

**The 774th Meeting
of
The Board of Trustees
February 15, 2022**



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.

Approved by the Board of Trustees, March 21, 2017



1600 East Golf Road
Des Plaines, Illinois 60016

Closed Session
5 p.m.
Room 1275

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 closed session minutes of January 18, 2022
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiating matters; and litigation
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
6 p.m.
Room 1506
(Public in Room 1608)

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 February 15, 2022. Individuals will have the option to address the Board via Zoom or in person.

Citizens, faculty and staff may attend the meeting remotely via Zoom conferencing:

To join via tablet or computer: <https://oakton.zoom.us/j/91542044642>

To join via telephone: 312-626-6799

Meeting ID: 915 4204 4642

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of minutes of the January 18, 2022 meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ACCT Report

ICCTA Liaison Report

Master Plan Steering Committee Report

College Brand Refresh Team Report

Student Trustee Report

Student Spotlight

Comments by the Chair

Trustee Comments

Report: Advancing Equity:

- Racial Justice in Student Learning and Success
- Center for Organizing Minority Programs to Advance Student Success (COMPASS)

Public Participation

NEW BUSINESS

CONSENT AGENDA

2/22-1

V a. Approval of Adoption of Consent Agenda

R b. Approval of Consent Agenda Items 2/22-2 through 2/22-7

2/22-2 Ratification of Payment of Bills for January 2022

- 2/22-3 Acceptance of Treasurer’s Report for January 2022
- 2/22-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 2/22-5 Ratification of Payment of Professional Personnel – Spring 2022
- 2/22-6 Acceptance of Clinical Practice Agreements
- 2/22-7 Approval of Intergovernmental Agreements with High School District Partners

OTHER ITEMS

- R 2/22-8 Authorization to Approve February Purchases:
 - a. Cloud-Based Video on Demand Renewal – 3-Year Contract
 - b. Consulting Services for Human Resources
 - c. Computer Servers/IaaS Services
- 2/22-9 Preview and Initial Discussion of Upcoming Purchases
- R 2/22-10 Authorization to Hire Assistant Financial Controller
- R 2/22-11 Approval of Award of Tenure
- V 2/22-12 Acceptance of a Faculty Retirement
- V 2/22-13 First Read of Policy
- R 2/22-14 Approval of Adoption of Anti-Racism Statement
- R 2/22-15 Authorization to Name the Oakton Academy for Black Men after Former Trustee Emory Williams
- V 2/22-16 Acceptance of Illinois Community College Board – Workforce Equity Initiative (WEI) Program Grant

ADJOURNMENT



Minutes of the January 18, 2022 Regular Meeting of the Board of Trustees of Community College District 535

The 773rd meeting of the Board of Trustees of Community College District 535 was conducted on January 18, 2022 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 5:15 p.m. in room 1275, Chair Martha Burns called the meeting to order.

Trustee Kotowski called the roll:

Ms. Martha Burns	Chair	Present
Ms. Marie Lynn Toussaint	Vice Chair	Present
Mr. Paul Kotowski	Secretary	Present
Dr. Gail Bush		Present
Mr. William Stafford		Present
Mr. Benjamin Salzberg		Present
Dr. Wendy Yanow		Present
Mr. Akash Patel	Student Trustee	Present

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

Student Trustee Patel made the motion, seconded by Trustee Yanow.

Trustee Kotowski called the roll:

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

Also present in room 1275 were Dr. Joianne Smith, President; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Karl Brooks, Vice President for Student Affairs; and Mr. Edwin Chandrasekar, Vice President for Administrative Affairs.

At 6:15 p.m., Chair Burns asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion, which was seconded by Student Trustee Patel. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

This meeting was chaired by Trustee Toussaint who called the regular meeting of the Board of Trustees to order at 6:25 p.m. in room 1608.

Trustee Kotowski called the roll:

Ms. Burns	Chair	Present
Ms. Toussaint	Vice Chair	Present

Mr. Kotowski	Secretary	Present
Dr. Bush		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Dr. Yanow		Present
Mr. Patel	Student Trustee	Present

Also present in room 1608 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs, Mr. Edwin Chandrasekar, Vice President for Administrative Affairs, Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Ms. Beatriz Sparks, Special Assistant to the Board of Trustees; Mr. Philip Cronin, Senior Media Services Technician; Ms. Vinita Shah, Media Services Technician; Mr. Matthew Huber, Dean of Enrollment Management; Ms. Michele Brown, Director of Admission and Enrollment; and Ms. Anne Brennan, Assistant Vice President for Academic Affairs and College Transitions.

Pledge of Allegiance – Chair Burns asked Trustee Stafford to lead the pledge.

Approval of Minutes

Chair Burns asked for a motion for the approval of the minutes of the December 14, 2021 meeting of the Board of Trustees. Trustee Kotowski made the motion which was seconded by Student Trustee Patel. A voice vote was called and the minutes were unanimously approved.

Statement by the President

President Smith indicated that today is the first day of the spring 2022 semester, and the College has adjusted instructional format to mostly remote until January 28 due to the current surge in COVID-19 cases. For the first 2 weeks, lab classes (such as Health Careers, Science Courses, Automotive, Art classes) are being taught in person on campus. Oakton's intention is to resume in-person instruction after January 28. The College has a vaccination or weekly testing mandate for all students and employees taking in person classes, and requires the use of masks (N95 or KN95 recommended) in all indoor spaces. In addition, there are enhanced cleaning protocols, and improved air circulation to ensure health and safety of students and employees. Testing is available Monday through Friday on both campuses and there are two vaccination clinics per month on each campus through March.

President Smith shared that as of today, 98% of Oakton employees are compliant with the state mandate – 97% of them are vaccinated, and the remaining will engage in weekly testing. 72% of students enrolled in face to face classes are compliant (the majority of those are vaccinated). Those students in the testing protocol will begin testing weekly which will increase compliance numbers. In the fall of 2021, 18% of students engaged in weekly testing.

President Smith thanked the faculty, staff and administrators who worked diligently to communicate to students – making intentional efforts to welcome, and support students to the new semester. She indicated that she knows how important these first few weeks of class are to creating connection and engagement and she appreciates the efforts being made to make those connections. Although our students are resilient, President Smith acknowledged the impact that moving to remote instruction can have on their overall well-being and Oakton is committed to ensuring the creation of connection and community that is so important to their Oakton experience.

Condolences:

- To Dr. Megan Klein Associate Professor of Anthropology and Sociology, on the passing of her father, Howard Rigsby after a courageous battle with pancreatic cancer.
- To Mr. Spencer Kimura, Chair of the Fire Science Department, on the passing of his mother Susie at the age of 97.

Congratulations:

- Nefize Fejza, Instructor of Nursing – Baby Leo born on Jan. 5, 2022.
- HR Generalist, Andrew Sutter and his wife welcomed their second child on January 17, 2022.
- Oakton Owls soccer player, Yousif Kesha, who has been named to the 2021 Junior College Men's Scholar All-America Team by the United Soccer Coaches Association. Yousif, a sophomore defender and marketing major, boasts an impressive career cumulative 3.65 GPA while at Oakton. In addition, the Illinois Skyway Collegiate Conference named him Academic All-Conference when he was a freshman. When asked about his experience Yousif says, "Being here at Oakton and playing for them has changed me as a person." During his time as a student athlete, he learned the value of being invested academically, as well as athletically. Yousif was able to balance the two seamlessly, earning him the recognition of this prestigious award. Up next, Yousif is in the process of deciding which four-year university to transfer to and finish his education. He hopes to continue on the pathway to pursue a marketing degree, with the potential of minoring in finance.

Happenings:

- President Smith thanked the Faculty Professional Development Committee, the Center for Professional Development, and colleagues who were presenters at last week's Orientation Week.
- As part of our Martin Luther King Jr. recognition, staff writer for The Atlantic, Clint Smith, and author of New York Times Best Seller "How the Word is Passed" will speak on the impact of slavery, civil rights, and immigration on Black American history in the United States. A virtual presentation will be held on January 26 at noon.

The College was closed on Monday, January 17 in honor of Martin Luther King Jr. President Smith reiterated her commitment to racial equity at Oakton, and invited the College community to continue to honor Dr. King's life by engaging in the continuous struggle to do the right thing.

Educational Foundation Liaison Report

The Educational Foundation has raised \$905,554 in monetary support since July 1, accounting for 79% of their goal fiscal-year-to-date. Recent gifts of note include:

- A \$100,000 gift from Northfield Township Government to establish an annual scholarship to support students from the township who attend Oakton.
- A \$10,000 gift from Carl Warschusky to support the *Oakton Educational Foundation General Scholarship Fund*.
- A \$9,000 gift from Mead and Anne Montgomery to continue annual support of the *Anne and Mead Montgomery Achievement Scholarship*.
- An \$8,000 gift from the Sondheimer Family Charitable Foundation to support the *Oakton Annual Fund*.
- A \$5,000 gift from Linda Korbel in celebration of her 50th anniversary with the college and to continue grow the endowment of the *Korbel Study Abroad Scholarship*.

The Foundation has elected to transition their outsourced CIO relationship and \$20 million investment portfolio to SEI investments. SEI has provided investment management services to educational institutions for more than 25 years, including a number of large community college foundation clients, and holds more than \$33.2 billion in non-profit assets. The transition is in process and will be complete by mid-February.

The Foundation kicked off the annual Employee Giving Campaign, called "Inspire the Future" on Opening Day last week. The campaign will run for 8 weeks through the end of March, encouraging Oakton employees to make a charitable contribution to support the work of the Foundation.

The Foundation has also sent a “call for proposal” announcement to all employees last week and is accepting requests for the Innovation and Excellence Grants program through mid-March. There are currently 29 projects underway at the college that are supported by donor resources.

The Foundation Board will meet in mid-February for an educational and planning retreat and will hold their next quarterly meeting on March 2.

Student Trustee Report

Student Trustee Patel indicated that the Spring 2022 semester has officially begun. Writer Clint Smith will be giving a speech on January 26 to commemorate Martin Luther King, Jr. Day; this will be presented thanks to the Black Student Support Program led by Danielle Terry, and the Student Life and Campus Inclusion Office.

The Student Government Association will be holding elections in April for all SGA positions. Students can go to the Student Life and Campus Inclusion Office to pick up a packet, or they can download the application electronically. Details on election procedure will be shared in early February.

Comments by the Chair

Chair Burns addressed the Oakton Staff to indicate that the Board and the administration work in tandem, and that the comments that staff have shared with administrators are brought to the Board executive sessions. Trustee Burns said that she wants staff to know that Board members are not in a position to express their thoughts, but they understand what it is like to deal with the pandemic and the challenges it presents. Trustee Burns also indicated that the Board is concerned for everyone’s safety, and reiterated that there are ongoing discussions. The Board appreciates that staff are sharing their anxieties; they are trying to solve problems that keep morphing, and the Board stand together with staff in this time of uncertainty. Ms. Burns added the Board believes in staff and the administration, and all are working together to make Oakton a safe, healthy, vibrant environment for everyone.

Chair Burns also acknowledged Dr. Martin Luther King Jr.’s birthday on January 5. She indicated that she uses his teachings in her everyday life. She then shared a quote from Sidney Poitier’s memoir “The Measure of a Man” - *“There is a certain anger; it reaches such intensity that to express it fully would require homicidal rage – self-destructive, destroy-the-world rage – and its flame burns because the world is so unjust.”* Chair Burns spoke about this quote to share a recent painful experience when she was harassed, and verbally/racially attacked by someone. She said that the quote really speaks to what she felt in that moment, and that rage is real when it comes to racism.

Trustee Comments

Trustee Toussaint said a few words in support of Chair Burns’s experience, and indicated that racist comments and behaviors are never a reflection of anything a person of color has done wrong. Trustee Toussaint said that those who are racist may have rage based on bad experiences, or the lack of contact with black people, and that racism is also a result of misinformation and misguidance.

Trustee Salzberg expressed his sympathy as well, and indicated this is why places like Oakton are so important in the community because they are a safe haven. Trustee Salzberg said the pandemic has been challenging, and we all have been witness to horrific things (he referred to a synagogue where hostages were taken on January 17), but he is proud of Oakton’s work.

Trustee Yanow also expressed her support of Chair Burns, and echoed her comments of appreciation and thanks toward President Smith, faculty, administration and staff for what they have been doing during the COVID-19 pandemic. Trustee Yanow indicated she hopes we are giving one another grace.

Student Trustee Patel indicated he was sad, angry and horrified to hear about Chair Burns’s experience, and offered his support. He said this is a time for us to lift each other up.

Report: District High School Relationships Update

Ms. Anne Brennan, Assistant VP of Academic Affairs and College Transitions

Ms. Michele Brown, Director of Admission and Enrollment

Mr. Matt Huber, Dean of Enrollment Management

President Smith indicated that the Board requested an update on the College's connections and relationships with district high schools. Dean Huber shared that as two-year college, one of Oakton's key strategies to bringing in students is working with the community to strengthen relationships with high schools. Tonight's report provided an opportunity to tell trustees about different avenues used to engage students. In the Admissions Office, there are dedicated staff that work directly with high school counselors and students to let them know about Oakton's opportunities, and get them on the right path through a successful future. The College also engages students through the College Transitions program, including dual credit, concurrent enrollment, and early college. These programs not only engage high school students, but high school counselors, assistant superintendents, superintendents and key influencers that have a large presence in the districts, serving students outside of the regular school hours.

Ms. Michele Brown shared the ways Oakton connects with its high school partners. She provided an overview of the admission events Oakton offers; these events are geared toward and attended mainly by high school students, recent graduates, and their influencers. During the COVID-19 pandemic, Oakton's admissions team continued to connect with high schools, and offered over 77 in-person and virtual events. Oakton connected with more than 1,400 prospective students.

High School Events

- Virtual: Information Sessions, Open House, Applied, Now What?
- Population specific: Diversability, Latinx Student College Success Program, Black Student College Success Program
- Program specific: Engineering Pathways Information Sessions, Health Career Program Information Sessions, WYSE Competition (academic challenge)

Spring 2021: 41 virtual events

- High school visits
- Application and scholarship workshops
- Specific programs: Discover Oakton, Parent programs, Career Pathways, Senior Days

Summer 2021: 10 events

- Niles application workshops
- ETHS Math Testing (on-campus)

Fall 2021: 26 events (50% in-person; 50% virtual)

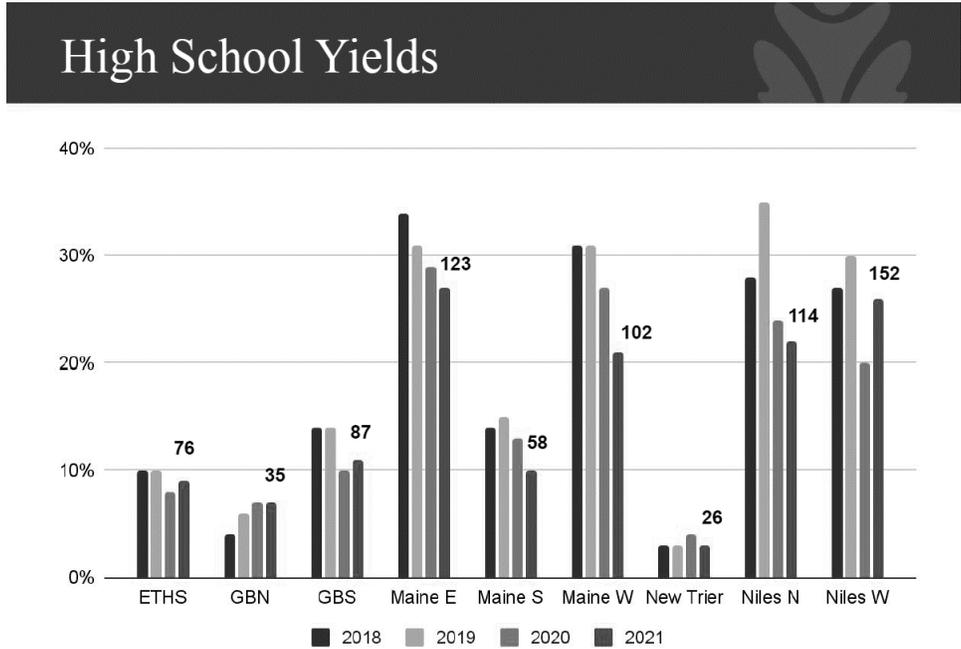
- Maine Township College Fair (200+ students)
- Athlete events with HS athletic departments

The Student Recruitment and Outreach team consists of a director, a manager, and four specialists (two at each campus). Each Recruitment and Outreach Specialist has specific high school districts they work with to develop a relationship with students and counselors. The admissions office uses dedicated space at ETHS to meet with prospective students, and beginning in January, Oakton will have a dedicated space in the Evanston Hub. SRO specialists also work with specific populations, and offer specific events (i.e. Spanish speaking SRO specialist helps with Latinx team events). Specialists also work with Oakton's Alliance for Lifelong Learning to help students who are transitioning from GED and ESL to credit classes.

Another way to connect with district high schools is the Counselors' Workshop, which is typically offered annually in the fall. However, this year the workshop was offered twice (spring and fall). Agenda focused on equity initiatives, STEM scholars programs and scholarships, Career and Business

Technologies, new certificates/pathways, the Early College program, and the Oakton Experience (specifically advising and dual credit). Equity initiatives included ANDALE, STEM, Honors, AAPI, Black Student Success Program, and the Oakton Academy for Black Men.

Ms. Brown provided some information regarding high school yields (number of students who graduate from high school and enroll at Oakton). This information was provided to trustees prior to the meeting. The yield rates vary significantly between districts. Because our high schools are so different, and students are coming at different rates, Oakton has to be flexible.



Ms. Anne Brennan talked about partnerships at the high school level. The Early College program at Oakton has two different models: Dual Credit (courses taught at the high school), and Concurrent Enrollment (students come to Oakton and take classes while they’re in high school). Students who were enrolled in any of these programs received an Early College Catalog describing the pathways through dual credit at their high school, and what they can take at Oakton. We are now in the third term where students in District 535 have been able to apply online, register online, and take dual credit courses utilizing online services.

Oakton is a member of NSERVE (North Suburban Educational Region Vocational Education). Superintendents and Chairs of CTE programs from all over the district meet on a regular basis, and the organization manages Perkins dollars. In addition, President Smith and Oakton administrators meet each semester with the District 535 Superintendents to share and plan for increased college success. Oakton faculty have had multiple meetings with high school faculty about the expansion of Oakton’s concurrent enrollment and dual credit programs, and to align programs such as Speech, BNAT, STEM, Education, Early Childhood Education, Art/Photography, and Modern Languages.

Dual credit enrollment has declined since 2019, but the College Transitions team is projecting the largest dual credit enrollment by the end of spring 2022, with 51 sections available for registration. The team is working to determine who Oakton is serving by analyzing race and ethnicity numbers at each high school. Dual credit students who enroll at Oakton after high school persisted from fall to spring at a much higher rate.

Dual credit yield rates: 28% for fall 2020; 20% for fall 2021

Dual Credit to College Pipeline Fall 2020

3001 Unique dual credit students in
AY19-20

1334 Dual credit students in AY19-20
who were graduating in 2019-20

28%
yield
rate



372 Enrolled at Oakton
(at least 1 credit course
Summer 2020 - Spring
2021)

589 Enrolled in Another
College
(Summer 2020 – Spring
2021, based on NSC
Data)

Dual Credit Pipeline to College Fall 2021

2,541 Unique dual credit students enrolled in AY 20-21

1,165 Unique dual credit students enrolled in AY 20-21
who were graduating in AY 20-21

20%
yield
rate



229
enrolled at Oakton
in at least 1 credit course
in Summer 2021 and/or
Fall 2021

450
enrolled at another institution
in at least 1 credit course in
Summer 2021 and/or Fall
2021 (based on NSC data)

Questions asked during workshops on the Advising Experience:

1. What does advising/counseling look like?
2. When do students see their advisors/counselors?
3. How do students pick a particular pathway?
4. When do counselors talk to students about majors and colleges/universities

Students with educational plans persist at higher rates from fall-to-fall, with particular gains for Black and Latinx students.

After the presentation, Trustee Salzberg asked for clarification on high school yields and the total population of high school graduates. Ms. Michele Brown indicated that they get a report about the graduating class sizes, and she will be happy to provide these numbers. Ms. Brown indicated that high school graduating classes in our district in 2021 ranged from about 500 at Glenbrook North to 979 at New Trier. Trustee Salzberg also indicated he would like to see dual credit enrollment charts in real time to take action about declining numbers.

Trustee Bush requested clarification regarding students with no educational plans, and the fact that there are high schools that require students to have educational plans before they graduate. Ms. Brown explained that she was referring to Senior Days; seniors that were not sure about their educational plans met with Oakton specialists to discuss the options the College offers. Ms. Brown said she was referring to Senior Plans, and that the educational plans that Oakton offers go through academic advising (to create an

educational plan). High school language could be different, which is part of the reason why the SRO team is having discussions with academic advisors to determine what language to use and how to advise students. Not all districts require a plan for graduation. Trustee Bush asked if there is data available for private high schools in District 535, which Ms. Brennan indicated is available.

Trustee Bush also asked if there is information about AP in the Early College Catalog. Ms. Brennan indicated that we take pathways from the main catalog, and show dual credit courses that are fulfilling courses within those pathways. This information includes advanced placement courses. The objective is to get AP results while students are enrolled in dual credit.

Student Trustee Patel indicated he thinks it's important for the College to work with students with special needs (eligible for special education) to make sure there is an option for them. Ms. Brennan shared they have new language in their MOUs with high schools about dual credit programs. There's specific language about reaching out to students with disabilities, and the services they would need. Mr. Patel said it is important to reach out to the directors of transition services in different districts. Ms. Brown reiterated the College offers programs like Diversability to work with students with special needs.

Trustee Stafford asked if the differentiation between high schools is reflected on the number of dual credit courses offered. Ms. Brennan indicated that superintendents are interested in increasing the number of courses offered throughout the district. President Smith shared that Maine has been a leader in pushing for more dual credit, which is a much more equity-focused early college initiative than AP. There is a lot of interest in expanding this program.

Chair Burns said this was a lot of information, and thanked the team for the report. She asked if dual credit is accepted at any college, and AP may not be accepted by all colleges, why would students continue to take it? Ms. Brennan indicated that at the state level, both AP credit and dual credit have been legislated to be acceptable. Dual credit is to be accepted by every public college, but it cannot be legislated for private colleges. The Illinois Articulation Initiative Consortium has regulations on how the credit is assigned/awarded. Chair Burns also asked at what grade can students start taking dual credit, and if they need to test into those courses. Ms. Brennan indicated high school students can start taking dual credit as freshmen, and they don't need to take any tests, but their GPA must be 2.0. Chair Burns indicated she thinks a brochure for parents could be a good resource for financial planning.

Trustee Yanow shared her interest in discussing ways to encourage young women to get into business the same way they are encouraged about STEM. She also shared her belief that early college begins at elementary school, and it is important to introduce children to career areas, and it would be a good opportunity to talk to them about community college.

Public Participation

Anthony Robinson, Oakton staff member (Alliance for Lifelong Learning) spoke about staffing problems at Oakton. Right now, there are 54 open staff positions listed, and the staff shortage is creating problems in all departments. He also referred to the ongoing staff contract negotiations, and the voting down of a contract that could cause a long-term crisis of retention and recruitment of staff due to negligible raises and increase of health insurance costs. He asked the administration to provide a contract that shows their support.

NEW BUSINESS

1/22-1a Approval of Consent Agenda

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

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

- 1/22-1b Approval of Consent Agenda Items 1/22-2 through 1/22-8**
Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/22-2 through 1/22-8 as listed in the Consent Agenda.”
- 1/22-2 Ratification of Payment of Bills for December 2021**
“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 \$5,919,774.84 for all check amounts as listed and for all purposes as appearing on a report dated December 2021.”
- 1/22-3 Acceptance of Treasurer’s Report for December 2021**
“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of December 2021.”
- 1/22-4 Acceptance of Quarterly Report on Investments**
“Be it resolved that the Board of Trustees of Community College District 535 authorizes the acceptance of the Quarterly Report on Investments for filing.”
- 1/22-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board**
“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above and hereby approves the expenditures in the amount not to exceed \$180.00 for all funds listed in item a.”
- 1/22-6 Supplemental Authorization to Pay Professional Personnel - Fall 2021**
“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$9,102.43 to the total amount of part-time teaching salaries paid during the fall semester 2021; the revised total payment amount is \$4,109,016.48.”
“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$34,043.80 to the total amount of faculty overload salaries paid during the fall semester 2021; the revised total payment amount is \$642,478.05.”
- 1/22-7 Authorization to Pay Professional Personnel**
“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2022 Spring Semester Part-time Faculty, and Adjunct Faculty, on February 4, 2022, and Full-time Overload payments on February 18, 2022, with ratification at the February Board meeting.”
- 1/22-8 Acceptance of a Clinical Practice Agreement**
“Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreement:
Substance Abuse:
Footprints to Recovery.”
Trustee Kotowski seconded the motion and called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

1/22-9 Authorization to Approve January Purchases

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
1/22-9a	1	Backup Software Support and Maintenance – 3-Year Contract	Meridian IT, Inc. Deerfield, IL	\$122,869.00
1/22-9b	1	IP Telephony Annual Maintenance and Software Assurance Agreement – 1-Year Contract	Telecom Innovations Group (TIG), LLC Itasca, IL	\$30,100.00
1/22-9c	1-2	Travel for Men’s Baseball Team	Best Transportation Group Arlington Heights, IL Select Transportation & Tours Orlando, FL Southwest Airlines Dallas, TX Rentyl Resorts Kissimmee, FL Russ Matt Baseball Stratham, NH Bullpen Catering Petersburg, FL Enterprise Rent-a-Car Orlando, FL	\$1,300.00 \$8,000.00 \$14,000.00 \$13,000.00 \$2,100.00 \$3,500.00 \$1,000.00
1/22-9d	1	College Relations Department Furniture	Forward Space, LLC Chicago, IL	\$34,763.87
1/22-9e	1	Consulting Services for Accounting	GOVTEMPS, LLC Northbrook, IL	\$49,150.00
1/22-9f	1-2	Printing of 2021-2022 Oakton Non-Credit Class Schedules	KK Stevens Astoria, IL	\$137,829.86
1/22-9g	1-2	College Brand Refresh Consulting Services	ADV Market Research Iowa City, WA	\$54,900.00
GRAND TOTAL:				\$472,512.73.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

1/22-10 Preview and Initial Discussion of Upcoming Purchases

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

- a) Cloud-Based Video on Demand Renewal – Three-Year Contract
- b) Custodial Supplies
- c) Consulting Services for Human Resources
- d) Computer Servers/ IaaS Services

1/22-11 Approval to Hire Director of Online Curriculum and Instruction

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the appointment of Dr. David Kendrick as Director of Online Curriculum and Instruction effective January 31, 2022 at an annual salary of \$110,000. That salary will be prorated for the period of January 31, 2022 through June 30, 2022.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

1/22-12 Acceptance of a Faculty Retirement

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Mary Kakenmaster.”

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

1/22-13 Approval of Emeritus Appointments

Trustee Burns offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the ten-year Emeritus appointments for Professors Jinhee Canfield, Victoria Giambrone, Luanne Olson, Andrew Roach, Hassan Sayeed, Marguerite Solari, and Janice Thompson-Wilda.”

“Be it further resolved that the Board of Trustees of Community College District 535 approve ten-year Emeritus re-appointments to Administrators Phyllis Deutsch, Mary L. Mittler, Mary A. Olson and Barbara Rizzo, Professors B. Diane Davis, Carol Davis, Cynthia DeBerg, Frank Fonsino, Paul Grosso, Lester M. Jacobs, Barbara Keeley, Rodolfo Maglio, Jill Mawhinney, James P. O’Shea, Toni Rowitz, Alan Rubin, Laura Saret, Mary K. Sextro-Black, Kristy Shanahan, Robert Stanley, Suzanne Stock, John Tosto, Fairinda West, and Roberta Zimmerman.”

Trustee Kotowski seconded the motion and called the roll.

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

The motion carried. Student Trustee Patel favored the resolution.

1/22-14 Approval of New Units of Instruction

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction, the Automotive Engine Performance and Emission, Automotive Under Car, Automotive Transmission and Powertrain, Automotive Heating and Air Conditioning, Automotive Electrical Systems, and Automotive Engine Certificates.”

Trustee Kotowski seconded the motion and called the roll.

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

The motion carried. Student Trustee Patel favored the resolution.

1/22-15 Acceptance of Illinois Department of Commerce and Economic Opportunity Cannabis Technical Assistance Grant

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 accept \$139,193.49 from the Illinois Department of Commerce and Economic Opportunity to support fiscal year 2022 Cannabis Technical Assistance training at Oakton Community College.”

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

Additional Comments

Chair Burns referred to the antiracism statement prepared by Oakton.

“Oakton is an antiracist, 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."

The Board will vote on adoption of statement during February 15 meeting.

Adjournment

Chair Burns announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, February 15, 2022 at the Des Plaines Campus.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Trustee Stafford. A voice vote was called and the meeting was adjourned at 8:11 p.m.

Martha Burns, Board Chair

Paul Kotowski, Board Secretary

Minutes recorded by:
Beatriz D. Sparks
1/2022

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 2/22-2 through 2/22-7

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/22-2 through 2/22-7 as listed in the Consent Agenda:

- 2/22-2 Ratification of Payment of Bills for January 2022
- 2/22-3 Acceptance of Treasurer’s Report for January 2022
- 2/22-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 2/22-5 Ratification of Payment of Professional Personnel – Spring 2022
- 2/22-6 Acceptance of Clinical Practice Agreements
- 2/22-7 Approval of Intergovernmental Agreements with High School District Partners.”

Ratification of Payment of Bills for January 2022

The check register detailing the regular monthly bills for January 2022 was sent out on February 11, 2022. The totals by fund are on page 2. This includes approval of travel reimbursements for January 2022.

Board Chair

Board Secretary

EC:mw
2/2022

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$4,504,699.90 for all check amounts as listed and for all purposes as appearing on a report dated January 2022.”

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, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for January 2022, represented by checks on pages 1-42 numbered !0001135 - !0001141, !0001143 - !0001191, 155051 – 155061, 155063 – 155086, 155088 -155090, 155092 – 155200 and 155202 -155339 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.


Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 2,580,951.77	\$ 501,545.14	\$ 3,082,496.91	\$ -	\$ 3,082,496.91
Operations, Building and Maintenance Fund	\$ 320,797.72	\$ 82,716.40	\$ 403,514.12	\$ (93.67)	\$ 403,420.45
Maintenance Fund (Restricted)	\$ -	\$ 441,442.20	\$ 441,442.20	\$ -	\$ 441,442.20
Bond & Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 196,491.39	\$ 193,984.16	\$ 390,475.55	\$ (140.00)	\$ 390,335.55
Restricted purposes	\$ 112,924.78	\$ 59,550.37	\$ 172,475.15	\$ -	\$ 172,475.15
Trust/Agency	\$ -	\$ 6,244.13	\$ 6,244.13	\$ -	\$ 6,244.13
Audit	\$ -	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00
Liability, Protection & Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 3,211,165.66	\$ 1,289,982.40	\$ 4,501,148.06	\$ (233.67)	\$ 4,500,914.39
Student Government	\$ -	\$ 3,551.84	\$ 3,551.84	\$ -	\$ 3,551.84
TOTAL PER REPORT	\$ 3,211,165.66	\$ 1,293,534.24	\$ 4,504,699.90	\$ (233.67)	\$ 4,504,466.23

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 1-42 numbered 155062, 10001142, 155087, 155091 and 155201 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$3,551.84 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated January 2022.

Student Government Association

Acceptance of Treasurer’s Report for January 2022

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

EC:mw
2/2022

President’s Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of January 2022.”

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

January 2022

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

Treasurer's Comments on January 2022 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$1.8 million in tuition and fees, \$795,000 in state base operating grants, \$363,000 in replacement taxes, \$169,000 in property taxes, \$110,000 in adult ed. Grants, and \$33,000 in interest earnings.

Net cash and investments decreased by \$0.7 million from the previous month as expected.

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

Revenues

At the end of January, revenues were \$59.2 million or 105% of the prorated budget, compared to \$57.4 million, or 100% for the previous year. Actual revenues are higher than the prorated budget because the College received a larger share of Coronavirus institutional funds in the first half of the fiscal year than will be realized in the second half of the fiscal year. Additionally, state revenue collections were higher than the prorated budget. Tuition and fees totaled \$21.8 million year to date, or 90% of the prorated budget. Last year, tuition and fees totaled \$22.4 million or 96% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$39.8 million. The operating expenditures are \$1.3 million (3.4%) above prior year's actual expenditures of \$38.5 million for the same period. Net transfers total \$4.6 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 January 31, 2022
 (IN THOUSANDS)

ASSETS	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
						Auxiliary Agency Restricted	Agency Restricted				
Cash	\$ 3,890	\$ 540	\$ 1,945	\$ 628	\$ -	\$ 640	\$ -	\$ -	\$ 1,145	\$ 1,843	\$ 10,631
Taxes Receivable	49,058	8,057	-	3,812	-	-	-	-	76	-	61,003
Student Tuition Receivable	6,664	-	-	-	-	757	-	-	-	-	7,421
Government Funds Receivable	394	-	-	-	-	566	-	-	-	-	960
Accrued Interest	68	6	8	-	-	1	-	-	-	19	102
Other Receivables	695	-	-	-	-	149	-	-	-	-	844
Investments	-	-	-	-	-	-	-	-	-	-	-
Short-term	63,070	8,438	11,087	-	-	2,820	-	-	229	20,033	105,677
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	331	-	-	-	49	340	-	-	-	-	720
Total Current Assets	132,576	20,190	17,093	4,440	49	20,149	-	-	1,578	29,462	225,537
Net Investment in Plant	-	-	-	-	-	-	109,086	-	-	-	109,086
Total Assets	\$ 132,576	\$ 20,190	\$ 17,093	\$ 4,440	\$ 49	\$ 20,149	\$ 109,086	\$ 1,578	\$ 29,462	\$ 31,524	\$ 334,623
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	-	2,062	2,062
Total Assets and Deferred Outflows of Resources	\$ 132,576	\$ 20,190	\$ 17,093	\$ 4,440	\$ 49	\$ 20,149	\$ 109,086	\$ 1,578	\$ 31,524	\$ 336,685	
LIABILITIES AND NET POSITION											
Payables	\$ 1,008	\$ 5	\$ 31	\$ -	\$ -	\$ (45)	\$ -	\$ -	\$ -	\$ -	\$ 999
Accrued Interest Payable	-	-	-	-	121	-	-	-	-	-	121
Deferred Tuition Revenue	-	-	-	-	-	(1)	-	-	-	-	(1)
Accruals	3,491	296	-	-	-	316	-	-	-	-	4,103
Bonds Payable	-	-	-	-	47,447	-	-	-	-	-	47,447
OPEB Liability	-	-	-	-	-	-	-	-	-	42,906	42,906
Total Liabilities	4,499	301	31	-	47,568	270	-	-	-	42,906	95,575
Deferred Inflows of Resources - Property Taxes	43,902	7,187	-	3,401	-	-	-	-	90	-	54,580
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	-	9,216	9,216
Total Liabilities and Deferred Inflows of Resources	48,401	7,488	31	3,401	47,568	270	-	-	90	52,122	159,371
Net Position											
Unrestricted	84,175	12,704	17,062	-	-	3,749	-	-	-	(20,598)	97,092
Restricted	-	-	-	-	-	16,129	-	-	1,489	-	17,618
Debt Service	-	-	-	1,039	(47,519)	-	-	-	-	-	(46,480)
Plant	-	-	-	-	-	-	109,086	-	-	-	109,086
Total Net Position	84,175	12,704	17,062	1,039	(47,519)	19,878	109,086	-	1,489	(20,598)	177,316
TOTAL LIABILITIES & NET POSITION	\$ 132,576	\$ 20,192	\$ 17,093	\$ 4,440	\$ 49	\$ 20,148	\$ 109,086	\$ 1,579	\$ 31,524	\$ 336,687	

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2022**

	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)	\$ 53,817	\$ 31,393	\$ 31,315	100%	99%
Replacement Tax	950	554	1,263	228%	115%
State Revenue	2,679	1,563	3,220	206%	220%
Federal Revenue	5,543	3,233	6,111	189%	65%
Tuition and Fees	20,387	21,768	19,675	90%	96%
Other	1,172	684	310	45%	60%
TOTAL REVENUES	\$ 84,548	\$ 59,195	\$ 61,894	105%	100%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,891	\$ 18,020	\$ 17,655	98%	93%
Academic Support	18,490	10,786	9,573	89%	92%
Student Services	7,903	4,610	3,539	77%	81%
Public Services	1,070	624	466	75%	90%
Operations and Maintenance	8,482	4,948	3,619	73%	78%
General Administration	6,851	3,996	3,215	80%	79%
General Institutional	631	368	1,743	474%	230%
Contingency	2,324	1,356	-	0%	0%
TOTAL EXPENDITURES	\$ 76,642	\$ 44,708	\$ 39,810	89%	89%
Revenues over (under) expenditures	7,906	14,487	22,084		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,000)	(2,333)	(2,333)		
To Auxiliary Fund and Alliance	(2,390)	(1,394)	(1,394)		
To Restricted Purpose Fund	(100)	(58)	(58)		
To Liability, Protection & Settlement Fund	(812)	(474)	(474)		
To Social Security/Medicare Fund	(894)	(522)	(522)		
From Working Cash Fund: Interest	290	169	169		
Total Transfers	\$ (7,906)	\$ (4,612)	\$ (4,612)		
Net Revenue over (under) expenditures	\$ -	\$ 9,875	\$ 17,472		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2022

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as	
			a % of Budget	
REVENUES				
Construction Fee	335	278	83%	
OCC Foundation Grant	550	550	100%	
Interest and Investments Gain/Lc	80	(6)	(8%)	
Total revenues	965	822	85%	
EXPENDITURES				
West End Remodeling - A/E Fees	150	60	40%	
Natural Area Restoration	170	49	29%	
Water Supply Upgrade	48	46	96%	
Landscape Improvements	1,573	-	0%	
Capital Equipment	600	21	4%	
Cabling Upgrades	150	-	0%	
Check Valve	22	-	0%	
Elevator Upgrades	500	-	0%	
Interior Remodeling	615	-	0%	
Fire Alarm Panel Replacement	-	28	0%	
Flooring - Carpet Replacement	500	-	0%	
Wifi and Cellular Upgrades	400	-	0%	
Lee Center Vestibule Curtain	12	-	0%	
Hardware Replacement/Master Key	900	-	0%	
Baseball Field Fence Replacement	61	33	54%	
Exterior Envelope/Window Replace	922	-	0%	
Skokie Remodeling Projects	2,029	15	1%	
Field Irrigation	100	-	0%	
Cafeteria Remodeling - DP	1,090	1,350	124%	
Camera Replacement	947	-	0%	
Main Entrances and Monument Sign	150	-	0%	
Air Handler Replacement	625	572	92%	
Signage/Wayfinding	870	13	1%	
Pedestrian Path	17	36	212%	
Boardroom Renovations & Athletic	1,025	821	80%	
Sanitary Force Main	300	-	0%	
Skokie Community Apiary	38	19	50%	
Skokie Metal Wall Panel Project	1,500	-	0%	
College Relations Furniture	35	-	0%	
PharmaCann Cannabis Lab	-	1,181	0%	
Project Management Services	75	64	85%	
Master Plan Refresh 2022	95	30	32%	
Contingency	473	-	0%	
Total expenditures	15,992	4,338	27%	
Transfer in	-	-	0%	
Net	\$ (15,027)	\$ (3,516)	23%	

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,536	\$ 1,123	73%	53%
Workforce Development	130	38	29%	11%
Copy Center	143	17	12%	9%
Athletics	4	8	200%	80%
Child Care	408	211	52%	10%
PAC Operations	5	(1)	-20%	0%
Campus Scheduling and Events	200	-	0%	3%
Other	105	76	72%	45%
Interest and Investments Gain/Lc	27	1	4%	4%
Total revenues	2,558	1,473	58%	38%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,604	\$ 831	52%	15%
Workforce Development	297	160	54%	30%
Copy Center	286	136	48%	52%
Athletics	954	-	0%	53%
Child Care	507	264	52%	39%
PAC Operations	93	40	43%	47%
Campus Scheduling and Events	32	-	0%	1%
Auxiliary Services Administration	327	150	46%	40%
Other	514	74	14%	14%
Total expenditures	4,614	1,655	36%	36%
Transfers in (out)	2,058	1,201		
Net	\$ 2	\$ 1,019		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2022**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 364	\$ 212	\$ 480	132%	131%
Tuition and Fees	1,119	653	469	42%	19%
Sale of Materials	8	5	-	0%	0%
Institutional Support					
Evening High School	50	29	23	46%	(2%)
Other Revenues	85	50	36	42%	45%
Total revenues	<u>1,626</u>	<u>949</u>	<u>1,008</u>	<u>62%</u>	<u>43%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,194	697	\$ 574	48%	41%
Instructional Programs					
Allied Health	157	92	61	39%	33%
Job-related	336	196	169	50%	23%
Personal	22	13	5	23%	15%
Emeritus Programs	60	35	5	8%	5%
High School Program	99	58	34	34%	31%
ESL Programs	89	52	26	29%	25%
Total Programs	<u>763</u>	<u>445</u>	<u>300</u>	<u>39%</u>	<u>25%</u>
Total expenditures	<u>1,957</u>	<u>1,142</u>	<u>874</u>	<u>45%</u>	<u>30%</u>
Revenue over (under) expenditure	<u>\$ (331)</u>	<u>\$ (193)</u>	<u>\$ 134</u>		
Transfer in	332	194	194		
Net	1	1	328		

OAKTON COMMUNITY COLLEGE
 STUDENT ACTIVITIES FUND
 SUMMARY OF REVENUES AND EXPENDITURES
 SEVEN MONTHS ENDED JANUARY 31, 2022

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 410,668				
Interest income	(149)				
Sub total revenues	<u>410,519</u>				
369901 Student Government Association	-	-	-	(437)	(437)
369910 Occurrence	190	-	190	(1,921)	(1,731)
369919 Skokie Events Team	-	-	-	(17,247)	(17,247)
369923 SGHS-Global Health & Sustain	-	-	-	(118)	(118)
369937 Oakton Future Educators	-	-	-	(132)	(132)
369945 Physical Therapy Assist.	-	-	-	(1,390)	(1,390)
369946 Phi Theta Kappa (PTK)	4,900	-	4,900	(1,905)	2,995
369950 Latinx Club	100	-	100	(45)	55
369959 Black Student Union	100	-	100	-	100
369964 Oakton Helping Others	-	-	-	(20)	(20)
369972 PAYO	100	-	100	-	100
Sub Totals	<u>5,390</u>	<u>-</u>	<u>190</u>	<u>(19,606)</u>	<u>(19,416)</u>
<u>Fund Summary</u>					
Total Revenues	\$ 415,909				
Total Expenditures	(19,606)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>396,303</u>				
Net Position 6/30/21	1,132,264				
Net Position, end of period	<u>\$ 1,528,567</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
JANUARY, 2022**

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>
1/7/2022	\$ 713,613.81			\$ 713,613.81		
1/13/2022	1,031.00		\$ 1,031.00			
1/25/2022	28,969.47				\$ 28,969.47	
TOTAL	\$ 743,614.28	\$ -	\$ 1,031.00	\$ 713,613.81	\$ 28,969.47	\$ -

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>
1/7/2022	\$ 185,186.82	\$ 185,186.82			
1/7/2022	63,229.15		\$ 63,229.15		
1/7/2022	145,830.06			\$ 145,830.06	
1/7/2022	93,405.84				\$ 93,405.84
1/21/2022	189,796.14	189,796.14			
1/21/2022	65,353.62		65,353.62		
1/21/2022	146,602.78			146,602.78	
1/21/2022	62,630.60				62,630.60
TOTAL	\$ 952,035.01	\$ 374,982.96	\$ 128,582.77	\$ 292,432.84	\$ 156,036.44

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

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$3,393.00 for part-time teaching services for the Alliance for Lifelong Learning spring 2022.
- b. Salary rescinds in the amount of \$0 for part-time teaching services for the Alliance for Lifelong Learning spring 2022.

MB:bg
2/2022

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 \$3,393.00 for all funds listed in item a.”

Ratification of Payment of Professional Personnel – Spring 2022

Comparative figures:

Spring 2022 Part-Time
\$2,577,513.80

Spring 2021 Part-Time
\$3,031,227.76

Spring 2022 Overload
\$463,909.88

Spring 2021 Overload
\$499,578.56

IL:jg
2/2022

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the Spring semester 2022; the total payment amounting to \$2,577,513.80.”

“Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the Spring semester 2022; the total payment amounting to \$463,909.88.”

Acceptance of Clinical Practice Agreements

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

Basic Nursing Assistant Training and Nursing:

Amended: Warren Barr Lieberman

This is an amended agreement for the Basic Nursing Assistant and Nursing programs. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences February 15, 2022 and terminates February 15, 2027.

Health Information Technology:

Renewal: Streamwood Behavioral Healthcare System

This is an amended agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences February 15, 2022 and terminates February 15, 2025.

Physical Therapist Assistant:

New: Cook County Health

This is a new agreement for the Physical Therapist Assistant program. It has been reviewed and approved by the College faculty and administration. This is a one-year agreement which commences May 1, 2022 and terminates May 1, 2023.

Early Childhood Education:

New: Swift Child Care Early Childhood Center

This is a new agreement for the Early Childhood Education program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences February 15, 2022 and terminates February 15, 2027.

IL:bv
2/2022

President's Recommendation:

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

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

Basic Nursing Assistant Training and Nursing:

Warren Barr Lieberman

Health Information Technology:

Streamwood Behavioral Healthcare System

Physical Therapist Assistant:

Cook County Health

Early Childhood Education:

Swift Child Care Early Childhood Center.”

Approval of Intergovernmental Agreements with High School District Partners

As part of the College's efforts to strengthen Early College opportunities for current high school students, both parties recognize the importance of sharing data and information between the high school and the College to better align our efforts.

The College would like to execute the following agreements:

- **Data Sharing with Evanston Township High School District 202** – This three-year agreement will commence on February 9, 2022 and terminate on February 28, 2025.
- **Data Sharing with Maine Township High School District 207** – This three-year agreement will commence on February 7, 2022 and terminate on February 28, 2025.
- **Dual Credit MOU with Maine Township High School District 207** – This three-year agreement will commence on February 7, 2022 and terminate on February 28, 2025

JLS:bs
2/2022

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 authorizes the approval of Intergovernmental Agreements for Longitudinal Data Sharing and Analysis between Oakton Community College and Evanston Township High School District 202, and between Oakton Community College and Maine Township High School District 207.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the Dual Credit MOU between Oakton Community College District 535 and Maine Township High School District 207.”

Authorization to Approve February Purchases

Any purchase exceeding \$25,000 requires Board approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution. Items “a - b” were previewed at the January 2022 Board of Trustees meeting, and item “c” was previewed at the November 2021 meeting.

EC:sa
2/2022

President’s Recommendation:

That the Board adopts the following resolution:

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
2/22-8a	1	Cloud-Based Video on Demand – 3-Year Renewal	ShareStream, Inc Reston, VA	\$67,800.00
2/22-8b	1	Consulting Services for Human Resources	GOVTEMPS, LLC Northbrook, IL	\$35,000.00
2/22-8c	1	Computer Servers/IaaS (Infrastructure as a Service)	CDW-G, LLC Vernon Hills, IL	\$153,652.26
GRAND TOTAL:				\$256,452.26.”

IN DISTRICT	\$35,000.00
CONSORTIUM	\$0.00
BID	\$0.00
BID EXEMPT	\$221,452.26
QBS	\$0.00

Authorization to Purchase Cloud-Based Video on Demand Renewal – Three-Year Contract

ShareStream is the cloud-based video streaming and media management solution for educational institutions. It allows uploading of recordings and a repository of content used for teaching and instruction. It integrates seamlessly with all Learning Environments including D2L. Oakton has successfully used ShareStream for the past six years. The current three-year contract expires on March 8, 2022.

The Administration has negotiated a renewal contract with fixed stable pricing through June 30, 2025. The total cost for the contract is \$67,800 and broken down as follows:

March 9, 2022 - June 30, 2022	\$7,500
July 1, 2022 - June 30, 2023	\$20,100
July 1, 2023 - June 30, 2024	\$20,100
July 1, 2024 - June 30, 2025	\$20,100

The subscription license for the ShareStream Platform includes:

- ShareStream’s Media Portal and Media Manager
- Integration with Oakton’s Brightspace by D2L LMS
- Integration with Oakton’s single sign-on (SSO) solution
- Integration with Oakton’s Zoom environment
- Unlimited bandwidth for media delivery
- Unlimited machine-generated captions
- Customer support for Oakton’s project leads
- Training for Oakton’s project leads
- Software updates and maintenance.

PS:jc
2/2022

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 Cloud Based Video on Demand System – Three-Year Contract from ShareStream, LLC, 11600 Sunrise Valley Drive, Suite 400, Reston, VA 20191 for a total of \$67,800.00 per their proposal dated November 19, 2021.”

Authorization to Purchase Consulting Services for Human Resources

The College's Human Resources department had two staff departures from the benefits function in the last quarter of 2021. These vacancies are currently being recruited for, and in the meantime, the College needs temporary support to provide continuity for regulatory reporting and employee assistance on benefits including insurance related to health, disability, life, as well as employee accommodation requests. The College has contracted with GOVTEMPS for a consultant to provide interim assistance from January 10, 2022 to April 15, 2022 (approximately 3 months), working between 20 to 30 hours per work during this contract period. The College is seeking Board approval up to \$35,000 to contract with GOVTEMPS.

CH:ec
2/2022

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 from GOVTEMPSUSA, LLC, 630 Dundee Road, Suite 225, Northbrook, IL 60062 for an amount not to exceed \$35,000.00."

Authorization to Purchase Computer Servers/ IaaS Services

The College relies on 24 Intel processor based blade servers to host a private cloud consisting of 264 virtual machines that provide services to the 2,300 computers and all on and off campus users. This private cloud hosts the College's student information and financial systems, systems that provide authentication, file storage, application delivery, web, database, IP Telephony, print services, and all other college managed systems. The fiscal year 2021-2022 capital equipment include funds to replace a subset of these servers.

This purchase includes 6 servers that will be used to upgrade the core VMware hosts in the private cloud at the Des Plaines campus, and 4 servers for the Skokie campus. These servers will be used to replace 9 and 11 year old servers which are going out of support.

The College has been evaluating options to purchase physical servers or move to a cloud-based solution also known as Infrastructure as a Service (IaaS). Competitive quotes have been reviewed for both options, and at this time, the College is recommending to proceed with the physical servers:

Des Plaines (6 replacement servers with additional memory)

MMRD708 \$12,871.40

MMJP284 \$6,460.16

MMQH573 \$69,839.90

Skokie (4 replacement servers with additional memory):

MMRS602 \$18,359.44

MMQM564 \$46,121.36

The total costs for these servers is \$153,652.26. This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

JW:ps
2/2022

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 computer servers from CDW-G, LLC, 220 N. Milwaukee Avenue, Vernon Hills, IL 60061 for a total not to exceed \$153,652.26."

Preview and Initial Discussion of Upcoming Purchases

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

- a) **Des Plaines Campus Pedestrian/Bicycle Pathway** – This project was previewed in August 2021, and the construction bid was deferred as modifications were made to design specifications for a pedestrian and bicycle pathway from the main building to Golf Road. Currently, pedestrians and bicycle riders use the shoulder area of the College Drive roadway when traveling between Golf Road and the main building. The multiple curves and surface grade elevation changes on the College Drive roadway create a hazardous condition for both vehicle and pedestrian traffic.

The Administration is planning to issue a public bid for the construction of this pathway in February, and present to the Board for approval in April. The scope of work will include a solid surface pathway that runs separately, along the current route of College Drive. This pathway will create a comfortable pedestrian route connecting the Des Plaines campus main building to the public sidewalk at Golf Road.

- b) **Engineering Services for Renovation of Des Plaines Courtyards** - The College is seeking to engage its QBS (qualifications-based selection) engineer, Manhard Consulting, to proceed with landscape renovations for two (2) courtyard areas on the Des Plaines Campus – the main courtyard and the lower-level exit 19 sunken courtyard outside of the Northwest Municipal Conference Center. The Landscape Master Plan identified the following work that is needed:

- Main Courtyard. Existing brick pavers are failing and will be replaced with high quality pavers to match the improvements at entrance #1. New poured concrete will replace sections of heaving pavement around the center plaza and wall repairs will be made. The courtyard will get a planting face lift with the removal of old, overgrown trees and the installation of fresh sweeps of ornamental groundcovers. The drainage system will be reviewed and updated as needed.
- Entrance #18 from outside the board room to NWMCC Courtyard. Work needed to remove the existing concrete retaining wall and install a modern guardrail system to replace antiquated pipe railing. The turf landscape under the large steel sculpture will be replaced with hardier perennial vegetation. Overgrown evergreens and crab trees will be removed, and new landscaping added. Failing brick pavers in the sunken courtyard will be replaced with high quality pavers to match the President's Courtyard and the entry treatments at entrance #1. Portions of the concrete retaining walls in the sunken courtyard will be repaired as needed and the stair handrails brought up to code.

A College committee will convene in March to assist in providing stakeholder feedback. The projected timeline is to issue a construction bid in May with board approval in June, followed by work to commence during the summer of 2022.

- c) **Purchase of Owner’s Representative Services** - Cotter Consulting has served as the College’s Owner's Representative (“Owners Rep”) to 1) oversee the overall design process for approved Master Plan construction projects, 2) ensure that contract documents are prepared and completed on a timely basis, and 3) verify that the final design complies with the owner’s expectations. The primary role of the Owner's Rep is to make sure the owner’s (Oakton) best interests are at the heart of every construction decision made.

Cotter Consulting is a Woman Business Enterprise (WBE) with more than 25 years of experience in managing projects for public and private clients. The project team, led by architect Dorothy McCarty and project manager Jamie Boller, has demonstrated extensive knowledge in working with educational institutions and has assisted the College in all aspects of construction project management including architecture, cost estimating, engineering, scheduling, and communications. The College has been highly satisfied with its relationship and the delivery of high-quality services provided by Cotter Consulting over the last five years.

The College is seeking Board approval in the amount of \$130,000 to complete the remaining projects identified in the current approved Master Plan for (1) renovations of Des Plaines Courtyards, (2) invitation and selection of additional QBS architects, and (3) selection of consultant and project management for door keying and hardware security assessment.

- d) **Education Foundation Blackbaud Software Renewal** – The Oakton Education Foundation has been using the Blackbaud Fundraising Solution software since 2016, which includes Raisers Edge donor management module and Financial Edge, the financial tracking module. The Blackbaud software provides support for event management and allows for customized email and newsletters to help deliver direct and targeted messages to prospects, donors, and alumni. The system tracks relationships and engagement with nearly 50,000 constituents, providing a historical record and continuity in relationship management for Oakton, financial management capabilities for the Foundation, and supports the work of the office. The current contract is set to expire in May 2022.

Following the MOU executed between the Foundation and College in 2021, the Blackbaud account will transfer over from the College to the Foundation with this renewal contract. The Foundation will then manage the contract, renewals, upgrades, and payables. The Foundation and College will both share 50-50 in the costs of the Blackbaud Software. The renewal costs are as follows:

	Total Costs	College Share (50%)
Year 1	\$47,281	\$23,641
Year 2	\$45,603	\$22,801
Year 3	\$46,460	\$23,230
Total	\$139,343	\$73,922

As the College’s expense exceeds \$25,000, this purchase will be included for approval at the next regular Board Meeting.

- e) **Certified Athletic Training Services – Three-Year Contract** - The Administration will prepare a Request for Proposal (RFP) for athletic training services for FY2023, FY2024, and FY2025. The current three-year contract with NovaCare Rehabilitation (now called Rush Rehabilitation following a merger) is set to expire in May 2022. The RFP will cover services to provide a full continuum of athletic training for student athletes, and is based on the anticipated current sports schedules for vendors to develop their proposals. Actual work hours may vary depending upon in-season schedule changes and post-season activities.

The awarded vendor will be required to provide a Certified Athletic Trainer for all student athletes during practices and home contests as well as some away contests. The Certified Athletic Trainer will be available every weekday and on weekends and holidays when there are practices and/or games scheduled or as determined by the College's Athletic Department.

Authorization to Hire Assistant Financial Controller

The administration is recommending the hire of Mr. David Hittenmiller for the Assistant Financial Controller position. The search began on October 22, 2021 with postings on the Oakton Community College website, LinkedIn (linkedin.com), 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), National Association of College & University Business Officers (NACUBO), Accounting and Financial Women's Alliance, UIC Career Board, IL CPA Society, Finance Officers Association, and the Chronicle of Higher Education (jobs.chronicle.com).

There were twenty-four applicants for the Assistant Financial Controller. The search committee conducted three semi-finalist interviews and selected two for on campus interviews with a number of employee groups, including the CHRO, Budget and Accounting Supervisors and Staff, the Vice President for Administrative Affairs, the Controller, as well as an open forum session for college administrators, faculty, and staff.

Mr. David Hittenmiller has a C.P.A. and earned his Bachelor of Science Degree in Business Administration and a minor in Marketing/Economics from Iowa State University. He is a member of the Illinois CPA Society and former Trustee of the Illinois Petroleum Marketers Association. He currently is the Assistant Controller at the College of Lake County where he assisted in the new Policy & Procedures manual including procurement cards. He also oversees the College's investments of cash, and works directly with the College of Lake County's advisory firm.

CH:bv
2/2022

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 Mr. David Hittenmiller as Assistant Financial Controller effective February 28, 2022 at an annual salary of \$125,000. That salary will be prorated for the period of February 28, 2022 through June 30, 2022.”



**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 David Hittenmiller 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 Assistant Controller 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 Assistant Financial Controller of the Board's College from February 28, 2022 through June 30, 2022. 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 \$125,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period February 28, 2022 through June 30, 2022.
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 _____ 20____ by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on February 15, 2022.
(Agenda Item 2/22-9)

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

President

Oakton Community 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 Assistant Vice President, Student Affairs/ Dean, Access, Equity and Diversity, Oakton Community 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.

Approval of Award of Tenure

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

The College has nine faculty members who will complete their third consecutive year at the end of the spring 2022 semester:

Jeffrey Cabay	Instructor of Engineering
Jessica Pinedo	Assistant Professor of English/ESL
Ji-Hyae Park	Associate Professor of English
Keenan Andrews	Associate Professor of Business
Martinique Hallerduff	Associate Professor of Library
Nefize Fejza	Instructor of Nursing
Patrick O'Donnell	Assistant Professor of Philosophy
Teresa Kirwan	Instructor of Nursing
Valeria Benson-Lira	Assistant Professor of EAS/GEG

IL:sa
2/2022

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2022 semester, to the following faculty:

Jeffrey Cabay	Instructor of Engineering
Jessica Pinedo	Assistant Professor of English/ESL
Ji-Hyae Park	Associate Professor of English
Keenan Andrews	Associate Professor of Business
Martinique Hallerduff	Associate Professor of Library
Nefize Fejza	Instructor of Nursing
Patrick O'Donnell	Assistant Professor of Philosophy
Teresa Kirwan	Instructor of Nursing
Valeria Benson-Lira	Assistant Professor of EAS/GEG.”

Acceptance of a Faculty Retirement

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

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Lawrence Penar	Chair, Professor, AHR/FME Division of Business and Career Technologies	July 31, 2023

The faculty member has met the requirements for retirement under the Oakton Community College Faculty Association contract, Article 15.2.

Additionally, this faculty member has met the requirements for retirement under the Oakton Community College Full Time Faculty Association Incentivized Retirement Program.

We congratulate Professor Lawrence Penar for his many years of exemplary service to the College and wish him well in his future endeavors.

CH:nmi
2/2022

President's Recommendation:

That the Board adopts the following resolution:

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

First Read of Policy – Investment Policy 3003

Oakton adopted Policy No. 3003—Investment of College Funds—in August 1996. Revisions have been made since that time to reflect the changing investment environment, with the last revision in March 2017. For the purpose of overall investment of excess funds, the College is governed by the Illinois Public College Act (110 ILCS 805) and the Illinois Public Funds Investment Act (30 ILCS 235). The fiduciary responsibility for the investments is entrusted to the College Board of Trustees, which has delegated that function to the Treasurer of the College. In keeping with existing Board policy, all investments of excess funds are to be made in a prudent, conservative, and secure manner and in accordance with the guidelines detailed in the College Investment Policy No. 3003.

The College is recommending an amendment to the policy to incorporate a change to the Illinois Public Funds Investment Act, as required by the Illinois Sustainable Investing Act (30 ILCS 238). The Sustainable Investing Act is not referring to socially responsible or ethical investing. Instead, it is specifically referring to sustainability issues that can be expected to affect investment performance and long-term shareholder value and that therefore fall within the realm of a board’s fiduciary responsibility. The analysis of material sustainability factors compliments traditional financial investment analyses. Sustainability factors considered in evaluating investment decisions include, but are not limited to: (i) corporate governance and leadership; (ii) environmental; (iii) social capital; (iv) human capital; and (v) business model and innovation. These factors are collectively referred to as “ESG” (environmental, social, governance) factors.

Consideration of ESG factors is conducted by the College’s investment advisor, PMA LLC, and has historically been a part of the investment selection process for assets held in the College’s investment portfolios. This matter seeks to align the College’s Board Policy 3003 for the investment of College funds with current practice and the new sustainability factors requirement.

EC:aw
2/2022

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board policy 3003, attached hereto, with action to take place at the next regularly scheduled Board meeting.”

Deleted Text = Strikeout
 New Text = ***Bold italics***

3003
 08/20/96
 Revised 10/20/98
 Renumbered 7/1/01
 Revised 1/17/06
 Revised 1/27/09
 Revised 2/17/15
 Revised 3/21/17
Revised 03/15/22

BUSINESS

Investment of College Funds

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

Objectives

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

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

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

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

Investment Instruments and Credit Risk

All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235/4 et seq.), as may be amended from time to time (hereinafter referred to as the "Act"). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule." The "prudent person" rule states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

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

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

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

Concentration Risk

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

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

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

Interest Rate Risk

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

Collateralization

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

Collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on secured collateral. The fair value of collateral must be at 1025% of the value of the uninsured deposits with the institution. The College may additionally accept as collateral letters of credit issued by a Federal Home Loan Bank in an amount equal to at least market value of that amount of funds deposited exceeding the insurance limitation provided by the Federal

Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer.

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

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

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

Safekeeping of Securities

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

Qualified Financial Institutions and Intermediaries

1. Depositories – Demand Deposits

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

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

2. Banks and Savings and Loans – Certificates of Deposit

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

3. Intermediaries

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

Management of Program

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

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

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

Sustainability

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

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

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

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

Performance

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

Ethics and Conflicts of Interest

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

Indemnification

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

Reporting

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

Approval of Adoption of Anti-Racism Statement

As part of the College's ongoing efforts to advance equity and racial justice, conversations have taken place in several college-wide committees (The Anti-Racism Team and the Advancing Racial Justice in Student Success and Learning Initiative Team) about the importance of having an institutional anti-racism statement. Additionally the ICCTA encouraged each Illinois Community College to consider adopting an Anti-Racism Statement. After discussions at the December, 2021 and January, 2022 Board of Trustee's meetings, there was consensus to adopt the recommendation of Oakton's Anti-Racism Team and adopt the following statement:

“Oakton is an antiracist, 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.”

JLS:bs
2/2022

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 adoption of the following Anti-Racism Statement: Oakton is an antiracist, 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.”

Authorization to Name the Oakton Academy for Black Men after Former Trustee Emory Williams

Board Policy 1024 includes a provision for Honorary Naming for “persons who have been dedicated to the purpose, nature and mission of the institution and have achieved distinction through civic, intellectual, or artistic contributions to the development of the institution, area, state and/or nation.”

Mr. Emory Williams was elected to the Oakton College Board of Trustees on April 1, 2003. When he joined the board he had nearly 40 years of experience in public education. Mr. Williams was a strong advocate for creating equitable educational opportunities. His advocacy created the foundation for Oakton’s efforts to advance equity and racial justice.

The advisory committee for the Oakton Academy of Black Men recommends naming the Oakton Academy in his honor in recognition of the role he played in advancing educational opportunities for Black Men.

JLS:bs
2/2022

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that in recognition and appreciation for former Trustee Emory Williams’ advocacy for educational opportunities for Black Men, and consistent with Board Policy 1024, that the Oakton Academy for Black Men be named *The Emory Williams Academy*.”

Acceptance of Illinois Community College Board – Workforce Equity Initiative (WEI) Program Grant

The Illinois Community College Board in partnership with the Illinois Legislative Black Caucus has awarded Oakton Community College a \$768,379.44 grant to expand accelerated (six months or less) training opportunities which lead to employment in high wage and in-demand occupations. Per the requirements of the grant, 60% of participating students must identify as Black and must also reside in designated Qualified Census Tract (QCT) and Disproportionately Impacted Areas (DIA) areas. QCT and DIA areas for District 535 include:

- Des Plaines/Glenview - 60016, 60025
- Evanston - 60201, 60208
- Niles - 60714
- Skokie - 60076, 60077

As one of eighteen (18) participating colleges, Oakton will offer six accelerated academic/certificate programs. Participating programs include: Emergency Medical Technician (EMT), Basic Nursing Assistant Training (BNAT), Pharmacy Technician, CNC Operations/Programming, Real Estate (non-credit), and CDL Truck Driver Training (non-credit).

Funds from the grant will help to remove barriers to student success by providing free tuition and stipends, as well as offering referral support for childcare and transportation needs. Funds will also be used for programmatic coordination and to facilitate outreach efforts through targeted community partners.

The grant period is December 1, 2021 through December 31, 2022. Marc Battista, Associate Vice President of Workforce Education / Dean of Business and Career Technologies and Dr. Jesse W Ivory, Dean of Adult and Continuing Education/Dean of the Skokie Campus will administer the grant.

AG:mb
2/2022

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$768,379.44 from the Illinois Community College Board (ICCB) to support activities, programs, and projects related to the Workforce Equity Initiative (WEI) grant at Oakton Community College.”