The 669th Meeting
of
The Board of Trustees
November 13, 2012
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 October 16, 2012
   - semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
   - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
   - potential litigation
   - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

Approval of Minutes of October 16, 2012

Statement by the President

Report: Affirmative Action

Comments by the Chair

Public Participation
NEW BUSINESS

CONSENT AGENDA

11/12-1  
a. Approval of Adoption of Consent Agenda  
b. Approval of Consent Agenda Items 11/12-2 through 11/12-8

11/12-2  Ratification of Payment of Bills for October 2012

11/12-3  Acceptance of Treasurer’s Report for October 2012

11/12-4  Compliance with Open Meetings Act, Closed Session Minutes

11/12-5  Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

11/12-6  Ratification of Actions of Alliance for Lifelong Learning Executive Board

11/12-7  Supplemental Authorization to Pay Professional Personnel

11/12-8  Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

V  11/12-9  Appointment of Members to Career Program Advisory Committees for 2012-2013

R  11/12-10  Authorization to Approve November Purchases 11/12-10a and 11/12-10d  
a. Truck Accessories and Installation for Workstar Truck  
b. IP Telephony System and Services  
c. Engineering Services  
d. Travel Services for Summer 2013 Study Abroad Program in India

11/12-11  Preview and Initial Discussion of December Purchases

R  11/12-12  Approval of Sabbatical Leave – Administrative Personnel

R  11/12-13  Acceptance of Nomination for Director, Oakton Community College Educational Foundation

R  11/12-14  Approval of Salaries and Salary Ranges for Administrators

R  11/12-15  Authorization to Hire Vice President of Business and Finance

V  11/12-16  First Read of Policy

ADJOURNMENT
Minutes of the Oakton Community College Board Meeting
October 16, 2012

The 668th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 16, 2012 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call
Chair Jody Wadhwa called the meeting to order at 6:40 p.m. in room 1502; Secretary Bill Stafford called the roll:

- Mr. Wadhwa Chair Present
- Dr. DiLeonardi Vice Chair Present
- Mr. Stafford Secretary Present
- Dr. Alexopoulos Present
- Ms. Harada Present
- Mr. Staley Present
- Ms. Tennes Present
- Ms. Bashiri-Remetio Present

Closed Session
Mr. Staley moved for a motion to go into closed session for the purpose of considering the appointment, employment, compensation, discipline, performance, or dismissal of employees; potential litigation; and collective negotiating matters. Dr. DiLeonardi seconded the motion; Mr. Stafford called the roll:

- Mr. Wadhwa Aye
- Dr. DiLeonardi Aye
- Mr. Stafford Aye
- Dr. Alexopoulos Aye
- Ms. Harada Aye
- Mr. Staley Aye
- Ms. Tennes Aye
- Ms. Bashiri-Remetio Aye

Also present were Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joanne Smith, Vice President, Student Affairs; Mr. Carl Costanza, Vice President, Business and Finance; Ms. Bonnie Lucas, Vice President, Information Technology; and Mr. Arnie Oudenhoven, Associate Vice President, Human Resources. Mr. Staley made a motion to adjourn, seconded by Ms. Bashiri-Remetio; the meeting was adjourned at 7:20 p.m.

Call to Order and Roll Call
Chair Wadhwa called the open session to order at 7:35 p.m. in room 1506; Secretary Stafford called the roll:

- Mr. Wadhwa Chair Present
- Dr. DiLeonardi Vice Chair Present
- Mr. Stafford Secretary Present
- Dr. Alexopoulos Present
- Ms. Harada Present
- Mr. Staley Present
- Ms. Tennes Present
- Ms. Bashiri-Remetio Present
Pledge of Allegiance

Approval of the Minutes
Chair Wadhwa asked for a motion for the approval of the minutes of the September 18, 2012 Board meeting. Mr. Staley made the motion which was seconded by Dr. DiLeonardi. A voice vote was called and the minutes were unanimously approved.

Statement by the President
To begin, Dr. Lee asked for introductions of those in the audience:

Kathleen DeCourcey, Specialist, Web Communications, College Advancement, and Classified Staff Union President, presented the classified staff in attendance: Steve Amari, Business Services; Kayshaun Barnes, Science and Health Careers; Luis Caballero, Student Recruitment and Outreach; Marilyn Clay, Library and Media Services; Dale Cohen, Student Recruitment and Outreach; Tony Churchill, Performing Arts Center; Patricia Porter Coleman, Facilities; Philip Cronin, Instructional Media Services; Eileen Cukierski, President’s Office; Marilyn Davis, Academic Affairs; Alex DeLonis, Student Financial Assistance; Karen Epps, Budget Office; Lisa Fisher, Educational Foundation; Mary Gipson, Facilities; Verona Haffenden, Library and Media Services; Heather Jakob-Short, Mathematics and Technologies; Simi Khurana, Alliance for Lifelong Learning; Loretta LaVere, Student Life; Patty Lucas, Telecommunications; Toni Mammana, Information Technology; Karen Martin, Science and Health Careers; Robin Nash, Library and Media Services; Jeff Moro, Information Technology; Dale Navigato, Facilities; Jean Neal, Facilities; Dina Nijm, Science and Health Careers; Lisa Palminteri, Social Sciences and Business; Farzana Parekh, Social Sciences and Business; Terri Quam, Student Life; Diane Rabey, Social Sciences and Business; Pete Rasmussen, Instructional Media Services; Donna Rhorer, Business Institute; Ken Schaefer, Facilities; Gretchen Schneider, Library and Media Services; Richard Schwass, Facilities; Anna Shipulina, Alliance for Lifelong Learning; Patty Tadda, Institutional Research and Academic Affairs; John Widera, Information Technology; and Kristin Wirth, Business Services.

Kathleen Carot, Professor, Humanities, Speech and Theater, Coordinator, Women’s and Gender Studies, and Full-time Faculty Union President, presented the full-time faculty in attendance: Judy Ferraro, Associate Professor, Health Information Technology; Harold Ogg, Professor, Computer Technologies and Information Systems; Nicole Perry, Associate Professor, Biology; and Nancy Ressler, Professor, Mathematics.

Student trustee Theresa Bashiri-Remetio introduced students: Alfred Hegyes, Student Government Association (SGA) President; Shawn Liu; Peyton Marcotte, SGA Senator; and Jake Schmidt, Ecology Club.

Barbara Dayton, Adjunct Faculty President, introduced the adjunct faculty in attendance: Barry Dayton, Mathematics; Edward Gallagher, Computers; Keith Johnson, Sociology; Jeff Moro, Computers; Jaleh Sherbini, Social Sciences and Business; and Beverly Stanis, Vice President, Adjunct Faculty Association.

The administrators present included: Ann Marie Barry, Director, Student Life; Michele Brown, Director, Student Recruitment and Outreach; Sebastian Contreras, Jr., Director, Student Success; Leana Cueller, Assistant Director, Student Success; Carlee Drummer, Executive Director, College Advancement and Educational Foundation; Bob Frank, Acting Dean, Social Sciences and Business; Raul Garcia, Director, Accounting Services; Adam Hayashi, Dean, Science and Health Careers; Linda Korbel, Dean, Languages, Humanities and the Arts; Renee Kozimor, Director, Software and User Services; Roxann Marshburn, Director, Grants and Alternative Funding; Arnie Oudenhoven, Associate Vice President, Human Resources; Doreen Schwartz, Director, Business Services; Lynn Seinfeld, Director, Business and
Community Development; Bob Sompolski, Dean Mathematics and Technologies; and Leah Swanquist, Director, Facilities.

Visitors in the audience included, Brad Booker, Turner Construction; Nicole Buras, Doctoral Student, Northern Illinois University; Fred Lantz, Sikich, LLP; Michael Lundeen and Gabe Wilcox, Legat Architects; Carol Teschky, Maine Township; and Debbie Walusiak, Des Plaines Self Help Closet and Food Pantry.

At Dr. Lee’s request, Groundskeeper Ken Schaefer, introduced guests Carol Teschky, Maine Township Supervisor and Debbie Walusiak, Community Director of the Des Plaines Self Help Closet and Food Pantry, to the Board. Mr. Schaefer gave a brief description of Oakton’s community garden, noting that the College donates fresh produce to Maine Township and the Des Plaines Food Pantry. Ms. Teschky and Ms. Walusiak both commented how grateful they are to Mr. Schaefer and all of the Oakton volunteers for their work which yields the fresh produce. The Des Plaines Food Pantry serves about 1,000 Des Plaines residents a month. In their last fiscal year, Maine Township distributed over 3,000 baskets of food. Dr. Lee thanked Mr. Schaefer and student Jake Schmidt for their work, which helps to connect Oakton to the communities we serve.

Dr. Lee began by offering condolences to the family of George Tootelian, an adjunct faculty member and Engineering and Physics Club advisor, who helped prepare students for the Lunabot competition last year. Condolences were offered to Linda Korbel on the passing of her mother; and Bonnie Lucas on the passing of her mother-in-law at 101 years old. Congratulations to Professor of Biology Nicole Perry, on being selected as the 2012 ICCFA (Illinois Community College Faculty Association) Instructor of the Year. Professor Perry will be honored at the ICCFA Conference luncheon on October 26th. Dr. Lee thanked Dr. Bob Sompolski and Roxann Marshburn, for their work in guaranteeing that Oakton will receive more than $500,000 as part of a $12.9 million dollar, three year federal grant awarded to the Illinois Network for Advance Manufacturing. Dr. Lee welcomed Professor Anneke Bongers, who is visiting Oakton from the Netherlands, as part of a faculty exchange in conjunction with the Illinois Consortium for International Studies and Programs. Dr. Lee thanked Leah Swanquist and the Facilities department for the great job of coordinating the repair of a broken water main pipe at the Skokie campus earlier this month. Mr. Costanza thanked the Village of Skokie as well for their assistance with the repair. Dr. Lee announced the enrollment numbers at mid-term of the semester, which are up 0.15% in head count and down .9% in credit hours. The College is on pace to have the third largest overall enrollment since 2002. An exhibition featuring works from eighty talented women artists from around the nation, “The Personal is Political: the Transformative Power of Women’s Art” continues in the Koehnline Museum of Art through October 26th; Dr. Lee encouraged all to pay a visit to the gallery to view the exhibit.

Dr. Lee turned the meeting over to Mr. Carl Costanza, who introduced Mr. Fred Lantz, CPA, from Sikich, LLP, who discussed the results of the College’s audit as of the end of fiscal year June 30, 2012. Mr. Lantz relayed that he met with the Board’s Finance Committee on October 3rd and discussed in detail the results of that audit process. Mr. Lantz congratulated the College for preparing and publishing a Comprehensive Annual Financial Report (CAFR). The CAFR goes above and beyond the minimum requirements of generally accepted accounting principles and the requirements of the Illinois Community College Board in their fiscal management manual. It provides full accountability for the financial position and results of operations at the College. Oakton is only one of twelve community colleges in the State of Illinois to publish a CAFR and to receive the Government Finance Officers Association’s certificate of achievement, which enabled the College to go to the debt market last year and achieve some incredible savings for the taxpayers of the district. The College was able to issue general obligation bonds at almost $30 million at an incredibly low interest rate. Sikich, LLP has provided the College with a clean and unqualified opinion on the College’s financial statements. Mr. Lantz told the Board that Oakton’s Student
Financial Assistance department does an outstanding job with the incredible workload they experience. Mr. Lantz stated that Sikich holds them out as one of the top financial aid offices in the state. In closing Mr. Lantz did caution the Board as to what the College may be facing in the future. A significant portion of the discussion at the Finance Committee meeting was the overall pension accounting changes that are coming about in state and local government. Mr. Lantz explained that this is something the College should be aware of and should begin to plan for, to more easily and effectively accommodate the implementation of those standards.

Trustee Bill Stafford commented that the Finance Committee did have a good session with Mr. Lantz, and in terms of financial transparency, the Board is pleased that the College does turn out the CAFR which is above and beyond what is required by the state. Mr. Stafford reiterated Mr. Lantz’s concerns that future pension issues threaten the institution financially and need to be planned for. He also thanked Carl Costanza and Raul Garcia and their staff for their efforts in keeping the financial integrity of the College intact.

Director of Facilities Leah Swanquist, began the next portion of the evenings presentation by introducing Michael Lundeen and Gabe Wilcox from Legat Architects; and Brad Booker from Turner Construction. First, Ms. Swanquist presented an update of the various departments in the Facilities area and how the construction activities are having a direct impact on those departments.

Next, Brad Booker gave the Board a construction update on the Science & Health Careers Center; the Enrollment Center and Student Gathering areas; and infrastructure improvements. Also discussed were classroom renovations that took place in summer 2012, with the next phase to begin in summer 2013.

Following Mr. Booker, Michael Lundeen next addressed the Board and commented on what a wonderful process is has been working with personnel from all areas of the College on the Science and Health Career Center. Mr. Lundeen said that it is exciting to see how this building will give the faculty and students the opportunity to be better able to operate, work, and learn within the building. Alongside Mr. Lundeen, Gabe Wilcox reiterated those sentiments. Mr. Wilcox noted that it was exactly one year ago that Legat introduced the first design of the new building. At this point in the presentation, Mr. Wilcox showed slides and explained the sustainable features and concepts that the building will encompass. Mr. Wilcox also explained biomimicry, which is an emerging design strategy that seeks sustainable solutions by emulating nature’s patterns, efficiencies and strategies, and how these strategies will be incorporated into the building.

The final presentation of the evening was given by Carl Costanza who presented a Master Plan financial update. Mr. Costanza discussed the following Master Plan projects: the Science and Health Careers Center; Enrollment Center; existing classroom remodeling on Des Plaines campus; Student Gathering area; Energy Center Renovation; new Building Automated Systems on both campuses; the rehabilitation of parking lots A & C; eWireless network on both campuses; and VOIP (Voice Over Internet Provider.

Chair Jody Wadhwa thanked everyone for their presentations and updates to the Board.

Public Participation - none

New Business
10/12-1a Approval of Adoption of Consent Agenda
Dr. Alexopoulos offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”
Ms. Tennes seconded the motion. A voice vote was called and the resolution passed unanimously.

10/12-1b Approval of Consent Agenda Items 10/12-2 through 10/12-8
Dr. Alexopoulos offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/12-2 through 10/12-8 as listed in the Consent Agenda.”

10/12-2 Ratification of Payment of Bills for September 2012
"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 $5,872,151.35 for all check amounts as listed and for all purposes as appearing on a report dated September 2012.”

10/12-3 Acceptance of Treasurer’s Report for September 2012
“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as part of the College’s official records, the report of the Treasurer for the month of September 2012.”

10/12-4 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.”

10/12-5 Authorization to Transfer Working Cash Funds
“Be it resolved that the Board of Trustees of Community College District 535 directs the Treasurer of Oakton Community College to transfer $14,500,000 from the Working Cash Fund to the Education Fund to be repaid from the December 2011 levy revenues collected in 2012 as approved and the December 2012 levy revenues collected in 2013 as anticipated.”

10/12-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c, and hereby approves the expenditures in the amount not to exceed $74,686 for all funds listed in items b.”
   a. Salary rescinds in the amount of $70.13 for part-time teaching services for the Alliance for Lifelong Learning Summer 2012.
   b. Salary payments in the amount of $74,686.46 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.
   c. Salary rescinds in the amount of $17,294.01 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.

10/12-7 Supplemental Authorization to Pay Professional Personnel – Fall 2012
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2012 fall semester salaries in the amount of $473,895.08, resulting in a revised total of $4,330,841.91." 
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2012 fall semester salaries in the amount of $37,507.40, resulting in a revised total of $344,954.20." 
3. 3. "Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of stipends, not to exceed $33,987.08."

10/12-8 Approval of Clinical Practice Agreements
“Be it resolved that the Board of Trustees of Community College District 535 approves or amends the following cooperative agreements:
For the Basic Nurse Assistant Training Program
NorthShore University HealthSystem – Evanston

For the Health Information Technology Program
NorthShore University HealthSystem – Evanston

For the Medical Laboratory Technology Program
Advocate Lutheran General Hospital – Park Ridge

For the Nursing Program
Horizon Hospice and Palliative Care – Chicago
NorthShore University HealthSystem – Evanston

For the Physical Therapist Assistant Program
NorthShore University HealthSystem – Evanston

For the Substance Abuse Counseling Program
Leyden Family Services and Mental Health Center, Leyden Aftercare Program, The SHARE Program – Franklin Park.”

Dr. DiLeonardi seconded the motion; Mr. Stafford called the roll:

[Votes listed]

The motion carried. Student Trustee Bashiri-Remetio favored the resolution.

10/12-9 Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinions)
Mr. Stafford offered:
“Be it resolved that the Board of Trustees of Community College District 535 accepts the fiscal year 2012 Comprehensive Annual Financial Report (CAFR) for filing the audited financial reports for the fiscal year ended June 30, 2012.”

Ms. Harada seconded the motion; Mr. Stafford called the roll:

[Votes listed]

The motion carried. Student Trustee Bashiri-Remetio favored the resolution.

10/12-10 Authorization to Approve Lease Agreement with FC Skokie PQ LLC doing business as the Illinois Science and Technology Park (ISTP/forest City)
Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves a 42 month lease of 3,064 square feet with FC Skokie PQ LLC, 50 Public Square, Suite 1360, Cleveland, Ohio 44113, doing business as the Illinois Science and Technology
Park/Forest City, for a total cost of $381,635 and directed the College’s administration to execute the lease, once approved by the College’s attorney.”

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Staley</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Alexopoulos</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
</tr>
</tbody>
</table>

The motion carried. Student Trustee Bashiri-Remetio favored the resolution.

10/12-11 Approval of Estimate of Levy for 2012 and Announcement Thereof

Ms. Harada offered:

“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2012 to be collected in calendar year 2013 as follows:

- the sum of $36,724,800 to be levied as a tax for educational purposes; and
- the sum of $7,700,000 to be levied as a tax for operations and maintenance purposes; and
- the sum of $100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers’ compensation, unemployment insurance, property insurance, and occupational diseases insurance; and
- the sum of $100 to be levied as a special tax for social security and Medicare insurance purposes; and
- the sum of $100 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled December 11, 2012, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2012. The above estimated amounts for the 2012 tax levy may be changed by the Board in adopting the final 2012 levy, subject to statutory notice and publication requirements.”

Ms. Tennes seconded the motion; Mr. Stafford called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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</thead>
<tbody>
<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Alexopoulos</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
</tr>
</tbody>
</table>

The motion carried. Student Trustee Bashiri-Remetio favored the resolution.

10/12-12 Authorization to Approve October Purchases

Dr. DiLeonardi 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:
<table>
<thead>
<tr>
<th>Item</th>
<th>Page(s)</th>
<th>Agenda Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12-12a</td>
<td>1 &amp; 2</td>
<td>Environmental Assessment Services</td>
<td>Terracon Consultants, Inc.</td>
<td>$ 50,000</td>
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<tr>
<td>10/12-12b</td>
<td>1 &amp; 2</td>
<td>Grounds Truck</td>
<td>Prairie International Trucks</td>
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<td>10/12-12c</td>
<td>1</td>
<td>E-Commerce Software Mobile Access and Web Marketplace</td>
<td>Touchnet Information Systems, Inc.</td>
<td>$135,000</td>
</tr>
<tr>
<td>10/12-12d</td>
<td>1 &amp; 2</td>
<td>Field Study Course</td>
<td>Niagara Foundation Travel Leaders</td>
<td>$ 31,500</td>
</tr>
</tbody>
</table>

Grand Total $300,604.”

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

Ms. Tennes Aye
Dr. Alexopoulos Aye
Mr. Staley Aye
Mr. Stafford Aye
Ms. Harada Aye
Mr. Wadhwa Aye
Dr. DiLeonardi Aye

The motion carried. Student Trustee Bashiri-Remetio favored the resolution.

10/12-13 Preview and Initial Discussion of November 2012 Purchases
This is not an action item; it is a preview and opportunity to discuss upcoming November purchases: Advanced Life Support (ALS) Simulator Manikin; Food Service for the Early Childhood Education (ECE) Centers; Office Supplies (five year contract); Computer Servers; and Travel Services for Summer 2013 Study Abroad Program in India.

10/12-14 Acceptance of Grants
Mr. Staley offered:
“Be it resolved that the board of Trustees of Community College District 535 accept the following grants:

a. U.S. Department of Labor Trade Adjustment Assistance – Community College Career Training Grant sub-award funding in the amount of $525,769; and

b. Illinois Community College Board Career and Technical Education Innovation Grant in the amount of $12,777; for a total of $538,546.”

Ms. Bashiri-Remeto seconded the motion; a voice vote was called and the resolution passed unanimously.
Authorization to Hire Assistant Vice President for Access, Equity and Diversity

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Dr. Michael Anthony as the Assistant Vice President for Access, Equity and Diversity, effective January 2, 2013 at an annual salary of $111,250. That salary will be prorated for the period January 2, 2013 to June 30, 2013.”

Dr. Alexopoulos seconded the motion; Mr. Stafford called the roll:

Mr. Wadhwa   Aye
Dr. DiLeonardi  Aye
Mr. Wadhwa  Aye
Mr. Stafford  Aye
Ms. Tennes  Aye
Ms. Harada  Aye
Dr. Alexopoulos  Aye

The motion carried. Student Trustee Bashiri-Remetio favored the resolution.

Adjournment

Chair Wadhwa announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, November 13, 2012 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois in room 1506.

There being no further business before the Board, Mr. Wadhwa asked for a motion to adjourn the meeting. Ms. Tennes offered the motion which was seconded by Mr. Staley. A voice vote was called and the meeting was adjourned at 8:55 p.m.

________________________
Jody Wadhwa, Chair

________________________
William Stafford, Secretary

ec
10/2012

A video recording of the October 16, 2012 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.
Agenda Item 11/12-1a

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 11/12-2 through 11/12-8

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/12-2 through 11/12-8 as listed in the Consent Agenda.

11/12-2 Ratification of Payment of Bills for October 2012
11/12-3 Acceptance of Treasurer's Report for October 2012
11/12-4 Compliance with Open Meetings Act, Closed Session Minutes
11/12-5 Authorization for Destruction of Verbatim Records of Closed Session Meetings
11/12-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
11/12-7 Supplemental Authorization to Pay Professional Personnel – Fall 2012
11/12-8 Approval of Clinical Practice Agreements”
Ratification of Payment of Bills for October 2012

The check register detailing the regular monthly bills for October, 2012 was sent out on November 9, 2012. The totals by fund are on page 2.

__________________________
Board Chairman

__________________________
Board Secretary

CFC:vb

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 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $8,481,728.49 for all check amounts as listed and for all purposes as appearing on a report dated October, 2012."
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 represented by checks on pages 1-88 numbered, 87081-87218, 87220-87234, 87236-87242, 87244-87245, 87247-87254, 87256-87307, 87309-87326, 87328, 87330-87377, 87379, 87381-87393, 87395-87396, 87398, 87400-87402, 87403-87415, 87417-87427, 87429-87450, 87452-87454, 87456-87480, 87482-87501, 87503-87505, 87507, 87509, 87511-87586, 87588-87597, 87597-87596, 87599-87600, 87602-87608, 87610-87637, 87639-87782, and 87784-87813 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.

Carl F. Costanza
Treasurer, Oakton Community College District 535

<table>
<thead>
<tr>
<th>Fund</th>
<th>Payroll</th>
<th>Accounts Payable</th>
<th>Sub-Total</th>
<th>Voided Checks</th>
<th>Total</th>
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<td>Education</td>
<td>$3,309,434.17</td>
<td>$416,585.31</td>
<td>$3,726,019.48</td>
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<td>$3,726,019.48</td>
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<td>Operations, Building and Maintenance Fund</td>
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<td>140,039.36</td>
<td>428,527.71</td>
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<td>428,527.71</td>
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<td>Maintenance Fund (Restricted)</td>
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<td>3,186,097.40</td>
<td>3,191,979.10</td>
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<td>3,191,979.10</td>
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<td>Bond &amp; Interest</td>
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<td></td>
<td></td>
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<tr>
<td>Trust/Agency</td>
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<td>9,996.00</td>
<td>10,765.70</td>
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<td>5,578.05</td>
<td>5,578.05</td>
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<tr>
<td>Social Security/Medicare</td>
<td>17.35</td>
<td>17.35</td>
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<td></td>
<td>17.35</td>
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<tr>
<td>Loan</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>$4,261,660.40</td>
<td>$4,203,935.41</td>
<td>$8,465,595.81</td>
<td>(501.98)</td>
<td>$8,465,093.83</td>
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<tr>
<td>Student Government</td>
<td>3,728.87</td>
<td>12,403.81</td>
<td>16,132.68</td>
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<td>16,132.68</td>
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<td><strong>TOTAL PER REPORT</strong></td>
<td>$4,265,389.27</td>
<td>$4,216,339.22</td>
<td>$8,481,728.49</td>
<td>(501.98)</td>
<td>$8,481,226.51</td>
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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 1-88 numbered 87219, 87235, 87243, 87246, 87255, 87308, 87327, 87329, 87378, 87380, 87394, 87397, 87399, 87402, 87416, 87428, 87451, 87455, 87481, 87502, 87506 87508, 87510, 87587, 87597, 87598, 87601, 87609, 87638, and 87783 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.

Carl F. Costanza
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of $16,132.68 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 October, 2012.

Student Government Association
Acceptance of Treasurer's Report for October 2012

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.

CFC: vb

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

That the Board adopts the following resolution:

"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 2012.”
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER’S REPORT

October 2012

Carl F. Costanza  
Vice President of Finance  
Raul Garcia  
Director of Accounting Services
Treasurer’s Comments on October 2012 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Cash and investments decreased by $8.9 million from the previous month and decreased by $1.2 million from the beginning of the fiscal year. The monthly increase, net of expenditures, includes $713 thousand in bookstore sales and tuition and fees, $471 thousand in state funding, and $532 thousand in property taxes.

The State continues to lag approximately five months in their payments to the College. The College received $471 thousand in October most of which relates to prior fiscal year’s receivables. The balance due for the State is $2.3 million which includes $1.8 million for the Base Operating Grants and $525 thousand for other State Grant awards.

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

Revenues
At the end of October, revenues were $28.4 million or 125% of the pro-rata budget, compared to 126% for the previous year. Property taxes (recorded on an accrual basis) are $13.8 million or 100% of the pro-rata budget. Tuition and fees remained the same period in the prior fiscal year at $13.7 million. Revenues from tuition and fees are recorded as billed; other revenue includes, interest income and fair market value adjustments to our investments. The year-to-date interest income in the operating funds is approximately $250 thousand or 33.41% of the budget. The investments fair market value increased by $289 thousand for the first quarter of the fiscal year. The increase includes $249 thousand in operating funds and $40 thousand in other funds. This amount is realized if all the Treasury Notes and the GNMA investments are liquidated.

Expenditures
The current year’s total expenditures increased from $20.7 million during the same period in fiscal year 2012 to the current year’s $20.6 million. The $20.6 million represents 93% of the year to date pro-rata budget.
## Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond And Interest</th>
<th>General Long Term Debt</th>
<th>Working Cash</th>
<th>Auxiliary Agency Restricted</th>
<th>Investment in Plant</th>
<th>Social Security Medicare Audit Tort</th>
<th>Total All Funds</th>
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</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$ 5,510</td>
<td>$ 1,753</td>
<td>$ 71</td>
<td>$ 2,092</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Due from (to) Other Funds</td>
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<td>Inventories - Prepads</td>
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<td>Total Current Assets</td>
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<td>23,533</td>
<td>30,356</td>
<td>5,309</td>
<td>261</td>
<td>32,832</td>
<td>-</td>
<td>56,208</td>
<td>1,544</td>
<td>201,566</td>
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<tr>
<td>Net Investment in Plant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>$ 107,731</td>
<td>$ 23,533</td>
<td>$ 30,356</td>
<td>$ 5,309</td>
<td>$ 261</td>
<td>$ 32,832</td>
<td>$ 56,208</td>
<td>$ 1,544</td>
<td>$ 257,774</td>
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## Liabilities and Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond And Interest</th>
<th>General Long Term Debt</th>
<th>Working Cash</th>
<th>Auxiliary Agency Restricted</th>
<th>Investment in Plant</th>
<th>Social Security Medicare Audit Tort</th>
<th>Total All Funds</th>
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</thead>
<tbody>
<tr>
<td>Payables</td>
<td>$ 276</td>
<td>$ 34</td>
<td>$ 11</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ -</td>
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<td>1,515</td>
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<td>Bond Payable</td>
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<td>Debt Service</td>
<td>1,391</td>
<td>(30,042)</td>
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<td>(30,042)</td>
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<tr>
<td>Plant</td>
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<td>56,208</td>
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<td>$ 5,309</td>
<td>$ 261</td>
<td>$ 32,832</td>
<td>$ 56,208</td>
<td>$ 1,544</td>
<td>$ 257,774</td>
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<tr>
<td>Operating Budget (000)</td>
<td>As a % of Provened Budget</td>
<td>Actual (000)</td>
<td>Last Year</td>
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<tr>
<td>-----------------------</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Property Taxes (current)</td>
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<td>100%</td>
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<td>Replacement Tax</td>
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<td>Chargebacks</td>
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<td>Tuition and Fees</td>
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<td>125%</td>
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<td>Other</td>
<td>21,203</td>
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<td>125%</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>67,873</strong></td>
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<table>
<thead>
<tr>
<th>EXPENDITURES (accrual basis)</th>
<th>Instrucinal</th>
<th>Academic Support</th>
<th>Student Services</th>
<th>Public Service</th>
<th>General Administration</th>
<th>Contingency</th>
<th>TOTAL EXPENDITURES</th>
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<td>Instructional</td>
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<td>Academic Support</td>
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<td>1,590</td>
<td>2,124</td>
<td>171%</td>
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<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>6,065</td>
<td>1,590</td>
<td>2,124</td>
<td>171%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td>8,330</td>
<td>2,664</td>
<td>1,590</td>
<td>89%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>General Administration</td>
<td>7,812</td>
<td>2,664</td>
<td>1,590</td>
<td>89%</td>
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<tr>
<td>Contingency</td>
<td>1,201</td>
<td>400</td>
<td>170</td>
<td>10%</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>66,280</strong></td>
<td><strong>22,093</strong></td>
<td><strong>20,642</strong></td>
<td><strong>9%</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Revenues over (under) expenditures</th>
<th>1,593</th>
<th>531</th>
<th>7,377</th>
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</thead>
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<tr>
<td>Fund transfers</td>
<td>8,350</td>
<td>2,783</td>
<td>41</td>
</tr>
<tr>
<td>To Auxiliary, Alliances &amp; Restricted Funds</td>
<td>1,172</td>
<td>391</td>
<td>(12)</td>
</tr>
<tr>
<td>From Working Cash Fund</td>
<td>606</td>
<td>202</td>
<td>202</td>
</tr>
<tr>
<td>To Social Security/Medicare Fund</td>
<td>9,591</td>
<td>3,197</td>
<td>455</td>
</tr>
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<table>
<thead>
<tr>
<th>Net Revenue over (under) expenditures</th>
<th>8,192</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
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</table>
OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2012

<table>
<thead>
<tr>
<th>OPERATIONS AND MAINTENANCE</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
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</thead>
<tbody>
<tr>
<td>FUND (Restricted)</td>
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</tr>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>$ 112</td>
<td>$ 91</td>
<td>81%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>394</td>
<td>244</td>
<td>62%</td>
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<td>Total revenues</td>
<td>506</td>
<td>335</td>
<td>66%</td>
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<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science &amp; Careers Building</td>
<td>17,166</td>
<td>2,249</td>
<td>13%</td>
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<tr>
<td>HVAC Upgrades</td>
<td>5,001</td>
<td>487</td>
<td>10%</td>
</tr>
<tr>
<td>Phone Upgrades</td>
<td>800</td>
<td>87</td>
<td>11%</td>
</tr>
<tr>
<td>Classroom Remodeling</td>
<td>1,591</td>
<td>872</td>
<td>55%</td>
</tr>
<tr>
<td>Cell Phone WiFi</td>
<td>856</td>
<td>210</td>
<td>25%</td>
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<tr>
<td>Enrollment Center (DP)</td>
<td>4,587</td>
<td>78</td>
<td>2%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>53</td>
<td>31</td>
<td>58%</td>
</tr>
<tr>
<td>Lavatory Remodeling</td>
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<td>MP Electrical Delivery Sys Upgrades</td>
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</tr>
<tr>
<td>Site and Construction</td>
<td>540</td>
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<td>Other Projects</td>
<td>1,195</td>
<td>27</td>
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<tr>
<td>Total expenditures</td>
<td>22,970</td>
<td>4,041</td>
<td>12%</td>
</tr>
</tbody>
</table>

| State capital contribution | 641          | -            | 0%                     |
| Transfer in                | 8,350        | 2,783        | 33%                    |
| Net                        | $ (23,473)   | $ (923)      | 4%                     |

<table>
<thead>
<tr>
<th>AUXILIARY ENTERPRISE FUND</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
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<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Sales</td>
<td>$ 3,134</td>
<td>$ 1,361</td>
<td>43%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>5,558</td>
<td>1,910</td>
<td>34%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>1,039</td>
<td>624</td>
<td>60%</td>
</tr>
<tr>
<td>Business Inst./Conference Center</td>
<td>150</td>
<td>49</td>
<td>33%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>312</td>
<td>105</td>
<td>34%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>532</td>
<td>183</td>
<td>34%</td>
</tr>
<tr>
<td>Travel</td>
<td>108</td>
<td>10</td>
<td>9%</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
<td>33</td>
<td>174%</td>
</tr>
<tr>
<td>Child Care</td>
<td>509</td>
<td>184</td>
<td>30%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>20</td>
<td>1</td>
<td>5%</td>
</tr>
<tr>
<td>Other</td>
<td>276</td>
<td>219</td>
<td>79%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>121</td>
<td>60</td>
<td>50%</td>
</tr>
<tr>
<td>Total revenues</td>
<td>11,778</td>
<td>4,739</td>
<td>40%</td>
</tr>
</tbody>
</table>

| EXPENDITURES               |              |              |                        |
| Bookstore Operating Expenses | 2,864       | 1,287        | 45%                    |
| Instructional Technology   | 3,669        | 2,406        | 66%                    |
| ITFS Lease                | 88           | 25           | 28%                    |
| Business Inst./Conference Center | 133 | 66 | 50% |
| Copy Center               | 342          | 120          | 35%                    |
| Telecommunications        | 179          | 84           | 47%                    |
| Travel                    | 108          | -            | 0%                     |
| Athletics                 | 767          | 304          | 40%                    |
| Child Care                | 238          | 219          | 92%                    |
| PAC Operations            | 47           | 15           | 32%                    |
| Contingency               | 755          | -            | 0%                     |
| Other                     | 159          | 62           | 39%                    |
| Total expenditures        | 9,349        | 4,588        | 49%                    |

| Transfers in (out)        | 572          | 191          |                        |
| Net                       | $ 3,001      | $ 342        |                        |
# ALLIANCE FOR LIFELONG LEARNING
## SUMMARY OF REVENUES AND EXPENDITURES
### FOUR MONTHS ENDED OCTOBER 31, 2012

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue</td>
<td>$714</td>
<td>$238</td>
<td>$-</td>
<td>0%</td>
<td>25%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>800</td>
<td>267</td>
<td>389</td>
<td>49%</td>
<td>42%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>62</td>
<td>21</td>
<td>33</td>
<td>53%</td>
<td>31%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oakton Contribution</td>
<td>172</td>
<td>57</td>
<td>57</td>
<td>33%</td>
<td>25%</td>
</tr>
<tr>
<td>Evening High School</td>
<td>116</td>
<td>39</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>19</td>
<td>6</td>
<td>6</td>
<td>32%</td>
<td>24%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>93</td>
<td>31</td>
<td>24</td>
<td>26%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>1,976</td>
<td>659</td>
<td>509</td>
<td>26%</td>
<td>31%</td>
</tr>
</tbody>
</table>

| **EXPENDITURES**     |                        |                      |              |                     |           |
| Administrative Support| 83                     | 28                   | 128          | 154%                | 19%       |
| Instructional Programs|                        |                      |              |                     |           |
| Allied Health        | 442                    | 147                  | 159          | 36%                 | 24%       |
| Job-related          | 172                    | 57                   | 53           | 31%                 | 20%       |
| Home Related         | 29                     | 10                   | 8            | 28%                 | 15%       |
| Personal             | 118                    | 39                   | 32           | 27%                 | 20%       |
| Physical Fitness     | 19                     | 6                    | 5            | 26%                 | 18%       |
| Community Service    | 123                    | 41                   | 23           | 19%                 | 36%       |
| NIPSTA               | 43                     | 14                   | 15           | 35%                 | 24%       |
| Other Programs       | 605                    | 202                  | 181          | 30%                 | 20%       |
| **Total Programs**   | 1,551                  | 517                  | 476          | 31%                 | 22%       |
| **Total expenditures**| 1,634                  | 546                  | 604          | 37%                 | 21%       |

Revenue over (under) expenditures:  $342 (113) (95)

Fund balance 6/30/12: 2,776

Fund balance end of period: $2,681
AGENDA ITEM 11/12-3
8 of 10

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2012

<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net (Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity fees</td>
<td>$ 308,376</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest income</td>
<td>1,137</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub total revenues</td>
<td>309,513</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 369901 Student Government Association | $ 50,565 | $ - | $ 50,565 | $ (51,794) | $ (1,229) |
| 369902 SGA Special Allocations     | -        | -   | -        | (7,460)    | (7,460)   |
| 369903 Occurrence                  | 1,620    | -   | 1,620    | (11,689)   | (10,069)  |
| 369919 Skokie Student Leaders      | -        | 52,470 | 52,470 | (14,305)   | 38,165    |
| 369920 SGA College Program Board   | -        | 62,650 | 62,650 | (14,840)   | 47,810    |
| 369922 South Asian Club            | -        | -   | -        | -          | -         |
| 369924 Hawaiian Music Club         | -        | 250  | 250      | (43)       | 207       |
| 369925 OTAKU Society               | -        | -   | -        | -          | -         |
| 369926 Seeds                       | -        | -   | -        | -          | -         |
| 369927 Cheer & Dance Team          | 411      | -   | 411      | (66)       | 345       |
| 369928 AFTP                        | 150      | 2,358 | 2,508 | -          | 2,508     |
| 369930 Early Childhood Education Club | 252  | 250  | 502      | -          | 502       |
| 369931 Students for Social Justice | -        | 6,951 | 6,951 | (13)       | 6,938     |
| 369932 Ceramic Club                | 304      | 308  | 612      | (108)      | 504       |
| 369933 UNICEF                      | 95       | 5,284 | 5,379 | (458)      | 4,921     |
| 369934 Hillel                      | -        | 1,086 | 1,086 | -          | 1,086     |
| 369935 Honors Student Organization | 25       | -   | 25       | (2,574)    | (2,549)   |
| 369936 Ultra                       | -        | -   | -        | (133)      | (133)     |
| 369937 Veg Club                    | -        | -   | -        | -          | -         |
| 369938 Table Tennis Club           | -        | -   | -        | -          | -         |
| 369939 French Club                 | -        | 569  | 569      | -          | 569       |
| 369940 Trading Card Game Club      | -        | 570  | 570      | -          | 570       |
| 369941 Avanti Tutta                | -        | -   | -        | -          | -         |
| 369942 Astronomy Club              | -        | -   | -        | (32)       | (32)      |
| 369943 Japan Club                  | 85       | 1,575 | 1,660 | -          | 1,660     |
| 369945 Physical Therapy            | -        | 665  | 665      | (334)      | 331       |
| 369946 Phi Theta Kappa (PTK)       | 3,165    | 15,923 | 19,088 | (6,340)    | 12,748    |
| 369947 GLBT                        | -        | 1,378 | 1,378 | -          | 1,378     |
| 369948 Campus Crusade For Christ   | 75       | -   | 75       | (215)      | (140)     |
| 369949 Mission Bible Club          | 274      | -   | 274      | -          | 274       |
| 369950 Hispanic Club               | -        | 1,056 | 1,056 | (517)      | 539       |
| 369951 Chinese Club                | -        | -   | -        | -          | -         |
| 369952 Student Nurses May 2012     | -        | -   | -        | -          | -         |
| 369953 Chess Club                  | -        | -   | -        | -          | -         |
| 369954 Stem Club                   | -        | 1,449 | 1,449 | (150)      | 1,299     |
| 369955 Ecology Club                | -        | 6,687 | 6,687 | (134)      | 6,553     |
| 369956 Doctor Clown Club           | -        | 952  | 952      | (6)        | 946       |
| 369958 Oakton Future Teacher's Association | - | - | - | - | - |
| 369959 Black Student Union         | -        | 1,142 | 1,142 | -          | 1,142     |
| 369960 Muslim Student Association  | -        | 2,137 | 2,137 | -          | 2,137     |
| 369961 Engineering & Physics Club  | 75       | 250  | 325      | (68)       | 257       |
# OAKTON COMMUNITY COLLEGE

## STUDENT ACTIVITIES FUND

### SUMMARY OF REVENUES AND EXPENDITURES (Continued)

#### FOUR MONTHS ENDED OCTOBER 31, 2012

| Program Generated Revenue | Revenue Allocated to Programs | Total Revenue and Allocation | Program Expenditures | Program Net Favor
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>369963 Art Club</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>369964 Oakton Helping Others</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369965 Miracle Makers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369971 Habitat for Humanity</td>
<td>400</td>
<td>647</td>
<td>1,047</td>
<td>1,047</td>
</tr>
<tr>
<td>369972 PAYO</td>
<td>-</td>
<td>1,066</td>
<td>1,066</td>
<td>1,066</td>
</tr>
<tr>
<td>369973 Korean Campus Crusade For Christ</td>
<td>-</td>
<td>250</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>369974 Student Veterans Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369981 Chicago Computer Society</td>
<td>-</td>
<td>250</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>369992 Performing Arts Society</td>
<td>1,585</td>
<td>-</td>
<td>1,585</td>
<td>(90)</td>
</tr>
<tr>
<td>369993 Service Committee</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub Totals</strong></td>
<td><strong>$ 61,242</strong></td>
<td><strong>$ 169,120</strong></td>
<td><strong>$ 230,362</strong></td>
<td><strong>$ (111,369)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 118,993</strong></td>
</tr>
</tbody>
</table>

### Fund Summary

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>$ 370,755</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>(111,369)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Transfers to other funds</td>
<td>(69,110)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess revenue over expenditures</td>
<td>190,276</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund balance 6/30/12</td>
<td>362,152</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund balance, end of period</td>
<td>$ 552,428</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# OAKTON COMMUNITY COLLEGE
## AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
### OCTOBER, 2012

### GENERAL FUND TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>SELF-INSURANCE</th>
<th>REFUNDS/STUDENT-DISBURSEMENTS</th>
<th>ILLINOIS SALES TAX</th>
<th>EMPLOYEE HEALTH INSURANCE CCHC</th>
<th>MISC</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2012</td>
<td>$1,422,368.07</td>
<td></td>
<td>$1,422,368.07</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/15/2012</td>
<td>536,014.39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/22/2012</td>
<td>20,128.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/2012</td>
<td>256,806.21</td>
<td></td>
<td></td>
<td>256,806.21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/2012</td>
<td>24,954.60</td>
<td>$24,954.60</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**  
- $2,260,271.27  
- $24,954.60  
- $1,679,174.28  
- $20,128.00  
- $536,014.39  
- $-

### PAYROLL TAXES - TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>FEDERAL PAYROLL TAXES</th>
<th>STATE PAYROLL TAXES</th>
<th>SURS</th>
<th>CREDIT UNION AND TAX SHELTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2012</td>
<td>$289,902.69</td>
<td>$289,902.69</td>
<td></td>
<td>$89,162.67</td>
<td>$173,452.04</td>
</tr>
<tr>
<td>10/12/2012</td>
<td>89,162.67</td>
<td></td>
<td></td>
<td></td>
<td>$76,681.14</td>
</tr>
<tr>
<td>10/12/2012</td>
<td>173,452.04</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/12/2012</td>
<td>76,681.14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2012</td>
<td>299,529.61</td>
<td>299,529.61</td>
<td></td>
<td></td>
<td>$73,033.55</td>
</tr>
<tr>
<td>10/29/2012</td>
<td>90,241.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2012</td>
<td>173,446.84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2012</td>
<td>73,033.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**  
- $1,265,450.11  
- $589,432.30  
- $179,404.24  
- $346,898.88  
- $149,714.69
Compliance with Open Meetings Act, Closed Session Minutes

In accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 5, Act 120, Section 2.06 (d), each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.


CFC/ec
11/2012

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

That the Board adopt the following resolution:

“Whereas, the Board has received the above report from Mr. William Stafford, Board Secretary, and the administration 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 report.”

2012, and October 16, 2012, therefore these minutes should not be made available for public inspection at this time.”

“Be it further resolved that the Board of Trustees of Community College District 535, approves the release of closed session minutes of the meetings held on March 16, 2010, April 20, 2010, May 25, 2010, and August 17, 2010, and should be opened for public inspection at this time.”
Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

Section 2.06(c) of the Open Meetings Act, as amended 5 ILCS 120/2.06(c), the verbatim record of a closed meeting may be destroyed no less than 18 months after the completion of the meeting recorded, but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves the minutes of the closed meeting that meet the written minute requirements of 5 ILCS 120/2.06 (a).

In accordance with these provisions, Board Secretary William Stafford has identified tape recordings of closed meetings that meet the following criteria:

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

CFC/ec
11/2012

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, authorize the destruction of the verbatim audiotapes of its closed meetings held on November 16, 2010, December 14, 2010, and February 22, 2011.

“Be it further resolved that the Board of Trustees find that the verbatim audiotapes of other closed meetings which have been made and are maintained in accordance with the Open Meetings Act require continued confidentiality and should be maintained as non-public at this time.”
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 $28,872.39 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.

b. Salary rescinds in the amount of $7,006.96 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.

Also approved by the Alliance for Lifelong Learning Executive Board were the following items:

c. Payment for Summer 2012 Space Utilization and Facilities Services and Classroom Rental as follows:

<table>
<thead>
<tr>
<th>Services</th>
<th>Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 535 (Oakton)</td>
<td>$684.00</td>
</tr>
<tr>
<td>District 202 (Evanston)</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Payment</strong></td>
<td><strong>$684.00</strong></td>
</tr>
</tbody>
</table>

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 to c as stipulated above, and hereby approves the expenditures in the amount not to exceed $30,819.43 for all funds listed in items a and c.”
Supplemental Authorization to Pay Professional Personnel - Fall 2012

Comparative figures:

<table>
<thead>
<tr>
<th>Fall 2012 Part-Time</th>
<th>Fall 2011 Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 4,498,382.23</td>
<td>$ 4,245,255.34</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2012 Full-Time</th>
<th>Fall 2011 Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 363,467.00</td>
<td>$ 357,243.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 2012 Stipends</th>
<th>November 2011 Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 12,770.00</td>
<td>$ 9,031.10</td>
</tr>
</tbody>
</table>

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 2012 semester salaries in the amount of $ 167,540.32, resulting in a revised total of $ 4,498,382.23."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2012 fall semester salaries in the amount of $18,512.80, resulting in a revised total of $363,467.00."

3. "Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of stipends, not to exceed $12,770.00."
Approval of Clinical Practice Agreements

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

- **Early Childhood Education**
  Renewal: **Reba Early Learning Center** – This is the College’s standard agreement for a four-year, seven-month period. The agreement is for the affiliation and practicum components of the program.
  **Total Child Preschool & Childcare Center** – This is the College’s standard agreement for a four-year, seven-month period. The agreement is for the affiliation component of the program.

- **Nursing**
  New: **Advocate Condell Medical Center** – This is the medical center’s agreement for a three-year period. It has been reviewed and approved by the College administration and faculty.
  **Oak Grove School** – This is the College’s standard agreement for a four-year, ten-month period.
  Renewal: **Loyola University Medical Center** – This is the medical center’s agreement for an initial one-year period; it automatically renews for three successive one-year periods. This agreement has been reviewed and approved by the College administration and faculty.

- **Substance Abuse Counseling**
  Renewal: **Lake County Health Department and Community Health Center** – This is the health department’s agreement for a three-year, seven-month period and for successive academic years. It has been reviewed and approved by the College administration and faculty.

TH/md
11/7/12

**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 agreements:

For the *Early Childhood Education Program*
Reba Early Learning Center – Evanston
Total Child Preschool & Childcare Center – Evanston

For the *Nursing Program*
Advocate Condell Medical Center – Libertyville
Loyola University Medical Center – Maywood
Oak Grove School – Green Oaks

For the *Substance Abuse Counseling Program*
Lake County Health Department and Community Health Center – Vernon Hills.”
Appointment of Members to Career Program Advisory Committees for 2012-2013

In accordance with State of Illinois recommendations regarding curricular advisory committees and to ensure collaboration among Oakton and business partners in developing and maintaining high quality career and technical education programs, each Oakton career program has an advisory committee. Program chairpersons and appropriate administrators have reviewed these committee memberships. The appointments are for 2012-2013 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

TB:pt
11/15/2012

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members on the attached lists to the below named career program advisory committees for 2012-2013.”
ACCOUNTING
Advisory Committee
2012-2013

Mr. Arthur Gunn
Partner
ASG Ltd.
910 Skokie Blvd. #115
Northbrook, IL  60062
847498-1597
Arthur@gunncpa.com

Fred Frankston
Principal
Fred Frankston, Chtd.
2530 Crawford Ave
Evanston, IL 60201-4970
W: 847-424-9900
H:  847-679-0581

Jody Padar
Partner
New Vision CPA Group
1800 East Northwest Hwy Suite 2
Arlington Heights, IL  60004
W: 847-463-1967
H:  847-788-0214
jody@newvisioncpagroup.com

Ron Rooth
Chief Financial Officer
Emmi Solutions
300 West Adams Street, Suite 1100
Chicago, IL  60606
312.568.4060
rrooth@emmisolutions.com

Mary Schenk
Accountant
Corren & Goldberg
1701 E. Lake Avenue
Glenview, IL  60025
847.998.7400
marys@correnco.com

Robert Wilneff
Partner
Phillip Rootberg & Co.
One South Wacker Drive, Suite 1800
Chicago, IL  60606
312.602.6800
rwilneff@cbiz.com

Jay Cohen
Oakton Community College
Accounting Program Chair
847-376-7107
jcohen@oakton.edu

Bradley Wooten
Oakton Community College
Dean Social Science & Business
847-635-1912
bwooten@oakton.edu
AGENDA ITEM 11/12-9
Page 3 of 38

AHR/FME
Air Conditioning, Heating and Refrigeration and Facilities Management and Engineering
Advisory Committee
2012-2013

Robert Axelrod, PE.
President
Cooling Equipment Service, Inc.
141 Garlisch Drive
Elk Grove Village, IL  60007
847-690-0755 Ext.4

John Blumenshine PE, CPE,
VP of Facilities
S&C Electric Company
6601 N. Ridge Blvd.
Chicago, IL  60626-3997
773-338-1957

Edward J. Klosowski, CFM
Director Facility Services
Allstate Insurance Company
3100 Sanders Road
Northbrook, IL  60062
847-402-9490

Jack O’Rourke
Engineering Manager, Midwest Able Engineering
322 N. Elmore
Park Ridge, IL 60068
312-560-1940

Jim Coates
Director of Training
International Union of Operating
763 West Jackson, Chicago
(W) 312-372-9870 (Ext. 122)

Robert Sompolski
Dean, Mathematics & Technology
Oakton Community College
847-635-1690
somplski@oakton.edu

Dave Arvans
Chief Facilities Engineer
Elgin Hospital
(preferred mailing address)
10 Montclair Drive
Cary IL, 60013
708-710-2314

Allen Schwartz, PE.
Director of Engineering
Ferguson Heating and Cooling Supply
3541 Keenan Lane
Glenview, IL  60025
(W) 847-282-8700

Chad Ganger, PE, CPE, CEM.
Chair, Facilities Mgmt & AHR
Oakton Community College
847-635-1955
chad@oakton.edu
AUTOMOTIVE TECHNOLOGY
Advisory Committee
2012-2013

Joseph Foellmer
Oakton Community College
Adjunct Faculty; Machinist
Advanced Engine Rebuilders
505 Harvester Ct.
Wheeling, IL 60090
847.459.6363

Bill Giers
Golf Mill Ford
9401 N. Milwaukee Ave.
Niles, IL 60741
847.470.9800 Ext. 1401

Michael Zarnecki
Zone Representative / Trainer
Lexus / Field Technical Specialist
450 East Diehl Road
Naperville, IL 60563
630.505.4396

Edward Hajost
Adjunct Faculty, Oakton Community College
Full time faculty, Glenbrook North H.S.
2300 Shermer Road
Northbrook, IL 60062

Reuben Krugly
ATP Automatic Transmission Parts
5940 W. Oakton
Morton Grove, IL 60053
rkrugly@atp-inc.com

Robert Clark
Wheels, Inc.
666 Garland Place
Des Plaines, IL 60016
847.699.7000

Gary A. Norden
Program Chairman – Automotive Technology
Elgin Community College
1700 Sparta Drive
Elgin IL. 60123
847.214.7236

Andy Spiess
Account Manager
Snap-on Industrial
271 S.Oakland Grove
Elmhurst, IL. 60126

Bill Dolan
Service Director
The Autobarn Volkswagen
333 W. Rand Rd.
Mt. Prospect, IL 60056

Michael Peat
Chair, Automotive Technology
Oakton Community College
847.635.1906
mpeat@oakton.edu

Robert Sompolski
Dean, Mathematics & Technology
Oakton Community College
847.635.1690
somplski@oakton.edu
Stephanie Jarvis
Director of Marketing
Glenview Terrace
1511 Greenwood Road
Glenview, IL 60026
847-832-4629

Shelby Bernhaut
Director of Outreach
Partners in Health Care
2601 Chestnut Avenue
Glenview, IL 60026
847-904-5113

James Ng
Manager Human Resources
Advocate Lutheran General Hsp
1775 Dempster Street
Park Ridge, IL 60068
847-723-7524

Alyse Green
Human Resources Recruiter
Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005
847-870-7711 x5344

Annie Eiland, RN
Director of Nursing
Resurrection Nursing & Rehab Center
1001 N. Greenwood
Park Ridge, IL 60068
847-692-5600

Ron Benner, RN
Director of Administration
Lieberman Geriatric Center
9700 Gross Point Road
Skokie, IL 60076
847-674-7210

Hedy Diop
Human Resources Manager
Council Jewish Elderly
3003 W. Touhy
Skokie, IL 60645
847-929-3276

Vicky Murphy, RN
Health Services Nurse
Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
847-635-1419

Vincenza Giannini, RN, MSN
Director, Nurse Recruitment
Evanston Hospital
NorthShore University Health System
2650 N. Ridge
Evanston, IL 60201
847-570-2392

Dottie McGuire, RN,
Nursing Supervisor
A-Abiding Care
233 N. Northwest Highway
Park Ridge, IL 60068
847-698-2273

Val Campbell
Nurse Recruiter
Presbyterian Homes
3200 Grant Street
Evanston, IL 60201
847-492-4800

Barbara Strongin
Marketing Director
Relief Medical Services, Inc.
4845 W. Dempster Street
Skokie, IL 60077
847-679-6065
BNAT (Cont’d)

Donna Dickson, RN  
Nurse Aide Educator  
Asst Professor  
Oakton Community College  
Skokie, IL  60077  
847-635-7688

Terry Arceo  
Director of Nursing  
Bethany Terrace Nursing Center  
8425 Waukegan  
Morton Grove, IL  60053  
847-965-8100

Anne Marie Rockland  
Director of Nursing  
Mather Pavilion  
820 Foster  
Evanston, IL  60201  
847-492-7700

Kathleen Ahern-Gray  
Program Chair  
Oakton Community College  
847-635-1490

Jeff Emrich  
BrightStar  
550 Frontage Road, Suite 3530  
Northfield, IL  60093  
847-510-5750

Ryan Quinn Krueger  
Client Care Coordinator  
North Shore Companions, Inc.  
Home Instead Senior Care  
3100 Dundee Road, Suite 902  
Northbrook, IL  60062  
847-418-3300

Zena Ronner  
Recruitment Enrollment Specialist  
Faculty  
Oakton Community College  
Skokie, IL 60077  
847-635-1464

Margaret Gas, RN  
Associate Professor Nursing  
Coordinator, Assoc Degree Nursing Prog  
Oakton Community College  
847-635-1833

Villetta Chatman  
Senior HR Representative  
Lieberman Geriatric Center  
9700 Gross Point Rd  
Skokie, IL  60076  
847-929-3276

Adam Hayashi  
Dean, Science & Health Careers  
Oakton Community College  
847-635-1686
Business Institute, Ready To Work
and Conference Center Operations
Advisory Board
2012-2013

Vince Donahue, Jr.
Specialist, Veteran & Workforce
Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
847-635-2632

Jesse Wade Ivory
Manager, Business and Community Programs
Oakton Community College
Ray Hartstein Campus
7701 N. Lincoln Ave
Skokie, IL 60077
847-635-1463

Michele Brown
Director, Student Recruitment and Outreach
Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
847-635-1724

Mike Buhmann
Career Specialist
Francis Roehm
Skokie Net Librarian
Skokie Library
5215 Oakton Street
Skokie, IL 60077
847-673-7774

Carlee Drummer
Executive Director of College Advancement
Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
847-635-1671

Anne Edmunds
Regional Director, Metro Chicago Manpower
227 West Monroe
Chicago, IL 60606
312-933-8329

Martha Eldredge-Stark
Executive Director
NSERVE
1131 S. Dee Road
Park Ridge, IL 60068
847-692-8023

Mary Gallagher
Executive Director
Chicago Federation of Labor, Worker Assistance Committee
130 E. Randolph, Suite 2600
Chicago, IL 60601
708-344-3539
Lee Gersch  
Director, Human Resources  
Aramark Healthcare  
North Shore University Healthcare  
Evanston Hospital  
2650 Ridge Ave.  
Evanston, IL 60201  
847-570-2134

Merrill Irving Jr.  
Associate Vice President  
Continuing Education, Training and Workforce Development  
Oakton Community College  
1600 Golf Road  
Des Plaines, IL 60016  
847-635-2604

Janie Morrison  
District Director  
Office of Senator Dan Kotowski  
350 S. Northwest Highway Suite 300  
Park Ridge, IL 60068  
847-656-5414

James Ng  
Manager, Human Resources  
Advocate Health Care  
1775 Dempster Street  
Park Ridge, IL 60068  
847-723-7524

Jeff Rodriguez  
Supervisor, Human Resources  
UPS  
2100 N. Hicks Rd.  
Palatine, IL 60074  
847-705-6020

Lynn Seinfeld  
Director, Business and Community Development  
Oakton Community College  
1600 E. Golf Road  
Des Plaines, IL 60016  
847-635-2186
COMPUTER INFORMATION SYSTEMS
Advisory Committee
2012 – 2013

**Bart Brotsos**  
Technology Sales Manager  
Oracle  
233 S. Wacker Drive, Suite 4500  
Chicago, IL 60606  
(312) 651-8537 (Office)  
bart.brotsos@oracle.com

**Marc Buslik**  
Captain  
Chicago Police Department  
Patrol Division  
5555 W. Grand Avenue  
Chicago, IL 60639  
(312) 746-8605

**Camille Cleland**  
Information Technology  
Skokie Public Library  
5215 Oakton Street  
Skokie, IL 60077  
(847) 673-7774 ext 2155  
tcleeland@skokielibrary.info

**Bryan Gilley**  
MIS Director  
Village of Skokie  
5127 Oakton Street  
Skokie, IL 60077  
(847) 673-0500  
Bryan.Gilley@skokie.org

**Renee Kozimor**  
Director, Software and User Services  
Oakton Community College  
1600 E. Golf Road  
Des Plaines, IL 60016  
(847) 635-1761

**Mahendra Patel**  
Senior Oracle DBA  
ORBITZ.COM  
200 S. Wacker Drive  
Chicago, IL 60606

**Larry Friedlander**  
Developer II  
Healthlink, Inc.  
12443 Olive Boulevard  
St. Louis, MO 63141  
314-989-6000  
lfarryl@oakton.edu

**Betsy Ginsburg**  
Strategic Solutions Manager  
Discover Financial Services  
2500 Lake Cook Road  
Riverwoods, IL 60015  
(244) 405-2876

**Mike Henneberry**  
President  
Henneberry & Co.  
355 Woodcreek Road, #410  
Wheeling, IL 60090  
(847) 788-9130

**Chris Oehlerking**  
UOP  
25 E. Algonquin Road  
Des Plaines, IL 60016  
(847) 391-2658
Robert Pielet  
Computer Solutions  
9301 Kenton Avenue, #309  
Skokie, IL 60076  
(847) 677-3333

Michele Reznick  
Coordinator, CIS  
Oakton Community College  
1600 E. Golf Road  
Des Plaines, IL 60016  
(847) 635-1904

Suzan Spitzberg  
Instructor  
Computer Resource Training  
1666 Whitcomb Avenue  
Des Plaines, IL 60018  
(847) 297-5227

Nick Boulamatsis  
Network Engineer  
Client First Consulting Group  
(847) 881-6456  
Nick.Boulamatsis@gmail.com

Raj Chahal  
Developer  
BOX Partners LLC  
2650 Galvin Dr, Elgin IL 60123  
(847) 340-6028  
Raj.s.chahal@gmail.com

Brian Cook  
Technical Business Analyst III  
Insight Global  
1499 S. Wolf Road  
Des Plaines, IL  60018  
(847) 803-3499

Paul Travlos  
Chief Information Officer  
Credit Suisse Bank  
11 Madison St  
NY, NY 10010-3629  
(847) 821-2686  
(847) 372-5459 (cell)

Rose Wagner  
Systems Analyst  
Information Technology  
Oakton Community College  
1600 E. Golf Road  
Des Plaines, IL 60016  
(847) 635-1765

Kathy Wozniak  
Allstate Insurance  
(847) 398-3822 home  
(847) 826-5969 cell  
kwozn@allstate.com  
katherinewozniak@yahoo.com

Robert Sompolski  
Dean of Mathematics and Technologies  
Oakton Community College Division II  
1600 E. Golf Road  
Des Plaines, IL 60016  
(847) 635-1690

Isabela Ciucu  
Senior Analyst-Sears Holding  
3333 Beverly Road  
Hoffman Estates, Illinois  
(312) 532-7774 (Cell)  
lciucu@yahoo.com
Anna Kruglyanskaya  
Quality Assurance Test Engineer  
175 W. Jackson Blvd. Suite 800  
Chicago, IL  60604  
(312) 601-6481  

Traci Lamberg  
Product Specialist  
Wolters, Kluwer, Law and Business  
500 Davis Street, Suite 800  
Evanston, IL  60201  
(800) 492-8037  

Edna Palmere  
Quality Assurance Analyst  
Bank of America  
540 W. Madison  
Chicago, IL  
(773) 719-5003  

Andy Pozdol  
Junior Programmer  
LOGS Network  
2121 Waukegan Rd.  
Bannockburn, IL  60015  
(847) 7704258  
pozdol@comcast.net  

Edward Simon  
SVP Chief Information Officer  
National Equity Fund, Inc.  
120 S. Riverside Plaza  
15th Floor  
Chicago, IL  60606  
(312) 697-6449  
Edward.Simon@yahoo.com  

Jeff Simon  
Senior Software Developer  
Spindle Services  
11230 Katherine's Crossing  
Woodridge, IL  60517  
(224) 522-2222 (Cell)  
(630) 410-7360 (Office)  
jsimon@spindleservices.com  

Efstratios “Strat” Tsalas  
Commodity Training Advisor  
125 S. Wacker Drive Suite 300  
Chicago, IL  60606  
(312) 893-5095  
Info@stratassetmanagement.com  

Alan Weinstein  
Retired Programmer  
Oakton Community College  
1600 E. Golf Road  
Des Plaines, IL  60016  
aweinst@oakton.edu
COMPUTER APPLICATIONS FOR BUSINESS (CAB)
Advisory Committee
2012-2013

Floyd Aylin
Oakton Community College
1600 E. Gold Road
Des Plaines, IL 60016
847.635.1689
faylin@oakton.edu

Brian Beaugureau
Owner of Beaugureau Studios
1020 Busse Highway
Park Ridge, IL 60068
847.696.1299
Brian@Beaugureau.com

Cheryl Brown
Oakton Community College
1600 E. Gold Road
Des Plaines, IL 60016
847.635.1689
CBrown4444@aol.com

Howard Frank
Graphic Designer and
Company Owner of
Total Computer Solutions, Inc.
899 Skokie Blvd, Suite LL14
Northbrook, IL 60062
847.498.0550
howard@tcscorp.com

Doris Gronseth
Coordinator of CAB
Oakton Community College
847.376.7055
dgronset@oakton.edu

Renee Marks
Oakton Community College
Supervisor of Clinical and Student
Teachers
Northeastern Illinois University
5500 North St. Louis Avenue
Chicago, IL 60625-4699
847.966.8928
Jpeg25@sbcglobal.net

Stefanie Brown, CMA
Financial Analyst
Kraft Foods
Three Lakes Drive
Northfield, IL 60093
847.646.6244
Stefanie.brown@kraftfoods.com

Ken Woo
Director of Information Technology
& Facilities
Northwestern University
339 E. Chicago Avenue
Chicago, IL 60208
312.503.2972
k-woo@northwestern.edu

Robert Sompolski
Dean, Mathematics & Technology
Oakton Community College
847.635.1690
sompllski@oakton.edu

Marquitta Kirwan
Student
1111 Prospect Lane
Des Plaines, IL 60018
847.613.7315
Mraki2517@yahoo.com
COMPUTER NETWORKING & SYSTEMS [CNS]  
Advisory Committee  
2012-2013

John Adams  
Midwest Director  
CDI Corporation  
1900 West Golf Road, Suite L-10  
Schaumburg, IL 60173  
847-322-2364

Mitch Brandt  
Consultant  
Tanelorn Information Systems  
8605 Fernald Ave  
Morton Grove, IL 60053  
773-771-7651

James Ginsburgh  
President  
Ginsburgh Consulting LLC  
2543 Shoal Creek Ct  
Riverwoods, IL 60015  
630-854-9293

Gretchen Koch  
Senior Director  
Workforce Development Programs  
CompTIA (Computing Technology Industry Assn)  
1815 S. Meyers Road, Suite 3000  
Oakbrook Terrace, IL 60181-5228  
630-678-8425

Pam Schuetz, Ph.D  
Post Doctoral Fellow  
Institute for Policy Research  
Northwestern University  
2040 Sheridan Road  
Evanston, IL 60201  
847-491-8742  
Cell: 310-415-3411  
Skokie, IL 60077  
847-376-7778

Robert Sompolski  
Dean, Mathematics and Technology  
Oakton Community College  
Des Plaines, IL 60016  
847-635-1690

John Wade  
Director, Systems and Services  
Information Technology  
Oakton Community College  
Des Plaines, IL 60016  
847-635-2602

Ed Gallagher  
CNS Coordinator Microsoft Academy  
Adjunct Faculty  
Oakton Community College  
Skokie, IL 60077  
847-971-6387

Patrick McRae  
Regional Sales Director-Organizational Sales  
Certification Skill & Development  
Kaplan IT Learning  
500 Nordridge Road  
Atlanta, GA 30350  
678-277-3216

Reza Dai  
Chair, CNS Department  
Oakton Community College
Michael West  
President  
Uptime Computer & Networking  
PO Box 7993  
Westchester, IL 60154-7993  
708-409-1362

Chuck Garrett  
President  
Lead Dog Systems  
1150 Wilmette Ave Suite 4  
Wilmette, IL 60091  
Cell 847-274-6213

Kristin Brown  
President  
Course Design International, Inc.  
1740 Ridge Ave.  
Evanston, IL 60201-5918  
847-424-1545
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Bliss</td>
<td>National Louis University</td>
<td>5202 Old Orchard Road, Suite 300</td>
<td>(224) 233-2554</td>
<td><a href="mailto:LBliss@nl.edu">LBliss@nl.edu</a></td>
</tr>
<tr>
<td>Gigi Bowie</td>
<td>Jolly Fun House Playschools</td>
<td>7559 W. Addison</td>
<td>(847) 456-1612</td>
<td><a href="mailto:gigi@jfhacademy.comcastbiz.net">gigi@jfhacademy.comcastbiz.net</a></td>
</tr>
<tr>
<td>Bettye Cohns</td>
<td>Child Care Center of Evanston</td>
<td>1840 Asbury</td>
<td>(847) 475-4768</td>
<td><a href="mailto:cohnsb@childcarecenterofevanston.org">cohnsb@childcarecenterofevanston.org</a></td>
</tr>
<tr>
<td>Susan Fahey</td>
<td>Children's Care &amp; Development Center</td>
<td>3925 Lunt</td>
<td>(847) 676-8388</td>
<td><a href="mailto:sufahey@sbcglobal.net">sufahey@sbcglobal.net</a></td>
</tr>
<tr>
<td>Marsha Hawley</td>
<td>Kendall College</td>
<td>900 N. North Branch</td>
<td>(312) 752-2432</td>
<td><a href="mailto:Marsha.hawley@kendall.edu">Marsha.hawley@kendall.edu</a></td>
</tr>
<tr>
<td>Heather Jones</td>
<td>Sunny Days Child Care</td>
<td>1606 Fowler Ave</td>
<td>(847) 475-7495</td>
<td><a href="mailto:heatherss@att.net">heatherss@att.net</a></td>
</tr>
<tr>
<td>Sheila Kerwin Maloney</td>
<td>Program Chairperson</td>
<td>Oakton Community College</td>
<td>(847) 635-1752</td>
<td><a href="mailto:keelawee@oakton.edu">keelawee@oakton.edu</a></td>
</tr>
<tr>
<td>Debora J. Martin-Meyer</td>
<td>Niles North High School</td>
<td>9800 Lawler Avenue</td>
<td>(847) 626-2071</td>
<td><a href="mailto:debmey@d219.org">debmey@d219.org</a></td>
</tr>
</tbody>
</table>
Kathy Olsen  
Ravinia Nursery School  
686 Red Oak Lane  
Highland Park, IL 60035  
(847) 831-3700  
Kathyolsen1043@aol.com

Mindi Schryer  
Deerfield Community Nursery School  
801 Rosemary Terrace  
Deerfield, IL 60015  
(847) 945-2310  
mschryer@oakton.edu

Sharyl Robin  
Children’s Home & Aid  
Suite 113  
2045 S. Arlington Heights Road  
Arlington Heights, IL 60005  
(847) 640-9590  
srobin@childrenshomeandaid.org

Sharon Slack  
Evanston Township High School  
1600 Dodge Avenue  
Evanston, IL 60204  
(847) 424-7676  
slacks@eths.k12.il.us

Bradley P. Wooten  
Dean, Social Sciences & Business  
Oakton Community College  
1600 E. Golf Road, Div. 4  
Des Plaines, IL 60016  
(847) 635-1912  
bwooten@oakton.edu

Micki Somerman  
Beth Osten and Associates, Skokie  
379 Dell Lane  
Highland Park, IL 60035  
(847) 433-5981  
masomerman@att.net
ELECTRONICS TECHNOLOGY
Advisory Committee
2012-2013

Steve Gelman
Technical Dev. Specialist
Sharp Electronics
1300 Naperville Dr.
Romeoville, IL 60446
(630) 226-2790

Casey Bialobrzewski
Network Designer
7033 W. Dobson
Niles, IL 60714
(847) 470-9059

Stuart Schwalb
Sr. Engineer
16 Beaconsfield Ct
Lincolnshire, IL 60069
(847) 478-9855

Jim Berrill
Sr. Engineer
Baxter Healthcare
120 & Wilson Road
Round Lake, IL 60073
(847) 270-2449

Reza Dai
Professor of CNS
Oakton Community College
7701 North Lincoln Ave.
Skokie, IL 60077
(847) 376-7778

Rado Tratza
Clinical Engineering
Advocate Health Care
1775 Dempster Street
Park Ridge, IL 60068
(847) 723-4271

Sal Scafidi
Strategic Business Manager
Omron Electronics LLC.
One Commerce Drive
Schaumberg, IL 60173
800-556-6766

Angelo Gero
Engineer Consultant
732 Luau Drive
Des Plaines, IL 60016
(847) 297-7419

Dilip Singhi
Director of Engineering
Rauland-Borg Corp
3450 W. Oakton St.
Skokie, IL 60076
(847) 590-7100 x 251

John Poplawski
Product Manager
William Frick & Company
2600 Commerce Drive
Libertyville IL 60048
(847) 918-3701

Majid Ghadiri
Chair, Electronics & Computer Technologies
Oakton Community College
7701 North Lincoln Ave.
Skokie, IL 60077
(847) 376-7699

Robert Sompolski
Dean, Mathematics & Technology
Oakton Community College
847-635-1690
somplsk@oakton.edu
AGENDA ITEM 11/12-9
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FIRE SCIENCE TECHNOLOGY CURRICULAR
Advisory Committee
2012-2013

Alan Wax, Chief
Des Plaines Fire Department
405 South River Road
Des Plaines, IL 60016
(847) 391-5333
awax@desplaines.org

Steve Borkowski, Chief
Niles Fire Department
8360 West Dempster Street
Niles, IL 60714
(847) 588-6800
smb@vniles.com

Greg Klaiber, Chief
Evanston Fire Department
909 Lake Street
Evanston, IL 60201
(847) 866-5918
gklaiber@cityofevanston.org

Richard Dobrowski, Chief
North Maine Fire Department
9301 Potter Road
Des Plaines, IL 60016
(847) 297-5020
rdobrowski@nmfpd.org

Wayne Globerger, Chief
Glenview Fire Department
1815 Glenview Road
Glenview, IL 60025
(847) 724-2141
wgloberger@glenview.il.us

Mark Nolan, Chief
Northbrook Fire Department
740 Dundee Road
Northbrook, IL 60062
(847) 272-2141
nolan@northbrook.il.us

Mike Hansen, Chief
Lincolnwood Fire Department
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
847-673-1545
mhansen@lwd.org

Mike Nystrand, Chief
Northfield Fire Department
1800 Winnetka Road
Northfield, IL 60093
(847) 441-3800
mnystrand@northfieldil.org

Tom Friel, Chief
Morton Grove Fire Department
6250 Lincoln Avenue
Morton Grove, IL 60053
(847) 470-5226
tfriel@mortongroveil.org

Mike Zywanski, Chief
Park Ridge Fire Department
901 West Devon Avenue
Park Ridge, IL 60068
(847) 318-6721
mzywanski@parkfidgefd.org
Ralph Czerwinski, Chief  
Skokie Fire Department  
7424 Niles Center Road  
Skokie, IL 60077  
(847) 982-5321  
ralph.czerwinski@skokie.org

Jim Dominik, Chief  
Wilmette Fire Department  
1304 Lake Avenue  
Wilmette, IL 60091  
(847) 251-1101  
dominikj@wilmette.com

Robert Lahey  
Northeastern IL Public Safety Academy  
2500 Patriot Blvd.  
Glenview, IL 60025  
(847) 998-8090  
blahey@nipsta.org

Alan Berkowski, Chief  
Winnetka Fire Department  
428 Greenbay Road  
Winnetka, IL 60093-2557  
(847) 501-6033  
berkowski@winnetka.org

Stanley Kimura  
Program Chair  
Oakton Community College  
847-635-1827  
kimuras@oakton.edu

Robert Sompolski  
Dean, Mathematics & Technology  
Oakton Community College  
847-635-1975  
somplski@oakton.edu

Adam Greenberg  
EMS System Coordinator  
St. Francis Hospital  
355 Ridge Avenue  
Evanston, IL 60202  
(847) 316-6119  
AGreenberg@Reshealthcare.org
Mr. Mark Barberis  
Electronic Publishing Manager  
Pearson Scott Foresman  
1900 East Lake Avenue  
Glenview, IL  60025  
847.486.2204  

Ms. Kim Cardosi  
Partner  
Cardosi Kiper Design Group, Inc.  
2437 South Western Ave.  
Chicago, IL  60608  
773.523.9300  

Mr. Dave Charewicz  
Photographer  
Dave Chare Photography  
739 N. Northwest Hwy., #2  
Park Ridge, IL  60068  
847.696.3188  

Mr. Philipp Eirich/Ms. Melanie Sherman  
Founders  
3D-Rex & AniRex Studios, Inc.  
560 Mitchell Drive  
Grayslake, IL  60030  
888.373.9462  

Mr. Robert Jacob  
Design Department  
Quill Corporation  
100 Schelter Road  
Lincolnshire, IL  60069  
847.634.6690  

Mr. William McKinley  
President  
Benchmark Imaging and Display  
221 Lively Blvd.  
Elk Grove Village, IL  60007  
847.290.0002, x111  

Ms. Judith Quittner Seizys  
Founder/Principal  
Main Royal Communication Design  
4544 N. Spaulding, 2N  
Chicago, IL  60625  
773.539.9354  

Ms. Pam Sloan  
Chair, Fine Arts Department  
Evanston Township High School  
1600 Dodge Avenue  
Evanston, IL  60204  
847.424.7130  

Bernard Krule, Chair  
Oakton Community College  
847-635-1830  

Linda Korbel  
Dean, Languages, Humanities & the Arts  
Oakton Community College  
847-635-1952
HEALTH INFORMATION TECHNOLOGY
Advisory Committee
2012-2013

Sherry A. DeMonte, RHIT, CCS-P
Chair, HIT Program
Oakton Community College
1600 E. Golf Road
Des Plaines, IL  60016
847.635.1957
sdemonte@oakton.edu

Karen Haack, RHIA
Coordinator - Medical Records
Presbyterian Homes
3200 Grant Street
Evanston, IL  60201
847.492.4853
khaack@presbyterianhomes.org

Stephanie Donnell, RHIA
Director of Medical Records
Lutheran General Hospital
1775 Dempster Street
Park Ridge, IL  60068
847.723.5280
stephanie.donnell@advocatehealth.com

Pamela Kring, MJ, RHIA
Manager, Health Information Record Services
Glenbrook Hospital
NorthShore University Health Systems
2100 Pfingsten
Glenview, IL  60025
847.982.3927
pkring@northshore.org

Nancy Coffman-Kadish, MS,RHIA, CAPM
Project Manager
Care Communications, Inc.
205 W. Wacker, Suite 1900
Chicago, IL 60606-1214
312-229-7155
nkadish@care-communications.com

Leslie Fox, MA, RHIA
FAHIMA CEO
Care Communications, Inc
205 W. Wacker Suite 1900
Chicago, IL  60606-1214
312.551.3100 ext. 113
lfox@care-communications.com

Patrick Dunne, RHIT
Children’s Memorial Hospital
2300 Children’s Plaza
Chicago, IL 60614
773-880-4000
Pdunn1234@yahoo.com

Adam Hayashi
Dean, Science and Health Careers
Oakton Community College
847-635-1686

Linda Frank, MBA, RHIA
President
New Age Systems
11984 Old Petersburg Road
Evansville, IN  47725
Cell 847.736.3608
Lfrank@servnet.net
Cindy Penkala, CCM
Senior Policy Analyst
Practice Management Center
American Medical Association
515 N. State Street, Room 13143
Chicago, IL 60610
312.464.4673
cynthia.penkala@ama-assn.org

Jeanne Potter, RHIT, CCS
Rising Medical Solutions
325 North LaSalle, Suite 475
Chicago, Illinois 60654
312.224.5977
drbilling@yahoo.com

Maribel Romero, CTR, CPE
Manager, Oncology Data Manager
Swedish Covenant Hospital
5145 N. California
Chicago, IL 60625
773-878-8200 Ext. 5884
mromero6958@yahoo.com

Delight Tanakatsubo, RHIA
Director, Medical Records
Resurrection Medical Center
7447 W. Talcott
Chicago, IL 60631
773.792.5035 ext. 5700
dtanakatsubo@reeshealthcare.org

Anita Taylor, M.Ed., RHIA, CCS
Chair of Health Information Technology Program, 2004 - 2010
Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
847-376-7098
anitat@oakton.edu

Nancy Totsch, CMT
Manager Transcription Services
Holy Family Medical Center & Resurrection Medical Center
7447 W. Talcott, Suite 567
Chicago, IL 60631
773.792.5197
ntotsch@reshealthcare.org
HORTICULTURAL THERAPY CERTIFICATE PROGRAM
Chicago Botanic Garden
Advisory Committee
2012-2013

Mary McAloon, Principal
Walter S. Christopher School
5042 South Artesian Avenue
Chicago, Illinois  60632
(773) 535-9375
mmcaloon@cps.edu

Amelia Simmons-Hurt, Mgr. Certif. Prog.
Joseph Regenstein Jr. School of the Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL  60022
horttherapy@chicagobotanic.org

Nancy Prendergast
Assistant Vice President of Academic Affairs
Oakton Community College
847-635-1661

Adam Hayashi,
Dean of Science & Health Careers
Oakton Community College
847-635-1862

Martha Twaddle, Chief Medical Officer
Midwest Palliative & Hospice Care Center
2050 Claire Court
Glenview, IL 60025
mwtwaddle@carecenter.org

Gregory Mueller, Vice President, Science and Academic Programs
Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022
horttherapy@chicagobotanic.org

Barbara Kreski, MHS, OTR/L Director
Horticultural Therapy Services Department
Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022
bkreski@chicagobotanic.org

Alicia Green, MA, NCC Coordinator
Buehler Enabling Garden
Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022

Mary DeNotto
Chair, HTC Program
Oakton Community College
847-635-1857
maryd@oakton.edu

Patsy Benveniste
Vice President Community Education Programs
Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022
pbenveniste@chicagobotanic.org
HUMAN SERVICES AND SUBSTANCE ABUSE COUNSELING
Advisory Committee
2012-2013

Philip Kolski, LCSW, CADC
Holy Family Medical Center
100 North River Road
Des Plaines, IL 60016
847.298.9355
pkolski@reshealthcare.org

Kathy Puetz, CADC
Community Outreach Coordinator
Human Resources and Services
City of Des Plaines
1420 Miner
Des Plaines, IL 60016
847.391.5492
kpuetz@desplaines.org

Victor Zapatka, MS, CADC
Executive Director
Rolling Meadows Counseling Center
1835 Hicks Road
Rolling Meadows, IL 60008
847-991-5710
630-476-0396

Kate Mahony, CADC
Peer Services Director
906 Davis Street
Evanston, IL 60201
847.492.1779 Ext. 1314
847-702-4126
kmahoney@peerservices.org

Nancy Sussman
Outreach Coordinator
NAMI CCNS
420 W. Frontage, Suite 106
Northfield, IL 60093
847-716-2252
847-951-4168
nsussman@namiccns.org

Marvin Bornschlegl
LCPC, CADC, CCJP
Coordinator, Human Services and Substance Abuse
Oakton Community College
847-635-1845
224-217-7719
mbornsch@oakton.edu

Jim Huenink, MA, LCSW
Executive Director
Northwest CASA (Coalition Against Sexual Assault)
415 W. Golf Road, Suite 47
Arlington Heights, IL 60005
847-806-6526 Extension 14
jhuenink@nwcasa.org

Bradley Wooten
Dean, Social Sciences & Business
Oakton Community College
847-635-1912
Daniel Devine  
Manager  
Sungard  
711 N. Edgewood Ave.  
Wood Dale, IL 60191  
630-616-5101  

Ralph Guderiam  
Attorney At Law  
142 Crescent Dr.  
Glenview, IL 60025  
630-291-0715  

Jarlath Heveran  
Police Officer/OCC Student  
Forest Park Police Department  
517 DesPlaines Ave.  
Forest Park, IL 60130  
708-366-2425  

Marc Hornstein  
Sergeant  
Winnetka Police Department  
Special Services/Criminal Investigation Supervisor  
410 Green Bay Road  
Winnetka, IL 60093  
847-716-3409  

John Nebl  
Police Officer  
Schaumburg Police Dept.  
1000 W. Schaumburg Rd.  
Schaumburg, IL 60194  
847-882-3586  

Dennis Nolan  
Chief, Public Safety  
Oakton Community College  
Public Safety Office  
1600 E. Golf Rd.  
Des Plaines, IL 60016  
847-635-1881  

James E. O’Shea  
Commander  
River Forest Police Department  
400 Park Ave.  
River Forest, IL 60305  
708-366-7125 Ext. 474  

George Scharm  
Professor  
Law Enforcement Program  
Oakton Community College  
1600 E. Golf Rd.  
Des Plaines, IL 60016  
847-376-7166  

Joseph Kolb  
National Recruiter  
Operations Specialist  
U. S. Dept. of Homeland Security  
U. S. Customs and Border Protection  
610 S. Canal St.  
Chicago, IL 60607  
312-983-9126  
847-635-1881
Brendan Kelly  
Retired Des Plaines Commander  
825 Fairmont Court  
Des Plaines, IL  60018  
847-297-6067  
bkelly@oakton.edu

Robert Rubel  
Retired Evanston Sergeant  
21571 Countryside Valley Drive  
Mundelein, IL  60060  
847-949-9328  
bob@rubel.ws

Christopher Willets  
Detective Sergeant  
Winthrop Harbor Police Dept.  
830 Sheridan Road  
Winthrop Harbor, IL  60096  
847-872-2131 Ext 271  
cwillets@whtpd.org

James Lucas  
Forensic Specialist  
45 Willow Road  
Wheeling, IL  60090  
847-421-8574  
lucas@oakton.edu

Louis Wittmer  
Sergeant  
Des Plaines Police Department  
Training Section  
1418 Miner St  
Des Plaines, IL  60016  
847-391-1406

Bradley Wooten  
Dean, Social Science & Business  
Oakton Community College  
847-635-1912
MECHANICAL DESIGN/CAD
Advisory Committee
2012-2013

Ken Albert
Teacher – Industrial Arts
Niles North High School
9800 Lawler Ave
Skokie, IL 60077
(847) 626-2000

Natividad Galarza
Andrews Products, Inc.
431 Kingston Court
Mount Prospect, IL 60056
(847) 759-0190

Josh Altergot
Adjunct; College of Lake County
Technical Support
Computer Aided Tech Inc. - SolidWorks
165 N. Arlington Heights Road,
Suite 101.
Buffalo Grove, IL 60089

David Fugiel
Design Director
Nimlok Display and Exhibit Solutions Worldwide
7420 North Lehigh Ave.
Niles, IL 60714
847.647.8030

Denny Bahl
Engineering Manager
SolidWorks Users Group - DesPlaines
President
Innovative Plastech, Inc.
1260 Kingsland Drive
Batavia, Illinois 60510

Kenneth Hoffman
Group Vice President
Ken Dorman
Engineer
ITW Signode Packaging Systems
3610 W. Lake Ave.
Glenview, IL 60025
(847) 657-4450

Francis Barar
Technician
John Crane
6400 Oakton Street
Morton Grove, IL 60043
847-947-6400

Greg Korack
Unit Leader
Avon Products, Inc.
6901 Golf Road
Morton Grove, IL 60053
(847) 966-0200
Robert Munn
Applications Specialist
Sandvik Coromant Company
777 Enterprise Drive, Suite 120
Pontiac MI 48341
(Local – DesPlaines, IL)
224-392-9567

Robert Sompolski
Dean, Mathematics & Technology
Oakton Community College
847-635-1690
somplski@oakton.edu

Joe Cirone
Chair, MEC/CAD Program
Oakton Community College
847-376-7612
jcirone@oakton.edu

Chris Sikora
Associate Professor – Computer Aided Design
Elgin Community College
1700 Spartan Drive
Elgin, IL 60123-7193

Larry Gulotta
Interior Design Department
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Ron Worth
Principle Flashcut CNC
444 Lake Cook Road, Suite 17
Deerfield, IL 60015
(888) 883-5274
Mr. Phillip Shefren  
9536 N. Karlov  
Skokie, Il 60076  
PSHEFREN@comcast.net  
(retired global Mgt VP of  
John Crane Company)

Jared Davis  
Owner, Davis Transportation  
847-328-8510  
http://www.davischarter.com

LaTonya Walker  
Senior Director of Program Services  
PO Box 95615  
Palatine, IL 60095  
(847) 519.7820

Althea McIntyre  
Career & Executive Coach  
(847) 425-9730  
althea@thebestcareerforme.com

Bradley Wooten  
Oakton Community College  
Dean Social Science & Business  
847-635-1912  
bwooten@oakton.edu

Ms. Tracy Fulce  
Associate Professor Management  
And Marketing  
Oakton Community College  
847-376-7093  
tfulce@oakton.edu

Steve Infante  
CDW Corporation  
Senior Enterprise Account Manager  
8725 W Higgins Chicago IL 60631  
Office 773-867-0601  
Mobile 773-251-1651  
Steve.Infante@cdw.com

Mr. Bill Griffin  
United Systems Technologies, Inc. DBA Call ONE  
Senior Vice President  
1000 Skokie Blvd. Suite 350  
Wilmette, IL. 60091  
847-370-6979  
wgriffin@callone.com

Mr. Larry Narum  
VP of community Affairs  
Resurrection Health Care  
100 North River Road  
Des Plaines, Il60016  
Larry.narum@reshealthcare.org

Herb Shields  
President: HCS Consulting  
847-498-9510  
www.hshieldsconsulting.com

Jay Cohen  
Interim Chair of Business  
Chair of Accounting  
Oakton Community College  
847-376-7107  
jcohen@oakton.edu

Brian Simek  
Manager Fleet Repair Services  
Wheels  
666 Garland Place  
Des Plaines, IL 60016  
847-544-4674
AGENDA ITEM 11/12-9  
Page 30 of 38

MEDICAL LABORATORY TECHNOLOGY
Advisory Committee
2012-2013

Sandy Abermann  
Laboratory Director  
NorthShore University HealthSystem  
Highland Park Hospital  
777 Park Avenue West  
Highland Park, IL  60035  
847-432-8000

Ms. Isabella Burnett  
Phlebotomy Manager, Lab Services  
Northshore University HealthSystem  
2100 Pfingsten Rd.  
Glenview, IL  60026  
847-657-5978

Rosemarie S. Brichta  
Education Coordinator  
Alverno Clinical Laboratories  
2434 Interstate Plaza Drive  
Hammond, IN  46324  
219-845-4027

Irene Chervenak  
Laboratory Education Coordinator  
Resurrection Medical Center  
7435 W. Talcott Ave  
Chicago, IL  60631  
773-774-8000

Isa Desai  
Laboratory Director  
Weiss Memorial Hospital  
4646 N Marine Drive  
Chicago, IL  60640  
773-564-5494

Merle Essex  
Illinois Education Coordinator  
ACL Laboratories  
5400 Pearl Street  
Rosemont, IL  60018  
847-349-7519

Paushika Gandhi  
Laboratory Coordinator  
Our Lady of the Resurrection Medical Center  
5645 W. Addison  
Chicago, IL  60634  
773-282 7000 x3342

Sharon Gordon  
Executive Director, Testing  
LifeSource Blood Services  
1205 N. Milwaukee Avenue  
Glenview, IL  60025  
Office: 847-803-7928  
Fax: 847-298-9619

Mr. Ignacio Bustamante  
Murcia  
Laboratory Manager  
St. Francis Hospital  
355 Ridge Ave.  
Evanston, IL  60202  
947-316-4545

Claudia Miller  
Professor, Health Studies  
National Louis University  
Illinois North Shore Campus  
5202 Old Orchard Road, Suite 300  
Skokie, IL  60077  
224-233-2451
Denise Pancyrz  
Manager, Innovative Solutions  
Quest Diagnostics Incorporated  
1355 N. Mittel Boulevard  
Wood Dale, IL  60191  
630-475-4709

Parul Patel  
Microbiology Laboratory Manager  
IDEXX  
655 W Grand Ave #390  
Elmhurst, IL  60126  
630-516-7971

Ms. Maria Saez-Buenaobra  
Laboratory Manager  
NICL  
306 Era Drive  
Northbrook, IL  60062  
847-509-9779 x 229

Ms. Lynn Schwabe  
Senior Director, Lab Serv.  
NorthShore University HealthSystem  
2650 Ridge Ave  
Evanston, IL  60201  
847-570-1938

Adam Hayashi  
Dean, Science & Health Careers  
Oakton Community College  
Des Plaines, IL  60016  
847-635-1686

Ms. Margaret Langguth  
Director, Lab Services  
NorthShore University HealthSystem  
9600 Gross Point Rd.  
Skokie, IL 60077  
947-933-6611

Anita Snodgrass  
Education Coordinator and Microbiology Manager and Instructor  
Mercy Hospital  
2525 S Michigan Avenue  
Chicago, IL  60616  
312-328-7706

Larry Steinberg  
Blood Bank Laboratory Clinical Instructor  
Swedish Covenant Hospital  
5145 N. California Ave.  
Chicago, IL  60625  
773-878-8200

Marilyn S. Stewart  
Blood Bank Manager  
University of Illinois Medical Center  
Bldg 949 Room 3140  
1740 W. Taylor Street  
Chicago, IL  60612  
312-996-1351

Lynne Steele  
Advisory Committee Chair  
Oakton Community College  
847-635-1889
Elizabeth Cadiz
St. Joseph Hospital
2900 Lake Shore Drive
Chicago, IL 60657
773-665-6261

Mary Kane
Nurse Educator, Patient Care Services
Alexian Brothers Medical Center
800 Biesterfield Rd.
Elk Grove Village, IL 60007
847-437-5500 X4201

Linda Dotson
Director of Nursing
Presbyterian Home
3200 Grant St.
Evanston, IL 60201
847-492-4800

Kathy Killman
Education Specialist
Evanston Hospital Corporation
2650 Ridge Ave.
Evanston, IL 60201
847-570-2459

Linda Duncan
North Park University
School of Nursing
3225 W. Foster Ave.
Chicago, IL 60625
773-244-5697

Ann Marie Cauinan
Director of Nursing
Mather Place
820 Foster St.
Evanston, IL 60201
847-492-2672

Margaret Gas
Coordinator, Associate Degree Nursing
Oakton Community College
1600 E. Golf Rd.
Des Plaines, IL 60016
847-635-1833

Jan Strom
Professor and Chair
School of Nursing & Health Studies
Northern Illinois University
1240 Normal Road
Dekalb, IL 60115
815-753-6550

Don Houchins
Director Nursing Education
2233 W. Division St.
Chicago, IL 60622
312-770-2415

Ciaran O’Sullivan
Coordinator, Associate Degree
Nursing Program
Oakton Community College
847-635-1825
Sharon O’Malley  
Community Outreach/CME Coordinator  
Nursing Education Department  
Our Lady of the Resurrection Medical Center  
5645 W. Addison  
Chicago, IL 60634  
773-794-8486

Susan O’Kuno-Jones  
Coordinator of Evidenced Based Practice and Magnet  
Lutheran General Hospital  
1775 Dempster Street.  
Park Ridge, IL 60068  
847-723-6228

Debbie Quintana  
Director of Clinical Operations  
Resurrection Medical Center  
7435 W. Talcott Ave.  
Chicago, IL 60631  
773.774.8000

Kathy Voss  
Director of Nursing Professional Development and Clinical Operations  
Condell Medical Center  
801 S. Milwaukee Avenue  
Libertyville, IL 60048  
847-990-5131

Adam Hayashi  
Dean, Science and Health Careers  
Oakton Community College  
1600 E. Golf Rd.  
Des Plaines, IL 60016  
847-635-1686
Larry Cohen
Attorney, Cohen & Associates
180 N LaSalle, Suite 2025
Chicago, IL 60601
(312) 339-5555
lcohen@oakton.edu

Anne Laurence
Legal Assistant,
Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
(847) 635-1791
alaurenc@oakton.edu

Brittany Wallace-Rohr
c/o Krohn & Moss, Ltd.
120 W. Madison St, 10th Floor
Chicago, IL 60602
(312)578-9428, X212
bwallace@consumerlawcenter.com

Merilee Waters
Program Coordinator
Oakton Community College
847-635-1435

Vicki Prot, Manager
Corporate Legal Services
FreightCar America, Inc.
Two North Riverside Plaza, Suite 1250
Chicago, Illinois 60606
Phone: 312 928-0402
Fax: 312 928-0890
vprot@freightcar.net

Catherine R. Locallo, Attorney
Robbins Schwartz Nicholas Lifton & Taylor, Ltd.
55 W. Monroe St., Suite 800
Chicago, Illinois 60603-5144
312.332.7760
clocallo@rsnlt.com

Cheryl M. Cromer
Assistant Corporate Secretary
United Stationers
1101 Ironwood Dr.
Mt. Prospect, IL 60056
W) 847-627-2758 H) 847-392-3552
C) 847-274-6631
ccromer@ussco.com

Robert Frank
Acting Dean, Social Sciences & Business
Oakton Community College
847-635-1912
bfrank@oakton.edu
PHYSICAL THERAPIST ASSISTANT PROGRAM
Advisory Committee
2012-2013

Lauren Canon, MOR, MS, CCC-SLP
Manager of Rehabilitation Services
Holy Family Medical Center
100 River Road
Des Plaines, IL 60016
(847) 297-1800 ext 2017
Lauren.canon@reshealthcare.org

Janet Doyle, PTA
Staff PTA/Clinical Instructor
Comprehensive Group
The Park at Golf Mill
3703 W. Lake Avenue, Suite 200
Glenview, IL 60026
847-902-1025
jbird524@comcast.net

Ann Curran, PTA
Staff PTA/Clinical Instructor
ENH/Glenview Park Center
2400 Chestnut, Suite A
Glenview, IL 60025
847-657-3520
acurran773@aol.com
acurran@northshore.org

Ms. Betsy Elsaesser, PT, MS
Emeritus/Adjunct Faculty
Oakton Community College
2432 N Spaulding Ave
Chicago, IL 60647
773-384-5888
betsye@oakton.edu

Bridget Salata, PTA
581 Farrington Court
Buffalo Grove, IL 60089
Lutheran Home
Arlington Heights, IL
Cell 847-528-2828
bsalata@comcast.net

Mary Ann Diedrich, PT
Lead Therapist
New Horizon Center
6737 W. Forest Preserve Ave.
Chicago, IL 60634
773-286-6226 ext. 208
MDiedrich@newhorizoncenter.org

Elizabeth Dempsey, PTA
Advisor/PTA Lab Instructor
Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
847-376-7019
edempsey@oakton.edu

Myly Castillo, PT, CCCE
Northwest Community Hospital
Physical Rehabilitation Services at the Wellness Center
900 Central Road
Arlington Heights, IL 60005
847-618-3570
mcastillo@nch.org
Jodi Steiner, PTA
Senior Program Director
RehabCare
226 W. Palatine Road
Palatine, IL 60067
847-271-2604
jodi.steiner27@gmail.com

Patrick Wargo, PTA
Resurrection Medical Center
Staff PTA/Clinical Instructor
7435 West Talcott
Chicago, IL 60631
773-792-5181
ograwinn@SBCGlobal.net

Susan Tappert, PT, DPT
Assistant Professor
Dept. of Interprofessional Healthcare Studies
Assistant Dean for Curriculum CHP
Rosalind Franklin U. of Medicine and Science
3333 Green Bay Road
North Chicago, IL 60004
847-578-8693
susan.tappert@rosalindfranklin.edu

Lisa Heswall, PTA
Illinois Bone and Joint Institute
2101 Waukegan Road, Suite 200
Bannockburn, IL 60015
847-735-0171 (home)
847-914-0544 (work)
847-373-5387 (cell)
djltheswall@msn.com
lheswall@ibji.com

Adam Hayashi
Dean, Science and Health Careers
Oakton Community College
1600 E. Golf Rd.
Des Plaines, IL 60016
847-635-1686
Mary Ellen Newton  
Program Director  
School of Radiology  
St. Francis Hospital  
Resurrection Health Care  
355 Ridge Avenue  
Evanston, Illinois 60202  
847-316-5810

John Smith  
Director of Imaging Services  
St. Francis Hospital  
Resurrection Health Care  
355 Ridge Avenue  
Evanston, Illinois 60202  
847-316-6393

Donald Chun  
Admissions Director  
Clinical Instructor  
St. Francis Hospital  
Resurrection Health Care  
355 Ridge Avenue  
Evanston, Illinois 60202  
847-316-6393

Laura Olson  
Clinical Coordinator  
St. Francis Hospital  
Resurrection Health Care  
355 Ridge Avenue  
Evanston, Illinois 60202  
847-316-3071

Dr. Thomas Cronin  
Medical Director of Program  
St. Francis Hospital  
Resurrection Health Care  
355 Ridge Avenue  
Evanston, Illinois 60202  
847-316-6393

Dr. Nancy Prendergast  
Assistant Vice-President  
Oakton Community College  
1600 E. Golf Rd.  
Des Plaines, Illinois  
847-635-1661

Claudia Miller  
Professor, Health Care Leadership  
National Louis University  
5202 Old Orchard Road  
Skokie, Illinois 60077  
224-233-2451

Dr. Adam Hayashi  
Dean, Science and Health Careers  
Oakton Community College  
1600 East Golf Rd.  
Des Plaines, Illinois 60016  
847-635-1686
Technical Writing
Advisory Committee
2012-2013

James E. Allen
Professor of English
College of DuPage
425 Farwell Blvd.
Glen Ellyn, IL 60137
630.942.3421
allenj@cod.edu

Lori Allen
Chair, Technical Communication
College of Lake County
Communication Arts Division
19351 West Washington Street
Grayslake, IL 60030-1198
847.543.2732
lallen@clcillinois.edu

Tony A. Asghari
Principal Staff Engineer
Continental Automotive Systems
21440 W. Lake Cook Road
Deer Park, IL 60010
847.862.1250
tony.asghari@continental-corporation.com

Jonathan Auchter
Software Engineering Lead
Tribune Technology
435 N Michigan Ave
Chicago, IL
312.222.4574
jauchter@tribune.com

Valerie Carroll, RN
North Shore University Health System
2650 Ridge Ave
Evanston, IL 60201
847.570.2155
valeriekramer@comcast.net

John Doyle
President
Universal Training
736 N Western Avenue
Lake Forest, IL 60045
847-235-2170
jdoyle@universaltraining.com

Tina LaMar
Senior Division Manager
Allstate Financial
3100 Sanders Road
Suite J1A
Northbrook IL 60062
847.402.1758
cdon6@allstate.com

Joseph L. Page
Manager
Page & Associates
2550 Crawford Avenue, Suite 19
Evanston, IL 60201-4983
847.492.0277
joe@jpageassociates.com

Larry Starzec
Professor of English
College of Lake County
Communication Arts Division
19351 West Washington Street
Grayslake, IL 60030-1198
847.543.2557
lstarzec@clcillinois.edu

Scott Johnson
Professor of English
Coordinator, Technical Communication
Oakton Community College
847.376.7286
sjohnson@oakton.edu
Authorization to Approve November 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 were previewed at either the June, September, or October Board meetings.

kk
11/2/12

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:

```
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12-10a</td>
<td>1 &amp; 2</td>
<td>Truck Accessories and Installation for WorkStar</td>
<td>R. A. Adams Enterprises, Inc.</td>
<td>$35,858.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Truck</td>
<td></td>
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<tr>
<td>11/12-10b</td>
<td>1 - 3</td>
<td>IP Telephony System and Services</td>
<td>Telecom Innovations Group</td>
<td>$381,229.00</td>
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<tr>
<td>11/12-10c</td>
<td>1 &amp; 2</td>
<td>Engineering Services</td>
<td>Henneman Engineering, Inc.</td>
<td>$42,300.00</td>
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<tr>
<td>11/12-10d</td>
<td>1 &amp; 2</td>
<td>Travel Services for Summer 2013 Study Abroad</td>
<td>English &amp; Foreign Languages</td>
<td>$25,200.00</td>
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<tr>
<td></td>
<td></td>
<td>Program in India</td>
<td>University Travel Leaders</td>
<td>$36,932.58</td>
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</tbody>
</table>
| **GRAND TOTAL** |        |                                                   |                               | $521,519.58**
```
Authorization to Purchase Truck Accessories and Installation for WorkStar Truck

In October, the Board approved the purchase of a 2013 International 7400 WorkStar roadway plow truck to replace the 1998 GMC roadway plow truck. This truck is a key component to the Des Plaines campus snow/ice removal operations. As mentioned in the October agenda item, this vehicle is being purchased in two parts. Part one, for the cab, engine, and chassis, was already approved and ordered from Prairie International. Delivery is expected in mid-December.

Part two of this purchase is for the truck accessories and installation which includes the dump body, plow, salt spreader, hydraulics, and lights. The College issued a Request for Proposal (RFP) for these items. The proposal was sent to eight vendors (one in district). The College received six responses (one in district). The low proposal was submitted by R. A. Adams Enterprises, Inc. of McHenry, IL. R.A. Adams is an authorized dealer and installer of the accessories specified in the RFP. They have done similar work for the City of McHenry, NICOR, and the Village of Cary. The College has conducted business with R.A. Adams in the past and the Administration is confident that they will meet the College’s needs. Delivery of this equipment is expected by the end of January. The purchase includes a one year parts and labor warranty.

LS:kk
10/30/12

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 Truck Accessories and Installation for the WorkStar Truck from R. A. Adams, Enterprises, Inc., 2600 W. Route 120, McHenry, IL 60061, for a total of $35,858 in accordance with their response to Request for Proposal #7.”
### Truck Accessories and Installation For WorkStar Truck

**Proposal #7**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>R.A. Adams Enterprises Inc., McHenry, IL</td>
<td>$35,858</td>
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<tr>
<td>Auto Truck Corporation, Bartlett, IL</td>
<td>$37,915</td>
</tr>
<tr>
<td>Mark's Machine Shop, Sycamore, IL</td>
<td>$39,641</td>
</tr>
<tr>
<td>Bourbonnais Supply, Bourbonnais, IL</td>
<td>$40,905</td>
</tr>
<tr>
<td>RG Smith Equipment, Des Plaines, IL</td>
<td>$43,445</td>
</tr>
<tr>
<td>Northland Equipment, Janesville, WI</td>
<td>$45,685</td>
</tr>
</tbody>
</table>
Authorization to Purchase IP Telephony System and Services

Currently, the College owns and operates two Nortel Meridian Option 61 Private Branch Exchange (PBX) digital telephone systems. While both PBX systems have proven to be reliable over the last 25 years, both are considered past “end of life” by the manufacturer. To address this challenge the facilities master plan includes a project to replace these systems with a new internet protocol (IP) telephony system at both campuses.

Over the past year, a committee of Information Technology and Telecommunications staff led by John Wade, Director of Systems and Network Services, has met with a number of IP telephony vendors. The committee narrowed the pool of manufacturers to four; Avaya, Cisco, Mitel, and ShoreTel. These manufacturers are considered to be the leaders in IP telephony, with each having a solution that would meet the needs of the College, while providing high availability. Extensive research was done for each of the above solutions including, but not limited to, site visits to each business partner to demo the equipment and an additional site visit to current customers using each system. Considerable time was spent meeting and conferencing with resellers and manufacturers in an attempt to understand their respective systems so that we might engineer a solution that would work for the College.

A 64 page Request for Proposal (RFP) for IP Telephony System and Services was sent to 34 companies (none in district). The College received eleven responses. This RFP included specifications for each of the manufacturers for redundant IP telephony systems with IP phones, unified messaging/voicemail, computer telephony integration, enhanced 911 capability, trunk gateways, legacy analog device support, audio/web collaboration, teleworker support for offsite Alliance offices, and call center capability.

The College received two responses from Avaya resellers, three from Cisco resellers, four from Mitel resellers, and two from ShoreTel resellers. After an extensive review of all submissions, the committee determined Mitel’s IP Telephony System to be the best fit for the College. This analysis was based on an evaluation of features, expected reliability and availability, compatibility with the college’s other systems, a calculated seven year total cost of ownership, and references. The committee further determined that it would be in the College’s best interest to partner with Telecom Innovations Group (TIG) for professional services and annual software and hardware maintenance. TIG’s total upfront costs of $346,572, includes hardware and software, end user licensing, professional services, and first year maintenance. Given that this purchase includes professional services and a high level of complexity, we are also including a 10% contingency of $34,657, for a total possible upfront cost of $381,229. Expected annual costs for subsequent years at current rates would be $26,399 per year. Over seven years this represents an approximately $110,000 savings (18%) over the next closest manufacturer’s solution and an approximate $70,000 savings over the next closest Mitel reseller.
TIG has been in business since 1997 with a long-standing partnership with Mitel’s products and services. TIG is a Mitel Platinum partner fully accredited in Mitel Technical Accreditation Program (TAP) and they won Mitel’s Platinum Partner of the Year award in 2011. Their references include Palatine School District 15, Woodstock School District 200, and South Bend Clinics. Mitel IP Telephony systems are also in use at Triton College and the Chicago Public Schools. TIG’s office, located in Itasca, is home to a complete sales, service, and engineering department with a warehouse stocked with replacement parts available for immediate delivery or pick-up. Reference checks have been very positive and the Administration is confident that TIG and the Mitel solution will meet the College’s needs.

The Informational Technology department plans on implementing this system over the next several months, with the final cutover to be completed in the spring of 2013.

JW:kk
10/30/12

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 IP Telephony System and Services from Telecom Innovations Group, 125 N. Prospect Avenue, Itasca, Illinois 60143, in the amount not to exceed $381,229 in accordance with their response to Request for Proposal #3.”
<table>
<thead>
<tr>
<th>Description</th>
<th>TIG/Mitel</th>
<th>Converged Digital Networks/ Cisco</th>
<th>Logicalis/ Mitel Alternate</th>
<th>Unified Concepts/ Cisco</th>
<th>MidCo/ Mitel Alternate</th>
<th>MTM/Cisco</th>
<th>Transcend/ Shortel</th>
<th>MidCo/ Mitel Base</th>
<th>BTI/Shortel</th>
<th>Altura/ Avaya</th>
<th>Strategic Products and Services/ Avaya</th>
<th>CCC Technologies/ Mitel</th>
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<tbody>
<tr>
<td>Hardware &amp; Software Total</td>
<td>287993.07</td>
<td>375701.17</td>
<td>344516.5</td>
<td>341154.35</td>
<td>335259.6</td>
<td>349515.67</td>
<td>343780.13</td>
<td>368415.86</td>
<td>463199</td>
<td>288426.05</td>
<td>393722.11</td>
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<tr>
<td>Installation/Consulting (Prof Services)</td>
<td>32,180</td>
<td>41,300</td>
<td>47,090</td>
<td>36,000</td>
<td>64,170</td>
<td>41,425</td>
<td>36,000</td>
<td>55,800</td>
<td>128,200</td>
<td>121,141</td>
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<tr>
<td>First Year of Support</td>
<td>26,399</td>
<td>26,972</td>
<td>26,864</td>
<td>28,104</td>
<td>42,453</td>
<td>26,938</td>
<td>41,881</td>
<td>39,586</td>
<td>42,990</td>
<td>75,788</td>
<td>87,665</td>
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<tr>
<td>Total Upfront Costs</td>
<td>346,572</td>
<td>443,973</td>
<td>409,780</td>
<td>416,349</td>
<td>413,713</td>
<td>440,624</td>
<td>427,086</td>
<td>444,002</td>
<td>561,989</td>
<td>492,414</td>
<td>602,528</td>
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<tr>
<td>10% Contingency</td>
<td>34,657</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not to Exceed Total</td>
<td>381,229</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Estimated Total 7 year cost</td>
<td>504,966</td>
<td>575,257</td>
<td>618,064</td>
<td>630,148</td>
<td>637,882</td>
<td>648,824</td>
<td>678,369</td>
<td>681,520</td>
<td>819,928</td>
<td>947,141</td>
<td>1,128,516</td>
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<tr>
<td>Notes</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No references, Does not meet minimum partner level, no annual support costs provided for 7 yr calculation</td>
<td></td>
</tr>
</tbody>
</table>
Authorization to Purchase Engineering Services

The College has a need to secure the services of an engineering company to complete capital remodeling, capital improvement, and capital equipment work. An example of this would be previous upgrades to the roof top units at the Ray Hartstein campus performed in the spring of 2010. To select an engineering company when fees will be in excess of $25,000, a process called Qualifications Based Selection (QBS) is used to select professional consulting services such as architects or engineers. There are several projects, not related to the master plan, that we will need the assistance and support of a mechanical/electrical/plumbing (MEP) firm to complete.

The QBS process was written into law (Public Law 92-585, Illinois Public Act 05-854 and Illinois Public Act 07-673). Instead of bidding out projects over $25,000, local government entities use the QBS process to make comparisons based on the company’s qualifications and competence in relation to the scope and needs of the project.

The Facilities and Purchasing departments issued a Request for Statement of Qualifications for Engineering Services in order to secure the services of three qualified MEP engineering firms for the next 36 months. The Request was sent to fifteen (six in district) companies. The College received ten (three in district) responses. After a detailed review and analysis by the College’s Facilities Department, it has been determined that three firms have emerged as the best fit for the College’s upcoming projects; Henneman Engineering, Inc. of Chicago, Kluber, Inc. of Batavia, and KJWW Engineering Consultants of Naperville. Henneman is currently working the Legat, Turner, and the College on current campus projects. Kluber’s clients include Elgin Community College, Harper College, Joliet Junior College, and Waubonsee Community College. KJWW’s clients include College of DuPage, Elgin Community College, Heartland Community College, Illinois Valley Community College, and University of Illinois. As projects are identified, the College will determine which of the three companies is most appropriate for that particular project.

One of the first projects that require the services of an MEP firm is the replacement of an aging electrical switch gear. In September of 2010, the College requested the Board to approve $36,484.70 as an emergency expense to replace a failed piece of electrical switch gear located in the Des Plaines campus main electrical vault room. This was a critical piece of equipment, as it controlled the electricity to the boilers, which provides heat to the College. After that incident, the College started to investigate the condition of the remaining pieces of switch gear. The switch gear is approximately 35 years old and this type of equipment has an average life of thirty years. As the switch gear becomes older, failure becomes more likely and the potential cost of replacement increases. More importantly, service disruption to our educational process may occur.
The College has decided to contract with Henneman Engineering for this project since they are familiar with our current building and its equipment. The cost for their services is $42,300. The Administration is requesting approval for these engineering services which includes; documenting existing conditions as required to design demolition, specifying new distribution equipment, providing design package of drawings and specifications suitable for competitively bidding, permitting and construction the project, attendance at a prebid meeting and answering any RFI's from bidders, shop drawing review, weekly site visits, and observation of contractor testing new equipment prior to placing in service.

LS:ds
11/2/12

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 future contracting of engineering services over the next three years from the following three pre-qualified companies: Henneman Engineering, Inc., 200 S. Wacker Drive, Chicago, IL 60606, Kluber, Inc., 10 S. Shumway Avenue, Batavia, IL 60510, and KJWW Engineering Consultants, 1100 Warrenville Road, Naperville, IL 60563 per their responses to Request for Statement of Qualifications for Engineering Services in accordance with Public Law 92-585, Illinois Public Act 05-854 and Illinois Public Act 07-673 regarding Quality Based Selection.”

“Be it further resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Engineering Services from Henneman Engineering, Inc., 200 S. Wacker Drive, Chicago, IL 60606 for a total not to exceed $42,300.”
Authorization to Purchase Travel Services for Summer 2013 Study Abroad Program in India

Oakton is offering, for the third time, a summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India, as a sustained outcome of the Pathways to South Asia, Oakton’s Title VI-A grant from the US Department of Education. From July 7, 2013 to August 6, 2013, students will be accompanied by Oakton Professor, Mohamed Medhi, Ph.D., who will teach one course; the second course will be taught by Hrishikesh Ingle, Ph.D., a faculty member at EFLU. Room and board is provided in student housing at the university, where students from many countries come to study English and other languages each year. Students are responsible for all costs associated with their academic program and travel, so the expenditures to be authorized are pass-through transactions, as students will pay Oakton and Oakton will disburse the funds to the appropriate entities. The Oakton Educational Foundation has approved the funding of $1,000 scholarships to six eligible students. All of the in-country arrangements for the study abroad program will be provided by the English and Foreign Languages University in Hyderabad, including double occupancy accommodations, three meals per day, tuition for three credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of $1,400 per student. This is the same price as the summer 2012 trip. Based on the maximum of eighteen students, the Administration is requesting an amount not to exceed $25,200 for the services provided by the English and Foreign Languages University.

The Director of Business Services obtained competitive airfare prices from three travel agents for the flights from Chicago to Hyderabad via Air India Airlines. The low price of $2,051.81 per traveler was submitted by Travel Leaders. The other prices were $2,090 from Four Seasons Travel and $2,116.81 from Golden Eagle Travel. Based on the maximum of eighteen students, the Administration is requesting an amount not to exceed $36,932.58 for the airfare. Travel Leaders has provided travel services for the College in the past, and the Administration is confident they can meet the traveler’s needs for this trip also.

The estimated cost per student is $4,500 which includes regular Oakton tuition, fees, the $1,400 EFLU fee, transportation, insurance, and airfare. The Global Studies program coordinator and faculty have started to actively recruit students for this study abroad program.
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 Travel Services for Summer 2013 Study Abroad Program in India from English and Foreign Languages University, Osmania University Road, Ravindra Nagar, Osmania University, Hyderabad 04027098141 for a total not to exceed $25,200 and Air India/Travel Leaders, Pine Valley Mall, 10202-D Coldwater Road, Fort Wayne, IN 46825 for a total not to exceed $36,932.58 per their price quote dated November 5, 2012 for a grand total not to exceed $62,132.58.”
Preview and Information Regarding December Purchases

The following purchases will be presented for approval at the December 2012 Board of Trustees meeting:

a) **Enterprise Backup System** - For disaster recovery, data protection, and archiving purposes, the College uses an enterprise backup system to backup the data and configurations of the 73 Intel processor based servers and 192 virtual machines that provide services to the 2,300 computers and 12,000 network computer users at both campuses. The current tape libraries and software are nine years old and cannot keep up with the increase in server storage capacity and the limited time windows available to do backups. The College budgeted to replace these systems in the FY2012-2013 capital equipment budget.

The College’s Information Technology (IT) Department has been researching backup solutions and is working with the Purchasing Department to send out a Request for Proposal. We will have the final vendor decision and pricing results for the December Board meeting. Total cost is budgeted at $192,000.

b) **Administrative Computer Servers** - The College relies on 73 Intel processor based servers and 192 virtual machines that provide services to the 2,300 computers and 12,000 network computer users on both campuses. The FY 2012-2013 capital equipment budgets and the Facilities Master Plan IP Telephony project include funds to replace a subset of these servers.

This purchase includes a total of sixteen servers that will be used to upgrade the core VMware hosts at the Des Plaines and Skokie campuses, which are currently using six year old equipment, which is starting to fail. Together, these servers currently support 125 virtual machines that provide authentication, file storage, application delivery, web, database, and print services. These servers will also be used to support the College’s new IP Telephony system at the Skokie campus.

The College has been evaluating servers from a number of vendors and has narrowed the selection down to blade server solutions either from Cisco or Dell. The Information Technology department is working with the Purchasing Department to send out a Request for Proposal for the servers to obtain competitive pricing and should have the final vendor decision and pricing results for the December Board meeting. The estimated total is $140,000.
c) **Master Plan Update Items** - Three items effecting the Master Plan will be recommended for Board approval at the December 11th Board meeting.

At the August 21, 2012 Board meeting, the Board of Trustees approved $1,039,225 for the purchase of central plant equipment. The purchase included three chillers, a cooling tower, pumps, heat exchangers, and an air handling unit. Unfortunately, the Vice President for Business and Finance had the award of over $1 million made to four different companies instead of Turner Construction. The Board needs to rescind the awards to:

<table>
<thead>
<tr>
<th>Company</th>
<th>Product</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Controls Inc.</td>
<td>York Chillers</td>
<td>$621,700</td>
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<tr>
<td>Imbert International</td>
<td>Cooling Tower</td>
<td>$258,500</td>
</tr>
<tr>
<td>Bornquist Inc.</td>
<td>Pumps</td>
<td>$126,063</td>
</tr>
<tr>
<td>Bornquist Inc.</td>
<td>Heat Exchangers</td>
<td>$14,097</td>
</tr>
<tr>
<td>Trane</td>
<td>Air Handling Unit</td>
<td>$18,865</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$1,039,225</strong></td>
</tr>
</tbody>
</table>

This equipment will be purchased from Turner and is included in the recommendations noted below.

On at least three occasions, the most recent one being at the October 16th Board meeting, the College talked about replacing its seventeen year old Building Automation System, replacing its thirty year old chillers that provide air conditioning, and converting from electric to natural gas for heating at the Des Plaines campus. It is estimated these infrastructure improvements will replace equipment that is far beyond the usual life of the equipment and save the College over $250,000 annually in reduced operating costs. Since these projects are so intertwined with our Science and Health Careers (SHC) Building, Turner Construction will be the Construction Manager for these projects. They will not only manage these projects but competitively bid all the equipment and labor associated with this work. The additional dollars needed for Turner Construction are:

| Replacement of Chillers, Cooling Towers, and Air Handlers | $4,100,000 |
| New Building Automation System | **$3,800,000** |
| **TOTAL** | **$7,900,000** |

Also associated with these two projects is an additional $117,769 in Commissioning Services from Environmental Design Service who was the lowest responsible bidder on this service for the SHC Building. Environmental Design Service has the same interconnect issues associated with these two projects as Turner Construction making them the logical choice to provide these services. In December, additional Master Plan projects will be previewed.
d) **Food Service Contract** – The food service and vending operation at the College has always been contracted out to a food service management company. The contract includes retail food sales in the cafeteria, catering, and vending services at both campuses. In 2002, the Board of Trustees approved a five year contract with Sodexo. Beginning in 2007, the Board approved one year contract renewals with Sodexo every year for the next five years. That contract has now expired, and the College has prepared a new food service Request for Proposal (RFP) for the next contract. The Food Service Committee, consisting of three administrators, six staff, three full time faculty, one adjunct faculty, and six students, reviewed the 2002 RFP and made recommendations for changes and improvements. The new 2012 RFP was sent to sixteen food service management and vending companies. Fourteen companies attended the mandatory onsite meeting and seven companies submitted a proposal response on November 5, 2012. Committee members are now reviewing and analyzing the detailed proposal responses. In addition to regular food service requirements such as menu selection, prices, and daily operations, the companies were also instructed to include information about healthy/vegan options, sustainability, and corporate responsibility. The committee will gather on November 14 to select companies to invite to the onsite presentations which are scheduled for November 28 and 29. After the presentations, the committee will select the company to recommend to the Board at the December 11 Board of Trustees meeting.
Approval of Sabbatical Leave – Administrative Personnel

Policy 4326 allows eligible administrators to submit a proposal for sabbatical leave to the President at any time during the fiscal year. Bradley Wooten, Dean of Social Sciences and Business, meets the criteria and eligibility requirements for a sabbatical, which he will devote to writing his dissertation. The duration of the sabbatical will be from November 14, 2012 through January 4, 2013.

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approves a sabbatical leave for Bradley Wooten, Dean of Social Sciences and Business, from November 14, 2012 through January 4, 2013.”
Acceptance of Nomination for Director, Oakton Community College Educational Foundation

A Director/Candidate for the Oakton Community College Educational Foundation has been nominated for membership to the Board. The Foundation Membership Committee is presenting Alyse Cohen Burman, of AP Lifeline, Morton Grove. The Membership Committee has carefully screened the candidate and ensures the College that she will be a valuable asset to the Foundation Board.

CD:mm
11-12-2012

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 affirm the nomination of the following individual as Director of the Oakton Community College Foundation:

Alyse Cohen Burman
President, Co-owner
AP Lifeline
P.O. Box 431
Morton Grove, IL 60053.”
Approval of Salaries and Salary Ranges for Administrators

The following recommendation to increase administrative salaries reflects internal equity as well as external factors, i.e. the Consumer-Price Index-Urban which has served as the benchmark for tuition increases and collective bargaining agreements. The resolution includes the salaries of continuing administrators as well as adjustments based on reclassification and/or increased span of control and responsibility as a result of reorganization. The total amount approved in this resolution, together with the salaries of four administrators hired after 1 July 2012 and the two administrative positions in process, reflects a 2.08% increase over FY12 amount. For FY 13 2.96% is the average increase for administrators whose responsibilities and scope did not change.

President’s Recommendation:

That the Board adopt the following resolutions:

A. “Be it resolved that the Board of Trustees of Community College District 535 approves salaries in the following amounts for a total of $2,606,557 to administrators continuing in their roles and authorizes the issuance of contracts specifying these salaries to the persons named for the period 1 July 2012 through 30 June 2013.”

<table>
<thead>
<tr>
<th>ADMINISTRATOR</th>
<th>TITLE</th>
<th>2012-2013 SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robyn Bailey</td>
<td>Director of Community Services</td>
<td>$91,536</td>
</tr>
<tr>
<td>Ann Marie Barry</td>
<td>Director of Student Life</td>
<td>127,517</td>
</tr>
<tr>
<td>Trudy Bers</td>
<td>Executive Director of Research, Curriculum and Planning,</td>
<td>163,019</td>
</tr>
<tr>
<td></td>
<td>and Executive Assistant to the President</td>
<td></td>
</tr>
<tr>
<td>Michele Brown</td>
<td>Director of Student Recruitment and Outreach</td>
<td>104,917</td>
</tr>
<tr>
<td>Carlee Drummer</td>
<td>Executive Director of College Advancement</td>
<td>163,521</td>
</tr>
<tr>
<td>Adam Hayashi</td>
<td>Dean, Science and Health Careers</td>
<td>106,846</td>
</tr>
<tr>
<td>Linda Korbel</td>
<td>Dean, Languages, Humanities and the Arts</td>
<td>131,705</td>
</tr>
<tr>
<td>Renee Kozimor</td>
<td>Director of Software and User Services</td>
<td>117,331</td>
</tr>
<tr>
<td>Bonnie Lucas</td>
<td>Vice President for Information Technology</td>
<td>169,306</td>
</tr>
<tr>
<td>Roxann Marshburn</td>
<td>Director of Grants and Alternative Funding</td>
<td>91,039</td>
</tr>
<tr>
<td>Gary Newhouse</td>
<td>Dean, Library and Media Services</td>
<td>134,529</td>
</tr>
</tbody>
</table>
B. “Be it further resolved that the Board of Trustees of Community College District 535 approves adjustments included in the following salaries as a result of reclassification or reorganization resulting in an increased span of control and range of responsibility.”

<table>
<thead>
<tr>
<th>ADMINISTRATOR</th>
<th>TITLE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Oates</td>
<td>Director of Athletics and Registrar Services</td>
<td>110,698</td>
</tr>
<tr>
<td>Duane Oudenhoven</td>
<td>Associate Vice President for Human Resources</td>
<td>137,212</td>
</tr>
<tr>
<td>Nancy Prendergast</td>
<td>Assistant Vice President for Academic Affairs/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dean Ray Hartstein Campus</td>
<td>144,298</td>
</tr>
<tr>
<td>Doreen Schwartz</td>
<td>Director of Business Services</td>
<td>102,439</td>
</tr>
<tr>
<td>Lynn Seinfeld</td>
<td>Director of Business and Community Development</td>
<td>107,954</td>
</tr>
<tr>
<td>Robert Sompolski</td>
<td>Dean, Mathematics and Technologies</td>
<td>134,176</td>
</tr>
<tr>
<td>Leah Swanquist</td>
<td>Director of Campus Facilities</td>
<td>102,191</td>
</tr>
<tr>
<td>John Wade</td>
<td>Director of Systems and Network Services</td>
<td>138,270</td>
</tr>
<tr>
<td>Cheryl Warmann</td>
<td>Director of Enrollment Services</td>
<td>113,879</td>
</tr>
<tr>
<td>Bradley Wooten</td>
<td>Dean, Social Science and Business</td>
<td>114,174</td>
</tr>
</tbody>
</table>

C. “Be it further resolved that the Board of Trustees of Community College District 535 approve the prorated compensation that reflects 7/12 of the fiscal year.”

<table>
<thead>
<tr>
<th>ADMINISTRATOR</th>
<th>TITLE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sebastian Contreras Jr.</td>
<td>Director of Student Success</td>
<td>$ 102,463</td>
</tr>
<tr>
<td>Raul Garcia</td>
<td>Director of Accounting Services</td>
<td>117,960</td>
</tr>
<tr>
<td>Thomas Hamel</td>
<td>Vice President for Academic Affairs</td>
<td>160,152</td>
</tr>
<tr>
<td>Joianne Smith</td>
<td>Vice President for Student Affairs</td>
<td>154,263</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATOR</th>
<th>TITLE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Costanza</td>
<td>Vice President for Business and Finance</td>
<td>$ 97,110</td>
</tr>
</tbody>
</table>
D. “Be it further resolved that the Board of Trustees of Community College District 535 maintains without increase the existing administrative salary ranges.”

<table>
<thead>
<tr>
<th>Salary Grade</th>
<th>FY2013 Minimum</th>
<th>FY2013 Midpoint</th>
<th>FY2013 Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$64,259</td>
<td>$84,980</td>
<td>$105,700</td>
</tr>
<tr>
<td>5</td>
<td>70,939</td>
<td>93,885</td>
<td>122,991</td>
</tr>
<tr>
<td>6</td>
<td>78,315</td>
<td>103,715</td>
<td>129,121</td>
</tr>
<tr>
<td>7</td>
<td>86,499</td>
<td>114,636</td>
<td>142,769</td>
</tr>
<tr>
<td>8</td>
<td>95,533</td>
<td>126,682</td>
<td>157,828</td>
</tr>
<tr>
<td>9</td>
<td>105,572</td>
<td>140,062</td>
<td>174,557</td>
</tr>
<tr>
<td>10</td>
<td>116,661</td>
<td>154,850</td>
<td>193,040</td>
</tr>
</tbody>
</table>

E. “Be it further resolved, pursuant to Policy 4318, that the Board of Trustees of Community College District 535 approves the partial contributions to SURS as listed below.”

**FY 2013**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trudy Bers</td>
<td>$10,082</td>
</tr>
<tr>
<td>Carl Costanza</td>
<td>2,998</td>
</tr>
<tr>
<td>Thomas Hamel</td>
<td>4,935</td>
</tr>
<tr>
<td>Bonnie Lucas</td>
<td>5,226</td>
</tr>
<tr>
<td>Joanne Smith</td>
<td>4,755</td>
</tr>
</tbody>
</table>
Authorization to Hire a Vice President for Business and Finance

The administration is recommending the hire of Mr. Robert Nowak as the Vice President for Business and Finance. The search began on July 5, 2012 and concluded in November 2012. The opening was advertised in the Chicago Tribune, Chronicle of Higher Education, Diverse Issues in Higher Education, Hispanic Outlook in Higher Education, and Insight into Diversity. The opening was listed with the Illinois Job Service, and posted online with oakton.edu, tribalcollegejournal.org, hbcuconnect.com (Historically Black Colleges and Universities), hacu.org (Hispanic Association of Colleges and Universities), ilache.com (Illinois Latino Council on Higher Education), icbche.org (Illinois Committee on Black Concerns in Higher Education), higheredjobs.com, chicagodiversity.com, nabainc.com (National Association of Black Accountants, nacubo.org (National Association of College and University Business Officers. It also appeared on job boards around the Des Plaines and Ray Hartstein campuses.

The College received 47 applications. The search committee, comprised of faculty, staff and administrators (chaired by Ms. Bonnie Lucas, Vice President for Information Technology) reviewed these materials and engaged in a process of screening to arrive at nine individuals interviewed on campus by the search committee. A second round of interviews was held for the three selected as finalists. Interviews with the finalists were conducted by President Lee, members of the President’s Council, and the Business and Finance staff and administrators, Administrators, and faculty. Mr. Robert Nowak emerged from this rigorous process as the candidate of choice.

Robert Nowak is currently the Director of Finance for the Village of Skokie. Mr. Nowak has a variety of responsibilities ranging from financial reporting to long range planning. He manages a staff of twenty employees serving in six divisions of the Village. He taught one semester of Governmental Accounting for Oakton Community College.

Mr. Nowak earned a Master of Business Administration degree from the Keller Graduate School of Management. His Bachelor of Science in Accounting was earned from the University of Illinois, Champaign-Urbana.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Mr. Robert Nowak as the Vice President for Business and Finance effective January 2, 2013 at an annual salary of $152,000. That salary will be prorated for the period January 2, 2013 to June 30, 2013.”
First Read of Policy Revisions

Personnel – Classified Staff Policy 4218 – Compensation established by the Board requires revision at this time. The recommended revisions align policy to current practices at Oakton.

In accordance with College policy, action on the proposed revisions to policy 4218 will take place at the next regular meeting of the Board of Trustees, December 11, 2012.

DAO:vb
11/2012

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review, the proposed revisions to Policy 4218, attached hereto, with action to take place at the next regularly scheduled meeting of the Board of Trustees on December 11, 2012.”
PERSONNEL – CLASSIFIED STAFF

Compensation

Salary Guides

Salary schedules shall reflect pay scales that are competitive with those of employers within the geographical region of the College and in accordance with the contract between the Board and the Association.

Classified Employees in the bargaining unit shall be paid in accordance with the salary schedules found in the Agreement, or in an auxiliary schedule for grade classifications not listed in the Agreement.

Confidential and non union classified staff shall be paid in accordance with the salary schedule found in the Agreement unless otherwise determined by the Board.

Salary Checks and Deductions

Paydays shall be biweekly.

Deductions at prevailing rates shall be made for federal withholding tax, Illinois income tax, and the State Universities Retirement System (SURS), if required. Medicare tax shall also be withheld for employees hired after March 31, 1986.

Association dues or fair share deductions shall be withheld for Association Employees.

Overtime Pay

Overtime for Association Employees shall be paid in accordance with the terms of the Agreement. Non-exempt Confidential Employees are entitled to the same rights and privileges afforded Association Employees with respect to overtime pay.
Call-Back Pay

An Association Employee called back to work on any day after completing his/her work shift shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee called back to work on any day after completing his/her work shift is entitled to the same rights and privileges afforded Association Employees.

Stand-By Pay

An Association Employee who is placed on stand-by shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee who is placed on stand-by is entitled to the same rights and privileges afforded Association Employees.

Temporary Assignment

When a Classified Employee is assigned to work temporarily for at least twenty (20) calendar days in a higher paying classification, the Classified Employee shall be paid at his/her current step in the higher classification.

The Vice President for Business and Finance shall authorize the compensation for temporary assignment upon the recommendation of the appropriate Vice President and the Director of Human Resources.