

**The 769th Meeting
of
The Board of Trustees
September 21, 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



7701 N Lincoln Avenue
Skokie, Illinois 60077

Closed Session
5 p.m.
Room A167

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 August 17, 2021, and August 31, 2021
 - Consider appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body; collective negotiating matters; and litigation
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
6 p.m.
Room P104 (Public Room C140)

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 September 21, 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*). Statements must be addressed to the Chair of the Board and are limited to three (3) minutes.

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

To join via tablet or computer: <https://oakton.zoom.us/j/97102352075>

To join via telephone: 312-626-6799

Meeting ID: 971 0235 2075

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of minutes of the August 17, 2021 regular meeting of the Board of Trustees, and the August 31, 2021 special meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ICCTA Liaison Report

Master Plan Steering Committee Report

Student Trustee Report

Student Spotlight

Comments by the Chair

Trustee Comments

Report: Marketing Oakton

Public Participation

NEW BUSINESS

CONSENT AGENDA

- 9/21-1
- V a. Approval of Adoption of Consent Agenda
- R b. Approval of Consent Agenda Items 9/21-2 through 9/21-8
- 9/21-2 Ratification of Payment of Bills for July 2021
- 9/21-3 Ratification of Payment of Bills for August 2021
- 9/21-4 Acceptance of Treasurer's Report for July 2021
- 9/21-5 Acceptance of Treasurer's Report for August 2021
- 9/21-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 9/21-7 Ratification of Payment of Professional Personnel – Fall 2020
- 9/21-8 Approval of Clinical Practice Agreements

OTHER ITEMS

- V 9/21-9 Affirmation of Mission, Vision, and Values
- V 9/21-10 Ratification of Board of Trustees' Scholarships for 2021-2022
- R 9/21-11 Authorization to Approve September Purchases
- a) iConnect Training Units for AHR Department
 - b) Annual Maintenance and Upgrades for Data Warehouse Business Intelligence System – Five-Year Renewal
 - c) Owner's Representative Services – Contract Extension
 - d) Customer Relations Management Software – Five-Year Contract Renewal
 - e) Paralegal Program Services – Three-Year Subscription Renewal
 - f) Ratification for Emergency Purchases Related to Terrazzo Floor Replacement
- 9/21-12 Preview and Initial Discussion of Upcoming Purchases
- R 9/21-13 Resolution to Transfer Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims
- R 9/21/14 Resolution to Transfer Funds for Restricted O&M Construction Costs
- R 9/21-15 Approval of Policy Revision
- V 9/21-16 Acceptance of Grants

ADJOURNMENT



Minutes of the August 17, 2021 Regular Meeting of the Board of Trustees

The 768th meeting of the Board of Trustees of Community College District 535 was conducted on August 17, 2021 at the Oakton Community College Skokie Campus, 7701 N. Lincoln Ave, Skokie, Illinois.

Closed Session – Call to Order and Roll Call

At 5:15 p.m. in room A145, Chair Martha Burns called the meeting to order.

Trustee Kotowski called the roll:

Ms. Martha Burns	Chair	Present
Ms. Marie Lynn Toussaint	Vice Chair	Absent
Mr. Paul Kotowski	Secretary	Absent
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 collective negotiation matters and litigation.

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

Trustee Salzberg called the roll:

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

Also present in room A145 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. Kevin Noll, Legal Counsel.

At 6:03 p.m., Chair Burns asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion, which was seconded by Trustee Bush. 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 6:17 p.m. in room P104.

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 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; Dr. Kelly Iwanaga Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning; Ms. Juletta Patrick, Assistant Vice President for Student Affairs; Ms. Danielle Terry, Equity Coordinator for Black Student Success; Mr. Philip Cronin, Sr. Media Services Technician; Ms. Vinita Shah, Media Services Technician; 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 June 29, 2021 meeting of the Board of Trustees. Student Trustee Patel made the motion which was seconded by Trustee Salzberg. A voice vote was called and the minutes were unanimously approved.

Statement by the President

President Smith welcomed Dr. Suzanne Ziegenhorn as the new president of the Full-time Faculty Association, and announced that August 16 marked the beginning of the new academic year 2021-2022. She also stated that this Board meeting would be held in a hybrid format; trustees and executive team members were present in the room, while others were watching the meeting via Zoom from a public room, or connected from home/workstation.

Condolences were offered to: Trustee Benjamin Salzberg on the passing of his father, Fred Salzberg, who was a founding member of Oakton; Trustee Marie Lynn Toussaint on the passing of her sister; the family of Professor Emeritus Tom Witte who passed away on July 11; Chair of the Physical Therapy Assistant Program, Luanne Olson on the passing of her mother Phyllis; adjunct faculty John Devaney on the passing of his wife Dawn; Registrar and Director of Student Financial Support, Dr. Cheryl Warmann on the passing of her mother; the family of retired adjunct faculty member, Wendelyn “Wendy” Wallace who passed away on July 31; and Coordinator of Library Access Services, Gretchen Schneider on the passing of her mother Sharon.

Congratulations to: College Relations Graphic Designer, Aneta Tamraz and her family on the birth of her son Zack; Aviva Rubin, tutor for VITA (Volunteer in Teaching Adults), who received the 2021 Spotlight on Literacy Award.

On August 16, Oakton recognized the following faculty and staff: Christopher Bowen, instructor of English, received the Ray Hartstein Excellence Award for Part-Time Faculty; Bincy Reginold, Professor of Basic Nursing Assistant Training, received the Ray Hartstein Excellence Award for Full Time Teaching; Oscar Yaquian, Art Lab Manager, received the Excellence Award for Classified Staff; and Tania Boisson, Student Care Coordinator, received the Living Diversity Award.

This year, Oakton also recognized Faculty who were identified for their leadership with the delivery of High Impact Practices: Tracy Fulce, Distinguished Professor of Business and Chair of the Business Department, for her leadership with Problem Based Learning; Mary Kakenmaster, Distinguished Professor of Nursing, for her work using adaptive virtual simulation in her instruction; and Jessica Pinedo, Assistant Professor of English, for her use of Active Learning Modules.

President Smith thanked the Faculty Professional Development Committee and the Center of Professional Development for their work during Orientation Week, and announced there will be welcome events for students August 24 through September 3. In addition, Fall Fest will return this year in a revised format, and it will be held at Des Plaines on September 9, and Skokie on September 15.

Educational Foundation Liaison Report

Fiscal year ended on June 30, 2021 and was a record setting year. The Educational Foundation raised \$2.1 million. Significant donations came through partnerships the College has created with the cannabis industry. 371 scholarships were awarded (8% increase compared to last year); 344 students received scholarships; average of \$1669 per scholarship (8% increase); 60% of applicants received awards (12% increase); 769 application (30% increase).

For the new fiscal year, the Educational Foundation has already raised more than \$350,000. The Foundation will have a social event on August 22, and the next Foundation Board meeting is scheduled on September 1.

Student Trustee Report

Fall classes will begin on Monday, August 23. Many students are excited to return to in-person classes. The Office of Student Life and Campus Inclusion has organized different events for the Welcome Weeks, and the Center of Campus Inclusion and Diversity is hosting a Caring Closet drive at the Skokie campus. Items will be available to students within the Student Center area.

SGA officers attended the first of two training meetings on August 12. They are currently looking for more senators, delegates and a treasurer. In order to be considered, students need to demonstrate engagement by volunteering their time for student activities events, and allow the Office of Student Life and Campus Inclusion to check their grades to make sure they are in good academic standing. SGA members need to attend a minimum of 2-4 meetings per semester, and must attend an officer training workshop. SGA has a big legislative agenda ahead, and they are focusing on different initiatives.

Student Spotlight

Bolaji Ogundipe is a student in the department of computer science, and is working towards a degree in Computer Information Systems which he is hoping to complete at the end of the year. Bolaji recently joined the Black Student Success Program after being encouraged when he was thinking of abandoning his studies to concentrate on his personal life. He has been able to learn to balance his school work with his family responsibilities, and appreciates the opportunity to share his experience with other students in the same situation.

Comments by the Chair

Chair Burns welcomed the Oakton community back after the challenging last 15 months, and thanked the students who chose to return to Oakton among many options. She reiterated the College's commitment to support its students, and expressed her appreciation for Oakton employees.

Ms. Burns highlighted a piece of information that was included in a Board packet regarding funding that has been made available to Oakton, including a grant that will allow faculty members to learn firsthand about West African culture in summer 2022. Distinguished Professor of Education, Dr. Katherine Schuster indicated there will be 16 people participating, including 11 Oakton faculty. This grant is limited to faculty teaching in humanities, social sciences and languages. In the past, this grant has allowed Oakton faculty to travel to India and Peru where they had transformative experiences. One of the projected outcomes of the grant will be to develop a program/curriculum for students abroad in Ghana.

Chair Burns also shared that the Board is participating in a Back to School fair in Evanston on August 21, and will act as Oakton ambassadors. They will provide information about services and opportunities offered by Oakton throughout the community.

Trustee Comments

Trustee Salzberg thanked everyone for the messages of sympathy he received after the passing of his father, Dr. Fred Salzberg who was an Oakton founding faculty member.

Report: Overview of Equity Initiatives at Oakton

Presenters: Ms. Juletta Patrick, Assistant Vice President for Student Affairs/Dean of Access, Equity, and Diversity, and Dr. Kelly Iwanaga Becker, Assistant Vice President for Institutional Effectiveness and Strategic Planning.

The report to the Board included information on Oakton's definition of Equity, the Oakton Experience and the College's commitment to equity, an update about the Illinois Equity in Attainment (ILEA) Equity Plan, an overview of cross-institutional equity strategies, results of equity related collective efforts, and the next steps in the equity agenda.

Oakton defines equity as fairness or justice in the way people are treated. It is equitable treatment that ensures all individuals have access, opportunity, and support needed to succeed while striving to identify and eliminate barriers that have prevented the full participation of some groups. One of the four strategic commitments in Oakton's *Success Matters Strategic Plan 2018-2022* affirms that Equity Matters. Oakton strives to attain equity through policies, practices and actions, and has made a conscious decision to move from an equality to an equity mindset.

The ILEA Equity Plan intends to serve as a roadmap for outlining how Oakton will work toward closing gaps in degree attainment for low-income, Black, and Latinx students. Accomplishments up to date include promoting the Faculty Persistence Project, ensuring all students have educational plans, implementing the use of multiple measures for English course placement, implementing a co-requisite model, evaluation and recommendation of different learning styles, providing support to Latinx students through the ANDALE Program, and establishing a completion program for Black students.

Other cross-institutional strategies have been implemented to support the achievement of the Oakton Experience within different offices and divisions across the College including Academic Affairs, Administrative Affairs, Student Affairs, College Relations, Human Resources, Institutional Research, IT, and the President's Office.

Oakton's Diversity Council supports the Office of Access, Equity, and Diversity, and the campus community in its efforts to make the college a more diverse, inclusive, and anti-bias institution. Its goals include raising awareness about the importance of creating an inclusive collegiate environment, reviewing policies, regulations and practices to ensure they are free from bias and discriminatory practices, providing knowledge and education on access, equity, and diversity to all employees, and encouraging all areas of the college to define how their work supports the goals of the Office of AED.

Oakton's Anti-Racism Team works to dismantle and interrupt racism, analyze the impact of systemic racism, develop a cultural identity based on anti-racist values, support the Equity Matters commitment, receive and provide education, support anti-racist initiatives, collaborate with community partners, and develop accountability to racially oppressed communities.

Results of collective efforts: Although overall enrollment has decreased over the last five years, the proportion of students from several racial groups has remained relatively stable. There has been a slight increase in the proportion of students who identify as Asian/Pacific Islander, and the proportion of students who identify as Latinx has not shifted significantly.

The College has been tracking students' English course placement. The proportion of incoming in-district students who placed into English 101 increased from 2019 to 2020 across all races and ethnicities. The increase in this number is due to the use of multiple measures as part of the ILEA Equity Plan. Students who graduated from an Illinois high school in the last 3 years obtained a cumulative unweighted GPA of 2.75, and did no ESL coursework in the last 2 years, are eligible for English 101. Students who place in

English 101 using high school GPA are more likely to be a combination of Asian, Latinx and Black students. A higher proportion of students who placed in college-level English courses using high school GPA are academically successful. There have also been increases in the proportion of in-district high school students from different racial backgrounds who place in college-level Math courses. One reason is the availability of a wider range of college-level Math courses that students can take to meet their requirements.

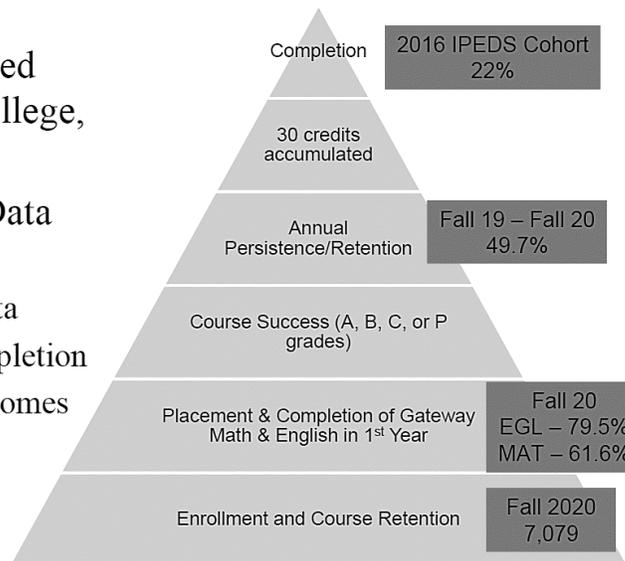
Fall-to-Fall persistence increased from 45% in 2014-2015 to 51.4% in 2018-2019, with a decrease due to the COVID-19 pandemic in 2019-2020, but progress has been steady. One reason for the increase of persistence rates is the Faculty Persistence Project. Students who have at least one course with a faculty member from the Persistence Project show a persistence increase ranging from 6 to 14%. The increase was at an all-time high for the 2019-2020 academic year, particularly for Black and Latinx students, and all groups were attaining the 54% Wildly Important Goal benchmark.

Professor of Biology, Stephanie Levi Blumer and Professor of Business, Lisa Cherivtch shared their experience as co-chairs of the Persistence Project which embodies the equity work made by the College. Collected data has shown that persistence increases for everybody, not just students who are part of the project. However, persistence rates differ between groups. There are structural factors that affect equitable persistence for all; some students are facing barriers like socio-economic factors and a lack of familiarity with education. The Persistence Project faculty serve equity at Oakton by getting to know their students by name, meeting with them on a regular basis, setting high expectations while allowing students to fail as part of the learning process, and providing early feedback. Students are then connected with different resources on campus. The Persistence Project creates meaningful opportunities for mentoring, support and real understanding so faculty get to know their students as individuals in a holistic way, including their experiences with bias and micro-aggressions. This enables students to get the unique support that they need with individualized care. This kind of support really makes a difference for students facing socio-economic barriers, first generation students, non-native students, students with disabilities, and students of color who experience bias and racism. Data demonstrates that the Persistence Project is a critical instrument of equity on campus.

The report finished with data on completion. 22% of first-time, full-time students completed their credentials within a 150% of the time (3 years for associate degrees). There has been progress overall, and gains are more significant for Black, Asian and Latinx students.

Summary and Next Steps:

- Equity work infused throughout the College, but more to do
- Student Success Data Dashboard
 - Disaggregated data
 - Transfer/BA completion
 - Employment outcomes



Chair Burns thanked Dr. Becker and Ms. Patrick for the report, and recognized all the work that must be done in order to achieve equity. Chair Burns was particularly touched by the Persistence Project and the difference it makes in students who haven't been given a chance to be successful in the past because of bias and racism in the classroom.

Trustee Bush asked what percentage of faculty participate in the Persistence Project. Dr. Becker responded that for the 2019 academic year, 30% of students were impacted by the Persistence Project, and will provide data on faculty. Trustee Bush also inquired about what kind of incentive is given to faculty to participate. Professor Levi Blumer indicated that adjunct faculty receive additional compensation, and Trustee Bush expressed her desire for all faculty to receive an incentive which doesn't necessarily need to be monetary. Trustee Bush also indicated that the equity work must be part of the strategic plan.

Trustee Yanow said she feels it is crucial to motivate faculty to participate in the Persistence Project. She indicated it would be important for the Board to get regular updates on equity initiatives.

Trustee Toussaint asked what percentage of the student and faculty population is African American. Dr. Becker indicated that 7% of students and 23% of faculty identify as Black. Trustee Toussaint asked if the College offers Black History classes. Vice President for Academic Affairs, Dr. Ileo Lott said that these courses are currently being developed. Ms. Toussaint believes community colleges have a duty to offer this kind of curriculum. Ms. Toussaint also asked what the Board of Trustees can do to support the College in its message to the community to increase the percentage of Black students.

The Board congratulated the College on the excellent presentation.

Public Participation – None

NEW BUSINESS

8/21-1a Approval of Consent Agenda

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

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

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

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

8/21-2 Ratification of Payment of Bills for June 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 \$5,941,082.71 for all check amounts as listed and for all purposes as appearing on a report dated June 2021."

8/21-3 Acceptance of Treasurer's Report for June 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 June 2021."

8/21-4 Acceptance of Quarterly Report on Investments

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

Chair Burns expressed her concerns regarding the current investments with the Bank of China, and shared that she has communicated individually with different members of the Board, and with President Smith. She feels that the College should consider other options instead of investing with the Bank of China. She shared her personal experience when she was a child and saw several people of Asian descent taking photos of buildings Downtown Chicago, and heard a family member mention that China would own properties on Michigan Avenue one day. She then added that is today’s reality. Trustee Burns also indicated that she is troubled by the events on Tiananmen Square in 1989 which she described as China mowing their own people as if they were mowing grass. Finally, Trustee Burns added that it is problematic for her that China has culpability in the COVID-19 pandemic. She indicated that following the important discussion on equity initiatives, she was asking her colleagues to consider Oakton’s investments in the Bank of China.

Trustee Toussaint asked why the Bank of China is specifically utilized for this type of investment when there are so many choices of banks within the U.S. Vice President for Administrative Affairs, Mr. Edwin Chandrasekar explained that under the Public Investment Act, community colleges can only invest in fixed income securities, and these investments cannot be made within the U.S. because there are no government owned banks in the country. Oakton’s investment policy is a Board policy (3003) that specifies and outlines the guidelines. This particular note is under the U.S. charter (FDIC), and this investment is not made in China, but within the U.S. charter of the China Bank. It is a legal investment that many colleges have. Oakton can diversify into different types of government securities.

Trustee Kotowski asked if there are alternatives to the Bank of China, and Mr. Chandrasekar recommended that the Finance Committee review the current investment policy to determine if there is a way to be compliant while giving the College some flexibility. It wouldn’t be in the best interest of tax payers if the College were to actually divest this holding, putting the funds into an alternative fixed income investment. The College needs to make sure investments are generating the right amount of yields.

Student Trustee Patel asked if the College has considered utilizing central banks and the Federal Reserve System. Mr. Chandrasekar explained that the College can only invest in fixed income securities under the U.S. charter, which means investments cannot be made in central banks unless they have investments here. The College invests in certain types of alternative notes, but it needs to be compliant with our policy (and the Public Investment Act). Yields should be generated at least at the same amount as the Illinois treasurer’s fund or better than that.

President Smith took a moment to share that she was feeling uncomfortable with the conversation given the College’s work on equity, and our designation as an AANAPISI institution. She felt she needed to say something as the President of the College. Trustee Burns indicated she wanted to make it clear that her comments were not about China’s people but its institutions.

Trustee Stafford indicated that it would be useful to look at Oakton’s current policy as well as documents related to statewide pensions and ESG policies. These policies are based on effects on the environment, effects on society, and diversity of the corporate governance. This example would provide a good context to address this kind of issue in the future. Trustee Salzberg indicated that he would support doing more research.

Chair Burns asked President Smith to identify alternative investment opportunities, and make a recommendation to the Board.

8/21-5 Authorization of Budget Transfers

“Be it resolved that the Board of Trustees of Community College District 535 approves budget transfers in accordance with Illinois Compiled Statutes 110 ILCS 805/3-20.1, as listed originally in the FY2021 Budget approved by the Board in June 2020.”

8/21-6 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 b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$60,891.50 for all funds listed in items a and b.”

8/21-7 Supplemental Payment of Professional Personnel – Summer 2021

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$145,052.15 to the total amount of part-time teaching salaries paid during the summer semester, 2021; the revised, total payment amount is \$1,620,372.18.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$121,451.49 to the total amount of faculty overload salaries paid during the summer semester, 2021; the revised, total payment amount is \$1,924,917.85.”

8/21-8 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

Chicago Mind Solutions

Nursing

NorthShore University Healthsystem

Skokie Park District Tot Learning Center

Nursing and Basic Nurse Assistant Training

Covenant Living of Northbrook

Early Childhood Education

Evanston Montessori Children’s House

Glenview Methodist Preschool

Howard Area Family Center

Little Ones Preschool Nursery School

Marletta Darnall Schaumburg Child and Family Center

New Trier Child Care Bright Horizons

Ravinia Nursery School

Total Child Center-First United Methodist Church

Unity Preschool.”

Trustee Kotowski seconded the motion and called the roll:

Ms. Burns Aye

Dr. Bush Aye

Mr. Kotowski Aye

Mr. Salzberg Aye

Mr. Stafford Aye
 Ms. Toussaint Aye
 Dr. Yanow Aye

The motion carried. Student Trustee Patel favored the resolution.

8/21-9 Authorization to Approve August Purchases

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
8/21-9a	1	McAfee Software Updates and Support – Annual Renewal	CTG Inc. of Illinois Dbn Novanis Springfield, IL	\$31,216.25
8/21-9b	1	Plagiarism Prevention Software Three-Year Contract Renewal	Turnitin, LLC. Oakland, CA	\$72,047.00
8/21-9c	1	Ratification of Flood Insurance Premium Coverage	Marsh USA, Inc. Chicago, IL	\$57,469.00
			GRAND TOTAL	\$160,732.25.”

Trustee Kotowski seconded the motion.

Trustee Bush requested clarification on item 8/21-9c for \$10 million premium coverage. Mr. Edwin Chandrasekar indicated that the consortium was unable to find high risk flood insurance. The highest coverage available was \$5 million. The consortium has been monitoring the market.

Trustee Kotowski called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

8/21-10 Preview and Initial Discussion of Upcoming Purchases

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

- a) iConnect Training Unit for AHR Department
- b) Des Plaines Campus Pedestrian/Bicycle Pathway
- c) Annual Maintenance and Upgrades for Data Warehouse Business Intelligence System
- d) Purchase of Owner’s Representative Services
- e) TargetX Recruitment and Retention Five-Year Contract
- f) Thomas Reuters Three-Year Subscription

Chair Burns reiterated the Board’s desire to make sure that purchases are made in-district as much as possible within the procurement parameters established by law. She also requested clarification on the bidding process and timing, which was provided by Vice President for Administrative Affairs, Mr. Edwin Chandrasekar. There are factors that play a role in bidding other than pricing; companies should qualify under other guidelines for registration and selection process (for example, based on skill). Bidding notices are published in different publications, and Trustee Salzberg asked if they can be published in local newspapers. Chair Burns indicated it would be helpful to provide information to Chambers of Commerce within the district.

Chair Burns requested clarification on ZogoTech, and asked if it is the only company that can provide data warehouse services. Mr. Chandrasekar indicated that is the case. Chair Burns also requested clarification on representative services, and Mr. Chandrasekar indicated that there are projects within the master plan that require the purchase of services from Cotter Consulting, a company that has been doing this work in the past years. They are also doing the current master plan refresh.

8/21-11 Authorization to Open Trust Account Contribution with the Capital Development Board – Sanitary Force Main Replacement

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to transfer \$252,550.00 to setup a Trust Account with the Capital Development Board to cover construction costs for Project #810-072-013.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

8/21-12 Authorization to Modify Food Service Provider Contract for 2021-2022

Trustee Toussaint offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the contract addendum with Fooda Inc., 225 W. Randolph St., Suite 1700, Chicago, IL 60606 for a monthly payment of \$10,000.00 from August 1, 2021 to August 1, 2022, for a total amount not to exceed \$120,000.00.”

Trustee Kotowski seconded the motion and called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

8/21-13 Adoption of Resolution to Change the College’s Name

Trustee Salzberg offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the recommendation to change the College’s name from Oakton Community College to Oakton College.”

Trustee Bush seconded the motion.

Trustee Stafford indicated that he would be voting NO on this resolution, but will support the College’s efforts for the transition despite his reservations. The Board will have a special meeting on August 31 to discuss the next steps in the name change process, including options presented by the College Relations team.

Trustee Kotowski called the roll:

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

The motion carried. Student Trustee Patel did not favor the resolution.

8/21-14 Approval of New Policy and Policy Revisions

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed new policy 1026 (Renaming) attached hereto.”

“Be it further resolved that the Board of Trustees of Community College District 535 hereby approves the revisions to policies 3011, 1024, 8012, 3012 and 8007 attached hereto.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

8/21-15 First Read of Policy Revision and Acceptance for Review

Trustee Burns offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed revisions to Policy 4328, attached hereto, with action to take place at the next Board meeting on September 21, 2021.”

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

8/21-16 Acceptance of Grants

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 8/21-16a through 8/21-16c, for the following grants:

- a. Illinois Board of Higher Education Cooperative Work Study Grant in the amount of \$37,409.00
 - b. Illinois Secretary of State sub-award through Illinois Green Economy Network (IGEN) - General Members Grant in the amount of \$2,850.00
 - c. Northwestern University Racial Equity and Community Partnership Grant - as a collaborating partner with the Youth Job Center of Evanston and Northwestern University’s Kellogg School of Management in the amount of \$0.00
- For a total of \$40,259.00.”

Trustee Bush 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, September 21, 2021 at the Skokie Campus.

Student Trustee Patel made a motion to adjourn the meeting, which was seconded by Trustee Yanow. A voice vote was called and the meeting was adjourned at 8:50 p.m.

Martha Burns, Board Chair

Paul Kotowski, Board Secretary

bs
8/2021

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



Minutes of the August 31, 2021 Special Meeting of the Board of Trustees of Community College District 535

A special meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 31, 2021 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 3:21 p.m. in room 1610, 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 self-evaluation, practices and procedures or professional ethics when meeting with a representative of a statewide association of which the public body is a member.

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

Trustee Kotowski called the roll:

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

Also present in room 1610 at 1600 East Golf Road, Des Plaines, Illinois were Dr. Joianne Smith, President; and Mr. James Reed, Executive Director of the Illinois Community Colleges Trustees Association (ICCTA).

At 5 p.m., Trustee Toussaint made a motion to adjourn the closed session, which was seconded by Trustee Salzberg. A voice vote was called.

Open Session and Roll Call

Chair Burns called the special meeting of the Board of Trustees to order at 5:20 p.m.

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 1610 at 1600 East Golf Road, Des Plaines, Illinois were Dr. Joianne Smith, President; Dr. Kelly Iwanaga Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning; Dr. Jennifer Latino, EAB Senior Director of Research Advisory Services; Ms. Katherine Sawyer, Chief Advancement Officer; Dr. Andrea Lehmacher, Director of Marketing; Ms. Beatriz Sparks, Special Assistant to the Board of Trustees; and Mr. Philip Cronin, Senior Media Services Technician.

Strategic Planning Process (Jennifer Latino from EAB and Kelly Iwanaga Becker)

Dr. Jennifer Latino from EAB is working with Oakton on the next strategic planning process. Her presentation focused on the role of the Board in strategic planning. Kelly Becker talked about the work that has been done this past year; SPARC and the College’s senior leadership team have been developing a vision and are bringing big ideas to the Board for their input.

Dr. Latino shared information about EAB (Education Advisory Board), a company which supports institutions from pre-K through graduate and adult education. In the higher education space, EAB focuses on three areas: enrollment success, student success, and institutional success. Dr. Latino indicated that the strategic planning process requires the Board’s input. Dr. Latino gave a brief definition of what strategic planning is and its bigger focus, and how it differs from operational planning for each department. Strategic planning in higher education often considers information from external environments (e.g. recruiting, competition in the field, changes in market). There can also be internal motivators like institutional values, efficiency and effectiveness. Currently, there are many threats in the environment that affect the academic model. The population of traditional students is declining, working adults are leaving education for work, there have been cuts in state support, and demand for bachelor degrees is decreasing, among others.

Across the nation, 97% of strategic plans have a focus on academic excellence, 94% on student success, 94% on secure finance, 88% on student satisfaction, 78% on community ties, and 59% on research.

In higher education, we think a lot about bringing everyone’s voice to the table. However this can keep us from getting too in-depth in our discussions, especially about important topics that get lost in a flood of ideas. Not everybody’s perspective is a good perspective. The planning team should be kept at a reasonable size, and to be capable of representing all stakeholders. It is not realistic to create a strategic plan that is a list of everyone’s hopes and dreams. It is important to remember to move forward despite personal feelings.

Once the plan is public it is important to keep an annual “scorecard” of objectives, steer effort towards most critical challenges and be transparent, adopt a realistic initiative framework, agree to long-term and interim KPIs, hold leaders accountable, and distinguish self-improvement from competition.

The president needs to cast a broad vision for the institution. The role of the Board is to consider the interests of the community. Institutional data must be provided in a manner that allows the Board to make informed decisions. In order to establish this trust between the Board and the senior leadership, an institutional budget model needs to support its vision and priorities. Groups like SPARC are key to provide feedback that is reflective. The Board of Trustees can monitor the alignment of the strategic plan and the College’s mission and vision; this can be part of the regular meetings agenda to make sure the institution is moving the right direction. The Board should also ensure that the allocation of funds is aligned with the properties of the plan.

Key Takeaways



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Student Trustee Patel indicated he is part of the SPARC Team whose members have been focusing on equity. Mr. Patel believes there needs to be more action to follow the talk. He asked Dr. Latino for tips and best practices. Dr. Latino shared that if equity related work emerges as a big idea for the institution, the strategic plan can be broad and not formulated step by step. Once the plan has been created, it will be important to look at what role every department/group would play in bringing big ideas to life. Ideas like equity are widely cross-institutional and there are different departments which will be responsible. There should be evidence of support of a big idea in all of the departmental plans that are supporting the strategic plan. The plan should be about what is important, and which direction should be followed; operational plans then take on how things are going to be done.

President Smith indicated that the new strategic plan takes into consideration the Aspen Institute’s Community College 3.0 framework, a document that was provided to the Board of Trustees in preparation for the special meeting. Community College 1.0 framework was focused on access (history and origins of community colleges). Community College 2.0 focused on student success (goal completion) and equity. Community College 3.0 is focused on post-completion outcomes and providing students with meaningful opportunities for career engagement.

The College is also looking at information prepared by EAB, and considering the post-COVID environment. Other local context tools include the latest District 535 Environmental Scan, the ICCB Economic Impact Study, and workforce data. Internal data includes progress on Success Matters, Strategic Planning kickoff survey, employee strategic conversations, enrollment data and student outcomes data. All this information is regularly shared with the Board.

Oakton’s mission and vision set the frame for the strategic plan. They were revised in 2017 during the developing of the 2018-2022 strategic plan, and to coincide with the 10-year accreditation visit. The mission sets the direction for decision-making. The vision outlines what Oakton aspires to be. The strategic plan also focuses on the values as guiding principles (who we are, how we act, how we operate).

The team working on this process has asked different groups about how Oakton’s mission, vision and values really articulate what we do to attract and retain students. How does it help us differentiate our institution from others? Internally, people were given an opportunity to weigh in, and people inside Oakton feel that there is no need to change the mission, vision and values.

Trustee Bush indicated that she has expressed her opinions regarding Oakton's mission in regard to its being "the community's college." She shared that her work in the Maine Township community and high schools, and in ETHS makes her feel this statement is not true for the entire 535 district. Based on her experience, Dr. Bush said Oakton does not feel like the community's college in Evanston like it does in Des Plaines. We have a very large district, and Oakton creates the community that it serves around it. President Smith said that she believes that if we are supposed to be the community's college, we must recognize if we haven't served certain parts of the population that needs to be part of our strategic work.

President Smith reiterated that Oakton is a values driven institution but data informed, and the goal is to create a just community through education. It is a bold vision, but it is future-oriented. Three-year strategic plans seem to be more important now given how rapidly the landscape changes. The new strategic plan would be 3-5 years with an annual operational plan with key metrics and goals, and feedback from the internal and external community.

Vision 2030 – Building Just Communities through Education

- Big Idea #1: Change lives by creating clear pathways and alignment from P-12 into Oakton, through Oakton, and into a career with family sustaining wages and benefits. Create a pathway and alignment into Oakton for returning adults.
- Big Idea #2: Use an equity-minded and anti-racist framework/lens in all of our work and be known as a community leader/resource for economic and social justice.
- Big Idea #3: Serve as a talent pipeline for industries in our district, be known as a destination employer ourselves, and be a key partner in regional/district economic development.

The goal of establishing just communities is to reduce the wealth gap, provide access to health care, lower poverty rates. Our role in creating a just community will be through education to ensure that students who come to Oakton are getting careers with sustaining wages to help their families and their communities.

Raj Chetty has presented data on social mobility measures, and how institutions have made an impact on students from low-income communities. 4-year institutions and community colleges do a much better job at economic and social mobility than elite institutions.

Evanston and Des Plaines are the communities within district 535 with the highest rates of poverty, and the biggest wealth gap. Oakton's goal is to offer programs that align with the local economy and provide livable wages. Oakton also needs to track students who transfer because there's no clear data on bachelor degree completion. There are companies where there are jobs available, but they can't fill them because they can't find people with the necessary training. It is important to establish agreement with institutions and companies that will offer opportunities to Oakton graduates. In order to establish these relationships, people need to know what product Oakton offers, and the College needs to attract students and provide them with the right opportunities to continue their education.

It is also important to support students with disabilities in achieving their goals. Dr. Bush would like Oakton to provide universal services to all district residents.

Next Steps:

- Engage college community in refining "Big Ideas" and identifying strategies to reach the goals
 - Learning Day – October 27, 2021
- Engage external community and stakeholders to refine goals and strategies
- SPARC will utilize input to draft the plan
- Board of Trustees will see progress reports in September, November, January, and March
- Board of Trustees will vote for approval in May 2022

Chair Burns indicated the Board would email their comments to Dr. Becker in the interest of time.

College Name Change – Options to Consider (Katherine Sawyer and Andrea Lehmacher)

In August 2021, Trustees adopted the following resolution: “Be it resolved that the Board of Trustees of Community College District 535 adopts the resolution to change the College’s name from Oakton Community College to Oakton College, and directs the Administration to work with a subcommittee of the Board of Trustees to develop a timeline and transition process.”

The College Relations team provided a document to the Board identifying all the places where the College’s name appears in order to determine how to launch the name change process. The team also identified potential timelines for the transition and other ideas for the Board to consider. Trustees Kotowski and Salzberg will be working with the College to lead these efforts.

Director of Marketing, Andrea Lehmacher did an overview of Oakton’s identity, and talked about the current logo that was created in 2005-2006. The logo is a visual representation of the College’s brand; it’s about inspiration, growth and community that is focused on students — the logo is a representation of the Oakton Experience. The Oakton logo is also about consistency. The name change is an opportunity to strengthen the current brand.

Four options were presented for the Board’s consideration going from a passive approach through a full overhaul of Oakton’s logo and brand.

Option 1 – Passive Change. Modest logo/identity modification and phase in quietly with signage and physical asset changes as operational opportunities allow.

Estimated Budget Impact: low budget investment to support transition (\$5,000-\$20,000 consulting and outsourced design transition/updates); absorb change operationally on permanent structures and other instances with end-of-life renewal.

Option 2 – Synchronize Change/Maintain Logo Elements. Modest logo/identify modification, change campaign with messaging synchronized to strategic plan launch, and synchronized signage and physical asset updates.

Estimated Budget impact: \$5,000-\$20,000 consulting and outsourced design transition/updates in FY22; \$400,000 in additional budget commitment in FY23 (\$200,000 for physical identity transition and an additional \$200,000 for brand messaging campaign); supplemental brand messaging investment to continue in FY24 and FY25.

Option 3 – Evolving with the Leaf. Brand and logo identity refresh while retaining the leaf in some form, change campaign, and signage synchronization.

Estimated Budget Impact: \$20,000-\$40,000 consulting, brand research and identity refresh options/selection, and outsourced design transition/updates spread across FY22-FY23; \$400,000 budget in FY23 (\$200K for physical identity transition and \$200K for brand messaging campaign); bolstered brand messaging to continue in FY24 and FY25.

Option 4 – Full Overhaul/Leave the Leaf Behind. Complete a full brand and logo identity review/refresh that moves on from the leaf, change campaign, and full signage synchronization.

Estimated Budget Impact: \$50,000-\$70,000 consulting, brand research and identity refresh options/selection, and outsourced design transition/updates spread across FY22-FY23; \$1.3M budget in FY23-FY24 (\$1M for physical identity transition and \$300K for brand messaging campaign); bolstered brand messaging to continue in FY24 and FY25.

Comments

Trustee Kotowski shared some of the feedback he received from some community members who believe this means the College will begin to start offering 4-year degrees and asked if Oakton would get rid of trade programs. Mr. Kotowski expressed his concern, and suggested that the name change process

includes making sure the community knows that the College's mission will not change. Trustee Kotowski also indicated that he would support a mixture of options 3 and 4, as long as it clear that the public knows Oakton is still a community college, and it is not getting rid of trade programs.

Trustee Salzberg shared that some members of the Evanston community are excited about the change, and how he believes changing the name could mean that students would be more motivated to enroll at Oakton.

Trustee Toussaint indicated that she leans toward option 2, which makes good sense, and it would maintain Oakton's identity. Trustee Bush shared that she sees the benefit of evolving with the leaf, and she would like the strategy to keep students first instead of focusing on monuments. Trustee Bush indicated that she thinks the logo and the font of the logo are important. Trustees Yanow, Salzberg, Burns, Stafford and Kotowski supported the idea of a combination of options 2 and 3 to keep the leaf. Trustee Stafford indicated the College needs a new seal to modernize it and symbolize trade schools in a bigger way.

The next step will be to work with the College team and Trustees Kotowski and Salzberg to move forward with the process.

Adjournment

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

Martha Burns, Board Chair

Paul Kotowski, Board Secretary

bs
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 9/21-2 through 9/21-8

That the Board adopts the following resolution:

“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
- 9/21-3 Ratification of Payment of Bills for August 2021
- 9/21-4 Acceptance of Treasurer’s Report for July 2021
- 9/21-5 Acceptance of Treasurer’s Report for August 2021
- 9/21-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 9/21-7 Ratification of Payment of Professional Personnel – Fall 2020
- 9/21-8 Approval of a Clinical Practice Agreement.”

Ratification of Payment of Bills for July 2021

The check register detailing the regular monthly bills for July 2021 was sent out on September 17, 2021. The totals by fund are on page 2. This includes approval of travel reimbursements for July.

Board Chair

Board Secretary

EC:mw
9/2021

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 \$7,780,372.16 for all check amounts as listed and for all purposes as appearing on a report dated July 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, 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 July 2021, represented by checks on pages 1-41 numbered !0000761-1000769, !0000771-1000815, 152818-152956, 152958-152977 and 152979-153113 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				Total
	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	
Education	\$ 4,177,951.66	\$ 1,300,961.49	\$ 5,478,913.15	\$ -	\$ 5,478,913.15
Operations, Building and Maintenance Fund	\$ 317,300.31	\$ 146,494.10	\$ 463,794.41	\$ -	\$ 463,794.41
Maintenance Fund (Restricted)	\$ -	\$ 659,578.36	\$ 659,578.36	\$ -	\$ 659,578.36
Bond & Interest	\$ -	\$ 108,048.49	\$ 108,048.49	\$ -	\$ 108,048.49
Auxiliary Enterprise	\$ 185,868.42	\$ 144,683.36	\$ 330,551.78	\$ -	\$ 330,551.78
Restricted purposes	\$ 143,560.37	\$ 3,871.60	\$ 147,431.97	\$ -	\$ 147,431.97
Trust/Agency	\$ -	\$ 1,578.40	\$ 1,578.40	\$ -	\$ 1,578.40
Audit	\$ -	\$ 589,904.00	\$ 589,904.00	\$ -	\$ 589,904.00
Liability, Protection & Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,824,680.76	\$ 2,955,119.80	\$ 7,779,800.56	\$ -	\$ 7,779,800.56
Student Government	\$ -	\$ 571.60	\$ 571.60	\$ -	\$ 571.60
TOTAL PER REPORT	\$ 4,824,680.76	\$ 2,955,691.40	\$ 7,780,372.16	\$ -	\$ 7,780,372.16

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 1-41 numbered 10000770, 152957 and 152978 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 \$571.60 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 July 2021.

Student Government Association

Ratification of Payment of Bills for August 2021

The check register detailing the regular monthly bills for August 2021 was sent out on September 17, 2021. The totals by fund are on page 2. This includes approval of travel reimbursements for August.

Board Chair

Board Secretary

EC:mw
9/2021

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 \$5,025,565.15 for all check amounts as listed and for all purposes as appearing on a report dated August 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 August 2021, represented by checks on pages 1-46 numbered 153114-153182, 153184-153211, 153213-153224, 153226-153384 and 153386-153408 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 2,161,190.51	\$ 1,192,578.53	\$ 3,353,769.04	\$ (19,165.33)	\$ 3,334,603.71
Operations, Building and Maintenance Fund	\$ 160,864.68	\$ 59,473.48	\$ 220,338.16	\$ -	\$ 220,338.16
Maintenance Fund (Restricted)	\$ -	\$ 1,018,517.09	\$ 1,018,517.09	\$ -	\$ 1,018,517.09
Bond & Interest	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
Auxiliary Enterprise	\$ 97,094.75	\$ 109,988.36	\$ 207,083.11	\$ -	\$ 207,083.11
Restricted purposes	\$ 80,718.74	\$ 107,174.72	\$ 187,893.46	\$ -	\$ 187,893.46
Trust/Agency	\$ -	\$ 1,463.61	\$ 1,463.61	\$ -	\$ 1,463.61
Audit	\$ -	\$ 23,250.00	\$ 23,250.00	\$ -	\$ 23,250.00
Liability, Protection & Settlement	\$ -	\$ 6,652.00	\$ 6,652.00	\$ -	\$ 6,652.00
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 2,499,868.68	\$ 2,520,597.79	\$ 5,020,466.47	\$ (19,165.33)	\$ 5,001,301.14
Student Government	\$ -	\$ 5,098.68	\$ 5,098.68	\$ -	\$ 5,098.68
TOTAL PER REPORT	\$ 2,499,868.68	\$ 2,525,696.47	\$ 5,025,565.15	\$ (19,165.33)	\$ 5,006,399.82

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 1-46 numbered 153183, 153212, 153225 and 153385 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 \$5,098.68 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 August 2021.

Student Government Association

Acceptance of Treasurer's Report for July 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
9/2021

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 July 2021."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

July 2021

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

Treasurer's Comments on July 2021 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.1 million in tuition and fees, \$286,000 in replacement tax revenues, and \$29,000 in interest earnings. Unlike in prior fiscal years, no property tax revenues were received in July because second installment property tax bills were mailed one month later than usual.

Net cash and investments decreased by \$6.0 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 July, revenues were \$9.9 million or 61% of the prorated budget, compared to \$15.4 million, or 93% for the previous year. Cook County second installment property tax bills were mailed one month later than usual, resulting in lower revenue for July compared to the prior year. Tuition and fees totaled \$9.5 million year to date, or 87% of the prorated budget. Last year, tuition and fees totaled \$10.8 million or 92% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$5.8 million. The operating expenditures are \$0.8 million (16%) above prior year's actual expenditures of \$5.0 million for the same period. Net transfers total \$659,000 as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 July 31, 2021
 (IN THOUSANDS)

ASSETS	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
Cash	\$ 5,481	\$ 402	\$ 228	\$ 1,631	\$ -	\$ 119	\$ -	\$ 479	\$ 2,320	\$ 10,660
Taxes Receivable	21,919	4,093	-	1,914	-	-	-	51	-	27,977
Student Tuition Receivable	4,886	-	-	-	-	448	-	-	-	5,334
Government Funds Receivable	-	-	-	-	-	2,050	-	-	-	2,050
Accrued Interest	102	14	3	-	-	1	-	-	21	141
Other Receivables	91	-	-	-	-	446	-	-	-	537
Investments	-	-	-	-	-	-	-	-	-	-
Short-term	64,254	8,914	13,946	-	-	1,267	-	344	16,765	105,490
Long-term	19,634	3,213	4,333	-	-	506	-	120	5,835	33,641
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	308	-	-	-	39	439	-	-	-	786
Total Current Assets	102,175	16,636	18,510	3,545	39	19,776	-	994	24,941	186,616
Net Investment in Plant	-	-	-	-	-	-	109,053	-	-	109,053
Total Assets	\$ 102,175	\$ 16,636	\$ 18,510	\$ 3,545	\$ 39	\$ 19,776	\$ 109,053	\$ 994	\$ 24,941	\$ 295,669
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,033	2,033
Total Assets and Deferred Outflows of Resources	\$ 102,175	\$ 16,636	\$ 18,510	\$ 3,545	\$ 39	\$ 19,776	\$ 109,053	\$ 994	\$ 26,974	\$ 297,702
LIABILITIES AND NET POSITION										
Payables	\$ 290	\$ 6	\$ 3	\$ -	\$ -	\$ (56)	\$ -	\$ -	\$ -	\$ 243
Accrued Interest Payable	-	-	-	-	121	-	-	-	-	121
Deferred Tuition Revenue	-	-	-	-	-	-	-	-	-	-
Accruals	2,512	288	-	-	-	257	-	-	-	3,057
Bonds Payable	-	-	-	-	49,843	-	-	-	-	49,843
OPEB Liability	-	-	-	-	-	-	-	-	43,843	43,843
Total Liabilities	2,802	294	3	-	49,964	201	-	-	43,843	97,107
Deferred Inflows of Resources - Property Taxes	-	-	-	1,855	-	-	-	51	-	28,545
Deferred Inflows - CIP and College Plan	22,601	4,038	-	-	-	-	-	-	7,149	7,149
Total Liabilities and Deferred Inflows of Resources	25,403	4,332	3	1,855	49,964	201	-	51	50,992	132,801
Net Position										
Unrestricted	76,772	12,304	18,507	-	-	3,533	-	-	(24,018)	87,098
Restricted	-	-	-	-	-	16,042	-	943	-	16,985
Debt Service	-	-	-	1,690	(49,925)	-	-	-	-	(48,235)
Plant	-	-	-	-	-	-	109,053	-	-	109,053
Total Net Position	76,772	12,304	18,507	1,690	(49,925)	19,575	109,053	943	(24,018)	164,901
TOTAL LIABILITIES & NET POSITION	\$ 102,175	\$ 16,636	\$ 18,510	\$ 3,545	\$ 39	\$ 19,776	\$ 109,053	\$ 994	\$ 26,974	\$ 297,702

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 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	\$ 4,485	\$ -	0%	99%
Replacement Tax	950	79	287	363%	198%
State Revenue	2,679	223	-	0%	0%
Federal Revenue	5,543	462	-	0%	0%
Tuition and Fees	20,387	10,884	9,458	87%	92%
Other	1,172	98	145	148%	76%
TOTAL REVENUES	\$ 84,548	\$ 16,231	\$ 9,890	61%	93%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,891	\$ 2,574	\$ 2,772	108%	78%
Academic Support	18,490	1,541	1,362	88%	95%
Student Services	7,902	659	240	36%	44%
Public Services	1,070	89	50	56%	57%
Operations and Maintenance	8,482	707	218	31%	39%
General Administration	6,851	571	281	49%	41%
General Institutional	631	53	842	1601%	938%
Contingency	2,324	194	-	0%	0%
TOTAL EXPENDITURES	\$ 76,641	\$ 6,387	\$ 5,765	90%	81%
Revenues over (under) expenditures	7,907	9,844	4,125		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,000)	(333)	(333)		
To Auxiliary Fund and Alliance	(2,390)	(199)	(199)		
To Restricted Purpose Fund	(100)	(8)	(8)		
To Liability, Protection & Settlement Fund	(813)	(68)	(68)		
To Social Security/Medicare Fund	(894)	(75)	(75)		
From Working Cash Fund: Interest	290	24	24		
Total Transfers	\$ (7,907)	\$ (659)	\$ (659)		
Net Revenue over (under) expenditures	\$ -	\$ 9,185	\$ 3,466		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2021

AGENDA ITEM 9/21-4
6 of 9

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Construction Fee	335	117	35%	
Interest and Investments Gain/Loss	80	1	1%	
Total revenues	415	118	28%	
EXPENDITURES				
West End Remodeling - A/E Fees	150		0%	
Natural Area Restoration	170		0%	
Landscape Improvements	1,590		0%	
Capital Equipment	600	12	2%	
Cabling Upgrades	150		0%	
Check Valve	60		0%	
Elevator Upgrades	500		0%	
Interior Remodeling	650		0%	
Flooring - Carpet Replacement	500		0%	
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	970		0%	
Skokie Remodeling Projects	2,030		0%	
Field Irrigation	100		0%	
Cafeteria Remodeling - DP	1,090		0%	
Camera Replacement	948		0%	
Main Entrances and Monument Signs	150		0%	
Air Handler Replacement	625		0%	
Signage/Wayfinding	870		0%	
Boardroom Renovations & Athletic Wing Flooring	1,025		0%	
Sanitary Force Main	300		0%	
Skokie Metal Wall Panel Project	1,500		0%	
Contingency	643		0%	
Total expenditures	15,994	12	0%	
Transfer in	-	-		
Net	\$ (15,579)	\$ 106	(1%)	
AUXILIARY ENTERPRISE FUND (excluding Alliance)				
	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,536	\$ 391	25%	2%
Workforce Development	130	3	2%	3%
Copy Center	143	-	0%	1%
Athletics	4	8	200%	80%
Child Care	390	56	14%	91%
PAC Operations	5	-	0%	50%
Campus Scheduling and Events	200	-	0%	0%
Other	123	70	57%	41%
Interest and Investments Gain/Loss	27	-	0%	179%
Total revenues	2,558	528	21%	18%
	2,558			
EXPENDITURES				
Bookstore Operating Expenses	1,604	13	0%	1%
Workforce Development	299	11	4%	2%
Copy Center	286	-	0%	3%
Athletics	954	75	8%	8%
Child Care	507	15	3%	3%
PAC Operations	93	3	3%	4%
Campus Scheduling and Events	32	-	0%	0%
Auxiliary Services Administration	327	9	3%	0%
Other	514	4	1%	0%
Total expenditures	4,616	130	3%	4%
Transfers in (out)	2,058	172		
Net	\$ -	\$ 570		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2021**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 363	\$ 30	\$ -	0%	0%
Tuition and Fees	1,119	93	112	10%	1%
Sale of Materials	8	1	-	0%	0%
Institutional Support					
Evening High School	50	4	23	46%	0%
Other Revenues	85	7	4	5%	15%
Total revenues	<u>1,625</u>	<u>135</u>	<u>139</u>	<u>9%</u>	<u>2%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,194	100	56	5%	3%
Instructional Programs		-			
Allied Health	157	13	4	3%	6%
Job-related	336	28	5	1%	1%
Personal	22	2	-	0%	3%
Emeritus Programs	60	5	4	7%	0%
High School Programs	99	8	-	0%	0%
ESL Programs	89	7	2	2%	5%
Total Programs	<u>763</u>	<u>64</u>	<u>15</u>	<u>2%</u>	<u>4%</u>
Total expenditures	<u>1,957</u>	<u>163</u>	<u>71</u>	<u>4%</u>	<u>69%</u>
Revenue over (under) expenditures	<u>\$ (332)</u>	<u>\$ (28)</u>	<u>\$ 68</u>		
Transfer in	332	28	28		
Net	0	0	96		

OAKTON COMMUNITY COLLEGE
 STUDENT ACTIVITIES FUND
 SUMMARY OF REVENUES AND EXPENDITURES
 ONE MONTH ENDED JULY 31, 2021

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 174,129				
Interest income	-				
Sub total revenues	<u>174,129</u>				
369901 Student Government Association	-	-	-	(337)	(337)
369919 Skokie Events Team	-	-	-	(48)	(48)
Sub Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>(385)</u>	<u>(385)</u>
<u>Fund Summary</u>					
Total Revenues	\$ 174,129				
Total Expenditures				(385)	
Total Transfers to other funds				-	
Excess revenues over expenditures				<u>173,744</u>	
Net Position 6/30/21				1,132,264	
Net Position, end of period				<u>\$ 1,306,007</u>	

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

GENERAL FUND TRANSFERS/PAYMENTS		REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
DATE	AMOUNT					
7/9/2021	\$ 702,013.60			\$ 702,013.60		
7/12/2021	2,494.00	\$	2,494.00			
7/27/2021	37,661.58				\$ 37,661.58	
TOTAL	\$ 742,169.18	\$ -	\$ 2,494.00	\$ 702,013.60	\$ 37,661.58	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS		FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
DATE	AMOUNT				
7/9/2021	\$ 341,345.55	\$ 341,345.55			
7/9/2021	101,825.53	\$	101,825.53		
7/9/2021	211,979.70			\$ 211,979.70	
7/9/2021	76,517.53				\$ 76,517.53
7/22/2021	336,306.16	336,306.16			
7/22/2021	100,988.27		100,988.27		
7/22/2021	209,371.19			209,371.19	
7/22/2021	78,164.42				78,164.42
TOTAL	\$ 1,456,498.35	\$ 677,651.71	\$ 202,813.80	\$ 421,350.89	\$ 154,681.95

Acceptance of Treasurer's Report for August 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
9/2021

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 August 2021."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

August 2021

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

Treasurer's Comments on August 2021 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.8 million in tuition and fees, \$280,000 base operating grants, \$70,000 in interest earnings, \$36,000 in replacement tax revenues, and \$17,000 in Illinois Veterans grant payments. Second installment property tax deposits began in early September and will be reflected in the September Treasurer's Report.

Net cash and investments decreased by \$6.0 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 August, revenues were \$22.9 million or 92% of the prorated budget, compared to \$23.6 million, or 95% for the previous year. Tuition and fees totaled \$12.6 million year to date, or 90% of the prorated budget. Last year, tuition and fees totaled \$13.6 million or 90% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$11.1 million. The operating expenditures are \$0.6 million (5.7%) above prior year's actual expenditures of \$10.5 million for the same period. Net transfers total \$1.3 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 August 31, 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	\$ 2,015	\$ 243	\$ 498	\$ 1,630	\$ -	\$ 842	\$ -	\$ 672	\$ 2,998	\$ 8,898
Taxes Receivable	21,919	4,093	-	1,914	-	-	-	51	-	27,977
Student Tuition Receivable	6,363	-	-	-	-	579	-	-	-	6,942
Government Funds Receivable	(13)	-	-	-	-	1,866	-	-	-	1,853
Accrued Interest	66	9	7	-	-	1	-	-	16	99
Other Receivables	98	-	-	-	-	311	-	-	-	409
Investments										
Short-term	64,438	8,590	12,699	-	-	1,080	-	345	16,765	103,917
Long-term	19,634	3,213	4,333	-	-	506	-	120	5,835	33,641
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	334	-	-	-	39	406	-	-	-	779
Total Current Assets	100,354	16,148	17,537	3,544	39	20,091	-	1,188	25,614	184,515
Net Investment in Plant	-	-	-	-	-	-	109,053	-	-	109,053
Total Assets	\$ 100,354	\$ 16,148	\$ 17,537	\$ 3,544	\$ 39	\$ 20,091	\$ 109,053	\$ 1,188	\$ 25,614	\$ 293,568
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,033	2,033
Total Assets and Deferred Outflows of Resources	\$ 100,354	\$ 16,148	\$ 17,537	\$ 3,544	\$ 39	\$ 20,091	\$ 109,053	\$ 1,188	\$ 27,647	\$ 295,601
LIABILITIES AND NET POSITION										
Payables	\$ 381	\$ 75	\$ -	\$ -	\$ -	\$ 19	\$ -	\$ -	\$ -	\$ 475
Accrued Interest Payable	-	-	-	-	121	-	-	-	-	121
Deferred Tuition Revenue	-	-	-	-	-	(3)	-	-	-	(3)
Accruals	2,179	288	-	-	-	266	-	-	-	2,733
Bonds Payable	-	-	-	-	49,755	-	-	-	-	49,755
OPEB Liability	-	-	-	-	-	-	-	-	43,843	43,843
Total Liabilities	2,560	363	-	-	49,876	282	-	-	43,843	96,924
Deferred Inflows of Resources - Property Taxes	15,067	2,692	-	1,237	-	-	-	34	-	19,030
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	7,149	7,149
Total Liabilities and Deferred Inflows of Resources	17,627	3,055	-	1,237	49,876	282	-	34	50,992	123,103
Net Position										
Unrestricted	82,727	13,093	17,537	-	-	3,895	-	-	(23,345)	93,907
Restricted	-	-	-	-	-	15,914	-	1,154	-	17,068
Debt Service	-	-	-	2,307	(49,837)	-	-	-	-	(47,530)
Plant	-	-	-	-	-	-	109,053	-	-	109,053
Total Net Position	82,727	13,093	17,537	2,307	(49,837)	19,809	109,053	1,154	(23,345)	172,498
TOTAL LIABILITIES & NET POSITION	\$ 100,354	\$ 16,148	\$ 17,537	\$ 3,544	\$ 39	\$ 20,091	\$ 109,053	\$ 1,188	\$ 27,647	\$ 295,601

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 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	\$ 8,970	\$ 8,880	99%	101%
Replacement Tax	950	158	323	204%	172%
State Revenue	2,679	447	927	208%	164%
Federal Revenue	5,543	924	-	0%	0%
Tuition and Fees	20,387	14,041	12,571	90%	90%
Other	1,172	195	178	91%	53%
TOTAL REVENUES	\$ 84,548	\$ 24,735	\$ 22,879	92%	95%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,891	\$ 5,149	\$ 4,818	94%	79%
Academic Support	18,490	3,082	3,299	107%	108%
Student Services	7,902	1,317	818	62%	68%
Public Services	1,070	178	116	65%	94%
Operations and Maintenance	8,482	1,414	845	60%	64%
General Administration	6,851	1,142	830	73%	63%
General Institutional	631	105	344	327%	354%
Contingency	2,324	387	-	0%	0%
TOTAL EXPENDITURES	\$ 76,641	\$ 12,774	\$ 11,070	87%	85%
Revenues over (under) expenditures	7,907	11,961	11,809		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,000)	(667)	(667)		
To Auxiliary Fund and Alliance	(2,390)	(398)	(398)		
To Restricted Purpose Fund	(100)	(17)	(17)		
To Liability, Protection & Settlement Fund	(813)	(136)	(136)		
To Social Security/Medicare Fund	(894)	(149)	(149)		
From Working Cash Fund: Interest	290	48	48		
Total Transfers	\$ (7,907)	\$ (1,318)	\$ (1,318)		
Net Revenue over (under) expenditures	\$ -	\$ 10,644	\$ 10,491		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2021

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Construction Fee	335	159	47%	
Interest and Investments Gain/Loss	80	2	3%	
Total revenues	415	161	39%	
EXPENDITURES				
West End Remodeling - A/E Fees	150		0%	
Natural Area Restoration	170		0%	
Water Supply Upgrade	48	45	94%	
Landscape Improvements	1,573		0%	
Capital Equipment	600	12	2%	
Cabling Upgrades	150		0%	
Check Valve	60		0%	
Elevator Upgrades	500		0%	
Interior Remodeling	650		0%	
Flooring - Carpet Replacement	500		0%	
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	725	67%	
Camera Replacement	948		0%	
Main Entrances and Monument Signs	150		0%	
Air Handler Replacement	625		0%	
Signage/Wayfinding	870		0%	
Pedestrian Path	17	17	100%	
Boardroom Renovations & Athletic Wing Flooring	1,025	172	17%	
Sanitary Force Main	300		0%	
Skokie Metal Wall Panel Project	1,500		0%	
Project Management Services	75	39	52%	
Contingency	568		0%	
Total expenditures	15,994	1,010	6%	
Transfer in	-	-		
Net	\$ (15,579)	\$ (849)	5%	
AUXILIARY ENTERPRISE FUND (excluding Alliance)				
	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,536	\$ 596	39%	26%
Workforce Development	130	11	8%	4%
Copy Center	143	3	2%	2%
Athletics	4	8	200%	80%
Child Care	390	78	20%	10%
PAC Operations	5	-	0%	0%
Campus Scheduling and Events	200	-	0%	0%
Other	123	71	58%	47%
Interest and Investments Gain/Loss	27	-	0%	2%
Total revenues	2,558	767	30%	20%
EXPENDITURES				
Bookstore Operating Expenses	1,604	156	5%	4%
Workforce Development	299	37	12%	6%
Copy Center	286	8	3%	18%
Athletics	954	154	16%	15%
Child Care	507	53	10%	9%
PAC Operations	93	9	10%	12%
Campus Scheduling and Events	32	-	0%	0%
Auxiliary Services Administration	327	33	10%	0%
Other	514	9	2%	0%
Total expenditures	4,616	459	10%	9%
Transfers in (out)	2,058	343		
Net	\$ -	\$ 651		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2021**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 363	\$ 61	\$ 147	40%	30%
Tuition and Fees	1,119	187	148	13%	7%
Sale of Materials	8	1	-	0%	0%
Institutional Support					
Evening High School	50	8	23	46%	0%
Other Revenues	85	14	11	13%	17%
Total revenues	<u>1,625</u>	<u>271</u>	<u>329</u>	<u>20%</u>	<u>7%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,194	199	160	13%	8%
Instructional Programs		-			
Allied Health	157	26	16	10%	7%
Job-related	336	56	12	4%	8%
Personal	22	4	2	9%	0%
Emeritus Programs	60	10	5	8%	5%
High School Programs	99	17	2	2%	2%
ESL Programs	89	15	10	11%	4%
Total Programs	<u>763</u>	<u>127</u>	<u>47</u>	<u>6%</u>	<u>5%</u>
Total expenditures	<u>1,957</u>	<u>326</u>	<u>207</u>	<u>11%</u>	<u>7%</u>
Revenue over (under) expenditures	<u>\$ (332)</u>	<u>\$ (55)</u>	<u>\$ 122</u>		
Transfer in	332	55	55		
Net	0	0	177		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2021

		Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$	233,470				
Interest income		372				
Sub total revenues		<u>233,842</u>				
369901 Student Government Association		-	-	-	(337)	(337)
369919 Skokie Events Team		-	-	-	(3,571)	(3,571)
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>(3,908)</u>	<u>(3,908)</u>
<u>Fund Summary</u>						
Total Revenues	\$	235,337				
Total Expenditures		(3,908)				
Total Transfers to other funds		-				
Excess revenues over expenditures		<u>231,429</u>				
Net Position 6/30/21		<u>1,132,264</u>				
Net Position, end of period	\$	<u>1,363,692</u>				

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

GENERAL FUND TRANSFERS/PAYMENTS		REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
DATE	AMOUNT					
8/6/2021	\$ 705,318.05			\$ 705,318.05		
8/13/2021	629.00	\$	629.00			
8/25/2021	25,435.53				\$ 25,435.53	
TOTAL	\$ 731,382.58	\$ -	\$ 629.00	\$ 705,318.05	\$ 25,435.53	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS		FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
DATE	AMOUNT				
8/6/2021	\$ 363,634.51	\$ 363,634.51			
8/6/2021	105,874.17	\$	105,874.17		
8/6/2021	217,192.72			\$ 217,192.72	
8/6/2021	77,264.41				\$ 77,264.41
8/20/2021	195,580.63	195,580.63			
8/20/2021	61,182.25		61,182.25		
8/20/2021	146,432.83			146,432.83	
8/20/2021	70,866.71				70,866.71
TOTAL	\$ 1,238,028.23	\$ 559,215.14	\$ 167,056.42	\$ 363,625.55	\$ 148,131.12

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 \$1,190.00 for part-time teaching services for the Alliance for Lifelong Learning summer 2021.
- b. Salary payments in the amount of \$6,612.75 for part-time teaching services for the Alliance for Lifelong Learning fall 2021.
- c. Salary rescinds in the amount of \$0 for part-time teaching services for the Alliance for Lifelong Learning summer/fall 2021.

MB:bg
9/2021

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 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.”

Supplemental Payment of Professional Personnel – Fall 2021

Comparative figures:

Fall 2021 Part-Time
\$3,033,133.07

Fall 2020 Part-Time
\$2,732,414.02

Fall 2021 Overload
\$472,880.11

Fall 2020 Overload
\$437,512.40

IL:jg
9/2021

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 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."

Approval of Clinical Practice Agreements

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

Health Information Technology:

Renewal: **Citadel Healthcare of Glenview**

This is a renewal agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which is effective September 21, 2021 through September 21, 2026.

Medical Assistant:

Renewal: **NorthShore University Health System**

This is a renewal agreement for the Medical Assistant program. It has been reviewed and approved by the College faculty and administration. This is a two-year agreement which is effective September 21, 2021 through September 20, 2023.

Physical Therapist Assistant:

New: **CHS Therapy, LLC**

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 an auto-renewed agreement which commences September 21, 2021.

Early Childhood Education:

New: **Barbereaux School**

This is a new agreement to offer practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a one-year period, and will terminate on September 21, 2022

New: **Christopher House – Uptown**

This is a new agreement to offer practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a one-year period, and will terminate on September 21, 2022

New: **Park Ridge Preschool—Park Ridge Park District**

This is a new agreement to offer practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a one-year period, and will terminate on September 21, 2022

New: **Poko Loko Early Learning Center**

This is a new agreement to offer practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a one-year period, and will terminate on September 21, 2022

New: **Unity Preschool**

This is a new agreement to offer affiliation and practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a five-year period, and will terminate on October 1, 2026

IL:ma
9/2021

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 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.”

Affirmation of Mission, Vision and Values

In March 2017, the Board of Trustees approved a revised Mission, Vision and Values Statement that had been developed as part of the 2018-2022 strategic planning process. Oakton's Mission, Vision, and Values serve as the foundation for the college's identity, purpose and work. As a first step in the development of the next strategic plan, the SPARC team (Strategic Planning, Accountability and Resource Committee) surveyed stakeholders to assess whether the mission, vision and values remain relevant. There was broad agreement that the Mission, Vision and Values reflect the work that the College is doing and should continue to be doing.

It is both best practice, and a requirement of the Higher Learning Commission, to affirm an institution's Mission, Vision, and Values statement annually.

JLS
9/2021

President's Recommendation:

That the Board adopts the following resolution:

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

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

Ratification of Board of Trustees’ Scholarships for 2021-2022

The Board of Trustees established the Trustees’ Scholarships in 1988 to recognize academic excellence and demonstrated leadership. The scholarships of \$2,574 are awarded to Oakton Community College students enrolled at least part time who completed 30 hours of Oakton courses with a minimum 3.5 GPA.

Scholarship applications were reviewed by a Scholarship Committee that included readers from the Oakton Board of Trustees, Oakton Educational Foundation, Oakton Alumni Council, and Oakton faculty, staff and administrators.

Students selected to receive the Scholarships are as follows:

<u>Student Name</u>	<u>Academic Program of Study</u>
Shuhad Al Mashhadani	Associate in Science
Anne Cauthorn	Associate in Science
Bryan Limon	Associate in Applied Science – Air Conditioning, Heating and Refrigeration Technology
Abigail Murray	Associate in Arts
Diana Tulchinsky	Associate in Applied Science – Computer Networking and Systems

KB:cw
9/2021

President’s Recommendation:

That the Board adopts the following resolution:

“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.”

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 - e” were previewed at the August 2021 Board of Trustees meeting; item “f” is a ratification for emergency work related to the Theatre Wing floor.

EC:mk
9/2021

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the 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	\$500,000.00
			Salesforce San Francisco, CA	\$163,500.00
			FormAssembly, Inc. Bloomington, IN	\$36,300.00
			Contingency	\$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.”
IN DISTRICT		\$0.00		
CONSORTIUM		\$0.00		
BID		\$0.00		
BID EXEMPT		\$1,294,470.50		
QBS		\$0.00		

Authorization to Purchase iConnect Training Units for AHR Department

The iConnect Training Unit with iManifold system analyzers is used by the Air Conditioning, Heating, and Refrigeration (AHR) Department to provide opportunities for students to assess, analyze, troubleshoot, and identify areas of concern for heating and refrigeration systems. The AHR Department currently has trainers but they utilize outdated controls and refrigerants that have not been used for over 20 years. The current trainers also do not allow students to become familiar with what they will experience out in the field nor the current pressure temperature relationship.

The new trainers will allow students to experience the proper operational conditions and increase their capabilities to analyze, through the use of the iManifold, what is happening and what needs to be replaced within functioning heating and refrigeration systems.

The “Basic Refrigeration Trainer” will be replacing the existing outdated trainer. The system allows the AHR department to demonstrate the different types of metering devices that are used and how they function differently. Additionally, with the iManifold system analyzer, AHR students will be able to determine if the system is performing correctly and what needs to be done to achieve maximum efficiencies.

The “Mobile Table-Top Refrigeration and Air Conditioning Trainer Units” with the iManifold system analyzer will allow students to demonstrate their knowledge of the refrigeration cycle as well as increasing familiarity and proficiency with variable fan speed controls that are the standard in the industry today.

The “Gas Fired Heating Control Board” is replacing the existing trainer due to their obsolete controls no longer utilized in the industry. This trainer contains a complete set of electrical controls for a furnace providing opportunity for students to be able to demonstrate basic principles associated with heating units and provide electrical service experience.

iConnect is a sole source distributor for these trainers that use the iManifold. The cost for these trainers: Basic Refrigeration, Gas Fired Heating Control Board, Mobile Table-Top Refrigeration and Air Conditioning, and iManifold system analyzers is \$37,405.28.

JM:mk
9/2021

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 the iConnect Training Unit with iManifold system analyzers from Aidex Corporation, 1802 North Division St., Morris, IL 60450 for a total of \$37,405.28 in accordance with their quote dated 07/07/2021.”

Authorization to Purchase Annual Maintenance and Upgrades for Data Warehouse Business Intelligence System – Five-Year Renewal

In September 2018, the Board approved the implementation of a data warehouse to serve as a centralized repository for storing and analyzing data to learn about trends, patterns, and correlations, and to increase user access to research, custom reporting, strategic decision-making, and performance dashboards across the institution. ZogoTech is the College's vendor for the data warehouse and they are prominent in Community College research and an active, approved provider with Achieving the Dream. The costs for the original contract were \$386,500 which included an annual support and maintenance fee that expires on September 30, 2021. The 2020-2021 annual support and maintenance fee is \$44,096.

The College has negotiated a five-year renewal for support and maintenance contract for \$48,505.38 per year, totaling \$242,526.90 for five years. With an ongoing commitment to Achieving the Dream and data-informed decision-making, ease of access to data and timely insights on enrollment and student success are key to the overall Oakton Student Experience. The Administration is confident that the ZogoTech data warehouse and business intelligence software will continue to provide critical support for data-informed decision-making.

PS:ec
09/2021

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 Data Warehouse Software – Five-Year Contract Renewal from Zogo Technologies, LLC, 4514 Cole Ave. #600, Dallas, TX 75205 for a five-year renewal period totaling \$242,526.90.”

Authorization to Purchase Owner’s Representative Services – Contract Extension

Cotter Consulting has served as the College’s Owner’s Representative (“Owner’s Rep”) since 2016 to 1) oversee the overall design process for approved Master Plan construction projects, 2) ensure that contract documents are prepared and completed on a timely basis, and 3) verify that the final design complies with the owner’s expectations. The primary role of the Owner’s Rep is to make sure the owner’s (Oakton) best interests are at the heart of every construction decision made.

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

The most recent Board-approved contract with Cotter for \$212,352.00 is set to expire on December 31, 2021. The Administration is seeking Board approval in the amount of \$97,000.00 and an extension of the contract through June 30, 2022. The additional funding is for the completion of the following projects:

<u>Project</u>	<u>Completion</u>	<u>Amount</u>
Des Plaines Cafeteria Renovations	11/01/2021	\$3,500
Boardroom Remodeling and Flooring Replacement	12/31/2021	\$21,000
VAV Box Coordination for Air Handler Unit Replacement	12/31/2021	\$25,000
Master Plan Refresh	06/30/2022	\$42,000
Signage and Wayfinding	12/31/2022	\$5,500

EC:mw
09/2021

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 Owner’s Representative Services – Contract Extension from Cotter Consulting, Inc., 100 S. Wacker Drive, Suite 920, Chicago, IL 60606 for a total of \$97,000.00 in accordance with their Professional Services Agreement which will now end in June 30, 2022.”

Authorization to Purchase Customer Relations Management Software – Five-Year Contract Renewal

In October 2018, the College signed a three-year contract with TargetX to purchase the Recruitment and Retention modules. Since that time, TargetX Recruitment has been implemented completely and is a critical component to the portfolio of products used by the College’s Enrollment Services team to communicate with students. Using this platform, students are able to apply online using either a computer or mobile device such as a smartphone or tablet PC, upload supporting documents and monitor the status of their application online. The Enrollment Services team uses this product for specific events such as campus visits and orientation days.

TargetX Retention Module is being implemented with plans to go-live in spring 2022. After go-live, TargetX Retention will allow the Enrollment Management team to manage events, communicate effectively with existing students, schedule appointments to meet with students either virtually or in-person, setup dashboards that will provide early alerts on students based on specific metrics, receive feedback from faculty members and provide updates to them, among host of other features focused on student retention. It is anticipated that TargetX Retention software will be critical in improving student success and increasing completion rates at Oakton.

TargetX software uses third-party plugins such as Salesforce, FormAssembly to provide the end-to-end user experience. The following gives a breakdown of each component along with the total cost over five years that makes up the recruitment and retention suite.

Product	Annual Cost	Five Year Cost
TargetX Recruitment Suite	\$55,000	\$275,000
TargetX Retention Suite	\$25,000	\$125,000
TargetX Premier Services	\$20,000	\$100,000
Salesforce	\$32,712	\$163,500
FormAssembly	\$7,260	\$36,300

The total 5-year cost is \$699,800 and the college is requesting an additional 5% contingency of \$34,990 to be held by the College in the event additional licenses need to be acquired. This brings the overall total cost to \$734,790.

PS:mk
09/2021

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 Customer Relations Management Software – Five-Year Contract for the following companies:

- 1) TargetX, 1001 E. Hector Street, Suite 110, Philadelphia, PA 19428 for a total of \$500,000.00,
- 2) Salesforce, 415 Mission St., San Francisco, CA 94105 for a total of \$163,500.00,
- 3) FormAssembly Inc., 101 W. Kirkwood Ave., #224, Bloomington, IN 47404 for a total of \$36,300.00,
- 4) Contingency in the amount of \$34,990.00 to be held by the College for additional licenses that may need to be acquired during the year,

For a grand total of \$734,790.00.”

Authorization to Purchase Paralegal Program Services – Three-Year Subscription Renewal

Thomas Reuters' Westlaw is a legal research platform that enables students in the paralegal (PAR) program access to case law, state/federal statutes, administrative codes, public records, and more for the purposes of accurately citing relevant legal information in preparation for work as a paralegal. This digital subscription allows access to the most comprehensive collection of legal information, allows students to efficiently identify and access relevant cases while engaged in PAR classes including, but not limited to, the legal research classes. Per the American Bar Association's (ABA) guidelines for paralegal education programs, institutions must have available a library adequate for its paralegal program and this digital subscription of Westlaw fulfills this requirement.

The digital Westlaw subscription is a renewal of an existing contract with Thomas Reuters with an annual increase of 3% each year.

Year 1 - \$18,371.76

Year 2 - \$18,922.92

Year 3 - \$19,490.64

Total cost for the three-year contract is \$56,785.32.

MB:mk
09/2021

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 Paralegal Program Services – 3 Year Contract Renewal from Thomas Reuters, 610 Opperman Drive, Eagan, MN 55123 for a total of \$56,785.32 in accordance with their quote dated 08/03/2021.”

Ratification for Emergency Purchases Related to Terrazzo Floor Replacement

At the Board of Trustees meeting on June 29, 2021, the Board approved the purchase of Des Plaines Campus Boardroom Renovation and Athletic/Theater Wing Student Street Flooring Replacement from Reed Construction Company, for a contract sum of \$1,248,966.00, plus a project contingency of \$124,897.00, for a total expenditure not to exceed \$1,373,863.00.

During demolition work of the existing quarry tile flooring for the Athletic/Theater Wing Student Street Flooring Replacement Project, it was discovered that the existing flooring substrate was a 1” to 2” sand mud bed with Visqueen between the mud bed material and structural concrete slab on grade. We had two testing company’s test the strength of this substrate material to see it had the strength to support the planned Terrazzo flooring. Based on the recommendations of Gary French of the National Terrazzo and Mosaic Association, who reviewed the testing results, the existing substrate had very low tensile strength and inconsistent value. Gary French would not recommend placing Terrazzo over this material. To install the Terrazzo flooring properly, the existing sand mud bed would have to be removed and replaced with an epoxy fill, then the Terrazzo finish flooring could be installed as specified.

Reed Construction has submitted a proposal to remove the subfloor and infill with epoxy for a total of \$125,963.00. This includes containment and protection of finishes including doors, heaters, glass, frames, walls and finishes, OSHA ramps at door openings, and the demolition of the old 2" sand mud bed and infill 2” with epoxy fill. The original contingency has already been applied for the other change orders and leaves a smaller contingency that is not sufficient.

This incremental cost is also more than the maximum 10% allowed for change orders on public projects. If the College proceeded with a public bid of this scope, as required for expenditures of this magnitude, the delay would be much longer than what Reed Construction requested due to requiring design documents, appropriate bid time/bid evaluation, Board approval, contract execution, and construction time. A public bid would cause the Athletic/Theater Wing Student Street most likely to remain closed until December 2021 impacting several classrooms, the music room, and athletics. This would significantly impact our students and the return to learning that the College Administration is striving for. As such, access to this corridor and rooms should be restored as soon as possible.

The College’s legal counsel has reviewed the expenses, and they meet the criteria as an emergency purchase and are bid-exempt under the Illinois Community College Act 110 ILCS 805/3-27.1 (m) “where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board.”

The Administration is seeking Board approval for emergency construction that was made in August 2021 to remove the unsuitable mud bed substrate and infill with epoxy and minimize the closure time of the Athletic/Theater Wing Student Street. This purchase was made by change order with Reed Construction Company for \$125,963.00.

RS:mk

09/21

President's Recommendation:

That the Board adopts the following resolution:

“Be it further resolved that the Board of Trustees of Community College District 535 ratifies the following premium payment of \$125,963.00 payable to Reed Construction, 600 W. Jackson Blvd. Chicago, IL 60661.”

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

The College relies on Microsoft Windows as its standard desktop operating system, Windows Server is one of the standard server operating systems, and Microsoft Office is the standard productivity package. Historically, the College has licensed Microsoft products through a three-year “Open Value Subscription Agreement for Education Solutions.” The cost is based on the number of full and part-time faculty, staff, and Administrator Full Time Equivalents (FTEs). The current agreement ends in October 2021.

With the addition of the online Microsoft 365 products, Microsoft has changed the licensing model to be based on Educational Qualified Users. These users are defined as any employee, contractor, or consultant who uses technology for the benefit of the institution daily. The College is obtaining quotes for Microsoft Licensing for both the legacy Open Value Subscription Agreement and the online Microsoft 365 A3 licenses which are more expensive but offer additional functionality. The Administration expects the annual cost to not exceed \$90,000. Vendor to be determined.

b) John Deere Gator

The College is looking to purchase a 2022 John Deere Gator XUV 865M Cab Non-HVAC for \$23,675.01 as well as a Western Plow Impact 6” V Blade for \$4,985.00 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 of the new sidewalks at both the main building and the Lee Center. Other issues include corrosion from salt that is threatening the coolant supply line and the front frame has cracks from plowing.

The Sourcewell Consortium pricing total for all three items is \$34,960.01. The vendor is Buck Bros. Inc., 29626 N. Highway 12, Wauconda, IL 60084.

c) Next Gen HyFlex Proof of Concept Classroom

In response to Covid-19, all classrooms were outfitted as flexible learning classrooms. The Board approved the HyFlex classroom webcams in February 2021. HyFlex classrooms allow students to engage in a class via face-to-face, online synchronous, or online asynchronous format depending on student preferences or based on circumstances. As part of Oakton’s strategic commitment to equity, the College seeks to upgrade 2 existing classrooms into HyFlex Next classrooms to pilot the latest cutting edge technologies for faculty and instruction. One classroom will be at the Des Plaines campus and the other will be at the Skokie Campus.

The Administration expects the HyFlex Next pilot classrooms to cost approximately \$65,000 each for a total cost not to exceed \$130,000. Vendor to be determined.

d) Classroom Technology Equipment Camera Mounts and Cabling

The College is seeking to upgrade the existing classrooms and computer labs to match the most recent technology standards of new classroom installations. There are 150 classrooms which require mounting the Pan-Tilt-Zoom cameras to the ceiling. This would eliminate any cabling on the floor or along the wall. It will also improve safety and allow the audio system to be placed near the instructor (or presenter) for the highest audio quality for remote learning and lecture capture.

The Administration expects the classroom technology equipment camera mounts and cabling cost not to exceed \$57,500. The vendor is CDW, 230 N. Milwaukee Ave, Vernon Hills, IL 60061.

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

Oakton participates in the State of Illinois College Insurance Program (CIP), which provides benefits primarily including medical and prescription drug and vision benefits, for retired community college employees and their spouses who are receiving pension benefits under the State Universities Retirement System of Illinois (SURS). These benefits are referred to as “Other Post-Employment Benefits” or OPEB.

The share of Oakton’s liability in the CIP was \$41.4 million as of June 30, 2021. Oakton’s individual OPEB plan liability was \$1.5 million as of June 30, 2021. The total OPEB liability as of June 30, 2021 was \$42.9 million. The Administration is recommending a resolution to set aside funding for the OPEB liability that is the College’s responsibility under the CIP. Consistent with accounting standards, the Administration proposes to transfer \$2.2 million from the Education Fund to the Retiree Health Insurance Fund.

Including this \$2.2 million proposed transfer, total accumulated transfers to the Retiree Health Insurance Fund will be \$26.6 million, as reflected in the Fiscal Year (FY) 2021 Comprehensive Annual Financial Report (CAFR). The FY 2021 CAFR is scheduled for approval at the October 2021 board meeting.

Authorization by the Board for this transfer will provide a mechanism to ensure that these resources only be used for the specific purpose stipulated in this resolution, In addition, this resolution is part of a funding plan to address the College’s liabilities.

AW:mw
9/2021

President’s Recommendation:

That the Board adopts the following resolution:

“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.”

Resolution to Transfer Funds for Restricted O&M Construction Costs

The Administration is proposing to transfer 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. These transfers will set aside funds to partially support the College's next Master Plan for construction projects that will commence in the fall of 2022.

Authorization by the Board for these transfers will provide a mechanism to ensure that these resources only be used for the specific purpose stipulated in this resolution.

AW:mw
9/2021

President's Recommendation:

That the Board adopts the following resolution:

“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.”

Approval of Policy Revision

Policy 4328 was recommended for revision on August 17, 2021. In accordance with College Policy, action on the proposed revisions will take place at the next regular meeting of the Board of Trustees on September 21, 2021.

JLS:bs
9/2021

President's Recommendation:

That the Board adopts the following resolution:

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

4328
Previously 4353
Updated 3/20/85
Revised 10/20/92
Revised 9/18/00
Renumbered 7/1/01
Reviewed 12/9/14
Revised 9/21/21

PERSONNEL - ADMINISTRATION

Holidays

The following days are established as College holidays for Community College District 535, and are designated as paid days off for administrators:

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- Presidents' Day - Third Monday in February
- Memorial Day - Last Monday in May
- Juneteenth - June 19
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans Day - November 11
- Thanksgiving Recess - Fourth Thursday and subsequent Friday in November
- Day of Christmas Eve - December 24
- Christmas Day - December 25
- Holiday Recess - Days between December 25 and January 1

Administrators will also receive two (2) floating holiday per fiscal year.

In the event that a legal holiday falls on Saturday, it will be observed on the preceding Friday, and in the event that a legal holiday falls on Sunday, it will be observed on the following Monday. During the summer term, when a holiday falls on a Friday or Saturday, a floating holiday shall be granted.

Acceptance of Grants

Funding totaling \$473,327.00 has been made available to Oakton Community College, subject to acceptance at the September 21, 2021 Board of Trustees meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

AG:kt
9/2021

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 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.”

Acceptance of U.S. Department of Education Student Support Services Grant

The U.S. Department of Education has awarded Oakton Community College a five-year award to continue supporting the TRiO Student Support Services program. The program, an Oakton mainstay for over 25 years, provides low income, first generation, minority and disabled students, academic advising, tutoring, mentoring, financial aid assistance and transfer assistance to four-year institutions among other services. The overall grant period is 9/1/2020 – 8/31/2025. Grant year 2 is 9/1/2021 – 8/31/2022. The projected yearly award is currently stated as \$348,561.00 per grant year. Esperanza Salgado-Rodriguez, Manager, TRIO Student Support Services, will act as Project Director. Juletta Patrick, Assistant Vice President, Student Affairs/Dean of Access, Equity and Diversity will administer the grant.

AG:kt
9/2021

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 accept \$348,561.00 from the U.S. Department of Education for operation of year two of the College’s five-year Student Support Services program.”

Acceptance of Illinois Secretary of State/Illinois State Library Literacy Office Adult Literacy – Volunteers in Teaching Adults Grant

The Illinois Secretary of State/Illinois State Library Literacy Office awarded Oakton Community College the FY22 Volunteers in Teaching Adults Grant in the amount of \$94,532 for the grant period July 1, 2021- June 30, 2022. Oakton will continue to provide instruction to help adults who read below the ninth grade level, OR speak English at a beginning level, to improve their basic reading, writing, math, or English language proficiency. Oakton AVL Services are provided through the use of trained, unpaid volunteer tutors. Elena Smoukova, Senior Manager of Adult Education Alliance for Lifelong Learning, will manage the grant and Jesse Ivory, Dean of Adult and Continuing Education/ Dean of Skokie Campus will serve as Administrator.

AG:kt
9/2021

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 accept \$94,532.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Volunteers in Teaching Adults program.”

Acceptance of Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton Community College a Workplace Enhancement Grant in the amount of \$14,580.00. Funds will support customized workplace English language program offerings for employees of Trim-Tex Dry Wall Products. The grant period is July 1, 2021 through June 30, 2022. Eilish McDonagh- Hermer, Senior Manager, Workforce Solutions will manage the grant, and Ruben Howard, Director of Workforce & Continuing Education Alliance for Lifelong Learning, will administer the grant.

AG:kt
9/2021

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 accept \$14,580.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Workplace Skills Enhancement grant in partnership with Trim-Tex Dry Wall Products.”

Acceptance of Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton Community College a Workplace Enhancement Grant in the amount of \$7,828.00. Funds will support customized workplace English language program offerings for employees of Cozzini Bros. The grant period is July 1, 2021 through June 30, 2022. Eilish McDonagh-Hermer, Senior Manager, Workforce Solutions will manage the grant, and Ruben Howard, Director of Workforce & Continuing Education Alliance for Lifelong Learning, will administer the grant.

AG:kt
9/2021

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 accept \$7,828.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Workplace Skills Enhancement grant in partnership with Cozzini Bros.”

Acceptance of Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement Grant

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton Community College a Workplace Enhancement Grant in the amount of \$7,826.00. Funds will support customized workplace English language program offerings for employees of Rivers Casino. The grant period is July 1, 2021 through June 30, 2022. Eilish McDonagh-Hermer, Senior Manager, Workforce Solutions will manage the grant, and Ruben Howard, Director of Workforce & Continuing Education Alliance for Lifelong Learning, will administer the grant.

AG:kt
9/2021

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 accept \$7,826.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Workplace Skills Enhancement grant in partnership with Rivers Casino.”