

**The 799th Meeting
of
The Board of Trustees
May 21, 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.

Adopted 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 April 16, 2024
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiations matters; and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
6 p.m. - Room 1506

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to bsparks@oakton.edu including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on May 21, 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 April 16, 2024 regular meeting of the Board of Trustees, and the April 16, 2024 Committee of the Whole meeting
- Statement by the President
- Educational Foundation Liaison Report
- Student Trustee Report
- ICCTA Liaison Report

Student Spotlight
Comments by the Chair
Trustee Comments
Public Participation
Report: FY 2025 Budget Highlights

New Business

Consent Agenda

- | | | |
|---|---------|---|
| V | 5/24-1a | Approval of Adoption of Consent Agenda |
| R | 5/24-1b | Approval of Consent Agenda Items 5/24-2 through 5/24-9 |
| | 5/24-2 | Ratification of Payment of Bills for April 2024 |
| | 5/24-3 | Acceptance of Treasurer's Report for April 2024 |
| | 5/24-4 | Compliance with Open Meetings Act, Closed Session Minutes |
| | 5/24-5 | Action on Recordings of Closed Session Minutes |
| | 5/24-6 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| | 5/24-7 | Ratification of Actions of the Alliance for Lifelong Learning Governing Board |
| | 5/24-8 | Supplemental Authorization to Pay Professional Personnel – Spring 2024 |
| | 5/24-9 | Approval of Clinical Practice Agreements |

Other Items

- | | | |
|---|---------|---|
| R | 5/24-10 | Authorization to Schedule a Budget Hearing and Publish a Notice Placing Fiscal Year 2025 Budget on Public Display |
| R | 5/24-11 | Authorization to Approve May Purchases |
| | | a. Library Services (CARLI and NILRC) – One-Year Contract Renewal |
| | | b. Grant-Funded Take-Apart Pixy Mannequin for the Health Careers Education Center |
| | | c. Document Management and Workflow Solution – Five-Year Contract |
| | | d. Video Surveillance System Replacement and Upgrades |
| | | e. Replacement Computers for Digital Displays and Departmental Conference Rooms |
| | | f. Hannon Hill Cascade Content Management Solution – Three-Year Contract |
| | | g. Cherwell Software License Subscription – One-Year Contract Renewal |
| | | h. Lytho Marketing Workflow Solution – Three-Year Subscription Renewal |

- i. Oracle Database Software Maintenance and Support – Three-Year Support Contract Renewal
- j. Grant-Funded Skydio Starter Kit and One-Year Software Contract
- k. Grant-Funded Recon Virtual Reality Simulation Training System
- l. Transportation Services for Athletic Teams – One-Year Contract
- m. Consulting Services for Finance Operations – Contract Extension
- n. Ceiling Microphone Arrays for Classrooms
- o. Talent Recruitment Services

5/24-12 Preview and Initial Discussion of Upcoming Purchases

R 5/24-13 Authorization to Hire Dean of Access, Equity and Diversity

5/24-14 Notification of Award of Grants

Adjournment



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

The 798th meeting of the Board of Trustees of Community College District 535 was conducted on April 16, 2024 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Yanow called the meeting to order at 5:31 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
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Present
Ms. Marie Lynn Toussaint		Present
Ms. Lydia Cruz	Student Trustee	Present

Chair Yanow asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of March 19, 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 Stafford. Trustee Stafford called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Stafford	Aye
Mr. Salzberg	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 5:51 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion which was seconded by Trustee Stafford. 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 6:02 p.m. in room 1506.

Trustee Stafford called the roll:

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

Also present in room 1506:

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

Administrators: May Alimboyoguen, Dean of Health Careers; Marc Battista, Associate Vice President for Academic Affairs/Dean of Curriculum and Instruction; Dr. Ruben Howard II, Interim Dean of Business and Career Technologies; Matt Huber, Dean of Enrollment Management; Lindsey Hunter, Director of Admission and Enrollment; Jake Jeremiah, Dean of Library; Renee Kozimor, Director of Software and User Services; LeVon McAllister, Director of Campus Technologies; Dr. James Rabchuk, Dean of STEM; Joseph Scifo, Director of Facilities; Prashant Shinde, Chief Information Officer; Daniel Weber, Registrar/Director of Registrar Services; Ella Whitehead, Assistant Director for Enrollment for Equity Outreach; Andy Williams, Controller.

Union Leaders: Jennifer Crowley, Classified Staff Association; Mary Hope Griffin, Adjunct Faculty Association; and Mohammed Mehdi, Full Time Faculty Association.

Faculty: Doris Gronseth, Computer Technologies and Information Systems; Chad Landrie, Physical Science and Chemistry; Kritika Pershad, Biology; Bill Strond, Biology; and Toni Surdo, Psychology.

Staff: Gabriel Chacon, ANDALE; Phil Cronin, Media Services; Ernest Gest, Facilities; Krissie Harris, Student Life and Campus Inclusion; Leah Kintner, Workforce Development; Ewa Lyczewska, Marketing and Communications; Gabrielle O'Connor, Student Life and Campus Inclusion; Beatriz Sparks, Office of the President; and Carlos Velasquez Rodriguez, Media Services.

Students: Chris AbiNader, Megan Africk, Pranav Dhiman, Johanna Famacion, Jonathan Hannah, Eddy Larios, Sophia Maglalang, Victoria Malewicz, Franklin Ocaña II, and James Pauly.

Pledge of Allegiance – Trustee Yanow led the pledge.

Land Acknowledgment – Trustee Stafford read the Land Acknowledgment.

Approval of Minutes

Chair Yanow asked for a motion for the approval of the minutes of the March 19, 2024 regular meeting of the Board of Trustees. Trustee Salzberg made the motion which was seconded by Trustee Bush. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Assistant Professor of Health Information Technology, Adriana Raicu on the passing of her father on April 3.

Congratulations

- Dear Aunaetitrakul (COMPASS Program Senior Manager) was chosen as the recipient of the ACPA C2YC's Promising Practice in Social Justice award. This award is given to a person or institution at a two-year college that develops and implements a program or practice that is inclusive of a historically underrepresented group, promotes equity on their campus, or encourages thoughtful contemplation of social justice. She was presented with this award at the ACPA Convention in Chicago on March 19.
- Student James Pauly was selected as a 2024 Coca-Cola Academic Team Bronze Scholar and will receive a \$1,000 scholarship. The election as a Coca-Cola Bronze Scholar was based on scores the student earned in the All-USA Academic Team competition, for which more than 2,200 applications were received this year.
- Megan Africk received the Award of Excellence at the Skyway Juried Art Competition on April 13. More than 200 submissions — including 25 from Oakton — were reviewed by the Skyway jury made up of esteemed artists who selected the best of the best. Megan won the award for her ceramic sculpture “Gray Wolf.”

- Recognition and thank you to Lydia Cruz for her contributions this year as the student trustee. Her passion and concern for her fellow students was something that we all benefited from. President Smith indicated that she thoroughly enjoyed traveling to Washington, DC with Ms. Cruz this year and seeing the impact she made on our federal legislators.
- Recognition and thank you to Trustee Yanow for her service as the Board Chair this year. President Smith said that Dr. Yanow's thoughtful and supportive leadership and the ways she affirms the efforts of faculty, staff and administrators has been greatly appreciated. President Smith also appreciates Dr. Yanow's willingness to show up at so many College events this year - representing the Board and her Board colleagues.
- President Smith congratulated the new SGA elected officials who were sworn into their new roles at last Thursday's Student Leadership Banquet:
 - President: Victoria Malewicz
 - Vice President: Margot Mattenson
 - Treasurer: Maria Sophia Maglalang
 - Student Trustee: Franklin Ocaña II
 - Senator(s): Gideon Apantaku; Sofia Carrasquillo
- Franklin Ocaña was named Student Employee of the Year at the April 8 awards ceremony.

Happenings

- There have been many events in the last month ranging from community events like the neurodiversity networking event, a spotlight event featuring our Environmental Science Program, Oakton College Day at Sherman United Methodist Church and last Friday's Creating Justice and a Night of Noise events to end of the year celebrations such as the student leadership banquet and student employee recognition luncheons.
- AAPI Heritage Month – There are still several upcoming events including a Talent Show on April 18 at 6 p.m.; a visit to the National Cambodian Heritage Museum on April 19; and an Asian Night Market on May 10. An AAPI Cultural Graduate and Transfer Student Celebration is also scheduled for April 26.
- As part of National Arab American Heritage Month, the Oakton Library is having a pop-up library on April 18 at 12:30 p.m. Stop by Student Street in Des Plaines and check out Arab American titles from the Library.
- The Muslim Student Association hosted a celebration for Eid today. The community joined for lunch and experienced a culinary journey with diverse cuisines, enjoyed the company of friends, and immersed themselves in the intricate beauty of henna art.
- April is Earth Month. This Thursday, Oakton, the Skokie Park District and the Village of Skokie will have a tree planting at the Skokie campus at 9 a.m. We will be planting a beautiful young oak tree, celebrating all that trees do for us and hearing about the exciting additional trees to come.
- Tickets are still available for the Six Piano Ensemble concert on Sunday, April 28 at 3 p.m.
- Commencement takes place on Monday, May 13 at the Rosemont Theatre.

Educational Foundation Liaison Report

The Foundation continues to fundraise beyond their goal with \$1.5M received to date. Notable commitments since the last update to the Trustees include:

- A \$20,000 gift from retiree Gail Cohen to continue to build the endowments of the scholarships in her and her husband's names, and,
- A \$1,000 gift from Oakton's chapter of the American Association for Women in Community Colleges to support their annual scholarship.

The Foundation hosted another Spotlight event last week, showcasing our Environmental Studies concentration and the conservation work that takes place on our campuses. Forty-one guests were in attendance – some of whom were long time Foundation friends and some who were visiting Oakton for the first time. These events are

produced to spotlight examples of the exceptional programming at Oakton while building relationships that inspire future philanthropic support.

The Foundation collaborated with the Oakton chapter of the State and University Annuity Association to host their quarterly meeting on campus today. More than 40 SUAA members attended, many of them Oakton retirees. This is more than double their typical meeting attendance. The meeting culminated in the dedication of a SUAA tribute paver in the recently renovated courtyard – funds of which support scholarships for Oakton students. Participants also had the opportunity to view the archives collection, which celebrates Oakton's rich history. Many of you may have seen this on your way into our meeting tonight in the display by the library. Oakton retirees remain important and valued members of the Oakton community and many continue to support the Foundation philanthropically.

The Board's next quarterly meeting will take place on June 5.

Student Trustee Report

Student Trustee Lydia Cruz welcomed the new Student Trustee, Franklin Ocaña II, and the new Student Government Association leadership.

Student Happenings:

- Events scheduled for AAPI Month are open to all. Ms. Cruz invited everyone to explore cultural achievements of the AAPI community which she feels proud to be a part of.
- Ms. Cruz thanked the faculty who have supported students through the scheduling and programming of events like Creating Justice.

Student Spotlight

Sophia Maglalang shared that she comes from a predominantly white school district, and that she was always identified as the one Asian person by her peers and professors. It was refreshing for her to see many diverse faces when she started her academic career at Oakton; she said she felt relieved when she learned about existing clubs related to ethnicity, and was impressed by Oakton's nurturing the celebration of diversity. One of her favorite experiences at Oakton is working with the COMPASS Leadership Institute which promotes culture, inclusion, and leadership skills for AAPI (Asian American Pacific Islander) students; Sophia enjoyed sharing experiences with her fellow AAPI students, and being able to have her own identity instead of just being "the one Asian person." The first Filipino Night Market was her first introduction to the AAPI community and the Oakton community. The celebrations of AAPI heritage and history made her feel that Oakton was a place where she could really belong, and be acknowledged as Sophia.

Johanna Famacion shared her experience during her teen years and her struggle with depression, which was exacerbated by the Covid-19 lockdown when she was about to graduate high school. Before she attended Oakton, Johanna went to DePaul University but decided to take a break and enroll at Oakton. At Oakton, Johanna has joined clubs and organizations which has allowed her to really embrace her AAPI identity and relate to others around her. She said that joining the COMPASS Leadership Institute took her out of her comfort zone, and challenged her in a positive way. She looks forward to participating in more College activities in the future because being active and proactive has helped her improve her grades and her mental health. She described the Oakton community as welcoming and supportive of students, for which she is truly grateful.

BOARD REORGANIZATION

4/24-1 Recommendation for Seating of Student Member of the Board of Trustees

Trustee Bush offered:

"SECTION 1: An election for the Student Member of the Board of Trustees was held March 25 - 29, 2024. The election was conducted in all respects as provided by law and according to Policy 1005. The election was conducted online, using the Simply Voting software purchased by the Student Government Association. Currently enrolled students were provided a ballot via email, and Simply Voting provided a secure method to permit students to vote from their computer or mobile device; 176 students cast ballots in the election.

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

SECTION 2: The Board of Trustees declares that Franklin Ocaña II received 91 votes (61.5%) for the office of Student Member of the Board of Trustees. His opponent Akash Patel receiving 57 (38.5%) with 28 (15.9%) abstaining votes cast, thereby declaring Franklin Ocaña II the successful candidate to serve as the Student Trustee with a term commencing on April 16, 2024 and concluding at the Board of Trustees meeting in April 2025.

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

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

Call to Order and Roll Call with New Student Member

Trustee Stafford called the roll:

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

4/24-2 Resolution Organizing the Board of Trustees for the Term Commencing April 16, 2024

Trustee Burns offered:

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

Nomination of Officers:

Chair Yanow asked for nominations for the office of Chair of the Board. Trustee Burns nominated Trustee Marie Toussaint; Trustee Salzberg seconded the nomination. Hearing no further nominations, a voice vote was called which passed unanimously.

Chair Yanow asked for nominations for the office of Vice Chair of the Board. Trustee Toussaint nominated Trustee Martha Burns; Trustee Bush seconded the nomination. Hearing no further nominations, a voice vote was called which passed unanimously.

Chair Yanow asked for nominations for the office of Secretary of the Board. Trustee Stafford nominated Trustee Theresa Bashiri-Remetio; Trustee Yanow seconded the nomination. Hearing no further nominations, a voice vote was called which passed unanimously.

Trustee Yanow offered:

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

- The Board is hereby organized for the term commencing April 16, 2024.
- Dates for the regular meetings of the Board for the calendar year 2025 shall be fixed as follows:

January 21, February 18, March 18, April 22, May 20, June 24, August 19, September 16, October 21, November 18, and December 16

Beginning at 6:00 p.m. in the Board room, 1506, at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois unless otherwise indicated. Time and location of all meetings, as well as meeting agendas, will be posted 48 hours in advance as required by law.

- All Board rules, policies, and procedures in effect during the previous year shall remain in effect.
- 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 Stafford seconded the motion, and called the roll:

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

The motion passed. Student Trustee Ocaña favored the resolution

Trustee Yanow made a motion for a brief adjournment *sine die* with the purpose of organizing the new officers at the dais. Trustee Salzberg seconded the motion. A voice vote was called and the motion passed unanimously.

Newly seated Chair Toussaint asked for a roll call with the newly organized members of the Board now seated.

Trustee Stafford called the roll:

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

Comments by the Chair

Chair Toussaint indicated that she is looking forward to her leadership role in the Board. She said “Together we can move mountains, so let’s get moving, let’s get pushing and make sure we get it done.”

Trustee Comments

Student Trustee Ocaña thanked everyone at Oakton, especially to the students who voted to get him elected. He greeted his new fellow Board members, and said that he is grateful for the opportunity to grow along side of them.

Public Participation – None

Board Report: Technology at Oakton

CIO Prashant Shinde gave the Board an overview of current technology projects at Oakton, and explained how they all connect to the institution’s mission, vision and values. The report included information on Oakton’s information systems architecture, and how it has developed since 2020 to include a wide range of applications and projects:

Website rebranding	Hybrid classroom	Staff mobility
Personal collaboration tools	Faculty mobility	Cybersecurity updates

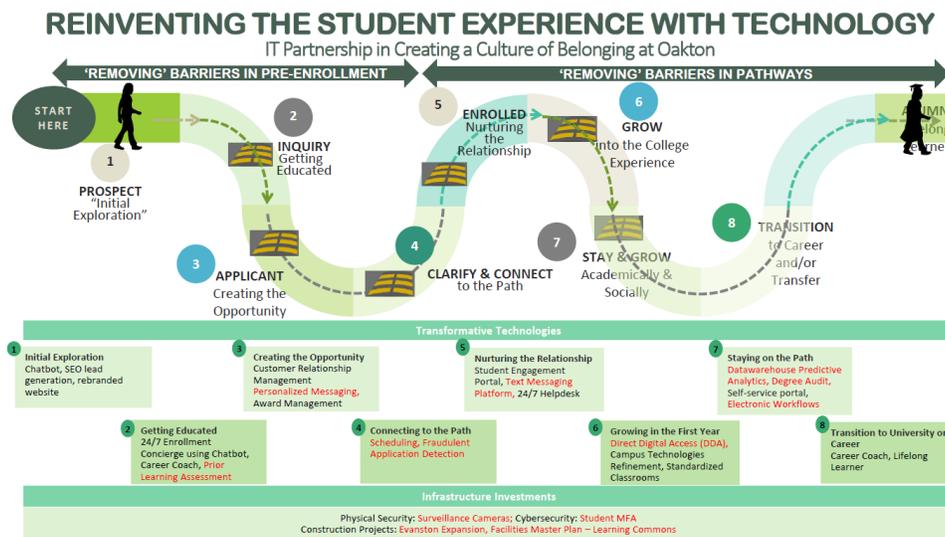
Hyflex classrooms
 24/7 helpdesk
 Self-service portal
 Faculty Credentialing

Early alerts
 Student engagement portal
 Online exam scheduling
 AI chatbot

Financial aid award management
 Surveillance system
 Predictive analysis

Future Implementations

Student MFA
 Surveillance system
 Predictive Analysis
 Degree audit
 Course scheduling



NEW BUSINESS

4/24-3a Approval of Consent Agenda

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

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

4/24-3b Approval of Consent Agenda Items 4/24-4 through 4/24-10

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 4/24-4 through 4/24-10 as listed in the Consent Agenda.”

4/24-4 Ratification of Payment of Bills for March 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 \$9,253,648.86 for all check amounts as listed and for all purposes as appearing on a report dated March 2024.”

4/24-5 Acceptance of Treasurer’s Report for March 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 March 2024.”

4/24-6 Acceptance of Quarterly Report on Investments

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

4/24-7 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$52,739.00 for all funds listed in item a.”

4/24-8 Ratification of Payment of Professional Personnel – Spring 2024

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$278,316.38 to the total amount of part-time teaching salaries paid during the 2024 spring semester; the revised, total payment amount is \$3,846,344.03.”

“Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$90,546.50 to the total amount of faculty overload salaries paid during the 2024 spring semester; the revised, total payment amount is \$682,665.50.”

4/24-9 Approval of Clinical Practice Agreements

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

- Early Childhood Education Program (1)
- Fire Science Program (1)
- Health Information Technology (1)
- Phlebotomy (1).”

4/24-10 Approval of Rock Salt Contract Joint Participation Agreement

“Be it resolved that the Board of Trustees of Community College District 535 approves the Rock Salt Contract Joint Participation Agreement between Oakton College and the Illinois Department of Central Management Services.”

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

4/24-11 Authorization to Approve April Purchases

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

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
4/24-11a	2	Grant-Funded Health Equipment for the Health Careers Education Center	Medline Industries, LP Northbrook, IL	\$26,988.62

			Valor Elite Supply, LLC St. Augustine, FL	\$17,685.00
			FCB Holdings, LLC Pewee Valley, KY	\$10,500.00
			Avante Health Solutions Louisville, KY	\$6,995.00
			Southwest Medical Equipment, Inc. Broken Arrow, OK	\$267.00
4/24-11b	1	Computer Networking and Systems Department Computers	JensenIT Des Plaines, IL	\$59,747.52
4/24-11c	2	Graphic Design Department Computer Equipment	JensenIT Des Plaines, IL	\$37,780.00
			Dell Marketing, LLP Round Rock, TX	\$34,105.05
			Abt Electronics, Inc. Glenview, IL	\$44,974.75
4/24-11d	1	Cisco Network Switches for the Video Surveillance System	JensenIT Des Plaines, IL	\$52,713.15
4/24-11e	1	Executive Leadership Team Coaching Services	Starworks Leadership, LLC Winnetka, IL	\$47,000.00
4/24-11f	1	Grant-Funded Job Search Genius Software – One-Year License	WriteSea Group, Inc. Tulsa, OK	\$50,000.00
4/24-11g	1	ExamSoft – Three-Year Contract Renewal	ExamSoft Worldwide, LLC Los Angeles, CA	\$60,385.60
4/24-11h	1	Design and Engineering Architect Services for Des Plaines Learning Commons	UrbanWorks, Ltd. Chicago, IL	\$561,400.00
4/24-11i	1	Design and Engineering Architect Services for Des Plaines First and Second Floor – Phase 1	Perkins&Will, Inc. Chicago, IL	\$153,000.00
4/24-11j	1	Design and Engineering Architect Services for Des Plaines First Floor – Phase 2	Perkins&Will, Inc. Chicago, IL	\$153,000.00
4/24-11k	1	Next Generation 911 Services – One-Year Contract	Intrado Life & Safety, Inc. Longmont, CO	\$29,569.65
4/24-11l	1	Duo Multi-Factor Authentication Services – One-Year Renewal	Duo Security Ann Arbor, MI	\$39,000.00

4/24-11m	1	Steelcase Furniture and Installation for TenHoeve Wing Renovation	Forward Space, LLC Chicago, IL	\$170,215.66
4/24-11n	1	Ellucian Advisory Services for Banner 9	Ellucian Company, LP Reston, VA	\$84,000.00
GRAND TOTAL				\$1,639,327.00.”

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

4/24-12 Preview and Initial Discussion of Upcoming Purchases

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

- a. Library Services (CARLI and NILRC)
- b. Software License Subscription – Three-Year Contract
- c. Hannon Hill Cascade Content Management Solution – Three-Year Contract
- d. Oracle Database Software Maintenance and Support Renewal
- e. Grant-Funded Recon Virtual Reality Simulation Training System
- f. Grant-Funded Tactical Goggle System with Skydio Drone and One-Year Software Contract
- g. Lytho Marketing – Three-Year Contract
- h. Transportation Services for Athletic Teams
- i. Ceiling Microphone Arrays for Classrooms
- j. Network Cabling and Installation
- k. Cisco Systems Hardware and Software Support Contracts
- l. Cisco Systems Hardware and Software Support Contracts

4/24-13 Authorization to Hire Assistant Vice President for Academic Affairs and College Transitions

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Aluna McGee as Assistant Vice President for Academic Affairs and College Transitions effective June 3, 2024 at an annual salary of \$132,000. This salary will be prorated for the period June 3, 2024 through June 30, 2024.”

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

4/24-14 Authorization to Hire Full-Time, Tenure-Track Faculty Members

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the attached resolutions for the hire of Ms. Tess Lesniak and Dr. Jelle Wiersma as full-time, tenure-track faculty for the 2024-2025 academic year, beginning in August 2024. They will receive the salary associated with the lane and step described as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step, Base Salary</u>
Ms. Tess Lesniak	Associate Professor, Biology	A-3, \$56,555
Dr. Jelle Wiersma	Assistant Professor, Earth Science	E-2, \$66,801."

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

4/24-15 Acceptance of Faculty Retirement

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Antoinette Maglione-Solans."

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

4/24-16 Approval of 2025-2026 Academic Calendar

Trustee Toussaint offered: "Be it resolved that the Board of Trustees of Community College District 535 approves and adopts the 2025-2026 Academic Calendar, attached hereto, as part of the office records of the College."

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

4/24-17 Approval of New Policy

Trustee Bashiri-Remetio offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for approval the proposed new policy 3038 in support of Responsible Bidding, attached hereto."

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

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

Ms. Toussaint Aye
Dr. Yanow Aye

The motion carried. Student Trustee Ocaña favored the resolution.

4/24-18 Notification of Award of Grants

Funding totaling \$122,913.88 has been made available to Oakton College:

- a. Illinois Community College Board Innovative Bridge and Transition Grant..... \$110,000.00
(Managed by Tiffany Olson and Elena Smoukova / Administered by Delia Rodriguez)
- b. Illinois Board of Higher Education FY2024 Nurse Educator Fellowship Program\$10,000.00
(Administered by May Alimboyoguen)
- c. Music Performance Trust Fund Grant from the American Federation of Musicians of the U.S.A. & Canada,
Chicago Federation of Musicians\$2,913.88
(Managed by Mark Olen and Dan Cunningham / Administered by Dr. Mia Hardy)

TOTAL:..... \$122,913.88

Adjournment

Chair Toussaint announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, May 21, 2024 at the Des Plaines Campus.

Trustee Bashiri-Remetio made a motion to adjourn the meeting, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 7:38 p.m.

Marie Lynn Toussaint, Chair

Theresa Bashiri-Remetio, Secretary

Minutes recorded by:
Beatriz Sparks
4/2024



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

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

Call to Order and Roll Call

Chair Yanow called the meeting to order at 4:33 p.m. Trustee Stafford called the roll:

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

Also present in Room 1506:

Leadership: Dr. Joianne Smith, President.

Staff: Beatriz Sparks, Assistant to the Board.

Discussion

Board members did a recap of the April 6 retreat, debriefed agenda items that were prepared, and discussed the key role of the Chair working with the whole Board. In addition, the Board discussed plans to hold more meetings (Committee of the Whole) where they can address issues outside the regular agenda, and touched on the importance of open and timely communication for the Board to function appropriately for the good of the College community.

Adjournment

Chair Yanow asked for a motion to adjourn the meeting. Trustee Stafford made the motion, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 5:04 p.m.

Marie Lynn Toussaint, Chair

Theresa Bashiri-Remetio, Secretary

Minutes recorded by:
Beatriz Sparks
4/2024

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 5/24-2 through 5/24-9

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/24-2 through 5/24-9 as listed in the Consent Agenda:

- 5/24-2 Ratification of Payment of Bills for April 2024
- 5/24-3 Acceptance of Treasurer’s Report for April 2024
- 5/24-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/24-5 Action on Recordings of Closed Session Minutes
- 5/24-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 5/24-7 Ratification of Actions of the Alliance for Lifelong Learning Governing Board
- 5/24-8 Supplemental Authorization to Pay Professional Personnel – Spring 2024
- 5/24-9 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for April 2024

The check register detailing the regular monthly bills for April 2024 was sent out May 17, 2024. The totals by fund are on page 2. This includes approval of travel reimbursements for April 2024.

Board Chair

Board Secretary

MR:mw
5/2024

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 \$7,433,087.90 for all check amounts as listed and for all purposes as appearing on a report dated April 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 April 2024, represented by checks on pages 1-17 numbered !0003625 - !0003650, !0003652 - !0003676, !0003678 - !0003704, !0003706 - !0003747, !0003749 - !0003753, A0165687 - A0165689, A0165691 - A0165895, A0165898 - A0166010 and A0165012 - A0165135 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.

Michele C Roberts

Treasurer, Oakton Community College District 535

RECAPITULATION Fund	<u>Gross Check Issued</u>				
	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 4,024,853.08	\$ 658,677.06	\$ 4,683,530.14	\$ -	\$ 4,683,530.14
Operation, Building And Maintenance Fund	\$ 341,455.82	\$ 137,801.47	\$ 479,257.29	\$ -	\$ 479,257.29
Maintenance Fund (Restricted)	\$ -	\$ 1,025,142.72	\$ 1,025,142.72	\$ -	\$ 1,025,142.72
Bond And Interest	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00
Auxiliary Enterprise	\$ 241,192.94	\$ 469,722.73	\$ 710,915.67	\$ -	\$ 710,915.67
Restricted Purpose	\$ 288,846.56	\$ 183,646.06	\$ 472,492.62	\$ -	\$ 472,492.62
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Trust/Agency	\$ -	\$ 39,846.84	\$ 39,846.84	\$ -	\$ 39,846.84
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Liability, Protection & Settlement	\$ -	\$ 163.00	\$ 163.00	\$ -	\$ 163.00
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,896,348.40	\$ 2,515,299.88	\$ 7,411,648.28	\$ -	\$ 7,411,648.28
STUDENT GOVERNMENT	\$ -	\$ 21,439.62	\$ 21,439.62	\$ -	\$ 21,439.62
TOTAL PER REPORT	\$ 4,896,348.40	\$ 2,536,739.50	\$ 7,433,087.90	\$ -	\$ 7,433,087.90

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 !0003630, !0003631, !0003711, !0003731, !0003751, A0165691, A0165691, A0165735, A0165743, A0165747, A0165770, A0165770, A0165967, A0166012, A0166041 and A0166132 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.

Michèle 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 \$21,439.62 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated April 2024.

Student Government Association

Acceptance of Treasurer's Report for April 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
5/2024

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 April 2024."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

April 2024

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

Treasurer's Comments on April 2024 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.4 million in tuition and fees, \$806,000 for the credit hour grant, \$754,000 in interest earnings, \$187,000 for the ECACE grant, \$163,000 in replacement taxes, \$110,000 for the ICCB Bridge Transitions grant, \$100,000 for the CTE VR grant, and \$82,000 for the NSF STEM grant.

Net cash and investments decreased \$4.4 million from the previous month, as expected.

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

Revenues

At the end of April, revenues were \$85.5 million or 108% of the prorated budget, compared to \$80.1 million, or 107% for the previous year. Tuition and fees totaled \$21.8 million year to date, or 103% of the prorated budget. Last year, tuition and fees totaled \$20.8 million or 107% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$62.2 million. The operating expenditures are \$2.2 million (3.7%) above prior year's actual expenditures of \$60.0 million for the same period. Net transfers total \$7.4 million as budgeted.

OAKTON COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 April 30, 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	\$ 2,212	\$ 374	\$ 97	\$ 626	\$ -	\$ 1,891	\$ -	\$ 1,272	\$ 998	\$ 7,470
Taxes Receivable	30,030	1,669	-	1,359	-	-	-	(31)	-	33,027
Student Tuition Receivable	6,551	1	5	-	-	992	-	-	-	7,549
Government Funds Receivable	(5)	-	-	-	-	921	-	17	-	933
Lease Receivable	13,653	-	-	-	-	-	-	-	-	13,653
Accrued Interest	1,249	180	313	-	-	32	-	6	414	2,194
Other Receivables	688	1	-	-	-	(38)	-	-	-	651
Investments										
Short-term	85,814	14,512	37,628	4,981	(2,170)	2,149	-	242	33,372	176,528
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	888	(1)	-	-	(468)	234	-	-	-	653
Total Current Assets	149,486	19,885	42,096	6,966	(2,638)	21,057	-	1,634	42,351	280,837
Net Investment in Plant	-	-	-	-	-	-	102,086	-	-	102,086
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 149,486	\$ 19,885	\$ 42,096	\$ 6,966	\$ (2,638)	\$ 21,057	\$ 102,644	\$ 1,634	\$ 42,351	\$ 383,481
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	956	956
Total Assets and Deferred Outflows of Resources	\$ 149,486	\$ 19,885	\$ 42,096	\$ 6,966	\$ (2,638)	\$ 21,057	\$ 102,644	\$ 1,634	\$ 43,307	\$ 384,437
LIABILITIES AND NET POSITION										
Payables	\$ 209	\$ -	\$ 46	\$ -	\$ -	\$ (52)	\$ -	\$ -	\$ -	\$ 203
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	6,163	-	67	-	-	154	-	-	-	6,384
Accruals	3,686	299	-	-	-	268	-	-	-	4,253
Bonds Payable	-	-	-	-	57,995	-	-	-	-	57,995
Lease Liability	-	-	-	-	251	-	-	-	-	251
Subscriptions Liability	-	-	-	-	2,311	-	-	-	-	2,311
OPEB Liability	-	-	-	-	-	-	-	-	15,652	15,652
Total Liabilities	10,058	299	113	-	60,668	370	-	-	15,652	87,160
Deferred Inflows of Resources - Property Taxes	-	-	-	-	-	-	-	64	-	44,770
Deferred Inflows - CIP and College Plan	36,993	5,109	-	2,604	-	-	-	-	27,710	27,710
Deferred Inflows - Leases	13,653	-	-	-	-	-	-	-	-	13,653
Total Liabilities and Deferred Inflows of Resources	60,704	5,408	113	2,604	60,668	370	-	64	43,362	173,293
Net Position										
Unrestricted	88,781	14,478	41,981	-	-	3,665	-	-	(56)	148,849
Restricted	-	-	-	-	-	17,021	-	1,570	-	18,591
Debt Service	-	-	-	4,361	(63,305)	-	-	-	-	(58,944)
Plant	-	-	-	-	-	-	102,644	-	-	102,644
Total Net Position	88,781	14,478	41,981	4,361	(63,305)	20,686	102,644	1,570	(56)	211,140
TOTAL LIABILITIES & NET POSITION	\$ 149,485	\$ 19,886	\$ 42,094	\$ 6,965	\$ (2,637)	\$ 21,056	\$ 102,644	\$ 1,634	\$ 43,306	\$ 384,433

OAKTON COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 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	\$ 50,333	\$ 50,487	100%	98%
Replacement Tax	2,000	1,667	1,880	113%	238%
State Revenue	4,335	3,613	5,325	147%	156%
Tuition and Fees	20,698	21,081	21,759	103%	107%
Other	3,159	2,633	6,087	231%	333%
TOTAL REVENUES	\$ 90,592	\$ 79,326	\$ 85,538	108%	107%
EXPENDITURES (accrual basis)					
Instructional	\$ 31,145	\$ 25,954	\$ 26,179	101%	97%
Academic Support	20,606	17,172	15,368	89%	95%
Student Services	9,043	7,536	6,609	88%	84%
Public Services	1,329	1,108	970	88%	85%
Operations and Maintenance	8,545	7,121	6,401	90%	86%
General Administration	8,104	6,753	6,039	89%	94%
General Institutional	642	535	620	116%	590%
Contingency	2,271	1,893	-	0%	0%
TOTAL EXPENDITURES	\$ 81,685	\$ 68,071	\$ 62,186	91%	93%
Revenues over (under) expenditures	8,907	11,255	23,352		
Net Fund transfers					
To O & M Fund (Restricted)	(5,000)	(4,167)	(4,167)		
To Auxiliary Fund and Alliance	(2,479)	(2,066)	(2,066)		
To Restricted Purpose Fund	(100)	(83)	(83)		
To Liability, Protection & Settlement Fund	(770)	(642)	(642)		
To Social Security/Medicare Fund	(874)	(728)	(728)		
From Working Cash Fund: Interest	290	242	242		
Total Transfers	\$ (8,933)	\$ (7,444)	\$ (7,444)		
Net Revenue over (under) expenditures	\$ (26)	\$ 3,811	\$ 15,908		

**OAKTON COLLEGE
REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2024**

**AGENDA ITEM 5/24-3
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual a % of Budget
REVENUES			
Construction Fee	295	295	100%
Interest and Investments Gain/Loss	16	1,085	6781%
Debt Certificates 2023	14,900	14,690	99%
Other Revenue	-	4	0%
Total revenues	15,211	16,074	106%
EXPENDITURES			
Project Management Service	-	214	0%
Electrical Service - Motor Controls	150	-	0%
Electrical Service - Interior	100	-	0%
Courtyards	550	-	0%
Learning Commons RHC	3,064	1,208	39%
Boiler Replacement	1,238	1,078	87%
DP Workplace-Critical Adjacencies	1,700	-	0%
Learning Commons DP - Enabling Project	-	145	0%
Plumbing	350	-	0%
ADA Compliance	131	-	0%
TenHoeve Wing Remodeling	685	401	59%
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	119	103%
Fire Sprinkler/Pump	350	-	0%
Backup Generator - Skokie	100	-	0%
Capital Equipment	570	219	38%
Hardware Replacement/Master Keying	1,000	20	2%
Sidewalk Repair and Replacement	100	-	0%
Landscape Improvement	824	431	52%
Switchgear Upgrades - Des Plaines	50	12	24%
Pedestrian Path	250	-	0%
Skokie Metal Wall Panel Project	-	1,445	0%
Camera Replacement	500	17	3%
Exterior Envelope	870	-	0%
Baseball Complex Renovation	1,000	17	2%
College Rebrand Signage	52	129	248%
Washroom Upgrades Phase 1	500	-	0%
Contingency	95	-	0%
Total expenditures	14,876	5,493	37%
Transfer in	5,000	4,167	83%
Net	\$ 5,335	\$ 14,748	276%

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 1,620	122%	96%
Workforce Development	210	19	9%	58%
Copy Center	67	93	139%	47%
Athletics	37	40	108%	563%
Child Care	321	390	121%	89%
PAC Operations	1	5	500%	150%
Other	65	69	106%	124%
Interest and Investments Gain/Loss	188	78	41%	90%
Total revenues	2,221	2,314	104%	90%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,424	\$ 1,053	74%	64%
Workforce Development	200	94	47%	63%
Copy Center	446	376	84%	79%
Athletics	1,302	1,109	85%	101%
Child Care	570	459	81%	78%
PAC Operations	105	76	72%	73%
Auxiliary Services Administration	344	312	91%	83%
Other	479	131	27%	33%
Total expenditures	4,870	3,610	74%	73%
Transfers in (out)	2,272	1,893		
Net	\$ (377)	\$ 597		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2024**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 487	\$ 543	93%	98%
Tuition and Fees	1,397	1,164	1,160	83%	71%
Sale of Materials	1	1	-	0%	50%
Institutional Support					
Evening High School	133	111	90	68%	116%
Other Revenues	45	38	19	42%	56%
Total revenues	<u>2,160</u>	<u>1,800</u>	<u>1,812</u>	<u>84%</u>	<u>99%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,315	1,096	\$ 888	68%	60%
Instructional Programs					
Allied Health	148	123	44	30%	39%
Job-related	447	373	595	133%	51%
Personal	13	11	17	131%	125%
Emeritus Programs	64	53	38	59%	41%
High School Programs	136	113	67	49%	48%
ESL Programs	76	63	55	72%	71%
Total Programs	<u>884</u>	<u>737</u>	<u>816</u>	<u>92%</u>	<u>51%</u>
Total expenditures	<u>2,199</u>	<u>1,833</u>	<u>1,704</u>	<u>77%</u>	<u>56%</u>
Revenue over (under) expenditures	<u>\$ (39)</u>	<u>\$ (33)</u>	<u>\$ 108</u>		
Transfer in	53	44	44		
Net	14	12	152		

OAKTON COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2024

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 437,532				
Interest income	-				
Sub total revenues	<u>437,532</u>				
369901 Student Government Association	10,225	50,000	60,225	(115,236)	(55,011)
369910 Occurrence	853	15,000	15,853	(673)	15,180
369919 Campus Activities Board	-	60,000	60,000	(50,500)	9,500
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	(154)	247
369925 M.A.T.H. Club	-	800	800	-	800
369926 Diversability Club	-	400	400	(10)	390
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
369931 Stitch Happens	243	400	643	(155)	488
369932 Ceramics Club	-	986	986	(338)	648
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	(535)	65
369940 Card and Board Game Club	-	2,091	2,091	-	2,091
369941 Oakton Math Team	-	400	400	-	400
369943 Japanese Culture Club	41	731	772	(380)	392
369944 South Asian Club	-	584	584	(59)	525
369945 Physical Therapy Assist.	929	2,545	3,474	-	3,474
369946 Phi Theta Kappa (PTK)	3,850	15,000	18,850	(6,325)	12,525
369947 Oakton Pride Club	-	1,298	1,298	(198)	1,100
369948 Financial Mindset	-	400	400	-	400
369949 Mission Bible Club	-	1,034	1,034	(343)	691
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	(42)	2,139
369958 Coding Club	-	820	820	-	820
369959 Black Student Union	-	2,815	2,815	-	2,815
369960 Muslim Student Association	656	3,685	4,341	(249)	4,092
369961 DECA	-	4,815	4,815	(150)	4,665
369962 Artist Liberator's Club	-	400	400	-	400
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	(175)	509
369970 Oakton Octaves Club	-	800	800	(140)	660
369971 Habitat for Humanity	-	2,188	2,188	(99)	2,089
369972 PAYO	257	2,569	2,826	(86)	2,740
369973 Oakton Student Dance Club	-	657	657	(380)	277
369974 Veterans Club	-	450	450	-	450
369982 Graphic Design Club	-	726	726	-	726
Sub Totals	<u>17,093</u>	<u>60,000</u>	<u>60,000</u>	<u>(176,655)</u>	<u>48,497</u>

Fund Summary

Total Revenues	\$ 454,625
Total Expenditures	(176,655)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>277,971</u>
Net Position 6/30/23	<u>1,429,803</u>
Net Position, end of period	<u>\$ 1,707,774</u>

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
Apr-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>
4/1/2024	\$ 15,000.00					\$ 15,000.00
4/9/2024	\$ 853,224.90			\$ 853,224.90		
4/3/2024	\$ 1,000.00	\$ -				\$ 1,000.00
4/22/2024	\$ 3,850.00					\$ 3,850.00
4/22/2024	\$ 853.00		\$ 853.00			
TOTAL	\$ 873,927.90	\$ -	\$ 853.00	\$ 853,224.90	\$ -	\$ 19,850.00

PAYROLL TAXES - TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
4/12/2024	\$ 685,524.06	\$ 273,204.52	\$ 100,817.92	\$ 230,752.24	\$ 80,749.38
4/26/2024	\$ 684,425.64	\$ 271,467.94	\$ 100,207.32	\$ 230,338.02	\$ 82,412.36
	\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 1,369,949.70	\$ 544,672.46	\$ 201,025.24	\$ 461,090.26	\$ 163,161.74

Compliance with Open Meetings Act, Closed Session Minutes

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

The President and the Secretary of the Board have reviewed, and hereby recommend that the minutes of the Board of Trustees closed session meetings held on October 2, 2023 and April 6, 2024 should be made available for public inspection and no longer require confidential treatment.

JLS:bs
5/2024

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 determines that the minutes of the Board closed session meetings on October 2, 2023 and April 6, 2024 no longer require confidential treatment and are released for public inspection.”

Action on Recordings of Closed Session Minutes

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

In accordance with these provisions, the audio recordings of closed meetings held on October 19, 2021, February 15, 2022, March 15, 2022, April 26, 2022, May 24, 2022, and June 28, 2022 meet the following criteria:

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

JLS:bs
5/2024

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 recommends the destruction of the verbatim audio recordings of meetings held on October 19, 2021, February 15, 2022, March 15, 2022, April 26, 2022, May 24, 2022, and June 28, 2022.”

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

The salary payments and rescinds include the following:

- a. Authorization to pay part-time faculty in the amount of \$8,197.20 for the spring 2024 term.
- b. Authorization to rescind payment for part-time faculty in the amount of \$1,125.00 for the spring 2024 term.

Jl:bd
5/2024

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 \$8,197.20 for all funds listed in item a.”

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

Following the recommendation of the Oakton College Decennial Committee, and approval by the Oakton College Board of Trustees on March 19, 2024, the Alliance for Lifelong Learning Governing Board on May 14, 2024 voted as follows:

1. Approved the dissolution of the Alliance Consortium Agreement first established in 1978, pursuant to the authority contained in the Illinois Adult Education Act (105 ILCS 405/1 et seq.), last updated in 2007.

Jl:bd
5/2024

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 Alliance for Lifelong Learning Governing Board in item one as stipulated above.”

Supplemental Authorization to Pay Professional Personnel – Spring 2024

Comparative figures:

Spring 2024 Part-Time \$3,905,142.22	Spring 2023 Part-Time \$3,524,099.71
Spring 2024 Overload \$729,058.00	Spring 2023 Overload \$681,850.80

IL:jg
5/2024

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 \$58,798.09 to the total amount of part-time teaching salaries paid during the spring 2024 semester; the revised, total payment amount is \$3,905,142.22.”

“Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$46,392.50 to the total amount of faculty overload salaries paid during the spring 2024 semester; the revised, total payment amount is \$729,058.00.”

Approval of Clinical Practice Agreements

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

Medical Assistant Program

Amended: This is a second amendment for the Medical Assistant Program. It has been reviewed and approved by the College faculty and administration. This is an auto renewal agreement which commences on May 21, 2024.

Medical Laboratory Technology Program

Amended: This is an agreement amendment for the Medical Laboratory Technology Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on May 21, 2024 and terminates on May 21, 2029.

Physical Therapy Assistant Program

New: This is a new agreement for the Physical Therapy Program. It has been reviewed and approved by the College faculty and administration. This is a one-year agreement which commences on May 21, 2024 and terminates on May 21, 2025.

Renewal: This is a renewal agreement for the Physical Therapy Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on May 21, 2024 and terminates on May 21, 2027.

Amended: This is an agreement amendment for the Physical Therapy Assistant Program. It has been reviewed and approved by the College faculty and administration. This is an auto renewal agreement which commences on May 21, 2024

IL:sa
5/2024

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:

Medical Assistant Program (1)
Medical Laboratory Technology Program (1)
Physical Therapy Assistant Program (3)."

Authorization to Schedule a Budget Hearing and Publish a Notice Placing Fiscal Year 2025 Budget on Public Display

A copy of the notice placing the Fiscal Year 2025 budget document on display beginning on May 22, 2024 is presented for approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2025 budget will be held on June 25, 2024. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2025.

AW:jg
5/2024

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, authorize the budget hearing and approval to publish the notice placing the Fiscal Year 2025 budget on public display.”

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, that commencing at 10:00 a.m. on May 22, 2024, a tentative budget for said Community College District for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025 will be on file and conveniently available for public inspection at the offices of Administrative Affairs of said District, 1600 E. Golf Road., Room 1220, Des Plaines, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 6:00 p.m. on the 25th day of June 2024, at 1600 E. Golf Road, Room 1506, Des Plaines, Illinois.

DATED at Des Plaines, Illinois this 21st day of May 2024.

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

By: _____
Secretary

Authorization to Approve May Purchases

Any purchase exceeding \$25,000 requires Board approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution.

Items “b – d” were previewed at the February 2024 Board of Trustees Meeting. Item “e” was previewed at the March 2024 Board of Trustees Meeting. Items “a, and f - n” were previewed at the April 2024 Board of Trustees Meeting. Item “o” was not previewed.

MR:kr
5/2024

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>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
5/2411-a	1	Library Services (CARLI and NILRC) – One-Year Contract Renewal	CARLI Champaign, IL	\$100,000.00
			NILRC Blanchardville, WI	\$100,000.00
5/2411-b	1	Grant-Funded Take-Apart Pixy Mannequin for the Health Careers Education Center	Supertech, Inc. Elkhart, IN	\$34,355.00
5/2411-c	2	Document Management and Workflow Solution – Five-Year Contract	Softdocs Columbia, SC	\$542,873.84
5/2411-d	2	Video Surveillance System Replacement and Upgrades	Howard Technology Solutions Corp. Ellisville, MS	\$317,516.00
5/2411-e	1	Replacement Computers for Digital Displays and Departmental Conference Rooms	JensenIT Des Plaines, IL	\$27,990.00
5/2411-f	1	Hannon Hill Cascade Content Management Solution – Three-Year Contract	Hannon Hill Corp. Atlanta, GA	\$99,177.02
5/2411-g	1	Cherwell Software License Subscription – One-Year Contract Renewal	Ivnati, Inc. South Jordan, UT	\$74,284.02
5/2411-h	1	Lytho Marketing Workflow Solution – Three-Year Subscription Renewal	Lytho, Inc. Holly Springs, NC	\$70,000.00
5/2411-i	1	Oracle Database Software Maintenance and Support – Three-Year Support Contract Renewal	Oracle America, Inc. Dallas, TX	\$110,368.59

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
5/2411-j	1	Grant-Funded Skydio Starter Kit and One-Year Software Contract	ISEEYOU360, Inc. Grove, OK	\$50,000.00
5/2411-k	1	Grant-Funded Recon Virtual Reality Simulation Training System	Ti Training LE, LLC Golden, CO	\$50,000.00
5/2411-l	2	Transportation Services for Athletic Teams – One-Year Contract	Bestway Charter Transportation, Inc. Bensenville, IL	\$81,000.00
5/2411-m	1	Consulting Services for Finance Operations – Contract Extension	Judy Mitchell Consulting, LLC Manhattan, IL	\$55,000.00
5/2411-n	1	Ceiling Microphone Arrays for Classrooms	Howard Technology Solutions Corp. Ellisville, MS	\$46,310.00
5/2411-o		Talent Recruitment Services	CPS, Inc. Westchester, IL	\$30,000.00
GRAND TOTAL				\$1,788,874.47.”

IN DISTRICT	\$27,990.00
CONSORTIUM	\$0.00
BID	\$115,355.00
BID EXEMPT	\$1,573,365.47
QBS	\$0.00
MBE	\$0.00
WBE	\$84,355.00
PBE, VOP, SBE	\$0.00

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

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

The Administration seeks approval to renew the purchase of Library Services (CARLI and NILRC) for a total not to exceed \$100,000.00 each for FY25.

JJ:kr
5/2024

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 renewal for one year for the following annual Library Services:

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

for a grand total not to exceed \$200,000.00."

Authorization to Purchase Grant-Funded Take-Apart Pixy Mannequin for the Health Careers Education Center

The College is developing a new Health Careers Education Center in partnership with Endeavor Health (formerly Northshore University Health System). This new facility will be located at 2500 Ridge Road, Evanston, and will include classrooms and teaching labs to support new programs to train students for careers in cardiac sonography, radiography, and surgical technology. The new Health Careers Education Center is scheduled for completion in summer 2025. To support this partnership, the College will use the Pipeline for the Advancement of the Healthcare Workforce (PATH) grant to purchase equipment for the laboratory classes that provides a relevant environment for students to practice clinical skills.

The Take Apart Pixy mannequin by Radiology Support Devices, Inc. is used to demonstrate anatomy as well as evaluate positioning and imaging techniques for the radiography program. The radiographs of this mannequin are optically equivalent to the density and contrast in human patients. Students will learn clinical skills on this mannequin as it allows unlimited exposures and tolerates errors. In addition, it provides evaluation of the student's performance.

The Oakton Health Careers Division along with Academic Affairs, Chicago Design Network, and the Procurement department worked collaboratively to issue a bid for this mannequin. The bid was sent to seven (one in-district) companies of which two (one in-district) submitted a response. The low bid was submitted by Supertech, Inc. of Elkhart, IN for a total, including shipping and a two-year warranty of \$34,355. The second bid was submitted by Anatomical Worldwide, LLC for \$39,999. Supertech is a woman-owned company and has been in business for 54 years. Their references include College of Lake County, College of DuPage, and Illinois Central College. The Administration is confident they will be able to meet the College's needs.

MA:kr
5/2024

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 a Grant-Funded Take Apart Pixy Mannequin for the Health Careers Education Center from Supertech, Inc., PO Box 186, Elkhart, IN 46515 for an amount not to exceed \$34,355.00 in accordance with their response to Invitation to Bid #0403-24-12."

Authorization to Purchase Document Management and Workflow Solution – Five-Year Contract

The College selected and implemented Hyland OnBase as its document management and workflow solution in 2012. Over the past twelve years, several processes have been converted into electronic format including financial aid, and State mandated COVID vaccine/testing confirmation.

Hyland OnBase is an on-prem solution which means that the Oakton IT team maintains the servers in its datacenter. Over the past few years, maintaining this on-prem solution has become increasingly complicated. Complex programming requirements have also delayed converting additional processes that are currently manual by nature into electronic format and automation using workflow solutions.

New and advanced solutions have been launched by vendors in the past several years. These Software as a Service (SaaS) based solutions reduce the complexity of managing the servers while simplifying programming that allows institutions to modernize their operations and improve efficiency. A task force was formed to review products and make appropriate recommendations. Members from Academic Affairs, Student Affairs, Administrative Affairs, Human Resources, and Information Technology were part of the task force.

Over the past three months, the task force evaluated three products from Softdocs, Ellucian, and Laserfiche. These three products were selected for demos since apart from Hyland, they are the only products certified by Ellucian Banner which is Oakton’s Enterprise Resource Planning solution. After the initial round of demos, the taskforce recommended inviting Softdocs and Ellucian for the final round. After multiple deep dive sessions with both Ellucian and Softdocs, reference calls, and a site visit to the College of DuPage who is currently using the Softdoc’s product, the taskforce is recommending Softdocs, Etrieve Full Platform Subscription and Enterprise Implementation as the preferred product for the Document Management and Workflow solution.

Below is the cost comparison between Softdocs and Ellucian.

Solution	Year 1	Year 2	Year 3	Year 4	Year 5
Softdocs	\$148,982.00	\$98,472.96	\$98,472.96	\$98,472.96	\$98,472.96
Ellucian	\$276,567.00	\$117,276.00	\$124,312.00		

Softdocs provides ease of use and better functionality that will allow end users to support the transformation effort quickly. It is a completely cloud-based solution which will minimize the infrastructure requirements and related maintenance over the next several years. Finally, it is economical in terms of pricing over its competitors.

PS:kr
5/2024

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 Document Management and Workflow Solution - Five-Year Contract from Softdocs, 807 Bluff Road, Columbia, SC 29201 for a total of \$542,873.84 per their quote 20221003v4."

Authorization to Purchase Video Surveillance System Replacement and Upgrades

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 department, 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. After pandemic delays, the project was added to the Capital Improvement Plan and funding was established at one million dollars for the two-year project which starts this fiscal year (FY2024).

This project has a number of components including:

1. Purchasing a new Video Management System (VMS) and digital recording system.
2. Purchasing 188 new and replacement cameras to upgrade coverage quality, replace obsolete equipment and fill in most coverage gaps for a total of 418 cameras in the final system.

The project also includes the network cabling needed for new camera locations as well as the additional Cisco network switches. For exterior locations not connected to the building, the project will involve trenching or directional boring to install power and network cabling. It also includes updating policies and procedures around camera access and retention, camera maintenance, monitoring, and replacement.

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 interconnect equipment, software, and services: are exempt from the bidding process." However, in order to find the best solution, a team from the Campus Police, Facilities, and Information Technology met with vendors, resellers, and contractors over the past six months to review VMS products as well as develop detailed camera placement plans and system designs. It is anticipated that college staff will do most of the installation and configuration with specialized installations being outsourced to vendors.

After reviewing the available options, the Administration is recommending the purchase of the iPro IP cameras and iPro Video Insight VMS software. This purchase includes nine Video Insight Storage Servers and two Active Guard analytics servers with five-year warranties as well as 188 iPro interior and exterior cameras including ten models and all associated camera mounts. The iPro solution offered the best AI analytics support for advanced searching as well as no additional licensing costs for recording failover, or adding additional cameras in the future, as well as no annual licensing fees or software support costs. The College has used iPro cameras for many years and has been very satisfied with the reliability and features of the cameras. The lowest price was submitted by Howard Technologies of Ellisville, MS. The College has purchased iPro cameras from Howard Technologies in the past and the Administration is confident that they can continue to meet the College's needs.

The total upfront cost of this purchase is \$317,516. with no annual costs for the software maintenance and a five-year warranty for the hardware.

Price quote results are as follows:

Vendor	iPro Cameras	VMS	Total
Howard Technologies	\$174,189.00	\$143,327.00	\$317,516.00
Imperial Solutions	\$216,632.15	\$169,596.50	\$386,228.65
Applied Communication Group	\$226,493.36	\$178,561.00	\$405,054.36

JMW:kr
5/2024

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 Video Surveillance System Replacement and Upgrades from Howard Technology Solutions Corp., 36 Howard Drive, Ellisville, MS 39437 for an amount not to exceed \$317,516.00 per their price quotes number SB81389175.00, dated April 11, 2024 and #SB8 1389763.00, dated April 12, 2024.”

Authorization to Purchase 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 36 of these computers is approximately eight years old. These computers will not be compatible with the newer Microsoft Windows 11 operating system and therefore, need to be replaced.

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.” However, in order to obtain the best pricing possible, the Information Technology department requested quotes from various vendors for 36 ASUS NUC 14 Pro Tall Mini computers.

Price quote results are as follows:

Jensen IT, Des Plaines, IL	\$27,990.00
B & H Photo and Video, New York, NY.	\$28,127.16
CDW-G, Vernon Hills, Ill.	\$28,440.72
SHI International, Somerset NJ	\$32,309.28

The College has an established business relationship with Jensen IT. The Administration is confident that they will continue to meet the needs of the College.

PS:kr
5/2024

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 Replacement Computers for Digital Displays and Departmental Conference Rooms from Jensen IT, Inc., 1689 Elk Boulevard, Des Plaines, Illinois 60016 for an amount not to exceed \$27,990.00 per their quote number 004618.”

Authorization to Purchase Hannon Hill Cascade Content Management Solution – Three-Year Contract Renewal

Hannon Hill's software product, Cascade Content Management System (CMS), is used by the College to manage the content on the external website (www.oakton.edu).

Some of the features provided by Cascade CMS include content management, user management, security, search engine optimization (SEO), and API integration along with support for developers.

The current annual contract expires in June 2024. This year, the Administration negotiated a three-year contract which allows for a 3% annual increase in comparison to the 7% increase that Hannon Hill usually imposes on annual renewals. The cost of this three-year contract is \$99,177.02.

This purchase is exempt from bidding under the Illinois Public Community College Act. 110 ILCS 805/3-27.1.

PS:kr
5/2024

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 Hannon Hill Cascade Content Management Solution – Three-Year Contract Renewal from Hannon Hill Corp., 3423 Piedmont Road, Atlanta, GA 30305 for a total of \$99,177.02, per their quote SO-5568."

Authorization to Purchase Cherwell Software License Subscription – One-Year Contract Renewal

In 2015, the Board authorized the purchase of Cherwell Software to support the evolution of the IT Help Desk operation from a basic call logging area to the central point of contact for management and information on all Information Technology Division incidents and services requests.

Cherwell is an Enterprise Service Management (ESM) software solution that has greatly improved IT service delivery and support. It provides a complete IT service desk solution that allows users to submit tickets through a secure self-service portal, and has reporting and analytics features that allow tracking of key metrics and identifies areas for improvement.

The renewal of annual support and maintenance is necessary to provide support for day-to-day helpdesk, media services, and IT operations, as well as to allow access to ongoing software updates and releases. In 2021, Cherwell was acquired by Ivanti, Inc. The Cherwell support contract from Ivanti for 38 subscription licenses, which is an increase from 30 licenses currently in use, along with cloud hosting will be \$74,284.02. This one-year contract will begin June 19, 2024.

This purchase is exempt from bidding under the Illinois Public Community College Act. 110 ILCS 805/3-27.1.

RK:kr
5/2024

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 Cherwell Software License Subscription – One-Year Contract Renewal from Ivanti, Inc. 10377 S Jordon Gateway, South Jordon, UT 84095 for a total of \$74,284.02 per their price quotes #Q-1508440-1 and Q-1507547-3.”

Authorization to Purchase Lytho Marketing Workflow Solution – Three-Year Subscription Renewal

The Marketing and Communications team supports nearly 1,000 web, print, photo/video, and internal communication requests and projects every year that support our strategic plan pillars and align with Oakton’s brand refresh, strategic enrollment marketing plan, and inclusive storytelling through the College’s paid, owned, and earned media channels. The Marketing and Communications team has been using this tool since 2021.

This creative workflow tool has improved the collaborative workflow processes for the team and throughout the institution by improving departmental efficiencies and accuracy, providing visibility into project requests, driving productivity through virtual proofing and approvals, and streamlining marketing operations. This mission-critical marketing production tool is integrated with the College’s single sign-on method and allows access to the department’s project request forms.

The Administration recommends continuing with the purchase of the creative workflow system. Lytho’s (formerly In Motion Ignite) intuitive, cloud-based platform is specifically tailored for in-house marketing and communications teams, offering a comprehensive suite of features. These include project intake, management, proofing, feedback management, and insightful reporting and metrics. Lytho supports numerous industries, including higher education and community colleges, and provides continued support with a dedicated customer success manager and technical support team.

The cost for the creative workflow system is:

\$20,426.00 year one (13 licenses)
\$20,426.00 year two; no increase
\$20,426.00 year three; no increase

The total for the three-year contract is \$61,278.00 and the cost for adding additional licenses is \$1,500 per user. In anticipation of adding more users, the Administration is requesting additional funds for an amount not to exceed \$70,000.

This purchase is exempt from bidding under the Illinois Public Community College Act. 110 ILCS 805/3-27.1.

AL:kr
5/2024

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 Lytho Marketing Workflow Solution - Three-Year Subscription Renewal from Lytho, Inc. 624 Holly Spring Road, Suite 328, Holly Springs, NC 27540 for a total not to exceed \$70,000.00.”

Authorization to Purchase Oracle Database Software Maintenance and Support – Three-Year Support Contract Renewal

The College uses Oracle Enterprise Edition Database server software to run a number of applications including the Student and Financial systems (Banner) and the degree audit and academic planning system (uAchieve®). These licenses are a mix of application-specific licenses that can only be used by Banner and unrestricted licenses that can be used by any application. The unrestricted licenses include a two-processor unlimited license for the production servers, a 25-named user license for test and development, two programmer licenses, a diagnostic pack, and a tuning pack.

The renewal of annual support and maintenance is necessary to provide support for day-to-day critical operations, as well as to allow access to ongoing software updates and releases.

This Administration is seeking approval to renew the three-year Oracle database software maintenance and support contract for unrestricted licenses. The cost of the three-year renewal is as follows:

Term	Total Cost
Year 1 (July 1, 2024 - June 30, 2025)	\$34,667.86
Year 2 (July 1, 2025 - June 30, 2026)	\$36,747.93
Year 3 (July 1, 2026 - June 30, 2027)	\$38,952.80
Grand Total	\$110,368.59

This purchase is exempt from bidding under the Illinois Public Community College Act. 110 ILCS 805/3-27.1.

RK:kr
5/2024

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 Oracle Database Software Maintenance and Support – Three-Year Support Contract Renewal from Oracle America, Inc., PO Box 203448, Dallas, TX 75320 for a total of \$110,368.59 per quote dated April 2, 2024.”

Authorization to Purchase Grant-Funded Skydio Starter Kit and One-Year Software Contract

The College is the recipient of a 2024 ICCB CTE Virtual Reality grant that provides core-course learning enhancement opportunities impacting Oakton's Drone Pilot Operator Certificate program and students enrolled in the Law Enforcement and Criminal Justice program courses.

ISEEYOU360 is the developer of the ISEEYOU360 MSU-1 First Person View (FPV) Tactical Mixed Reality Goggle System. The MSU-1 is a tactically deployable interoperable FPV goggle system for operators of small Unmanned Aerial Systems, Unmanned Ground Systems, and Ground Control Systems providing situational awareness threat detection with the following benefits.

- Immersive footage with customizable picture-in-picture.
- Reduces light strain on operator's eyes; allows crews to stay on task.
- Enhances the safety of operations involving persistent surveillance.
- Digital eyes - Live stream forward/rear visual, feed of drone, robotic device.
- Infrared night vision capable.
- Improves Intelligence, Surveillance, Reconnaissance, and Incident Awareness and Assessment.

This sole source Skydio X10 starter kit provided by "ISEEYOU360" encompasses a Skydio X10 Drone that is customized to be linked with the MSU-1 goggle system along with a mobile command system. This virtual reality drone system allows users to see firsthand images from the drone while in flight and allows users to react according to their mission instructions and flight objectives. The mobile command system allows the pilot to communicate with the drone and assures no loss of connectivity. The Skydio X10 Drone is an American made product that offers high quality photo/video and infrared thermo identification technology. The price for all of the equipment including the Skydio X10 Drone Starter Kit, MSU-1 Goggle System, Drone Software, Mobile Command Unit, and in-person technical support and training is \$50,000 which includes an educational discount of \$6,207.75.

AG:kr
5/2024

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 Grant-Funded Skydio Starter Kit and One-Year Software Contract from ISEEYOU360, Inc. 25460 S. 605 Lane, Grove, OK 74344 for a total not to exceed \$50,000.00 per their quote #20231214."

Authorization to Purchase Grant-Funded Recon Virtual Reality Simulation Training System

The College is the recipient of a 2024 ICCB CTE Virtual Reality grant that provides core-course learning enhancement opportunities impacting Oakton students enrolled in the Law Enforcement and Criminal Justice program courses.

Ti Training manufactures software and hardware for the Training Lab, RECON, Firing Line, Training Room, and Immersive Reality Systems and is the only manufacturer of these products. Ti Training cameras, software, and firmware have been developed and configured by Ti Training to work specifically with the Training Lab and RECON simulation systems. The equipment purchase consists of the Ti Virtual Reality Simulation Training System with 180-CPU, 3 projectors, and all required cables. This package includes the refurbishment of Oakton's current Ti Training system and equipment to upgrade from a basic two-dimensional system to a virtual reality three-dimensional system. The cost of this sole source RECON virtual reality simulation training system is \$50,000.

AG:kr
5/2024

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 Grant-funded Recon Virtual Reality Simulation Training System from Ti Training LE LLC., 4680 Table Mountain Drive, Suite 150, Golden, CO 80403 for a total not to exceed \$50,000.00 per their quote #8445.”

Authorization to Purchase Transportation Services for Athletic Teams – One-Year Contract

The College’s transportation fleet includes one twelve passenger van and two eight passenger vans for use by College and student groups. The primary user group is the Athletic department. However, these vehicles do not accommodate the transportation needs of the larger athletic teams with rosters of between twelve to fifty student athletes and coaches. Contracting with a transportation service company provides safe, single unit appropriately-sized vehicles with professional drivers for each team, in lieu of using multiple College vehicles, driven by team coaches.

The College’s current transportation contract expires on June 30, 2024. The Athletic and Procurement offices worked collaboratively to issue a bid for a one-year contract with the option to renew for two additional years. The bid covers transportation needs for the Men’s and Women’s Soccer, Men’s and Women’s Basketball, Women’s Volleyball, Men’s Baseball, and Women’s Softball teams. Travel is primarily to Illinois Skyway Conference and NJCAA Region IV partner schools. To support student success, the bid specified that the contracted company would be required to provide wireless routers and electrical outlets at seats to allow student-athletes to work on their coursework while en route.

The bid was issued to twelve (two in-district) transportation companies. The College received five (one in-district) responses which were reviewed and analyzed by staff from the Athletic and Procurement office. Based on this review, the Administration is recommending that the College contract with Bestway Charter of Bensenville for \$74,900 for the period of July 1, 2024 to June 30, 2025 with the option to renew for two additional years. The College has been using Bestway as its transportation provider for the past three years and has been pleased with their services. The Administration is confident they will continue to serve the needs of the College.

The College developed a 2024-2025 travel schedule based upon the anticipated sports schedules so that companies could prepare their proposals; actual travel may vary depending on in-season schedule changes, unforeseen additional waiting times, and post-season travel activities. For this reason, the Administration is requesting approval for additional funds above the bid response of \$74,900 for the full budgeted amount not to exceed \$81,000.

The bid results were as follows:

Company	Grand Total
Bestway Charter	\$74,900
Ideal Charter	\$88,055
Chicago Classic Coach	\$127,415
Infinity Transportation	\$129,931
US Coachways	\$134,434

CP:kr
5/2024

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 Transportation Services for Athletic Teams - One-Year Contract from Bestway Charter Transportation, Inc. 710 Larsen Lane, Bensenville, IL 60106 for a total not to exceed \$81,000.00 in accordance with their response to Invitation to Bid #0411-24-13."

Authorization to Purchase Consulting Services for Finance Operations – Contract Extension

At the January 16, 2024 Board meeting the Board approved the extension of consulting services from Judy Mitchell Consulting, LLC to allow Dr. Mitchell to serve as the lead negotiator for OCCFA negotiations following the departure of Dr. Colette Hands and to provide transition support to the new Vice President for Administrative Affairs/CFO. It was anticipated that OCCFA negotiations would conclude before the end of the spring semester. Therefore, the contract extension was expected to end by May 31, 2024.

We anticipate the contract negotiations process to continue through the summer and conclude before the start of the new academic year. Therefore, the Administration is seeking approval to extend the contractual services from Judy Mitchell, LLC to allow Dr. Mitchell to continue to serve as the lead negotiator and to continue to provide transition support to the new Vice President for Administrative Affairs/CFO.

The Administration is requesting approval to extend its partnership with Judy Mitchell Consulting, LLC for an amount not to exceed \$55,000 for the period through August 31, 2024.

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

JLS:kr
5/2024

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 Consulting Services for Finance Operations – Contract Extension from Judy Mitchell Consulting, LLC, 12548 Horseshoe Lane, Manhattan, IL 60442, for a total not to exceed \$55,000.00.”

Authorization to Purchase Ceiling Microphone Arrays for Classrooms

Ceiling microphone array technology requires no setup, yet gives faculty precise control of audio capture in classrooms. Feedback from faculty using this product has been positive. This system provides enhanced directional pickup and more natural speech. It significantly improves audio for the remote student learning experience for classes taught using HyFlex methods.

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.” However, in order to obtain the best pricing possible, the Information Technology department requested quotes from vendors for ten Shure MXA920W-S Ceiling Array Microphones and ten Shure P300-IMX Dante Audio Processors.

Price quote results are as follows:

Howard Technology, Ellisville, MS	\$46,310
SPL LLC, Skokie, IL	\$62,237

LM:kr
5/2024

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 Ceiling Microphone Arrays for Classrooms from Howard Technology Solutions Corporation, 36 Howard Drive, Ellisville, MS 39437 for an amount not to exceed \$46,310.00 per their quote number SB 81380241.00.”

Authorization to Purchase Talent Recruitment Services

The College has been searching for a Senior Manager of Finance Operations since the position was vacated in September, 2023. Despite engaging in two separate search processes since September, we have not successfully attracted a candidate that we are confident can meet the needs of the College and the Educational Foundation. In March, the Board authorized the College 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. To date, CFS has not been able to provide candidates that have yielded a successful hire. Therefore, the Administration is seeking authorization to engage CPS, Inc., another staffing firm in the Chicagoland area that specializes in sourcing talent with expertise in finance and accounting. Like CFS, CPS 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:kr
5/2024

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 CPS, Inc., One Westbrook Center, Suite 600, Westchester, IL 60154 for a total 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) Illinois Community College Trustees Association (ICCTA) – One-Year Renewal – Oakton has been a longstanding member of the Illinois Community College Trustees Association (ICCTA). ICCTA provides community college advocacy and supports trustee development through continuing education seminars and trained retreat facilitators. Membership in the ICCTA is a valuable resource for the College, and the Administration recommends a membership renewal for FY25. The estimated annual membership renewal and dues are \$33,000. This figure includes membership to the Illinois Council of Community College Presidents (ICCCP). The Administration plans to present this item to the Board for purchase approval at the June 2024 Board meeting.

b) Grant-funded Nikon Eclipse Si Microscopes – Currently, the Medical Laboratory Technologist (MLT) lab uses four different models of microscopes. These microscopes are covered in excess oil, are unable to focus properly, require different parts and maintenance, and are between ten and twenty years old. These microscopes are also not compatible with the newest technology, including the ability to attach a camera and project images from a microscope to a screen.

With the purchase of new microscopes, the College will have all the same model microscopes in the MLT lab, which will allow the students a more consistent experience throughout their academic tenure at the College. The College will be purchasing ten Nikon Eclipse Si Microscope microscopes with the appropriate accessories for \$2,644.30 each. These scopes are ideal because they have a camera attachment which will allow instructors to demonstrate to all students what they are seeing in their microscopes. The camera can also capture images that can be used to give students study cases and be integrated into lectures. This microscope has an attachment to wrap the power cord, is light-weight, and has a handle to make it easier for the students to grab and put away.

Nikon is the sole-source provider of these microscopes. Through the E & I Purchasing Cooperative they have offered the College a 25% educational discount. The Administration plans to present this item to the Board for purchase approval at the June 2024 Board meeting.

c) TouchNet Information Systems Software Licenses – Five-Year Agreement – In March 2012, Oakton went live with TouchNet, a comprehensive electronic commerce management system. TouchNet's applications and tools connect Oakton's campus wide Banner ERP with the networks of payment processors and banks.

The TouchNet Bill+Payment module provides students, parents, and other authorized users self-service access to online bills and bill payments. It includes web-based bill presentation, secure online payments and deposits, electronic disbursement of student refunds, and tuition payment plan setup and enrollment. TouchNet Cashiering adds integrated, real-time support for both receivable and non-receivable payment transactions.

The TouchNet software also addresses issues of Payment Card Industry Data Security Standards (PCI-DSS). Late in 2012, the College added TouchNet Mobile Access, which provides a secure environment for students to make tuition payments on mobile devices. The College also purchased TouchNet Marketplace, which supports a variety of online commerce activities across campus, including event and conference registrations, as well as online donations. In 2020, the College implemented integration between TouchNet and Destiny Solutions for non-credit student registration and bill payment.

The most recent annual fee for TouchNet service was \$190,764, which appears substantial, but the TouchNet product allows Oakton to recover approximately \$150,000 annually from student payment plan fees, which were previously paid by students directly to the third-party payment plan manager. The payment plan fees help offset the cost of the software license. The total cost of a five-year term agreement will not exceed \$1,111,510. The Administration plans to present this item to the Board for purchase approval at the June 2024 Board meeting.

- d) PowerFAIDS Annual Software Maintenance Contract** – In the past, Oakton used The College Board’s PowerFAIDS software to support the financial aid process. PowerFAIDS managed federal and state aid requirements as well as specific Oakton institutional aid programs. The software also helped automate the entire financial aid cycle, from needs analysis and student eligibility, through Pell Grant management, award packaging, loan origination, and reporting. Since 2023, Oakton has transitioned to Ellucian Banner Financial Aid module for award management purposes. PowerFAIDS will be used to access historical data for State and Federal reporting purposes and migrating it into ZogoTech data warehouse.

The latest federal rules are programmed into the software so Oakton stays compliant with federal regulations. Interest in student financial assistance continues to increase. The College now owns fifteen PowerFAIDS licenses so that all Enrollment Center staff members are able to provide financial aid information to students. The maintenance fees for these licenses for FY25 is expected to be \$37,986. The Administration plans to present this item to the Board for purchase approval at the June 2024 Board meeting.

- e) Commercial Driving License (CDL) Training** – Oakton College is seeking Board approval to continue utilizing 160 Driving Academy for providing personnel and equipment, as well as recruitment, instruction, marketing, and job placement services for our commercial truck driver training program. Administered through the College’s Alliance for Lifelong Learning, the program is supported by the state Workforce Equity Initiative (WEI) grant, and the Workforce Innovation Opportunity Act (WIOA). These programs allow eligible students to receive a tuition voucher to enroll in Commercial Driver’s License (CDL) classes—a government requirement for anyone seeking to work in the transportation industry, particularly those operating vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds.

160 Driving Academy operates two branches within our district, including one at the Oakton College Des Plaines Campus and another in Niles, IL. Their educational approach features a unique learning system with dashboards and an online portal that tracks and provides students with real-time feedback. This enables proactive interventions by Oakton College to support student success. The Academy also maintains direct employer partnerships with leading companies such as Amazon and Coca Cola, providing training to their employees and leveraging these relationships to identify job opportunities for graduates through a specialized app post-completion.

After one year of successful collaboration with 160 Driving Academy, we have seen significant benefits in increasing visibility for Oakton College, reducing friction in the learning process, and enhancing student support. This partnership has also played a crucial role in addressing the critical nationwide shortage of qualified commercial truck drivers, a problem exacerbated by the pandemic and other industry challenges.

The College Administration recommends approving a two-year pricing agreement with 160 Driving Academy, noting that this purchase remains exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (a), which permits contracts for services from individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. The Administration plans to present this item to the Board for purchase approval at the June 2024 Board meeting.

Authorization to Hire Dean of Access, Equity and Diversity

The administration is recommending the hire of Dr. Leana Cuellar for the Dean of Access, Equity and Diversity position. The search began on January 19, 2024. 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 sixty-three applicants for the Dean of Access, Equity and Diversity. The search committee conducted eight semi-finalist interviews and selected three candidates for on campus interviews with a number of employee groups, including the CHRO, President's Council, Council of Deans, the Student Affairs Leadership Team, the Access Equity Diversity Leadership Team, Dr. Karl Brooks, Vice President for Student Affairs, as well as an open forum session for college administrators, faculty, and staff.

Dr. Leana Cuellar is currently the Interim Dean of Access, Equity and Diversity, as well as the Director for Student Learning and Engagement at Oakton College. Dr. Cuellar provides leadership and oversight for the departments within Access, Equity and Diversity, and Student Success. She was also one of the founding members of the Diversity, Equity and Inclusion Leadership Council at Oakton. Dr. Cuellar received her Doctor of Philosophy from the University of the Cumberland.

JF:vb
5/2024

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. Leana Cuellar as Dean of Access, Equity and Diversity 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 Leana Cuellar 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 Access, Equity and Diversity 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 Access, Equity and Diversity 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 May 21, 2024.
(Agenda Item 5/24-13)

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

President

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

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

Notification of Award of Grants

Funding totaling \$75,000.00 has been made available to Oakton College:

- a. Illinois Community College Board Expansion of ESL Services for Adult Education Providers in the Chicagoland Area Working with Asylees, Refugees, and Migrants Grant \$75,000.00
(Managed by Elena Smoukova / Administered by Delia Rodriguez)

TOTAL:..... \$75,000.00

a. Illinois Community College Board Expansion of ESL Services for Adult Education Providers in the Chicagoland Area Working with Asylees, Refugees, and Migrants Grant

The Illinois Community College Board has awarded Oakton College a \$75,000 Expansion of ESL Services for Adult Education Providers in the Chicagoland Area Working with Asylees, Refugees, and Migrants. This funding will be used to expand English Language Acquisition classes to serve 200 or more additional students, specifically focusing on serving asylee, refugee, and migrant populations. Along with high quality instruction, the program will provide proven wraparound services that increase persistence.

The grant period is April 1, 2024 through March 31, 2025. Elena Smoukova, Senior Manager of Adult Education, will act as the Project Director. Delia Rodriguez, Dean of Adult and Continuing Education, will administer the grant.

AG:sm
5/2024