

**The 705th Meeting
of
The Board of Trustees
December 15, 2015**



OUR VISION, MISSION AND VALUES

We are the community's college.

- **We are dedicated, first, to excellence in teaching and learning.**
- **We challenge our students to experience the hard work and satisfaction of learning that leads to intellectual growth and support them academically, emotionally and socially.**
- **We encourage them to entertain and question ideas, think critically, solve problems, and engage with other cultures, with one another, and with us.**
- **We expect our students to assume responsibility for their own learning, to exercise leadership and to apply ethical principles in their academic, work, and personal lives.**
- **We demand from ourselves and our students tolerance, fairness, responsibility, compassion and integrity.**

We are a community of learners.

- **We provide education and training for and throughout a lifetime.**
- **We seek to improve and expand the services we offer in support of the people in the communities we serve.**
- **We promote a caring community of staff and faculty members, students, administrators, and trustees who, in keeping with our values, work together to fulfill our mission.**

We are a changing community.

- **We recognize that change is inevitable and that education must be for the future.**
- **We respond to change informed by our values and our responsibility to our students and our communities.**
- **We challenge our students to be capable global citizens, guided by knowledge and ethical principles, who will shape the future.**

Ratified by the Board of Trustees, October 20, 1998

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 705th MEETING
of
THE BOARD OF TRUSTEES
DECEMBER 15, 2015**

**Oakton Community College
1600 E. Golf Road
Des Plaines, Illinois 60016**

**Dinner
6:00 p.m.
Room 1502**

**Closed Session
6:30 p.m.
Room 1502**

AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of November 17, 2015
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - pending litigation
 - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
7:30 p.m.
Board Room 1506**

AGENDA

- Call to Order and Roll Call
- Pledge of Allegiance
- V Approval of Minutes of November 17, 2015 Meetings of the Board
- Statement by the President
- Report: Student Success Data Dashboard

Comments by the Chair

Student Trustee Report

Public Participation

NEW BUSINESS

CONSENT AGENDA

12/15-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda, Items 12/15-2 through 12/15-4

12/15-2 Ratification of Actions of Alliance for Lifelong Learning Executive Board

12/15-3 Supplemental Authorization to Pay Professional Personnel – Fall 2015

12/15-4 Approval of Clinical Practice Agreement

OTHER AGENDA ITEMS

R 12/15-5 Approval of Board Meeting Schedule for Calendar Year 2016

R 12/15-6 Adoption of Resolution Setting Forth Tax Levies for 2015

R 12/15-7 Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

R 12/15-8 Authorization to Approve December 2015 Purchases

- a. Continuation of Employee Health Insurance
- b. Audio System for TenHoeve Rooms
- c. Field Study Course – Paris
- d. Consulting Services for Finance Operations

12/15-9 Preview and Initial Discussion of January 2016 Purchases

R` 12/15-10 Acceptance of a Settlement Agreement

R 12/15-11 Authorization to Fund Adult Education Program through June 2016

R 12/15-12 Authorization to Fund Perkins Grant through June 2016

R 12/15-13 Authorization to Fund Monetary Award Program (MAP) Grant through December 2015

V 12/15-14 Acceptance of Grants

R 12/15-15 Appointment of Treasurer

R 12/15-16 Acceptance of Administrator Retirement

ADJOURNMENT

The Minutes of Regular Board Meeting of Oakton Community College November 17, 2015

The regular meeting of the Board of Trustees of Community College District 535, Oakton Community College, was held on Tuesday, November 17, 2015 at the Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session

Chair Harada called the meeting to order at 5:05 p.m. in room #1746 at the Des Plaines campus, and made the motion to close the meeting for the purpose of preparation for upcoming collective negotiations and employee performance. Mr. Frank seconded the motion; Mr. Stafford called the roll:

Ms. Harada	Aye
Ms. Tennes	via telephone
Mr. Stafford	Aye
Dr. DiLeonardi	Absent
Mr. Frank	Aye
Mr. Salzberg	Aye
Mr. Wadhwa	Aye
Mr. Dixon	Aye

Also present: Dr. Joianne Smith, President; Ms. Mum Martens, Chief Human Resources Officer; and Mr. Phil Gerner, Robbins Schwartz. This portion of the meeting was adjourned at 6:35 p.m. and reconvened at 6:55 p.m. Present: Ms. Harada, Mr. Stafford, Mr. Frank, Mr. Salzberg, Mr. Wadhwa, and Mr. Dixon. Absent: Dr. DiLeonardi and Ms. Tennes. Also in attendance: Dr. Joianne Smith, President; Dr. Tom Hamel, Vice President, Academic Affairs; Dr. Karl Brooks, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Technology and Data Analytics; and Ms. Mum Martens, Chief Human Resources Officer. At 7:25 p.m., Mr. Frank made a motion to adjourn the session, seconded by Mr. Dixon. A voice vote was called and the meeting was adjourned.

Call to Order and Roll Call

Chair Harada called the open session to order at 7:30 p.m. in room 1506; Mr. Stafford called the roll:

Ms. Harada	Chair	Present
Ms. Tennes	Vice Chair	Absent
Mr. Stafford	Secretary	Present
Dr. DiLeonardi		Absent
Mr. Frank		Present
Mr. Salzberg		Present
Mr. Wadhwa		Present
Mr. Dixon		Present

Pledge of Allegiance

Approval of Minutes

Chair Harada asked for a motion for the approval of the minutes of the regular Board Meeting held on October 20, 2015 and a special meeting of the Board that was also held on October 20, 2015. Mr. Frank made the motion which was seconded by Mr. Salzberg. A voice vote was called and the minutes were unanimously approved.

Statement by the President

President Smith welcomed everyone and asked for introductions of those present:

Kathleen DeCoursey, College Advancement and Classified Staff Union President, presented Philip Cronin, Media Services; Eileen Cukierski, President's Office; Kathi Kuhlman, Purchasing Office; Teresa O'Sullivan, Access and Disability Resource Center; and Jesse Wallace, Media Services.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented Tom Bowen, Professor, Philosophy; Sherry DeMonte, Associate Professor; Health Information Technology; Victoria Fils, Professor, Health Information Technology; Peter Hudis, Humanities and Philosophy; Scott Johnson, Professor, English; Nicole Perry, Associate Professor, Biology; Marian Staats, Professor, English; and Ruth Williams, Biology.

Barbara Dayton, Lecturer of Sociology, and Adjunct Faculty President, introduced: David Arieti, Lecturer, Biology; Kalyani Banerjee, Lecturer, Chemistry; Cindy Del Medico, Lecturer, Business; and Cheryl Thayer, Lecturer, Sociology.

Administrators present included: Michael Anthony, Chief Diversity Officer and Assistant Vice President for Student Affairs; Ann Marie Barry, Director, Student Life; Michael Carr, Assistant Vice President, Academic Affairs; Karen Epps, Director, Budget and Accounting Services; Dale Gustafson, Chief of Public Safety; Colette Hands, Interim Associate Vice President, Workforce Development and Continuing Education; Renee Kozimor, Director, Software and User Services; Mary Knight, Executive Director of Development; Linda Korbel, Dean, Languages, Humanities and the Arts; Mum Martens, Chief Human Resources Officer; Gary Newhouse, Dean, Library and On-line Learning; Paul Palian, Director, College Relations; Nancy Prendergast, Assistant Vice President of Academic Affairs, Dean of the Skokie Campus, and Interim Dean of Science and Health Careers; Doreen Schwartz, Director, Business Services; Leah Swanquist, Director, Facilities; and Brad Wooten, Dean, Social Sciences and Business.

Will Dixon, Student Trustee presented: Lena Lipinski and Elizabeth Adcox.

Guests in attendance: Hank Galatz, Educational Foundation and Michael Lundeen, Legat Architects

President Smith reflected on the violence and unrest that we experienced in our world last week. The terrorist attacks in Paris and in other parts of the world remind us how fragile life can be. President Smith said that she is proud that Oakton is a diverse college community where people are made to feel welcome and safe. As a show of solidarity with victims of terrorist acts across the globe, the Muslim Student Association, with the support of the Office of Student Life, will be hosting a moment of silence and a brief program on November 19th.

During this month of Thanksgiving, President Smith expressed her thanks and gratitude to all who coordinated or participated in some way in her inauguration celebration on October 30th; it was a wonderful community celebration. President Smith thanked Jesse Wallace and the Media Services department for recording individual and group messages to 'Thank a Veteran', which were shared on Oakton's Facebook and YouTube channels on Veterans Day. Condolences to the family of John Lund, adjunct faculty member, on the passing of his mother-in-law. Congratulations to Ashlee Mishler, Recruitment and Outreach Specialist, and her husband on the birth of Caleb Alexander Mishler on October 25th. Congratulations to Luanne Olson, Professor of Physical Therapy Assistant, on the birth of her first grandson, Thomas William Olson on November 14th. The Oakton College community was recognized earlier in the month for our work with LifeSource blood banks. The honor was presented to Krissie Harris and Princess Escudero of the Student Life Team, who work with student organizations to coordinate blood drives at both campuses. President Smith relayed that the Margaret Burke Lee Science and Health Careers Center has officially achieved LEED (Leadership in Energy and Environmental Design) Gold status by the United States Green Building Council; and was also awarded an Excellence in Architecture award from the American Institute of Architects, Northeast Chapter.

This week we are celebrating International Education Week, an annual initiative which aims to promote international understanding and build support for international education exchange. The theme this year is 'Indigenous Voices at the Frontier of a Globalized World'. President Smith thanked Professor Katherine Schuster

and the Global Studies Program for organizing the full schedule of events at both campuses. The annual Empty Bowls event will take place on December 5th at the Des Plaines campus. Admission is free; donation for a bowl is \$15.00, and all proceeds will be donated to local food charities. The Ceramics Club Winter Sale will be held on December 8th at the Des Plaines campus. Ten percent of the proceeds will be donated to the Marge Whitman Scholarship Fund. In the spirit of promoting academic success, the Learning Center, along with participation of students, staff, and faculty volunteers, will host a study breakfast on December 8, from 7:30-9:30 p.m. on both campuses. Currently on display in the Koehline Museum is ID Show 2015; this exhibit features the artwork of our faculty and runs through November 25th. President Smith expressed her gratitude and thanks to all of the Oakton student groups who have organized food and clothing drives for those in our community who are in need this holiday season.

Report: Student Learning

At this time, Dr. Tom Hamel, Vice President of Academic Affairs, introduced Nancy Prendergast and Ruth Williams, who presented a report on how Oakton defines the quality of learning. Dr. Prendergast introduced Victoria Fils, Chair of the Health Information Technology program, and Ruth Williams, Chair of Biology, to talk about how we improve student learning at the College. Dr. Prendergast began by saying that assessment begins with OPAL, which is Oakton's Program for the Assessment of Learning. OPAL is a multidisciplinary team consisting of faculty, staff, and administrators. OPAL measures student learning outcomes and how that relates to student success. Assessment provides information to faculty about what students are learning and not learning; informs the College with information about where we can improve, which enables stronger instruction that will lead to better student success.

Dr. Prendergast said that assessment is also a time to evaluate ourselves which in turn helps us become better teachers, and students to become better learners. Next, Dr. Fils explained the structure of the OPAL committee, and how we assess general education outcomes. Ms. Williams further explained the criteria for assessments. Trustee Wadhwa complimented the presentation and stated that the quality of the education students receive at Oakton is very important to the Board. Trustee Stafford asked a question relating to grading structures. Dr. Prendergast said that there is a difference between a grade that a student would receive in a class versus how they would score on an assessment test, possibly due to non-learning related student objectives. Mr. Stafford is hoping that our practices will reflect our willingness to not keep students back because of such instances as turning in an assignment late or not adhering to attendance policies.

Comments by the Chair

Chair Harada thanked President Smith for her comments about Paris. The affirmative efforts to welcome, invite and embrace diversity of all individuals at Oakton, promotes a wonderful spirit of community, and is something that Ms. Harada is very proud of.

Educational Foundation Liaison Report

Trustee Stafford attended the Educational Foundation meeting held on November 4th. An update was given on our portfolio, which currently stands at approximately thirteen million dollars. Per Mr. Stafford, President Smith did a wonderful job appealing to the Board for MAP (Monetary Award Program) grant monies. Because of the lack of a state budget, we have lost the MAP funding for next semester. We are fortunate we have the Foundation, a wonderful organization which is willing to help fund our students for next semester; we appreciate their efforts and support. Dr. Mary Knight, the Foundations' new Executive Director, gave a wonderful presentation on the different approaches and ideas she has for raising money.

ICCTA Report

Trustees Frank and DiLeonardi attended the Illinois Community College Trustees Association meeting on November 13th. Mr. Frank reported that MAP funding was a topic that was discussed at length. Mr. Frank said that Oakton is fortunate, as a number of other colleges as a result of the budget woes, are making significant budget cuts and are worried about how they are going to meet their budgets for next year. There also was a presentation on legal updates from Robbins Schwartz.

Green Committee Liaison Report

Chair Harada reported that the Green Committee been very active in bringing sustainable programs and activities, and now curriculum to the College. A formal proposal for a new environmental studies program was submitted to the curriculum review Board. Once approved, a steering committee and coordinator will be appointed and applicable courses will be identified and marked accordingly for students to begin to register. The sustainability staff is also working on identifying curriculum resources, lesson plans and guidelines to share with the faculty on ways that they can incorporate sustainability topics into existing courses across disciplines. Chair Harada mentioned that the Lee Center has received Gold LEED status, the first time for an Oakton building, and only one of seven LEED certified buildings in the city of Des Plaines. The Students for Social Justice working with the Green Committee, has ordered and will be coordinating the dispersal of aluminum water bottles with the Oakton logo to new students. Hopefully, this will be a way to encourage simple sustainable actions on campus. The solar panel project is progressing for the Skokie campus. There is no need for roof repairs prior to installation; bid packages to go out soon. Ms. Harada thanked the Green Committee for all their good work.

Student Trustee Report

Student Trustee Will Dixon reported on the ICCB-SAC (Illinois Community College Board's Student Advisory Committee) who recently met in Schaumburg to share ideas relating to student success, leadership and education in Illinois. Almost two thousand student signatures were delivered to the state capitol by the Chair of the ICCB-SAC legislative committee, a result of a combined effort of community colleges and universities all over the state expressing the concern of students relating to funding for higher education. The latest edition of the OCCurrence student newspaper is available in bins throughout the campus. The Student Government Association found that eighty-six percent of students surveyed said that they would stay on campus longer with the completion of a new Student Center. This would hopefully lead to better student persistence.

Public Participation - none

New Business

11/15-1a Approval of Adoption of Consent Agenda

Mr. Dixon offered:

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

Mr. Wadhwa seconded the motion; a voice vote was called and the motion passed unanimously.

11/15-1b Approval of Consent Agenda Items 11/15-2 through 11/15-7

Mr. Dixon offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/15-2 through 11/15-7 as listed in the Consent Agenda.

11/15-2 Ratification of Payment of Bills for October 2015

“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 \$5,838,498.63 or all check amounts as listed and for all purposes as appearing on a report

11/15-3 Acceptance of Treasurer's Report for October 2015

“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 October 2015.

11/15-4 Compliance with Open Meetings Act, Closed Session Minutes

“Whereas, the Board has received recommendations from William Stafford, Board Secretary and Joianne Smith, President, concerning their review of the minutes of closed meetings of the Board or a committee of the Board, and desires to act on those minutes in light of such recommendation.”

“Be it resolved that the Board of Trustees of Community College District 535, approves the release of closed session minutes of the meetings held on January 17, 2012, April 16, 2013, May 21, 2013,

November 19, 2013, January 21, 2014, March 18, 2014, February 22, 2015, February 26, 2015, and February 28, 2015, should be opened for public inspection at this time.”

11/15-5 Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

“Be it resolved that the Board of Trustees of Community College District 535, authorize the destruction of the verbatim audio recordings of its closed meetings held on June 26, 2012, August 21, 2012, September 18, 2012, October 16, 2012, November 13, 2012, and December 11, 2012.”

11/15-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board

"Be it further 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 Life Long Learning Program, ratifies and approves the actions of the Executive Board in items a to c, and hereby approves the expenditures in the amount not to exceed \$20,369.19 for all funds listed in items a and c.”

- a. Salary payments in the amount of \$13,655.50 for part-time teaching services for the Alliance for Lifelong Learning Fall 2015.
- b. Salary rescinds in the amount of \$4,275.82 for part-time teaching services for the Alliance for Lifelong Learning Fall 2015.
- c. Payment for Summer 2015 Space Utilization and Facilities Services and Classroom Rental as follows:

	<u>Services</u>	<u>Rental</u>
District 535 (Oakton)	\$5,583.66	\$500.02
District 202 (Evanston)	<u>0.00</u>	<u>630.01</u>
Total Payment	\$5,583.66	\$1,130.03

11/15-7 Supplementary Authorization to Pay Professional Personnel

- 1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2015 fall semester salaries in the amount of \$289,450.31, resulting in a revised total of \$4,386,486.00."
- 2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2015 fall semester salaries in the amount of \$10,212.00, resulting in a revised total of \$354,107.50."

Mr. Salzberg seconded the motion; Mr. Stafford called the roll:

Mr. Wadhwa	Aye
Mr. Frank	Aye
Mr. Harada	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Tennes	Absent
Dr. DiLeonardi	Absent

The motion carried; Student Trustee Dixon favored the resolution.

11/15-8 Appointment of Members to Career Program Advisory Committees for 2015-2016

Mr. Wadhwa offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members named to Career Program Advisory Committees for 2015-2016.”

Mr. Stafford seconded the motion; a voice vote was called and the motion passed unanimously.

11/15-9 Authorization to Approve November Purchases

Mr. Frank 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>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11/15-9a	1 & 2	LCD Projectors	Troxell Communications	\$ 106,695.00
11/15-9b	1 & 2	Field Study Course – Peru	Universidad San Ignacio de Loyola	\$ 21,750.00
			Kipachi Peru Travel	\$ 18,450.00
			Exito Travel, Inc.	\$ 20,800.00
11/15-9c	1 & 2	Core and Edge Network Equipment	Unified Concepts	\$ 82,063.35
11/15-9d	1	Ratification of Emergency Purchase for Rooftop Unit at Skokie Campus	Hill Mechanical Services	\$ 69,320.62
Grand Total				\$ 319,078.97.”

Mr. Wadhwa seconded the motion; Mr. Stafford called the roll:

Mr. Frank	Aye
Mr. Salzberg	Aye
Ms. Harada	Aye
Mr. Stafford	Aye
Mr. Wadhwa	Aye
Ms. Tennes	Absent
Dr. DiLeonardi	Absent

The motion carried; Student Trustee Dixon favored the resolution.

11/15-10 Preview and Discussion of December 2015 Purchases

The following purchases will be presented for approval at the December 15, 2015 Board of Trustees meeting: Oakton Vision Share Stream; Rooftop Solar Panel Array System; Continuation of Employee Health Insurance; and Field Study Course – Paris.

Chair Harada asked Doreen Schwartz if any grants are expected for the solar panels. Ms. Schwartz said she was not aware of any at this time, but will be looking at possible renewable energy credits for that future purchase. Renee Kozimor also mentioned that the Green Committee has been looking for grants as well as part of a solar purchase program from Illinois Green Economy Network, but when the state budget fell apart, funding for that grant was lost.

11/15-11 Authorization to Hire a Dean of the Science and Health Careers Division

Mr. Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorize the appointment of Ms. Ruth Williams as Dean of the Science and Health Careers Division effective January 1, 2016, at an annual salary of \$110,000. That salary will be prorated for the period of January 1, 2016-June 30, 2016.”

Mr. Wadhwa seconded the motion; Mr. Stafford called the roll:

Ms. Harada	Aye
Mr. Salzberg	Aye
Mr. Frank	Aye
Mr. Stafford	Aye

Mr. Wadhwa	Aye
Ms. Tennes	Absent
Dr. DiLeonardi	Absent

The motion carried; Student Trustee Dixon favored the resolution.

11/15-12 Approval of Administrator’s Retirement Agreement

Mr. Wadhwa offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the Retirement Agreement between the College and Mr. Robert Nowak, Vice President for Business and Finance, and his retirement effective December 31, 2015.”

Mr. Stafford seconded the motion and called the roll:

Ms. Harada	Aye
Mr. Stafford	Aye
Mr. Frank	Aye
Mr. Salzberg	Aye
Mr. Wadhwa	Aye
Ms. Tennes	Absent
Dr. DiLeonardi	Absent

The motion carried; Student Trustee Dixon favored the resolution.

Adjournment

Chair Harada announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, December 15, 2015 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, in room 1506.

There being no further business before the Board, Chair Harada asked for a motion to adjourn the meeting. Mr. Stafford made the motion, which was seconded by Mr. Dixon; a voice vote was called and the meeting was adjourned at 8:35 p.m.

Pat Harada, Chair

William Stafford, Secretary

ec
11/2015

A video recording of the November 17, 2015 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.

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 12/15-2 through 12/15-4

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/15-2 through 12/15-4 as listed in the Consent Agenda.

- 12/15-2 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 12/15-3 Supplemental Authorization to Pay Professional Personnel – Fall 2015
- 12/15-4 Approval of Clinical Practice Agreements

Ratification of Actions of Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$9,108.50 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2015.
- b. Salary rescinds in the amount of \$846.12 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2015.

CH:sk
12/4/2015

President's Recommendation: (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 and b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$9,108.50 for all funds listed in item a and b.”

Supplemental Authorization to Pay Professional Personnel - Fall 2015

Comparative figures:

Fall 2015 Part-Time	Fall 2014 Part-Time
\$ 4,444,094.74	\$ 4,580,320.52
Fall 2015 Overload	Fall 2014 Overload
\$ 357,911.10	\$ 334,410.24

TPH/lp
12/2015

President's Recommendation: (if not adopted in the Consent Agenda)

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2015 fall semester salaries in the amount of \$57,608.74 resulting in a revised total of \$4,444,094.74."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2015 fall semester salaries in the amount of \$3,803.60 resulting in a revised total of \$357,911.10"

Approval of Clinical Practice Agreement

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

Physical Therapist Assistant

Renewal: **Advanced Physicians** – This is the College’s standard agreement for a five-year, seven-month period.

TH/md

12/10/2015

President's Recommendation: (if not adopted in the Consent Agenda)

That the Board adopt the following resolution:

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

For the Physical Therapist Assistant Program
Advanced Physicians, S.C. – Crest Hill.”

Approval of Board Meeting Schedule for Calendar Year 2016

As per the Public Community College Act, 110 ILCS 805/3-8, public notice of the schedule of regular meetings of the Board of Trustees for the next calendar year as set at the organizational meeting must be given at the beginning of the calendar year.

JLS:ec
12/2015

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2016 calendar year for public notice as follows:

January 19, February 16, March 15, April 19, May 24, June 28, August 16, September 20, October 18, November 15, and December 13.”

“All meetings will begin at 7:30 p.m. in room 1506 at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois, except where otherwise posted as required by law.”

Adoption of Resolution Setting Forth Tax Levies for 2015

This Resolution sets forth the levy recommended at the October 20, 2015 Board meeting and represents a 4.97% increase over the extended 2014 tax levy.

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, as follows:

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2015 (to be collected in 2016) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Forty Million and Three Hundred Thousand Dollars (\$40,300,000) as a tax for Educational purposes; and the sum of Eight Million Dollars (\$8,000,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred and Ten Thousand Dollars (\$110,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2015.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chair is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Law."

Adopted this 15th day of December, A.D. 2015

AYES: _____

NAYS: _____

ABSENT: _____

Patricia N. Harada
Chair, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois

ATTEST:

William Stafford
Secretary, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois

CERTIFICATE OF TAX LEVY

Community College District Number **535**, County of Cook and State of Illinois
Community College District Name: **OAKTON COMMUNITY COLLEGE**

We hereby certify that we require:

- the sum of \$ 40,300,000.00 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 8,000,000.00 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 100.00 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
- the sum of \$100.00 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 110,000.00 to be levied as a special tax for financial audit purposes (50 ILCS 310/9),

on the equalized assessed value of the taxable property of Community College District No. 535 for the year 2015.

Signed this 15th day of December 2015.

Secretary of the Board of Said Community College District

Chair of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college which have not been paid in full: *Two (2)*.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District Number 535, County of Cook and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 2015 was filed in the office of the County Clerk of this county on _____, 2015.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension will be made, as authorized by resolutions on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution, for said purpose for the year 2015 is \$_____.

Date

County Clerk

County

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

CERTIFICATE OF COMPLIANCE
WITH THE
TRUTH IN TAXATION LAW

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of Oakton Community College District Number 535, County of Cook and State of Illinois; and

I do further certify that the Board of Trustees of said district adopted an “Approval of Estimate of Levy for 2015” at a regularly convened meeting held on the 20th day of October, 2015, said date being at least 20 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2015, and the aggregate levy of the district for 2015 as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, and including any amount abated prior to such extension, upon the levy of the district for 2014, such that the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* were not applicable to the adoption of said 2015 aggregate levy.

DATED this 15th day of December, 2015.

Patricia N. Harada
Chair, Board of Trustees
Community College District No. 535
County of Cook and State of Illinois

Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

This Resolution sets forth the College's designation for any reduction in the tax levy for 2015 due to the Property Tax Extension Limitation Law (PTELL). The Office of the County Clerk requires a separate resolution for this designation.

President's Recommendation:

That the Board adopt the following resolution:

**RESOLUTION DIRECTING COUNTY CLERK
REGARDING TAX LEVY EXTENSION SUBJECT TO
THE PROPERTY TAX EXTENSION LIMITATION LAW**

“WHEREAS, on December 15, 2015, the Board of Trustees (“Board”) of Community College District No. 535, Cook County, Illinois (“College District”) did adopt its 2015 tax levy; and

WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2015 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 535, Cook County, Illinois as follows:

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District's 2015 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

100% of such reductions shall be made from the levy for Educational purposes
0% of such reductions shall be made from the levy for Operations and Maintenance purposes

0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes

0% of such reductions shall be made from the levy for Social Security and Medicare purposes

0% of such reductions shall be made from the levy for Financial Audit purposes

Section 2. That the Chair and Secretary of the Board be and are hereby authorized and directed to sign the Resolution on behalf of the Board of Trustees.

Section 3. That the President of the College District is hereby directed to file a certified copy of this Resolution with the County Clerk on or before the last Tuesday in December.

Section 4. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its passage.”

AYES:

NAYS:

ABSENT: _____

ADOPTED this 15th day of December 2015.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 535
COUNTY OF COOK, STATE OF ILLINOIS

By: _____
Chair

ATTEST:

Secretary

STATE OF ILLINOIS)
)SS:
COUNTY OF COOK)

CERTIFICATE OF BOARD SECRETARY

I, William Stafford, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois (the “College District”), and as that official, I am the keeper of the records and files of the Board of Trustees of the College District.

I do further certify that the foregoing “Resolution Directing County Clerk Regarding Tax Levy Extension Subject To The Property Tax Extension Limitation Law” is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 15th day of December 2015.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly published in local newspapers; and that the meeting was called and held in strict compliance with the provisions of the Open Meetings Act, as amended, and the applicable provisions of the Public Community College Act, and that the Board of Trustees in adopting said Resolution has complied with all of the applicable provisions of said Acts, of the Property Tax Code, and procedural rules of the Board of Trustees.

IN WITNESS WHEREOF, I hereto affix my official signature, this 15th day of December, 2015.

William Stafford
Secretary, Board of Trustees
Community College District No. 535

Authorization to Approve December 2015 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.

All items were reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and items a and c were previewed at the November 17, 2015 Board of Trustees meeting. Item b was previewed at the October 20, 2015 Board of Trustees meeting.

DLS:kk
12/2/2015

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>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
12/15-8a	1 & 2	Continuation of Employee Health Insurance	Community College Health Consortium	\$ 7,290,591.00
12/15-8b	1	Audio System for the TenHoeve Rooms	Sensory Technologies LLC	\$ 41,981.00
12/15-8c	1	Field Study Course- Paris	Four Seasons Travel	\$ 43,500.00
12/15-8d	1	Consulting Services for Finance Operations	Education Business Strategies LLC	\$ 40,000.00
GRAND TOTAL				\$ 7,416,072.00”

Authorization to Purchase Continuation of Employee Health Insurance

Oakton is a member of the Community College Health Consortium (CCHC). The College's PPO and HMO plans are administered through CCHC. Premiums are typically evaluated on a twelve month basis and are set annually for the next calendar year.

One component of premium evaluation is trend (i.e., inflation). For 2016, the trend factor for medical costs is 6.7% and the trend factor for prescriptions is 12.5% resulting in a composite trend factor of 8.4%. Claims experience is, however, the main component of the premium establishment process. The period used for this year's evaluation was from August 1, 2014 through July 31, 2015. Due to the actual claims experience among the College's two plans during this period, each is discussed separately below beginning with a brief explanation of a measure of claim activity called the loss ratio.

The loss ratio is calculated based on the aggregate of claims and fees which are then divided by the budget. A loss ratio of 100% indicates that premiums were sufficient to cover all claims and expenses. A loss ratio in excess of 100% indicates that expenses exceeded premiums. Finally, a loss ratio less than 100% indicates that expenses were less than premiums. The goal of any plan is to have a loss ratio equal to or less than 100%.

During the aforementioned period, Oakton's loss ratio for the PPO Plan was a very favorable 71.3%. As a result of favorable ratios for both the current and prior renewal periods (prior year loss ratio was 70.0%); the College will reduce PPO premiums by 10% for 2016. Based on current enrollment, the cost for the PPO Plan for calendar 2015 is projected to be \$2,704,453.

Claims experience for the HMO Plan was different than the PPO with a loss ratio of 101.3% which is an improvement from a year earlier with a loss ratio of 109.6%. As a result, the HMO plan's premiums will increase 4.21 for 2016. Based on current enrollment, the cost for the HMO Plan for calendar 2016 is projected to be \$4,586,138.

The total costs for the College's PPO and HMO Plans for calendar 2016 are projected to be \$7,290,591, which will be partially offset by the contributions of the 466 enrolled employees, in the amount of approximately \$1,056,000.

MRM:kk
12/2/2015

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 purchase of Continuation of Employee Health Insurance from the Community College Health Consortium (CCHC) for twelve months from January 1, 2016 to December 31, 2016 for a total of \$7,290,591."

Authorization to Purchase an Audio System for the TenHoeve Rooms

The FY 2015-16 capital equipment budget includes \$50,000 for the purchase of a replacement audio system for the TenHoeve Rooms (1604, 1606, 1608, and 1610). The current audio system is over fifteen years old and nearing its end of life. In order to maintain dependability, it needs to be replaced with modern equipment.

The four TenHoeve rooms can be used separately or be combined to form larger rooms. For example, it becomes one large room for Commencement. The rooms are rented out to outside groups as well as internal events. These rooms are used daily as well as on weekends. If the current audio system fails, the audio system would have to be sent out for repair. Internal and outside events may have to be relocated or cancelled due to the repairs.

The new design offers many new improvements. The amplifier system will be networked allowing access and control of the audio systems remotely. Each room will receive new wireless microphones and ceiling speakers, improving the quality of sound. The wall plate connectors and cabling will be replaced, creating a better aesthetic look as cables will no longer have to be strung across the ceiling or floor. The new design will allow for future technologies to be incorporated into the system.

The Request for Proposal (RFP) was issued to 22 (none in-district) potential vendors of which three submitted responses: Sensory Technologies \$41,981, Fathom Media \$42,277.50, and Troxell Communications \$51,874.40. Sensory Technologies annual sales are approximately 25 million and they have been in business since 2006. They were awarded the NAWBO Women Business Owner of the Year Award. Some of their clients include; Butler University, National Collegiate Athletic Association (NCAA), Indiana University Health, and the City of Indianapolis Division of Homeland Security Department of Public Safety. All references contacted gave Sensory Technologies a positive review. The Administration is confident that Sensory Technologies can meet the College's equipment and installation needs. Installation will begin on January 4th and be completed by January 8th.

BLL:kk 12/2/2015

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 purchase of an Audio System for the TenHoeve Rooms from Sensory Technologies LLC, 201 Hansen Court, Suite 109, Wood Dale, IL 60191 for a total of \$41,981 in accordance with their response to RFP #5."

Authorization to Purchase Field Study Course – Paris

Professor Jeremi Bialowas will conduct a landscape photography field study visit to Paris in which students are eligible to earn three credit hours in Photography. The group will travel to Paris May 27 through June 5, 2016 to practice the principles of landscape, including the logistics associated with travel photography, in order to produce a meaningful body of photographic work. Most days will be spent photographing Paris as a group under faculty supervision. One day is a "free" day for students to explore Paris on their own. The College's Business Office worked with Four Seasons Travel of Des Plaines to organize the airfare, transportation to the hotel, and the hotel portion of this trip, and the cost per student is estimated at \$2,900. The plan is to stay in a hotel within city center with close proximity to public transportation. Once the travel dates are closer, the exact hotel and flight times will be finalized. All other costs, including meals, city transportation, and museum visits will be the responsibility of the student. The students will pay all costs associated with the field study course, including a portion of the faculty expenses. If total travel expenses are less than the \$2,900 per student, refunds will be issued to the students.

Four Seasons Travel has served the College well in the past with other student field study travel. Their care and concern in providing the best travel options are evident in their work. The Administration is seeking approval for \$43,500, which is \$2,900 per traveler for the maximum of fifteen travelers.

DLS:kk
12/2/2015

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 purchase of a Field Study Course – Paris from Four Seasons Travel, 1643 E. Oakton St., Des Plaines, IL 60016 for a total not to exceed \$43,500 per their price quote dated November 30, 2015."

Authorization to Purchase Consulting Services for Finance Operations

Due to the mid-year retirement of the Vice President for Business and Finance, the College needed to identify an interim solution for managing the administrative areas of Business and Finance (Accounting and Budget Services, Business Services, Construction Management, Facilities, and Public Safety) while the College initiates a search for a permanent replacement. Education Business Strategies LLC is uniquely positioned to provide these core services as the principal of Education Business Strategies, Mr. David Agazzi, served as the Vice President of Administrative Affairs at both the College of Lake County and Joliet Junior College. His background and experience will provide the necessary leadership during this interim period and will position the College well as we search for a Vice President for Business and Finance.

Education Business Strategies LLC will provide these consulting services for the period of January 4, 2016 – June 30, 2016 for an amount not to exceed \$40,000.

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

JLS:ds
12/1/2015

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 purchase of Consulting Services for Finance Operations from Education Business Strategies LLC, 2754 Fort Sheridan Avenue, Highland Park, IL 60035 for an amount not to exceed \$40,000 for the period of January 4, 2016 – June 30, 2016.”

Preview and Initial Discussion of January 2016 Purchases

The following purchases will be presented for approval at the January or February Board of Trustees meetings:

a) Primary Rate Interface PRI Circuits - The College currently has four Primary Rate Interface (PRI) circuits that provide inbound telephony service to over 2,600 direct telephone numbers college wide, as well as outbound local and long distance service for both the Des Plaines and Skokie campuses.

Since 2007, the College has partnered with First Communications, Inc. for its telecommunications needs. During those eight years, First Communications, Inc. has provided extremely reliable service and when needed, quick and immediate response time to outages. The Instructional Technology (IT) department requested and obtained pricing for a three year contract for four PRI circuits from First Communications, Access One, Call One, IT Quotes, and ATI (who provided quotes for XO Communications, Windstream and Access Point, and Access One circuits). The IT department is reviewing the pricing, but it appears that First Communications has submitted the lowest monthly cost and is the lowest overall risk given the phone system transition. The final vendor decision and pricing results will be available for the January Board meeting.

Estimated total for a three year contract extension is approximately \$20,000 per year for a three year total of approximately \$60,000. This is a cost savings of \$3,000 annually and \$9,000 for the term of the contract.

b) IP Telephony Annual Support and Software Assurance - The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts that end on March 1, 2016. The cost for FY2015 was \$26,219.39.

The administration is obtaining competitive quotes for the 2016-2017 renewal and a new support contract will be brought to the Board of Trustees for approval at the January Board meeting.

c) Travel for Baseball Team - Each year, the Oakton Men’s Baseball program schedules a spring training team trip to Florida. This trip is an integral part of the baseball program and provides opportunities for team building activities and competition with many of the best community college baseball programs in the country.

Once again, the baseball team is planning to travel to Auburndale, Florida and participate in the Russ Matt Baseball program. This organization is the largest operator of college baseball spring break tournaments in the United States with over 230 college baseball teams participating in three locations. Oakton will be scheduled to play twelve games during the trip with additional time for practice and team skill building activities.

Under current plans, the Oakton Men’s Baseball Team would leave on Thursday, March 10th and return on Sunday, March 20th, 2016. The cost of the trip breaks down as follows:

Cost Category	Cost	Explanation
Coach Bus Transportation, TBD	\$13,000	Bus transportation to and from Florida along with on-site ground transportation
Hotel Room for Bus Driver, Tuscana Resort 1395 Tuscana Ln Davenport, FL 33896	\$ 1,400	Hotel for bus drivers
The Fountains at ChampionsGate Master Blvd Championsgate, FL 33896	\$9,800	Rental of condo facilities for player housing
Enterprise Rental	\$1,300	On-site travel
Food	\$5,500	Grocery purchase for on-site food preparation and limited dine out
Russ Matt Baseball	\$2,100	Game Fees
Russ Matt Baseball	\$ 300	Team Registration
Total	\$33,400	Total estimated cost of trip

The cost of the trip will be paid for through fundraising efforts by members of the baseball team so this is pass-through money. If adequate funds are not raised by February 28, 2016 to cover these costs, the trip will be cancelled. This item will be presented at the January Board of Trustees meeting.

d) Custodial Supplies - On an annual basis, the College spends approximately \$48,000 on the following janitorial supplies; paper towels, toilet paper, hand soap, hand sanitizer, and trash can liners. This accounts for 34% of the overall Housekeeping department's supply budget. In order to insure guaranteed prices, on time deliveries, and proper inventory control, the Administration will be issuing a Request for Proposal (RFP) for these products. The initial term of the contract will be three years, with an option to renew for two additional years. The Facilities department will provide specifications for paper towels that contain 100% recovered material with a minimum of 50% post-consumer material and toilet paper that contains 100% recycled fiber. Quality green seal certified hand soap and hand sanitizer will also be specified. The Administration is looking at options to purchase trash can liners with some post-consumer material.

Once the proposal responses have been evaluated and the products have been tested, the results will be brought to the January or February Board of Trustees meeting.

e) Banner® Data Defense - In June 2004, the Board authorized the purchase of the Banner software for Oakton's student information system, and in subsequent years, added Banner Finance, Human Resources, Payroll, and other modules. These systems support our core business functions and contain much valuable, confidential data. Since the implementation of these systems, we have watched data breaches become more sophisticated and frequent, often with devastating financial consequences. The higher education industry accounts for approximately 17% of data breaches.

Banner® Data Defense provides an Oracle®-developed data and network encryption package, firewall, and audit tool to provide a comprehensive security strategy that protects the College's sensitive information. It's tailored to Banner® and combines multiple layers of IT security defense solutions, including an encryption package for the data and network, firewall, and audit tool, into one solution. The product also includes implementation services to help us ensure data privacy, protect against threats, and maintain regulatory compliance.

The Banner Data Defense solution bundles Oracle® Advanced Security, Oracle® Audit Vault, and Database Firewall with Banner® specific documentation and reports and best-practice implementation advice from Ellucian Services.

Oracle Advanced Security provides tablespace level transparent data encryption that will help Oakton comply with privacy and regulatory mandates by transparently encrypting

all application data such as birth dates, social security numbers, or personally identifiable information (PII). Encrypting data at rest and whenever it leaves the databases provides one of the most effective solutions for comprehensive data protection. Oracle Advanced Security protects sensitive data on the network, on storage media, and within the database from unauthorized access and protects against theft, loss, and improper decommissioning of storage media and database backups.

The Oracle Audit Vault and Database Firewall provides the first line of defense for databases and consolidates audit data from databases, operating systems, and directories. Its structured query language (SQL) grammar-based technology monitors and blocks unauthorized SQL traffic before it reaches the database and combines information from the network with detailed audit information for compliance reporting and alerting.

The Banner Data Defense software and implementation product from Ellucian will cost approximately \$200,000 and will be a sole source purchase from Ellucian. The Administration will seek approval for this purchase at the January Board meeting.

Acceptance of Settlement Offer

This matter has been discussed by the Board in closed session.

JLS:kje
12/10/2015

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 does hereby accept the Settlement Offer from 1400 Wolf Road, LLC., et al pursuant to the terms outlined in correspondence from Robbins, Schwartz dated October 27, 2015 as it relates to 2007 – 2010 Cook County Tax Rate Objections. A settlement agreement will be executed based upon the Settlement Offer and Oakton's acceptance thereof.”

Authorization to Fund Adult Education Program through June 2016

As a result of the lack of an Illinois state budget for FY 2016, the Adult Education program has been operating without a grant contract. The total annual budget for Adult Education is \$1.4 million from federal and state grant funds specifically designated for Literacy, English as a Second Language, High School and similar programs. Additionally, the Adult Education division is supported by a portion of the ICCB Base Operating Grant; budgeted at \$450,000 in FY 2016. The Adult Education division serves approximately 4,500 students annually and is supported by sixteen staff (eight of whom are fully granted funded).

The Adult Education program provides critical educational services to our community, (GED classes and adult literacy), and is the program most directly affected by the lack of a state budget. Discontinuing Adult Education in FY 2016 would result in a loss of these critical educational services as well as a significant decline in reported credit hours for FY 2016 which would reduce the College's anticipated Base Operating Grant revenue in FY 2018. In FY 2015, approximately 4,800 reimbursable credit hours were generated by the Adult Education program. At the same time, it will be difficult for the program to continue its success in meeting state performance targets.

The Adult Education division has implemented cost reduction strategies such as combining class sections, developing additional partnerships and reducing out-of-district travel for professional development until grant funding resumes. Though we are not certain when the state will pass its budget, it is less likely the state would cease to fund Adult Education based on the federal match received each year. We will keep the Board updated regarding the funding situation and inform the board if a budget revision will be needed as more information becomes available.

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the use of institutional funds not to exceed \$1.4 million to off-set the loss of grant funding for the Adult Education Program through June 2016.”

Authorization to Fund Perkins Grant through June 2016

As a result of the lack of an Illinois state budget for FY 2016, the Perkins program has been operating without a grant contract. The total annual budget for Perkins is \$274,238 which is 100% funded from federal/state grant funds. Perkins provides support services to students and faculty in career and technical education (CTE) programs. Oakton currently has 33 CTE programs offering 94 certificates and 27 AAS degrees.

Though we are not certain when the state will pass its budget, it is less likely the state would cease to fund Perkins programs based on the federal match received each year. We will keep the Board updated regarding the funding situation and inform the Board if a budget revision will be needed as more information becomes available.

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the use of institutional funds not to exceed \$274,238 to off-set the loss of grant funding to support the Perkins Program through June 2016.”

Authorization to Fund Monetary Award Program (MAP) Grant through December 2015

As a result of the lack of an Illinois state budget for FY 2016, the Monetary Award Program (also known as “MAP”) has ceased funding of grants for students who attend approved Illinois colleges and demonstrate financial need. The total amount of MAP eligible funding for the Fall 2015 semester is \$345,000 to 595 students.

The Oakton Educational Foundation has agreed to cover \$350,000 for students dependent on MAP for the Spring 2016 semester. MAP-eligible students are among Oakton’s most needy students and without the Foundation’s assistance, they would likely not be able to enroll in the spring.

We are not certain when the state will pass its budget, nor can we be certain such a budget will include funding of the MAP program. We will keep the Board updated regarding the funding situation and inform the Board if a budget revision will be needed as more information becomes available.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the use of institutional funds not to exceed \$345,000 to off-set the loss of MAP funding to support eligible, financially needy students through December 2015.”

Acceptance of Grants

Funding totaling \$588,589 has been made available to Oakton Community College, subject to acceptance at the December 15, 2015 Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

RM
12/10/2015

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 12/15-14a through 12/15-14c, for the following grants:

a. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of.....	\$546,589
b. State Farm Habitat for Humanity Grant	\$2,000
c. National Science Foundation Advanced Technological Education Grant in the amount of	\$40,000
for a total of \$588,589"	

Acceptance of Illinois Community College Board Adult Education and Family Literacy Grant

The State of Illinois has released the federal portion of the Adult Education and Family Literacy Grant and Illinois Community College Board has awarded Oakton Community College a total of \$546,589 for the fiscal year 2016. These funds, through the Federal Basic Literacy Program and the Federal English Literacy/Civics Program, constitute approximately 40% of the total Adult Education and Family Literacy funding usually provided through combined state and federal funding. This funding will provide educational opportunities for adult learners who participate in the English as a Second Language, Literacy, Family Literacy, GED, Evening High School and Citizenship Education classes. The grant is for the period July 1, 2015 through June 30, 2016, and will be managed by Linda Davis, Senior Manager of Adult Education. Dr. Colette Hands, Acting Associate Vice President of Continuing Education, Training and Workforce Development, is the administrator.

<u>Source</u>	<u>\$ Amount</u>
Federal Basic Literacy Program	508,335
Federal English Literacy/Civics Program	<u>38,254</u>
Total	\$546,589

RM
12/10/2015

President's Recommendation: *(if not adopted en bloc)*

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$546,589 in federal funding from the Illinois Community College Board to support fiscal year 2016 Adult Education and Family Literacy programs.”

Acceptance of Habitat for Humanity State Farm Matching Grant

State Farm program has awarded Oakton Community College Habitat for Humanity Chapter a \$2,000 Matching Grant. The grant will enable Oakton's Habitat for Humanity Chapter to purchase windows for its building project in collaboration with Maine East High School's Geometry in Construction project. The houses that this grant will support will be located in Elgin, IL and Bloomington-Normal, IL. In order to meet the match, Oakton's Habitat for Humanity Chapter will raise \$2,000. Marvin Bornschlegl, Coordinator of Human Services and Substance Abuse Counseling Programs and Chapter Advisor will manage the grant.

JJ

12/9/2015

President's Recommendation: *(if not adopted en bloc)*

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$2,000 from State Farm to support Oakton Community College's Habitat Humanity Project in partnership with Maine East High School.”

Acceptance of National Science Foundation Advanced Technological Education Grant

Oakton Community College is a sub-awardee under a National Science Foundation Advanced Technological Education Grant awarded to Norco College (Riverside Community College District), Norco, California. The grant program has been extended into its fifth year to continue the National Center of Excellence for Supply Chain Technology Education. The project is a partnership among five community colleges: Norco, Sinclair Community College in Dayton, OH; Tacoma (WA) Community College, Jefferson Community and Technical College in Louisville, KY, and Oakton. Oakton's allocation for year five is \$40,000. Dr. Robert Sompolski, Dean of Mathematics and Technologies, is project co-investigator and will be responsible for disseminating best practices in supply chain technology education.

RM
12/10/2015

President's Recommendation: *(if not adopted en bloc)*

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$40,000 as a sub-awardee from the National Science Foundation Advanced Technological Education National Center of Excellence for Supply Chain Technology Education program.”

Appointment of Treasurer

In conformity with the Illinois Public Community College Act, Chapter 110, Act 805, Section 3-18 (110 ILCS 805/3-18), the Board of Trustees of Community College District No. 535 shall appoint a Treasurer to serve at the pleasure of the Board. The Treasurer may not be a member of the Oakton Community College Board.

President's Recommendation:

“Be it resolved that effective January 1, 2016, Bonnie Lucas is hereby appointed Treasurer to serve at the pleasure of the Board for no additional compensation, provided that before entering upon her duties, the Treasurer shall execute and deliver to the Board a bond, as required by the Illinois Public Community College Act.”

Approval of Retirement -- Administrative Personnel

On November 29, 2015, Ms. Ann Marie Barry, Director of Student Life, provided notice of retirement under the provisions of the College retirement policies for administrators, effective June 1, 2017. Ms. Barry is eligible to retire under the Senior Administrator Program, based upon her completion of more than 15 consecutive years of service to Oakton per board policy 4318.

Ms. Barry has served the College in an exemplary manner, and we wish her well in her future endeavors.

MRM/vb
12/10/2015

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept the retirement of Ms. Ann Marie Barry, Director of Student Life effective June 1, 2017.”