, (ii) Workforce Training and (iii) Bookstore on the 1st floor.

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

- e. **ExamSoft – Three-Year Contract Renewal** – ExamSoft has been in use by the Oakton Nursing department since 2016. The software is a secure, hosted platform, specifically designed for student exams and assessment. It provides a complete end-to-end assessment platform including hosted item banking, online testing, extensive scoring and reporting capabilities. In addition, the software has extensive tracking capabilities for curriculum and student learning outcomes. These capabilities were part of the Nursing Program’s successful accreditation in 2019.

ExamSoft is unique in the marketplace. The software can securely administer exams offline, on Windows & Mac laptops, to eliminate exam interruptions due to server and networking issues.

ExamSoft was acquired by Turnitin in 2020, a leading provider of academic integrity and assessment solutions. The College is seeking to engage in a three-year contract effective from June 2024 through May 2027.

This sole source purchase will be presented to the Board at the April 2024 meeting.

- f. **Grant-Funded Job Search Genius – One-Year Contract** – The College is the recipient of a 2023 ICCB Trades School grant that supports the development of programming helping Middle School and High School students in District 65 and Evanston Township High School (ETHS) to be excited about, aware of, and prepared for careers that do or can benefit from the applications of Artificial Intelligence tools such as OpenAI’s ChatGPT. Two of the three main objectives of Oakton’s project are 1) to deliver to ETHS students course work leading to a certificate in the Essential Applications of AI, and 2) to provide internships, projects, and service-learning opportunities that introduce students to various ways in which AI is being applied to problems facing our region’s employers. In support of these objectives, Oakton’s project also calls for the provision to ETHS students of various wrap around services, including career counseling. To help meet these objectives, we are proposing to purchase, using grant funds, a one-year license for use of and training of the AI-powered software, Job Search Genius, from WriteSea Group, Inc. This software represents a major advance in career services technology, through its innovative use of OpenAI tools to create polished resumes and cover letters, as well as to provide tools and guidance for interviews and negotiations. The software also comes with a sophisticated software management platform that will allow ETHS students, in collaboration with Oakton faculty and staff, to analyze the performance of the software and learn how AI tools can positively impact outcomes in a particular industry. Therefore, it will provide an ideal platform for faculty to develop projects that will expose ETHS and other Oakton students to how AI tools are applied in today’s work environment. And at the same time, it will provide students with invaluable assistance in their own career journeys.

WriteSea Group, Inc. is a Black minority-owned business. The CEO has offered to visit and work with ETHS students in order to share their entrepreneurial journey, as well as to provide them with a vision for how AI will continue to develop and shape the future of work in our world.

This sole source purchase will be presented to the Board at the April 2024 meeting.

- g. **Next Generation 911 Services** – The College currently uses a Mitel phone system with telephony services from First Communications Inc. This system supports enhanced 911 access with very granular location information provided to the 911 dispatchers. However, in order to stay in compliance with revised federal regulations and to properly support remote workers and mobile workers, the College needs to purchase next generation 911 services.

The College’s IT department is evaluating the two next generation 911 service providers support by our phone system: Intrado and RedSky. There are two parts to this service, an upfront implementation cost of approximately \$11,000 and an ongoing monthly service fee of approximately \$1,600/month.

The Administration is evaluating solutions and quotations from both Intrado and RedSky.

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

- h. **Cisco Network Switch for Video Surveillance System** – The College uses a video surveillance system in public areas on both campuses to deter crime and assist in protecting the safety and assets (i.e., people, equipment, and property) of the College community. This system is managed by a joint team from the College Police, the Facilities department, and the Information

Technology department. The current system has 290 cameras with a range of ages and technologies and a software and recording infrastructure that has reached end of life. Camera coverage is also incomplete with many areas lacking good imagery. In 2020, the College contracted with Haggerty Consulting to review the camera system and make recommendations for improvements. The project was added to the Capital Improvement Plan and funding was established at \$1 million for a two-year project which starts this fiscal year (FY2024). After delays caused by the pandemic, the cameras and VMS components were previewed in February and will be submitted for Board approval in April. Additional components and services will follow.

This purchase is for additional network switches needed to support the new cameras. The College has 21 network closets distributed across the two campuses with 126 edge switches and over 6,000 ports. This purchase will add eleven additional Cisco 9200 ethernet switches with the necessary modules to support the new cameras in closets that lack sufficient free ports. The cost is estimated at \$53,000. The Administration is requesting quotes from multiple resellers to ensure the best price.

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

- i. **Multifactor Authentication (MFA) Services – One-Year Contract Renewal** – The College currently uses Duo Multifactor Authentication (MFA) for almost all systems. As information technology security threats have increased and the College has moved to more cloud hosted services, it became critically important to move beyond passwords. With Duo multifactor authentication, users continue to use a password but can flexibly add additional authentication mechanisms such as a linked mobile device push/One Time Password (OTP) application or a hardware security key. This is a critical protection to prevent attacks using compromised credentials.

The College's IT department evaluated a number of different applications and services from a variety of vendors and selected Duo Security in 2020. Duo is purchased using a Software as a Service (SaaS) model and the current one-year contract is up for renewal on May 21, 2024. The cost of a one-year renewal is \$39,000.

Given the recent requirements for MFA from the revised safeguards rule for the Gramm-Leach-Bliley Act, and our cybersecurity insurers, the Administration is reviewing options for MFA.

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

- j. **Replacement Computers for Digital Displays and Departmental Conference Rooms** – A subset of the current computers is located in departmental conference rooms and digital displays throughout the Lee Center, Des Plaines main building, and the Skokie Campus. These computers are Intel NUCs (Next Unit of Computing) which are small, compact complete computer systems. The inventory of 35 of these computers are approximately eight years old. These computers will not be compatible with the newer Microsoft Windows 11 operating system. As result, these computers need to be replaced.

The Information Technology department is finalizing specifications and obtaining quotes for the equipment.

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

Authorization to Hire Dean of Business and Career Technologies

The administration is recommending the hire of Dr. Ruben Howard II for the Dean of Business and Career Technologies position. The search began on November 13, 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 thirty-three applicants for the Dean of Business and Career Technologies. The search committee conducted five semi-finalist interviews and selected three for on campus interviews with a number of employee groups, including the CHRO, President's Council, Council of Deans, Assistant Vice Presidents, Provost and Vice President for Academic Affairs, Dr. Ileo Lott, as well as an open forum session for college administrators, faculty, and staff.

Dr. Howard is currently serving as Director of Workforce Curriculum and Instruction, as well as Interim Dean of Business and Career Technologies. Dr. Howard received his Doctor of Philosophy in Organization and Management with an Emphasis in Business from Capella University, and his Master of Science in Business Administration from Texas A&M University.

JF:vb
3/2024

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 Dr. Ruben Howard II as Dean of Business and Career Technologies effective July 1, 2024, at an annual salary of \$127,000."



**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 Ruben Howard II 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 Business and Career Technologies 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 Business and Career Technologies of the Board's College from July 1, 2024 to June 30, 2025. 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 \$127,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period July 1, 2024 through June 30, 2025.
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 March 19, 2024.
(Agenda Item 3/24-9)

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.

Second Read of New Policy

Policy 3038 was presented as a First Read at the February 20, 2024 meeting. Based on feedback from Board members, revisions were made to the first version of the policy, and are presented as a second read of the new proposed policy.

JLS:bs
3/2024

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policy 3038, attached hereto, with action to take place at the next regularly scheduled Board meeting.”

Edits to First Read:
Italic Bold: Add/Change
~~Strikethrough:~~ Delete

Policy No. 3038
3/19/2024 ~~4/16/2024~~
Page 1 of 2

BUSINESS

Responsible Bidder Policy for Public Works Projects

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

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

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

Public Works Projects

~~It is the College's goal to ensure that only qualified contractors and subcontractors are awarded contracts in connection with construction, renovation, repair and demolition of public works undertaken by the College. Accordingly, t~~The College has adopted this policy to allow the College's business, finance and facilities functions to identify responsible bidders for the potential award of **public works** contracts for public works. In addition to all other applicable legal requirements, the term "responsible bidder" for purposes of this policy means a bidder for public works project advertised, awarded, and financed, in whole or in part, by the College that is capable to perform fully the public works contract based on the bidder's experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance, **total cost**, and credit which will assure good faith performance.

For purposes of this policy, a public works project shall include all works requiring the performance of services or construction as those terms are defined in the Employee Classification Act, 820 ILCS185/1, et seq. It is the College's goal to ensure that only qualified contractors and subcontractors are awarded contracts in connection with construction, renovation, repair and demolition of public works undertaken by the College.

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

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

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

Notification of Award of Grants

Funding totaling \$267,500.00 has been made available to Oakton College:

- a. Illinois Community College Board Career and Technical Education VR Grant..... \$100,000.00
(Managed by James Humenik / Administered by Dr. Ruben Howard II)
 - b. Grow Your Own Teachers Illinois – GYO-IL Grant \$2,500.00
(Managed by Dr. Katherine Schuster / Administered by Dr. Mia Hardy)
 - c. Illinois Law Enforcement Training Standard Board Police Fall Recruitment and Retention Grant..... \$165,000.00
(Managed and Administered by Jeffrey Hoffmann)
- TOTAL:..... \$267,500.00**

a. Illinois Community College Board Career and Technical Education Virtual Reality Grant

The Illinois Community College Board has awarded Oakton College a \$100,000.00 Career and Technical Education Virtual Reality Grant for calendar year 2024. CTE VR funds will fund the purchase of Virtual Reality Drone Equipment and Virtual Reality Response to Resistance Training Equipment.

This Virtual Reality Project is twofold and includes core course learning enhancement opportunities related to the College’s Drone Pilot Operator Certificate program and students enrolled in the Law Enforcement and Criminal Justice program (LAE) courses.

The first project involves students enrolled in the Drone Pilot Operator Certificate, taking the courses of LAE-147 Basic Recreational Drone Pilot and LAE-247 Advanced Commercial Drone Pilot. Students learn the functionality of unmanned aerial systems (UAS) or drones to complete the identified courses to earn the program certificate.

The second project involves students in the Law Enforcement and Criminal Justice (LAE) program. Students taking program courses identify the impact of critical decisions that impact the community. Our current Training 2D system will be upgraded allowing students to experience virtual reality scenarios with 3-dimensional views enabling them to better exercise critical thinking skills in a more realistic environment.

The grant period is February 1, 2024 through December 31, 2024. Jim Humenik, will serve as Grant Manager. Dr. Ruben Howard, Interim Dean of Business and Career Programs will administer the grant.

b. Grow Your Own Teachers Illinois – GYO-IL Grant

The Illinois Chapter of Grow Your Own Teachers has awarded Oakton College \$2,500.00 in partnership to carry out GYO’s mission to support racially diverse and community-connected individuals to become certified teachers in hard-to-staff schools and positions in order to improve the educational opportunities and outcomes for their students.

The grant period is February 1, 24 through December 31, 2024. Dr. Katherine Schuster, Co-Chair, Anthropology, College Studies, Education, Psychology, Social Science, and Sociology (ACEPSS) Department Coordinator, Global Studies Program, will serve as Grant Manager. Dr. Mia Hardy, Dean of Liberal Arts, will Administer the grant.

c. Illinois Law Enforcement Training Standards Board Police Fall Recruitment and Retention Grant

The Illinois Law Enforcement Training and Standards Board has awarded Oakton College a grant in the amount of \$165,000.00 in federal funds to provide financial assistance for the purpose of hiring and retaining law enforcement officers at the college.

The grant period is November 11, 2023 through June 30, 2026. Jeffrey Hoffmann, Chief of Police and Emergency Management, will administer the grant.

AG
3/2024