

**The 770th Meeting
of
The Board of Trustees
October 19, 2021**



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 E 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 September 21, 2021
 - 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 1606 (Public Room 1625)

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 October 19, 2021. Individuals will have the option to address the Board via Zoom or in person (*anyone attending the meeting in person will be required to wear a mask*).

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

To join via tablet or computer: <https://oakton.zoom.us/j/98153272362>

To join via telephone: 312-626-6799

Meeting ID: 981 5327 2362

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

- V Approval of minutes of the September 21, 2021 regular meeting of the Board of Trustees, and the September 21 joint meeting of the Board of Trustees and the Oakton Educational Foundation Board of Directors
- Statement by the President
- Educational Foundation Liaison Report
- ACCT Liaison Report
- Master Plan Steering Committee Report
- Finance Committee Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair
- Trustee Comments
- Report: 2021 Audit Report
- Report: Building Community Ties That Bind Economic Inclusion and Equity in Procurement
- Public Participation

NEW BUSINESS

CONSENT AGENDA

- 10/21-1
- V a. Approval of Adoption of Consent Agenda
- R b. Approval of Consent Agenda Items 10/21-2 through 10/21-7
- 10/21-2 Ratification of Payment of Bills for September 2021
- 10/21-3 Acceptance of Treasurer’s Report for September 2021
- 10/21-4 Acceptance of Quarterly Report on Investments
- 10/21-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 10/21-6 Ratification of Payment of Professional Personnel – Fall 2021
- 10/21-7 Approval of a Clinical Practice Agreement

OTHER ITEMS

- V 10/21-8 Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinion)
- R 10/21-9 Approval of Estimate Levy for 2021 and Announcement Thereof
- R 10/21-10 Authorization to Approve October Purchases
- a) Microsoft Campus Agreement – One-Year Agreement
 - b) John Deere Gator and Accessories
 - c) Classroom Technology Equipment – Camera Mounts and Cabling
 - d) Authorization to Rescind Professional Services Consulting Contract and Purchase New Professional Services Consulting Contract for Banner Financial Aid Implementation
- 10/21-11 Preview and Initial Discussion of Upcoming Purchases
- 10/21-12 Preview of New Unit of Instruction
- V 10/21-13 Acceptance of Faculty Retirement
- V 10/21-14 Acceptance of Illinois Community College Board through the Federal Department of Labor – Apprenticeship Year 3 Grant

ADJOURNMENT



Minutes of the September 21, 2021 Regular Meeting of the Board of Trustees of Community College District 535

The 769th meeting of the Board of Trustees of Community College District 535 was conducted on September 21, 2021 at the Oakton Community College Skokie Campus, 7701 N. Lincoln Ave, Skokie, Illinois.

Closed Session – Call to Order and Roll Call

At 5 p.m. in room A167, 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 of the public body or legal counsel for the public body; collective negotiation matters; and litigation.

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

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 A167 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, Vice President for Academic Affairs; and Mr. Ken Florey, Legal Counsel.

At 6:20 p.m., Chair Burns asked for a motion to adjourn the closed session meeting. Student Trustee Patel made the motion, which was seconded by Trustee Salzberg. A voice vote was called and the closed session was adjourned.

Open Session and Roll Call

Chair Burns called the regular meeting of the Board of Trustees to order at 6:30 p.m. in room P103-104.

Trustee Bush called the roll:

Ms. Burns	Chair	Present
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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 P104 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, Vice President for Academic Affairs; Ms. Juletta Patrick, Assistant Vice President for Student Affairs; Ms. Katherine Sawyer, Chief Advancement Officer; Dr. Andrea Lehmacher, Director of Marketing; Ms. Kelsey Kapolnek, Senior Manager of Content Marketing; Ms. Vinita Shah, Media Services Technician; Tom Dattilo, Police Officer; and Ms. Beatriz Sparks, Special Assistant to the Board of Trustees.

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

Approval of Minutes

Chair Burns asked for a motion for the approval of the minutes of the August 17, 2021 regular meeting of the Board of Trustees, and the August 31 special 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 greeted union leaders who joined the meeting via Zoom.

Condolences:

- To Distinguished Professor of Psychology, Paul Johnson on the passing of his mother Susan on August 24.
- To the family of retired Student Development Faculty, Bonnie Agnew who passed away on September 1.
- To Distinguished Professor of Computer Technologies and Information Systems, Doris Gronseth on the passing of her father Agustin on September 10.
- To the family of Facilities Supervisor, John Gay who passed away on September 16.

Congratulations:

- To Sandy Huffman, Budget Office Assistant on the birth of her first grandson born August 24, 2021 to her oldest daughter Cassie (and Oakton alum) and her husband Dan.
- To Jasmine Tixta – Oakton’s nominee for the Lincoln Laureate Award. Jasmine is an incredibly talented student, taking a rigorous course load, including honors courses while maintaining a perfect 4.0 GPA. She is actively engaged in student life on campus, being a member of 10 student clubs and organizations and an officer in several. She also works as a dental assistant and engages in regular service to her community. As one of her faculty nominators stated in her nomination letter, “I consider Jasmine to be a humanitarian. Jasmine has made a conscious commitment to leadership and the betterment of society.”

Happenings:

- Ribbon Cutting Ceremony at Skokie today (Sept. 21) to celebrate the renovations across campus. Thank you to College Relations for coordinating the event, and to Administrative Affairs for leading the Master Plan implementation.

- Latinx Heritage Month Programming kicked off last Friday with a keynote presented by one of our new faculty members Julio Capeles, Associate Professor of Social Science. Virtual Events will be taking place throughout the month. Special thanks to the Latinx Heritage Month Planning Committee: Brenda Cruz, Stephanie Herrera, Beth Wrobel, Evelia Giraldo, Sandra Payan Catano, Dr. Eva De La Riva, Valeria Benson-Lira. Faculty presenters included: Dr. Julio Capeles, Dr. Paul Gulezian, Dr. Peter Hudis and Ms. Valeria Benson-Lira.
- This week, there are several Welcome Week Activities for our Black Student Success Program coordinated by Danielle Terry.
- Guitar Festival: Oakton brings some of the world's great guitarists to our virtual campus for a month of free online workshops to hone your skills. Email dcunning@oakton.edu to register. Opening Night Kick-Off: Faraz & Friends on Friday, October 1 at 7 p.m.

Educational Foundation Liaison Report – Trustee Stafford

The Educational Foundation is off to a good start this year having raised more than \$400,000 in monetary support since July 1. Recent gifts of note include:

- A \$100,000 gift from Rivers Casino to renew support of a scholarship in their name that assists students who live in Des Plaines and have financial need.
- A \$50,000 grant from the Irving M. and Sylvia Footlik Foundation benefiting the Student Technology Fund and underwriting students' cost of participation in the annual NASA Robotics Competition.
- A \$27,500 gift from foundation employee Katie Hunt to launch the Joe Hunt Memorial Scholarship. This scholarship honors the memory of Katie's father and will support students in business, mathematics, or engineering, with a 2.5+ GPA and financial need.
- A \$10,500 pledge from Dr. Cheryl Warmann to launch the Susanna Mae Waring Scholarship in memory of her mother and supporting students with a 3.0 GPA or better who are participating in our Environmental Studies Concentration and have financial need.

Foundation Directors and College Trustees held the second annual Joint Meeting between the Boards earlier this evening in order to maintain good lines of communication and update one another in our separate but connected roles in support of the College.

At their quarterly meeting earlier this month, the Foundation Board:

- Approved an update to their Investment, Endowment & Spending Policy, clarifying their investment philosophy as well as the roles of the Board, staff and investment manager.
- They also adopted the Gift Acceptance, Naming and Renaming policies that were jointly developed with the Board of Trustees.
- Finally, the Board approved a new Director, John Madison. John owns a consulting business supporting the accounting needs of firms in the hospitality industry and lives in Evanston.

The Foundation Board will hold their next quarterly meeting on December 1.

After Trustee Stafford's update about the Educational Foundation, Chair Burns announced that Trustee Kotowski would chair the meeting this evening.

ICCTA Liaison Report – Trustee Bush

President Jon Looney, Blackhawk College trustee presided at the September 11 ICCTA Board of Representatives Meeting.

Jim Reed, ICCTA executive director, and Jessica Nardulli, our lobbyist, updated our legislative priorities. Jim Reed introduced Tim Harmon, president of Workforce Enterprise Services, to discuss a \$75,000 Joyce Foundation grant received by ICCTA. This grant will spend \$55,000 on research and \$20,000 on focus groups looking at the Community College Baccalaureate (CCB) both in regional workforce and

educational needs. The focus groups will be conducted to assess how employers and stakeholders perceive the potential value of CCBs. There are many comparisons with Ohio where all of their community colleges offer the baccalaureate degree. There are other states that take a more regional approach, but nationally all the focus is on supply and demand. Job vacancy data is scanned but also online applications and resumes are included in the research. The report is due in spring 2022 and will help to develop a data-driven case for CCB degrees in specific occupations.

Regarding federal funding, Jim discussed the College Promise which covers \$3,770 while Illinois costs average \$4,410. Only 4 colleges are fully funded by the Promise.

Committee reports included the Diversity, Equity, and Inclusion committee which Martha and I attended. A revised DEI statement was approved and will be posted on the ICCTA website. A subcommittee is working on an Anti-Racism statement.

ICCCP and Lake Land College President Josh Bullock reported on the presidents' priorities of enrollment post-Covid; financial stability; collaboration among colleges; DEI; and capital projects funding. He stated that Illinois has the third largest community college system in the nation.

ICCB Executive Director Brian Durham reported that there is a renewed focus on adult education following the trend of adults returning to college.

On September 10, 2021 there was an afternoon seminar that focused on Student Mental Health. Elizabeth Johnston, Licensed Clinical Social Worker at Family Counseling Services of Northern Illinois, discussed the benefits of integrated behavioral health or brief counseling, which relies heavily on behavior modification. Behavioral components exist in 90% of presented issues including: anxiety and depression which go hand in hand – anxiety magnifies while depression thrives on isolation; grief which includes any time expectations don't meet reality; and recent trauma which includes this COVID world that the students are navigating. There is an intention to connect actions to goals. The goals of successful behavioral health brief interventions are: identify progress disruptions, magnify student's motivation for success; improve academic outcomes; and increase student's self-reliance.

Master Plan Steering Committee Update – Trustee Stafford

The kick-off meeting of the Master Plan steering committee was held on September 2. Trustees Stafford and Bush represented the Board of Trustees. Administrators, faculty, staff and students are involved in this process. The steering committee discussed goals and objectives, and they plan to meet monthly up until spring 2022 when they will have a recommendation to the Board of Trustees.

Student Trustee Report – Student Trustee Patel

Mr. Patel indicated that President Smith met with the Student Government Association last week, and they had a chance to share several topics ranging from vaccine mandates to mask-wearing policies, and how Oakton can support students through their intellectual and academic growth.

Fall Fest was held on September 15 at the Skokie campus, and September 9 at the Des Plaines campus. There was a good turnout. Clubs and organizations were recruiting students for extra-curricular activities.

SGA reported that the executive board met on September 16 to craft the agenda for a meeting with Jamie Petersen from Financial Aid to clarify proposals.

Student Spotlight

Adriana Perez is a first generation college student, and she shared that Oakton has given her a great opportunity to experience higher education, the feeling of belonging, and it has offered her the necessary support to continue in her journey. Coming to Oakton as an adult student was a very enjoyable experience, from receiving her acceptance letter to having the responsibility to understand the registration process and meeting with an advisor. Adriana shared that the process made her feel she has the power to

manage her future. 2020 was a difficult year for everyone. She is a stay-at-home mom, and the future was uncertain. Adriana took a leap of faith to finish her college education. The start at Oakton in fall 2020 was a little rough since she was not familiar with the services, and a lot of her professors were not able to offer in-program activities because of the pandemic. There was no communication of what Oakton could offer her, but she came across the Wellness Center where she obtained information and help.

Her spring 2021 registration experience was completely different. Adriana joined the UNICEF Club and Oakton Helping Others, and was invited to participate in ANDALE meetings. These activities gave her the opportunity to make friends and meet with advisors at Oakton who were committed to her success, in particular Princess Escudero who was supportive in everything that Adriana did. She mentioned professors, Carlos Briones and Matthew Lee who highlighted the importance of meeting face to face in a true community.

Adriana graduated with her associate's in Liberal Arts, but she wasn't ready to leave Oakton, and now she is working on accounting certifications. She is currently the president of the Oakton Helping Others club, the vice president of the UNICEF club, an active member of ANDALE and TRIO, an official member of PTK, and she is looking forward to joining the Activities Board and the Latinx Club. She is optimistic now that the campuses are open, and was happy to participate in Fall Fest where she was able to meet many of the people she has connected with.

Trustee Comments

Trustee Yanow shared her thoughts regarding the August 17 overview of Equity Initiatives at Oakton. The overwhelming understanding she went away with was that equity work is embedded throughout the institution. It isn't always as advanced in some departments as in others, but we are certainly seeing equity work. The English placement through multiple measures, and the co-requisite math project are compelling examples. Equity is also infused throughout the budget planning process, the student loan forgiveness program, and the recent designation as an ANAAPISI serving institution. It is important to learn how to serve certain communities through the lens of equity.

The critical reflection is a question: *What am I missing?* Trustee Yanow indicated that simply asking the question "*What affinity group should we have on campus?*" forces us to ask ourselves regularly who we are serving. What we continue to learn through equity work that it is an all or nothing endeavor; we should build a system with a foundation built on equity for meaningful outcomes. Downturn in registration, for example, was exacerbated by COVID-19, and Trustee Yanow recognizes that student success numbers were indicative that our equity need may be the greatest. Trustee Yanow appreciated the reminder of how this work is situated, and the specific strategies from the ILEA Equity Plan. Successful examples are the ANDALE program the BLACK Student Success program that are having a positive impact in students like Bolaji Ogundipe, an adult student who has been able to balance his personal life and academic responsibilities in order to work towards graduation. Whether resources come from the institution or the students themselves, equity work is an essential factor. Trustee Yanow is interested in the completion numbers as the BLACK Student Success program grows, and learning about the equity policy audit. Equity work needs to be foundational across the board.

Trustee Yanow also mentioned the Faculty Persistence Project. She indicated that what the program demonstrates is that for there to be a real transformative shift toward equity we need everybody on board, and that is the challenge. Dr. Yanow shared that equity work is the reason she decided to run for the Board. The report shared in August was challenging to deliver and to receive because of how comprehensive equity work has been at Oakton during the last two years. Trustee Yanow believes equity-focused reports should be done periodically. She thanked the College for the serious work in order to help the community understand what is happening, so it can provide support to this work.

Trustee Toussaint echoed Trustee Yanow's words, and indicated that the equity report was excellent, and she congratulated all the people involved. Trustee Toussaint also shared the Board's participation in the

Back to School event at Mason Park in Evanston on August 21. All trustees were present, passing out information, and trying to recruit young people to come to Oakton.

Comments by the Chair – Trustee Kotowski indicated that he had no comments.

Board Report: Marketing Oakton

Presenters: Ms. Katherine Sawyer, Associate Vice President of Marketing and Communication/Chief Advancement Officer and Dr. Andrea Lehmacher, Director of Marketing.

The report covered three topics: Overview of marketing role as the promotional engine of the College, examples of marketing work and measures of success, and the transformation of progress, the tools utilized and what is to come.

The College has a structure that organizes the work using the industry’s accepted best practices called Strategic Enrollment Management (SEM) led by Dean of Enrollment Management, Matt Huber. The marketing team launches the process by generating brand awareness for the institution. The marketing team identifies the best ways to manage all channels available to raise awareness and to drive inquiries into the enrollment funnel. Once inquiries have been made, the role of the marketing team shifts to be a supporting role to partners in admission and enrollment. The enrollment team works to engage the students through the process of admission, placement, orientation, advising, registration and financial aid. The College also works to re-recruit students each semester, reinforcing their decision to stay at Oakton in order to continue and complete their credentials. Faculty are pivotal partners and influence students’ decision to stay the course.

The marketing team’s guiding light comes from fundamental resources including the College’s mission, vision and values, and the Strategic Plan. Other guideposts that help build content to support institutional priorities include the SEM Plan, the Equity Plan and the inclusive marketing principles. By representing Oakton in a consistent way through its unique brand, we all work together to empower and transform our students. Promotional work is delivered by colleagues across the College on a daily basis through the outreach of the admissions team, the faculty experience in the classroom, the student life experience through clubs and activities, and the services that are available to support academic and student success.

Externally, the marketing team is messaging through a competitive environment. The average person is exposed to 5,000 ads in one day across a variety of services, the average person’s attention span is 8 seconds, a person needs to see an ad 7 times before taking action, and the average user spends about 142 minutes a day on social media. In marketing, the mantra is “Frequency, repetition, and calls to action” (explore, visit, RSVP, apply, enroll, and re-enroll).

Marketing’s goal is to help students find and choose Oakton. Marketing generates awareness, builds affinity to the Oakton brand, and creates demands and moves students into the enrollment funnel. There are two primary channels marketing utilizes: traditional marketing channels (print ads, outdoor ads, direct mail, radio), and digital marketing (content marketing, search engine optimization, social media and pay-per-click). Marketing leverages research from a variety of resources. As an example, in a Pew study on connectivity, 95% of Americans own a smartphone, and reliance on smartphones is especially common amongst younger adults, lower-income Americans, and those with high school education or less. At Oakton, nearly 99% of students report they own a smartphone, and 9 out of 10 students own two or more digital devices. For this reason, the marketing team overrates their advertisement investment to digital platforms, but they fully endorse and utilize print and digital media. A multichannel mix is increasingly important; it is vital to meet students *where they are*.

The marketing team has access to a national data set for community college students’ media preferences with more than 61,000 students providing insights on the ways that they want and expect to be communicated with. Community college students are willing to share their email address, are open to receiving text messages, and communicate via social media. The top three preferred methods of

communication are email, in-person content and phone calls. Oakton plans to survey students about their media preferences this fall to better understand how to be more effective in communicating.

The marketing team has been in the midst of transformation:

- 2018 – Mass Message Approach: Printed schedules, some digital placement, website, limited data available
- 2019 – Evolution of Tools: Move direct mail to magazine approach, Pace bus tails and billboards, continued digital placement, website redesign, and assessment of department tools.
- 2020 – Intentional Lead-Generation: Direct mail to postcards, traditional agency transition, digital ad agency for real time visibility, feedback increased for website redesign, direct connection to lead card for admissions/enrollment.
- 2021 – Evolution of Creative: Year-long campaign messages, Pace bus tails, Evanston billboard, digital placement targeted LinkedIn in-mail for adult students, building new website content and development of governance framework, implementation of creative workflow.

In 2019, the marketing team began to message in a more targeted fashion to two primary audiences: traditional age students coming directly from high school, and working adults who are returning to college, which is a significantly larger segment of the market and is currently underrepresented. Marketing also tries to maintain one central theme throughout the year through story-telling, focusing on students and alumni as the heroes. This is a strategy that actively leans on our equity commitment.

FY2021 provided a multitude of challenges and opportunities from a marketing perspective. The marketing team on-boarded two new advertising agencies. Three major priorities: to increase Oakton's brand awareness, to implement lead-generation strategies, and to grow digital presence focusing on high school and adult students.

Enrollment marketing campaigns during FY2021 were the following:

Fall 2020 – Discover the Oakton Experience

Spring 2021 – Momentum that Matters

Summer 2021 – Get Ahead This Summer

Connected to the college's SEM work, the marketing team partnered with the Admission and IT teams to connect their lead generation strategies to Oakton's TargetX CRM system so inquiries went right into the system for immediate follow up. As a result, total paid advertising drove nearly 30 million impressions last year. Within the Display and Search channels from digital advertising spend, digital demographics, constituents from our Evanston community accounted for 11% of this activity.

FY2022 - Marketing responded quickly when the institution decided to enhance the Fall 21 outreach by adding the free class incentive. The creative was complete and running in 1 week, with the digital tactic of IP targeting digital ads to selected student homes based on lists from our enrollment partners. After August 23, marketing pivoted to late start promotion and the team is in full planning mode focusing on our Spring 22 enrollment campaign, identifying 3 new students to profile as a continuation of the "We Have Your Back campaign." Once they move into the spring semester, marketing will be focusing on summer and fall 22.

As part of the Black Male Initiative and Academy for Black Men initiated by the Board of Trustees, marketing has re-distributed 20% of annual advertising spend as a pilot to focus on households with Black men.

The website redesign work continues and this is a collaborative project co-lead by CIO, Prashant Shinde and the marketing team. The project has over 20 connected, sub-projects that are tied to the larger website redesign. The website redesign has also resulted in the creation of new roles and positions for the web team at the college, providing leadership for the Web and Digital Strategy which will reside on the marketing team. An estimated launch date for the new website is spring 2022.

What's next? A cross-platform social media strategy to put student voices and stories front and center while also communicating the important information the community needs. As the website moves to College Relations and the College invests in new marketing strategies, new roles are being hired. New tools include a digital asset management system and creative workflow that will help the marketing team be more efficient and transparent.

Trustee Stafford thanked the Marketing team for the presentation. Trustee Salzberg inquired about a radio strategy, and Dr. Lehmacher indicated that Oakton is currently utilizing Spotify, a digital radio platform.

Public Participation

Leah Kintner, from Morton Grove, and staff member at Oakton. She conveyed to the Board and the administration that in addition to being focused on being student-centered, Oakton needs to work harder at being staff-appreciative. The pandemic has taken a toll on everyone. However, it isn't clear that those who are the upper echelon at Oakton are invested in—and making an effort, to show appreciation for, and are listening to the dedicated and hardworking staff. Ms. Kintner indicated that this is felt across the College; morale is low among staff, and we are losing valuable employees. Staff members need to know they are being heard, and this is being acted upon with urgency.

NEW BUSINESS

9/21-1a Approval of Consent Agenda

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

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

9/21-1b Approval of Consent Agenda Items 9/21-2 through 9/21-8

Trustee Burns offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/21-2 through 9/21-8 as listed in the Consent Agenda.”

9/21-2 Ratification of Payment of Bills for July 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 \$7,780,372.16 for all check amounts as listed and for all purposes as appearing on a report dated July 2021.”

9/21-3 Ratification of Payment of Bills for August 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 \$5,025,565.15 for all check amounts as listed and for all purposes as appearing on a report dated August 2021.”

9/21-4 Acceptance of Treasurer's Report for July 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 July 2021.”

9/21-5 Acceptance of Treasurer’s Report for August 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 August 2021.”

9/21-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$7,802.75 for all funds listed in items a, b, and c.”

9/21-7 Supplemental Payment of Professional Personnel – Fall 2021

1. “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 fall semester, 2021; the total payment amount is \$3,033,133.07.”
2. “Be if further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the fall semester, 2021; the total payment amount is \$472,880.11.”

9/21-8 Acceptance of Clinical Practice Agreements

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

Health Information Technology:

Citadel Healthcare of Glenview

Medical Assistant:

NorthShore University Health System

Physical Therapist Assistant:

CHS Therapy, LLC

Early Childhood Education:

Barbareaux School

Christopher House – Uptown

Park Ridge Preschool—Park Ridge Park District

Poko Loko Early Learning Center

Unity Preschool.”

Trustee Salzberg seconded the motion. Trustee Bush 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.

9/21-9 Affirmation of Mission, Vision, and Values

Trustee Salzberg offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby affirms the Mission, Vision, and Values Statement attached hereto.”

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

9/21-10 Ratification of Board of Trustees’ Scholarships for 2021-2022

Trustee Toussaint offered: “Be it resolved that the Board of Trustees of Community College District 535 ratifies the Board of Trustees’ Scholarships for the academic year 2021-2022 to Shuhad Al Mashhadani, Anne Cauthorn, Bryan Limon, Abigail Murray, and Diana Tulchinsky.”

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

9/21-11 Authorization to Approve September Purchases

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
9/21-11a	1-2	iConnect Training Units for AHR Department	Aidex Corporation Morris, IL	\$37,405.28
9/21-11b	1	Annual Maintenance and Upgrades for Data Warehouse Business - Five-Year Renewal	Zogo Technologies, LLC Dallas, TX	\$242,526.90
9/21-11c	1	Owner’s Representation Services Contract Extension	Cotter Consulting Chicago, IL	\$97,000.00
9/21-11d	1-2	Customer Relations Management System – Five-Year Contract Renewal	TargetX Philadelphia, PA Salesforce San Francisco, CA FormAssembly, Inc. Bloomington, IN Contingency	\$500,000.00 \$163,500.00 \$36,300.00 \$34,990.00
9/21-11e	1	Paralegal Program Services Three-Year Contract Renewal	Thomas Reuters Eagan, MN	\$56,785.32
9/21-11f	1-2	Ratification of Emergency Work Related to the Athletic/Theatre Wing Flooring Replacement	Reed Construction Chicago, IL	\$125,963.00
			GRAND TOTAL	\$1,294,470.50.”

Trustee Yanow seconded the motion.

Trustee Stafford indicated that he knows the Board is pushing to get more procurement done within District 535. He referred to the information provided in the Board book related to the amounts spent through different sources (consortium, in-district, bid, etc.). Trustee Stafford shared that most of the purchases that come to the Board are bids, and the College has no control where they come from, and Oakton is a highly segmented purchasing unit. Oakton purchases educational software and educational products that are not available in district. Trustee Stafford thinks it is important to support the in-district procurement initiative, and the biggest impact can be made with purchases under \$25,000.

Trustee Burns thinks that, if necessary, the Board should go to the state/federal level. It is critical, particularly during the pandemic situation, that the Board does everything they can to support businesses that are in District 535. She mentioned that Governor Pritzker expressed his desire for his committee to think about ways in which the State of Illinois can keep money in the state, and the Board should do the same. Trustee Burns said that this is an interesting learning process, and that the College should aim for in-district procurement of items that are not bids. She specifically asked about the consulting services contract which will be extended until June 2022. What happens after that extension? Vice President for Administrative Affairs, Edwin Chandrasekar explained that Cotter Consulting is an owner's representative and they will continue assisting Oakton through the current Master Plan refresh. Once the projects are identified, depending on the type of the project, Oakton may or may not need their services.

Trustee Bush responded by saying that this month's purchases are an almost \$3 million consent agenda, and, as Trustee Stafford indicated, the in-district amount is \$0.00. As Trustee Stafford mentioned, most of our larger purchases are bids, but almost \$1.3 million is bid-exempt. This is another topic on what is and is not bid-exempt. To this point, a number of these purchases are the kind of higher education software and technology purchases not available in-district, and there is no other choice, but it is important to make the process transparent and visible to everyone. She believes there is an ecosystem that goes on, and thinks that Oakton could create opportunities for more in-district incubator-type research, development and technology companies for which Oakton could be a client. Many purchases are not arbitrary, but this is of value for the College, and it will be discussed at the October meeting.

Trustee Bush 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.

9/21-12 Preview and Initial Discussion of Upcoming Purchases

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

- a) Microsoft Campus Agreement
- b) John Deere Gator
- c) Next Gen HyFlex Proof of Concept Classroom
- d) Classroom Technology Equipment – Camera Mounts and Cabling

9/21-13 Resolution to Transfer Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims

Trustee Burns offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfer effective for Fiscal Year 2021: \$2.2

million from the Education Fund to the Retiree Health Insurance Fund for the future payment of OPEB costs and claims.”

Trustee Toussaint seconded the motion. Trustee Bush 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.

9/21-14 Resolution to Transfer Funds for Restricted O&M Construction Costs

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfers effective for Fiscal Year 2021: a total of \$3.0 million, comprised of \$1.9 million from the Education Fund and \$1.1 million from the Operations and Maintenance (O&M) Fund to the Operations & Maintenance (O&M) Restricted Fund, for the future payment of approved Master Plan construction projects.”

Trustee Salzberg seconded the motion. Trustee Bush 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.

9/21-15 Approval of Policy Revision

Trustee Salzberg offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby approves revisions to Policy 4328, attached hereto.”

Student Trustee Patel seconded the motion. Trustee Bush 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.

9/21-16 Acceptance of Grants

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 9/21-16a through 9/21-16e, for the following grants:

a. U.S. Department of Education TRIO Student Support Services grant, year 2 of 5, in the amount of.....	\$348,561.00
b. Illinois Secretary of State/Illinois State Library Literacy Office Volunteers in Teaching Literacy Grant in the amount of.....	\$94,532.00
c. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant in the amount of.....	\$14,580.00
d. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant in the amount of.....	\$7,828.00
e. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant in the amount of.....	\$7,826.00
	For a total of \$473,327.00.”

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

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, October 19, 2021 at the Des Plaines Campus.

Student Trustee Patel made a motion to adjourn the meeting, which was seconded by Trustee Kotowski. A voice vote was called and the meeting was adjourned at 7:55 p.m.

Martha Burns, Board Chair

Paul Kotowski, Board Secretary

Minutes recorded by:



Beatriz D. Sparks
9/2021

A video recording of the meeting is available by calling the Media Services office at (847) 635-1998.



**Minutes of the
September 21, 2021 Joint Meeting of the
Board of Trustees of Community College District 535 and the
Board of Directors of the Oakton Community College Educational Foundation**

The joint meeting of the Board of Trustees of Community College District 535 and the Oakton Educational Foundation Board of Directors was conducted on September 21, 2021 at the Oakton Community College Skokie Campus, 7701 N. Lincoln Ave, Skokie, Illinois.

Call to Order and Roll Call

Chair Burns called the regular meeting to order at 4:02 p.m. in room P103-104, and indicated this was a special meeting where no action would be taken.

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 P103-104 were Dr. Joianne Smith, President; Ms. Katherine Sawyer, Chief Advancement Officer; Dr. Cheryl Warmann, Registrar and Director of Student Financial Support; Ms. Jamie Petersen, Manager of Student Financial Assistance; Mr. John Curtis, Manager of Media Services; Mr. Jonathan McFarlane, Media Services Integration Technician; Ms. Vinita Shah, Media Services Technician; Ms. Barbara Vazquez, Executive Assistant, President's Office; and Ms. Beatriz Sparks, Special Assistant to the Board of Trustees.

The following members of the Educational Foundation Board of Directors were also present in the room: Ms. Julie Fenton, Mr. John Madison, Mr. Jeff Coney, Mr. Gus Schaefer, Mr. Murray Sprung, Mr. Carl Costanza, Ms. Nancy Sullivan, and Ms. Cindy Veremis. Present virtually were Ms. Jodi Wrede, Ms. Natasha Richards, Mr. John Mabbott, and Mr. Jeff Rodriguez.

Welcome Message from Board of Trustees Chair, Ms. Martha Burns

Board of Trustees Chair, Martha Burns thanked Mr. Carl Costanza and the members of the Foundation Board members for taking the time to participate in the second annual joint meeting to update one another and celebrate the ways both boards support the success of Oakton students.

Trustee Burns shared that the Board of Trustees recognizes that the College is strengthened by building partnerships and identifying resources that go beyond traditional forms of revenue. The Trustees and the Foundation Directors have worked together to clarify their separate but connected roles. Through the Memorandum of Understanding between that College and the Foundation signed last spring, both Boards are committed to strengthening the relationship and points of collaboration in order to benefit Oakton students. Through this MOU, the Trustees affirmed the Oakton Educational Foundation as the sole fundraising arm and repository for private gifts given in support of the College, including funds acquired for student scholarships and other initiatives that emerge as a result of the strategic priorities established by the College.

Trustee Burns recognized the collective success relies on the strength of the connection and ongoing communication between the two boards. She also affirmed the importance of the collective work, and expressed the Board of Trustees' appreciation for the Foundation Board of Director's commitment to Oakton.

Welcome Message from Board of Directors President, Mr. Carl Costanza

Mr. Costanza expressed his gratitude to the Board of Trustees for their commitment to the College. He indicated that the MOU defines a number of ways to foster and maintain productive relationships to ensure open and continuing communication, as well as alignment of priorities. Among these are this annual joint meeting as well as quarterly connections between the board chairs, which we began in June.

Mr. Costanza added that the Trustee Liaison serves as a valuable and important link between the Boards, providing regular updates to both groups about the others activities as a standing agenda item during our respective meetings. The Board of Directors are grateful to Trustee Stafford for serving in this role and for his participation beyond quarterly meetings in Foundation retreats and key projects that have resulted in the update of the Foundation's mission, vision, and values, the MOU, and most recently the ratification of the Foundation's current strategic plan.

Mr. Costanza affirmed the Board of Directors' commitment made in the agreement, and indicated that he looks forward to the work that lies ahead.

Strategic Plan Update

Mr. Costanza shared that the Foundation Board ratified a two-year plan at the annual meeting in June to guide their work through June 2023. Their goals are built around 3 key themes – improve, expand and engage.

- IMPROVE by continuing the journey to becoming a high-performance Foundation board.
- EXPAND by developing the capacity and culture between the Foundation and College to execute the first major gifts campaign.
- ENGAGE by synchronizing and coordinating our planning process with the College to support Oakton's educational and growth priorities through financial and community support to enhance and embellish the College's objectives.

The Strategic Plan includes 25 goals and 60 tactics aligned with the committee structure and annual work plans to make progress in the identified areas.

The Foundation had a banner fundraising year in FY21 having recorded nearly \$2M in gifts and contributions. They have distributed \$800,000 to Oakton in support of student scholarships, and an additional \$125,000 to support Excellence and Innovation Grants submitted by faculty and staff this year. 60% of the grant projects proposed and funds awarded align with the College's Equity priorities.

4 new members have joined the Board of Directors since the joint meeting last year. These Directors join the team as advocates in the community and connections to support fundraising. Mr. Costanza welcomed John Mabbott, John Madison, Jodi Wrede, and Nancy Sullivan.

Board of Trustees Chair, Martha Burns thanked Mr. Costanza for his update and congratulated the Foundation Board. She shared that while in the final year of the Success Matters plan, the College is also in the midst of building the institution's next strategic plan. Trustee Burns indicated that President Smith has conveyed a strong vision for Oakton's future centered on Oakton's role as an educational institution in contributing to just communities. The Board of Trustees held a special meeting last month to discuss and provide input to the big ideas that are forming around this vision. As a key partner in this work, the Board looks forward to engaging the Foundation Board's feedback this fall and expect to survey stakeholders in the community as well before ratifying an update in the spring.

Trustee Burns indicated that trustees have provided resources to fulfill the work of the master plan for the physical plant. They also continue to support new and innovative programs of instruction and approved the College’s budget that allocated over a million dollars to equity based initiatives.

Scholarships Portfolio Overview

Presenters: Dr. Cheryl Warmann, Registrar/Director of Student Financial Support, Ms. Katherine Sawyer, Chief Advancement Officer, and Ms. Jamie Petersen, Manager of Student Financial Assistance.

The Scholarship Program is intertwined with the Oakton Student Experience:

- Enter College Successfully – Marketing to promote access and affordability
- Navigate College – Comprehensive recruitment plan (high schools and limited enrollment programs)
- Grow Academically and Socially – Learn online application process and engage with donors
- Transition to Desired Next Step – Financial support and recognition of achievements

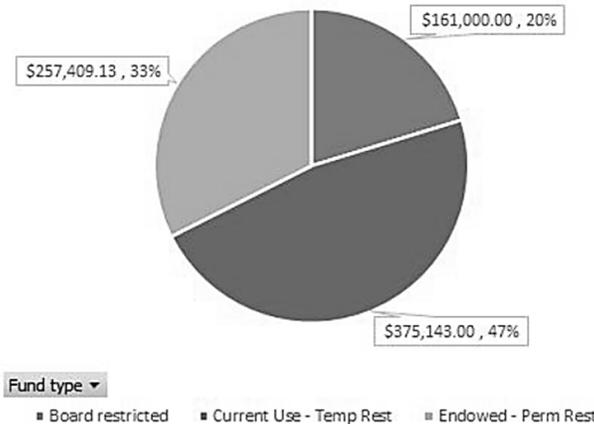
Scholarship Application and Award Process

January 2022	Release application
April 2022	Recruit scholarship essay readers, receive allocation from the Foundation, and open scholarship essay review
Spring/Summer 2022	Award scholarship, monitor enrollment, re-award as needed
Fall 2020	Disburse scholarships, Donor/Student Recognition event
January 2023	Monitor enrollment, re-award in Spring semester as needed

Foundation Scholarship Program

41% of gifts given in FY2021 support scholarships. 141 individual scholarship funds, and \$793,552 distributed for award

FY22 Allocated Funds for Award

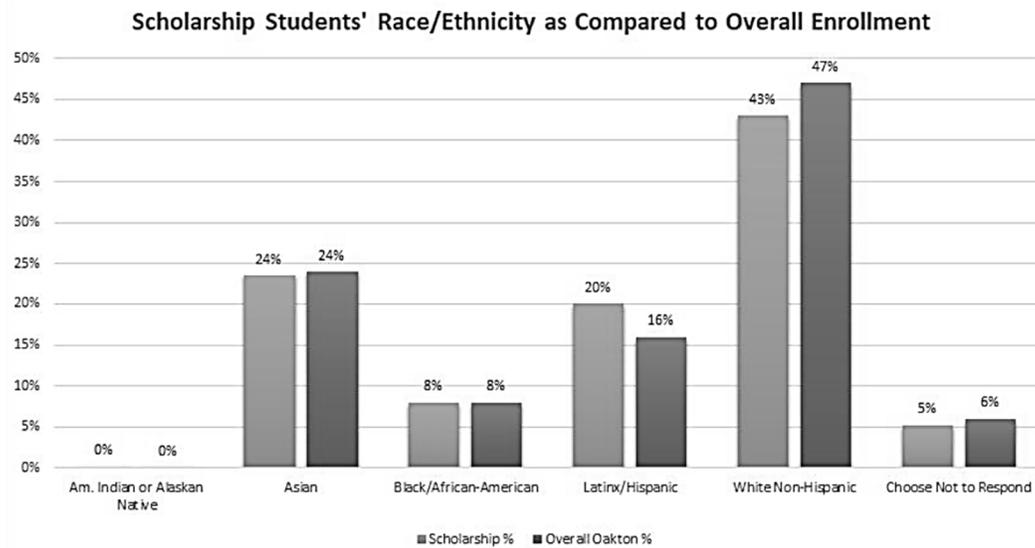


Institutional scholarship types include Academic Merit, Excellence, Trustee Scholarships, SGA American Dream, and targeted initiatives (Honors and Athletics). There are 7 individual funds, and \$340,000 available for awards (\$330,000 institutional, and \$10,000 from SGA).

Over \$8.5 million has been awarded over the last 16 years, with a 300% increase in dollars awarded, and 143% increase in number of students supported. 57% of scholarship recipients earned an Oakton credential.

In FY21: 371 scholarships awarded
344 students supported by scholarships
60% of applicants received an award
88% of allocated funds were awarded
19 new scholarships and funds were created
\$783,939 distributed in total for scholarships, grants and awards
\$1,669 average scholarship award value

Impact through an Equity Lens



Reports are shared with donors, and they are invited to appreciation events where students share their experience and the impact of donations.

Trustee Burns thanked the Boards for taking this time to build connection, their commitment to our students, and the respective work they do to support Oakton.

Adjournment

Trustee Kotowski made a motion to adjourn the meeting, which was seconded by Trustee Stafford. A voice vote was called and the meeting was adjourned at 4:39 p.m.

Martha Burns, Board Chair

Paul Kotowski, Board Secretary

Minutes recorded by:

Beatriz D. Sparks
9/2021

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 10/21-2 through 10/21-7

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/21-2 through 10/21-7 as listed in the Consent Agenda:

- 10/21-2 Ratification of Payment of Bills for September 2021
- 10/21-3 Acceptance of Treasurer’s Report for September 2021
- 10/21-4 Acceptance of Quarterly Report on Investments
- 10/21-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 10/21-6 Ratification of Payment of Professional Personnel – Fall 2021
- 10/21-7 Approval of a Clinical Practice Agreement.”

Ratification of Payment of Bills for September 2021

The check register detailing the regular monthly bills for September 2021 was sent out on October 15, 2021. The totals by fund are on page 2. This includes approval of travel reimbursements for September.

Board Chair

Board Secretary

EC:mw
10/2021

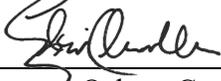
President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,239,293.03 for all check amounts as listed and for all purposes as appearing on a report dated September 2021.”

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for September 2021, represented by checks on pages 1-71 numbered !0000875-!0000944, 153409-153583 and 153585-153925 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Fund	Gross Checks Issued			Voided Checks	Total
	Gross Payroll	Accounts Payable	Sub-Total		
Education	\$ 3,407,019.04	\$ 767,282.96	\$ 4,174,302.00	\$ -	\$ 4,174,302.00
Operations, Building and Maintenance Fund	\$ 316,032.94	\$ 231,058.22	\$ 547,091.16	\$ -	\$ 547,091.16
Maintenance Fund (Restricted)	\$ -	\$ 843,143.23	\$ 843,143.23	\$ -	\$ 843,143.23
Bond & Interest	\$ -	-	-	\$ -	-
Auxiliary Enterprise	\$ 212,168.84	\$ 138,178.36	\$ 350,347.20	\$ (25.00)	\$ 350,322.20
Restricted purposes	\$ 160,087.35	\$ 118,608.39	\$ 278,695.74	\$ (500.00)	\$ 278,195.74
Trust/Agency	\$ -	\$ 548.70	\$ 548.70	\$ -	\$ 548.70
Audit	\$ -	\$ 44,150.00	\$ 44,150.00		\$ 44,150.00
Liability, Protection & Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan					
TOTALS	\$ 4,095,308.17	\$ 2,142,969.86	\$ 6,238,278.03	\$ (525.00)	\$ 6,237,753.03
Student Government	\$ -	\$ 1,015.00	\$ 1,015.00	\$ -	\$ 1,015.00
TOTAL PER REPORT	\$ 4,095,308.17	\$ 2,143,984.86	\$ 6,239,293.03	\$ (525.00)	\$ 6,238,768.03

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 1-71 numbered 15971 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 \$1,015.00 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 September 2021.

Student Government Association

Acceptance of Treasurer’s Report for September 2021

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
10/2021

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 September 2021.”

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

September 2021

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

Treasurer's Comments on September 2021 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$11.9 million in property taxes (second installment for 2020 levy year), \$1.3 million in tuition and fees, \$800,000 in state and federal grants, \$280,000 base operating grants, and \$34,000 in interest earnings.

Net cash and investments increased by \$2.9 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 September, revenues were \$27.4 million or 94% of the prorated budget, compared to \$28.7 million, or 100% for the previous year. Tuition and fees totaled \$12.1 million year to date, or 91% of the prorated budget. Last year, tuition and fees totaled \$13.8 million or 98% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$16.3 million. The operating expenditures are \$0.7 million (4.5%) above prior year's actual expenditures of \$15.6 million for the same period. Net transfers total \$2.0 million as budgeted.

**OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
September 30, 2021
(IN THOUSANDS)**

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 3,164	\$ 587	\$ 2,663	\$ 2,444	\$ -	\$ 1,084	\$ -	\$ 738	\$ 522	\$ 11,202
Taxes Receivable	12,542	2,342	-	1,095	-	-	-	18	-	15,997
Student Tuition Receivable	5,056	-	-	-	-	560	-	-	-	5,616
Government Funds Receivable	382	-	-	-	-	1,543	-	-	-	1,925
Accrued Interest	59	8	11	-	-	1	-	-	15	94
Other Receivables	225	-	-	-	-	532	-	-	-	757
Investments										
Short-term	60,646	8,338	12,979	-	-	997	-	338	20,033	103,331
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepays	330	-	-	-	49	409	-	-	-	788
Total Current Assets	90,810	14,424	19,706	3,539	49	20,002	-	1,222	28,137	177,889
Net Investment in Plant	-	-	-	-	-	-	109,053	-	-	109,053
Total Assets	<u>\$ 90,810</u>	<u>\$ 14,424</u>	<u>\$ 19,706</u>	<u>\$ 3,539</u>	<u>\$ 49</u>	<u>\$ 20,002</u>	<u>\$ 109,053</u>	<u>\$ 1,222</u>	<u>\$ 28,137</u>	<u>\$ 286,942</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,062	2,062
Total Assets and Deferred Outflows of Resources	<u>\$ 90,810</u>	<u>\$ 14,424</u>	<u>\$ 19,706</u>	<u>\$ 3,539</u>	<u>\$ 49</u>	<u>\$ 20,002</u>	<u>\$ 109,053</u>	<u>\$ 1,222</u>	<u>\$ 30,199</u>	<u>\$ 289,004</u>
LIABILITIES AND NET POSITION										
Payables	\$ 291	\$ -	\$ 22	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 329
Accrued Interest Payable	-	-	-	-	121	-	-	-	-	121
Deferred Tuition Revenue	-	-	-	-	-	-	-	-	-	-
Accruals	2,746	296	-	-	-	316	-	-	-	3,358
Bonds Payable	-	-	-	-	49,694	-	-	-	-	49,694
OPEB Liability	-	-	-	-	-	-	-	-	42,906	42,906
Total Liabilities	<u>3,037</u>	<u>296</u>	<u>22</u>	<u>-</u>	<u>49,815</u>	<u>332</u>	<u>-</u>	<u>-</u>	<u>42,906</u>	<u>96,408</u>
Deferred Inflows of Resources - Property Taxes	11,301	2,019	-	928	-	-	-	25	-	14,273
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	9,216	9,216
Total Liabilities and Deferred Inflows of Resources	<u>14,338</u>	<u>2,315</u>	<u>22</u>	<u>928</u>	<u>49,815</u>	<u>332</u>	<u>-</u>	<u>25</u>	<u>52,122</u>	<u>119,897</u>
Net Position										
Unrestricted	76,472	12,109	19,684	-	-	3,898	-	-	(21,923)	90,240
Restricted	-	-	-	-	-	15,772	-	1,197	-	16,969
Debt Service	-	-	-	2,611	(49,766)	-	-	-	-	(47,155)
Plant	-	-	-	-	-	-	109,053	-	-	109,053
Total Net Position	<u>76,472</u>	<u>12,109</u>	<u>19,684</u>	<u>2,611</u>	<u>(49,766)</u>	<u>19,670</u>	<u>109,053</u>	<u>1,197</u>	<u>(21,923)</u>	<u>169,107</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 90,810</u>	<u>\$ 14,424</u>	<u>\$ 19,706</u>	<u>\$ 3,539</u>	<u>\$ 49</u>	<u>\$ 20,002</u>	<u>\$ 109,053</u>	<u>\$ 1,222</u>	<u>\$ 30,199</u>	<u>\$ 289,004</u>

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
THREE MONTHS ENDED SEPTEMBER 30, 2021**

	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	\$ 13,454	\$ 13,258	99%	99%
Replacement Tax	950	238	323	136%	115%
State Revenue	2,679	670	1,169	175%	218%
Federal Revenue	5,543	1,386	394	28%	0%
Tuition and Fees	20,387	13,203	12,067	91%	98%
Other	1,172	293	207	71%	45%
TOTAL REVENUES	\$ 84,548	\$ 29,243	\$ 27,418	94%	100%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,891	\$ 7,723	\$ 7,048	91%	81%
Academic Support	18,490	4,623	4,478	97%	99%
Student Services	7,902	1,976	1,328	67%	72%
Public Services	1,070	268	181	68%	85%
Operations and Maintenance	8,482	2,121	1,404	66%	70%
General Administration	6,851	1,713	1,257	73%	68%
General Institutional	631	158	573	363%	327%
Contingency	2,324	581	-	0%	0%
TOTAL EXPENDITURES	\$ 76,641	\$ 19,160	\$ 16,269	85%	84%
Revenues over (under) expenditures	7,907	10,083	11,149		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,000)	(1,000)	(1,000)		
To Auxiliary Fund and Alliance	(2,390)	(598)	(598)		
To Restricted Purpose Fund	(100)	(25)	(25)		
To Liability, Protection & Settlement Fund	(813)	(203)	(203)		
To Social Security/Medicare Fund	(894)	(224)	(224)		
From Working Cash Fund: Interest	290	73	73		
Total Transfers	\$ (7,907)	\$ (1,977)	\$ (1,977)		
Net Revenue over (under) expenditures	\$ -	\$ 8,106	\$ 9,172		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
THREE MONTHS ENDED SEPTEMBER 30, 2021

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Construction Fee	335	175	52%	
Interest and Investments Gain/Loss	80	(2)	0%	
Total revenues	415	173	42%	
EXPENDITURES				
West End Remodeling - A/E Fees	150	60	40%	
Natural Area Restoration	170	28	16%	
Water Supply Upgrade	48	45	94%	
Landscape Improvements	1,573		0%	
Capital Equipment	600	12	2%	
Cablings Upgrades	150		0%	
Check Valve	22		0%	
Elevator Upgrades	500		0%	
Interior Remodeling	650		0%	
Flooring - Carpet Replacement	500	28	6%	
Wifi and Cellular Upgrades	400		0%	
Lee Center Vestibule Curtain	12		0%	
Hardware Replacement/Master Keying	900		0%	
Baseball Field Fence Replacement	61		0%	
Exterior Envelope/Window Replacement	923		0%	
Skokie Remodeling Projects	2,029		0%	
Field Irrigation	100		0%	
Cafeteria Remodeling - DP	1,090	345	32%	
Camera Replacement	948		0%	
Main Entrances and Monument Signs	150		0%	
Air Handler Replacement	625		0%	
Signage/Wayfinding	870	13	1%	
Pedestrian Path	17	17	100%	
Boardroom Renovations & Athletic Wing Flooring	1,025	381	37%	
Sanitary Force Main	300		0%	
Skokie Community Apiary	38	12	32%	
Skokie Metal Wall Panel Project	1,500		0%	
Project Management Services	75	56	75%	
Contingency	568		0%	
Total expenditures	15,994	997	6%	
Transfer in	-	-		
Net	\$ (15,579)	\$ (824)	5%	
AUXILIARY ENTERPRISE FUND (excluding Alliance)				
	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,536	\$ 631	41%	28%
Workforce Development	130	20	15%	4%
Copy Center	143	9	6%	3%
Athletics	4	8	200%	80%
Child Care	390	109	28%	10%
PAC Operations	5	-	0%	0%
Campus Scheduling and Events	200	-	0%	0%
Other	123	72	59%	43%
Interest and Investments Gain/Loss	27	1	4%	2%
Total revenues	2,558	850	33%	21%
EXPENDITURES				
Bookstore Operating Expenses	1,604	172	5%	7%
Workforce Development	299	58	19%	10%
Copy Center	286	42	15%	28%
Athletics	954	236	25%	24%
Child Care	507	88	17%	15%
PAC Operations	93	15	16%	18%
Campus Scheduling and Events	32	-	0%	0%
Auxiliary Services Administration	327	53	16%	16%
Other	514	15	3%	8%
Total expenditures	4,616	679	15%	16%
Transfers in (out)	2,058	515		
Net	\$ -	\$ 686		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
THREE MONTHS ENDED SEPTEMBER 30, 2021**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a % Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 363	\$ 91	\$ 186	51%	51%
Tuition and Fees	1,119	280	210	19%	10%
Sale of Materials	8	2	-	0%	0%
Institutional Support					
Evening High School	50	13	23	46%	0%
Other Revenues	85	21	17	20%	27%
Total revenues	<u>1,625</u>	<u>406</u>	<u>436</u>	<u>27%</u>	<u>14%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,194	299	225	19%	16%
Instructional Programs		-			
Allied Health	157	39	27	17%	14%
Job-related	336	84	17	5%	13%
Personal	22	6	3	14%	0%
Emeritus Programs	60	15	5	8%	5%
High School Programs	99	25	8	8%	6%
ESL Programs	89	22	12	13%	7%
Total Programs	<u>763</u>	<u>191</u>	<u>72</u>	<u>9%</u>	<u>9%</u>
Total expenditures	<u>1,957</u>	<u>489</u>	<u>297</u>	<u>15%</u>	<u>14%</u>
Revenue over (under) expenditures	<u>\$ (332)</u>	<u>\$ (83)</u>	<u>\$ 139</u>		
Transfer in	332	83	83		
Net	0	0	222		

OAKTON COMMUNITY COLLEGE
 STUDENT ACTIVITIES FUND
 SUMMARY OF REVENUES AND EXPENDITURES
 THREE MONTHS ENDED SEPTEMBER 30, 2021

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 259,598				
Interest income	-				
Sub total revenues	<u>259,598</u>				
369901 Student Government Association	-	-	-	(342)	(342)
369919 Skokie Events Team	-	-	-	(4,612)	(4,612)
369946 Phi Theta Kappa (PTK)	1,295	-	1,295	(1,589)	(294)
369959 Black Student Union	100	-	100	-	100
369972 PAYO	100	-	100	-	100
Sub Totals	<u>1,495</u>	<u>-</u>	<u>-</u>	<u>(4,955)</u>	<u>(4,955)</u>
<u>Fund Summary</u>					
Total Revenues	\$ 261,093				
Total Expenditures	(4,955)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>256,138</u>				
Net Position 6/30/21	<u>1,132,264</u>				
Net Position, end of period	<u>\$ 1,388,402</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
SEPTEMBER, 2021**

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>
9/3/2021	\$ 91,933.54	\$ 91,933.54				
9/17/2021	696,274.80			\$ 696,274.80		
9/17/2021	7,715.00		\$ 7,715.00			
9/27/2021	42,286.64				\$ 42,286.64	
TOTAL	\$ 838,209.98	\$ 91,933.54	\$ 7,715.00	\$ 696,274.80	\$ 42,286.64	\$ -

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>
9/3/2021	\$ 238,449.38	\$ 238,449.38			
9/3/2021	82,128.42		\$ 82,128.42		
9/3/2021	175,403.84			\$ 175,403.84	
9/3/2021	73,164.74				\$ 73,164.74
9/17/2021	250,080.27	250,080.27			
9/17/2021	85,475.41		85,475.41		
9/17/2021	182,417.85			182,417.85	
9/17/2021	75,223.97				75,223.97
TOTAL	\$ 1,162,343.88	\$ 488,529.65	\$ 167,603.83	\$ 357,821.69	\$ 148,388.71

Acceptance of Quarterly Report on Investments

Quarter ended September 30, 2021

At the end of September 2021, the fair market value of investments totaled \$139.3 million compared to \$144.8 million at the end of June and \$149.1 million for the same month of the previous year. The average yield for this quarter (before fair value adjustment) of this year and last year are 0.35% and 0.79% respectively.

Interest income for the three months ending September 2021 and 2020, before fair market value adjustment, was \$117,580 and \$255,819, respectively. The year to date fair market value adjustment is an unfavorable \$108,478 compared to an unfavorable \$20,857 for the same period last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<u>Investments</u>	(000)'s	<u>September 30, 2021</u>	<u>June 30, 2021</u>
Certificates of Deposit		\$ 35,179	\$ 37,627
Illinois Funds		22,436	20,729
ISDLAF Liquid and Max General Fund		3,295	5,029
Chase Savings		1,292	1,220
PMA Sunwest ICS		12,185	12,184
2020 Bond Series B		20,007	20,006
PMA Term Series		5,000	
PMA Bank of China		19,951	28,035
Treasury Notes		4,033	4,053
U.S. Treasury Obligations (GNMA's)		578	619
U.S. Treasury Obligations (FNMA's)		5,602	5,840
Federal Agency Bonds		2,226	2,279
Local Government Bonds		2,257	2,106
PMA First American MM		216	68
Huntington MMAX		5,001	5,000
Total		\$ 139,259	\$ 144,795
<u>Fair Market Value Adjustment</u>		<u>FY2022</u>	<u>FY2021</u>
1 st Quarter		\$ (108,478)	\$ (20,857)
2 nd Quarter			
3 rd Quarter			
4 th Quarter			
Year to Date		<u>\$ (108,478)</u>	<u>\$ (20,857)</u>

President' 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 authorize the acceptance of the Quarterly Report on Investments for filing.”

REPORT ON INVESTMENTS
1st Quarter 2021-2022

Type of Security OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
GENERAL FUNDS									
C-D	2.088%	-	-	08-01-19	08-07-21	2.09%	2,196	10,388	-
C-D	2.039%	-	-	08-05-19	08-04-21	2.04%	604	9,780	-
C-D	1.944%	-	-	08-06-19	08-06-21	1.94%	635	9,400	-
C-D	1.850%	-	-	08-08-19	08-09-21	1.85%	610	8,930	-
C-D	1.850%	-	-	08-23-19	08-23-21	1.85%	448	2,327	-
C-D	1.800%	247,243	247,243	11-27-19	11-29-21	1.80%	1,097	-	1,829
C-D	1.750%	247,000	247,000	12-18-19	12-20-21	1.75%	1,066	-	1,421
C-D	1.600%	249,245	249,245	12-18-19	12-17-21	1.60%	1,036	1,036	328
C-D	1.500%	249,245	249,245	02-10-20	02-10-22	1.50%	973	973	307
C-D	1.600%	-	-	02-10-20	08-10-21	1.60%	359	687	-
C-D	1.500%	248,487	248,487	02-14-20	02-14-22	1.50%	1,049	1,968	613
C-D	1.520%	-	-	02-20-20	08-20-21	1.52%	562	873	-
C-D	1.450%	248,244	248,244	02-21-20	02-22-22	1.45%	957	1,845	592
C-D	1.500%	249,246	249,246	02-21-20	02-22-22	1.50%	973	973	307
C-D	1.347%	-	-	02-26-20	08-26-21	1.35%	607	4,947	-
C-D	1.460%	-	-	02-28-20	08-27-21	1.46%	335	634	-
C-D	1.321%	486,800	486,800	02-26-20	02-28-22	1.32%	1,586	-	10,044
C-D	1.450%	248,244	248,244	02-28-20	02-28-22	1.45%	1,057	1,845	592
C-D	1.500%	249,491	249,491	02-28-20	02-28-22	1.50%	1,004	1,004	308
C-D	1.155%	488,500	488,500	03-02-20	02-28-22	1.15%	1,391	-	8,776
C-D	0.829%	-	-	03-05-20	09-07-21	0.83%	852	6,177	-
C-D	1.450%	248,244	248,244	03-09-20	03-09-22	1.45%	988	1,875	296
C-D	1.000%	249,000	249,000	03-11-20	03-11-22	1.00%	628	628	205
C-D	0.850%	248,000	248,000	03-11-20	03-14-22	0.85%	549	1,063	173
C-D	1.350%	248,244	248,244	03-13-20	03-14-22	1.35%	924	1,750	275
C-D	0.800%	249,495	249,495	03-20-20	03-21-22	0.80%	565	565	164
C-D	1.050%	248,000	248,000	03-27-20	03-28-22	1.05%	671	1,313	214
C-D	1.000%	249,246	249,246	03-31-20	03-31-22	1.00%	659	659	205
C-D	0.650%	249,371	249,371	04-02-20	10-01-21	0.65%	471	471	133
C-D	0.120%	-	-	08-17-20	08-17-21	0.12%	(2)	255	-
C-D	0.121%	-	-	09-02-20	09-02-21	0.12%	111	604	-
C-D	0.115%	997,500	997,500	09-02-20	09-02-22	0.12%	283	-	1,219
C-D	0.100%	249,249	249,249	09-25-20	09-25-22	0.10%	94	94	20
C-D	0.100%	249,700	249,700	12-09-20	12-09-21	0.10%	62	-	199
C-D	0.091%	2,500,000	2,500,000	01-15-21	07-15-22	0.09%	561	-	1,589
C-D	0.121%	2,500,000	2,500,000	01-19-21	01-19-23	0.12%	746	-	2,080
C-D	0.150%	497,800	497,800	02-04-21	02-06-23	0.15%	184	-	481
C-D	0.100%	249,000	249,000	02-16-21	02-19-23	0.10%	75	123	41
C-D	0.071%	1,250,000	1,250,000	02-19-21	02-15-22	0.07%	219	-	537
C-D	0.111%	1,750,000	1,750,000	02-19-21	08-15-22	0.11%	479	-	1,176
C-D	0.078%	1,248,000	1,248,000	03-05-21	03-07-22	0.08%	240	-	547
C-D	0.111%	1,250,000	1,250,000	03-05-21	09-06-22	0.11%	342	-	779
C-D	0.121%	1,750,000	1,750,000	03-05-21	03-06-23	0.12%	522	-	1,189
C-D	0.111%	498,800	498,800	03-15-21	03-15-23	0.11%	137	-	296
C-D	0.070%	499,600	499,600	03-15-21	03-15-22	0.07%	86	-	187
C-D	0.110%	249,400	249,400	03-17-21	03-17-23	0.11%	68	-	146
C-D	0.111%	2,000,000	2,000,000	03-17-21	03-14-23	0.11%	547	-	1,168
C-D	0.081%	249,700	249,700	03-17-21	03-17-22	0.08%	50	-	106
C-D	0.110%	249,199	249,199	03-26-21	03-27-23	0.11%	94	94	23
C-D	0.110%	1,500,000	1,500,000	03-25-21	03-23-23	0.11%	407	-	814
C-D	0.110%	249,448	249,448	03-29-21	03-29-23	0.11%	121	126	23
C-D	0.110%	249,199	249,199	03-30-21	03-30-23	0.11%	143	188	23
C-D	0.110%	248,950	248,950	03-31-21	03-31-23	0.11%	68	63	31
C-D	0.100%	249,200	249,200	03-30-21	03-30-23	0.10%	61	-	123
C-D	0.106%	249,700	249,700	03-30-21	03-30-22	0.11%	65	-	131
C-D	0.120%	1,000,000	1,000,000	04-01-21	03-30-23	0.12%	296	-	592
C-D	0.050%	249,249	249,249	05-07-21	05-08-23	0.05%	63	63	10
C-D	0.060%	2,000,000	2,000,000	05-03-21	04-28-23	0.06%	296	-	483
C-D	0.041%	1,750,000	1,750,000	05-03-21	04-28-22	0.04%	177	-	289
C-D	0.040%	249,800	249,800	05-03-21	05-05-22	0.04%	25	-	40
C-D	0.051%	2,000,000	2,000,000	05-03-21	10-27-22	0.05%	252	-	411
C-D	0.100%	249,373	249,373	08-18-21	02-17-23	0.10%	29	-	29
C-D	0.083%	249,700	249,700	08-11-21	08-11-22	0.08%	26	-	26

REPORT ON INVESTMENTS
1st Quarter 2021-2022

Type of Security OCC FUNDS	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
C-D	0.113%	249,400	249,400	08-11-21	08-11-23	0.11%	36	-	36
C-D	0.060%	249,700	249,700	08-17-21	08-17-23	0.06%	18	-	18
C-D	0.051%	249,700	249,700	08-26-21	08-26-22	0.05%	10	-	10
C-D	0.110%	246,600	246,600	08-26-21	08-28-23	0.11%	22	-	22
C-D	0.051%	249,900	249,900	09-08-21	03-01-22	0.05%	8	-	8
SUBTOTAL		35,179,213	35,179,213				31,869	73,721	41,682
MONEY MARKET AND SAVINGS									
ILLINOIS FUNDS		22,435,973	22,435,973	DAILY	DAILY	*1	1,091	1,091	-
CHASE		1,291,730	1,291,730	DAILY	DAILY	*2	31	31	-
ISDLAF-LIQ+MAX FUND		3,295,294	3,295,294	DAILY	DAILY	*3	93	93	-
2020 BOND PROCEEDS		20,007,107	20,007,107	DAILY	DAILY	*4	1,008	1,008	-
PMA BANK OF CHINA		19,951,310	19,951,310	DAILY	DAILY	*5	1,209	1,209	-
PMA FIRST AMERICAN		216,459	216,459	DAILY	DAILY	*6	2	2	-
PMA SUNWEST		12,185,079	12,185,079	DAILY	DAILY	*7	1,228	1,228	-
ISDLAF TERM SERIES		5,000,000	5,000,000	Varies	Varies	Varies	-	-	-
HUNTINGTON MMAX		5,000,557	5,000,557	DAILY	DAILY	*8	378	378	-
SUBTOTAL		89,383,508	89,383,508				5,041	5,041	-
TNOTE	1.125%	-	-	10-24-17	08-31-21	1.16%	830	2,517	-
TNOTE	0.125%	498,205	500,000	10-30-20	10-15-23	0.13%	156	-	312
TNOTE	1.625%	766,729	750,000	04-23-21	04-30-23	0.05%	3,047	-	5,078
TNOTE	2.250%	784,952	750,000	04-23-21	04-30-24	0.21%	4,219	-	7,031
TNOTE	0.375%	741,475	750,000	04-23-21	04-30-25	0.38%	703	-	1,172
TNOTE	2.375%	798,926	750,000	04-23-21	04-30-26	0.65%	4,453	-	7,422
TNOTE	0.250%	442,530	445,000	07-25-21	06-15-24	0.25%	232	-	232
SUBTOTAL		4,032,816	3,945,000				13,640	2,517	21,247
GNMA POOL	8.000%	20,181	17,071	1995-1997	2025-2027	7.75%	376	384	121
GNMA	7.500%	5,695	5,144	04-20-98	04-20-28	6.99%	98	99	33
GNMA	7.500%	5,801	5,080	05-20-98	05-20-28	7.05%	103	108	32
GNMA	7.000%	4,736	4,206	08-20-98	05-20-28	6.77%	75	77	25
GNMA	6.500%	5,346	4,831	10-21-98	04-20-28	6.37%	80	82	25
GNMA	6.500%	7,032	6,244	11-18-98	11-20-28	6.89%	103	106	33
GNMA	6.500%	6,670	5,909	11-18-98	10-20-28	6.34%	98	101	32
GNMA	6.500%	9,807	8,668	01-21-99	01-20-29	6.31%	144	148	47
GNMA	6.500%	7,044	6,217	03-23-99	03-20-29	6.90%	103	104	34
GNMA	7.000%	7,645	6,675	06-23-99	05-20-29	7.28%	119	120	39
GNMA	7.500%	5,767	4,966	08-24-99	08-20-29	7.49%	94	95	31
GNMA	8.000%	3,664	3,091	05-22-00	04-20-30	8.22%	63	64	21
GNMA	7.000%	5,167	4,411	02-20-01	02-20-31	6.86%	79	80	26
GNMA	7.000%	8,450	7,202	05-21-01	04-20-31	7.00%	127	128	41
GNMA	6.500%	10,439	8,956	12-20-01	12-20-31	6.17%	147	149	48
GNMA	6.500%	9,851	8,365	04-20-02	04-20-32	6.50%	139	141	45
GNMA	6.500%	5,408	4,841	06-20-02	06-15-32	6.38%	79	80	26
GNMA	6.000%	11,604	10,235	09-23-02	07-20-31	5.87%	161	167	51
GNMA	5.500%	32,095	27,547	12-19-02	12-20-32	5.44%	387	396	126
GNMA	5.500%	33,121	28,517	01-22-03	01-20-33	5.40%	401	409	131
GNMA	5.000%	48,334	43,141	06-19-03	05-20-33	4.87%	550	560	180
GNMA	5.500%	60,899	52,122	08-20-03	08-20-33	5.50%	736	755	239
GNMA	6.000%	44,718	38,184	09-23-03	08-20-33	5.92%	585	602	192
GNMA	5.500%	56,990	49,531	11-19-03	10-20-33	5.46%	697	711	227
GNMA	5.000%	80,075	71,160	03-23-04	02-20-34	4.93%	921	951	297
GNMA	5.000%	52,573	47,085	04-20-04	03-20-34	4.97%	605	619	196
GNMA	6.000%	28,533	25,481	06-22-04	04-15-29	5.90%	385	389	128
SUBTOTAL		577,643	504,881				7,455	7,625	2,426
FNMA	2.389%	189,757	186,208	10-18-17	01-25-23	2.37%	1,161	1,174	371
FNMA	2.500%	100,049	98,227	10-20-17	04-25-28	2.48%	649	690	205
FNMA	1.875%	313,143	300,000	10-19-17	09-24-26	1.97%	1,406	2,813	469
FNMA	2.532%	470,994	450,794	10-25-17	09-24-24	2.54%	2,858	2,862	951
FNMA	2.561%	490,402	470,058	10-26-17	07-25-24	2.55%	4,242	4,295	1,003
FNMA	2.780%	445,929	420,129	11-14-17	05-01-25	2.74%	2,990	2,996	973

REPORT ON INVESTMENTS
1st Quarter 2021-2022

Type of Security	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
FNMA	2.723%	140,916	134,686	01-11-18	10-25-24	2.73%	945	949	306
FNMA	2.961%	537,895	500,000	03-28-18	02-25-27	3.04%	3,701	3,701	1,234
FNMA	2.902%	92,166	68,397	06-29-18	01-25-28	3.12%	620	631	165
FNMA	2.961%	43,032	40,000	07-27-18	02-25-27	3.07%	296	296	99
FNMA	2.711%	176,756	166,875	11-06-18	06-25-25	2.93%	1,156	1,157	377
FNMA	2.590%	90,354	102,813	01-25-19	12-25-24	2.66%	767	661	293
FNMA	3.120%	-	-	03-27-19	09-15-21	3.09%	520	777	-
FNMA	3.050%	368,135	350,585	04-30-19	12-01-25	3.06%	2,677	2,677	1,098
FNMA	3.135%	82,535	75,000	07-05-19	10-01-32	3.03%	601	601	196
FNMA	2.800%	377,388	350,000	07-26-19	07-01-29	2.74%	3,321	2,504	817
FNMA	2.500%	74,301	71,226	09-17-19	09-01-34	2.49%	468	491	148
FNMA	2.670%	103,078	96,930	09-26-19	09-01-26	2.57%	662	663	216
FNMA	2.640%	267,715	250,000	10-25-19	09-01-29	2.58%	1,687	1,687	550
FNMA	2.310%	193,078	191,597	01-14-20	08-01-22	2.31%	1,133	1,135	369
FNMA	2.610%	200,307	194,649	01-14-20	08-01-23	2.61%	1,301	1,305	423
FNMA	2.460%	129,818	127,668	01-27-20	01-01-23	2.46%	804	806	262
FNMA	2.500%	65,303	63,537	03-12-20	02-01-35	2.44%	414	426	166
FNMA	2.340%	155,345	149,042	03-16-20	08-01-24	2.31%	892	893	291
FNMA	1.185%	199,460	197,970	12-11-20	05-01-25	1.16%	600	601	196
FNMA	1.160%	198,327	197,840	12-16-20	01-01-26	1.14%	586	588	191
FNMA	1.410%	96,073	100,000	04-30-21	07-01-32	1.41%	360	360	118
SUBTOTAL		5,602,257	5,354,231				36,820	37,739	11,484
FED AGENCY	2.500%	114,011	111,910	10-27-17	05-15-29	2.48%	726	755	233
FED AGENCY	2.356%	29,435	29,234	12-05-17	08-25-22	2.36%	186	201	57
FED AGENCY	3.498%	75,228	73,264	03-27-18	01-25-23	3.43%	814	858	214
FED AGENCY	2.750%	125,153	120,000	06-11-18	06-19-23	2.77%	825	-	1,100
FED AGENCY	4.000%	185,843	160,000	12-10-18	10-25-28	3.96%	1,624	1,624	541
FED AGENCY	3.002%	130,990	125,000	05-30-19	01-25-24	3.96%	938	938	313
FED AGENCY	2.510%	255,278	250,000	07-30-19	11-25-22	2.48%	1,569	1,569	523
FED AGENCY	1.766%	41,213	40,268	02-27-20	02-25-25	1.73%	235	248	52
FED AGENCY	2.355%	149,767	147,859	05-28-20	07-25-22	2.28%	873	875	331
FED AGENCY	1.409%	125,056	125,000	06-11-20	11-25-27	1.38%	440	440	147
FED AGENCY	1.320%	490,965	500,000	08-17-20	03-15-35	1.32%	1,650	3,300	550
FED AGENCY	1.500%	98,960	100,000	02-05-21	10-25-30	1.47%	375	375	125
FED AGENCY	1.590%	152,484	150,000	02-23-21	12-25-27	1.54%	601	601	200
FED AGENCY	1.570%	251,753	250,000	02-26-21	07-25-32	1.54%	981	981	327
SUBTOTAL		2,226,135	2,182,535				11,836	12,766	4,713
LOCAL GOV	2.250%	255,563	250,000	10-24-17	11-01-22	2.26%	1,406	-	2,837
LOCAL GOV	2.720%	207,160	200,000	12-05-17	05-01-23	2.72%	1,360	-	2,267
LOCAL GOV	3.696%	220,512	200,000	08-30-18	08-01-28	3.70%	1,848	3,696	1,232
LOCAL GOV	3.200%	52,396	50,000	03-07-19	01-01-25	3.20%	400	800	427
LOCAL GOV	2.920%	106,760	100,000	06-24-19	02-01-27	2.92%	730	1,460	243
LOCAL GOV	2.161%	143,363	140,000	11-26-19	01-01-23	2.16%	756	1,513	756
LOCAL GOV	2.363%	106,452	100,000	11-30-19	04-01-27	2.36%	591	-	1,241
LOCAL GOV	2.082%	103,811	100,000	11-30-19	09-15-24	2.08%	521	1,041	208
LOCAL GOV	2.270%	-	-	12-19-19	08-15-21	2.27%	214	954	-
LOCAL GOV	1.350%	99,166	100,000	06-11-20	07-01-27	1.35%	338	675	360
LOCAL GOV	1.500%	153,221	150,000	08-07-20	04-01-25	1.50%	563	-	1,163
LOCAL GOV	1.145%	72,398	75,000	08-12-20	08-01-25	1.15%	224	429	143
LOCAL GOV	0.650%	135,464	135,000	10-02-20	06-01-24	0.65%	219	-	293
LOCAL GOV	1.684%	151,538	150,000	05-13-21	08-01-28	1.68%	632	358	484
LOCAL GOV	1.510%	200,520	200,000	05-28-21	06-15-28	1.51%	755	-	881
LOCAL GOV	0.862%	99,520	100,000	07-29-21	11-01-25	0.86%	144	-	144
LOCAL GOV	1.762%	149,259	150,000	08-25-21	01-01-30	1.73%	220	-	220
SUBTOTAL		2,257,102	2,200,000				10,920	10,926	12,898
Total Investments		139,258,675	138,749,368				117,580	150,336	94,450

(A) GNMA , FNMA, and other Government bonds pay interest based on previous months bal continuously decrease as principal is repaid. Therefore interest received during any given time period will be higher than interest recorded, due to the return of principal

*1 Average yield as of 09/30/21 was 0.020%

*2 Average yield as of 09/30/21 was 0.010%

1st Quarter 2021-2022

Type of Security	Coupon Rate	Fair Market Value *9	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
*3 Average yield as of 09/30/21 was 0.020%									
*4 Average yield as of 09/30/21 was 0.020%									
*5 Average yield as of 09/30/21 was 0.020%									
*6 Average yield as of 09/30/21 was 0.010%									
*7 Average yield as of 09/30/21 was 0.040%									
*8 Average yield as of 09/30/21 was 0.030%									

Earnings Report
Three months Ended September 30th, 2021 and 2020

Security	Quarter				Year -to-Date				
	2021		2020		2021		2020		
	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	
GENERAL FUNDS									
Certificate of Deposit	\$ 31,869	0.33%	\$ 149,619	1.24%	\$ 31,869	0.33%	\$ 149,619	1.24%	
Money Market									
Illinois Funds	1,091	0.02%	7,217	0.18%	1,091	0.02%	7,217	0.18%	
Chase Savings	31	0.01%	119	0.05%	31	0.01%	119	0.05%	
ISDLAF - Liq+Max Fund	93	0.02%	1,115	0.07%	93	0.02%	1,115	0.07%	
2020 Debt Certificates			253				253	0.02%	
2020 Bond Series B	1,008	0.02%			1,008	0.02%			
PMA LGIP -SDA			1,206	0.12%			1,206	0.12%	
PMA Bank of China SDA	1,209	0.02%	14,645	0.14%	1,209	0.02%	14,645	0.14%	
PMA First American	2	0.01%	3	0.07%	2	0.01%	3	0.07%	
PMA Sunwest Bank	1,228	0.04%			1,228	0.04%			
Huntington MMAX	378	0.03%			378	0.03%			
PMA Term Series			6,218	0.47%			6,218	0.47%	
Treasury Notes	13,640	1.28%	4,001	1.28%	13,640	1.28%	4,001	1.28%	
GNMA	7,455	4.12%	10,274	4.27%	7,455	4.12%	10,274	4.27%	
FNMA	36,820	2.67%	39,844	2.70%	36,820	2.67%	39,844	2.70%	
Other Fed Agency Bonds	11,836	2.17%	11,903	2.43%	11,836	2.17%	11,903	2.43%	
Municiple and other Bonds	10,920	2.06%	9,401	2.59%	10,920	2.06%	9,401	2.59%	
Total	\$ 117,580	0.35%	\$ 255,819	0.79%	\$ 117,580	0.35%	\$ 255,819	0.79%	
Fair Mkt Value Adj.	\$ (108,478)	(0.73%)	\$ (20,857)	(0.17%)	\$ (108,478)	(0.73%)	\$ (20,857)	(0.17%)	

Codes:

CERTIFICATE OF DEPOSIT	PMA Financial Network- short term certificates of deposit
MONEY MARKET	Illinois School District Liquid Asset Fund
ISDLAF - CITIBANK	Illinois School District Liquid Asset Fund
ISDLAF - LIQ + MAX FUND	Illinois School District Liquid Asset Fund
Illinois Funds	Illinois Public Treasurer's Investment Pool
IMET	Illinois Metropolitan Investment Fund - No Current investment balance-received distribution of liquidating trust proceeds
CHASE	JP Morgan Chase High Yield Account
T-NOTES	U.S. Treasury Notes; 2-10 year maturity.
GNMA and FNMA and Fed Agency	A share of pooled mortgages guaranteed by the Federal Government

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 \$259,621.75 for part-time teaching services for the Alliance for Lifelong Learning fall 2021.
- b. Salary rescinds in the amount of \$96.00 for part-time teaching services for the Alliance for Lifelong Learning fall 2021.

MB:bg
10/2021

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 \$259,621.75 for all funds listed in items a and b.”

Supplemental Payment of Professional Personnel – Fall 2021

Comparative figures:

Fall 2021 Part-Time	Fall 2020 Part-Time
\$3,773,987.33	\$3,803,645.52
Fall 2021 Overload	Fall 2020 Overload
\$538,466.67	\$470,896.40

IL:jg
10/2021

President's Recommendation:

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

1. “Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$740,854.26 to the total amount of part-time teaching salaries paid during the fall semester, 2021; the revised total payment amount is \$3,773,987.33.”
2. “Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$65,586.56 to the total amount of faculty overload salaries paid during the fall semester 2021; the revised total payment amount is \$538,466.67.”

Approval of a Clinical Practice Agreement

The College would like to execute a clinical practice agreement as follows:

Physical Therapist Assistant:

New: Symbria

This is a new agreement for the Physical Therapy Assistant program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement effective November 1, 2021 through November 1, 2024.

IL:ma
10/2021

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 agreement:

Physical Therapist Assistant

Symbria.”

Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinion)

A copy of the audited Comprehensive Annual Financial Report for the year ending June 30, 2021 was included in the October 15 weekly Board packet. It includes an unmodified opinion concerning the College's Fiscal Year 2021 Audit. An unmodified opinion is an opinion that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles. The Comprehensive Annual Financial Report is designed to provide financial information that is easily readable, efficiently organized, and presented in the spirit of transparency and full disclosure.

The Comprehensive Annual Financial Report is designed to emulate corporate presentations whereby assets are capitalized, depreciation is reported as an operating expense, and property taxes are recorded on a full accrual basis rather than a modified accrual basis. The College has received the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association since 1991 and anticipates receiving another award this year. The Accounting Office and the Administrative Affairs team have done an excellent job on the report and deserve our congratulations. Mr. Anthony Cervini, Partner from Sikich LLP, will be present to make some comments to the Board of Trustees on October 19, 2021, regarding the report.

AW:mw
10/2021

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 Fiscal Year 2021 Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021.”

Approval of Estimate of Levy for 2021 and Announcement Thereof

The Truth in Taxation Law requires that not less than twenty days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money estimated to be necessary to be raised by taxation for that year upon the taxable property in its district.

In order to fund the College operating program, including salaries, supplies, and utilities, it is recommended that the College’s levy for 2021 be as follows:

	<u>Recommendation</u> <u>2021 Levy</u>
Education Purposes	\$48,870,390
Operation & Maintenance Purposes	8,000,000
Liability, Protection and Settlement (Includes Liability Insurance, Workers’ Compensation, Unemployment Insurance, Property Insurance)	100
Medicare and Social Security Contributions	100
Audit	100,000
Total	<u><u>\$56,970,590</u></u>

The Illinois Property Tax Extension Limitation Law (PTELL) caps the annual growth in the total amount of property taxes extended for the college district and other taxing districts which are subject to its provisions. In general, the PTELL limiting rate as calculated annually for each taxing district allows for a limited inflationary increase in tax extensions on existing property, plus an additional amount for new property (i.e., new construction) and expiring Tax Increment Financing (TIF) Districts, as applicable. The increase is pegged to the percentage rise in the Consumer Price Index (CPI) for the 12-month period preceding the levy year. For tax year 2021, the percentage increase in the CPI is 1.4%.

The \$56,970,590 estimate of levy (excluding debt service) represents a 4.6% increase over the extended 2020 tax levy. The Administration is recommending that the 2021 aggregate tax levy be set at an amount 4.6% higher than the total amount of 2020 property taxes extended for the College. Because the proposed 2021 tax increase will not be more than 5.0% above the prior year tax extension, the College will not be required to publish a Truth in Taxation notice or conduct a public hearing on the proposed 2021 levy. The College’s 2021 levy will be collected in calendar year 2022.

The Village of Glenview Naval Air Station Tax Increment Financing (TIF) District, commonly known as The Glen, will be expiring at the end of calendar year 2021. State law allows the College to incorporate the incremental Equalized Assessed Value (EAV) of this expiring TIF into the proposed levy increase. The projected levy increase after the impact of the limiting rate remains at 4.6%, which includes \$534.7 million in TIF increment value from the expiring Naval Air Station TIF District and \$200.0 million in projected new property. Preliminary calculations with estimated overall EAV levels, the expiring TIF district, and new property additions indicate that the College’s tax rate would be 0.222 as compared to the 2020 rate of 0.213.

The \$100 levies in the Medicare and Social Security Fund and Liability, Protection, and Settlement Fund serve as placeholders and ensure the College will not need a referendum to reinstate these levies in the future if desired. Amounts effectively levied for these funds are included in the Education Fund Levy.

The Audit Fund levy for 2021 will remain level at \$100,000.

As a component of approving the issuance of General Obligation Limited Tax Bonds, Series 2011, 2014, 2018, 2020A, and 2020B the Board adopted a resolution directing the County to levy a direct annual tax to pay the principal and interest on such bonds. For the 2021 tax levy, such amount is estimated to be \$3,786,104. Based upon documents filed with Cook County at the time the bonds were issued, it is not necessary for the Board to annually approve the portion of the tax levy applicable to debt service.

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2021 to be collected in calendar year 2022 as follows:

the sum of \$48,870,390 to be levied as a tax for educational purposes; and

the sum of \$8,000,000 to be levied as a tax for operations and maintenance purposes; and

the sum of \$100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers' compensation, unemployment insurance, property insurance, and occupational diseases insurance; and

the sum of \$100 to be levied as a special tax for Social Security and Medicare insurance purposes; and

the sum of \$100,000 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled November 16, 2021, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2021. The above estimated amounts for the 2021 tax levy may be changed by the Board in adopting the final 2021 levy, subject to statutory notice and publication requirements.”

Authorization to Approve September 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 - c” were previewed at the September 2021 Board of Trustees meeting. Item “d” is a Rescind and Purchase.

EC:mk
10/2021

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>
10/21-10a	1	Microsoft Campus One-Year Agreement	SHI International Corp. Somerset, NJ	\$77,462.62
10/21-10b	1	John Deere Gator and Accessories	Buck Bros, Inc. Wauconda, IL	\$35,756.01
10/21-10c	1	Classroom Technology Equipment	CDW-G, LLC Vernon Hills, IL	\$57,495.00
10/21-10d	1	Financial Aid Software Rescind	Ellucian Financial Aid Fairfax, VA	(\$165,000.00)
		Purchase	Strata Information Group Encino, CA	\$320,000
GRAND TOTAL:				\$325,713.63.”

IN DISTRICT	\$0.00
CONSORTIUM	\$35,756.01
BID	\$0.00
BID EXEMPT	\$289,957.62
QBS	\$0.00

Authorization to Purchase Microsoft Campus – One-Year Agreement

The College relies on Microsoft Windows as its standard desktop operating system, Windows Server as one of the standard server operating systems, and Microsoft Office as its standard productivity package. There are two options for purchasing Microsoft Licenses: the “Enrollment for Education Solutions” a program based on Educational Qualified Users, and the “Open Value Subscription” based on Full-Time Equivalents (FTEs). Historically, the College has licensed Microsoft products through an “Open Value Subscription Agreement for Education Solutions.” The most recent agreement ends on 10/31/2021.

After reviewing the costs and license features, the Administration is recommending the purchase of a new one-year “Open Value Subscription Agreement for Education Solutions” which is substantially less expensive for the features the College uses. This purchase is based on the College’s Employee FTE count of 688. The license includes the following products: Microsoft Desktop for Education (Microsoft Office and Windows), Microsoft Project Professional, and Microsoft Visio Professional. The Microsoft Desktop for Education package also includes the Microsoft 365 A1 licenses for the Microsoft Cloud suite for all students and employees. To support servers and the datacenter, this purchase includes: 46 two core licenses for Windows Server Standard Edition, 320 two core licenses for virtual hosts running Windows Server Data Center Edition, 17 SQL Server Standard edition with CAL licenses, 12 SQL Server Standard Core licenses, and 8 SQL Server Core Enterprise Edition licenses. The agreement would extend from 11/01/2021 through 10/31/2022. All software and cloud services in this agreement are provided directly by Microsoft.

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.” The College obtained 3 quotes (none in a district ZIP code). The lowest quote received for these products was from SHI International Corp. of Somerset, NJ for a total of \$77,462.62.

JW:mk
10/2021

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a One-Year Agreement for Microsoft Office from SHI International Corp., 290 Davidson Ave., Somerset, NJ 08873 for a total of \$77,462.62 per with their quote dated 08/20/2021.”

Authorization to Purchase a John Deere Gator and Accessories

The College is looking to purchase a 2022 John Deere Gator XUV 865M Cab Non-HVAC (Model Year 2022) for \$23,675.01, a Western Plow Impact 6" V Blade for \$5,781.00, and a Western Plow Tornado Spreader for \$6,300.00 for the Des Plaines campus. The new Gator will replace the College's 9-year-old Gator. It has been the College's practice to replace this type of equipment every 8 years. The current Gator is too wide for most new sidewalks at the main building and the Lee Center. Issues include corrosion from salt, which is threatening the coolant supply line, and the front frame cracks from plowing.

In accordance with Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), purchases made through a consortium are exempt from formal bidding. Through the consortium, no further advertisement, public notice or competition is required because the consortium has already conducted the bidding process. The pricing available through the Sourcewell service cooperative is from Buck Bros. Inc. in Wauconda, IL. The grand total for all three items is \$35,756.01.

JS:mk
10/2021

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a John Deere Gator and Accessories from Buck Bros., Inc., 29626 N. Highway 12, Wauconda, IL 60084 for a total of \$35,756.01 per their quote dated 10/04/2021."

Authorization to Purchase Classroom Technology Equipment

As part of Oakton's commitment to supporting teaching and learning, the college annually upgrades existing classrooms and computer labs to match the most recent technology standards of new classroom installations. 150 classrooms require mounting a Pan-Tilt-Zoom camera to the ceiling. This would eliminate any cabling on the floor (or along the wall) improving safety and allowing the audio system to be strategically placed near the instructor/presenter for the highest audio quality for remote learning and lecture capture.

The camera mounts and cabling will cost \$57,495.00 from CDW-G, LLC, per their quote dated 09/09/2021. These purchases are bid-exempt in accordance to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

JC:mk
10/2021

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 Technology Equipment for 150 Classrooms from CDW-G, LLC, 220 N. Milwaukee Ave., Vernon Hills, IL 60061 for a total of \$57,495.00 in per their quote MJKJ354 dated 09/09/2021."

Authorization to Rescind Professional Services Consulting Contract and Purchase New Professional Services Consulting Contract for Banner Financial Aid Implementation

At the March 2021 Board of Trustees meeting, the Board approved a contract with Ellucian for professional services to implement the Banner Financial Aid (Banner FA) module for \$165,000.00. The existing financial aid system (PowerFaid by the College Board) will no longer be supported after 2023. The College will be migrating to Banner FA in preparation for this phasing out. However, Ellucian came back to the College with a change order for increased scope of work bringing the new total contract amount to \$405,077.50 from the original \$165,000.00. The increased cost includes an additional 1,000 hours of work which will now delay the project by at least 5 months.

Given the significant increase in cost and setback in implementation timing, the College project team (comprised of IT and Financial Aid department members) met with another Banner certified consultant, Strata Information Group (SIG), to get an additional quote for implementation services. SIG has provided a quote of \$320,000.00. Since that time, Ellucian has also come back with reduced pricing from \$405,077.50 to \$299,386.50.

The College project team has reviewed both proposals and has made a recommendation to rescind the award to Ellucian and select SIG as the consultant to implement Banner FA.

PS:ks
10/2021

President's Recommendation:

That the Board adopts the following resolutions:

“Be it resolved that the Board of Trustees of Community College District 535 rescinds the purchase award made to Ellucian Company, LP on March 16, 2021 for Professional Services to implement Banner Financial Aid module for a total of \$165,000.00.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the purchase of Professional Services for implementing Banner Financial Aid module to Strata Information Group, 16400 Ventura Blvd. #336, Encino, CA 91436 for a total of \$320,000.00.”

Preview and Initial Discussion of Upcoming Purchases

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

- a) **Document Imaging and Management System Annual Maintenance Contract and System Upgrades** – Document imaging hardware and software are used to scan, capture, index, retrieve, process, and archive digital images of documents and forms. In June 2013, the Board of Trustees approved a three-year contract for Oakton’s updated document imaging platform: OnBase by Hyland Software, Inc. Oakton’s need for digital imaging services continues to increase. Document imaging systems can improve business process management with workflow tools and enhanced security, and expand productivity by reducing or eliminating time spent handling, storing, retrieving, distributing, and destroying paper.

The imaging system is essential to managing the information flow at the College. The Financial Aid office was the first area to migrate to OnBase, and the Registration and Records Office is also now fully operational on the new platform. Human Resources, Alliance Payroll, and Accounting have migrated documents. Articulation requests are now also tracked in OnBase. Hyland provides workflow technologies that could potentially assist in automating business processes that are currently manual by nature. Prototypes are being built that can potentially improve the productivity and efficiency of end-users while improving the student experience at Oakton. A recent example of this is the student Change of Major form.

Annually, since 2016, the Board has approved the maintenance contract from Hyland. Annual maintenance for the next contract year, which begins in December, is approximately \$56,000. The College is seeking approval to expend up to \$85,000 with Hyland Software, Inc. to cover the cost of FY 2020-2021 maintenance and additional professional licenses and services. The annual maintenance, licenses, hardware, and training are only available through Hyland Software, Inc., the manufacturer of the system, thereby, making this a sole source purchase. In addition, according to ILCS-805/3-27.1 item f, “purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process.”

Hyland Software is located in Westlake, OH. The Administration plans to present this item to the Board for purchase approval at the November Board meeting.

- b) **Continuation of Employee Medical, Dental and Vision Insurance** – Oakton is a member of the Community College Health Consortium (CCHC). The College’s medical, dental, and vision plans are administered through CCHC, and HUB Inc. serves as the Consortium's brokers. Premiums run for the calendar year, January to December. CCHC currently has seven participating institutions - College of DuPage, McHenry Community College, Moraine Valley Community College, Oakton Community College, Triton College, Sauk Valley Community College, and Illinois Valley Community College. The Consortium insured an average of 2,762 employees and 6,439 members as of July 31st, 2021, comparable to 2,798 employees and 6,508 members for the full calendar year 2020.

For the calendar year January to December 2022, the College is expecting premiums to increase approximately 5.4% and 2.0% respectively for medical and dental premiums. Vision will decrease 4.0%. The College has received preliminary renewal rates for the following:

Plan	Provider	Estimated 2022 Annual Premiums	Prior Year
Medical	Blue Cross & Blue Shield of Illinois	\$ 9,000,000	\$ 8,700,000
Dental	Delta Dental of Illinois	\$ 408,000	\$ 400,000
Vision	VSP, Inc.	\$ 58,000	\$ 60,000

For the calendar year 2022, the College will be adding a new affordable PPO Choice Select plan in addition to the current traditional PPO plan. The PPO Choice Select plan is a value-based design with a lower out-of-pocket max at \$1500/\$4500 (in/out of network) compared to the current PPO plan of \$2500/\$7500. The Choice Select plan generally has a narrower network of providers but provides all the same benefits as the traditional PPO. Members do not need to select a primary care physician to coordinate care and no referrals are needed to see a specialist. For Oakton employees currently on the traditional PPO, an analysis conducted by HUB shows that 73% of these providers are also in the Choice Select network, in part due to the high number of providers in the Chicagoland area that participate in Blue Cross & Blue Shield health plans. BCBSIL is located in Chicago, IL and Delta Dental of Illinois is located in Naperville, IL.

- c) **Microscopes** - The FY22 capital equipment budget includes \$86,320 to purchase new microscopes for the Biology labs at the Des Plaines campus. The Biology department uses microscopes for all disciplines from Introduction to Life Science to Anatomy and Physiology. Each of these courses requires the students to use microscopes regularly. Each of the College’s ten laboratories has as many as four to six courses per day and each course has as many as 24-26 students using microscopes per class. This equates to over ninety hours of use per microscope every week. These microscopes will replace microscopes that are currently used in the Bio 121 and Bio 122 laboratories at the Des Plaines Campus.

Currently, the Biology department uses four different models of microscopes. With the purchase of new microscopes, the College will have the same model microscope in all the Biology labs, which will allow the students a more consistent experience throughout their academic tenure at the College. The College will be purchasing 52 Leica DM500 microscopes which cost \$1,530.58 each. These cost-efficient scopes are ideal because of their robust build and minimal moving parts which can withstand everyday constant use in the labs. Purchasing new microscopes is less expensive than the cost of repairing the old microscopes. These microscopes come already assembled and ready to use out of the box with no extra costs added for installation or setup. The sole source provider for the Leica scopes is W. Nuhsbaum, Inc. from McHenry, IL.

The College has an option to donate the used microscopes to the Hebrew Theological College in Skokie, IL. These microscopes can provide their students with a consistent microscope model to use for their classes.

Preview of New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College is proposing a new certificate, a 10 credit-hour Sterile Processing Technician Certificate.

The *Sterile Processing Technician Certificate* is a 10 credit-hour certificate that provides entry level training for sterile processing technicians. The program provides the first 100 hours of the required 400 hours of training in sterile processing necessary for certification and continued employment. Most organizations require successful certification within one year of hire. This program provides access to health care system employment exposing persons to career advancement pathways in the system including senior/lead/manager sterile processing technicians, supervisory medical supply technician, sterile processing coordinator, sterile processing educator, and surgical technology.

The Sterile Processing Technician Certificate prepares students for a career in a hospital or medical center setting as a sterile or central sterile processing technician. The sterile processing technician is responsible for preparing surgical and procedural instruments. This includes cleaning, sterilizing, packaging, transporting and storing instruments. Technicians follow specific procedures to ensure instruments are safe for future use. Students will learn skills in accordance with the standards and guidelines recommended by the International Association of Healthcare Central Service Material Management (IAHCSM). Upon successful completion of the program and the required work experience the graduate is eligible to take a national certification exam.

The regional labor market demand for Sterile Processing Technicians is expected to grow. The EMSI labor market data for 2014-2024 indicates a 27.5% growth in Cook and DuPage Counties. Of the top 10 employers of Sterile Processing Technicians in Cook and DuPage Counties, 5 are within Oakton’s district and 4 are within driving distance of Oakton’s district. Salary ranges can vary from \$18-23/hour.

The proposed Sterile Processing Technician Certificate curriculum requirements and total credit hours:

Sterile Processing Technician Certificate

8 Semester Credit Hours; Curriculum:

Courses for a Certificate	Credit Hours
HIT 104 Medical Terminology	3 Credit
SPT 110 Sterile Processing Department Procedures	1 Credit
SPT 111 Sterile Processing Technology	3 Credits
SPT 120 Sterile Processing Technician Clinical	3 Credits
Total Semester Credit Hours for Certificate:	10 Credits

Acceptance of 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 her intent to retire:

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Judy Langston	Distinguished Professor Art & Graphic Design Coordinator, Graphic Design Division of Liberal Arts	November 1, 2021

CH:nmi
10/2021

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 Judy Langston.”

Acceptance of Illinois Community College Board through the Federal Department of Labor – Apprenticeship Year 3 Grant

The Illinois Community College Board through the Federal Department of Labor, has awarded Oakton Community College an Apprenticeship Year 3 Grant in the amount of \$78,600.00 to continue supporting the ICCB Professional Development Network which includes CompTIA, JFF and Harper College. The funding will be specifically used for Customized Apprenticeship Programming - Information Technology (CAP-IT) apprenticeships at Oakton and among the other nine partner colleges. The Year 3 grant period is July 1, 2021 through June 30, 2022. Jesse Ivory, Dean of Adult & Continuing Education/Dean of the Skokie Campus will manage the grant and Marc Battista, Associate Vice President of Workforce Education/Dean of Business and Career Technologies Academic Affairs will administer the grant.

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President's Recommendation:

That the Board adopts the following resolution (*if not adopted en bloc*):

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$78,600.00 from the Illinois Community College Board through the Federal Department of Labor to support Year 3 of the Customized Apprenticeship Programming - Information Technology (CAP-IT) apprenticeships project at Oakton Community College.”