

**The 794th Meeting
of
The Board of Trustees
December 12, 2023**



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.

Ratified by the Board of Trustees on March 21, 2017 and reaffirmed on September 19, 2023.

Land Acknowledgment for Oakton

Oakton is the community's college. We recognize that our community embodies a network of historical connections and contemporary relationships with Native peoples, families, students, and alumni. We continue to live and work on the traditional homelands stolen from many different Native peoples, including but not limited to the Bodéwadomi (Potawatomi), Ojibwe (Chippewa), Odawaa (Ottawa), Kiikaapoi (Kickapoo), Mamaceqtaw (Menominee), Myaamiaki (Miami), Thakiwaki (Sac and Fox) and Hoocągra (Ho-Chunk) nations. Others have settled and cared for this land from time immemorial. The land of our Des Plaines campus nurtured a large Potawatomi settlement along the Des Plaines River. This was a site of trade, travel, and gathering for many Native people. With the lush forests and vibrant river, these communities flourished in this beautiful land of biodiversity and reciprocity. These lands are still home to many Native people of many nations.

Approved by the Board of Trustees on December 13, 2022.

Anti-Racism Statement

Oakton is an anti-racist, inclusive, transparent institution; invested in and accountable to the communities we serve. We are committed to transforming all curricula, policies, structures and practices to dismantle and eliminate racism and other forms of oppression so all members of our community thrive. Through reflection, empowerment, and accountability to anti-racist people of color, we model the socially just and equitable transformation that we want to see in the world.

Adopted by the Board of Trustees on February 15, 2022.

Neurodiversity Statement

Oakton College is committed to recognizing the neurodiversity of our community and developing equitable policies and procedures to enhance the Oakton experience for all students, employees, and community members.

Adopted by the Board of Trustees on August 15, 2023.



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 November 14, 2023
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and 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 including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on December 12, 2023.

The meeting will be broadcast on Oakton TV: <https://bit.ly/3IH1AUA>

Agenda

Call to Order and Roll Call
Pledge of Allegiance and Land Acknowledgement
Approval of minutes of the November 14, 2023 regular meeting of the Board of Trustees
Statement by the President
Educational Foundation Liaison Report
Student Trustee Report
Student Spotlight
Comments by the Chair
Trustee Comments
Public Participation
Report: Global Studies Program

New BusinessConsent Agenda

- V 12/23-1a Approval of Adoption of Consent Agenda
- R 12/23-1b Approval of Consent Agenda Items 12/23-2 through 12/23-5
- 12/23-2 Ratification of Payment of Bills for November 2023
- 12/23-3 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 12/23-4 Supplemental Authorization to Pay Professional Personnel - Fall 2023
- 12/23-5 Approval of Clinical Practice Agreements

Other Items

- R 12/21-6 Approval of Board Meetings Schedule for Calendar Year 2024
- R 12/23-7 Adoption of Resolution Setting Forth Tax Levies for 2023
- R 12/23-8 Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation
- R 12/23-9 Authorization to Approve December Purchases
- a. IP Telephony Annual Maintenance and Software Assurance
 - b. Food Services – Retail & Catering Fooda – Four-Year Contract Renewal
 - c. Travel Services for Summer 2024 Study Abroad Program in Ghana
 - d. Travel Services for Summer 2024 Study Abroad Program in India
 - e. ALEKS Cloud-Based Math Placement Exams and Online Instruction
 - f. Ventra Bus Passes – Five-Year Contract
- 12/23-10 Preview and Initial Discussion of Upcoming Purchases
- R 12/23-11 Resolution to Reject Bid Submitted for the Purchase of Maintenance and Restoration Services of Natural Areas
- R 12/23-12 Authorization to Appoint Interim Dean of Business and CTE
- R 12/23-13 Acceptance of Administrator Retirement
- R 12/23-14 Authorization to Hire Full-Time, Tenure-Track Faculty Members
- R 12/23-15 Approval of a New Unit of Instruction
- V 12/23-16 First Read Policy
- 12/23-17 Notification of Award of Grants

Adjournment



Minutes of the November 14, 2023 Regular Meeting of the Board of Trustees of Community College District 535

The 793rd meeting of the Board of Trustees of Community College District 535 was conducted on November 14, 2023 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Yanow called the meeting to order at 5:30 p.m. in room 1502. Trustee Stafford called the roll:

Dr. Wendy Yanow	Chair	Present
Dr. Gail Bush	Vice Chair	Present
Mr. William Stafford	Secretary	Present
Ms. Theresa Bashiri-Remetio		Present
Ms. Martha Burns		Absent
Mr. Benjamin Salzberg		Present
Ms. Marie Lynn Toussaint		Absent
Ms. Lydia Cruz	Student Trustee	Present

Chair Yanow asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of October 17, 2023; doing a semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act; and considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and pending litigation.

Trustee Bashiri-Remetio made the motion, seconded by Trustee Salzberg. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye
Ms. Cruz	Aye

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Dr. Judy Mitchell, Interim CFO, Dr. Ileo Lott, Provost/Vice President for Academic Affairs; and Mr. Duane “Arnie” Oudenhoven, Interim CHRO.

At 5:58 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Bashiri-Remetio made the motion which was seconded by Trustee Yanow. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Yanow called the regular meeting of the Board of Trustees to order at 6:35 p.m. in room 1506.

Trustee Stafford called the roll:

Dr. Yanow	Chair	Present
Dr. Bush	Vice Chair	Present
Mr. Stafford	Secretary	Present
Ms. Bashiri-Remetio		Present
Ms. Burns		Absent
Mr. Salzberg		Present
Ms. Toussaint		Absent
Ms. Cruz	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Kelly Becker, Assistant Vice President for Institutional Effectiveness and Strategic Planning; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Provost and Vice

President for Academic Affairs; Dr. Judy Mitchell, Interim Vice President for Administrative Affairs; Duane “Arnie” Oudenhoven, Interim Chief Human Resources Officer; and Katherine Sawyer, Chief Advancement Officer.

Administrators: May Alimboyoguen, Dean of Health Careers; Robyn Bailey, Interim Dean of Skokie; Steve Butera, Director of Communications and External Relations; Dr. Sebastian Contreras Jr., Assistant Vice President for Student Affairs/Dean of Student Success; Leana Cuellar, Director of Student Learning and Engagement; Dr. Rick Daniels, Director of Institutional Equity and Inclusion; Dr. Mia Hardy, Dean of Liberal Arts; Jeff Hoffmann, Chief of Campus Police; Dr. Ruben Howard II, Director of Workforce Curriculum and Instruction; Matt Huber, Dean of Enrollment Management; Lindsey Hunter, Director of Admission and Enrollment; Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships; Jake Jeremiah, Dean of Library; LeVon McAllister, Director of Campus Technologies; Christine Paciero, Director of Oakton Athletics; Dan Weber, Registrar/Director of Registrar Services; and Andy Williams, Controller.

Union Leaders: Mary Hope Griffin, Adjunct Faculty Association; Paul Gulezian, Full-Time Faculty Association; Tamara Laws, Classified Staff Association.

Faculty: Ragaa Abdallah, Computer Information Systems; Carol Bustamante, English; Tracy Fulce, Marketing; Melody Graber, Chemistry; Elizabeth Kershnik, Chemistry; Spencer Kimura, Fire Science; and Katherine Schuster, Education.

Staff: Philip Cronin, Media Services; Ernest Gest, Facilities; Krissie Harris, Student Life and Campus Inclusion; Leah Kintner, Workforce Development; Ewa Lyczewska, Marketing and Communications; Beatriz Sparks, President’s Office; Alfredo Velasco, Athletics Coach; and Rebecca Wojcicki, Enrollment Services.

Students: Christopher AbiNader, Domenica Bondi and Zarina Sayed.

Guests: Dr. Trudy Bers, Founder Spotlight; Hollis Hanson-Pollock, Crowe LLP; and Christine Torres, Crowe LLP

Pledge of Allegiance – Trustee Yanow led the pledge.

Land Acknowledgment – Trustee Bush read the Land Acknowledgment.

Approval of Minutes

Chair Yanow asked for a motion for the approval of the minutes of the October 17, 2023 regular meeting of the Board of Trustees. Trustee Bashiri-Remetio made the motion which was seconded by Trustee Salzberg. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Kanchana Mendes, Professor of Biology, on the passing of her mother on October 23.
- To the family of Mike Maloney, Professor Emeritus of Student Development, who passed away on October 25.
- To the family of Urban Thobe, former Dean of Humanities, Mathematics and Technologies, who passed away on October 26
- To the family and colleagues of Armando Villagomez, General Maintenance, who passed away on November 3 at the age of 66.

Congratulations

- To Rob Peterson, Manager of Student Conduct and his new bride Justine Grant on their wedding last weekend. We wish Rob and Justine many years of happiness.
- Tennis players Zarina Sayed and Domenica Bondi had an impressive Regionals run! Zarina is the Region IV Singles Champion, and Domenica is the Regional Singles Runner-Up. Both have qualified for Nationals in Tyler, TX in the spring!
- Other Athletic Honors:

- Women's Soccer All Region and 2nd Team All-Conference - Emma Mueller (Des Plaines, Maine East), Sammi Glatczak (Milwaukee, Greendale HS) Honorable Mention All-Conference - Karely Gomez (Chicago, Niles North), Selina Chavez (Hanover Park, Streamwood)
- Men's Soccer All Region and 1st Team All-Conference - Lucas Visser (Netherlands) 2nd Team All-Conference - Peter Chavez (Skokie, Niles North); Honorable Mention All-Conference - Quinton Jones (Evanston, ETHS), Alejandro Bucaro (Chicago, Niles North)
- Women's Volleyball 2nd Team All-Conference - Cari Giwa-Finley (Skokie, Niles North)
- Employees recognized for their years of service on Nov. 2 at the Employee Recognition Dinner.
- Recipients of Excellence Awards on Nov. 2:
 - Teaching Excellence to Full-Time Faculty: Louis Pierozzi, Chair of Art and Design
 - Teaching Excellence to Adjunct Faculty: David Williams, Liberal Arts
 - Staff Excellence Award: Felix Ortiz, Facilities
 - Living Diversity: Brenda Cruz, Student Life and Campus Inclusion
 - Full-Time Faculty High Impact Practices:
 - Liberal Arts - Stacy Cameron
 - STEM - Theodore Gotis
 - Team Award - Dr. Eva de la Riva and Kristen Hren
 - Adjunct Faculty High Impact Practices:
 - Liberal Arts - Mary Hope Griffin
 - STEM - Urbi Ghosh
 - Library - Rebecca Sedam
- To Lieutenant Eisen who was recognized by the Illinois Association of Chiefs of Police as being a certified eligible Police Chief. Lieutenant Eisen is among a select few command staff statewide who have met the stringent requirements for this program.

Happenings

- In recognition of Native American Heritage Month, the Center for Campus Inclusion and Diversity and the Oakton Library hosted a talk on Nov. 9 - Developing Relational Awareness: The Contemporary Significance of Native American History & Ongoing Indigenous Presence.
- The College was closed last Friday and Saturday in recognition of Veterans Day. Special thanks to Brooke Roche, Oakton's veterans' advisor for coordinating last week's Veterans Day Commemoration in partnership with the Local American Legion.
- This is International Education Week (IEW), an opportunity to celebrate the benefits of international education and exchange worldwide. The theme is *Voices from the African Diaspora, Exploration of Heritage and Identity*. I encourage you to attend some of the sessions and hear from some of our own faculty and our students.
- The current exhibition at the Koehnline Museum of Art is the ID show where Oakton's Art Department faculty members demonstrate their unique artistic identities in a show that features paintings, photography, ceramics and digital art. The exhibit runs through December 1.
- On Saturday, Dec. 2, gather at Oakton College's TenHoeve Center (DP campus) for the "Empty Bowls" event where you can choose from many handcrafted bowls generously donated by professional potters, local schools and others in the community. Admission is free. Donation for a bowl is \$20. Empty Bowls is a nonprofit, global movement that has raised millions of dollars for food banks, soup kitchens, and other meal programs.
- Upcoming events at the Performing Arts Center: Play On! Student Playwriting Festival on Nov. 17, String Ensemble on Dec. 4, Speaker Showcase on Dec. 5, Guitar Ensemble on Dec. 6, Choral-Vocal Concert on Dec. 7, Jazz Invasion on Dec. 8, and OMG Improv on Dec. 9
- Priority Registration for Spring Semester opened November 13, and open registration begins on Thursday, November 16. Please encourage students to stay on their path and register for classes before they leave for the end of the semester.

- As we approach the Thanksgiving holiday, I want to express my gratitude to the Board of Trustees and to all of our employees for the ways they contribute to the College – helping us fulfill our mission. The College will be closed on Thursday, Nov. 23 and Friday, Nov. 24.

Educational Foundation Liaison Report

Notable commitments since the last update to the Trustees include:

- A \$150,000 gift from Eugene and Phyllis Goldman to endow the scholarship they initiated in 2017 to provide financial assistance to students enrolled in the environmental studies concentration.
- A \$10,000 gift from an Anonymous Donor to launch the Elovian Fund, an endowed scholarship for non-traditional adults and continuing education students.
- A \$5,000 gift from Carl and Laurie Warschausky to support the Oakton Educational Foundation General Scholarship fund.

The annual Donor Appreciation Brunch took place on November 4 with 80 donors and 104 students in attendance to celebrate access and opportunity at Oakton. Foundation Board members played an active role in outreach to invitees in advance of the event and hosting tables to engage our donors and students.

The Foundation completed a successful audit with an unmodified audit opinion. Auditors presented their findings during the Foundation's Finance and Investment Committee meeting last night and will present to the full Board of Directors along with a draft of the IRS 990 filing at the December meeting.

The Board's next quarterly meeting will take place on December 6.

ICCTA Liaison Report

Trustee Yanow shared that she attended the most recent ICCTA meeting on November 10 and 11 in Schaumburg, IL. Highlights included Governor JB Pritzker who joined the meeting along with Secretary of State Alexi Giannoulias. Mr. Giannoulias talked at length about the importance of the law that passed in Illinois related to book banning. The trustee roundtable involved discussions on artificial intelligence, and how colleges should stay focused on teaching critical thinking. Topics also included diversity, equity, inclusion and belonging, and how colleges are handling messages. Trustee Yanow indicated how important it is that Oakton needs to stay focused on equity even as we identify and improve new areas; we need to maintain our efforts in equity and anti-racism in a consistent way so we don't lose our energy.

Student Trustee Report

Student Happenings:

- Ms. Cruz attended the Oakton Owls Women Basketball game against Wilbur College on November 9, 2023. She was amazed by the potential of Oakton teams.
- The International Education Week runs Nov. 13 to 17. Oakton has a strong international education program and study abroad programs. There are several events scheduled.
- The Skokie campus hosted the Trunk or Treat event on October 20. The SGA team was there to help with CAB (Clubs and Activities Board) to celebrate the spirit of Halloween at Oakton.
- Ms. Cruz had the opportunity to help out with Oakton's Filipino Night Market on October 20. Various vendors, forms of entertainment, and food were available, and the event had a great turnout.
- Last week was National First-Generation College Student Week. There were a variety of events dedicated to amplifying First Generation students of various backgrounds, and to have get-togethers that bring out a sense of community and warmth in uncertain times.
- Ms. Cruz attended the Oakton Donor Appreciation Brunch on November 4 where she saw students, staff, faculty, and donors come together to celebrate the accomplishments and thankfulness for generous donations that have changed the lives of the students.
- On November 11, Oakton's South Asian Club hosted a celebration of Diwali, the Festival of Lights. It was a wonderful event with food, dancing, crafts, and overall an atmosphere that cannot be recreated.

- As a COMPASS (Center for Organizing Minority Program to Advance Student Success) intern, Ms. Cruz attended several events which she also helped plan. Events include our Filipino Night Market, and the AAPI College Day where Oakton brings together Niles, Maine, Glenbrook and Evanston high school students to learn about Asian and Pacific Islander history and participate in workshops. The COMPASS interns will also be doing Focus Groups for Asian and Pacific Islander students.
- Native American heritage month. Ms. Cruz indicated that it is important to note that we as a community must also voice out the obstacles, accomplishments, and achievements of the native people in Illinois. Specifically of the Potawatomi, Chippewa, and Menominee peoples. Let us raise our indigenous groups and their voices up for not just this month, but for as long as we can shout for them.

SGA Update:

- The Oakton SGA team was to honored attend the ASGA 2023 conference at North Park University on October 21. Ms. Cruz personally appreciated a panel with Dr. Suzette Cole on “Bold Leadership vs. Authentic Leadership.” The SGA also had the opportunity to network with other SGA teams, both in-state and out.
- Part of the SGA team is in the process of planning a Winterfest for the first week of December. The Winterfest will be hosted on both campuses with various forms of entertainment by the Oakton Octaves and PAYO, treats, and overall a celebration for the coming of winter and the end of the Fall 2023 semester.

Founder Spotlight

Dr. Trudy Bers is a retired Oakton employee, and she was one of the original full-time faculty members. Dr. Bers shared some anecdotes, and historical facts and context related to the founding of the College in 1969 including legislation and the Vietnam War.

The original faculty members at Oakton believed that students had been constrained by K-12 which was overly rigid, that they were eager to learn, and that they knew what they wanted to learn and focus on. Faculty would adjust courses to accommodate students’ interests. Faculty also understood that students had different learning styles, and they wanted to enroll in courses with faculty whose pedagogy matched them. However, they also understood the lack of competencies, and that students were balancing home, family and work. Dr. Bers shared that faculty established a cluster system, where teaching methodology and pedagogy were developed by groups of faculty from different disciplines. The students then took classes in the cluster that matched their learning style. Faculty also developed tandem courses with an overall umbrella topic.

Faculty believed that students needed to grow as individuals, and they welcomed adult students, especially women. Faculty also believed in the crucial role of advising, and knew that evaluation of faculty was critical. Dr. Bers said that in the early years of Oakton, faculty members had energy and creativity that was virtually palpable, and they were optimistic about students and the College being different. Dr. Bers described it as a remarkable and special opportunity to be on the ground floor building a college literally from scratch.

Comments by the Chair – None

Trustee Comments – None

Public Participation

Alfredo Velasco, Tennis Coach – Talked about the need of tennis facilities at Oakton, and shared some of the history of the tennis team.

Carol Bustamante, Professor of English – Talked about the work she has been doing on her sabbatical related to serving neurodiverse students, especially autistic students. Shared different activities offered at Oakton about navigating neurodiversity including panel discussions and guest speaker Michael Barton.

Leah Kintner, Senior Workforce and Community Education Program Developer – Shared information regarding the navigating neurodiversity panel discussion held last month, which objective was for participants to become more aware of neurodivergent people, and adjust our approaches in education. Resources were shared for students and faculty, and suggestions were discussed related to programs and activities.

2023 Audit Report

Presented by Christine Torres, Crowe LLP.

Timeline:

- April – May: Audit planning, information requests and sample selections
- June – July: Interim procedures including control testing and major program testing
- August – September: Year-end substantive testing procedures, including wrap-up of major program testing, resolving open items, review and follow up.
- October: Preparation of draft reports and meeting with Finance Committee prior to submission to the Board of Trustees
- November: Presentation of required communications to the Board.

Financial Results:

Statements of Net Position			Statements of Revenues, Expenses and Changes in Net Position		
	2023	2022		2023	2022
Current assets	\$ 202,953,479	\$ 185,340,505	Student tuition and fees, net	\$ 12,520,414	\$ 16,710,477
Noncurrent assets	139,209,904	146,393,104	Auxiliary and other operating revenue	4,254,220	3,579,435
Deferred outflows of resources	<u>1,043,837</u>	<u>1,641,107</u>	Total operating revenues	<u>16,774,634</u>	<u>20,289,912</u>
Total assets and deferred outflows	<u>343,207,220</u>	<u>333,374,716</u>	Total operating expenses	<u>109,485,277</u>	<u>133,437,770</u>
Current liabilities	33,751,619	34,684,228	Operating income (loss)	<u>(92,710,643)</u>	<u>(113,147,858)</u>
Noncurrent liabilities	61,834,389	88,427,941	Property taxes	60,687,963	58,606,096
Deferred inflows of resources	<u>59,373,635</u>	<u>41,051,541</u>	Other non-operating revenues (expenses)	<u>51,059,251</u>	<u>65,031,025</u>
Total liabilities and deferred inflows	<u>154,959,643</u>	<u>164,163,710</u>	Total non-operating revenues (expenses)	<u>111,747,214</u>	<u>123,637,121</u>
Net investment in capital assets	52,830,282	70,894,687	Beginning net position	<u>169,211,006</u>	<u>158,721,743</u>
Restricted net position	18,004,758	18,386,141	Ending net position	<u>\$ 188,247,577</u>	<u>\$ 169,211,006</u>
Unrestricted net position	<u>117,412,537</u>	<u>79,930,178</u>			
Total net position	<u>\$ 188,247,577</u>	<u>\$ 169,211,006</u>			

Results of Services:

- Unmodified opinion on the College's financial statements with unmodified opinion.
- No material weaknesses or significant deficiencies were found under Government Auditing Standards.
- Unmodified opinion on compliance, no material weaknesses, and one significant deficiency in report on Federal Major Programs (Education Stabilization Fund, Student Financial Aid Cluster, and Federal Adult Education)
- No matters noted in management comment letter.

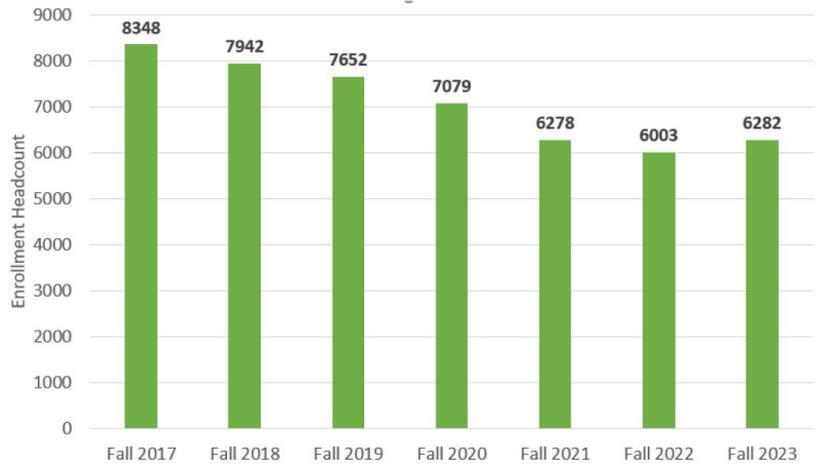
Board Report: Strategic Enrollment Management Update

Matthew Huber, Dean of Enrollment Management

The Past:

- 15.5% decrease in IL CC enrollment from 2011-2015 (source: ICCB)
- HS graduates decreasing in IL by 2.8% by 2023 (source: Ruffalo Noel-Levitz)
- Value, outcomes and cost of higher education in question
- State funding, including MAP Grant, is inconsistent and unreliable
- Competition is increasing
- Credit hours peaked in 2010
- 14.8% decrease in credit hours between 2012-2016
- 16% decrease in headcount between 2012-2016
- 48% persistence rate

Fall Credit Enrollment Over-Time – Headcount



Oakton’s SEM Plan Objectives:

- Understand and influence future enrollment
- Align goals, strategies, and resources around institutional mission and priorities
 - Focus on equity
 - Use data informed decision making
 - Identify long and short-term goals
 - Measure intended outcomes
 - Readjust to new situations or environment
- Ensure institutional success and fiscal health

Oakton’s SEM Plans Goals (2018 – 2023)

1. Connection: Marketing and Visibility Increase community perception and knowledge of Oakton programs and offerings.
2. Connection & Entry: Comprehensive Recruitment Planning Increase fall new student enrollment from 2,377 in fall 2018 to 2,548 by fall 2023. The priority is to stabilize new student enrollment and incrementally increase by 1-2% each year thereafter.

STATUS: Fall 2018 –Baseline (2,377)
 Fall 2019 –Stabilized/flat (2,367)
 Fall 2020 –Decreased (2,270)
 Fall 2021 –Decreased (1,924)
 Fall 2022 –Increased (2,020)
 Fall 2023 –Increased (2,146)

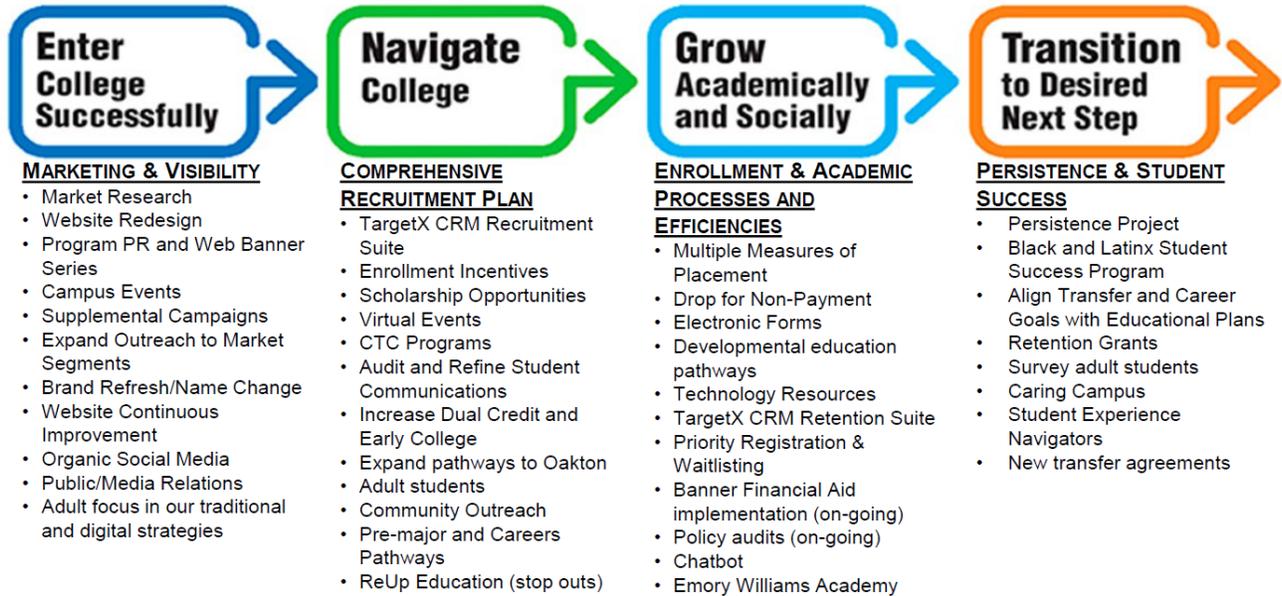
3. Entry & Progress: Enrollment & Academic Processes and Efficiencies Increase the fall-to-fall persistence of all first-time students from 51 to 54% by 2023. This requires increasing overall continuing student enrollment by 1-2% each year.

STATUS: Fall 2018-Fall 2019 –Persistence: 51.4%
 Fall 2019-Fall 2020 –Persistence: 49.7%
 Fall 2020-Fall 2021 –Persistence: 49.1%
 Fall 2021-Fall 2022 –Persistence: 50.7%
 Fall 2022-Fall 2023 –Persistence: 54.4%

4. Entry & Progress: Enrollment & Academic Processes and Efficiencies Increase the fall-to-fall persistence of all first-time students from 51 to 54% by 2023. This requires increasing overall continuing student enrollment by 1-2% each year.

STATUS: Fall 2015 -Graduation -20.3%; Transfer -32.9%
 Fall 2016 -Graduation -22%; Transfer -38%
 Fall 2017 -Graduation -28%; Transfer -34%
 Fall 2018 -Graduation -28.5%; Transfer -29.7%
 Fall 2019 -Graduation -27.8%; Transfer -28.7%

SEM and the Oakton Experience – Accomplishments



The Present:

Fall 2023 Credit Enrollment (Census)



OAKTON STUDENTS IN CREDIT COURSES

Student Enrollment Characteristics

	Fall 2019		Fall 2020		Fall 2021		Fall 2022		Fall 2023		% Change Fall 22 to Fall 23
	n	%	n	%	n	%	n	%	n	%	

Summary

Headcount (Unduplicated)	7,652	7,079	6,278	6,003	6,282	4.6%
Credit Hours	65,829	62,840	54,746	52,968	56,003	5.7%
Avg. Credit Hours per Student	8.60	8.88	8.72	8.82	8.91	1.0%
Full-Time Equivalent (12 hrs.)	5,486	5,237	4,562	4,414	4,666	5.7%
Full-Time Equivalent (15 hrs.)	4,389	4,189	3,650	3,531	3,733	5.7%

Enrollment Status

Full-Time	2,381	31%	2,439	34%	2,005	32%	1,958	33%	2,126	34%	8.6%
Part-Time	5,271	69%	4,640	66%	4,273	68%	4,045	67%	4,156	66%	2.7%

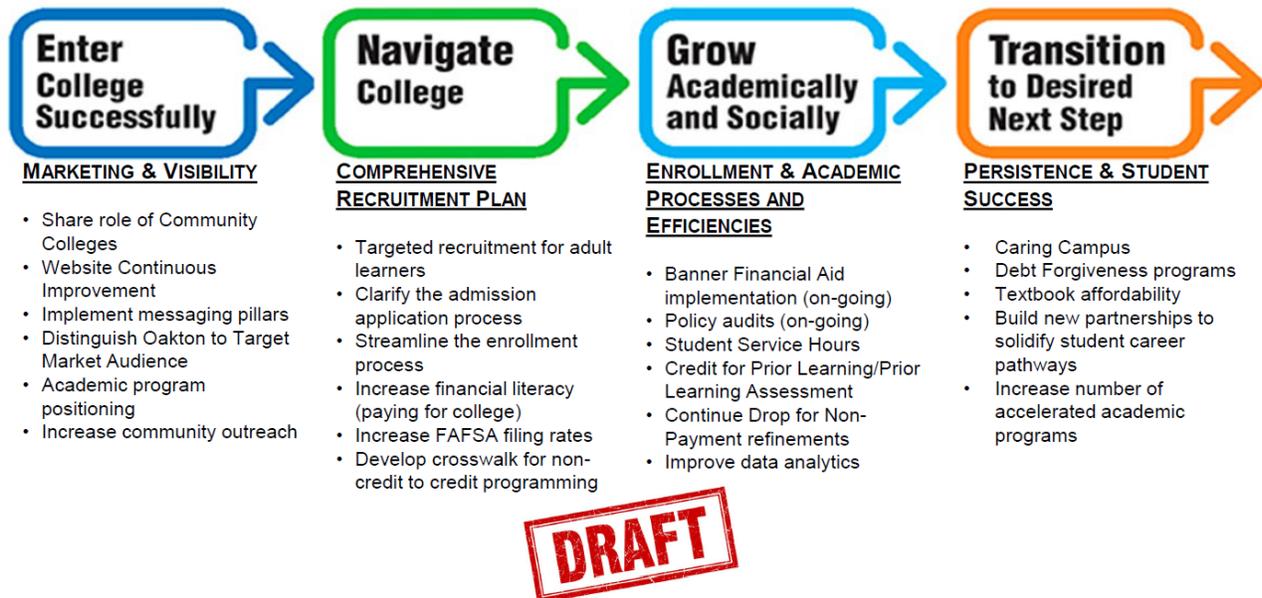
Fall 2023 Credit Enrollment (Census)



Student Enrollment Characteristics	Fall 2019		Fall 2020		Fall 2021		Fall 2022		Fall 2023		% Change Fall 22 to Fall 23
	n	%	n	%	n	%	n	%	n	%	
Student Type											
New	2,367	31%	2,270	32%	1,924	31%	2,020	34%	2,146	34%	6.2%
Returning	5,285	69%	4,809	68%	4,354	69%	3,983	66%	4,136	66%	3.8%
Program of Study											
Career	2,381	31%	1,966	28%	1,783	28%	1,594	27%	1,748	28%	9.7%
Associates Seeking					1,044	17%	897	15%	983	16%	9.6%
Certificate Seeking					739	12%	697	12%	765	12%	9.8%
Transfer	4,039	53%	3,883	55%	3,668	58%	3,634	61%	3,715	59%	2.2%
Undecided	1,232	16%	1,230	17%	827	13%	775	13%	819	13%	5.7%

The Future:

Ruffalo Noel Levitz is helping facilitate the creation of the next SEM Plan.



NEW BUSINESS

11/23-1a Approval of Consent Agenda

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

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

11/23-1b Approval of Consent Agenda Items 11/23-2 through 11/23-7

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/23-2 through 11/23-7 as listed in the Consent Agenda."

11/23-2 Ratification of Payment of Bills for October 2023

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,106,098.37 for all check amounts as listed and for all purposes as appearing on a report dated October 2023."

11/23-3 Acceptance of Treasurer's Report for October 2023

"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 2023."

11/23-4 Compliance with Open Meetings Act, Closed Session Minutes

"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 May 12, 2020 and September 20, 2022 no longer require confidential treatment and are released for public inspection."

11/23-5 Action on Recordings of Closed Session Minutes

"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 31, 2021, September 21, 2021, October 19, 2021, November 16, 2021, December 14, 2021 and January 18, 2022."

11/23-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$40,651.25 for all funds listed in item a."

11/23-7 Supplemental Payment of Professional Personnel – Fall 2023

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$425,287.61 to the total amount of part-time teaching salaries paid during the fall semester 2023; the revised total payment amount is \$3,696,482.05."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$62,942.00 to the total amount of faculty overload salaries paid during the fall semester 2023; the revised total payment amount is \$648,831.70."

Trustee Bashiri-Remetio seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

11/23-8 Appointment of Members to Career Program Advisory Committees for 2023-2024

Trustee Bashiri-Remetio offered: "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 2023-2024."

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

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

11/23-9 Acceptance of Annual Comprehensive Financial Report (with Auditor's Opinion)

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2023 Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023."

Trustee Bashiri-Remetio seconded the motion. A voice vote was called and the motion passed unanimously.

11/23-10 Approval of Estimate Levy for 2023 and Announcement Thereof

Trustee Bashiri-Remetio offered: "Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2023 to be collected in calendar year 2024 as follows:

the sum of \$54,965,875 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 12, 2023, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2023. The above estimated amounts for the 2023 tax levy may be changed by the Board in adopting the final 2023 levy, subject to statutory notice and publication requirements."

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

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

11/23-11 Resolution (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District

Trustee Bush offered: "RESOLUTION (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District

No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District.”

Trustee Stafford seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio Aye
 Dr. Bush Aye
 Mr. Salzberg Aye
 Mr. Stafford Aye
 Dr. Yanow Aye

The motion carried. Student Trustee Cruz favored the resolution.

11/23-12 Authorization to Approve November Purchases

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
11/23-12a	1	Remodeling Services for the TenHoeve Wing	CCC Holdings, Inc. Tinley Park, IL	\$746,227.90
11/23-12b	2	Remodeling Services for the Skokie Library and Learning Commons	Stuckey Construction Company, Inc. Waukegan, IL	\$3,019,400.00
11/23-12c	1	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc. Westlake, OH	\$80,913.91
11/23-12d	1	Continuation of Employee Medical, Dental, and Vision Insurance	Blue Cross & Blue Shield of Illinois Chicago, IL	\$10,457,000.00
			Delta Dental of Illinois Naperville, IL	\$441,666.00
			Vision Service Plan, Inc. Rancho Cordova, CA	\$49,758.00
11/23-12e	1	Cisco Equipment for the Computer Networking and Systems Program	JensenIT, Inc. Des Plaines, IL	\$55,682.30
11/23-12f	1	Ratification for Additional Expenses for the Position of Interim Dean of Health Careers	The Registry Peabody, MA	\$72,669.58
11/23-12g	1	Ratification for Construction Work for Parking Lot D	Abbey Paving Company, Inc. Aurora, IL	\$43,608.00
GRAND TOTAL				\$14,966,925.69.”

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

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

11/23-13 Preview and Initial Discussion of Upcoming Purchases

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

- Travel Services for Summer 2024 Study Abroad Program in Ghana
- Travel Services for Summer 2024 Study Abroad Program in India
- Renewal of Food and Catering Services – Fooda
- Natural Areas Maintenance – 2-Year Contract
- IP Telephony Annual Maintenance and Software Assurance Agreement

11/23-14 Authorization to Appoint Interim Dean of Access, Equity and Diversity

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Leana Cuellar as Interim Dean of Access, Equity and Diversity with a stipend of \$2,700 per month for each month served commencing on December 4, 2023.”

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

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

11/23-15 Approval of New Units of Instruction

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction: Radiography Associate in Applied Science Degree, Surgical Technology Associate in Applied Science Degree, and Cardiac Sonography Associate in Applied Science.”

Trustee Stafford seconded the motion. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

11-23-16 Preview of a New Unit of Instruction

The following new unit of instruction will be presented for Board approval in December 2023:
Essential Applications of AI Certificate (12 Semester Credit Hours; Curriculum: 0156)

11/23-17 Notification of Award of Grants

Funding totaling \$1,229,041.00 has been made available to Oakton College:

- a. ICCB Adult Education and Family Literacy Federal and State Grant.....\$1,985,894.00
(Managed by Elena Smoukova / Administered by Dean of Adult and Continuing Ed)
 - b. U.S. Department of Education TRIO Grant \$ 362,503.00
(Managed by Esperanza Salgado-Rodriguez / Administered by Dr. Karl Brooks)
 - c. Illinois Department of Human Services Smart Start Transition Grant\$13,200.00
(Managed by Monique Hudson / Administered by Dr. Ileo Lott)
- TOTAL:.....\$2,361,597.00**

Adjournment

Chair Yanow 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, December 12, 2023 at the Des Plaines Campus.

Trustee Bashiri-Remetio made a motion to adjourn the meeting, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 8:07 p.m.

Wendy B. Yanow, Board Chair

William Stafford, Board Secretary

Minutes recorded by:
Beatriz Sparks
11/2023

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 12/23-2 through 12/23-5

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/23-2 through 12/23-5 as listed in the Consent Agenda:

- 12/23-2 Ratification of Payment of Bills for November 2023
- 12/23-3 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 12/23-4 Supplemental Payment of Professional Personnel – Fall 2023
- 12/23-5 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for November 2023

The check register detailing the regular monthly bills for November 2023 was sent out December 8, 2023. The totals by fund are on page 2. This includes approval of travel reimbursements for November 2023.

Board Chair

Board Secretary

JM:mw
12/2023

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,612,321.86 for all check amounts as listed and for all purposes as appearing on a report dated November 2023.”

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 November 2023, represented by checks on pages 1-16 numbered !0003162 - !0003180, !0003182 - !0003204, !0003206 - !0003218, !0003220 - !0003235, !0003237 - !0003252, !0003254 - !0003256, A0163690 - A0163802, A0163804 - A0163861 and A0163863 - A0164138 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	<u>Gross Check Issued</u>				
	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,943,651.20	\$ 924,206.62	\$ 4,867,857.82	\$ -	\$ 4,867,857.82
Operation, Building And Maintenance Fund	\$ 344,328.16	\$ 287,612.70	\$ 631,940.86	\$ -	\$ 631,940.86
Maintenance Fund (Restricted)	\$ -	\$ 348,114.26	\$ 348,114.26	\$ -	\$ 348,114.26
Bond And Interest	\$ -		\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 231,102.41	\$ 154,995.71	\$ 386,098.12	\$ -	\$ 386,098.12
Restricted Purpose	\$ 256,346.33	\$ 83,300.03	\$ 339,646.36	\$ -	\$ 339,646.36
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Trust/Agency	\$ 877.70	\$ 8,601.94	\$ 9,479.64	\$ -	\$ 9,479.64
Audit		\$ 10,500.00	\$ 10,500.00	\$ -	\$ 10,500.00
Liability, Protection & Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,776,305.80	\$ 1,817,331.26	\$ 6,593,637.06	\$ -	\$ 6,593,637.06
STUDENT GOVERNMENT	\$ -	\$ 18,684.80	\$ 18,684.80	\$ -	\$ 18,684.80
TOTAL PER REPORT	\$ 4,776,305.80	\$ 1,836,016.06	\$ 6,612,321.86	\$ -	\$ 6,612,321.86

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 1-16 numbered !0003185, !0003189, !0003198, !0003198, !0003220, !0003220, !0003220, !0003220, !0003220, !0003220, !0003220, !0003239, !0003242, !0003244, !0003245, !0003248, !0003248, !0003249, A0163730, A0163816, A0163820, A0163820, A0163825, A0163973, A0163973, A0163973, A0163982, A0164092 and A0164119 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 \$18,684.80 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 November 2023.

Student Government Association

Ratification of Actions of the Alliance for Lifelong Learning (ALL) Executive Board

The salary payments and rescinds include the following:

- a. Salary rescinds in the amount of \$1,331.00 for part-time teaching services for the Alliance for Lifelong Learning fall 2023.

Jl:bd
12/2023

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 item a as stipulated above.”

Supplemental Payment of Professional Personnel – Fall 2023

Comparative figures:

Fall 2023 Part-Time \$3,717,515.86	Fall 2022 Part-Time \$3,655,097.24
Fall 2023 Overload \$648,831.70	Fall 2022 Overload \$598,280.87

IL:jg
12/2023

President’s Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$21,033.81 to the total amount of part-time teaching salaries paid during the fall 2023 semester; the revised total payment amount is \$3,717,515.86.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$35,365.00 to the total amount of faculty overload salaries paid during the fall 2023 semester; the revised total payment amount is \$648,831.70.”

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant

New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a 3-year agreement which commences on December 12, 2023 and terminates on December 12, 2026.

New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on December 12, 2023 and terminates on December 12, 2028.

Medical Laboratory Technology

New: This is a new agreement for the Medical Laboratory Technology Program. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on January 1, 2024 and terminates on January 1, 2029.

New: This is a new agreement for the Medical Laboratory Technology. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on January 1, 2024 and terminates on January 1, 2029.

New: This is a new agreement for the Medical Laboratory Technology. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on December 12, 2023 and terminates on December 12, 2028.

Physical Therapist Assistant

New: This is a new agreement for the Physical Therapy Assistant. It has been reviewed and approved by the College faculty and administration. This is a 3-year agreement which commences March 1, 2024 to March 1, 2027.

Early Childhood Education

New: This is a new agreement to offer affiliation and practicum opportunities for students in our Early Childhood Education. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on January 1, 2024 and terminates on January 1, 2029.

New: This is a new agreement to offer affiliation and practicum opportunities for students in our Early Childhood Education. It has been reviewed and approved by the College faculty and administration. This is a 5-year agreement which commences on January 1, 2024 and terminates on January 1, 2029.

President's Recommendation:

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

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

Basic Nursing Assistant Program (2)
Medical Laboratory Technology Program (3)
Physical Therapy Assistant Program (1)
Early Childhood Education Program (2)."

Approval of Board Meetings Schedule for Calendar Year 2024

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

JLS:bs
11/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2024 calendar year for public notice as follows: January 16, February 20, March 19, April 16, May 21, June 25, August 20, September 17, October 15, November 12, December 10. Time and location of all meetings will be posted 48 hours before as required by law.”

Adoption of Resolution Setting Forth Tax Levies for 2023

This Resolution sets forth the levy recommended at the November 14, 2023 Board meeting and represents a 4.9% increase over the extended 2022 tax levy.

JM:aw
12/2023

President's Recommendation:

That the Board adopts the following resolution:

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

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2023 (to be collected in 2024) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Fifty Four Million Nine Hundred Sixty Five Thousand Eight Hundred and Seventy Five Dollars (\$54,965,875) as a tax for Educational purposes; and the sum of Eight Million Dollars (\$8,000,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred Thousand Dollars (\$100,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2023.

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

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

Adopted this 12th day of December, 2023

AYES: _____

NAYS: _____

ABSENT: _____

Wendy B. Yanow
Chair, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois

ATTEST:

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

CERTIFICATE OF TAX LEVY

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

We hereby certify that we require:

the sum of \$ 54,965,875.00 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 8,000,000.00 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ 100.00 to be levied as a special tax for purposes of the Local Governmental and Governmental
Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of \$100.00 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS
5/21-110 and 5/21-110.1), and
the sum of \$ 100,000.00 to be levied as a special tax for financial audit purposes (50 ILCS 310/9),

on the equalized assessed value of the taxable property of Community College District No. 535 for the year 2023.

Signed this 12th day of December 2023.

Secretary of the Board of Said Community College District

Chair of the Board of Said Community College District

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

Number of bond issues of said community college which have not been paid in full: *Six (6)*.

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District Number 535, County of Cook and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 2023 was filed in the office of the County Clerk of this county on _____, 2023.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension will be made, as authorized by resolutions on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution, for said purpose for the year 2023 is \$3,978,781.

County Clerk

Date

County

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION LAW
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES

I, Wendy Yanow (Presiding Officer of Community College District No. 535)
hereby certifies to the County Clerk that District No. 535 has complied with all provisions of Truth in Taxation, as Amended, with respect to the adoption of the tax levy for year 2023.

(CHECK ONE BOX)

The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **inapplicable**.

OR

The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met.

Presiding Officer

Date

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

This Resolution sets forth the College's designation for any reduction in the tax levy for 2023 due to the Property Tax Extension Limitation Law (PTELL). The Office of the County Clerk requires a separate resolution for this designation.

JM:aw
12/2023

President's Recommendation:

That the Board adopt the following resolution:

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

"WHEREAS, on December 12, 2023, the Board of Trustees ("Board") of Community College District No. 535, Cook County, Illinois ("College District") did adopt its 2023 tax levy; and

WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2023 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195;

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

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District's 2023 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

- 100% of such reductions shall be made from the levy for Educational purposes
- 0% of such reductions shall be made from the levy for Operations and Maintenance purposes
- 0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes
- 0% of such reductions shall be made from the levy for Social Security and Medicare purposes
- 0% of such reductions shall be made from the levy for Financial Audit purposes

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

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

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

AYES:

NAYS:

ABSENT:

ADOPTED this 12th day of December, 2023.

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

By: _____
Chair

ATTEST:

Secretary

STATE OF ILLINOIS)
) SS:
COUNTY OF COOK)

CERTIFICATE OF BOARD SECRETARY

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

I do further certify that the foregoing “Resolution Directing County Clerk Regarding Tax Levy Extension Subject to The Property Tax Extension Limitation Law” is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 12th day of December 2023.

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

IN WITNESS WHEREOF, I hereto affix my official signature, this 12th day of December, 2023.

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

Authorization to Approve December 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 – d” were previewed at the November 2023 Board of Trustees Meeting. Item “e – f” have not been previewed.

JM:tt
12/2023

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>
12/23-9a	1	IP Telephony Annual Maintenance and Software Assurance	Telecom Innovations Group, LLC Itasca, IL	\$37,575.02
12/23-9b	2	Food Services – Retail & Catering – Four-Year Renewal	Fooda, Inc Chicago, IL	\$1,728,000.00
12/23-9c	3	Travel Services for Summer 2024 Study Abroad Program in Ghana	EDU Africa Cape Town, South Africa	\$51,480.00
12/23-9d	2	Travel Services for Summer 2024 Study Abroad Program in India	English and Foreign Languages University Hyderabad, India	\$29,532.20
12/23-9e	1	ALEKS – Cloud-Based Math Placement Exams and Online Instruction – Three-Year Renewal	McGraw-Hill, LLC Chicago, IL	\$120,000.00
12/23-9f	2	Ventra Bus Passes – Five-Year Contract	Ventra Chicago, IL	\$236,250.00
GRAND TOTAL				\$2,202,837.22.”

IN DISTRICT	\$0.00
CONSORTIUM	\$81,012.20
BID	\$1,728,000.00
BID EXEMPT	\$393,825.02
QBS	\$0.00
MBE	\$0.00
WBE	\$0.00

Authorization to Purchase IP Telephony Annual Maintenance and Software Assurance

The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts that will expire on March 1, 2024. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email-based support, and access to software patches and upgrades for all of the College's telephony systems.

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 selected and identified the supplier.

In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process." For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller, Telecom Innovations Group (TIG), to secure pricing.

The Administration is seeking board approval to purchase the IP Telephony Annual Maintenance and Software Assurance Agreement in the amount of \$37,575.02.

JW:tt
12/2023

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 IP Telephony Annual Maintenance and Software Assurance Agreement from Telcom Innovations Group, LLC, 125 N Prospect Ave, Itasca, Illinois 60143 for a total of \$37,575.02, per their price quote #36653 dated October 31, 2023."

Authorization to Purchase Food Services – Retail & Catering Fooda – Four-Year Contract Renewal

In the summer of 2019, the College conducted a food survey among students and staff to better understand the satisfaction and importance of food offerings on campus. More than 1,551 responses were received, and the survey findings were shared with the Food Service Advisory Group (FSAG), comprised of stakeholders representing students, staff, and faculty. Survey findings were used to compile requirements and specifications for the RFP, which was issued to 26 (none in district) food service management companies in November 2019.

The College received written proposals from three food service management companies. Each company was invited on campus to meet with the FSAG. The FSAG assessed several areas, including qualifications and experience in providing retail and catering services to similar institutions, dining concepts, operations, menus, pricing, sustainability, and staffing. After careful consideration of all elements of the proposals, on-site presentations, and contacting references, the FSAG recommended Fooda, Inc. to provide retail cafeteria and catering services at the Des Plaines and Skokie campuses.

Fooda's program integrates a resident restaurant partner and a rotation of local pop-up restaurants to reduce menu fatigue and provide customers with various fresh food options. The company's business model differs from traditional food service operators in delivering solutions to clients without exclusive catering. Instead, clients have the flexibility to use a range of restaurant partners in the Fooda network tailored to their needs.

Fooda was approved by the Board to begin providing services to the College in August 2020. Due to COVID-19 and remote learning safety measures, Fooda could not provide service at both campuses until August 2022. It was not until August of 2023 that the full terms of the agreement were able to be delivered with extended hours and weekly pop-ups.

Throughout the pandemic and after, the vendor has been a flexible and proactive partner. During the closure and remote learning semesters, they reached out and adjusted the terms of the agreement so that the college would not be responsible for any revenue shortfalls.

The 2023 Cafeteria Survey results displayed overall customer satisfaction. The few complaints we have received are immediately addressed and remedied by the vendor.

The Administration seeks a one-time, four-year renewal of the current agreement at a fixed monthly operating fee of \$10,000.00, regardless of sales revenues generated. There is an estimated charge of \$1,000.00 per month for the use of compostable/recyclable containers, which the College requested. In addition, Catering Services are estimated at \$300,000.00 for a year. The expected total payment is \$432,000.00 per year for a total of \$1,728,000.00.

The breakdown is as follows:

Item	Monthly Fee	Annual Fee	Total Amount (4 Years)
Operation Fee	\$10,000.00	\$120,000.00	\$480,000.00
Compostable/Recycle Containers	\$1,000.00	\$12,000.00	\$48,000.00
Catering	\$25,000.00	\$300,000.00	\$1,200,000.00
Total	\$36,000.00	\$432,000.00	\$1,728,000.00

JM:tt
12/2023

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 renewal of Food Services – Retail & Catering – Four-Year contract from Fooda Inc., 1 N Dearborn St., Suite 600, Chicago, IL 60602 for a total amount not to exceed \$1,728,000.00."

Authorization to Purchase Travel Services for Summer 2024 Study Abroad Program in Ghana

Oakton is offering the second annual Ghana summer study abroad program in conjunction with our partners, the University of Ghana – Legon Campus in Accra, Ghana, and EDU Africa. Oakton belongs to the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of a Fulbright-Hays Group Projects Abroad grant from the US Department of Education, the establishment of the program is a central component of our ongoing collaboration with our partners. EDU Africa provided all in-country arrangements for the Fulbright-Hays Group Projects Abroad faculty seminar in the Summer of 2022 and our inaugural student study abroad program in the Summer of 2023. It provided excellent educational content, service, and support.

EDU Africa's mission is to develop and facilitate Transformative Learning Journeys through Faculty-led, Virtual Exchange, Service Learning, School and Individual Study Abroad programs in Africa. Their experienced program designers work closely with partners to develop individualized programs, ensuring they meet logistical needs and achieve specific academic learning outcomes. These custom programs give faculty and their students access to experiential learning opportunities, high-caliber industry and academic professionals, and sustainable community initiatives. By combining place-based experience and content with intentional reflection practices and dialogue, they aim to challenge students' understanding of various African cultures, knowledge systems, and worldviews, but also of their own.

Each of their custom programs is a new opportunity to encourage, enhance, and measure the process of student transformation. Through intercultural engagements and personal reflection, by exploring global issues, exchanging knowledge, and gaining practical experience, their programs aim to encourage student growth in the following areas: Intercultural Competence, Global citizenship, Personal Growth, Intellectual Growth, and Professional Development.

In addition to an EDU Africa facilitator, students will be accompanied by an Oakton or ICISP member institution professor, who will provide guidance, help, and oversight for the students and accompany them on all local and overnight field trips; both courses will be taught by faculty members at the University of Ghana. Room & board is provided in housing near the university.

All of the in-country arrangements for the study abroad program will be provided by EDU Africa, including double occupancy accommodations, lunch and dinner per day, tuition for six credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of \$4,290.00 per student (see full breakdown below) Based on the maximum of 12 students and one faculty member, the Administration is requesting an amount not to exceed \$51,480.00 for the services provided by EDU Africa.

Oakton will purchase the students' international medical insurance through the Illinois Consortium for International Studies and Programs (ICISP), which has a group plan with CISI. Students will purchase their own airfare. Oakton will provide students with information for a preferred flight.

Students must also pay a portion of the compensation and airfare for the faculty leader, an Oakton administrative fee, and pre-departure orientation costs. Oakton College does not charge tuition for credits earned while studying abroad; however, the Oakton students will register for 6 credits at Oakton, and the institution will be able to claim those enrollments for apportionment from the State. The faculty leader will be compensated 3 overload LHEs. 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 estimated cost per student (excluding airfare, insurance, visa, breakfasts, and personal incidentals) is:

\$ 4,290.00	for program fees/tuition from EDU Africa
\$ 40.00	for CISI medical insurance (through ICISP)
\$ 50.00	for Oakton administrative fee
\$ 250.00	for faculty leader airfare (budgeted for \$2000), based on 8 students
\$ 20.00	for pre-departure orientations (2)
\$ 50.00	for ICISP administrative fee
\$ 10.00	for donation to a human rights organization in Ghana
\$4,710.00	Total per student
\$59,366.00	Total pass-through amount (based on the max of 12 students, including a 5% contingency)

EDU Africa fee includes the following:

- Tuition and instructional costs at the University of Ghana (two 3-credit courses)
- Transport and fees related to cultural excursions in Accra and vicinity
- Housing, food, transport, and fees related to cultural excursions to sites in
 - Cape Coast
 - Volta Region (Ho)
- Pick-up and drop-off at Accra Airport for arrival/departure
- Off-campus housing in Accra at GILLBT Guesthouse, including a shared double room with en-suite bathroom, shared common area, and linen rental
- Lunches and dinners daily
- Full use of a van and driver for the duration of the program
- 24-hour services of an EDU Africa Program Facilitator and ICISP Faculty Liaison
- Administrative fees
- A US\$5 donation (on behalf of each participant) towards the reforestation of Brackenhurst Forest and other important ecosystems in Kenya.

The Center for Ecosystem Restoration - Kenya is a not-for-profit organization working to recover biodiversity in Kenya through the reforestation of the Brackenhurst forest and the restoration of other key Kenyan ecosystems. Through their donations, participants play an integral part in reversing the degradation of the African continent and ensuring that communities will be able to enjoy the benefits of these natural indigenous ecosystems for generations to come.

The program fee **does not include** the following estimated expenses:

International airfare from the U.S. to Accra, Ghana	\$1800*
Breakfasts/meals outside the program	Varies
Ghana Visa (through Travisa)	\$300 (approx.)
Personal expenses	Varies**
COVID tests and other related costs	Varies
Travel (trip) insurance	Varies*** (approx. \$300)
Required vaccinations to enter Ghana (yellow fever and COVID-19)	Varies – note: yellow fever was \$300-\$350 in 2023

*The cost listed is estimated.

**Personal expenses vary widely depending on the student's preferences.

***Travel (trip) insurance is voluntary but recommended. This should include adequate cover for baggage, curtailment, and provision for any forms of COVID-19-related disruptions to travel.

Oakton will help students make their flight reservations and get a Visa, but the students will pay for these items directly – they will not pay Oakton.

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program.

KS:tt
12/2023

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 travel services for Summer of 2024 Study Abroad Program in Ghana from EDU Africa, 96 Beach Road, Noordhoek, Cape Town, South Africa 7979, for a total not to exceed \$51,480.00.”

Authorization to Purchase Travel Services for Summer 2024 Study Abroad Program in India

In the past, Oakton had offered an annual summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India, and is planning on re-launching it in Summer 2024. Oakton belongs to the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of Pathways to South Asia, Oakton's Title VI-A grant from the US Department of Education, the continuation of the program is a central component to our ongoing collaboration with our partner institution, EFLU. Students will be accompanied by an Oakton or ICISP member institution professor, who will provide guidance, help, and oversight for the students and accompany them on all local and overnight field trips; both courses will be taught by faculty members at EFLU. Room and board will be provided in international student housing at the university. 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.

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, stipends for three meals per day, tuition for 6 credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of \$2,215.60 per student. Based on the maximum of 12 students and two faculty members, the Administration is requesting an amount not to exceed \$29,532.20 for the services provided by the English and Foreign Languages University. Students will pay for their insurance, which will be purchased from the insurance plan through the Illinois Consortium for International Studies and Programs, at a cost of \$40 per student.

Students must also pay a portion of the flight and program fees for the faculty leader, an Oakton administrative fee, international medical insurance fee, and pre-departure orientation costs. Oakton College does not charge tuition for credits earned while studying abroad; however, the Oakton students will register for 6 credits at Oakton, and the institution will be able to claim those enrollments for apportionment from the State. The faculty leaders will be compensated 3 overload LHEs. 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 estimated cost per student (excluding airfare, visa, breakfasts, and personal incidentals) is:

\$ 2,215.60	for program fees/tuition from the English and Foreign Languages Univ.
\$ 40.00	for CISI international medical insurance
\$ 70.00	for Oakton administrative fee and orientation costs
\$ 868.00	for faculty leader costs (\$1472.50 x 2) and flight (budgeted for \$2000 x 2) (based on the enrollment of 8 students)
\$ 10.00	for donation to a human rights organization in India
\$3,203.60	Total per student
\$40,365.36	Total pass-through amount (based on the max of 12 students, including a 5% contingency)

English and Foreign Languages University fee covers:

- Tuition and instructional costs at the University (two 3-credit courses)
- Housing and meals
- Transport and fees related to cultural excursions in Hyderabad and vicinity
- Transport, lodging, flight, food, and fees for a 4-day trip to Shillong
- Pick-up and drop-off at Hyderabad Airport for arrival/departure

The program fee does not include the following estimated expenses:

International airfare from the U.S. to Hyderabad, India	\$ 2000*
Indian Visa (through Trivisa)	\$200 (approx.)
Personal expenses	Varies**
COVID tests and other related costs	Varies
Travel (trip) insurance	Varies*** (approx. \$300)
Recommended vaccinations and anti-malarial medication	Varies

*The cost listed is estimated.

**Personal expenses vary widely depending on the student's preferences.

***Travel (trip) insurance is voluntary but recommended. This should include adequate cover for baggage, curtailment, and provision for any forms of COVID-19-related disruptions to travel.

Oakton will help students make their flight reservations and get a visa, but the students will pay for these items directly – they will not pay Oakton.

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program.

KS:tt
12/2023

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 travel services for Summer of 2024 Study Abroad Program in India from English and Foreign Languages University (EFLU), Osmania University Main Rd, Tarnaka, Ravindra Nagar, Secunderabad, Hyderabad, Telangana 500007, India for a total not to exceed \$29,532.20.”

Authorization to Purchase ALEKS Cloud-Based Math Placement Exams and Online Instruction – Three-Year Renewal

ALEKS (Assessment and Learning in Knowledge Spaces) is a web-based, artificially intelligent assessment and learning system that uses adaptive questioning to determine exactly what a student knows and does not know in a math course. It then instructs the students on the topics they are most ready to learn by providing 24/7 access from virtually any web-based computer. The College uses the ALEKS math placement exam and online instruction modules provided by McGraw-Hill Education.

The cost per student for the math placement test is \$15.00, with an additional \$5.00 fee for Respondus, which allows for remote testing. Included in the fee are:

- Five assessments available to be taken over the timeframe of one year
- A customized learning module that responds to those areas where a student performed poorly on an assessment, which is available to the students for six months after the completion of the first assessment
- Database tools to analyze results and provide evidence to reconfigure the software.

Approximately 2,000 placement tests are administered annually, and the College is requesting approval for a contract from January 1, 2024, through December 31, 2026, for a total not to exceed \$120,000.00.

LC:tt
12/2023

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 ALEKS – Cloud-Based Math Placement Exams and Online Instruction – Three-Year Renewal from McGraw-Hill, LLC, 120 S. Riverside Plaza, 12th Floor, Chicago, IL 60606 for a total not to exceed \$120,000.00.”

Authorization to Purchase Ventra Bus Passes – Five-Year Contract

The Office of Student Life and Campus Inclusion, with funding support from the Student Government Association (SGA), seeks to replenish Ventra Bus Passes that will be available at a discount for students to purchase at both campuses. Prior to the pandemic, SGA used student fee monies to purchase bus passes. Student Life then sold the passes at a discounted rate for students to buy as needed. Last year, the student organization brought back this program to help address transportation barriers for the student body. The 30-day Pace Pass and 30-day Pace/CTA pass are the two types of passes that best serve students at both sites. Each student can buy three passes per semester at a discounted rate, after which they must pay the full price.

Bus Pass sales started at Oakton in the early 2000s, and prior to 2013, the College regularly sold bus passes at a discount. After the pandemic, transportation resurfaced as a significant issue for Oakton students, so the SGA restarted the program in the Spring of 2023. Students have expressed appreciation as they rely on the discounted passes to get to and from school, home, and work. Since the SGA recently sold out of the 145 Pace/CTA passes and 95 Pace passes purchased in July of 2022, students have been inquiring daily about when more passes will be available.

In the past academic year (AY22/23), 240 passes have been sold, with an average of 86 students being one-time purchasers and the remainder being repeat buyers.

The Ventra Bus Passes will be purchased through Ventra with support from the Procurement Office.

SGA would like to have them available beginning in January 2024 to replenish the depleted supply from the July 2022 purchase.

The College seeks approval to continue to purchase in accordance with student needs for a period of five years at the cost of \$47,250.00 per year, for a total not to exceed \$236,250.00.

The breakdown is as follows:

Type of Bus Pass	Cost per Pass	Estimated Number of Passes	Annual Cost	Total (5-Years)
30-Day CTA/PACE	\$75.00	350	\$26,250.00	\$131,250.00
30-Day PACE only	\$60.00	350	\$21,000.00	\$105,000.00
Grand Total			\$47,250.00	\$236,250.00

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 Ventra Bus Pass – Five-Year Contract from Ventra, 567 W. Lake Street, 2nd Floor, Chicago, IL 60661 for a total not to exceed \$236,250.00.”

Preview and Initial Discussion of Upcoming Purchases

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

- a) **Consulting Services for Finance Operations – Contract Extension** – At the August 15, 2023 Board meeting, the Board approved the purchase of consulting services from Judy Mitchell Consulting, LLC to provide the necessary leadership to manage the functions of the administrative affairs areas (Budget and Accounting Services, Procurement, Construction Management, Facilities, Information Technology, and Police Department) following the resignation of Edwin Chandrasekar, Vice President of Administrative Affairs/Chief Financial Officer. Dr. Judy Mitchell has provided excellent interim leadership during this period of transition.

The original contract term expires in January 2023. In October 2023, Dr. Mitchell became the lead negotiator for the College in contract negotiations with the Oakton Community College Full-Time Faculty Association (OCCFA) following the departure of Dr. Colette Hands. This assignment was not included in the original contract.

Therefore, the Administration will seek approval to extend the term for contractual services from Judy Mitchell, LLC, to allow Dr. Mitchell to serve as the lead negotiator and provide transition support to the new Vice President for Administrative Affairs/CFO.

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

This contract extension will be presented to the Board at the January 2024 meeting.

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

The baseball team plans to travel to Florida for seven days to participate in the Russ Matt Baseball tournament. This organization is the largest operator of college baseball spring break tournaments in the United States, with over 230 college baseball teams participating in three locations. Oakton’s team would be scheduled to play six games during the trip, with some additional time for team-building activities. The trip cost will be paid for through fundraising efforts by the Athletic Department and the Oakton Baseball Team, so the net expenditure to Oakton will be zero. Although the individual payment to each vendor is less than \$25,000, the College is seeking board approval as the nature of the total expenditures is related to a single activity. The trip will be canceled if adequate funds are not raised by February 2024 to cover these costs.

This purchase will be presented to the Board at the January 2024 meeting.

- c) **Printing of the Oakton Non-credit Class Schedule** – In 2019, the College Administration recommended changing the past practice of printing the credit class schedules, moving from a mass distribution of these schedules to an online format. Although the credit class schedule will no longer be printed, the Administration is assessing whether this option is feasible for the non-credit class schedule. In the meantime, the College recommends continuing to print four issues of the non-credit class schedule. Updates to the non-credit class schedule include changing the inside pages to a brighter newsprint paper, redesigning the cover, adding photos, making additional content changes, and adding a no-cost four-color insert within each issue.

The public bid was issued in October, and the bid result will be presented to the Board at the January 2024 meeting.

d) Wintrust Field Rental – Due to the renovation of Oakton’s home baseball field in Spring 2024, the College will need to utilize a non-Oakton field for our games and practices. We will host eight double headers and six single games this upcoming season and seek approval to rent the Wintrust Field in Schaumburg, IL. Renting the Wintrust Field would be in the College’s best interest due to their availability and our program’s schedule prioritization. In addition, they will be providing the following services to the College:

- locker room access for the home team
- the option to reschedule the field due to inclement weather
- the option to reserve in case we are a post-season playoff host
- allowing the program to keep equipment at the field.

This purchase will be presented to the Board at the January 2024 meeting.

e) Parkway Bank Sports Complex Rental – Historically, the College has rented the Parkway Bank Sports Complex for our Winter and Spring baseball practices for over a decade. The facility offers our athletes a comfortable and safe place to practice during the cold and rainy seasons. To continue this practice, we request approval for the rental of the facility. This is an excellent location for our student-athletes, given the distance from our campus and their willingness to support and prioritize Oakton athletics.

This purchase will be presented to the Board at the January 2024 meeting.

f) High-Speed Internet Hotspot Data Plan – Since March 2020, Oakton switched to an online mode of instruction related to the COVID-19 pandemic. Through survey data collected from students and utilization rates, it has become apparent that many students need technology resources such as Chromebooks and high-speed internet hotspots to continue their education at Oakton. As a result, the College purchased 142 hotspots with unlimited data plan options and made them available for checkout for students in need. The unlimited data plan option was renewed in March 2021 for two additional years to ensure students can continue using these devices. Since then, the College ordered additional devices. Overall, the College supported 322 hotspots to address student and employee needs during the pandemic. The contract expires in March 2023 and will be presented to the Board at the January 2024 meeting.

g) Interim Contract Staffing Services for Foundation Finance and Operations Support – As a result of an internal promotion, the Foundation’s lead finance and operations position became vacant as of September 2023. The College posted the position in early September, and a search chair and committee were in place within two weeks. The College has advertised the position through traditional channels. Additionally, the staff and Foundation Board Directors have promoted the role through their various social media and professional networks. The committee has reviewed 16 applicants to date and deemed none qualified to move forward. A recruiter is being re-engaged to support the continuation of this search.

In the interim, the Chief Advancement Officer is performing the day-to-day, monthly, and seasonal functions of the Senior Manager of Foundation Finance and Operations in addition to her own responsibilities. To support her in this work, a temporary financial manager was hired through GovTempsUSA (Northbrook, IL) to support project-related activities and assignments on a part-time basis, up to 20 hours a week. The fee for these services is \$225 per hour. The temp financial manager started working with the department in November and is expected to continue until the

position is filled, and a transition can be affected. The College is only charged for the actual hours worked. The cost for this engagement is expected to be an amount not to exceed \$33,000.00 for a period of four months.

This purchase will be presented to the Board at the January 2024 Meeting.

- h) Snap-On Equipment for Automotive Technology – ZEUS+ Cert Kit Scanners** – The Automotive Technology (ATA) Department is seeking to purchase ZEUS+ Cert Kit Scanners by Snap-On, which will replace the ATA's outdated Snap-On Verus Pro scanners. The new ZEUS+ Scanners will provide students with hands-on experience in the diagnostic process for automotive troubleshooting and repair procedures. The ZEUS+ Scanners provide students with the software coverage, processing power, speed, and access to the information they need to perform automotive diagnostics and repairs more efficiently and expediently. The ZUES+ Scanners by Snap-On allow the students to practice with the equipment commonly found in industry.

In the Academic Year 2022/2023, 261 enrollments in the ATA courses and 156 credentials were awarded. All students enrolled in ATA courses will utilize these scanners as part of their training associated with any ATA programs, including the AAS degree and all stackable certificates. The cost for the replacement scanners is expected not to exceed \$40,800.00.

This purchase will be presented to the Board at the January 2024 Meeting.

Resolution to Reject Bid Submitted for the Purchase of Maintenance and Restoration Services of Natural Areas

The natural areas of the College are an essential part of the pedagogy and aesthetics of the campus. In September 2017, the Board authorized the purchase of a Natural Areas Restoration project. This work has since been completed, and continued maintenance is required for the natural areas. The current two-year maintenance contract approved by the Board expires in January 2024.

A new bid was issued for a two-year contract with the expected timeline from February 2024 to January 2026. The contract would include seasonal burns, removal of trees and debris, and management of weed/invasive species.

As a result of the public bid, the following sealed bid was received:

Vendor	Bid Price
Pizzo & Associates	\$356,790.60

However, the bid submitted exceeds the projected budget allocated for the project. The Administration, therefore, requests that the Board reject the bid submitted for the Natural Areas Maintenance bid.

This purchase will be re-bid at a later date.

JM:tt
12/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 rejects the bid submitted for the purchase of Maintenance and Restoration Services for the Natural Areas bid in response to Bid# 1023-23-08.”

Authorization to Appoint Interim Dean of Business and CTE

Due to the recent failed search and the time to recruit, hire, and start a new Dean of Business and CTE, the College needs to fill the position duties on an interim basis. Dr. Ruben Howard II has extensive experience in Continuing Ed, Training and Workforce, and the administration is recommending him for appointment as Interim Dean of Business and CTE.

Dr. Ruben Howard II currently serves as the Director of Workforce Curriculum and Instruction, and has over seven years of experience in Continuing Ed, Training and Workforce Development and collaborating with Academic Affairs administrators and staff. We are confident that he will provide the leadership necessary during his interim assignment.

DAO:nmi
12/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Ruben Howard II as Interim Dean of Business and CTE with a stipend of \$ 2,033.25 per month for each month served commencing on January 2, 2024.”

Acceptance of Administrator Retirement

David Hittenmiller, Assistant Financial Controller, has provided the College with his notice of retirement under the provisions of College retirement policies for administrators, effective June 1, 2024.

David Hittenmiller has served the College in an exemplary manner, and we wish him well in his future endeavors.

DAO:nmi
12/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of David Hittenmiller, Assistant Financial Controller effective June 1, 2024.”

Authorization to Hire Full-Time, Tenure-Track Faculty Members

The recommendation to hire Naga Potluri and Keith Simonds to full-time, tenure-track positions for the 2023-2024 academic year beginning in January 2024 was made after reviewing the College's need for faculty in Mathematics and Political Science.

DAO:vb
12/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves the attached resolutions for Naga Potluri and Keith Simonds for full-time, tenure-track faculty hires for the 2023-2024 academic year, beginning in January 2024. They will receive the salary associated with the lane and step described as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step, Base Salary</u>
Naga Potluri	Professor, Mathematics	A-3, \$56,555
Keith Simonds	Assistant Professor, Political Science	E-1, \$64,363."

Authorization to Hire a Full-time, Tenure-Track Faculty Member

The recommendation to hire Ms. Naga Potluri to a full-time, tenure-track faculty position in the Math department for the 2023-2024 academic year, beginning in January 2024, was made after reviewing the College’s need for faculty in the Math department.

The search began on July 26, 2023 with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO – National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were forty applicants for the Math position. The search committee conducted five virtual interviews for this search and selected three finalists to interview with Dr. Ileo Lott, Provost and Vice President for Academic Affairs, and Dr. James Rabchuk, Dean of STEM.

Ms. Potluri joins Oakton’s Department of Mathematics, with a Master of Science degree in Mathematics from Sri Padmavathi Mahila Viswa Vidyalayam, in India. Ms. Potluri is currently an Adjunct Faculty member at Oakton College, and at College of Lake County. She has thirty years of experience in teaching Mathematics for higher education.

DAO:vb
12/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Naga Potluri for the 2023-2024 academic year, beginning January 2024:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step, Base Salary</u>
Naga Potluri	Professor, Mathematics	A-3, \$56,555.”

Authorization to Hire a Full-time, Tenure-Track Faculty Member

The recommendation to hire Keith Simonds to a full-time, tenure-track faculty position in the Political Science department for the 2023-2024 academic year, beginning in January 2024, was made after reviewing the College’s need for faculty in the Political Science department.

The search began on December 21, 2023 with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO – National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were fifty-four applicants for the Political Science position. The search committee conducted seven virtual interviews for this search and selected three finalists to interview with Dr. Ileo Lott, Provost and Vice President for Academic Affairs and Dr. Mia Hardy, Dean of Liberal Arts.

Mr. Simonds is currently an Adjunct Faculty member at Oakton College. Mr. Simonds’s areas of specialization and research are American Politics, Comparative Politics, Political Theory, Populism and Urban Politics. Mr. Simonds received his Master of Arts degree in Political Science from the University of Illinois at Chicago.

DAO:vb
12/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Mr. Keith Simonds for the 2023-2024 academic year, beginning January 2024:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step, Base Salary</u>
Keith Simonds	Assistant Professor, Political Science	E-1, \$64,363.”

Approval of a New Unit of Instruction

Illinois Community College Board (ICCB) System Rules require Colleges to submit documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College proposes a new computer information systems credential, a 12-credit hour **Essential Applications of AI** certificate.

The Essential Applications of AI Certificate is designed to provide individuals with a solid foundation in the field of applied artificial intelligence (AI) while emphasizing a no-code approach. This certificate program equips students with the knowledge and practical skills necessary to leverage AI tools and techniques for problem-solving, data-driven decision-making, and ethical AI applications across diverse industries. These types of no-code AI platforms provide non-programmers and non-AI experts with the tools needed to implement AI projects opening greater opportunity to a more significant number of users and beginners.

According to U.S. Bureau of Labor Statistics (BLS), there are about 31,700 jobs in computer and information science. This includes artificial intelligence specialist jobs. By 2028, the BLS expects this number to grow to about 37,000 jobs, for an increase of about 5,300 jobs. Specifically, the no-code AI platform market size is projected to grow at a compound annual growth rate of 27% from 2023 to 2030, according to Grandview Research Firm.

Essential Applications of AI Certificate
12 Semester Credit Hours; Curriculum: 0156

Courses for a Certificate:	Credit Hours
CIS 106 Foundational AI	3
CIS 112 AI Ethics	3
CIS 119 Prompt Engineering	3
CIS 212 No Code Machine Learning	3
Total Semester Credit Hours for a Certificate:	12

IL:mb
12/2023

President’s Recommendation:

That the board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction: Essential Applications for AI Certificate.”

First Read of Policy

The Board Policy Committee has been at work reviewing policies that the Board has voiced as high priorities, mainly addressing the subject areas of equity and local purchasing.

Following the ACCT Leadership Congress in October, members of the Board suggested adding a policy (1027) that reflects the Board's commitment to Diversity, Equity and Inclusion as well as including language in existing Board Policy 1016 to reflect the importance of meeting attendance. Additionally, recommendations to existing Policies 1117, 3014 and 3037 reflect statutory requirements and the Board's aspirational goals related to purchasing and procurement.

As part of this process the Committee also reached out to the administration for their input on these topics as well as any other policy changes that the Board should consider. In response to that, the Administration is recommending a new policy related to out-of-state employment. Technological changes have made it feasible for employees in many career fields to live and work in a state other than Illinois. The United States consists of fifty states, all with varying payroll tax systems and laws, and have different rules for unemployment and worker's compensation. Oakton has limited staff resources to comply with diverse laws and regulations for payroll taxes, unemployment, and worker's compensation in several states.

JLS:bs
JM:aw
12/2023

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 Board Policies 1016, 1117, 1027, 3014, 3037, 4006, attached hereto, with action to take place at the next regularly scheduled Board meeting."

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Policy No. 1016
(Previously 1810)
Revised 9/15/1998
Renumbered 7/1/2001
Revised 2/17/2015
Revised 12/15/2020
Revised 1/17/2023
Revised 1/16/2024
Page 1 of 3

BOARD OF TRUSTEES

Board of Trustees Meetings

All meetings of Oakton College's Board of Trustees are held in compliance with the Illinois Open Meetings Act. The Act defines a meeting as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. All meetings of the Board are open to the public except closed meetings. All meetings are to be conducted in accordance with Robert's Rules of Order.

The only mechanism for official action by Trustees is a duly called and legally conducted meeting, namely: a regular meeting, adjourned meeting, or duly called special meeting.

The Oakton College Board of Trustees conducts its business in the following types of meetings:

Annual Organizational Meeting

The Board shall elect its officers and establish the schedule of regular meetings for the ensuing year in its annual organization meeting. The officers are: Chair, Vice Chair, Secretary, and Treasurer.

Regular Meetings

Regular meetings are held on a schedule determined by the Board at its organizational meeting. Meeting dates are posted and published according to the Illinois Open Meetings Act.

On occasion a regular meeting is held in the Board Room at the Ray Hartstein campus; on such occasions the Board and public are informed well in advance.

Adjourned Meetings

Adjourned meetings serve as continuations of regular meetings and are not considered as special meetings. Time, date and agenda are specified in the resolution adopted by a majority of the Board at the meeting to be continued.

Committee Meetings

In order to allow for in-depth discussion of matters pertaining to the business of the Board, committee meetings are held from time to time. Special reports or proposals may be received at meetings of this type. No formal action is taken at a committee meeting, but it is announced in advance and is open to the public.

Special Meetings

Special meetings of the Board may be called by the Chair of the Board or any three members of the board by giving notice thereof in accordance with the statutes. In all cases of special meetings, not less than 24 hours written notice shall be served on each member stating the time, place, and agenda of the meeting. Notice may also be served on each member by mail 48 hours before the meeting. No business can be transacted except that for which a meeting is called.

Closed Meetings or Executive Sessions

Closed meetings or executive sessions may be called at such time and place as is required for discussion of matters specifically permitted for such meetings under the Illinois Public Meetings Act.

Remote Attendance

Remote attendance for all meetings defined by the Open Meetings Act (5 ILCS 120/1.02) is allowed for members of the public body if:

1. A member is prevented from physically attending because of 1) personal illness or disability; 2) employment purposes or the business of the public body; or 3) a family or other emergency. A quorum of the members of the public body must be physically present at the meeting location as required by 5 ILCS 120/7(a).
2. Consideration of a member's request for electronic participation shall occur immediately after roll call is taken.
3. All members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony.
4. Participating members of the public can hear all open meeting discussion and testimony and all votes of the body.
5. Written notification is provided to the Special Assistant to the Board at least 48 hours before the meeting, unless advance notice is impractical.

In addition, subject to the requirements of 5 ILCS 120/7(e), a meeting may be conducted remotely if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area. A quorum of the members of the public body does not need to be physically present at the meeting location.

Board Attendance

Board members are strongly encouraged to attend all Board meetings whenever possible.

A board attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

1. *The member has two unnotified absences in a row ("unnotified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).*

- 2. The member has three notified absences in a row.*
- 3. The member misses one third of the total number of board meetings in a twelve-month period.*

If a board-attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. If the situation is not resolved, the member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what appropriate actions to take regarding the board member.

New Policy

Policy No. 1027

1/16/2024

BOARD OF TRUSTEES

Board Policy Statement Regarding Diversity, Equity and Inclusion¹

All students and employees should have equitable opportunities and access regardless of and responsive to their multiple identity statuses.

One of the ways that Oakton actively seeks to fulfill its mission is to integrate diversity, equity and inclusion (DEI) in every aspect of the college's operations, including in policy work. Equitable policies are important for creating the College's capacity to provide robust, effective opportunities for students and employees to learn and work.

Accordingly, it is the Board's intent that all college policies and practices be reviewed and, if necessary, revised with a particular focus on educational and employment equity at Oakton College. Most importantly, the Board is very committed to providing additional support and assistance to student populations where equity gaps persist in the rate of retention, graduation, transfer and job placement as compared to their peers.

¹ This policy is based on an existing Diversity, Equity and Inclusion policy at Tacoma Community College.

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Policy No. 1117
3/20/2012
Reviewed 2/17/2015
Revised 1/16/2024

COLLEGE WIDE POLICIES

Reciprocal Support: Local Purchasing

Recognizing the importance of financial stewardship and guided by the College's statement of mission, vision and values (i.e. that "We are the community's college"), the College will, whenever possible, solicit and encourage proposals from in-district vendors. When appropriate, ~~and~~ fiscally responsible, ***and legally permissible*** the College will seek to purchase services from local vendors and recommend that associated entities or individuals at Oakton College do the same. ***All purchases shall be made in accordance with Section 3-27.1 of the Community College Act and other applicable procurement laws and regulations.***

The aspirational purchasing goals of the Board of Trustees are:

- ***to allocate as many of the District's resources that can be legally and appropriately offered to in-District businesses and organizations, and***
- ***as part of our diversity, equity, and inclusion policy to encourage the allocation of these resources to women and minority businesses and organizations.***

To that end, the Board has established its own monitoring mechanism to measure the level of activity related to the above-mentioned goals. Below is the format that is provided at each Board meeting to measure each meetings' authorized purchases.

<i>IN DISTRICT</i>	<i>\$55,682.30</i>
<i>CONSORTIUM</i>	<i>\$10,948,424.00</i>
<i>BID</i>	<i>\$3,765,627.90</i>
<i>BID EXEMPT</i>	<i>\$197,191.49</i>
<i>QBS</i>	<i>\$0.00</i>
<i>MBE</i>	<i>\$0.00</i>
<i>WBE</i>	<i>\$746,227.90</i>

In-District purchases, for the purposes of this monitoring mechanism, are defined as a) purchases that are approved for businesses and organizations that reside in the District, as well as b) purchases from businesses or organizations who may not be or invoice in the District but who have affiliates, branches or other satellite operations that are physically located in the District.

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Policy No. 3014
 (Previously 3300)
 7/19/1977
 Revised 8/18/1998
 Renumbered 7/1/2001
 Revised 12/16/2008
 Revised 2/17/2015
 Revised 4/17/2018
Revised 1/16/2024
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BUSINESS

Purchase and Payment of Goods and Services

The policy of the Board of Trustees is to secure for the District its requirements for services, materials, supplies, and equipment at the best value for the College and in the most efficient manner that will utilize property tax revenue responsibly and effectively.

Furthermore, to meet its commitment to environmental stewardship and promote sustainability, the District shall consider the procurement of products or services that minimize potentially negative impacts on the environment and human health, in addition to the established purchasing considerations of price and performance, disadvantaged business enterprises, and local business procurement for competing products or services that serve the same purpose.

The College will seek innovative solutions in fields such as energy systems, lighting, construction, food services, waste and diversion, transportation, water conservation, and information technology. The College will strive to procure services, materials, supplies, and equipment that meet the standards set by one or more of the peer-reviewed sustainable product rating programs including, but not limited to: Energy Star, Forest Stewardship Council (FSC), Fair Trade, LEED, and Green Seal.

This sustainable purchasing policy is subject to, and shall be applied in accordance with all applicable laws, rules, and regulations including and not limited to the bidding requirements and exceptions as specified in Section 3-27.1 of the Public Community College Act (the "Act"), 110 ILCS 805/3-27.1, the Community College Energy Conservation and Saving Measures as provided in Article V-A of the Act, 110 ILCS

805/5A-5, et seq., and the Administrative Rules of the Illinois Community College Board, all as may be amended from time to time.

Payment for goods and services will be processed in accordance with contract requirements and the Local Government Prompt Payment Act, 50 ILCS 505/1, et seq., and, subject to these requirements, will be paid on a thirty-day basis or sooner for discounts through weekly Accounts Payable check releases. A monthly check register will be prepared by the **Assistant Financial** Controller, reviewed by the **Controller Director of Business Services** or designee, reviewed by the Treasurer, and ratified by the Board of Trustees at the monthly Board meeting. **Except as set forth in the next paragraph, all** payments to a single vendor in excess of \$25,000 * must be preapproved by the Board of Trustees at a regular Board meeting.

****Per Section 3-27.1 of the Public Community College Act (110 ILCS 805/3-27.1), contracts for repair, maintenance, remodeling, renovation, or construction, or a single project not involving a change or increase in the size, type, or extent of an existing facility in excess of \$50,000 must be preapproved by the Board of Trustees at a regular Board meeting.***

The Vice President for Administrative Affairs is authorized by the Board of Trustees to develop procedures for the administration of this policy.

Reference: Illinois Community College Act, 110 ILCS 805/3-27.1, 110 ILCS 805/5A-5, and the Administrative Rules of the Illinois Community College Board (current as of January 2018).

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Policy No. 3037
12/10/2019
Revised 1/16/2024
1 of 2

COLLEGE WIDE POLICIES

Business Enterprise Program (BEP)

Oakton College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities² in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.³ It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").⁴

In accordance with 30 ILCS 575 Business Enterprise for Minorities, Women, and Persons with Disabilities Act the College will, to the best of its ability, set aspirational procurement goals to award contracts for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services as defined in the Act to meet not less than 20% of the total amount spent on contracts for these services collectively. The aspirational goals will represent at least 11% for those contracts awarded to minorities; contracts representing at least 7% of the total to be awarded to women-owned business; and contracts representing at 2% of the total amount spent to businesses owned by persons with disabilities.

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

² As defined in 30 ILCS 575/2

³ See 30 ILCS 575/1

⁴ This Council was created to implement, monitor, and enforce the goals of the Act. See 30 ILCS 575/5

In furtherance of the above:

1. The College President⁵ shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act⁶;
3. The College Liaison shall file an annual report with the Council⁷;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services⁸;
5. The College shall use bid forms identifying the bidders' percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan⁹; and
6. The College shall comply with all other requirements of the Act.

⁵ *Id.*

⁶ 30 ILCS 575/6-(a).

⁷ 30 ILCS 575/6-(c).

⁸ 30 ILCS 575/6-a.

⁹ 30 ILCS 575/7(6)

New Policy

ALL PERSONNEL

Out-of-State Employment

This policy provides direction regarding the hiring of out-of-state employees at Oakton College.

Out-of-State Employment Defined

Oakton College's primary location of operation is in the state of Illinois. An "out-of-state employee" is defined as an employee of Oakton College whose primary work location is outside of the state of Illinois. State taxes, employment tax, and worker's compensation provisions vary from state to state and require payroll compliance with these various rules.

Allowable States for Out-of-State Employment

All employees must maintain their primary residence in Illinois, Indiana, or a reciprocal state with Illinois. Reciprocal states include Iowa, Kentucky, Michigan, and Wisconsin. Illinois has tax agreements with these reciprocal states. Employees may have their primary residence in Indiana since Indiana is adjacent to Illinois.

Exceptions

Oakton will not hire employees who live and perform work outside of Illinois, the reciprocal states, or Indiana. However, exceptions may be made for employees who:

- Are needed to meet a demonstrated academic department, program, or College need; or
- Are required to complete a College assignment or program that must be conducted outside Illinois, the reciprocal states, and Indiana.

Arrangements to work out-of-state must be preapproved by the appropriate Cabinet member and the President.

No Exceptions for Living and Working in the States of California and New York

Exceptions will not be made for employees living and working in the states of California and New York since these states have arduous payroll tax, employment tax, and worker's compensation laws.

Required Advanced Notification of Work Location Changes

Employees are required to notify the Human Resources department in advance of any work location changes to states outside of Illinois, the reciprocal states, and Indiana.

Notification of Award of Grants

Funding totaling \$95,000.00 has been made available to Oakton College:

- a. Illinois Community College Board Developmental Education Reform Act..... \$90,000.00
(Managed by Mia Hardy and James Rabchuk / Administered by Ileo Lott)

- b. Illinois Green Economy Network (IGEN) Green HVAC Curriculum.....\$5,000.00
(Managed by Charmaine John / Administered by Joseph Scifo)

- TOTAL:..... \$95,000.00**

Illinois Community College Board Grant Developmental Education Reform Act

The Illinois Community College Board has awarded Oakton College a \$90,000.00 Developmental Education Reform Act (DERA) grant to support implementation efforts to reform developmental education.

The grant period is October 16, 2023 through December 31, 2024.

Dr. Mia Hardy, Dean of Liberal Arts, and Dr. James Rabchuk, Dean of STEM, will manage the grant, and Dr. Ileo Lott, Provost, will administer the grant.

Illinois Green Economy Network (IGEN) General Membership Subaward

The Illinois Secretary of State, through a sub-award agreement with Illinois Green Economy Network (IGEN) has awarded Oakton College a General Membership subaward Grant in the amount of \$5,000.00.

The grant period is July 1, 2023 through June 30, 2024.

Charmaine John, Sustainability Specialist, will manage the grant, and Joseph Scifo, Director of Facilities, will administer the grant.

IL:gl
12/2023