

**The 782<sup>nd</sup> Meeting  
of  
The Board of Trustees  
November 15, 2022**



## Mission, Vision, and Values Statements

### Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

### Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving the equity in student outcomes.

### Values

*A focus on Oakton students is at the core of each of these values.*

- We exercise **responsibility** through accountability to each other, our community, and the environment.
- We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.
- We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.
- We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.
- We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

*Approved by the Board of Trustees, March 21, 2017*



1600 East Golf Road  
Des Plaines, Illinois 60016

**Closed Session**  
**5 p.m. - Room 1275**

## **AGENDA**

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
  - Review closed session minutes of October 18, 2022
  - Semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
  - Consider pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session**  
**6 p.m. - Room 1506**

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to [bsparks@oakton.edu](mailto:bsparks@oakton.edu) including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on November 15, 2022.

Citizens and employees may attend the meeting remotely via Zoom conferencing (all meeting content and public comments will be recorded):

To join via tablet or computer: <https://oakton.zoom.us/j/99090319341>

To join via telephone: 312-626-6799

Meeting ID: 990 9031 9341

## **AGENDA**

Call to Order and Roll Call

Pledge of Allegiance

Approval of minutes of the October 18, 2022 regular meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ICCTA/ACCT Liaison Report

Neurodiversity Liaison Report

Student Trustee Report

Student Spotlight

Public Participation

Comments by the Chair

Trustee Comments

2022 Audit Report

Report: Workforce Readiness and Community Engagement

## **NEW BUSINESS**

### **CONSENT AGENDA**

- |   |          |   |
|---|----------|---|
| V | 11/22-1a | Approval of Adoption of Consent Agenda  |
| R | 11/22-1b | Approval of Consent Agenda Items 11/22-2 through 11/22-7                      |
|   | 11/22-2  | Ratification of Payment of Bills for October 2022                             |
|   | 11/22-3  | Acceptance of Treasurer's Report for October 2022                             |
|   | 11/21-4  | Compliance with Open Meetings Act, Closed Session Minutes                     |
|   | 11/22-5  | Action on Recordings of Closed Session Minutes                                |
|   | 11/22-6  | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
|   | 11/22-7  | Supplemental Authorization to Pay Professional Personnel - Fall 2022          |

### **OTHER ITEMS**

- |   |          |  |
|---|----------|--|
| R | 11/22-8  | Appointment of Members to Career Program Advisory Committees for 2022-2023                                       |
| V | 11/22-9  | Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinion)                                     |
| R | 11/22-10 | Approval of Estimate Levy for 2022 and Announcement Thereof  |
| R | 11/22-11 | Authorization to Approve November Purchases  |
|   |          | a. Employee Medical, Dental and Vision Insurance   |
|   |          | b. Document Imaging and Management System Annual Maintenance   |
|   |          | c. Signage Design Services   |
|   |          | d. Baseball Field Renovation Engineering Services  |
|   |          | e. Back-Wall Classroom Monitors  |
|   | 11/22-12 | Preview and Initial Discussion of Upcoming Purchases   |
| R | 11/22-13 | Approval of New Policy   |
| V | 11/22-14 | Acceptance of Illinois Community College Board Adult Education and Family Literacy Federal and State Grant Funds |

## **ADJOURNMENT**



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

The 781<sup>st</sup> meeting of the Board of Trustees of Community College District 535 was conducted on October 18, 2022 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois.

**Closed Session – Call to Order and Roll Call**

At 5:20 p.m. in room 1275, Chair Paul Kotowski called the meeting to order.

Trustee Bush called the roll:

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

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

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

Trustee Bush called the roll:

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

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

At 5:56 p.m., Chair Kotowski asked for a motion to adjourn the closed session meeting. Student Trustee Patel made the motion, which was seconded by Trustee Salzberg. A voice vote was called and the closed session was adjourned.

**Open Session – Call to Order and Roll Call**

Chair Kotowski called the regular meeting of the Board of Trustees to order at 6:09 p.m. in room 1506.

Trustee Bush called the roll:

Mr. Kotowski	Chair	Present
Dr. Yanow	Vice Chair	Present
Dr. Bush	Secretary	Present
Ms. Burns		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Ms. Toussaint		Present
Mr. Patel	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Mr. Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Colette Hands, CHRO; Ms. Katherine Sawyer, Chief Advancement Officer; Juletta Patrick, Assistant VP for Student Affairs/Dean of Access, Equity and Diversity.

Administrators: Dr. Ruth Williams, AVP Academic Affairs/Dean of Curriculum and Instruction; Dr. Andrea Lehmacher, Director of Marketing; Jake Jeremiah, Dean of Library; Prashant Shinde, CIO.

Union Leaders: Dr. Suzanne Ziegenhorn, Full-Time Faculty Association; and Mary Hope Griffin, Adjunct Faculty Association.

Faculty: Dr. Kanchana Mendes, Biology; Ragaa Abdallah, CIS; Dr. Katherine Schuster, Education; and Mary Kakenmaster, Nursing.

Staff: Beatriz Sparks, Special Assistant to the Board; Philip Cronin, Media Services; Vinita Shah, Media Services; Esperanza Salgado-Rodriguez, TRIO; Kamari Jordan, Marketing; Kelsey Kapolnek, Marketing; Danielle Terry, Student Life and Campus Inclusion; and Ewa Lyczewska, Communications Manager.

Students: Maria Gutierrez; Adriana Perez.

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

### **Approval of Minutes**

Chair Kotowski asked for a motion for the approval of the minutes of the September 20, 2022 regular meeting of the Board of Trustees and the September 20, 2022 joint meeting of the Board of Trustees and the Educational Foundation Board of Directors.

Student Trustee Patel made the motion which was seconded by Trustee Salzberg. A voice vote was called and the minutes were unanimously approved.

### **Statement by the President**

President Smith welcomed two visiting faculty from the ICISP International Exchange who were present at the meeting:

- Kirsi Vartiainen (vart-ee-eye-nen) is the exchange partner of Mary Kakenmaster. Kirsi lives and works in Joensuu, Finland, where she is a Nursing faculty member at Riveria College.
- Eija (Ay-ya) Virkkala (veerk-ala) is the exchange partner of Michelle James. Eija lives and works in Joensuu, Finland, where she is a Social Work and Social Welfare faculty member at Riveria College.

### **Congratulations**

- Anna Shipulina, Curriculum Compliance Manager, welcomed her second grandchild. He was born on Monday, September 19.
- Freshman tennis player, Zarina Sayed (Niles North), qualified for nationals over the weekend at the NJCAA Region IV Division I tournament. Sayed earned a runner-up finish in the No. 1 flight singles championship. Zarina will compete at the NJCAA Division I Women's Tennis National Championship next year. The tournament will be held from May 6-10, 2023 at the Joann Medlock Murphy Tennis Center in Tyler, Texas.
- The Oakton Marketing and Communications team picked up four district National Council for Marketing and Public Relations Medallion Awards. The NCMPR Medallion Awards recognize outstanding achievement in design and communication at community and technical colleges at the regional level. Oakton won:
  - Gold: Digital ads series spring 2022
  - Silver: Promotional video Nathan Norman
  - Bronze: Social media page Instagram
  - Bronze: Communication Success story – PharmaCann Lab Dedication

- Adriana Perez was selected as Oakton's nominee for the Abraham Lincoln Academy of Illinois Student Laureate Award for the 2022-2023 academic year. Adriana is the president of the Campus Activities Board, an executive member of Phi Theta Kappa, and a leader in the UNICEF club. She also has extensive experience in service learning and volunteering in her community.

#### Happenings

- A Distinguished Alumni Event was held on September 29 where 4 distinguished alumni were honored:
  - **Alan J. Berkowsky** - Chief Berkowsky's 40-year career in fire service included 17 years as Fire Chief, first with the Evanston Fire Department and then the Winnetka Fire Department. After starting his career with the Chicago Fire Department as a paramedic in 1980, he joined the Evanston Fire Department a year later as a firefighter/paramedic.
  - **Deyanira Cardenas** - Cardenas is an inspiring math teacher at Springman Middle School in Glenview, where her passion for helping students develop academically and personally make her a successful and popular educator. Outside the classroom, Cardenas has worked with colleagues to develop district-wide assessment tools for grades 6-8.
  - **Samuel Lopez** - Lopez's career has spanned a range of roles including military service, emergency medical service, law enforcement, and education. He served 10 years in the U.S. Air Force including time as an aeromedical evacuation crew member with the USAF Reserves, and in the Middle East combat zones during the Persian Gulf War.
  - **Julian Serafin Gil** - Through his work in environmental management and humanitarian support, Serafin Gil has encountered public health and environmental challenges across the globe. He currently works for the International Organization for Migration in Kabul, Afghanistan, managing the deployment of emergency supplies to flood and earthquake-affected areas. He previously worked for the United Nations World Food Programme in Johannesburg, South Africa, where he led the regional roll-out of the WFP's Environmental Management System. He also worked for Doctors Without Borders as a water, hygiene, and sanitation manager in Ebola treatment centers during the 2015 outbreaks in West Africa.
- A dedication ceremony for Emory Williams Academy for Black Men was held on October 6. It was wonderful to honor the legacy of former Trustee Emory Williams with his family members and community leaders.
- Latinx Heritage month events took place September 15 through October 15, including a wonderful Aztec Dance performance as part of our Indigenous Peoples' Day Recognition Event on October.
- October is LGBTQIA+ History Month, Filipino American History Month, Disability Awareness Month and Campus Sustainability Month. The College has hosted events recognizing each of these important identity groups within our community ranging from visiting speaker, a Filipino Night Market, and a woodland restoration event with Cook County Commissioner Scott Britton last Saturday morning. Special thanks to the Center for Campus Inclusion and Diversity, Campus Sustainability, COMPASS, Women's and Gender Studies Leadership, Campus Events office and others across the College who have collaborated to make these events a success.
- The Annual Women's Art Show, *Our Bodies, Our Health: Navigating the Wars Within and Around Us*, goes until November 10. There was an opening night reception on October 13. Special thanks to the leadership of Lindsey Hewitt, Coordinator of the Women and Gender Studies Program, the Women and Gender Studies Committee, Nathan Harpaz, and Glenna Sprague for collaborating to make the Opening Night and the exhibit so powerful.
- Learning Day will take place next Wednesday, October 26. Focusing on adult students – an equity imperative if we are to create just and thriving communities.
- On November 3, there will be a gathering at Café La Cave to recognize employees for their years of service, and honor those employees who have been selected for this year's employee awards for teaching excellence, staff excellence, and commitment to equity and diversity.

### **Foundation Liaison Report**

The Educational Foundation has raised approximately \$160,000 in private support so far this fiscal year. Recent gifts of note include:

- A \$1,000 gift from Foundation Director Gus Schaefer to support the Oakton Annual Fund.
- A \$22,917 gift from the Estate of Arlean Vauthier to establish the Arlean Vauthier Scholarship for Music. Ms. Vauthier was an Oakton alum, attending both credit and continuing education classes over a span of a decade while living in Des Plaines.
- A \$5,000 pledge from NorthShore Health System to sponsor the Spotlight event the Foundation is hosting on November 1.

On November 1 at 6 p.m., the Foundation will host a Spotlight Event on the college's Health Care Programs as a way to introduce current and prospective donors to the areas of excellence at Oakton. Then on Saturday, November 5, the annual Donor Appreciation Brunch will take place in-person in the TenHoeve Center at the Des Plaines campus.

The Foundation Board's next quarterly meeting will take place on December 7.

### **Student Trustee Report**

Student Trustee Patel shared student activities: On October 11, the Career and Transfer Center hosted a Transfer Tailgate. On October 6, there was a Halloween club roundtable with SGA; another roundtable will be held on October 20 at the Skokie campus.

The Student Government Association is in the process of approving five prospective candidates for senator positions who are in good academic standing. The potential number of SGA senators is twelve depending on interest from the student population. SGA is also working on the process of approval for student clubs and organizations.

### **Student Spotlight**

Maria Gutierrez is working towards her Accounting Certificate. She was always attracted to numbers, and math was her favorite class as a kid. She came to the U.S. when she was 19 with her baby girl, and she didn't know a word of English. Maria took ESL classes for two years and earned her GED. Maria worked at a grocery store bakery for years, but when the COVID-19 pandemic happened, she had to stay home and take care of her children—she also started working on her own.

Maria received an email from Oakton saying that she could apply for financial aid to go back to school. She didn't hesitate, and now she is working on a degree in accounting in order to get a better job in the future. She said she might even start her own business one day. She thanked Professor Anita Cotton for always encouraging her to keep going and for being an excellent online instructor.

During her time at Oakton, Maria became involved with the staff in the Office of Student Life and Campus Inclusion, which is where she found out about the Undocumented Student Support Committee from Danielle Terry, and learned there was an opportunity to start a student club, which is named Diverse D.U.R.A. Outreach. She was inspired by the opportunity to create a club to support students without documentation. Maria has promoted the club at events like Fall Fest, connecting with students to complete the RISE Act Application, and she visited the UIC campus with ANDALE Coordinator, Gabriel Chacon to learn more about support, resources, and legislation for students without documentation and DACA status.

Maria is proud of all she has done, and looks forward to helping students to get resources. She also wants to inspire her daughter, her friends, and other students who share the same identities. They need to know that they can make it to college, especially at a school like Oakton.

Maria said she believes that Oakton can offer programs and resources that support students who don't have documentation. Oakton can begin to work on reaching out to prospective high school students and their families who may not have documentation, and are prospective first-generation college students, letting them know that they can apply for the RISE Act/Alternative Application for Illinois Financial Aid.



Maria wants to help students see that they can get assistance to go to college, no matter what. She said: "We don't need to talk about our immigration status or anything—the point of being together is that we are here, doing something good for our families and for this country."

#### **Public Participation – None**

#### **Comments by the Chair**

Chair Kotowski shared that the Board of Trustees held a Committee of the Whole meeting earlier today. During the meeting, Dean of Health Careers, May Alimboyoguen gave an informative presentation about Oakton's partnership with NorthShore University HealthSystem which promises to be beneficial for students and the community. The Board also discussed Policy Series 1000 related to the Board of Trustees. Chair Kotowski thanked Trustee Stafford and Trustee Salzberg who undertook the task of reviewing all Board policies in the 1000 Series, and making suggestions for changes and modifications. The Board expects to have reviewed/revised policies in the coming months.

Chair Kotowski also shared that next week, President Smith and the Board of Trustees will be attending the 2022 ACCT Leadership Congress in New York City. During the event, President Smith, Trustee Burns and Trustee Yanow will give a presentation on the development of the Emory Williams Academy for Black Men.

#### **Trustee Comments**

Student Trustee Patel shared that he attended a meeting at the Friedman Place, home to blind and visually impaired residents. Mr. Patel gave a talk about the work he does at Oakton with the intention of gathering interest. He said he hopes the blind and visually impaired community becomes part of Oakton.

#### **Report: Infusing Equity into Student Learning Outcomes**

Ragaa Abdallah, Professor and Chairperson of Computer Information Systems, Co-Chair of OPAL Career and Technical Education (CTE) Team; Dr. Kanchana Mendes, Professor and Co-Chairperson Biology, Chair of OPAL Transfer Team; and Esperanza Salgado-Rodriguez, Manager of TRIO Student Support Services, former member of OPAL Student Affairs Team

General Education Learning Outcomes: OPAL's General Education Team collaborates with faculty to assess GEOs at the program and course levels.

- Program Level Assessment: OPAL's CTE (AAS and certificates) and Student Affairs Teams collaborate with faculty, staff, and administrators to assess academic program outcomes and student support service program outcomes.
- Course Level Assessment: OPAL's Transfer (AA, AS, AFA, ASE) and CTE Teams collaborate with faculty to assess course learning objectives.
- Classroom Assessment

#### Assessment Equity Goals:

- Commit to annual anti-racism and equity professional development.
- Identify and share methods to set meaningful and equity-minded benchmarks for success.
- Add equity prompts to assessment plan forms.
- Shift assessment results reporting from aggregated to disaggregated
  - 30% of departments/programs will disaggregate data by race/ethnicity
  - 50% of departments/programs that disaggregate data will identify at least one action item in response to assessment data that addresses race/ethnicity equity gaps

#### Equity Framework in Assessment

Academic Affairs Assessment Plan Prompts Examples:

- Methods of Assessment - Development, Disaggregation
- Measurements of Success - Setting Benchmarks
- Action Plan - Responses to Data Collected

### Equity Framework in Assessment: Career and Technical Education (CTE)

CTE Departments that Addressed Equity in their <b>Spring 2021</b> Assessment	CTE Departments that Committed to Address Equity in their <b>Spring 2022</b> Assessment
<p><b>17.5 % (7/40)</b></p> <ul style="list-style-type: none"> <li>• Data disaggregation</li> <li>• Assessment methods</li> <li>• Actions</li> </ul>	<p><b>65% (26/40)</b></p> <ul style="list-style-type: none"> <li>• Data disaggregation</li> </ul>

Example – HIT Medical Billing and Coding Certificate

**Learning Outcome and Benchmark:** Students in each age category will earn an 82% or higher. This indicates “proficient” or “mastery” of the learning outcome, applying the criteria necessary to select a code from each of the Evaluation and Management categories.

**Data:** Disaggregated by Age There were no students from the 18-21 year-old demographic category.

**Action:** No action items necessary the benchmark of 82% or higher for the overall average percentage of questions answered correctly for each demographic category of students was exceeded.

### Equity Framework in Assessment: Transfer

Transfer Departments that Addressed Equity in their <b>Spring 2021</b> Assessment	Transfer Departments that Committed to Address Equity in their <b>Spring 2022</b> Assessment
<p><b>9% (3/34)</b></p> <ul style="list-style-type: none"> <li>• Data disaggregation</li> <li>• Actions</li> </ul>	<p><b>62% (21/34)</b></p> <ul style="list-style-type: none"> <li>• Data disaggregation</li> <li>• Assessment methods (assessment tool and evaluation process)</li> </ul>

Example - Transfer Example: English 102, Composition II

**Learning Outcome and Benchmark:** 75% of students assessed will be in the “proficient” or “mastery” category in documenting and incorporating citation source material accurately in the final written term papers.

**Data:** Disaggregated by Race No group (Asian/Black/ Hispanic/White/None) reached benchmark for either criteria.

**Actions:** Post a faculty generated “how to use Noodle Tools” document for use in D2L shells. Work with the library to begin citation instruction in EGL 101 and use more library generated materials in EGL 102. College Writing Working Group will work to identify and/or generate OERs to facilitate incorporation of sources into a paper.

### Student Affairs Assessment Plan Prompt Practices

- Bias free
- Anti-racist
- Assessing for social justice
- Deconstructed
- Decolonized
- Culturally responsive
- Socially just

Example – Student Conduct / Disaggregating Data

- Assessed population of students reported for Academic Integrity Violations in 20 21 AY, finding that students of color received a higher percentage of cases (67%) than their student body percentage (56%)
- As a result of these findings, academic divisions and departments received training on developmental conversations with students (i.e. Faculty Resolution) prior to submitting an official violation 93%

93% (14/15) of Student Affairs program areas that conduct student learning outcomes assessment considered equitable assessment practices when creating their assessment plans

**NEW BUSINESS**

**10/22-1a Approval of Consent Agenda**

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

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

**10/22-1b Approval of Consent Agenda Items 10/22-2 through 10/22-7**

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/22-2 through 10/22-7 as listed in the Consent Agenda.”

**10/22-2 Ratification of Payment of Bills for September 2022**

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$7,698,326.95 for all check amounts as listed and for all purposes as appearing on a report dated September 2022.”

**10/22-3 Acceptance of Treasurer’s Report for September 2022**

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

**10/22-4 Acceptance of Quarterly Report on Investments**

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

**10/22-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board**

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$292,464.88 for all funds listed in item a.”

**10/22-6 Supplemental Payment of Professional Personnel – Fall 2022**

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$565,875.19 to the total amount of part-time teaching salaries paid during the fall semester 2022; the revised total payment amount is \$3,305,354.23.”

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$93,753.40 to the total amount of faculty overload salaries paid during the fall semester 2022; the revised total payment amount is \$532,240.47."

**10/22-7 Acceptance of Clinical Practice Agreements**

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

Early Childhood Education: 1 Agreement  
Human Services: 1 Agreement."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**10/22-8 Authorization to Enter into Contract(s) for Architectural and Design Services**

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 authorizes the College to enter into agreements for architectural and design services with UrbanWorks Ltd, 125 S Clark St, Suite 2070, Chicago 60603 for projects not to exceed \$286,500.00, and Woodhouse Tinucci Architects, 230 W Superior 6th Floor, Chicago IL 60654 60603 for projects not to exceed \$227,000.00."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**10/22-9 Authorization to Approve October Purchases**

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

<u>Item</u>	<u>Pages(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
10/22-9a	1-2	Microsoft Office Campus - Three-Year Agreement	JensenIT, Inc Des Plaines, IL	\$253,014.74
10/22-9b	1	ACUE Institutional Teaching Effectiveness Program - Three-Year Contract	Association of College University Educators (ACUE) New York, NY	\$47,250.00

10/22-9c	1	ALEKS – Cloud-Based Math Exam Placement and Online Instructions	McGraw-Hill, LLC Chicago, IL	\$60,000.00
10/22-9d	1	Architectural & Engineering Services for Skokie Learning Commons	UrbanWorks, Ltd Chicago, IL	\$286,500.00
10/22-9e	1	Architectural & Engineering Services for Des Plaines Administrative Remodeling	Woodhouse Tinucci Architects Chicago, IL	\$227,000.00
10/22-9f	1	Architectural & Engineering Services for TenHoeve Wing Remodeling	Perkins+Will Chicago, IL	\$65,500.00
10/22-9g	1	ASANA Project Management Solution	Asana, Inc San Francisco, CA	\$72,000.00
10/22-9h	1	Consulting Services Ratification and Purchase	GovTempsUSA, LLC Northbrook, IL	\$62,475.00
<b>GRAND TOTAL</b>				<b>\$1,073,739.74.”</b>

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

#### **10/22-10 Preview and Initial Discussion of Upcoming Purchases**

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

- Continuation of Employee Medical, Dental and Vision Insurance
- College Rebranding Signage Design Services
- Printing Non-Credit Class Schedule
- Document Imaging and Management System Annual Maintenance Contract and System Upgrades

#### **10/22-11 Authorization to Proceed with Energy Purchases**

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of future energy purchases and for the College to contract electricity up to 36,000,000 kWh for an amount not to exceed \$2,880,000 and natural gas up to 600,000 therms for an amount not to exceed \$372,000 based on the parameters set forth above.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

Ms. Toussaint                      Aye  
Dr. Yanow                              Aye

The motion carried. Student Trustee Patel favored the resolution.

**10/22-12                      Authorization to Extend Lease of Property**

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 authorizes a one-year extension for lease of property to Chicago North Men's Senior Baseball League, 4432 N. Clifton 3N, Chicago, IL 60640 for a total of \$102,378.00 for the baseball season period through May 2023."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**10/22-13                      Authorization to Hire Full-Time, Tenure-Track Faculty Member**

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Joanna Soupos for the 2022-2023 academic year, beginning January 2023:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step, Base Salary</u>
Ms. Joanna Soupos	Assistant Professor, MLT	A-3 \$55,755."

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

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

The motion carried. Student Trustee Patel favored the resolution.

**10/22-14                      Acceptance of Administrator Retirement**

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Juletta Patrick-Pippen, Assistant Vice President for Student Affairs/Dean of Access, Equity and Diversity effective November 30, 2022."

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

**10/22-15                      Acceptance of Faculty Retirement**

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Professor Merilee Slipenko."

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

**10/22-16 First Read of Policy**

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policy 5130, attached hereto, with action to take place at the next regularly scheduled Board meeting."

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

**10/22-17 Acceptance of Grants**

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 10/22-17a through 10/22-17c, for the following grants:

a. Illinois Arts Council Visual Arts Program Grant .....	\$ 6,100.00
b. Department of Education TRIO SSS Grant.....	\$ 300,000.00
c. ICCB PATH Grant .....	\$ 959,082.00
TOTAL .....	\$1,265,182.00."

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

**Adjournment**

Chair Kotowski announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, November 15 at the Des Plaines Campus.

Student Trustee Patel made a motion to adjourn the meeting, which was seconded by Trustee Kotowski. A voice vote was called and the meeting was adjourned at 7:18 p.m.

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Paul Kotowski, Board Chair

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Gail Bush, Board Secretary

Minutes recorded by:  
Beatriz Sparks  
10/2022

**Approval of Adoption of Consent Agenda**

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



**Approval of Consent Agenda Items 11/22-2 through 11/22-7**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/22-2 through 11/22-7 as listed in the Consent Agenda:

- |         |   |
|---------|---|
| 11/22-2 | Ratification of Payment of Bills for October 2022                             |
| 11/22-3 | Acceptance of Treasurer’s Report for October 2022                             |
| 11/22-4 | Compliance with Open Meetings Act, Closed Session Minutes                     |
| 11/22-5 | Action on Recordings of Closed Session Minutes                                |
| 11/22-6 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| 11/22-7 | Supplemental Authorization to Pay Professional Personnel - Fall 2022.”        |

**Ratification of Payment of Bills for October 2022**

The check register detailing the regular monthly bills for October 2022 was sent out November 10, 2022. The totals by fund are on page 2. This includes approval of travel reimbursements for October 2022.

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Board Chair

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Board Secretary

EC:mw  
11/2022

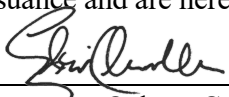
**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,989,266.73 for all check amounts as listed and for all purposes as appearing on a report dated October 2022."

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for October 2022, represented by checks on pages 1-14 numbered !0001897 - !0001903, !0001905 - !0001937, !0001939 - !0001941, !0001953 - !0001961, !0001963 - !0001988, !0001990 - !0001991 and A0158581 - A0158970 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.




Treasurer, Oakton Community College District 535

RECAPITULATION Fund	Gross Payroll	Gross Checks Issued		Sub-Total	Voided Checks	Total
		Accounts Payable				
Education	\$ 3,771,817.25	\$ 1,000,011.89		\$ 4,771,829.14	\$ (7,040.00)	\$ 4,764,789.14
Operations, Building and Maintenance Fund	\$ 332,057.54	\$ 95,913.80		\$ 427,971.34	\$ -	\$ 427,971.34
Maintenance Fund (Restricted)	\$ -	\$ 157,591.00		\$ 157,591.00	\$ -	\$ 157,591.00
Bond & Interest		\$ 600.00		\$ 600.00	\$ -	\$ 600.00
Auxiliary Enterprise	\$ 215,678.21	\$ 124,039.62		\$ 339,717.83	\$ -	\$ 339,717.83
Restricted purposes	\$ 204,629.38	\$ 64,135.65		\$ 268,765.03	\$ -	\$ 268,765.03
Trust/Agency	\$ -	\$ 301.56		\$ 301.56	\$ -	\$ 301.56
Audit		\$ 5,520.00		\$ 5,520.00		\$ 5,520.00
Liability, Protection & Settlement		\$ 125.77		\$ 125.77	\$ -	\$ 125.77
Social Security/Medicare	\$ -	\$ -		\$ -	\$ -	\$ -
Loan						
TOTALS	\$ 4,524,182.38	\$ 1,448,239.33		\$ 5,972,421.67	\$ (7,040.00)	\$ 5,965,381.67
Student Government	\$ -	\$ 16,845.06		\$ 16,845.06	\$ -	\$ 16,845.06
TOTAL PER REPORT	\$ 4,524,182.38	\$ 1,465,084.39		\$ 5,989,266.73	\$ (7,040.00)	\$ 5,982,226.73

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 1-14 numbered !0001911, !0001920, !0001961, !0001968, !0001971, !0001976, !0001980, !0001988, A0158622, A0158630, A0158680, A0158695, A0158731, A0158743, A0158745, A0158753, A0158756, A0158780, A0158867, A0158903, A0158913, A0158915 and A0158951 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$16,845.06 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 2022.

\_\_\_\_\_  
Student Government Association

**Acceptance of Treasurer's Report for October 2022**

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

EC:mw  
11/2022

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of October 2022."

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535  
TREASURER'S REPORT

October 2022

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

Treasurer's Comments on October 2022 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$810,000 for the credit hour grant, \$750,000 from the state Monetary Assistance Program (MAP) grants, \$731,000 in replacement taxes, \$500,000 in tuition and fees, \$480,000 from the state Path Workforce grant, \$255,000 in interest earnings, and \$38,000 in revenue from the VA Chapter 33 federal tuition reimbursement program. For 2021 Cook County property taxes, which are payable in calendar year 2022, second installment revenue is delayed countywide.

Net cash and investments decreased \$8.8 million from the previous month, as expected.

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

**Revenues**

At the end of October, revenues were \$38.3 million or 111% of the prorated budget, compared to \$33.2 million, or 97% for the previous year. Tuition and fees totaled \$13.9 million year to date, or 112% of the prorated budget. Last year, tuition and fees totaled \$12.0 million or 93% of the prorated budget. Revenues from tuition and fees are recorded as billed. \$18.6 million in property tax revenues have been accrued through October 31st.

**Expenditures**

The current year's total actual operating expenditures were \$24.9 million. The operating expenditures are \$1.0 million (4.2%) above prior year's actual expenditures of \$23.9 million for the same period. Net transfers total \$2.1 million.

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

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
<b>ASSETS</b>										
Cash	\$ 3,756	\$ 310	\$ 1,722	\$ 46	\$ 10	\$ 502	\$ -	\$ 811	\$ 1,205	\$ 8,362
Taxes Receivable	22,686	3,723	-	1,761	-	-	-	47	-	28,217
Student Tuition Receivable	4,052	-	-	-	-	483	-	-	-	4,535
Government Funds Receivable	(17)	-	-	-	-	466	-	41	-	490
Accrued Interest	117	16	17	-	-	4	-	1	45	200
Other Receivables	679	-	-	-	-	117	-	-	-	796
Investments										
Short-term	54,928	7,348	11,105	1,952	-	3,859	-	512	31,033	110,737
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(17,500)	-	-	(20)	(10)	14,500	-	-	-	(3,030)
Inventories - Prepaids	451	-	-	-	49	316	-	-	-	816
Total Current Assets	92,058	14,546	16,897	3,739	49	20,623	-	1,540	39,850	189,302
Net Investment in Plant	-	-	-	-	-	-	105,150	-	-	105,150
Total Assets	<u>\$ 92,058</u>	<u>\$ 14,546</u>	<u>\$ 16,897</u>	<u>\$ 3,739</u>	<u>\$ 49</u>	<u>\$ 20,623</u>	<u>\$ 105,150</u>	<u>\$ 1,540</u>	<u>\$ 39,850</u>	<u>\$ 294,452</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,062	2,062
Total Assets and Deferred Outflows of Resources	<u>\$ 92,058</u>	<u>\$ 14,546</u>	<u>\$ 16,897</u>	<u>\$ 3,739</u>	<u>\$ 49</u>	<u>\$ 20,623</u>	<u>\$ 105,150</u>	<u>\$ 1,540</u>	<u>\$ 41,912</u>	<u>\$ 296,514</u>
<b>LIABILITIES AND NET POSITION</b>										
Payables	\$ 1,227	\$ 35	\$ 1	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ 1,313
Accrued Interest Payable	-	-	-	-	113	-	-	-	-	113
Deferred Tuition Revenue	-	-	-	-	-	14	-	-	-	14
Accruals	2,680	267	-	-	-	247	-	-	-	3,194
Bonds Payable	-	-	-	-	47,296	-	-	-	-	47,296
OPEB Liability	-	-	-	-	-	-	-	-	42,906	42,906
Total Liabilities	<u>3,907</u>	<u>302</u>	<u>1</u>	<u>-</u>	<u>47,409</u>	<u>311</u>	<u>-</u>	<u>-</u>	<u>42,906</u>	<u>94,836</u>
Deferred Inflows of Resources - Property Taxes	7,982	1,307	-	618	-	-	-	16	-	9,923
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	9,216	9,216
Total Liabilities and Deferred Inflows of Resources	<u>11,889</u>	<u>1,609</u>	<u>1</u>	<u>618</u>	<u>47,409</u>	<u>311</u>	<u>-</u>	<u>16</u>	<u>52,122</u>	<u>113,975</u>
Net Position										
Unrestricted	80,168	12,938	16,896	-	-	3,781	-	-	(10,210)	103,573
Restricted	-	-	-	-	-	16,532	-	1,523	-	18,055
Debt Service	-	-	-	3,121	(47,360)	-	-	-	-	(44,239)
Plant	-	-	-	-	-	-	105,150	-	-	105,150
Total Net Position	<u>80,168</u>	<u>12,938</u>	<u>16,896</u>	<u>3,121</u>	<u>(47,360)</u>	<u>20,313</u>	<u>105,150</u>	<u>1,523</u>	<u>(10,210)</u>	<u>182,539</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 92,057</u>	<u>\$ 14,547</u>	<u>\$ 16,897</u>	<u>\$ 3,739</u>	<u>\$ 49</u>	<u>\$ 20,624</u>	<u>\$ 105,150</u>	<u>\$ 1,539</u>	<u>\$ 41,912</u>	<u>\$ 296,514</u>



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

	<b>Operating Budget (000)</b>	<b>Prorated Budget (000)</b>	<b>Actual (000)</b>	<b>As a % of Prorated Budget</b>	
				<b>Current</b>	<b>Last Year</b>
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes (accrual basis)	\$ 58,154	\$ 19,385	\$ 18,579	96%	100%
Replacement Tax	1,400	467	1,335	286%	253%
State Revenue	3,928	1,309	2,279	174%	208%
Federal Revenue	1,800	600	1,778	296%	21%
Tuition and Fees	19,154	12,404	13,856	112%	93%
Other	1,009	336	475	141%	66%
<b>TOTAL REVENUES</b>	<b>\$ 85,445</b>	<b>\$ 34,501</b>	<b>\$ 38,302</b>	<b>111%</b>	<b>97%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 30,557	\$ 10,186	\$ 10,256	101%	105%
Academic Support	19,667	6,556	7,207	110%	100%
Student Services	8,388	2,796	2,169	78%	78%
Public Services	1,314	438	361	82%	74%
Operations and Maintenance	8,053	2,684	1,895	71%	75%
General Administration	7,026	2,342	1,966	84%	81%
General Institutional	310	103	1,086	1051%	274%
Contingency	1,809	603	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 77,124</b>	<b>\$ 25,708</b>	<b>\$ 24,940</b>	<b>97%</b>	<b>93%</b>
Revenues over (under) expenditures	8,321	8,793	13,362		
Net Fund transfers					
To Retiree Health Insurance Fund	(2,000)	(667)	-		
To O & M Fund (Restricted)	(2,500)	(833)	(833)		
To Auxiliary Fund and Alliance	(2,474)	(825)	(825)		
To Restricted Purpose Fund	(100)	(33)	(33)		
To Liability, Protection & Settlement Fund	(713)	(238)	(238)		
To Social Security/Medicare Fund	(824)	(275)	(275)		
From Working Cash Fund: Interest	290	97	97		
<b>Total Transfers</b>	<b>\$ (8,321)</b>	<b>\$ (2,774)</b>	<b>\$ (2,107)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ -</b>	<b>\$ 6,020</b>	<b>\$ 11,255</b>		

**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
FOUR MONTHS ENDED OCTOBER 31, 2022**

**AGENDA ITEM 11/22-3  
6 of 9**

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>
<b>REVENUES</b>			
Construction Fee	295	173	59%
Interest and Investments Gain/Loss	16	44	275%
Total revenues	311	217	70%
<b>EXPENDITURES</b>			
Landscape Improvements	326	-	0%
Capital Equipment	881	29	3%
Hardware Replacement/Master Keying	750	-	0%
Camera Replacement	250	-	0%
Pedestrian Path	250	48	19%
Automatic Irrigation for Featured Zones	168	-	0%
Courtyards	750	69	9%
Learning Commons RHC	1,600	-	0%
Boiler Replacement	494	-	0%
DP Workplace - Critical Adjacencies/Enabling Moves	1,300	-	0%
Learning Commons DP - Enabling Projects	700	-	0%
Plumbing	350	-	0%
Roofing Replacement-DP	120	-	0%
ADA Compliance	131	-	0%
BAS Upgrades - Skokie	174	-	0%
TenHoeve Wing Remodeling	750	-	0%
Domestic hot water pump	45	-	0%
Switchgear Upgrade	625	-	0%
Baseball Complex Renovations	900	-	0%
Exterior Envelope	110	-	0%
Grounds Roof Replacement	197	6	3%
Parking Lot Upgrades	153	153	100%
Contingency	275	-	0%
Site and Construction	-	65	0%
Total expenditures	11,299	370	3%
Transfer in	-	-	0%
Net	\$ (10,988)	\$ (153)	1%

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 1,355	\$ 731	54%	41%
Workforce Development	60	6	10%	22%
Copy Center	150	24	16%	8%
Athletics	8	23	288%	200%
Child Care	405	166	41%	35%
PAC Operations	4	1	25%	0%
Campus Scheduling and Events	155	3	2%	0%
Other	118	95	81%	59%
Interest and Investments Gain/Loss	40	10	25%	4%
Total revenues	2,295	1,059	46%	35%
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	\$ 1,425	\$ 266	19%	8%
Workforce Development	302	74	25%	30%
Copy Center	415	129	31%	25%
Athletics	961	387	40%	36%
Child Care	535	165	31%	28%
PAC Operations	100	34	34%	25%
Campus Scheduling and Events	30	3	10%	0%
Auxiliary Services Administration	320	95	30%	26%
Other	479	46	10%	9%
Total expenditures	4,567	1,199	26%	23%
Transfers in (out)	2,272	757		
Net	\$ -	\$ 617		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
FOUR MONTHS ENDED OCTOBER 31, 2022**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a % Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 529	\$ 176	\$ 228	43%	81%
Tuition and Fees	1,214	405	598	49%	22%
Sale of Materials	2	1	-	0%	0%
Institutional Support					
Evening High School	50	17	36	72%	46%
Other Revenues	85	28	11	13%	28%
Total revenues	<u>1,880</u>	<u>627</u>	<u>873</u>	<u>46%</u>	<u>36%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	\$ 1,221	407	\$ 277	23%	27%
Instructional Programs					
Allied Health	115	38	10	9%	27%
Job-related	470	157	9	2%	8%
Personal	12	4	6	50%	14%
Emeritus Programs	61	20	7	11%	8%
High School Programs	132	44	22	17%	19%
ESL Programs	70	23	19	27%	17%
Total Programs	<u>860</u>	<u>287</u>	<u>73</u>	<u>8%</u>	<u>15%</u>
Total expenditures	<u>2,081</u>	<u>694</u>	<u>350</u>	<u>17%</u>	<u>22%</u>
Revenue over (under) expenditures	<u>\$ (201)</u>	<u>\$ (67)</u>	<u>\$ 523</u>		
Transfer in	201	67	67		
Net	0	(0)	590		

**OAKTON COMMUNITY COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
FOUR MONTHS ENDED OCTOBER 31, 2022**

		<b>Program Generated Revenue</b>	<b>Revenue Allocated to Programs</b>	<b>Total Revenue and Allocation</b>	<b>Expenditures</b>	<b>Program Net Fav (Unfav)</b>
	Activity fees	\$ 260,393				
	Interest income	-				
	Sub total revenues	<u>260,393</u>				
369901	Student Government Association	(17,055)	-	(17,055)	(12,841)	(29,896)
369910	Occurrence	-	-	-	(1,030)	(1,030)
369919	Skokie Events Team	-	-	-	(16,923)	(16,923)
369922	IEEE	2,000	-	2,000	-	2,000
369923	Stud. Global Health & Sustainability	(54)	-	(54)	(2,131)	(2,185)
369930	Early Childhood Education Club	-	-	-	(72)	(72)
369937	Oakton Future Educators	-	-	-	(75)	(75)
369943	Japanese Culture Club	51	-	51	-	51
369946	Phi Theta Kappa (PTK)	315	-	315	(2,303)	(1,988)
369954	Kpop Club	-	-	-	(180)	(180)
369972	PAYO	-	-	-	(69)	(69)
	Sub Totals	<u>2,312</u>	<u>-</u>	<u>-</u>	<u>(21,753)</u>	<u>(19,441)</u>
<b><u>Fund Summary</u></b>						
	Total Revenues	\$ 262,705				
	Total Expenditures	(21,753)				
	Total Transfers to other funds	-				
	Excess revenues over expenditures	<u>240,952</u>				
	Net Position 6/30/22	<u>1,283,191</u>				
	Net Position, end of period	<u>\$ 1,524,143</u>				

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

**GENERAL FUND TRANSFERS/PAYMENTS**

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER &amp; MISC</u>
10/7/2022	\$ 692,160.55			\$ 692,160.55		
10/18/2022	\$ 2,355.00		\$ 2,355.00			
10/27/2022	\$ 920,957.61	870,957.61				50,000.00
<b>TOTAL</b>	<b>\$ 1,615,473.16</b>	<b>\$ 870,957.61</b>	<b>\$ 2,355.00</b>	<b>\$ 692,160.55</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
10/14/2022	\$ 642,684.10	\$ 274,544.52	\$ 94,489.80	\$ 200,765.89	\$ 72,883.89
	\$ -				
10/28/2022	\$ 621,626.88	\$ 263,515.07	\$ 92,397.93	\$ 195,115.41	\$ 70,598.47
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
<b>TOTAL</b>	<b>\$ 1,264,310.98</b>	<b>\$ 538,059.59</b>	<b>\$ 186,887.73</b>	<b>\$ 395,881.30</b>	<b>\$ 143,482.36</b>

**Compliance with Open Meetings Act, Closed Session Minutes**

The Illinois Open Meetings Act requires that public bodies shall periodically, but no less than semiannually, review minutes of all closed meetings to determine if the contents of such minutes continue to require confidentiality, or if they may be made available for public inspection. The President and the Secretary of the Board have reviewed and hereby recommend that the minutes of the Board of Trustees closed session meetings held on September 19, 2016; May 23, 2017; May 28, 2019; April 21, 2020; and June 2, 2020 should be made available for public inspection and no longer require confidential treatment.

JLS:bs  
11/2022

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 hereby determines that the minutes of the Board closed session meetings on September 19, 2016; May 23, 2017; May 28, 2019; April 21, 2020; and June 2, 2020 no longer require confidential treatment and are released for public inspection."

**Action on Recordings of Closed Session Minutes**

The Illinois Open Meetings Act authorizes the destruction of verbatim records of closed meetings no less than 18 months after the completion of the meeting recorded. Written minutes of these meetings are retained in compliance with the Open Meetings Act.

In accordance with these provisions, the audio recordings of closed meetings held on August 18, 2020, September 15, 2020, October 20, 2020, November 17, 2020, December 15, 2020, and January 19, 2021 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.

JLS:bs  
11/2022

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 recommends the destruction of the verbatim audio recordings of meetings held on August 18, 2020, September 15, 2020, October 20, 2020, November 17, 2020, December 15, 2020, and January 19, 2021."

**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 \$16,949.75 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2022.
- b. Salary rescinds in the amount of \$2,845.50 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2022.

MB:bd  
11/2022

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$16,949.75 for all funds listed in items a and b."



**Supplemental Authorization to Pay Professional Personnel – Fall 2022**

Comparative figures:

**Fall 2022 Part-Time  
\$3,592,201.73**

**Fall 2021 Part-Time  
\$4,035,529.31**

**Fall 2022 Overload  
\$586,489.47**

**Fall 2021 Overload  
\$600,442.64**

IL:jg  
11/2022

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$286,847.50 to the total amount of part-time teaching salaries paid during the fall semester 2022; the revised total payment amount is \$3,592,201.73.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$54,249.00 to the total amount of faculty overload salaries paid during the fall semester 2022; the revised total payment amount is \$586,489.47.”

**Appointment of Members to Career Program Advisory Committees for 2022-2023**

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 education and training for employment, each Oakton career program has an advisory committee. Program chairpersons and appropriate administrators have reviewed these committee memberships. The appointments are for the 2022-2023 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

IL:wh  
11/2022

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the appointment of members on the attached lists to the below named Career Program Advisory Committees for 2022-2023."

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2022-2023 Advisory Committee**

*Committee members serve two-year terms with the option to continue for an indefinite number of terms.*

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

An electronic copy of the audited Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2022 was uploaded to BoardEffect on November 10. The ACFR includes an unmodified opinion concerning the College's Fiscal Year 2022 Audit. An unmodified opinion is an opinion that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles. The ACFR is designed to provide financial information that is easily readable, efficiently organized, and presented in the spirit of transparency and full disclosure.

The ACFR is designed to emulate corporate presentations whereby assets are capitalized, depreciation is reported as an operating expense, and property taxes are recorded on a full accrual basis. The College has received the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association since 1991 and anticipates awards for its fiscal year 2021 and 2022 ACFRs. The Accounting Office and the Administrative Affairs team have done an excellent job on the report and deserve our congratulations. Mr. Ray Krouse, Partner, and Mr. Nick Bava, Senior Manager, from Sikich LLP will be present to make some comments to the Board of Trustees on November 15, 2022, regarding the report.

AW:mw  
11/2022

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2022 Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022."

**Approval of Estimate of Levy for 2022 and Announcement Thereof**

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

In order to fund college operating programs, including salaries, supplies, and utilities, it is recommended that the College's levy for 2022 be as follows:

	<u>Recommendation</u> <u>2022 Levy</u>
Education Purposes	\$51,409,017
Operation & Maintenance Purposes	8,000,000
Liability, Protection and Settlement (Includes Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance)	100
Medicare and Social Security Contributions	100
Audit	100,000
Total	<u>\$59,509,217</u>

The Illinois Property Tax Extension Limitation Law (PTELL) caps the annual growth in the total amount of property taxes extended for the college district and other taxing districts which are subject to its provisions. In general, the PTELL limiting rate as calculated annually for each taxing district allows for a limited inflationary increase in tax extensions on existing property of 5.0% or the inflation rate whichever is lower, plus an additional amount for new property (i.e., new construction) and expiring Tax Increment Financing (TIF) Districts, as applicable. The increase is pegged to the percentage rise in the Consumer Price Index (CPI) for the 12-month period preceding the levy year. For tax year 2022, the percentage increase in the CPI is 7.0%. PTELL caps the allowable increase at 5.0% plus new property and expiring TIF Districts, as applicable.

The \$59,509,217 estimate of levy (excluding debt service) represents a 4.9% increase over the preliminary, extended 2021 tax levy. The Administration is recommending that the 2022 aggregate tax levy be set at an amount 4.9% higher than the total amount of 2021 property taxes extended for the College. Because the proposed 2022 tax increase will not be more than 5.0% above the prior year tax extension, the College will not be required to publish a Truth in Taxation notice or conduct a public hearing on the proposed 2022 levy. The College's 2022 levy will be collected in calendar year 2023.

Preliminary calculations with estimated overall EAV levels indicate that the College's tax rate would be 0.245 as compared to the preliminary 2021 rate of 0.241.

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

The Audit Fund levy for 2022 will remain level at \$100,000.

As a component of approving the issuance of General Obligation Limited Tax Bonds, Series 2014, 2018, 2020A, and 2020B the Board adopted a resolution directing the County to levy a direct annual tax to pay the principal and interest on such bonds. For the 2022 tax levy, such amount is estimated to be \$3,787,298. Based upon documents filed with Cook County at the time the bonds were issued, it is not necessary for the Board to annually approve the portion of the tax levy applicable to debt service.

Including an estimate of \$900,000 for refunds recapture per the Local Government Revenue Recapture Act PA 102-0519 (effective beginning tax year 2021), the estimated non-capped levy for 2022 tax year is \$4,687,298.

EC  
11/2022

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2022 to be collected in calendar year 2023 as follows:

the sum of \$51,409,017 to be levied as a tax for educational purposes; and

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

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

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

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

"Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled December 13, 2022, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2022. The above estimated amounts for the 2022 tax levy may be changed by the Board in adopting the final 2022 levy, subject to statutory notice and publication requirements."

**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. Items “a – c” were previewed at the October 2022 Board of Trustees meeting. Items “d – e” were previewed at the September 2022 Board of Trustees meeting.

EC:tt  
11/2022

**President’s Recommendation:**

That the Board adopts the following resolution:

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
11/22-11a	1-2	Employee Medical, Dental, and Vision Insurance	Blue Cross and Blue Shield of Illinois Chicago, IL	\$10,100,000.00
			Delta Dental of Illinois Naperville, IL	\$424,000.00
			Vision Service Plan, Inc Rancho Cordova, CA	\$58,000.00
11/22-11b	1	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc Westlake, OH	\$85,000.00
11/22-11c	1	Signage Design Services	Holabird & Root LLC Chicago, IL	\$42,000.00
11/22-11d	1-2	Baseball Field Renovation Engineering Services	Manhard Consulting Lincolnshire, IL	\$77,000.00
11/22-11e	1	Back-Wall Classroom Monitors	AVI-SPL LLC Schaumburg, IL	\$63,073.71
<b>GRAND TOTAL</b>				<b>\$ 10,849,073.71."</b>

IN DISTRICT	\$	0.00
CONSORTIUM	\$	10,582,000.00
BID	\$	0.00
BID EXEMPT	\$	148,073.71
QBS	\$	119,000.00

**Authorization for Continuation of Employee Medical, Dental and Vision Insurance**

Oakton is a member of the Community College Health Consortium (CCHC). The College's medical, dental, and vision plans are administered through CCHC and HUB Inc., who serve as CCHC's brokers. Premiums run for the calendar year January to December. CCHC currently has eight participating institutions - College of DuPage, Kishwaukee Community College, McHenry Community College, Moraine Valley Community College, Oakton Community College, Triton College, Sauk Valley Community College, and Illinois Valley Community College.

The Consortium insured an average of 2,912 employees and 6,614 members as of July 31, 2022, compared to 2,730 employees and 6,349 members for the full calendar year 2021. Kishwaukee was a new addition to the consortium in calendar year 2022. In accordance with Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), purchases made through a consortium are exempt from formal bidding. For the calendar year January 2023 to December 2023, premiums will increase 12.1% and 4.0% respectively for medical and dental premiums, while vision premiums will remain unchanged. The College has received renewal rates for the following:

<b>Plan Provider</b>	<b>2022 Premiums</b>	<b>2023 Premiums</b>
Blue Cross & Blue Shield of Illinois	\$9,000,000	\$10,100,000
Dental Delta Dental of Illinois	\$408,000	\$424,000
Vision VSP, Inc	\$58,000	\$58,000

- (1) The College has four medical plan offerings - PPO, PPO Choice Select, HMO, and Blue Advantage.
- (2) The College offers a standard dental plan.
- (3) The College's vision plan includes both PPO and HMO participants and fixed rates are guaranteed for 2 years from January 1, 2022 to December 31, 2023.

EC:mw  
11/2022



**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Continuation of Employee Medical, Dental, and Vision Insurance from:

Blue Cross and Blue Shield of Illinois for twelve months of medical insurance from January 1, 2023 to December 31, 2023 for a total not to exceed \$10,100,000.00,

Delta Dental of Illinois, 111 Shuman Boulevard, Naperville, IL 60653 for twelve months of dental insurance from January 1, 2023 to December 31, 2023 for a total not to exceed \$424,000.00,

Vision Service Plan, Inc., 3333 Quality Drive, Rancho Cordova, CA 95670 for twelve months of vision insurance from January 1, 2023 to December 31, 2023 for a total not to exceed \$58,000.00,

for a grand total not to exceed \$10,582,000.00."

**Authorization to Purchase Document Imaging and Management System Annual Maintenance Contract and System Upgrades**

Document imaging hardware and software are used to scan, capture, index, retrieve, process and archive digital images of documents and forms. In 2013, the Board of Trustees approved a three-year contract for Oakton's updated document imaging platform: OnBase by Hyland Software, Inc ("Onbase"). In addition to improving productivity by reducing or eliminating time spent handling, storing, retrieving, distributing, and destroying paper; document imaging systems can improve business process management with workflow tools and enhanced security.

The Financial Aid office was the first area to migrate to OnBase, followed by the Registration and Records office. Human Resources, Alliance Payroll, and Accounting have also migrated documents to Onbase. Articulation requests are now also tracked in Onbase. Onbase provides workflow technologies that could potentially assist in automating business processes that are currently manual by nature. Prototypes are being built that can potentially improve productivity and efficiency of end-users while improving student experience at Oakton.

Since 2016, the Board has approved an annual maintenance contract from Hyland. The annual maintenance cost for the upcoming contract year is \$60,214.98 and is effective as of January 1, 2023. Since Oakton's need for digital imaging services continues to increase, the College will also be acquiring additional licenses, hardware, and training as the platform is further developed. The College is seeking approval to spend up to \$85,000.00 with Hyland to cover the cost of FY 2022- 2023 maintenance and additional professional licenses and services.

Hyland Software, Inc., has been in business for over twenty years, with over 11,000 customers, a dedicated higher education practice, and 430 higher education institutions. The Administration is confident that Hyland Software, Inc will continue to meet the needs of the College.

This is both a sole source and bid-exempt purchase according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process" and ILCS-805/3-27.1 item I, ILCS-805/3-27.1 "goods or services which are economically procurable from only one source".

PS:tt  
11/2022

**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 Document Imaging and Management System Annual Maintenance Contract and System Upgrades from Hyland Software, Inc., 28500 Clemens Road, Westlake, OH 44145 for a total not to exceed \$85,000.00 per their quote number LE01-276417 dated 10/03/2022."

**Authorization to Purchase Signage Design and Bidding Services**

The College is undergoing a new image rebranding which consists of identification signage revisions at both Des Plaines and Skokie campuses. Current campus monuments and interior identification signages will need to be replaced with remanufactured new messaging. This will require multiple outside contractors to produce and install the new signage.

The Administration is seeking board approval to contract with Holabird & Root LLC, the College QBS architect, for signage design and bidding services. Holabird & Root will provide design, construction documents (drawings and specifications), and bidding and construction administration. The scope will include assisting the College in obtaining bids, reviewing of shop drawings, responding to requests for information, one site visit during construction, and one site visit for punch listing activities.

The following signs are in scope:

- Skokie Lincoln Avenue Exterior Sign
- Skokie Exterior Canopy Sign in Front Entrance
- Des Plaines Central Road Exterior Sign
- Des Plaines Golf Road Exterior Sign
- Des Plaines Main Entrance Exterior Sign
- Des Plaines Interior Sign above Main Door
- Eight (8) Podiums at Skokie and Des Plaines

The services are broken out as follows:

Description	Amount
Design	\$13,000.00
Contract Documents	\$19,000.00
Bidding	\$2,500.00
Construction/Administration	\$7,500.00
<b>Total</b>	<b>\$42,000.00</b>

RS:tt  
11/2022

**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 Signage Design and Bidding Services from Holabird & Root LLC, 140 South Dearborn Street, Chicago, IL 60603 for a total of \$42,000.00 per their proposal dated September 22, 2022."

**Authorization to Purchase Engineering Services for Baseball Field Renovation**

The approved Master Plan includes renovations for the baseball field at the Des Plaines campus. The baseball field was constructed on top of an abandoned landfill, and this causes ongoing surface grade elevation changes due to subgrade movement and settling. In the Fall of 2021, the College engaged its civil engineers to conduct a topography survey, geotechnical assessment and engineering investigation on the field. The deliverables included a concept grading plan for the baseball outfield to improve overland drainage, quantities of topsoil and sand required to achieve plan grad, a review of soil boring findings, determining floodplain limits near the baseball field to ensure grading does not impact the floodplain, and an estimate of probable costs for outfield regrade and outfield fence replacement alternatives. Based on the estimate, a total of \$900,000 was included in the Master Plan for the next phase to include design and engineering followed by construction.

The Administration is seeking board approval to contract with Manhard Consulting (the College's QBS engineers) for design and engineering services for \$107,600 to prepare construction bid documents. The design and engineering are broken out as follows:

**Base Bid**

- Scoreboard improvements
- Drainage improvement outside of the fence in center and right center field.
- 12-foot fence in straightaway center field due to college drive traffic.
- Fence in bullpens utilizing 8 foot and 4-foot new fencing
- Rebuild bullpens; if enclosed eliminate grass in the bullpens to decrease maintenance.
- Windscreen on outfield fence only
- Flag pole extending from a left field fence post with foundation and lighting
- Redo infield if new proposed outfield elevations do not work with existing infield elevation.
- Athletic field large roll sod not seed.
- Windscreen 50 -70 % blockage and larger fence posts to support windscreen weight and wind
- Perimeter inside fence to be able to drive vehicle on all around fence line .
- Improve drainage in infield and between field and dugouts
- Improve area behind home and between dugouts the granite washes out
- Install new foul poles
- Rebuild new bullpens

**Alternate 1 (will require value engineering to meet approved Master Plan budget)**

- Remove batting tunnel and turf between the fields
- Grade the area to be an area for drainage from both fields
- Replace turf with rock/porous material
- Add pipe and drains(s) to move the water away from the fields
- Install new batting tunnel; site TBA but north of current location
- Install additional batting tunnel south of the softball field

**Alternate 2 (will require value engineering to meet approved Master Plan budget)**

- Purchase modular 2-story press box with storage
- Remove and discard center bleacher section-baseball
- Clear turf area behind softball backstop
- Build suitable footings or pad for press box
- Set and secure each press box

The design and engineering services are broken out as follows:

	Base
<u>Civil Construction Document Phase</u> This phase would be completed at one time for the entire project after client has approved the proposed scope of work.	\$39,000.00
<u>Scoreboard/Electrical Consulting Phase</u> Development of electrical design drawings for the proposed base bid items including scoreboard electric/fiber routing design, pole lighting for inclusion in the bid package.	\$17,000.00
<u>Bid Phase</u> To prepare Project Manual, Bid Packages, Attend Pre-Bid Meeting, Respond to Addendums	\$7,000.00
<u>Civil Construction Administration Phase</u> Attend Pre-Construction meeting, visit site daily during construction, prepare final punch list, Review contractor pay applications and change order requests	\$14,000.00
<b>Total</b>	<b>\$77,000.00</b>

RS:tt  
11/2022

**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 design and engineering services for the Des Plaines baseball field from Manhard Consulting Ltd, One Overlook Point, Suite 290, Lincolnshire, IL 60069 for a fee of \$77,000.00 per their proposal dated November 3, 2022."

**Authorization to Purchase Back-Wall Classroom Monitors**

There is an increasing number of online and hybrid courses as the College emerges from the pandemic, as shown below with Fall 2022 semester compared to Fall 2019 (pre-pandemic).

Fall 2019				Fall 2022			
	Online/Hybrid	Total	%		Online/Hybrid	Total	%
Enrollment	4,065	19,107	21%	Enrollment	7,709	15,941	48%
Sections	330	1,600	21%	Sections	581	1,396	42%

The IT department met with Chairs and Coordinators to understand the technology-based challenges while teaching courses. One of the constraints with teaching in the hybrid environment is that instructors are unable to see online students when facing in-class students.

Installing back-wall monitors in the classroom will allow the College to improve this limitation and enhance student's and teacher's interaction by displaying the online students on the monitors. This will allow instructors to view both in-class and online students at the same time. The College is seeking to purchase 15 back-wall monitors for classrooms at both campuses along with its installation from AVI-SPL, LLC for a total \$63,073.71.

This is a bid-exempt purchase according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

PS:tt  
11/2022

**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 Back-Wall Classroom Monitors from AVI-SPL, LLC, 2266 Palmer Dr, Schaumburg, IL 60173, for a total of \$ 63,073.71."

### **Preview and Initial Discussion of Upcoming Purchases**

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

- a) Projector Lifecycle Refresh** – The capital equipment budget includes funds for the purchase of replacement multimedia projectors. The projectors are part of the annual 7-year lifecycle for projectors in classrooms. This purchase will replace 7-year-old and older classroom projectors. The College currently has 210 projectors in total. Every classroom is equipped with at least one ceiling mounted projector allowing instructors to project computer information and video on the screen.

The College is sending out an RFP to multiple resellers in order to obtain competitive pricing and should have the final vendor decision and pricing results for the December Board Meeting. This purchase is budgeted at \$60,000.

- b) IP Telephony Annual Maintenance and Software Assurance Agreement** – The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts that will expire on March 1, 2023. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email-based support, access to software patches and upgrades for all of the College's telephony systems. The purchase is budgeted at \$32,500.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the supplier. This purchase is bid-exempt in accordance with ILCS-805/3-27.1, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process." For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller, Telcom Innovations Group (TIG) to secure pricing.

- c) Core Network Equipment** – The College's local and wide area networks consist of 151 switches and routers that together provide over 7,000 network ports for connecting computers, phones, wireless access points, digital signs, building management system controllers, security cameras and numerous other network devices to essential internal and external sites and services. At the core of the network are four 6-years-old multi-layer switches through which all traffic passes. As of September 2023, these four switches will no longer be supported. The FY2022-2023 capital equipment budget, therefore, includes funds to replace them.

The replacement switches to be purchased will be similar in capacity to what we have now, but modernized to comply with current industry standards. The Procurement and IT departments are working together to get competitive pricing from multiple manufacturers. Final recommendation will be based on manufacturer viability and reputation, product reviews and functionality, total cost of ownership, and suitability for our environment. The purchase is budgeted at \$150,000 and will be presented at the December 2022 Board of Trustees meeting for approval.

**d) Splunk Software License/Updates/Support** – The College licenses Splunk Technologies Splunk Enterprise software to provide a comprehensive centralized logging and cybersecurity analysis system. This software is a key part of the cybersecurity team's toolkit to look for and respond to potential and suspected security incidents. This software is also used to review and solve other support incidents and collect other metrics. This software is purchased as an annual one-year term. Due to growth in log data with the return of on campus services, the college needs to increase from 30GB of log data per day to a 40GB license which will put the cost over \$25,000 per year. This license includes upgrades and support.

This purchase is budgeted at \$30,240. The College is obtaining competitive quotes for the purchase and will bring this to the December Board meeting for approval.



**Approval of New Policy**

Student Policy 5130 was presented to the Board as a First Read at the October 18, 2022 meeting. In accordance with College policy, action on the proposed policy will take place at the next regular meeting of the Board of Trustees on November 15, 2022.

JLS:bs  
11/2022

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for approval the proposed new policy 5130 in support of Hardship Withdrawal.”

5130  
11/15/22

## **STUDENTS**

### **Hardship Withdrawal**

In accordance with the Illinois Student Debt Assistance Act (Public Act 102-0998), students who withdraw from the college due to unforeseen circumstances, may apply for an administrative withdraw. The administrative withdrawal appeal process is the means for Oakton students to be considered for a hardship withdrawal.

Hardships may include, but are not limited to, serious injury or illness; chronic illness; a medical issue of a family member that results in the student becoming a part-time or full-time caretaker of that family member; a mental health condition; a sudden or consistent lack of transportation; or a significant cost of living increase.

Students approved for a hardship withdrawal are encouraged to reenroll when their situation changes. The institution assists such students by providing comprehensive student services.

**Acceptance of Illinois Community College Board Adult Education and Family Literacy Federal and State Grant Funds**

The Illinois Community College Board has awarded Oakton Community College a total of \$1,959,929.00 in state and federal Adult Education and Family Literacy funding for fiscal year 2023. These funds provide educational opportunities for adult learners who participate in English as a Second Language, Literacy, Family Literacy, GED, Evening High School and Citizenship Education classes.

This funding is for the period July 1, 2022 to June 30, 2023.

Elena Smoukova, Senior Manager of Adult Education, will manage the grant, and Dr. Jesse Ivory, Dean of Adult & Continuing Education/Dean of the Skokie Campus, will administer the grant.

The award amount consists of the following allocations:

Federal Basic:	\$733,265.00
State Basic:	\$752,594.00
State Performance:	\$395,565.00
Federal IELCE:	<u>\$78,505.00</u>
<b>TOTAL:</b>	<b>\$1,959,929.00</b>

AG:sm  
11/2022

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accepts \$1,959,929.00 in federal and state funding through the Illinois Community College Board to support fiscal year 2023 Adult Education and Family Literacy programs at Oakton Community College."