

**The 761st Meeting
of
The Board of Trustees
December 15, 2020**

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 761st MEETING
of
THE BOARD OF TRUSTEES
DECEMBER 15, 2020**

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

**Closed Session
3:00 p.m.**

NOTICE

As of the date of posting this agenda, all counties in the State of Illinois were operating under a Gubernatorial Disaster Proclamation. Due to the COVID-19 health pandemic, Dr. Joianne Smith, president of Oakton Community College, has determined that an in-person meeting is not practical or prudent. As permitted by Public Act 101-640, this meeting will be held without the physical presence of a quorum at the meeting location. Dr. Joianne Smith will be physically present in room 1502 at the meeting location noted above.

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 17, 2020
 - consider the appointment, employment, compensation, discipline, negotiations, performance or dismissal of employees, and the purchase of lease or real property for the use of the public body
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
4:00 p.m.**

NOTICE

As of the date of posting this agenda, all counties in the State of Illinois were operating under a Gubernatorial Disaster Proclamation. Due to the COVID-19 health pandemic, Dr. Joianne Smith, president of Oakton Community College, has determined that an in-person meeting is not practical or prudent. As permitted by Public Act 101-640, this meeting will be held without the physical presence of a quorum at the meeting location.

Dr. Joianne Smith will be physically present in room 1506 at the regular meeting, location noted above. In further consideration of the COVID-19 pandemic and present access to the College, it is not feasible to allow members of the public to attend the meeting in-person.

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to eileen@oakton.edu including your name, town/affiliation, and the item you wish to address to the Board, no later than 4 p.m. on December 15, 2020. Trustees, citizens, faculty and staff, may attend the meeting remotely via Zoom conferencing, details below:

To join via tablet or computer:

<https://oakton.zoom.us/j/92616020958>

To join via telephone:

312-626-6799

Meeting ID:

926 1602 0958

AGENDA

- Call to Order and Roll Call
- Pledge of Allegiance
- R Approval of the Minutes of Board Meeting held on November 17, 2020
- Statement by the President
- Educational Foundation Liaison Report
- Evanston Task Force Report
- Student Trustee Report
- Student Spotlight
- Trustee Comments
- Comments by the Chair
- Report: Grant Strategy
- Public Participation

NEW BUSINESS

CONSENT AGENDA

12/20-1

- R. a. Approval of Adoption of Consent Agenda
- R b. Approval of Consent Agenda Items 12/20-2 through 12/20-5

12/20-2 Ratification of Payment of Bills for November 2020

12/20-3 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

12/20-4 Supplemental Authorization to Pay Professional Personnel – Fall 2020

12/20-5 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

R 12/20-6 Approval of Board Meeting Schedule for Calendar Year 2021

R 12/20-7 Authorization to Approve December Purchases
a) IP Telephony Annual Maintenance and Software Assurance Agreement
b) Ellucian License Exchange and Enhancement Amendment – Five-Year Agreement
c) Grant Funded Laptop Computers
d) Hunter WinAlign™ Alignment System

12/20-8 Preview and Initial Discussion of Upcoming Purchases

12/20-9 Preview of New Units of Instruction

R 12/20-10 Approval of a New Unit of Instruction

R 12/20-11 Authorization to Hire Full-time, Tenure-track Faculty Member

R 12/20-12 Approval of Salary Increases for Administrators

R 12/20-13 Authorization to Approve the Tentative Collective Bargaining Agreement between the Oakton Community College Board of Trustees and the Oakton Metropolitan Alliance of Police

R 12/20-14 Approval of a Settlement Agreement

R 12/20-15 Acceptance of Grants

R 12/20-16 Approval of Policy Revisions

ADJOURNMENT



**Minutes of the Oakton Community College Board of Trustees Meeting
November 17, 2020**

The 760th meeting of the Board of Trustees of Community College District 535 was conducted virtually on November 17, 2020.

Closed Session – Call to Order and Roll Call

At 3:05 p.m., Chair Stafford called the meeting to order. All trustees attended virtually; Board Secretary Toussaint called the roll:

Mr. William Stafford	Chair	Present
Mr. Paul Kotowski	Vice Chair	Present
Ms. Marie Lynn Toussaint	Secretary	Present
Dr. Gail Bush		Present
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Present
Dr. Wendy Yanow		Present
Ms. Karen Suarez		Present

Chair Stafford asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, discuss minutes of meetings lawfully closed for the purpose of semi-annual review of minutes, and pending litigation. Trustee Salzberg made the motion, seconded by Trustee Kotowski.

Trustee Toussaint called the roll:

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

Physically present in room 1502 at the Des Plaines campus, 1600 E. Golf Road, Dr. Joianne Smith, President and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs. Attending virtually were Dr. Karl Brooks, Vice President, Student Affairs; Dr. Colette Hands, Associate Vice President, Chief Human Resources Officer; and Dr. Ileo Lott, Vice President, Academic Affairs.

At 3:45 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion; seconded by Trustee Kotowski; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

Chair Stafford called the regular meeting of the Board of Trustees to order at 4:00 p.m. All trustees attended virtually.

Trustee Toussaint called the roll:

Mr. Stafford	Chair	Present
Mr. Kotowski	Vice Chair	Present
Ms. Toussaint	Secretary	Present
Ms. Burns		Present
Dr. Bush		Present
Dr. Yanow		Present
Mr. Salzberg		Present
Ms. Suarez		Present

Physically present in room 1506 at the Des Plaines campus, 1600 E. Golf Road, Dr. Joianne Smith, President; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Ms. Dorothy McCarty, Cotter Consulting, and Mr. Philip Cronin, Senior Media Services Technician.

Pledge of Allegiance – Chair Stafford

Approval of Minutes

Chair Stafford asked for a motion for the approval of the minutes of the October 20, 2020 regular meeting of the Board of Trustees; Trustee Kotowski made the motion, which was seconded by Trustee Salzberg.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

Statement by the President

Dr. Smith welcomed all to the Board meeting and noted that if we were all together she would ask everyone to introduce themselves, but in virtual meetings of this size, approximately forty people in attendance, it is difficult to do that. She did acknowledge in attendance Greg Hamill, President of the Full-time Faculty Association; Cheryl Thayer, President of the Adjunct Faculty Association; and Kathleen De Courcey, President of the Classified Staff Association.

Dr. Smith offered condolences to Tess Kaltakis, ESL instructor, whose husband passed away October 25; to Renee Marks, a CAB faculty member, on the passing of her husband Donald on October 31; to Kristin Wirth, Procurement Assistant, on the loss of her father on November 15; to the family of long time Educational Foundation member Harry Tankus who passed away on November 5; and to the family of Jerry Weber, former president at Kankakee Community College and College of Lake County, on November 11. Congratulations were offered to Eileen Cukierski, President’s Office, and her husband Joe, on the birth of their fourth grandchild, third

born this year, Berrie Jane Cukierski on October 24; to Simi Khurana, Student Life and Campus Inclusion, on the birth of her daughter Aadya Marie Kell on November 4. Dr. Smith introduced and congratulated Oakton alumni Amelia Baldwin who joined the meeting virtually from Georgia where she is attending Emory University, as she was chosen as co-recipient for the ICCTA's 2020 Paul Simon competition. Kim Villanueva from ICCTA (Illinois Community College Trustees Association) and Bob Thompson, past president of ICCTA, joined the meeting to virtually present Ms. Baldwin with her award. Mr. Thompson introduced himself and presented the award to Ms. Baldwin, and noted her distinguished accomplishments. Dr. Smith asked Ms. Baldwin if she would like to read her essay, which she did. Dr. Smith recognized the Learning Day Committee for putting together a robust day of learning in a virtual environment on October 29. It was a day of collaboration, connection and deepening of our shared understanding about the important work that we are doing to create an Oakton experience that is grounded in evidence based best practices as well as Oakton's values. The TRIO program has been hosting a range of events celebrating first generation college students. The National First Generation College Student Open Mic was held on November 10 and there were several other first generation celebrations for students this week. International Education Week began on November 16; the theme this year is Glimpses of West Africa, the keynote address was given by Aida Benton, Ph.D. associate professor of Anthropology and African Studies at Northwestern University. There will also be a number of virtual sessions offered during the week. The Distinguished Alumni Celebration will be held virtually on November 19, where we will be celebrating our four new distinguished alumni. Finally as we approach the Thanksgiving holiday, which is going to be different for all of us this year, Dr. Smith expressed her gratitude to the Board and to the faculty, staff and administrators for the many ways, big and small, that they have worked together to help support the College and our students during this truly most unusual year.

ICCTA Liaison Report

Trustee Bush welcomed from the ICCTA, past president, Bob Thompson, and Kim Villanueva, Director of Communication to the meeting. Trustee Bush reported that she attended the ICCTA's Board of Representatives meeting via Zoom on November 14, 2020. The meeting was presided by Jon Looney, president of Blackhawk College. President Looney reported on the roundtable held on Friday, November 13, 2020. Topics discussed included possible reverberations from the failure to pass the fair tax and actions considered by some colleges in response to the reduction in enrollment due to the pandemic, including reduction in staff and raising tuition. Enrollment is down 13.7% statewide with students over age 30, two times more in decline than other demographics. Conversely, graduations have increased by 36%. A recommendation was made to reach out to legislators via email, to meet with legislators via Zoom, to request that legislators guest lecture via Zoom, and to plan town halls via Zoom – all responses to the Association of Community College Trustees Legislative Summit going virtual in February 2021. Executive Director Jim Reed reported on the addition of a member from ICCTA joining the ICCB (Illinois Community College Board) and the IBHE (Illinois Board of Higher Education) Strategic Plan Advisory Committee. Our legislative goals continue to include equitable funding that includes job training programs; equity in higher education; MAP funding set aside for community colleges; baccalaureate degrees; and funding for capital construction projects. Mr. Reed remarked that ongoing hearings are dedicated to education and workforce development, the second pillar of the Illinois Legislative Black Caucus' agenda to rid Illinois of systemic racism. Senate Majority Leader Kimberly A. Lightford (D-Maywood) joined the Senate Education and Higher Education Committees for a hearing focused on equitable funding and affordable models for free tuition for Illinois college students. The Illinois Council of Community College Presidents, President Sylvia Jenkins, reported on marketing that highlights community colleges as equitable, affordable, and accessible. ICCB Executive Director Brian Durham reminded us that mitigations from the Governor and Illinois Board of Public Health do not apply to community colleges – those plans are approved by ICCB.

Educational Foundation Liaison Report

Chair Stafford reported that the Educational Foundation has raised nearly \$150,000 in fiscal year 2021 to date, approximately thirty percent to our goal. Recent gifts of note include: a \$35,000 gift to the Wentcher Foundation to support ten scholars who are enrolled at Oakton this fall; a \$5,000 gift from Judith and Ernest Simon to

support the Student Success Emergency Fund; a \$3,000 gift from Destiny Solutions Inc. of Toronto, Ontario, to start a current use scholarship to support students who have financial need and are taking continuing education classes; a \$3,000 gift from an anonymous donor to support the Student Success Fund and the Robin Vivona Memorial Scholarship; and, a \$1,000 gift from retired faculty member Dr. Holly Graff and her husband Thomas Simonds, to support the Graff-Stacewicz Public Intellectuals Honors Scholarship, which was formed by colleagues who wished to honor Dr. Graff and Professor Stacewicz's retirement. The fund is building the endowment level and will support students who are active participants in the Oakton Honors Program. While the Foundation had to cancel their annual Donor Stewardship Brunch this spring, virtual meetings are taking place between scholarship fund founders, the Foundation staff, and their student recipients throughout November and December. Last weekend, two generations of the Hendrikson family connected across three time zones to meet the two students who are currently enrolled in health care programs with the support of the scholarships in their parents' names. On a sad note, Emeritus Director Harry Tankus passed away on November 5 at the age of 99. As a neighbor to Oakton's first location in Morton Grove, he was instrumental in developing a wonderful collaboration with the College that continues today. The Memorandum of Understanding working group has met twice and made excellent progress in drafting an agreement. Attorney's Julie Fenton from the Foundation Board, and Paul Kotowski, from the Board of Trustees, led the discussion and did a great job. The group will meet once again in early-December to finalize their recommendations, and again in January for input and comment. Chair Stafford invited all to attend the virtual 2020 Distinguished Alumni Ceremony on November 19 to recognize four outstanding Oakton alum who are being honored as 'distinguished.' Registration is free and can be found at Oakton.edu/alumni.

Evanston Task Force Report

Trustee Burns began by congratulating Oakton alumni Amelia Baldwin on her award and is very impressed with her perseverance. Trustee Burns reported that the Evanston Task Force are having robust, honest, authentic, and genuine conversations with many people in the Evanston community, that are joining us to figure out what it is that Oakton needs to do in order to attract and retain African American males. She thanked the members of the Task Force, Dr. Ileo Lott, Dr. Karl Brooks, Mr. Shedrick Daniels, Trustee Wendy Yanow and Dr. Smith for their participation and input. The conversations are very stimulating and Trustee Burns thinks as they continue they will come closer to knowing what it is that we need to do in order to have an initiative or program that can be a model for all students at Oakton. Trustee Burns wants all to know that the Task Force is on track, and that they are listening, hearing, and enjoying what they are doing.

Student Trustee Report

Student Trustee Suarez congratulated Ms. Baldwin on her award. While at Oakton, Ms. Baldwin was in Phi Theta Kappa (PTK) and even being an alumni, she still serves as a role model to Oakton's chapter. She thanked Ms. Baldwin for the work that she did while she was at Oakton, and told her that her impact spreads far wider than she may think. Registration for Winter and Spring courses opens November 18. The Wellness Center is providing dedicated spaces on campus for students who do not have the privacy at home to meet with their counselors, and the Library has been active on their social media pages providing resources for students such as an online citation research guides. Several clubs are starting to host their first meetings of the semester, updates on those meetings can be found on the Student Life D2L shell. UNICEF held a virtual Trick-or-Treat box where community members could donate to provide nutrition, water, and medical supplies to children in need across the world. The Student Government Association continues its search for new senators, if interested please email sga@oakton.edu. Oakton hosted an online CannaBiz Job and Resource Fair on November 12. On November 18, PTK is hosting an online fundraiser with Panda Express where you can order online at any location using their code to support their organization. PTK held their first ever Virtual Induction Ceremony on November 6. Trustee Suarez thanked President Smith and Trustee Bush as well as the many others who were able to attend to celebrate the success of the new inductees. Officer Training Workshops are being held by the Office of Student Life to train student officers on their duties as student leaders especially now in a virtual environment, specific dates and registration information can be found on the Student Life D2L shell. A Virtual Community Resource Fair was

held on November 11 where students could learn about local agencies addressing homelessness, food insecurity, mental health, and physical health. The week of November 8 was National First Generation College Student week; TRIO hosted a variety of online activities celebrating the success of first generation students at Oakton. Multiple virtual college visits have also been provided by TRIO, for Southern Illinois University. TRIO has also been hosting a variety of workshops from Financial Literacy to Time Management. To stay on top of those dates follow Oakton TRIO on their social media pages. Specific event information as well as registration links can be found throughout Oakton's Instagram and Facebook pages as well as the Student Life and Campus Inclusion D2L shell.

Student Spotlight

Dr. Smith noted that at the Board retreat in August, the Board requested to hear from student voices. Every month the Board is inspired by hearing from our Student Trustee Karen Suarez, but the Board continues to want to hear from additional students. Moving forward, this will be a standing item on the Board agendas. Dr. Smith thanked the Office of Student Life for helping to identify students, and today's Student Spotlight is going to be Amelia Baldwin who earlier shared her experience at Oakton. Dr. Smith thanked Ms. Baldwin for joining the meeting from Emory University in Georgia and told her that she has made the College proud.

Comments by the Chair

Chair Stafford commented that the community college story like Ms. Baldwin's can be found time and time again. He told the audience about meeting a young man who went to Northshore Community College, received his degree and he is now number two in charge of cybersecurity for Guaranteed Rate Corporation; just another amazing story related to community college experiences. Chair Stafford also commented on the pandemic and asked all to be careful, especially with the upcoming Thanksgiving holiday. We have to be careful; we have to be patient. We have heard about the vaccines, and while they are coming, it will take a while for them to be distributed, so we need to be patient. In terms of Oakton, these are going to be a hard couple of months. Everyone should think about that and keep President Smith in our prayers. It is going to be a hard time as decisions may have to be made relative to the ongoing pandemic. We have a state that has budget issues and we are not going to have a lot of national leadership until January 2021.

Trustee Comments

No comments

Report: Update on the Master Plan

Dr. Smith said that the report is an update on the progress of the Master Plan. During these challenging times, it is important to celebrate accomplishments that have been made and to see where we are headed. Mr. Edwin Chandrasekar, Vice President of Administrative Affairs, and Dorothy McCarty, Cotter Consulting, gave a presentation update on the Master Plan. We are in our fourth year of the five-year plan. They wanted to give the Board a refresher and update on the process, status of current projects, and looking ahead to what is next. Mr. Chandrasekar began by stating that in terms of the Master Plan process, it is important to remember that the Master Plan itself tells the story of the College's hopes and visions in shaping the future of higher education. We are stewards and caretakers of the College and have a responsibility to continue to preserve, nurture and improve our spaces. The current Master Plan involved broad participation from a number of different stakeholder groups from the College. In addition to talking to those groups, we also convened a Master Plan Steering Committee with representatives from those groups. The Master Plan Steering Committee actually came together through a facilitated discussion to develop guiding principles. The projects that are identified will be prioritized and to do that we are guided by internal and external data. Internal data being something like the space utilization study that was done by our architects Perkins + Will; external data being trends that we are seeing in terms of new building design. They help give us ideas about how we want our College to be. Finally, once we have those projects identified and prioritized they are then implemented over the next five years.

Ms. McCarty talked about the Master Plan Guiding Principles that were developed in a collaborative forum with the Master Plan Steering Committee that had representation from faculty, staff, students, and Board members. They all worked together to develop those principles to make sure that anything that made it into the consensus Master Plan was reflective of the goals of the College. The Guiding Principles are also very important in eventually prioritizing the initiatives that are identified. The Guiding Principles informed the Master Plan to be centered on student success, support student learning, create environments that are flexible, create a sense of place, be welcoming, embrace advanced technology, address deferred maintenance, which is always an issue in developing any Master Plan, be environmentally sustainable, and be financially responsible.

Mr. Chandrasekar spoke about expenditure allocations of the total project amount of \$53M. He also spoke about some life, health, safety and critical deferred maintenance projects, among which included the secondary water line installation, the Skokie HVAC system replacement, natural areas restoration, and the sanitary lift station, all of which have been completed. Ms. McCarty talked about the capital improvement projects that were part of the current Master Plan, which was approved by the Board in June 2016. Ms. McCarty thanked the Oakton community for their cooperation during the disruptive construction that has been done. Most of the projects are complete. There are two visible and transformative Master Plan projects that are coming up quite soon, the Des Plaines cafeteria, which will be tremendous change in the public and common areas. Ms. McCarty mentioned that the bids were opened on November 10 and came in on budget, and will be presented to the Board for approval in December. In addition, the wayfinding and entrance signage designs are near completion. Ms. McCarty briefly reviewed projects that have been completed, monument signs at the Des Plaines campus, and one near completion at the Skokie campus, as well as the Des Plaines Student Street, West End Phases 1 and 2, as well as the new Wellness Center, Police Department, Datacenter, and Arts renovation. Ms. McCarty highlighted the renovations to the Student Center and Student Street at the Skokie campus, and the renovated entrances for safety and aesthetics at both campuses. Ms. McCarty showed some renderings of what the Des Plaines cafeteria will look like. Mr. Chandrasekar spoke about a number of projects that remain to be completed, which include hardware replacement and master keying, courtyard and tunnel repairs, elevator upgrades, exterior envelope and window replacement, the Des Plaines Circle drive pedestrian path, and the Boardroom renovation. Mr. Chandrasekar talked about an item on the agenda for Board approval, Professional Services for Comprehensive Facilities Condition Assessment, which would engage a consultant to do a comprehensive facilities condition assessment study, which would be the first comprehensive facilities condition assessment study for the College since 2005. The hope is to be able to identify, rank, and prioritize different deferred maintenance and capital renewal projects related to life, health, safety and critical deferred maintenance projects. This is going to be a sixteen-week study and the hope is to have this completed by March 2021. The timing is important because this will dovetail into preparing for the next Master Plan Refresh in Summer 2022. The deferred maintenance projects that are identified from the assessment study will be part of the next Master Plan. Projects that have been identified will be filtered and screened and some of them will make it into the next Master Plan. In addition, we will start assembling and reconvening a Master Plan Steering Committee to gear up for the next Master Plan. Ms. McCarty reviewed some projects that were identified but unfunded in the current Master Plan, which were good and viable projects, but they will need to be reconsidered in the next Master Plan cycle, which includes the Student Affairs/Bookstore East End Relocation, Testing and Learning Center Expansion, and Library renovations at the Des Plaines and Skokie campuses. Next, a short video was shown which highlighted student Emanuella White, who participated on the Landscape Master Plan, who talked about the leadership growth that she experienced by participating on that committee. Mr. Chandrasekar said that having student voices on our committees for master planning is important.

Chair Stafford commented that on Student Affairs/Bookstore East End Relocation, Testing and Learning Center Expansion, and the Library renovations, he was interested in what kind of student input we will get on those. In terms of socialization, he thinks that would include having students on the committees, but also we should think about having focus groups that students can participate in. Ms. McCarty replied that getting student input about how they connect with their college is a big component in developing a good Master Plan. This has come up

several times here and elsewhere, that student success tends to be tied to how much time a student spends on campus and that does not necessarily mean in the classroom, but getting comfortable with and getting to know their peers. The more student input that we have in the development of those plans is critical in tying the Master Plan to the implementation of the larger goals and pillars of the College. Chair Stafford thanked Mr. Chandrasekar and Ms. McCarty for the report.

Public Participation - None

New Business

11/20-1a Approval of Consent Agenda

Trustee Salzberg offered:

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

Trustee Kotowski seconded the motion; Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-1b Approval of Consent Agenda Items 11/20-2 through 11/20-7

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/20-2 through 11/20-7 as listed in the Consent Agenda.”

11/20-2 Ratification of Payment of Bills for October 2019 (Including Approval of Travel)

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$8,495,248.96 for all check amounts and for all purposes as appearing on a report dated October 2020.”

11/20-3 Acceptance of Treasurer’s Report for October 2020

“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 2020.”

11/20-4 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 June 17, 2020 and August 27, 2020, no longer require confidential treatment and are released for public inspection.”

11/20-5 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 held on January 16, 2018, February 20, 2018, March 20, 2018, April 17, 2018, May 22, 2018, June 26, 2018, August 21, 2018, September 22, 2018, and September 25, 2018.”

11/20-6

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 and b, and hereby approves the expenditures in the amount not to exceed \$3,779.00 for all funds listed in item a.”

a. Salary payments in the amount of \$3,779.00 for part-time teaching services for the Alliance for Lifelong Learning fall 2020.

b. Salary rescinds in the amount of \$298.07 for part-time teaching services for the Alliance for Lifelong Learning fall 2020.

11/20-7

Supplemental Authorization to Pay Professional Personnel – Fall 2020

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$245,168.12 to the total amount of part-time teaching salaries paid during the fall 2020 semester; the revised total payment amount is \$4,048,813.64."

2. "Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$73,403.20 to the total amount of faculty overload salaries paid during the fall 2020 semester; the revised total payment amount is \$544,299.60.”

Trustee Salzberg seconded the motion; Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-8

Appointment of Members to Career Program Advisory Committees for 2020-2021

Chair Stafford offered his thanks to all of the people who serve on these committees to help and guide us through our programs and all that we do at the College.

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the appointment of members on lists to the Career Program Advisory Committees for 2020-2021.”

Trustee Burns seconded the motion; Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-9

Adoption of Resolution Setting Forth Tax Levies for 2020

Trustee Yanow offered:

"Be it resolved by the Board of Trustees of Community College District 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 2020 (to be collected in 2021) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Forty Six Million Seven Hundred Seventy Four Thousand Six Hundred and Seventy Nine Dollars (\$46,774,679) 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 with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2020.

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."

Trustee Burns seconded the motion; Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-10

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

Trustee Kotowski offered:

“WHEREAS, on November 17, 2020, the Board of Trustees (“Board”) of Community College District No. 535, Cook County, Illinois (“College District”) did adopt its 2020 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 2020 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 2020 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.”

Trustee Salzberg seconded the motion.

Chair Stafford commented that the resolution setting forth the tax levies states how we are going to use that money. This resolution restricts the property tax levies.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-11

Approval of RAMP – Fiscal Year 2022

Trustee Toussaint offered:

“Be it resolved that the Board of Trustees of Community College District 535 has reviewed and authorized the submission of Fiscal Year 2022 RAMP.”

“Be it further resolved that the Board of Trustees of Community College District 535 authorizes the submission of the capital budget request included in Fiscal Year 2022 RAMP, that the Board reviewed and approved the capital program statement, scope statement and budget in Fiscal Year 2022 RAMP, and that the local funds of \$7,055,000 for the project requested are available should the project be approved.

Trustee Kotowski seconded the motion.

Trustee Burns asked that if the College received the RAMP funds, would we be expanding by building a new building. Chair Stafford explained that this item is a placeholder and we would go back to our Master Plan and use the money for that, we are not restricted to use the money for what is stated in the agenda item. Dr. Smith elaborated that two years ago, the College received an appropriation of \$32M for the Master Plan projects, that were highlighted in the report, that was presented, but we never saw any of that money. This is a placeholder, which keeps the College in the queue for funds should they ever become available. Trustee Burns asked if the money could be used for capital improvements.

Dr. Smith said that it is for capital improvements, so it would have to be for a renovation of a building or a purchase of a building, it needs to be used for a physical space. Trustee Burns asked if it could be used to continue to improve the Skokie campus. Mr. Chandrasekar said, no these funds are designated for capital improvements in Evanston. Trustee Bush asked why would we not put this forward for those items that are on the capital improvement list that was discussed earlier, the Testing Center, Libraries at both campuses, those types of capital improvements in our existing campuses. Dr. Smith replied that we are supposed to get the \$32M that was appropriated for the Des Plaines campus two years ago, so if that money materialized, we could use it for the next phase of the projects that we are doing at the Des Plaines campus. We cannot ask for additional funds for Des Plaines because they have just given us funds, although we have not received them. We have moved forward on that plan, but should we get that money from the state, we could use it to fund those things on the capital plan that have not yet been funded. Dr. Bush asked if this could be written for Skokie or for capital improvements in the Library and Testing Center. Mr. Chandrasekar responded that the \$32M was actually given to us for current capital improvements, however, we have moved ahead with those projects. If for some reason we received the \$32M tomorrow, we could not apply those funds retroactively to any of the projects that we have already completed, it's not allowed. Mr. Chandrasekar went on to say that, what we could do is identify those unfunded projects in Des Plaines; we could use the \$32M towards that. Dr. Bush summed it up by saying that the money was promised, we do not have it, we do not expect to get, and we cannot put those projects in the RAMP for 2022. Trustee Burns stated that if the College receives the \$32M, it can only go towards Des Plaines projects. Dr. Smith said that is correct, as that is how that RAMP request was submitted fifteen years ago. If we do not submit a RAMP, we would lose our place in line, this is a way of making sure that we are in the queue should there be a better financial situation in the state at some point. Trustee Yanow asked about the money that is in the queue for an Evanston campus, how long can we stay in the queue? As long as we keep submitting the RAMP document, we will stay in the queue, and if we did receive the funds, they would have to be used in Evanston. Trustee Burns said that we need to submit a RAMP at some point for the Skokie campus. Dr. Smith said perhaps, but we did not receive any capital funds for any of the \$53M renovations, those all came from institutional funds and from the bond purchase. We moved forward on those renovations without RAMP funding. We can always move forward with renovations to Skokie we do not need the state because there are other options for funding.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-12

Authorization to Approve November Purchases

Trustee Bush offered:

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

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11/20-12a	1 - 2	Continuation of Employee Medical, Dental, and Vision Insurance	Community College Health Consortium	\$8,700,000.00
			Delta Dental of Illinois	\$ 400,000.00
			Vison Service Plan, Inc.	\$ 50,000.00
11/20-12b	1	Web-Event Calendaring System - Three Year Contract	Localist Corporation	\$ 42,410.00
11/20-12c	1 - 2	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc.	\$ 85,000.00
11/20-12d	1 - 2	Cisco Systems Edge Network Equipment	Zones, LLC	\$ 65,730.00
11/20-12e	1 - 2	Owners Representative Services - Contract Amendment	Cotter Consulting, Inc.	\$ 212,352.00
11/20-12f	1 - 2	Education Advisory Board, Community College Executive Forum Program - Three-Year Contract	EAB Global, Inc.	\$ 73,500.00
11/20-12g	1 - 2	Printing of the Oakton Non-Credit Class Schedule	Indiana Printing and Publishing Company, Inc.	\$ 111,050.00
11/20-12h	1 - 2	Professional Services for Comprehensive Facilities Condition Assessment	Facilities Optimization Solution, LLC	\$ 197,826.00
		Grand Total		\$ 9,937,868.00.”

Trustee Salzberg seconded the motion; Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-13 Preview and Initial Discussion of Upcoming Purchases – Discussion Only
 The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) IP Telephony Annual Maintenance and Software Assurance; b) Ellucian License Exchange the Enhancement Amendment; c) Des Plaines Cafeteria Renovation; d) Grant Funded Laptop Computers; and e) Hunter WinAlign™ Alignment System.

11/20-14 Preview of New Unit of Instruction – Forensics Certificate
 Being a preview, no voting action needs to be taken

Dr. Smith commented our faculty is looking at how to package credentials in a way that advances students in their pathway. Increasingly local municipal police departments are hiring civil forensics investigators that do not need to be certified police officers; it is an opportunity to go right into the work force. Trustee Bush commented that she appreciates this particular certificate building on the fact that it is in law enforcement and it is a non-sworn personnel program. She admires Oakton moving forward in so many ways that are bold and brave and she wants us to keep thinking deeply and meaningfully about other certificates such as in the mental health area. Trustee Bush thanked Dr. Lott and his faculty. Dr. Ileo Lott, Vice President of Academic Affairs, thanked Jim Humenik, Assistant Professor, Law Enforcement, for the motivation, creativity and heavy lift on this.

11/20-15 Acceptance of Grants
 Trustee Bush offered:
 "Be it resolved that the Board of Trustees of Community College District 535 accepts 11/20-15a through 11/20-15d, for the following grants:

a. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of.....	\$1,655,460.00
b. Illinois Community College Board through the Federal Department of the Treasury – Coronavirus Relief Fund Grant in the amount of.....	\$59,300.00
c. Illinois Community College Board through the Federal Department of Labor - Apprenticeship Grant Year 2 Amendment in the amount of....	\$34,200.00
d. Illinois Secretary of State Sub-award through Illinois Green Economy Network (IGEN) - General Members Grant in the amount of.....	\$14,250.00
for a total of	\$1,763,210.00.”

Trustee Burns seconded the motion.

Dr. Smith commented that the top three grants are significant as they help support our adult basic education program, which is a critical need in the community. Mr. Marc Battista, Associate Vice President of Workforce Education/Dean of Business and Career Technologies, commented that those grants are massive to continuing to help provide instruction, pay instructors, etc., all of which are important.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

11/20-16

First Read of Policies

Chair Stafford commented that the policies listed are related to the Board of Trustees. He thanked the staff for reviewing and updating them.

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the 1000 series of Board policies, with action to take place at the next regularly scheduled Board meeting, December 15, 2020.”

Trustee Salzberg seconded the motion.

Relating to the agenda item, Trustee Kotowski believes that there are several townships and municipalities missing from the listings of the district. He noted parts of Leyden Township, Norwood Park Township and Palatine Township as well as parts of the Village of Mt. Prospect and the Village of Rosemont. Those are all very small geographical areas, maybe four precincts total. There are students and taxpayers in those municipalities, and we should consider including them.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, December 15, 2020.

Trustee Toussaint made a motion to adjourn the meeting, which was seconded by Trustee Yanow.

Trustee Toussaint called the roll:

Mr. Stafford	Aye
Dr. Bush	Aye

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

The motion carried; Student Trustee Suarez favored the resolution.

The meeting adjourned at 5:45 p.m.

William Stafford, Chair

Marie Lynn Toussaint, Board Secretary

ec
11/2020

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

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 12/20-2 through 12/20-5

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/20-2 through 12/20-5 as listed in the Consent Agenda.

- 12/20-2 Ratification of Payment of Bills for November 2020
- 12/20-3 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 12/20-4 Supplemental Authorization to Pay Professional Personnel – Fall 2020
- 12/20-5 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for November 2020

The check register detailing the regular monthly bills for November 2020 was sent out on December 11, 2020. The totals by fund are on page 2. This includes approval of travel reimbursements for November 2020.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,425,100.07 for all check amounts as listed and for all purposes as appearing on a report dated November, 2020."

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 2020, represented by checks on pages 1-40 numbered !0000329-!0000347, !0000348-!0000361, 149924-150064, 150066-150146, 150148-150216 and 150218-150222 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

<u>Fund</u>	<u>Gross Payroll</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$ 3,767,007.27	\$ 583,339.68	\$ 4,350,346.95	\$ (2,818.80)	\$ 4,347,528.15
Operations, Building and Maintenance Fund	\$ 332,346.56	\$ 75,046.75	\$ 407,393.31	\$ (6,225.60)	\$ 401,167.71
Maintenance Fund (Restricted)	\$ -	\$ 156,171.69	\$ 156,171.69	\$ -	\$ 156,171.69
Bond & Interest	\$ -	-	\$ -	-	-
Auxiliary Enterprise	\$ 221,033.68	\$ 61,915.38	\$ 282,949.06	\$ -	\$ 282,949.06
Restricted purposes	\$ 154,669.77	\$ 49,664.17	\$ 204,333.94	\$ -	\$ 204,333.94
Working Cash			\$ -		\$ -
Trust/Agency	\$ -	\$ 1,065.00	\$ 1,065.00	\$ -	\$ 1,065.00
Audit	\$ -	\$ 22,650.00	\$ 22,650.00		\$ 22,650.00
Liability, Protection & Settlement	\$ -	-	-	\$ -	-
Social Security/Medicare Loan	-	-	-	-	-
TOALS	\$ 4,475,057.28	\$ 949,852.67	\$ 5,424,909.95	\$ (9,044.40)	\$ 5,415,865.55
Student Government	\$ -	\$ 190.12	\$ 190.12	\$ -	\$ 190.12
TOTAL PER REPORT	\$ 4,475,057.28	\$ 950,042.79	\$ 5,425,100.07	\$ (9,044.40)	\$ 5,416,055.67

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 1-40 numbered 150147 and 150217 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 \$190.12 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 2020.

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 payments in the amount of \$5,545.25 for part-time teaching services for the Alliance for Lifelong Learning Fall 2020.
- b. Salary rescinds in the amount of \$0 for part-time teaching services for the Alliance for Lifelong Learning Fall 2020.

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

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, 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 \$5,545.25 for all funds listed in items a.”

Supplemental Authorization to Pay Professional Personnel - Fall 2020

Comparative figures:

Fall 2020 Part-Time
\$4,121,049.56

Fall 2019 Part-Time
\$4,239,484.53

Fall 2020 Overload
\$576,331.60

Fall 2019 Overload
\$494,756.46

IL:jg
12/2020

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

That the following resolutions be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$72,235.92 to the total amount of part-time teaching salaries paid during the fall semester, 2020; the revised total payment amount is \$4,121,049.56."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$32,032.00 to the total amount of faculty overload salaries paid during the fall semester 2020; the revised total payment amount is \$576,331.60."

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant Training and Nursing:

Amended: **Advocate Health and Hospitals Corporation, Advocate North Side Health Network, Advocate Condell Medical Center, Advocate Sherman Hospital, Dreyer Clinic, Inc., EHS Home Health Care Service, Inc. and Meridian Hospice:**
This is an amended agreement for the Basic Nursing Assistant Training and Nursing programs. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which will extend through December 31, 2023.

Health Information Technology:

New: **DHA Lab:**
This is a new agreement for the Health Information Technology program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which commences on January 1, 2021 and terminates January 1, 2024.

Medical Laboratory Technology:

Renewal: **Advocate Health and Hospitals Corp, Advocate North Side Health Network, Advocate Condell Medical Center (ACL Laboratories):**
This is a renewal agreement for the Medical Laboratory Technology program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which is effective on January 1, 2021 and terminates December 31, 2023.

Physical Therapist Assistant:

Amended: **RCI (WRS), LLC d/b/a Rush Physical Therapy (Nova Care Rehab):**
This is an amended agreement for the Physical Therapy Assistant program. This has been reviewed and approved by the College faculty and administration. This agreement commences on December 15, 2020 and renews annually, unless terminated by either party.

New: **Fyzical Therapy and Balance Centers:**
This is a new agreement for the Physical Therapist Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which commences on January 1, 2021 and terminates January 1, 2024.

New:

Team Rehab:

This is a new agreement for the Physical Therapist Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which commences on January 1, 2021 and terminates January 1, 2024.

IL/ma
12/2020

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

That the Board adopts the following resolution:

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

Basic Nursing Assistant Training and Nursing:

Advocate Health and Hospitals Corporation, Advocate North Side Health Network, Advocate Condell Medical Center, Advocate Sherman Hospital, Dreyer Clinic, Inc., EHS Home Health Care Service, Inc. and Meridian Hospice

Health Information Technology:

DHA Lab

Medical Laboratory Technology:

Advocate Health and Hospitals Corp, Advocate North Side Health Network, Advocate Condell Medical Center (ACL Laboratories)

Physical Therapist Assistant:

Physical Therapy and Balance Centers
RCI (WRS), LLC d/b/a Rush Physical Therapy (Nova Care Rehab)
Team Rehab.”

Approval of Board Meeting Schedule for Calendar Year 2021

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

JLS:ec
12/2020

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 2021 calendar year for public notice as follows:

January 19, February 16, March 16, April 27, May 25, June 29, August 17, September 21, October 19, November 16, and December 14.

Time and location of all meetings will be posted as required by law.”

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 through d” were previewed at the November, 2020 Board of Trustees meeting.

EC:kr
12/9/2020

President’s Recommendation:

That the Board adopt the following resolution:

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
12/20-7a	1	IP Telephony Annual Maintenance and Software Assurance Agreement	Telcom Innovations Group, LLC	\$ 30,295.86
12/20-7b	1 - 2	Ellucian License Exchange and Enhancement Amendment – Five Year Agreement	Ellucian Company	\$ 2,279,470.00
12/20-7c	1 - 2	Grant Funded Laptop Computers	CDW-G, LLC	\$ 55,372.16
12/20-7d	1	Hunter WinAlign™ Alignment System	Mohawk Resources, Ltd.	\$ 28,815.10
GRAND TOTAL				\$ 2,393,953.12.”

Authorization to Purchase IP Telephony Annual Maintenance and Software Assurance Agreement

The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts that will expire on March 1, 2021. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email based support, access to software patches and upgrades for all of the College's telephony systems.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the supplier. 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.

Despite additional purchases for remote worker licenses and remote telephony capabilities to support enhanced mobility required by the pandemic, the cost for the annual maintenance and software assurance has decreased by \$1,388 from the previous year. This decrease is due to an extensive upgrade/license change to the Mitel systems in May that resulted in some licenses being prorated for a partial year. The total annual cost for the annual maintenance and software assurance is \$30,295.86 this year, but will increase in 2022 as these new licenses switch to full year coverage.

JMW:kr
12/1/2020

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of IP Telephony Annual Maintenance and Software Assurance Agreement from Telcom Innovations Group LLC, 125 N. Prospect, Itasca, Illinois 60143 for a total of \$30,295.86 per their price quote #35231 dated October 21, 2020."

Authorization to Purchase Ellucian License Exchange and Enhancement Amendment - Five Year Agreement

The College has used Ellucian’s Banner software solution as its Enterprise Resource Planning (ERP) system since 2006. For the past two years, Oakton has extended one-year contracts with Ellucian. The most current approval in June 2020, renewed the perpetual licensing for several modules within the Banner suite namely Student, Finance, and Human Resources, which were effective from August 1, 2020 through July 31, 2021. The cost of this contract was \$409,729.

Ellucian is now offering a Modernization Plan to move Oakton’s licensing model from perpetual to a subscription based plan, which will provide access to additional modules and products such as Financial Aid, DegreeWorks, and Analytics, among others. While the combined value of these products in Year 1 is approximately \$436,150, Ellucian is providing these modules free of cost to Oakton (maintenance charges will apply). The Administration recommends that the College exchange the current perpetual license for the enhanced subscription based license. The contract amendment will begin on January 1, 2021 and conclude on July 31, 2026. In the course of five years, Oakton will pay a total of \$2,279,470 to Ellucian for this added functionality.

Current Solution Set Fees	Current Estimated Scenario - Assuming 5 year term/5% escalation					
	Year 1 (FY 21)	Year 2 (FY22)	Year 3 (FY23)	Year 4 (FY24)	Year 5 (FY25)	Total 5 Year
Maintenance replaced by Modernization Subscription	\$232,738	\$244,375	\$256,593	\$269,423	\$282,894	\$1,286,023
A la carte maintenance	\$149,802	\$157,292	\$165,157	\$173,415	\$182,085	\$827,751
Total Fees	\$382,540	\$401,667	\$421,750	\$442,838	\$464,980	\$2,113,775

Subscription Proposal	Modernization Path - Subscription License replaces perpetual licenses under maintenance with exception of a la carte product maintenance - 5 year term commitment/3% escalation for Subscription License - 5 year term/5% escalation for a la carte product maintenance					
	Year 1 (FY 21)	Year 2 (FY22)	Year 3 (FY23)	Year 4 (FY24)	Year 5 (FY25)	Total 5 Year
Subscription software	\$275,657	\$292,976	\$301,765	\$310,818	\$320,143	\$1,501,359
A la carte maintenance	\$140,818	\$147,859	\$155,252	\$163,015	\$171,166	\$778,111
Total Fees	\$416,475	\$440,835	\$457,018	\$473,833	\$491,308	\$2,279,470

PS:kr
12/1/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Ellucian License Exchange and Enhancement Amendment- Five Year Agreement from Ellucian Company, 2003 Edmund Halley Dr., Suite 500, Reston, VA 20191 for a total of \$2,279,470.00 per their License Exchange and Enhancement Amendment dated October 27, 2020.”

Authorization to Purchase Grant Funded Laptop Computers

Oakton’s Adult Education and Literacy Program (AEL) was awarded funding through IDHS/ CURES Act Funding. The department will utilize these funds to remove barriers to remote learning and instruction for its current and future Adult Education community. This will be accomplished by assisting the transition to remote instructional delivery model, and increasing student access to adequate technology and uninterrupted education.

A portion of this grant is budgeted for the purchase of laptop computers. Laptops with Windows 10 operating systems is the preferred equipment for AEL for two reasons:

1. Computers with Windows 10 compatibility are required to complete remote e-CASAS testing. CASAS tests assess basic and academic skills in real-world contexts by monitoring progress in reading, math, English language, writing, and work-readiness skills. In order to administer the e-CASAS test remotely, both the exam proctor and the tester need a Windows10 PC. Using Zoom, the exam proctor can grant desktop access to the test taker. This allows students to complete the assessment through a secure remote connection. The provision and use of a Windows compatible computer will eliminate the complicated, multi-step installation process previously required, before taking the test. In other words, this is the only accessible and equitable option, which necessitates the use of PC laptops.
2. Additionally, a portion of the laptops will be used by instructors for remote ESL, Literacy, and GED instruction. Laptops are the preferred equipment for instructional delivery, since the laptops come equipped with cameras and microphones, and can be loaded with Microsoft Office, Adobe, and other plug-ins/ software to facilitate instructional delivery.

At this time, instructors and volunteers are using a combination of personal devices, Google Chromebooks, and dated laptops. The purchase of these laptops will ensure all instructors have uniform, updated, and adequate technology to meet all instructional and administrative needs.

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.” The College will be purchasing 64 Dell 5510 laptops from CDW-G for \$865.19 each for a total of \$55,372.16. This pricing is available through the IPHEC consortium. CDW-G is a long standing vendor for the College. The Administration is confident that they will continue to meet the College’s needs.

PS:kr
12/9/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Grant Funded Laptop Computers from CDW-G, LLC, 220 N. Milwaukee Ave, Vernon Hills, IL 60061 for a total of \$55,372.16 in accordance with their quote LTVH756 dated December 8, 2020.”

Authorization to Purchase Hunter WinAlign™ Alignment System

The FY21 capital equipment budget includes funds for a wheel aligner system for the Automotive program that includes a computerized alignment system capable of resetting steering wheel position sensors and wheel angle positions, reducing setup times, and also serving as a wheel choke on vehicles of many different manufacturers. The steering sensors work with the brake and suspension systems to maintain straight and safe driving. This equipment is widely used in the automotive industry today and was recommended by the Automotive Advisory committee.

The WinAlign™ alignment package by Hunter includes all of the equipment needed to allow the students to perform lab tasks that are required by the Automotive Society of Engineer Educational Foundation (ASEEF) and to maintain Oakton's Automotive program accreditation. Students will be able to accurately align and perform proper diagnosis on vehicle problems in the ATA 114 Steering, Balancing, and Alignment courses, which is part of both the AAS degree and an ATA certificate.

The Hunter WinAlign will replace our aging Hunter DSP400 alignment tower as well as the Hunter WA140 computer system, which is outdated with no options for servicing or software updates. This new equipment includes a powerful Intel® processor, running Hunter's latest version of WinAlign™ alignment software on a Windows® 10 operating system with the most current manufacture specifications. It includes 3D modeling of wheel position and orientation to provide the most accurate alignment measurements. The Quick roll-forward compensation, exclusive to Hunter, will allow students to have hands-on experience of four wheel alignment setup and learn how to capture initial measurements in one motion.

Mohawk Resources, Ltd. is the sole source distributor for Hunter products in Illinois and is also part of the Sourcewell consortium. The consortium pricing for the Hunter WinAlign™ Alignment System is \$28,815.10. Delivery is expected by the middle of January.

RS:kr
12/1/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Hunter WinAlign™ Alignment System from Mohawk Resources, Ltd., P.O. Box 110, Amsterdam, NY 12010 for a total of \$28,815.10 per their price quote #101620 WA674 dated October 16, 2020 and Sourcewell contract #013020-MRL.”

Preview and Initial Discussion of Upcoming Purchases

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

a) Furniture for Des Plaines Cafeteria Renovation - The Master Plan's Des Plaines Cafeteria, Servery and Kitchen renovation construction is anticipated to proceed as soon as possible following General Contractor award at the December Board Meeting. Furniture will be needed for the newly renovated Dining Room spaces for dining, studying, collaboration, and socialization. Furniture is being provided for three zones on the first floor, the outdoor courtyard, and the second floor balcony:

- a. First Floor Zone One is near the entrance to the Dining Room from Student Street and it offers café type tables and chairs and a lounge area with softer seating.
- b. First Floor Zone Two is the main dining area with rectangular dining tables and stackable chairs that can be moved around for flexibility of use in this space. Tables are also included for the new built-in banquette seating.
- c. First Floor Zone Three is the area surrounding the new stair and built-in lounge steps and it includes standard dining tables and chairs, hi-top tables, and chairs to look out at the courtyard as well as two lounge areas with softer seating.
- d. Courtyard Zone Four includes outdoor furniture for two lounge areas.
- e. Second Floor Zone Five is the balcony area in the Dining Room with furniture very similar to Zone Three on the First floor: standard dining tables and chairs, hi-top tables, chairs to overlook the first floor, and two lounge areas with softer seating.

The budget for furniture and installation is \$270,000.

The College's primary manufacturer for office, classroom, dining, and lounge furniture is Steelcase, which has been supplied by Forward Space for more than thirty years. Forward Space is one of Steelcase's only premier dealers in Illinois and there are no Steelcase dealers within the College's district. The Des Plaines Student Center and Student Street, West End Phase One, West End Phase Two and Skokie Student Center and Student Street are their most recent installations. Forward Space participates in the Educational and Institutional Cooperative consortium which offers consortium pricing on Steelcase furniture. In accordance with Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), purchases made through a consortium are exempt from formal bidding. Through the Consortium, no further advertisement, public notice, or competition is required because the Consortium has already conducted the bidding process. In addition, Forward Space is a certified Women Owned Business (WBE). Installation is anticipated to occur in the middle of June 2021. Production schedules and delivery of furniture has been affected by the COVID 19 virus, thus the Administration plans to present this item to the Board for purchase at the January Board meeting to allow the furniture manufacturers ample time to schedule.

b) Microscopes - The FY21 capital equipment budget includes \$75,400 to purchase new microscopes for the Biology labs at the Des Plaines campus. The Biology department uses microscopes for all disciplines from Introduction to Life Science to Anatomy and Physiology. Each of these courses requires the students to use microscopes on a regular basis. Each of the College's ten laboratories has as many as four to six courses per day and each course has as many as 24-26 students using microscopes per class. This equates to over ninety hours of use per microscope every week. These microscopes will replace microscopes that are currently used in the Bio 121 and Bio 122 laboratories at the Des Plaines Campus.

Currently, the Biology department uses four different models of microscopes. With the purchase of new microscopes, the College will have the same model microscope in all the Biology labs, which will allow the students a more consistent experience throughout their academic tenure at the College. The College will be purchasing 52 Leica DM500 microscopes which cost \$1,513 each for a total of \$78,676. These cost efficient scopes are ideal because of their robust build and minimal moving parts which can withstand every day, constant use in the labs. Purchasing new microscopes is less expensive than the cost of repairing the old microscopes. These microscopes come already assembled and ready to use out of the box with no extra costs added for installation or setup.

Although a majority of classes at Oakton are virtual for the FY21 academic year, many of our BIO classes continue to meet for lab sessions on campus to ensure that students are able to develop their lab skills for future coursework in Biology. The classes that have labs on campus include Bio 121 General College Biology I, Bio 231 and Bio 232 Human Anatomy and Physiology I and II, and Bio 251 Microbiology. While Bio 121 has been approved to be offered with an all virtual lab component for FY21, we are offering sections with both face-to-face labs and virtual labs this year. Students are preferentially signing up for the sections with face-to-face labs as they understand the need to learn the hands-on skills including microscopy for their future coursework in Biology and related fields.

The sole source provider for the Leica scopes is W. Nuhsbaum, Inc. from McHenry, IL. W. Nuhsbaum is also a current vendor of the College. The Administration plans to present this item to the Board for purchase approval at the January Board meeting.

c) Early Alert Software Renewal - Two Year Contract - Oakton uses GradesFirst, a cloud-based solution from EAB Global, Inc. for early alert software. This software provides tools for faculty and staff to identify students whose behavior suggests they are heading toward academic problems. Early at-risk indicators include excessive class absences, failure to turn in assignments on time, poor performance on assignments, quizzes, or tests, or regular tardiness. Early Alert systems allow faculty and staff to record the at-risk behaviors the student is exhibiting, and send this information to trained staff members who then contact the student to offer individualized assistance and interventions.

The Administration is seeking to renew a two year contract which will begin on March 27, 2021, for a total cost of \$65,500. In addition, over the life of the two-year contract College personnel will require additional training and consulting services. Therefore, the Administration is seeking approval for an additional \$10,000 which brings the two-year total to \$75,500. The Administration plans to present this item to the Board for purchase approval at the January Board meeting.

d) Backup Software Support and Maintenance Renewal - One Year Contract - For disaster recovery, data protection, and archiving purposes, the College uses a Commvault Simpana enterprise back up system to back up the data and configurations of the 37 physical servers and 221 virtual servers that provide services to the 2,622 computers and approximately 8,000 network computer users at both campuses, as well as online users. The current maintenance software upgrade, support, and maintenance agreement expires in February 2021.

The current trend in the information technology industry has manufacturers giving one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the preferred reseller. 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 College's best interests to work directly with the manufacturer and their preferred reseller, Meridian IT to secure pricing. The total annual cost for the support and maintenance agreement is expected not to exceed \$48,500. The Administration plans to present this item to the Board for approval at the January Board of Trustees meeting.

e) Architectural and Engineering Services for Cannabis Cultivation Lab - Oakton Community College recently applied for the Community College Cannabis Vocational Pilot Program which was created through the Cannabis Regulation and Tax Act (commonly known as the Illinois Recreational Marijuana Law). This Vocational Pilot Program is a component of the law that will allow up to eight community colleges to provide an opportunity to incorporate plant handling in a community college curriculum. The Illinois Community College Board and the Department of Agriculture will administer the program jointly with selected institutions, allowing hands-on learning of cultivation and processing. Institutions using cannabis as their harvested product will be required to destroy it. The Department of Agriculture is responsible for determining the selection criteria. 410 ILCS 705/25-10(a).

The Vocational Pilot License is complementary to Oakton's cannabis curricula, including the certificate in Cannabis Dispensary and Patient Care Specialist or Cannabis Transportation, Logistics and Supply Chain Management. The license will continue to provide opportunities for students to transition between credit and non-credit learning opportunities for students seeking to

learn the multiple aspects of the cannabis industry. With this license, community colleges may offer courses that allow participating students to work with, study, and grow live cannabis plants in a cultivation facility (lab). Institutions may also utilize other surrogate plants as lab material, such as hemp.

In anticipation of expanding Oakton's cannabis curricula to include a cultivation program, a specialized facility requires architectural and engineering services to assure the space meets specific legal requirements including having no more than 50 flowering plants at any one time, regulated temperature control and aeration, and enhanced security compliance with an enclosed, locked facility, and restrictions on access.

The College has received a cost proposal for architectural and engineering services from Shive-Hattery, Inc., an architectural and engineering firm experienced in this type of space design. Because the College has a satisfactory relationship with Shive-Hattery based on past experience, this project is exempt from the qualification-based selection process otherwise required by the Local Government Professional Services Selection Act, 50 ILCS 510/0.01, *et seq.*

The anticipated cost for the A&E services is \$250,000. The Administration plans to present this item to the Board for approval at the January Board of Trustees meeting.

Preview of New Units of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create two new stackable certificates, an 18-credit-hour Video Digital Content Creation Certificate and an 18-credit-hour Audio Digital Content Creation Certificate.

The **Video Digital Content Creation Certificate** is an 18-credit hour certificate that develops students’ digital content expertise so that they may become employable as content creators or entrepreneurs in the digital audio space. Job titles are varied and include content producers, audio producers, and podcasters.

Digital content creators are storytellers who leverage their written, creative, and project management skills to produce meaningful and engaging experiences for audiences. Digital content creators are able to write for a variety of audiences, both private and public, developing copy for websites, social media, marketing materials, and other platforms. They are able to repurpose existing content for new formats or transition content to new mediums.

Students learn to engage and influence audiences through the production of digital video content, Students will gain hands-on experience copywriting, creating digital video assets, managing electronic media, and building a plan to market a small business. They will gain the skills and experiences critical to pursuing digital video content creation professionally.

Demand for digital content creators is strong. Between 2018 and 2028, the career is expected to grow 13% and produce 20,900 job opportunities across the U.S. There are 818 active postings in our district and 1,869 in Chicago. Salaries range from \$40,000-\$60,000 depending on level of experience and based on per content contribution as a contractor.

Video Digital Content Creation Certificate

18 Semester Credit Hours; Curriculum: 0376

Courses for a Certificate

Credit Hours

GRD 250	Introduction to Video Production	3 Credits
ART 263	Introduction to Motion Graphics	3 Credits
EGL 211	Writing Digital Content	3 Credits
EGL 220	Mass Communications	3 Credits
MKT 131	Principles of Marketing	3 Credits
MKT 266	New Media and Technology in Marketing	3 Credits

Total Semester Credit Hours for Certificate:

18

The **Audio Digital Content Creation Certificate** is an 18-credit hour certificate that develops students’ digital content expertise so that they may become employable as content creators or entrepreneurs in the digital audio space. Job titles are varied and include content producers, audio producers, and podcasters.

Audio content creators are storytellers who leverage their written, creative, and project management skills to produce meaningful and engaging experiences for audiences. Audio content creators are able to write for a variety of audiences, both private and public, developing copy for websites, social media, marketing materials, and other platforms. They are able to repurpose existing content for new formats or transition content to new mediums.

Students to learn to engage and influence audiences through the production of high quality audio content. Students will gain hands-on experience copywriting, creating digital audio assets, managing electronic media, and building a plan to market a small business. They will gain the skills and experiences critical to pursuing digital audio content creation professionally.

Demand for digital content creators is strong. Between 2018 and 2028, the career is expected to grow 13% and produce 20,900 job opportunities across the U.S. There are 818 active postings in our district and 1,869 in Chicago. Salaries range from \$40,000-\$60,000 depending on level of experience and based on per content contribution as a contractor.

The Audio Digital Content Creation Certificate

18 Semester Credit Hours; Curriculum: 0375

Courses for a Certificate		Credit Hours
GRD 225	Introduction to Broadcasting and Electronic Media	3 Credits
ART 262	Introduction to Sound	3 Credits
EGL 211	Writing Digital Content	3 Credits
EGL 220	Mass Communications	3 Credits
MKT 131	Principles of Marketing	3 Credits
MKT 266	New Media and Technology in Marketing	3 Credits

Total Semester Credit Hours for Certificate: 18

Approval of New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create a new certificate, an 18-credit-hour Forensics Certificate.

The *Forensics Certificate* is an 18 credit-hour certificate that offers credentials for individuals interested in working in law enforcement and public and private investigative agencies. Careers include forensic evidence technicians, property custodians, arson investigators, investigators for local law enforcement and fire services, federal agencies, local, regional, and national crime labs and private industry, including insurance agencies. Police agencies including the Illinois State Police hire civilians to collect and process evidence at crime scenes and to manage the storage of collected evidence and property. Police agencies are turning to trained civilians to manage their evidence and property because it is a more cost-effective approach and the position does not require a sworn officer. This certificate can also act as additional training for sworn law enforcement officers.

This certificate provides students with practical hands on experience in the proper techniques of identifying, processing, collecting, and preserving physical evidence associated with crime scenes. The instruction focuses on the understanding of the criminal justice field, the investigative process, criminal law, and the legal aspects of handling evidence and recovered property. The forensic science/evidence technician supports criminal justice professionals in the investigation and prosecution of criminal activity.

The labor market for forensics evidence specialists is highly prevalent in all law enforcement agencies. Civilian employment is increasing as a five-year trend. Law enforcement agencies assign sworn officers to process and collect evidence at crime scenes. As a cost-effective approach, law enforcement agencies are now hiring non-sworn personnel (civilians) to assist in this capacity. Law enforcement agencies have also turned to non-sworn personnel to manage their recovered evidence and property. State and federal agencies also seek forensic lab technicians to analyze and interpret evidence found at crime scenes. Salary ranges can vary from sworn to non-sworn personnel and from full and part-time employment.

The proposed Forensics Certificate curriculum requirements and total credit hours:

Forensics Certificate

18 Semester Credit Hours; Curriculum: 0239

Courses for a Certificate

Credit Hours

LAE 101	Introduction to Criminal Justice	3 Credits
LAE 135	Forensics I	3 Credits

LAE 221	Criminal Law	3 Credits
LAE 235	Criminal Investigations	3 Credits
LAE 239	Forensics II	3 Credits
LAE 270	Law of Evidence	3 Credits

Total Semester Credit Hours for Certificate: 18

RW:df
12/2020

President's Recommendation

“Be it resolved that the Board of Trustees of Community College District 535 approves the following new unit of instruction, Forensics Certificate.”

Authorization to Hire Full-time, Tenure-track Faculty Member

The recommendation to hire Ms. Debbie Schiltz to a full-time, tenure-track faculty position in Nursing for the 2020-2021 academic year, beginning in January 2021, was made after reviewing the College’s need for faculty in Nursing.

The search began on February 13, 2020 with postings on the Oakton Community College website and advertisements in the *Chronicle of Higher Education*, *Chicago Diversity and Compact for Faculty Diversity*. The position opening was also posted on various websites including the Chicago Tribune’s *careerbuilder.com*, *hbcuconnect.com* (Historically Black Colleges and Universities), *hacu.net* (Hispanic Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*, *LinkedIn*, and *governmentjobs.com*.

There were eighteen applicants for the Nursing position. The search committee conducted three interviews for this search and selected two as finalists to interview with Dr. Ileo Lott, Vice President for Academic Affairs, Dr. Robert Sompolski, Dean of Science, Technology, Engineering and Mathematics (STEM) and Health Careers, and Ms. Maribel Alimboyoguen, Assistant Dean of Health Careers before a recommendation of hire was made of Ms. Schiltz to a full-time, tenure-track Nursing position.

Ms. Debbie Schiltz earned a Master of Science degree in Nursing from Chamberlain College of Nursing, and a Bachelor of Science degree in Nursing from the University of Illinois. Ms. Schiltz is currently an Adjunct Faculty member in the Nursing Department at Oakton Community College, and an Emergency Room Resource Nurse at NorthShore University Health System in Evanston.

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 resolution for the full-time, tenure-track faculty hire of Ms. Debbie Schiltz for the 2020-2021 academic year, beginning in January 2021. She will receive the salary associated with the lane and step described as follows:

<u>Agenda Item</u>	<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>
12/20-10	Debbie Schiltz	Assistant Professor of Nursing	C-3, \$60,857.”

Approval of Salary Increases for Administrators

The President is recommending a 1% increase to base salaries for Administrators who will continue their duties for the remainder of FY2021, effective January 1, 2021. This represents a 0.5% annualized increase for FY2021, and will total \$21,528.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves a 1% increase in salaries for 34 continuing administrators totaling \$21,528.00 as listed in Exhibit A below.”

	Administrator	Title	Board Approved Increase
1	Alimboyoguen, M	Assistant Dean of Health Careers	\$549.00
2	Bailey, R	Director of Operations and Administration	\$537.50
3	Battista, M	Associate VP of Workforce Education	\$618.00
4	Becker, K	Assistant VP of Inst. Effectiveness and Strategic Planning	\$583.50
5	Brennan, A	Assistant VP of Academic Affairs/College Transitions	\$627.00
6	Brooks,	VP for Student Affairs	\$872.50 (A)
7	Brown, M	Director, Admission and Enrollment	\$620.00
9	Chandrasekar, E	VP for Administrative Affairs	\$1,004.00 (A)
10	Contreras, S	Dean of Student Success	\$654.00
11	Cuellar, L	Director of Student Learning and Engagement	\$488.50
12	Daniels, R	Director of Student Life and Campus Inclusion	\$451.00
13	Grippe, A	Director of Grant Strategy and Development	\$451.00
14	Hands, C	Chief Human Resources Officer	\$819.50 (A)
15	Hoffmann, J	Chief of Police and Emergency Management	\$500.00
16	Howard, R	Director of Workforce and Strategic Partnerships	\$504.50
17	Ivory, J	Dean of Adult & Continuing Education/Dean of Skokie	\$550.00
18	Jeremiah, J	Assistant Dean of Library	\$440.00
19	Kiel, M	Dean of Counseling, Health & Wellness	\$598.00
20	Korbel, L	Dean of Liberal Arts	\$769.50
21	Kozimor, R	Director of Software and User Services	\$743.00
22	Lawson, R	Dean of Online Learning	\$636.50
23	Lehmacher, A	Director of Marketing	\$585.00
24	Lott, I	VP for Academic Affairs	\$881.50 (A)
25	Patrick, J	Assistant VP, Student Affairs/ Dean for Access, Equity and Diversity	\$627.50
26	Sawyer, K	Associate VP of Marketing and Communication/ Chief Advancement Officer	\$836.00
27	Scifo, J	Director of Facilities	\$607.50

AGENDA ITEM 12/20-12
2 of 2

28	Shinde, P	Chief Information Officer	\$775.00
29	Sompolski, R	Dean, STEM and Health Careers	\$784.00
30	Huber, M	Dean of Enrollment Management	\$600.00
31	Wade, J	Director of System and Network Services	\$761.00 (B)
32	Warmann, C	Registrar, Director of Student Financial Support	\$680.00
33	Williams, A	Controller	\$751.00
34	Williams, R	Assistant VP, Academic Affairs/ Dean of Curriculum and Instruction	\$622.00
<hr/>			\$21,528.00

Notes:

- (A) Includes a 3% SURS contribution
- (B) Will receive a SURS contribution, in lieu of a salary increase, in accordance with Policy 4318

Authorization to Approve the Tentative Collective Bargaining Agreement between the Oakton Community College Board of Trustees and the Oakton Metropolitan Alliance of Police

The College has reached a tentative agreement on a five-year agreement with the Oakton Community College Metropolitan Alliance of Police. The agreement has been ratified by the membership of the Association, and is effective for the period July 1, 2020 through June 30, 2025. This agreement requires approval by the Board of Trustees.

CH/nmi
12/4/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the tentative agreement with the Metropolitan Alliance of Police (MAP) effective July 1, 2020 through June 30, 2025.”

Approval of a Settlement Agreement

The College and Mr. Sundeep Talwar reached a non-monetary agreement relating to his separation from employment with the College. The separation agreement provides for mutual release and waiver of all claims against the College.

CH
12/4/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the non-monetary separation agreement entered into between the College and Mr. Sundeep Talwar, which provides for a release and waiver of all claims against the College.”

Acceptance of Grants

Funding totaling \$34,400.00 has been made available to Oakton Community College, subject to acceptance at the December 15, 2020, Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

KT on behalf of AG
12/09/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 12/20-15a and 12/20-15b, for the following grants:

a. The Chicago Community Foundation Grant in the amount of.....	\$30,000.00
b. Illinois Arts Council Visual Arts Program Grant in the amount of	\$4,400.00
for a total of	\$34,400.00.”

Acceptance of The Chicago Community Foundation Grant

The Chicago Community Foundation has awarded Oakton Community College a grant in the amount of \$30,000.00 to support anti-racism educational tracks offering professional development opportunities. Tracks will focus on African American History and linguistic justice. The grant period is October 30, 2020 through March 31, 2021. Donovan Braud, Chair, Professor, English Department and Gloria Liu, Center for Promoting STEM Coordinator Division of STEM and Health Careers will manage the grant. Ileo Lott, Vice President of Academic Affairs, will administer the grant.

KT on behalf of AG
12/09/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$30,000.00 from The Chicago Community Foundation to support to support anti-racism educational tracks offering professional development opportunities at Oakton Community College.”

Acceptance of Illinois Arts Council Agency Visual Arts Program Grant

The Illinois Arts Council Agency has awarded Oakton Community College a Visual Arts Program grant in the amount of \$4,400.00 to support the Koehnline Museum of Art for the period October 16, 2020 to August 31, 2021. Nathan Harpaz, Manager of the Koehnline Museum of Art, will manage the grant and Linda Korbel, Dean of Languages, Humanities and the Arts, will administer the grant.

KT on behalf of AG
12/09/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$4,400.00 from the Illinois Arts Council Agency to support the Koehnline Museum of Art at Oakton Community College.”

Approval of Policy Revisions

At the November 17, 2020 meeting of the Board of Trustees, draft revisions to the 1000 series of the Board policies were accepted for review. In accordance with Policy 1000, the Board should act on the proposals at the next regularly scheduled meeting of the Board.

JLS

12/15/2020

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 the revisions to the Policies in the form attached.”

1000

Revised 9/21/93

Revised 10/28/98

Renumbered 7/1/01

Revised 12/12/06

Revised 2/17/15

Reviewed 12/15/20

BOARD OF TRUSTEES

Policy Formulation

The Board shall set standards and provide direction for the College through the systematic adoption of sound written policies. In the event of any conflict, contradiction, or inconsistency between established College Policies, the College's purpose and intent is that the most recently approved Board Policy or Board Policy revision shall take precedence and supersede any conflicting, contradictory, or inconsistent provisions in the previously adopted Board Policies.

In the formulation of policy the Board finds it advantageous to jointly work with the College administration and the parties impacted by the policy. Anyone within those groups may present ideas for policy adoption or revision to the President's Council. The President will make appropriate recommendations to the Board of Trustees.

Any new policies or suggested revisions of existing policies shall be submitted to the Board at a regular scheduled Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed and authorized for action at the next regular scheduled meeting. A vote for adoption shall take place at the next succeeding regular meeting of the Board. At that time the Board may accept any minor non-substantial changes made to further clarify a policy presented at the previous meeting. Action shall be by majority vote of the Board.

The President shall develop procedures to implement and enforce established policies. The Board shall periodically review policies to ensure currency and accuracy.

1001
Revised 9/21/93
Renumbered 7/1/01
Revised 3/19/02
Revised 2/17/15
Revised 12/15/20

BOARD OF TRUSTEES

Identification of the College District Governed by Board

Oakton Community College, an institution of higher education in the State of Illinois (originally established as the Niles-Maine Township Community College in 1969 by public referendum) is officially governed by the Board of Trustees of the Oakton Community College, District #535. This district, one of the 40 community college districts in the state, is comprised of the geographical area within the boundaries of townships of Maine, Niles, Northfield, New Trier, and Evanston ***and portions of Wheeling, Norwood and Lyden*** and serves a population of approximately 465,000 in the communities of ***Deerfield***, Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, ***Mount Prospect***, Morton Grove, Niles, Northbrook, Northfield, Park Ridge, ***Prospect Heights, Rosemont***, Skokie, Wilmette, and Winnetka.

This district was established in accordance with the Public Community College Act of 1965 (110 ILCS 805/1-1 at seq.). While Section 6-6.1 of the Act required that all territory in the state become a community college district by July 1, 1990, the Oakton district grew in segments, prior to this time. The original college was comprised of Niles and Maine Townships and was established by referendum in 1969, Northfield and New Trier Townships approved annexation to Oakton in 1977, and Evanston Township was annexed to Oakton in 1988.

* Source: ICCB 2020 District Census Report

1002
Revised 9/21/93
Renumbered 7/1/01
Revised 12/12/06
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Role and Authority of the Board of Trustees

The Board of Trustees is a body of lay personnel, representative of the public in general, whose members serve collectively to govern the institution. The Illinois Public Community College Act specifically empowers and obligates the College's Board of Trustees to exercise certain enumerated duties and specific powers (110 ILCS 805/3-21, 3-30). The Board of Trustees is also authorized by statute to exercise all other powers not inconsistent with the Act that may be requisite or proper for the maintenance, operation and development of the College under the jurisdiction of the Board. This statutory authority of the Board of Trustees to govern the College and to exercise its duties as required under the Act cannot be lawfully delegated or reassigned to other organizations, institutions, or associations within the College community.

The law is quite explicit in noting that a Board acts as a unit; individual Trustees have no authority as individuals and divest themselves of individual power while serving on the Board. Board members have authority only when acting as a Board of Trustees legally in session. Thus no individual member or group comprised of less than full membership of the Board shall have the power to act or speak in the name of the Board of the District unless so designated by majority vote of the Board.

Public Community Colleges, like Oakton, have only "the public in general of their respective district" to serve. Even if a Trustee has been sponsored, promoted, or elected by a special interest group or one geographical district, once duly elected, the Trustee is responsible for representing all the people of the district. Trustees must represent all of the communities served by the district and make decisions for the common good of the constituents and the College.

1003

Revised 9/21/93

Revised 3/15/94

Renumbered 7/1/01

Reviewed 2/17/15

Reviewed 12/15/20

BOARD OF TRUSTEES

Membership of the Board of Trustees

Number on the Board

The Board of Trustees shall consist of seven (7) voting members elected at large by the qualified voters of District #535 and one (1) student member who is a student attending Oakton Community College and elected by the student body.

The non-voting Student Board member has all the privileges of membership, including the right to make and second motions and to attend executive sessions. The student member will cast an advisory vote on all matters before the Board.

1004
Revised 9/21/93
Revised 3/15/94
Revised 1/18/00
Renumbered 7/1/01
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Qualifications of a Member of the College Board of Trustees

A Board member shall, on the date of his or her election be:

- A citizen of the United States.
- Eighteen (18) years of age or older.
- A resident of Illinois and District #535 for at least one year immediately preceding the election and
- May not be a member of a common school board.
"In the event a person who is a member of a common school board is elected or appointed to a board of trustees of a community college district, that person shall be permitted to serve the remainder of his or her term of office as a member of the common school board. Upon the expiration of the common school board term, that person shall not be eligible for election or appointment to a common school board during the term of office with the community college district board of trustees." (110 ILCS 805/3-7)
- In addition, student trustee candidates must be in good academic standing.

1005

Revised 9/21/93

Revised 8/18/98

Revised 1/18/00

Renumbered 7/1/01

Revised 2/17/15

Revised 12/15/20

BOARD OF TRUSTEES

Election of a Member of the College Board of Trustees

Election of a Board member shall be governed by and consistent with statutes of the State of Illinois, including the Public Community College Act and the election laws of Illinois, including procedures and calendar published by the State Board of Elections. The election of the members to the Board shall be nonpartisan and, effective with the enactment of P.A. 90-358, members of the Board shall be elected at the consolidated election to be held on the first Tuesday in April of odd-numbered years.

The Board of Trustees and the Secretary of the Board hereby delegate to the Vice President for Administration and his/her staff the administrative functions associated with the election of members to the Board. At the regular Board meeting one month prior to the date established by law for the circulation of petitions, the President will recommend that the Board adopt a resolution establishing the date, time and place for filing nominating petitions.

Candidates for the student trustee position will be elected by the procedures adopted by the Student Government Association and implemented by the Director of Student Life and Campus Inclusion.

1006

Revised 9/21/93

Revised 8/18/98

Renumbered 7/1/01

Reviewed 2/17/15

Reviewed 12/15/20

BOARD OF TRUSTEES

Terms of Office

The term of any of the seven (7) voting members shall be six (6) years except that the term of office of a person elected at a consolidated election held on or after the effective date of P.A. 90-358 to succeed to a term of office of a person elected at a nonpartisan election shall begin upon the termination of the predecessor's term of office and shall end after the next consolidated election at which a successor is elected.

The term of the Student Board member shall be one (1) year.

1007

Revised 9/21/93

Renumbered 7/1/01

Reviewed 2/17/15

Reviewed 12/15/20

BOARD OF TRUSTEES

Compensation and Benefits

Members of the Board shall serve without compensation, but shall be reimbursed for any expenses incurred in the performance of official duties as a Board member.

While no benefits that are provided for college employees will be provided for Board members, the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect Trustees when damages are sought for alleged negligent or wrongful acts in their Board capacity.

1008
9/15/98
Renumbered 7/1/01
Revised 11/15/05
Reviews 2/17/15
Reviewed 12/13/16
Revised 12/15/20

BOARD OF TRUSTEES

Professional Development

Members of the Board of Trustees are encouraged to attend regional, state and national functions to enhance their knowledge and understanding of community college issues, to represent the College, and to advocate for community college interests.

In addition to attending state and regional meetings of the Illinois Community College Trustees Association, members of the Board of Trustees may also choose to participate in national meetings such as the annual convention of the Association of Community College Trustees and the National Legislative Summit.

All College related travel should always be arranged to serve the best interest of the College and should be in compliance with travel guidelines established for the college community in accordance with the Local Government Travel Expense Control Act (the "Act"). The best interest of the College is served by that combination of purposeful learning, expense, time, and convenience which proves to be the most economical overall.

In all cases, reimbursement for travel expenses will be limited to actual expenses which are reasonable and necessary, but subject to the requirements of and not to exceed the limitations set forth in the travel guidelines and procedures. The Vice President for Administrative Affairs is authorized by the Board of Trustees to develop guidelines for travel and to oversee the implementation and timely review of such guidelines, including what constitutes approved College business, and the preparation of travel reimbursement vouchers, or compliance with the Act.

When the preliminary annual budget is approved, there will be an allocation for participation in ICCTA meetings and seminars. In addition, each member of the Board will develop a self-development/travel plan for the ensuing fiscal year and submit the plan to the Special Assistant to the Board before the June Board meeting. The Special Assistant to the Board will consolidate the plans and the related costs into a single plan and present the consolidated plan to the Chair of the Board. Copies of the plan will be distributed to all members of the Board and discussion of the plan will take place in an open meeting to allow planning for appropriate support in the budget.

1009
Revised 9/21/93
Renumbered 7/1/01
Revised 3/19/02
Revised 11/15/05
Revised 2/17/15
Revised 12/15/20
Page 1 of 4

BOARD OF TRUSTEES

Scope and Duties of the Board of Trustees at Oakton Community College

While the Public Community College Act enumerates a number of duties for the Board of Trustees, the following are representative, yet not all-inclusive of duties of the Board at Oakton Community College.

Policy

- establish policies for the governance of the college and hold the President accountable for administering them.
- modify, revise, and update policies and monitor the Administration in its implementation of policy.

Education

- adopt and periodically review a statement of institutional philosophy, mission and goals which clarifies the basic educational beliefs and educational responsibilities of the college; also ensure that the educational program is consistent with the institution's mission and strategy.
- ensure that quality educational programs and support activities are provided to assure academic excellence and consider and act upon curricular offerings recommended by the President; authorize application to ICCB for new units of instruction.
- ensure the selection of qualified faculty to teach the courses required.
- ensure that both the programs and faculty are evaluated and assess progress regularly on needs, academic planning, academic programs, faculty and admission standards.
- focus on the educational area in planning, deliberations, and decision making without preempting the President or usurping faculty prerogatives.

Finance and Business

- provide ways and means for adequate financial support and become fully conversant with the college's sources of funding; strive to provide equity among the taxpayers, students, and faculty.
- provide for alternative sources of funding such the Office of Grant Strategy & Development for proposals to state and federal agencies and the Oakton Community College Educational Foundation.
- establish and implement controls to monitor and keep and ensure good stewardship.

- adopt the annual budget

- review financial reports regularly
- appoint the Treasurer and follow up on tax collections and investments
- approve expenditures
- monitor the bidding process
 - ensure that a professional auditing firm is appointed and review the audits made yearly by meeting independently with the auditing firm.
 - encourage wise stewardship of all college resources.

Personnel

- select, appoint, and evaluate the President through whom the Board exercises its operation and control of the college on a day to day basis.
- consider and take appropriate action on recommendations of the President on all matters relating to the welfare of the college.
- upon the recommendation of the President, act on the selection and appointment of administrators, faculty and classified staff positions and approve recommended compensation and benefits in accordance with legal requirements.
- take appropriate actions concerning leaves, retirements, transfers, promotions, discipline, retention or dismissal of personnel, upon the recommendation of the President and in accordance with current laws on due process, tenure, and wrongful discharges.
- enter into collective bargaining agreements with recognized bargaining units in accordance with collective bargaining laws and assume responsibility for final settlements in such negotiations.
- make sure the college operates within all state and federal laws concerning personnel, including Equal Employment and see that EEO and other records are maintained.

Students

- establish policies and regulations for admission of students, student conduct, student rights, student records, student discipline, drug abuse, sexual harassment, privacy, and due process.
- follow trends on student enrollments, student mix, schools and towns from which entering students come, and colleges and jobs to which they go.
- review relevant data on assessment of student learning outcomes
- make decisions regarding student tuition and financial aid.
- strive for understanding of student issues and input into Board decisions, particularly those impacting students.

Facilities and Equipment

- provide physical plant and equipment to support programs and students
- ensure timely maintenance for buildings and equipment, so that facilities and equipment are current.

Planning

- in conjunction with the Administration and with appropriate involvement of and input from the college community, engage in short and long range planning in relation to education, finance, people, facilities, and enrollment.
- set goals, priorities, and action plans and monitor implementation and progress of these plans.

Decision Making

- prepare properly for each Board meeting.
- be sure that during the Board meeting sufficient information, facts, and alternatives are explored by properly asking questions and carrying on proper dialogue with colleagues to arrive at good decisions.
- consider the impact each vote and decision will have on the institution.
- abide by and support decisions resulting from Board meetings.

Relationships

- strive to build good relationships with the President, Board colleagues, community members and the college community

Evaluations

- evaluate the President at least once a year, as well as on a continuous basis throughout the year.
- ensure the implementation of a performance review system throughout the college.
- ensure that the institution as a whole and specific aspects are evaluated at intervals.
- do a Board self-evaluation regularly.

The District and the College

- become conversant with the college district, its population, economy, businesses and institutions, common schools - including types of students, curricula, strengths and achievements, as well as adjacent community colleges.
- become conversant with Oakton Community College, its purpose, history, organizational structure, character of the student body, curricula programs, facilities, status of plant, and financial status.

Federal and State Relations

- become familiar with Higher Education in the state as well as the nation.
- know and understand state and federal laws that impact community colleges.
- communicate with legislators and congressmen concerning key issues important to community colleges and encourage their support.
- become involved in the activities of the national associations concerned with community colleges.
- work with state and federal agencies that are important to the community college for grants and other funding priorities

Self Development

Election to the Board does not immediately equip a trustee with all of the requisite knowledge or wisdom to be an effective trustee, even though many may expect instant help and look to a Board member for solutions to difficult problems. A Board member is expected to participate in a wide variety of activities to enhance his or her ability to govern appropriately and advocate effectively, It is therefore recognized that the trustee must engage in professional development for continuous learning.

1010

Revised 9/21/93

Revised 8/18/98

Renumbered 7/1/01

Revised 11/15/05

Revised 2/17/15

Reviewed 12/15/20

BOARD OF TRUSTEES

Orientation of Board Candidates and New Members

The Board, with the cooperation of the President and his or her designees shall provide an orientation for those candidates who have filed petitions for a Board seat as well as for all newly elected Board members. The Chairman, or his or her appointee, will work with the President in organizing the orientation which should include an overview of the duties and responsibilities of a Trustee at Oakton Community College, as well as relevant information about the College.

1011
Revised 9/21/93
Revised 8/18/98
Renumbered 7/1/01
Revised 11/15/05
Reviewed 2/17/15
Revised 12/15/20

BOARD OF TRUSTEES

Board Organization

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 28th day after the new Board members are seated. During non-election years, the Board will organize during its regular Board meeting in April. (110 ILCS 805/3-8)

At the organizational meeting, the Board will elect its officers comprised of a Chairman, Vice Chairman and Secretary from the membership, and designate a Treasurer, not a member of the Board.

Each officer shall be elected for a term of one (1) year.

In addition to the election of officers, the Board will fix the time and place for the regular meetings scheduled for the ensuing year.

1012

Revised 9/21/93

Renumbered 7/1/01

Revised 11/15/05

Reviewed 2/17/15

Reviewed 12/15/20

BOARD OF TRUSTEES

Duties of the Officers

Duties of the Chairman

While the primary duty of the Chairman is to preside at Board meetings and stimulate discussion of fellow board members to arrive at Board decisions, the Chair of the Board will ordinarily assume a number of other duties. The Chair:

- works with the President in developing Board agendas.
- appoints committees.
- represents the Board at meetings and events both on and off campus.
- writes Board Chairman's letter for the Annual Report.
- presents awards and honors to College personnel.
- initiates periodic evaluations of the President as well as Board self-evaluations.
- serves as official spokesman for the Board with the media and public.
- assists in orientation of new board members.
- advises and consults with the President on major college issues.
- consults with other trustees who are not carrying out their Board responsibilities or are in violation of Board policies.
- gives information and directions decided upon by the Board as a whole to the President.
- supports the President, administrators, faculty and classified staff in an effort to implement education efforts towards excellence.
- signs official documents on behalf of the college going to state and federal agencies.

Duties of the Vice Chairman

The Vice Chairman shall serve in the Chairman's absence and perform other Board duties as assigned.

Duties of the Secretary

The Secretary shall perform all the duties usually pertaining to the Office of the Secretary:

- records all motions and decisions during the Board meetings.
- signs all documentation requiring an official signature on behalf of the Board in addition to that of the Chairman.
- is the Board's representative in legal matters concerned with the Board elections.

Duties of the Treasurer

The Treasurer, not a member of the Board, handles such matters as taxes and investments for the Board.

1013
Revised 9/21/93
Renumbered 7/1/01
Revised 3/19/02
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Board Appointments and/or Reviews

Periodically the Board will make the following appointments or review the performance of each for reappointment:

Attorney(s)

- the Board will appoint legal counsel who, by direction of the Board, will act as its counsel in legal and related matters.

Auditor(s)

- the Board will appoint a licensed accountant or accounting firm who will audit the financial and enrollment records of the district in compliance with the Public Community College Act.

1014
Revised 9/21/93
Renumbered 7/1/01
Revised 11/15/05
Revised 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Committees

Each year, following the organization of the Board, the Chair may appoint committees deemed necessary by the Board. These committees may, from time to time, include others in their meetings and deliberations. Ordinarily, an appropriate Vice President or other administrator will be present at any committee meetings.

When assigning members to committees, the Board Chair should also clearly define the duties and parameters of each committee and assign a chairperson(s) for each committee.

The committees may conduct their business with the entire Board as a Committee of the Whole, or as separate entities with members of the committee only.

The committees will not make decisions, but will make recommendations to the Board for appropriate action at its regular Board meetings. When warranted, written reports should be prepared by the Committee and presented by its chairperson at the Board Meetings.

The Board members should receive notice of all committee meetings, including time and place, enabling those who have an interest to attend. Board members should also be kept informed of their proceedings.

BOARD OF TRUSTEES

Board of Trustees Meetings

All meetings of Oakton Community 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 Community 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: Chairman, Vice Chairman, 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 Chairman 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.

1017
Revised 9/21/93
Renumbered 7/1/01
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Quorum

At all meetings of the Board of Trustees, whether regular or special, a majority of the full voting membership of the Board constitutes a quorum to transact business.

1018
Revised 9/21/93
Renumbered 7/1/01
Revised 3/19/02
Revised 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

The Board Agenda

A written agenda of the business to be considered at the Board meeting shall be prepared by the President in cooperation with the Board Chairman. The agenda, supporting data and other information are to be delivered to the homes of the Board members no later than the Friday preceding the regular Board meeting to allow for Trustee preparation. The agenda will also be transmitted electronically.

In the event of an unforeseen emergency matter requiring the Board's consideration, and upon approval by the Board Chairman, an agenda item may be carried into the Board meeting.

1019
Revised 9/21/93
Renumbered 7/1/01
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Voting

When a vote is taken upon any measure at an official Board meeting, a quorum being present, a majority of the votes of the members voting on the measure shall determine its outcome.

Roll call vote shall be used when considering formal resolutions, motions made in connection with expenditures, contracts, employment of personnel, or other business when deemed appropriate by the Chair.

A voice vote will be sufficient for other Board decisions.

1020

Revised 9/21/93

Renumbered 7/1/01

Revised 2/17/04

Revised 2/17/15

Reviewed 12/15/20

BOARD OF TRUSTEES

Minutes of Board Meetings Open to the Public

The record of all transactions of the Board will be set forth in official minutes of the Board, and the approved written minutes will be kept as a permanent official record of all Board actions and policy decisions. In accordance with the State of Illinois, Cook County Local Records Commission, Application for Authority to Dispose of Local Records Item, approved application 82:15C, tape recordings of minutes of open meetings of the Board of Trustees may be destroyed once the official written minutes are approved.

The written minutes will be posted on the website within seven (7) days of their approval.

The minutes will include each motion, name of the person making the motion, the person seconding the motion, the vote and a general description of matters proposed, discussed or decided. In addition, the date, start time, end time and place of the meeting and a list showing Board members as either present or absent will be included.

Minutes of Closed Session Board Meetings

Written minutes will be kept of closed meetings and shall be placed before the Board of Trustees for approval as to form and content at the next consecutive meeting of the Board of Trustees. Minutes of closed sessions will remain confidential until the Board determines that their confidentiality is no longer necessary to protect the public interest or the privacy of an individual. The Board will review such minutes at least every six months to determine if they are to remain confidential or become public. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the written minutes of all closed sessions of the Board of Trustees.

A verbatim record shall be kept of all meetings of the Board of Trustees of Community College District 535 that are closed to the public in the manner required by the Illinois Open Meetings Act, as amended by Public Act 93-523. The verbatim record shall be in the form of an audio recording. The audio recording of closed sessions will not be subject to Board approval, nor be open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the verbatim recording of all closed sessions of the Board of Trustees. In accordance with the law, the Secretary to the Board shall destroy the recordings of closed meetings approved by the Board of Trustees in a suitable manner without the permission of the Local Records Commission.

1021
Revised 9/21/93
Revised 8/18/98
Renumbered 7/1/01
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Board Vacancy

When the Board determines that a vacancy exists the Board shall establish procedures to fill that vacancy. If the vacancy occurs four months or more before the next election, the appointed Board member serves until the next scheduled election.

If the vacancy occurs less than four months before the election, the appointed Board member serves until the first election following the next scheduled election.

The more exacting statements as set forth in the law are:

"Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until a successor is elected at the next regular election for board members and is certified in accordance with ... (if) the vacancy occurs with less than 4 months remaining before the next scheduled nonpartisan election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding nonpartisan election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until a successor is elected and qualified at that election."
(110 ILCS 805/3-7)

1022
Revised 9/21/93
Renumbered 7/1/01
Revised 11/15/05
Reviewed 2/17/15
Revised 2/16/16
Reviewed 12/15/20

BOARD OF TRUSTEES

Ethics

A Board member shall perform his/her duties in an ethical manner and abide by the conflict of interest provisions contained in the Public Community College Act. In the course of performing his/her duties, a Board member shall:

- Gain public confidence in both the Board and College by conducting all Board business in public view except those items permitted by the Open Meetings Act.
- Refrain from voting on any issue in which there is any financial interest.
- Refuse to use position as a Board member for the financial gain of family, friends, or self.
- Refuse to represent any single constituency or private interest group in the District.
- Refuse to try to influence personnel or hiring decisions.
- Strive to treat all with respect and integrity.
- Practice accepted professional conduct for a College Trustee.
- Respect each Board colleague.
- Protect confidential material.
- Support all Board decisions.
- Avoid public utterances or actions that would discredit the Board or College.
- Avoid the conflict of interest of trying to be both a Board Member and technical advisor to the Board.
- File the required Statement of Economic Interests with the Cook County Clerk, Ethics Department each year in accordance with the Illinois Governmental Ethics Act.
- Except in the case of the student trustee, avoid the potential for perceived or actual conflict of interest by disqualifying themselves or their relatives from receiving Oakton Educational Foundation or Institutional scholarships and recommends that associated entities at Oakton Community College do the same. For the purposes of this policy, “relative” includes, but is not necessarily limited to the following: those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, cousin, nephew, niece, husband, wife, domestic partner, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse, domestic partner and the individual’s fiancé or fiancée.

1023
Revised 9/21/93
Renumbered 7/1/01
Revised 11/15/05
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Evaluation of the President

The Board has the authority to hire the President and the Board alone is responsible for the regular evaluation of the President. The Board and the President will confer and agree upon the strategic goals and objectives on which the evaluation of the President will be based. The President will prepare a summary of progress for the Board for regular review.

1024
1/19/99
Renumbered 7/1/01
Reviewed 2/17/15
Reviewed 12/15/20

BOARD OF TRUSTEES

Naming College Facilities

Oakton Community College is amenable to requests to recognize individuals for their contributions to the College, to higher education, or to society by naming a portion of the College facilities in their honor. Potential recognition may include, but is not limited to, a campus, building or floor, wing or room(s) of a building, field, park or other area. However, the following restrictions shall apply:

- Persons holding elective or appointive office in national, state or local governmental or educational bodies may not be nominated during their term of office or employment.
- Current members or employees of any governing board in the State of Illinois, including the Illinois Board of Higher Education, are not eligible.
- The Board of Trustees reserves the right and privilege to name any facility and/or rename any previously named facility.
- The Board shall receive recommendations at a regular scheduled Board meeting and shall take action on the recommendation no sooner than the next succeeding regular scheduled Board meeting.
- At any stage in the process, there is discretion to change the recommendation for naming to a different building, complex, floor or area without seeking approval from the person(s) making the original recommendation; the only exception is a recommendation to honor a major donor, which would require consultation with the nominator, the honoree, or appropriate relatives of the honoree before a change is made.

The process for recommendations to honor any individual shall be as follows:

- All nominations shall be made to the College President, who will forward recommendations to the Chairman of the Board of Trustees. The Chairman of the Board will forward the recommendation to the appropriate standing committee of the Board for review and appropriate action.
- All recommendations must include a detailed explanation of the lasting contributions made by the individual to the enrichment of society, higher education in general, and Oakton Community College in particular.

1025
4002
1/18/00
Renumbered 7/1/01
Revised 04/20/04
Reviewed 2/17/15
1 of 8

BOARD OF TRUSTEES

Ethics and Gift Ban

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF OAKTON COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1: This Ordinance hereby amends the Ethics and Gift Ban policies of the College with the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Board of Trustees of Oakton Community College, whether on a full time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Board of Trustees of Oakton Community College.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities.

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Oakton Community College in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 3

GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid

(8) for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(9) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(10) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(11) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(12) Bequests, inheritances, and other transfers at death.

(13) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4

PENALTIES

Section 4-1. Penalties.

- (a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- (c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the College by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.
- (e) A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the College.
- (f) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.