

**The 672nd Meeting
of
The Board of Trustees
February 19, 2013**

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 672nd MEETING
of
THE BOARD OF TRUSTEES
FEBRUARY 19, 2013**

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

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

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

AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of January 15, 2013
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - pending litigation
 - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

- Call to Order and Roll Call
- Pledge of Allegiance
- V Approval of Minutes of January 15, 2013
- Statement by the President

Report: Construction Update

Comments by the Chair

Public Participation

NEW BUSINESS

CONSENT AGENDA

2/13-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda, Items 2/13-2 through 2/13-6

2/13-2 Ratification of Payment of Bills for January 2013

2/13-3 Acceptance of Treasurer's Report for January 2013

2/13-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board

2/13-5 Ratification of Payment of Professional Personnel

2/13-6 Approval of Clinical Practice Agreement

OTHER AGENDA ITEMS

2/13-7 Preview and Discussion of March 2013 Purchases

R 2/13-8 Authorization to Participate in the Illinois Metropolitan Investment Fund

V 2/13-9 Acceptance of a Grant

R 2/13-10 Acceptance of Restricted Gift Bequest

R 2/13-11 Award of Tenure

R 2/13-12 Notice of Non-Renewal of Short Term Faculty Contracts

V 2/13-13 First Read of Policy

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
January 15, 2013**

The 671st meeting of the Board of Trustees of Community College District 535 was held on Tuesday, January 15, 2013 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call

Chair Jody Wadhwa called the meeting to order at 6:45 p.m. in room 1502; Secretary Bill Stafford called the roll:

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

Closed Session

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

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

Also present were Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Mr. Carl Costanza, Vice President, Business and Finance; Ms. Bonnie Lucas, Vice President, Information Technology; Mr. Robert Nowak, Vice President, Business and Finance; and Mr. Arnie Oudenhoven, Associate Vice President, Human Resources.

Mr. Staley made a motion to adjourn, seconded by Ms. Tennes; the meeting was adjourned at 7:25 p.m.

Call to Order and Roll Call

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

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

Pledge of Allegiance

Chair Wadhwa asked for a moment of silence to remember the victims of the shootings at the Sandy Hook elementary School in Newtown, Connecticut on December 14, 2012.

Approval of the Minutes

Mr. Wadhwa asked for a motion for the approval of the minutes of the December 11, 2012 Board meeting. Ms. Tennes made the motion which was seconded by Mr. Staley. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Dr. Lee announced that there was a technical problem with the video feed of the meeting, consequently, only audio was available. A video recording of the meeting will be available for viewing at a later date. Dr. Lee introduced the new Vice President of Business and Finance, Mr. Robert Nowak; and Dr. Michael Anthony, the new Assistant Vice President for Access, Equity and Diversity. Dr. Lee asked for introductions of those in the audience:

Kathleen DeCoursey, Specialist, Web Communications, College Advancement, and Classified Staff Union President, presented the classified staff in attendance: Philip Cronin, Instructional Media Services; Eileen Cukierski, President's Office; Karen Epps, Budget Office; and Patricia Porter Coleman, Facilities.

Kathleen Carot, Professor, Humanities, Speech and Theater, Coordinator, Women's and Gender Studies, and Full-time Faculty Union President, presented the full-time faculty in attendance: Michael Carr, Professor, Biology; Majid Ghadiri, Professor, Electronics and Computers; Mary Kakenmaster, Associate Professor, Nursing; Gary Mines, Professor, Chemistry; Mary Johannesen-Schmidt, Professor, Psychology; Bincy Reginold, Associate Professor, Basic Nurse Assistant Training; and Denise Top Rhine, Professor, Nursing.

Student trustee Theresa Bashiri-Remetio introduced student Shawn Liu.

Barbara Dayton, Adjunct Faculty President, introduced the adjunct faculty in attendance: David Arietti, Biology; Linda Berendsen, English; Barry Dayton, Mathematics; and Beverly Stanis, Business.

The administrators present included: Michael Anthony, Associate Vice President, Access, Equity and Diversity; Ann Marie Barry, Director, Student Life; Trudy Bers, Executive Director, Institutional Research, Curriculum and Strategic Planning; Michele Brown, Director, Student Recruitment and Outreach; Sebastian Contreres, Jr., Director, Student Success; Leana Cuellar, Assistant Director, Student Success; Carlee Drummer, Executive Director, College Advancement and Educational Foundation; Raul Garcia, Director, Accounting Services; Merrill Irving, Jr., Associate Vice President, Continuing Education, Training and Workforce Development; Linda Korbel, Dean, Languages, Humanities and the Arts; Renee Kozimor, Director, Software and User Services; Roxann Marshburn, Director, Grants and Alternative Funding; Bruce Oates, Director, Athletics and Registrar Services; Arnie Oudenhoven, Associate Vice President, Human Resources; Nancy Prendergast, Assistant Vice President, Academic Affairs and Dean of Skokie campus; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics and Technologies; Leah Swanquist, Director, Facilities; Cheryl Warmann, Director, Enrollment Services; and Brad Wooten, Dean, Social Sciences and Business.

Guests in the audience included Michael Lundeen and Wayne Serbin.

Dr. Lee began by offering condolences to Dale Navigato, Robert Evans and Dave Geller, all members of the Oakton family who have recently lost their mothers. Congratulations to Lori Oster, Assistant

Professor of English, and her husband on the birth of their son on December 18th. Congratulations were given to Dr. Merrill Irving who has been appointed by the American Association of Community Colleges (AACC) newly formed Advisory Committee on Leadership Initiatives. This committee will counsel the AACC on programs that provide emerging and seasoned leaders with professional development opportunities. Dr. Lee announced that the College will be closed on January 21st in observance of Dr. Martin Luther King's birthday. There are still tickets available for the Educational Foundations' Holiday Review event, 'LAWpocalypse Now' which will be held on Saturday, January 26th in the Footlik Theater; proceeds to benefit the Oakton Educational Foundation Scholarship fund. Dr. Drummer announced that Food Service Inc., the College's new food service provider, is underwriting the cost of the Review reception, meaning that for every ticket that is sold, all of the proceeds will go to student scholarships. Dr. Lee presented a plaque to Carl Costanza, the outgoing Vice President of Business and Finance, to commemorate his retirement after thirty-one years of distinguished leadership by example, and dedicated and meritorious service. Mr. Costanza thanked Dr. Lee and the Board for all of their support of him during his thirty-one years at Oakton, especially during his tenure as Vice President of Business and Finance.

Dr. Lee introduced Ms. Renee Kozimor, who gave the evenings report, 'Connecting What's Green at Oakton'. Besides being the Director of Software and User Services, Ms. Kozimor, is also the College's representative to IGEN (Illinois Green Economy Network), and the acting coordinator for things green and sustainability at the College.

Ms. Kozimor began by reviewing the direction of the 2007-2012 Strategic Plan, *Change Matters*. Objectives were to develop baccalaureate concentrations, career programs, courses, and community activities related to environmental issues. The stewardship for the environment has also been demonstrated by reducing energy consumption, increasing recycling efforts, and adopting environmentally sound practices in infrastructure improvements and purchasing decisions. In 2007, Dr. Lee assembled a Green Committee which was charged with moving these and other directives forward. The highlights are the Facilities Master Plan; the state of the art Science and Health Careers Building; and classroom improvements and remodeling in the College. Ms. Kozimor talked about the Illinois Campus Sustainability Compact which was signed by Dr. Lee in May 2012. The Illinois Campus Sustainability Compact outlines environmental goals that colleges and universities may adopt on their campuses. The Compact includes objectives such as purchasing renewable energy, implementing green building practices, developing sustainable transportation options, improving water conservation, and incorporating sustainable dining practices.

Ms. Kozimor shared a few Green activities that the College is currently involved. On the top of the list is the new Science and Health Careers Building; remodeling of classrooms; environmental burns, Oakton's Community Garden; Green Curriculum; as well as the Ecology Club; Enhancements to Lake Oakton; the Adopt a Tree Program, as well as many others. Future planned activities are further IGEN engagement; additional student engagement; identification of Green courses, showcasing Green coursework; on-line conference registration, and numerous other activities. Ms. Kozimor wrapped up her report by encouraging everyone to be green. A few reasons being global warming, the depletion of natural resources, space for landfill, and quality of air and water.

Mr. Wadhwa asked Ms. Kozimor whether the College is going to have charging stations for electric automobiles. Mr. Costanza replied that instead of having electric charging stations, we will have special parking for energy efficient cars, a less expensive option. He noted that Triton and Harper have charging stations. Trustee Tennes noted that since there are some community colleges that have charging stations, there should be models available that we can look at. Mr. Costanza agreed and thought it was a subject that could be looked into. Trustee Harada asked Ms. Kozimor for further details regarding the Green Committee. Ms. Kozimor replied that the Green Committee was formed in 2007. Ms. Kozimor and Ms.

Leah Swanquist are co-chairs on the Committee. The Committee has been working on new IGEN interfaces; doing work with recycling stations; worked on having hand dryers installed in bathrooms; as well as continuing to build off of the Sustainability Compact, in order to meet some of the objectives that have been presented . Dr. Lee credited the Board for pushing the College to be more explicit and more coordinated in our commitment to sustainability and being Green.

At this point in the meeting, Dr. Lee asked Bruce Oates to announce the latest enrollment numbers. Mr. Oates said that as of January 15th there were 9,973 students, with slightly over 82,000 credit hours; which is two percent over the 2012 enrollment numbers, and just under a one percent increase in credit hours. He elaborated that we are going to be at or slightly above the 2012 bubble. System wide we are going to be looking at a three to five percent decline in enrollment in community colleges. Clearly we are bucking the trend and maintaining our market share.

Public Participation - none

New Business

1/13-1a Approval of Adoption of Consent Agenda

Ms. Harada offered:

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

Dr. DiLeonardi seconded the motion. A voice vote was called and the resolution passed unanimously.

1/13-1b Approval of Consent Agenda Items 1/13-2 through 1/13-8

Ms. Harada offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/13-2 through 1/13-8 as listed in the Consent Agenda.”

1/13-2 Ratification of Payment of Bills for December 2012

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,804,919.67 , for all check amounts as listed and for all purposes as appearing on a report dated December 2012.”

1/13-3 Acceptance of Treasurer’s Report for December 2012

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as part of the College’s official records, the report of the Treasurer for the month of November 2012.”

1/13-4 Acceptance of Quarterly Report on Investments

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

1/13-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b, and hereby approves the expenditures in the amount not to exceed \$86,043.38 for all funds listed in item a.”

a. Salary payments in the amount of \$86,043.38 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.

b. Salary rescinds in the amount of \$7,978.56 for part-time teaching services for the Alliance for Lifelong Learning, Spring 2013.

1/13-6

Supplemental Authorization to Pay Professional Personnel – Fall 2012

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the part-time faculty 2012 fall semester salaries in the amount of \$6,445.16 resulting in a revised total of \$4,525,972.64."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2012 fall semester salaries in the amount of \$7,227.00, resulting in a revised total of \$370,913.00"
3. "Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of stipends, not to exceed \$30,690.81".

1/13-7

Authorization to Pay Professional Personnel

"Be it resolved that the Board of Trustees of Community College District 35 authorizes the Treasurer of the College to pay 2013 Spring Semester Part-time Faculty, Adjunct Faculty and Full-time Overload payments on February 1, 2013, prior to the February 19, 2013 Board ratification.

1/13-8

Approval of Clinical Practice Agreements

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

For the Health Information Technology Program

Lutheran Home – Arlington Heights

For the Human Services Program

Oakton Arms Retirement Center/Oakton Pavillion – Des Plaines

WINGS Program, Inc. – Palatine

For the Physical Therapist Assistant Program

Northwestern Memorial Hospital – Chicago

Waukegan Illinois Hospital Company, LLC d/b/a Vista Medical Center East –

Waukegan."

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

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

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

1/13-9

Authorization to Approve January Purchases

Dr. DiLeonardi offered:

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

Agenda				
<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
1/13-9a	1 & 2	Ratification of Natural Gas Purchase	CenterPoint Energy	\$ 48,500.
1/13-9b	1 & 2	Primary Rate Interface Circuits – Two Year Contract	First Communications, Inc.	\$ 48,000.

1/13-9c	1 & 2	Travel for Baseball Team	Lou Ann's Coach, Inc.	\$ 10,000.
			Hotel for bus driver-to be determined	\$ 800.
			Sunsplash Vacation Homes	\$ 9,500.
			Enterprise Rent-A-Car	\$ 1,100.
			Russ Matt Baseball	\$ 1,900.
			Food – to be determined	\$ 5,000.
1/13-9d	1 - 3	Building Automation System	Turner Construction	\$ 3,381,714.
			Environmental Systems Design, Inc.	\$ 81,929.
Grand Total				\$ 3,588,443."

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

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

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

1/13-10 Preview and Initial Discussion of February Purchase

This is not an action item; it is a preview and opportunity to discuss upcoming February 2013 purchase; Document Imaging.

1/13-11 Authorization to Hire Full-time, Tenure-track Faculty Member

Dr. Alexopoulos offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full-time, tenure-track faculty hire of Michelle Naffziger beginning with the 2013-14 academic year as follows: Academic Rank and Assignment of Assistant Professor of Sociology; at a salary of \$55,95.”

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

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

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

1/13-12 Authorization to Hire an Assistant Dean for Academic Affairs

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Dr. Michael Carr as the Assistant Dean for Academic Affairs effective January 28, 2013 at an annual salary of \$110,445. That salary will be prorated for the period January 28, 2013 to June 30, 2013.”

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

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

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

1/13-13 Approval of Emeritus Appointments

Mr. Staley offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve ten-year Emeritus appointments to Professors Gregory Baldauf, Carl Bauer, Denis Berkson, Lorenz Boehm, Gene Carr, Dan Detloff, Maureen Douglas, Pamela Drell, Betsy Elsaesser, Chad Ganger, Pamela Hegg, Peter Hessemer, Sandra Kubala, Michael Maloney, Marilee McGowan, James O’Shea, David Rodgers, Mona Scheuermann, Sylvia Stacey, Terry Trobec, Linda Zimmerman; and Administrators Carl Costanza, and Barbara Rizzo.”

“Be it further resolved that the Board of Trustees of Community College District 535 approve ten-year Emeritus re-appointments to Professors Anna Marie Brummett, Leona Roen, Fred Salzberg, Phyllis Woloshin, and Robert Wright.”

Ms. Tennes seconded the motion. A voice vote was called and the resolution passed unanimously.

1/13-14 Acceptance of Oakton Community College Educational Foundation/Chicago Tribune Charities Grant

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$25,000 in funding from the Oakton Community College Educational Foundation, awarded by Chicago Tribune Charities, a fund of the McCormick Tribune Foundation, to provide additional support for the College’s VITA adult literacy program during calendar year 2013.”

Ms. Tennes seconded the motion. A voice vote was called and the resolution passed unanimously.

Adjournment

Chair Wadhwa announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, February 19, 2013 beginning at 7:30 p.m. at the College's Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

There being no further business before the Board, Mr. Wadhwa asked for a motion to adjourn the meeting. Ms. Tennes offered the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the meeting was adjourned at 8:45 p.m.

Jody Wadhwa, Chair

William Stafford, Secretary

ec
1/2013

A video recording of the January 15, 2013 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 2/13-2 through 2/13-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/13-2 through 2/13-6 as listed in the Consent Agenda.”

- 2/13-2 Ratification of Payment of Bills for January 2013
- 2/13-3 Acceptance of Treasurer’s Report for January 2013
- 2/13-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 2/13-5 Ratification of Payment of Professional Personnel
- 2/13-6 Approval of Clinical Practice Agreement

Approval of Consent Agenda Items 2/13-2 through 2/13-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/13-2 through 2/13-6 as listed in the Consent Agenda.”

- 2/13-2 Ratification of Payment of Bills for January 2013
- 2/13-3 Acceptance of Treasurer’s Report for January 2013
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- 2/13-5 Ratification of Payment of Professional Personnel
- 2/13-6 Approval of Clinical Practice Agreements

Ratification of Payment of Bills for January 2013

The check register detailing the regular monthly bills for January, 2013 was sent out on February 15, 2013. The totals by fund are on page 2.

Board Chairman

Board Secretary

RJN:vb

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$7,403,310.82 for all check amounts as listed and for all purposes as appearing on a report dated January, 2013."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1- 192 numbered, 89337-89348, 89350-89393, 89395-89439, 89441-89486, 89488-89524, 89526-89552, 89554-89574, 89576-89666, 89668-89697, 89699-89709, 89711-89717, 89719-89760, 89762-89767, 89769-89772, 89774-89783, 89785, 89787-89805, 89807-89834, 89836-89885, 89887-89890, 89892-89916, 89918-89988, 89990-90002, 90004-90146, 90148-90167, and 90169-90201 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

	<u>Gross Checks Issued</u>			<u>Total</u>
<u>Fund</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$468,129.53	\$2,645,689.90	(851.25)	\$2,644,838.65
Operations, Building and Maintenance Fund	234,157.42	544,200.81	(46.00)	544,154.81
Maintenance Fund (Restricted)	2,738,691.31	2,744,573.01		2,744,573.01
Bond & Interest	517,261.58	1,014,721.50		1,014,721.50
Auxiliary Enterprise	306,407.83	404,367.33		404,367.33
Restricted Purposes				
Working Cash		3,979.47		3,979.47
Trust/Agency	3,734.51	167.00		167.00
Audit	167.00	994.35		994.35
Liability, Protection & Settlement	994.35	.56		.56
Social Security/Medicare	.56			
Loan				
TOTALS	<u>\$4,269,544.09</u>	<u>\$7,358,693.93</u>	<u>(897.25)</u>	<u>\$7,357,796.68</u>
Student Government	<u>43,527.25</u>	<u>44,616.89</u>		<u>44,616.89</u>
TOTAL PER REPORT	<u>\$4,313,071.34</u>	<u>\$7,403,310.82</u>	<u>(897.25)</u>	<u>\$7,402,413.57</u>

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

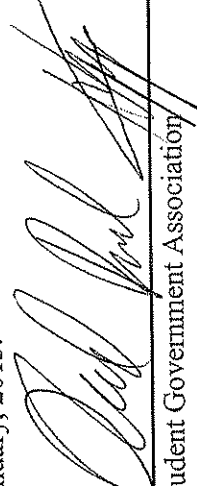
I hereby certify that materials and/or services represented by checks on pages 1-192 numbered 89349, 89394, 89440, 89487, 89525, 89553, 89575, 89667, 89698, 89710, 89718, 89761, 89768, 89773, 89784, 89786, 89806, 89835, 89886, 89891, 89917, 89989, 90003, 90147, and 90168 have been received, supporting 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 \$44,616.89 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 January, 2013.



Student Government Association

Acceptance of Treasurer's Report for January 2013

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

RJN: vb

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

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of January 2013."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

January 2013

Robert J. Nowak
Vice President of Finance
Raul Garcia
Director of Accounting Services

Treasurer's Comments on January 2013 Financial StatementsPage 4. Financial Position Statement**Cash and investments**

The net cash and investments decreased by \$2.9 million from the previous month and decreased by \$11.6 million from the beginning of the fiscal year. The monthly collections include \$927 in student financial aid, \$656 thousand in state funding, \$4.0 million in bookstore sales and tuition and fees, and \$190 thousand in property taxes.

The State continues to fall further behind on their financial commitments to the College. The balance due from the State as of January 2013 is \$2.9 million. This amount includes \$2.2 million for the Base Operating Grants and \$786 thousand for other State Grant awards.

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

At the end of January, revenues were \$49.8 million or 100% of the pro-rata budget, compared to \$49.4 million or 99% for the previous year. Property taxes (recorded on an accrual basis) were \$24.1 million or 100% of the pro-rata budget. Tuition and fees totaled \$22.8 million compared to \$22.6 million during the same period in fiscal year 2013. Revenues from tuition and fees are recorded as billed; other revenue includes, interest income and fair market value adjustments to our investments. The year-to-date interest income in the operating funds is approximately \$424 thousand or 56.6% of the budget. For the seven months ending January 31, the value of the College's investments decreased by \$336,051 comprised of \$231 thousand in operating funds and \$105 thousand in other funds. This amount would be realized only if all the Treasury Notes and the GNMA investments were liquidated.

Expenditures

The current year's total expenditures increased from \$31.0 million in December to the current \$34.8 million. This increase is attributed to normal operating costs. Current year's expenses are in line with the budget with a reported 90% of the pro-rata budget relative to 91% during the same period in the prior fiscal year.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 JANUARY 31, 2013
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Total All Funds
						Auxiliary Agency Restricted				
ASSETS										
Cash:	\$ 4,540	\$ 1,045	\$ 257	\$ -	\$ -	\$ 5,070	\$ -	\$ 253	\$ 11,165	
Taxes Receivable	35,763	7,795	-	3,177	-	-	-	74	46,809	
Student Tuition Receivable	4,773	6	-	-	-	139	-	-	4,918	
Government Funds Receivable	1,789	14	-	-	-	1,560	-	-	3,363	
Accrued Interest	180	33	73	-	-	28	-	3	317	
Other Receivables	68	-	-	-	-	784	-	-	852	
Investments	71,338	12,834	26,407	-	-	10,438	-	1,182	122,199	
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	
Inventories - Prepaids	157	-	1,524	-	254	1,382	-	-	3,317	
Total Current Assets	104,108	21,727	28,261	3,177	254	33,901	-	1,512	192,940	
Net Investment in Plant	-	-	-	-	-	-	56,245	-	56,245	
TOTAL ASSETS	\$ 104,108	\$ 21,727	\$ 28,261	\$ 3,177	\$ 254	\$ 33,901	\$ 56,245	\$ 1,512	\$ 249,185	
LIABILITIES AND FUND BALANCE										
Payables	\$ 264	\$ -	\$ -	\$ 39	\$ 92	\$ 103	\$ -	\$ -	\$ 498	
Accrued Interest Payable	-	-	-	174	-	-	-	-	174	
Accruals	8,915	125	128	-	-	429	-	-	9,597	
Deferred Revenue	32,992	6,917	-	2,765	-	92	-	68	42,834	
Bond Payable	-	-	-	-	28,506	-	-	-	28,506	
Total Liabilities	42,171	7,042	128	2,978	28,598	624	-	68	81,609	
Fund Balance										
Unrestricted	61,937	14,685	28,133	-	-	16,294	-	-	121,049	
Restricted	-	-	-	-	-	16,983	-	1,444	18,427	
Debt Service	-	-	-	199	(28,344)	-	-	-	(28,145)	
Plant	-	-	-	-	-	-	56,245	-	56,245	
Total Fund Balance	61,937	14,685	28,133	199	(28,344)	33,277	56,245	1,444	167,576	
TOTAL LIABILITIES & FUND BALANCE	\$ 104,108	\$ 21,727	\$ 28,261	\$ 3,177	\$ 254	\$ 33,901	\$ 56,245	\$ 1,512	\$ 249,185	

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2013**

	Operating Budget (000)	Prorate Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 41,340	\$ 24,115	\$ 24,102	100%	98%
Replacement Tax	925	540	531	98%	112%
Chargebacks	103	60	71	118%	156%
State Revenue	3,541	2,066	2,082	101%	110%
Tuition and Fees	21,203	22,639	22,851	101%	98%
Other	760	443	202	47%	116%
TOTAL REVENUES	67,872	49,863	49,839	100%	99%
EXPENDITURES (accrual basis)					
Instructional	33,671	19,641	19,274	98%	95%
Academic Support	9,670	5,641	4,630	82%	86%
Student Services	6,665	3,888	3,366	87%	92%
Public Service	493	288	258	90%	87%
Operations and Maintenance	7,812	4,557	3,748	82%	87%
General Administration	5,242	3,058	2,778	91%	96%
General Institutional	1,478	862	673	78%	57%
Contingency	1,089	635	-	0%	0%
Chargebacks	160	93	50	54%	62%
TOTAL EXPENDITURES	66,280	38,663	34,777	90%	91%
Revenues over (under) expenditures	1,592	11,199	15,062		
Fund transfers					
To Operation & Maintenance (Rest.) Fund	8,350	4,871	4,871		
To Auxiliary, ALLiance & Restricted Funds	1,172	684	684		
From Working Cash Fund	(36)	(21)	(21)		
From Working Cash Fund	(500)	(292)	(292)		
To Social Security/Medicare Fund	605	353	353		
Total Transfers	9,591	5,595	5,595		
Net Revenue over (under) expenditures	\$ 11,183	\$ 16,794	\$ 20,657		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2013**

OPERATIONS AND MAINTENANCE	Budget (000)	Actual (000)	Actual as a % of Budget	
FUND (Restricted)				
REVENUES				
Interest and Investments Gain/Loss	\$ 112	\$ 153	137%	
Other Revenue	394	336	85%	
Total revenues	<u>506</u>	<u>489</u>	<u>97%</u>	
EXPENDITURES				
Science & Careers Building	17,166	5,120	30%	
HVAC Upgrades	5,001	1,151	23%	
Phone Upgrades	800	425	53%	
Relocate NWMC	811	8	1%	
Classroom Remodeling	1,591	568	36%	
Cell Phone WI FI	856	220	26%	
Enrollment Center (DP)	4,587	91	2%	
Construction Administration	158	53	34%	
Lavatory Remodeling	1,141	-	0%	
MP-Electrical Delivery Sys Upgrades	40	-	0%	
Site and Construction	540	-	0%	
Other Projects	384	145	38%	
Total expenditures	<u>33,075</u>	<u>7,781</u>	<u>24%</u>	
State capital contribution	641	-	0%	
Transfer in	8,350	4,871	58%	
Net	<u>\$ (23,578)</u>	<u>\$ (2,421)</u>	<u>10%</u>	
AUXILIARY ENTERPRISE FUND				
	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 3,134	\$ 2,305	74%	65%
Instructional Technology	5,558	3,577	64%	61%
ITFS Lease	1,039	760	73%	85%
Business Inst./Conference Center	150	105	70%	44%
Copy Center	312	182	58%	61%
Telecommunications	532	319	60%	59%
Travel	108	11	10%	15%
Athletics	19	33	174%	29%
Child Care	509	321	63%	74%
PAC Operations	20	9	45%	59%
Other	276	227	82%	86%
Interest and Investments Gain/Loss	121	17	14%	18%
Total revenues	<u>11,778</u>	<u>7,866</u>	<u>67%</u>	<u>66%</u>
EXPENDITURES				
Bookstore Operating Expenses	3,226	2,198	68%	62%
Instructional Technology	6,409	3,225	50%	48%
ITFS Lease	88	34	39%	10%
Business Inst./Conference Center	196	122	62%	48%
Copy Center	440	206	47%	47%
Telecommunications	331	150	45%	44%
Travel	108	14	13%	1%
Athletics	996	498	50%	51%
Child Care	818	386	47%	52%
PAC Operations	79	38	48%	55%
Contingency	755	-	0%	0%
Other	193	92	48%	26%
Total expenditures	<u>13,639</u>	<u>6,963</u>	<u>51%</u>	<u>48%</u>
Transfers in (out)	572	334		
Net	<u>\$ (1,289)</u>	<u>\$ 1,237</u>		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2013**

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 516,690				
Interest income	1,844				
Sub total revenues	<u>518,534</u>				
369901 Student Government Association	\$ 85,281	\$ 135,809	\$ 221,090	\$ (175,139)	\$ 45,951
369902 SGA Special Allocations	-	-	-	(10,670)	(10,670)
369910 Occurrence	21,910	51,993	73,903	(20,633)	53,270
369919 Skokie Student Leaders	311	52,470	52,781	(24,797)	27,984
369920 SGA College Program Board	338	62,650	62,988	(25,564)	37,424
369923 Students Helping Honduras	-	410	410		410
369924 Hawaiian Music Club	-	250	250	(91)	159
369926 Seeds	-	1,479	1,479	(142)	1,337
369927 Cheer & Dance Team	486	1,464	1,950	(647)	1,303
369928 AITP	723	2,358	3,081	(169)	2,912
369929 India Club	-	250	250	-	250
369930 Early Childhood Education Club	916	250	1,166	(338)	828
369931 Students for Social Justice	-	6,951	6,951	(13)	6,938
369932 Ceramic Club	4,617	308	4,925	(2,634)	2,291
369933 UNICEF	556	5,284	5,840	(84)	5,756
369934 Hillel	-	1,086	1,086	(230)	856
369935 Honors Student Organization	175	643	818	(2,929)	(2,111)
369936 Ultra	-	571	571	(416)	155
369939 French Club	-	569	569	(43)	526
369940 Trading Card Game Club	138	570	708	(375)	333
369941 Avanti Tutta	-	279	279	-	279
369942 Astronomy Club	-	475	475	(32)	443
369943 Japan Club	211	1,575	1,786	-	1,786
369945 Physical Therapy	150	665	815	(334)	481
369946 Phi Theta Kappa (PTK)	8,480	15,923	24,403	(8,623)	15,780
369947 Oakton Pride	-	1,378	1,378	(414)	964
369948 Campus Crusade For Christ	224	745	969	(215)	754
369949 Mission Bible Club	-	274	274	-	274
369950 Hispanic Club	279	1,056	1,335	(797)	538
369954 Stem Club	-	517	517	(763)	(246)
369955 Ecology Club	380	6,687	7,067	(1,879)	5,188
369956 Doctor Clown Club	187	952	1,139	(184)	955
369957 Student Nurses Dec. 2012	2,381	947	3,328	(1,917)	1,411
369959 Black Student Union	75	1,142	1,217	-	1,217
369960 Muslim Student Association	-	2,137	2,137	-	2,137
369961 Engineering & Physics Club	150	850	1,000	(68)	932
369963 Art Club	-	253	253	-	253
369964 Oakton Helping Others	326	2,630	2,956	(739)	2,217
369968 Medical Lab Tech Club	75	-	75	-	75
369969 European Culture Club	303	2,250	2,553	(468)	2,085
369970 Fit Club	-	250	250	-	250
369971 Habitat for Humanity	891	647	1,538	(544)	994
369972 PAYO	-	1,066	1,066	(162)	904

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES (Continued)
SEVEN MONTHS ENDED JANUARY 31, 2013**

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
369973 Korean Campus Crusade For Christ	\$ -	\$ 250	\$ 250	\$ -	\$ 250
369981 Chicago Computer Society	-	250	250	-	250
369992 Performing Arts Society	1,585	3,500	5,085	(90)	4,995
Sub Totals	<u>\$ 131,148</u>	<u>\$ 372,063</u>	<u>\$ 503,211</u>	<u>\$ (282,143)</u>	<u>\$ 221,068</u>
<u>Fund Summary</u>					
Total Revenues	\$ 649,682				
Total Expenditures		(282,143)			
Total Transfers to other funds		<u>(321,529)</u>			
Excess revenue over expenditures		46,010			
Fund balance 6/30/12		362,152			
Fund balance, end of period		<u>\$ 408,162</u>			

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2013**

	<u>Operating Budget (000)</u>	<u>Prorata Budget (000)</u>	<u>Actual (000)</u>	<u>Actual As a % Budget</u>	<u>Last Year</u>
<u>REVENUES</u>					
State Revenue	\$ 714	\$ 417	\$ 421	59%	62%
Tuition and Fees	800	467	607	76%	73%
Sale of Materials	62	36	46	74%	67%
Institutional Support					
Oakton Contribution	172	100	100	58%	58%
Evening High School	116	68	-	0%	0%
Interest	19	11	11	58%	59%
Other Revenues	93	54	82	88%	6%
	<u>1,976</u>	<u>1,153</u>	<u>1,267</u>	<u>64%</u>	<u>63%</u>
<u>EXPENDITURES</u>					
Administrative Support	751	438	180	24%	29%
Instructional Programs					
Allied Health	541	316	280	52%	53%
Job-related	172	100	96	56%	51%
Home Related	29	17	14	48%	38%
Personal	118	69	54	46%	53%
Physical Fitness	19	11	9	47%	35%
Community Service	123	72	40	33%	56%
NIPSTA	51	30	26	51%	46%
Other Programs	733	428	350	48%	49%
Total Programs	<u>1,786</u>	<u>1,042</u>	<u>869</u>	<u>49%</u>	<u>50%</u>
Total expenditures	<u>2,537</u>	<u>1,481</u>	<u>1,049</u>	<u>41%</u>	<u>45%</u>
Revenue over (under) expenditures	<u>\$ (561)</u>	<u>\$ (328)</u>	218		
Fund balance 6/30/12			<u>2,776</u>		
Fund balance end of period			<u>\$ 2,994</u>		

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
JANUARY, 2013**

GENERAL FUND TRANSFERS/PAYMENTS

DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	MISC
1/4/2013	\$ 7,997.00					\$ 7,997.00
1/16/2013	537,520.54				\$ 537,520.54	
1/18/2013	2,180.00			\$ 2,180.00		
	-	\$ -	\$ -			
TOTAL	\$ 547,697.54	\$ -	\$ -	\$ 2,180.00	\$ 537,520.54	\$ 7,997.00

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
1/4/2013	\$ 214,381.74	\$ 214,381.74			
1/4/2013	62,312.42		\$ 62,312.42		
1/4/2013	131,184.95			\$ 131,184.95	
1/4/2013	71,004.27				\$ 71,004.27
1/18/2013	223,234.19	223,234.19			
1/18/2013	65,724.69		65,724.69		
1/18/2013	136,997.73			136,997.73	
1/18/2013	69,819.27				69,819.27
TOTAL	\$ 974,659.26	\$ 437,615.93	\$ 128,037.11	\$ 268,182.68	\$ 140,823.54

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 \$135,221.40.00 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.
- b. Salary rescinds in the amount of \$8,591.86 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.

MLI:sk
2/11/2013

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$135,221.40 for all funds listed in item a.”

Ratification of Payment of Professional Personnel - Spring 2013

Comparative figures:

Spring 2013 Part-Time		Spring 2012 Part-Time
\$ 3,892,188.54	\$	3,811,364.21
Spring 2013 Overload		Spring 2012 Overload
\$ 371,730.60	\$	430,580.50
February 2013 Stipends		February 2012 Stipends
\$ 28,436.26	\$	17,704.70

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the spring semester, 2013; the total payment amounting to \$3,892,188.54."
1. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the spring semester, 2013; the total payment amounting to \$371,730.60."
3. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of stipends, during the spring 2013 semester not to exceed \$28,436.26."

Approval of Clinical Practice Agreement

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

- Physical Therapist Assistant
New: **Renewal Rehab** – This is the College’s standard agreement for a four-year, five-month period.

TH/md
2/13/2013

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

That the Board adopt the following resolution:

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

For the Physical Therapist Assistant Program
Renewal Rehab – Skokie.”

Preview and Initial Discussion of March 2013 Purchases

The following purchases will be presented for approval at the March 2013 Board of Trustees meeting:

a) Gymnasium Lighting – The gymnasium is one of the most highly utilized facilities on campus. It is used for intercollegiate athletic competition, community groups, group rentals, youth basketball organizations, and physical education instructional activities. The FY 2012-2013 budget includes upgrading the gymnasium lighting. This project is designed to add 36 LED lighting fixtures and relocating some of the existing fixtures. Completion of this project will both improve lighting levels and reduce energy usage within the facility. When completed, the gymnasium will be lighted within NJCAA/NCAA athletic competition specifications with energy efficient LED lights.

The Purchasing, Athletic, and Facilities departments all worked closely with Legat Architects to develop a Request for Proposal (RFP) for this project. The RFP was issued on February 12, 2013 and was sent to a multitude of contractors. The RFP will be opened on Tuesday, February 26, 2013, and the results will be brought to the March Board meeting for approval. Work will be completed in June 2013. The cost of the project is estimated at \$73,000.

b) Qualifications Based Selection and Civil Engineering Service for Parking Lot D and Roadway Work - The College has a need to secure the services of a civil engineering company to assist in the completion of capital improvement work for parking lot D and Circle Drive. Civil engineering firms perform services relating to storm water management, parking lot and roadway design, traffic and intersection engineering, environmental support services, construction engineering, and surveying.

During the summer of 2014, the asphalt and some of the sub-grade materials in parking lot D will need to be replaced, along with adding bio-swales, upgrading the lighting, and repairing portions of our roadway from Central Road on Circle Drive to the Parking Lot C entrance. The estimate to complete this work is between \$2.6 million and \$3 million. Engineering services for a project of this scope are expected to be between 5% and 7% of the total cost.

The scope of work involves a pavement analysis, preparation of construction documents, preparation of a project manual, bidding assistance, and construction administration. To select an engineering company when fees will be in excess of \$25,000 is a process different than awarding the contract to the lowest responsible bidder. This process is called the Qualifications Based Selection (QBS). It is used to select professional consulting services such as architects or engineers. The Qualifications Based Selection was written into law (Public Law 92-585, Illinois Public Act 05-854 and Illinois Public Act 07-673). Instead of bidding out fees over \$25,000, local government entities use the

Qualifications Based Selection process and make comparisons based on the qualifications and competence in relation to the scope and needs of the project.

The College will be starting the QBS process with the intention of having this approved by the Board in April or May. The College would look to secure the services of a civil engineering firm for the next 36 months. There are several other projects, not related to the Master Plan, that will need the assistance and support of a civil engineering firm to complete. As stated, one of the first projects that the civil engineering firm selected would work on is the capital improvement work for parking lot D and Circle Drive.

The next project would be to ask for a condition assessment of the remaining Circle Drive roadway to parking lot A and College Drive to Golf Road. Based on the findings of the condition assessment report, the College will develop a phase-in approach to roadway replacement/repairs, with an estimated cost analysis for budgeting purposes for future fiscal years.

Lastly, as the outdoor Athletic areas are updated and improved, the services of a civil engineering firm are frequently needed for evaluation of grading, drainage, and potential impact to the flood plain.

c) HVAC Replacement and Repairs - The College has multiple mechanical penthouses that contain air handling units throughout the Des Plaines Campus building. The units distribute heating and cooling to multiple areas of the building from the Energy Center through a vast array of ducts, pipes, pump systems, and motors. Several of these units require replacement or repair.

The work includes:

1. Replacing the computer room package unit AC-1. The compressor and water cooled condenser has failed completely. Cost to repair exceeds cost to replace the unit.
2. Replacing the isolation dampers on three air handlers. Dampers are 35 years old and mechanically in poor condition. Many repairs to keep them operational have been made. These dampers were not replaced when the air handlers themselves were rebuilt several years ago. These dampers are critical to isolating one air handler from another to prevent windmilling backward when in start up mode.
3. Replacing the air handler shaft that was damaged when bearing failure occurred. The unit is 35 years old and temporary repairs are only a stop gap measure to continue operations until permanent repairs can be made.

4. Replacing the cooling coils on air handler AS-5 that is failing from under deposit corrosion that has caused leaks in the coil. Leaks cannot be repaired without destroying the coils.
5. Replacing the combination heating/cooling coils on AS-10 air handler that is leaking from under deposit corrosion. Leaks cannot be repaired without destroying the coils.

The Purchasing department issued a Request for Proposal (RFP) for these projects. The RFP was sent out on Friday, February 8, 2013 and will be opened on Friday, February 22, 2013. The results will be brought to the March Board meeting for approval. The work will begin in late March and be completed no later than mid June. The College has budgeted \$157,000 for these expenses.

d) Environmental Assessment Services - At the October 2012 Board meeting, the Board authorized the College to contract with Terracon Consultants, the College's Asbestos Program Manager, for a total of \$50,000.

As the Asbestos Program Manager, Terracon Consultants oversees planned asbestos related activities including performing inspections, conducting surveillance, performing condition assessments, taking bulk samples, reviewing work orders, performing site visits, assisting with record keeping, providing training, managing accidental fiber-release episodes, and providing advice and consulting services for abatement work. Terracon has also assisted the College with mold assessment and mold remediation work.

Terracon performed environmental assessment work in the Business Conference Center, the boiler room, the cooling towers, the MEC building, the auto lab, and nine other rooms. This work expended the \$50,000 that was approved in October 2012.

The College has now identified four additional projects where Terracon Consultants assistance will be needed. Three of these are related to the Master Plan and one is not related.

- 1) Terracon provided the College with an assessment of the former Business Conference Center space. The assessment identifies that asbestos abatement, lead abatement and mold remediation work needs to take place prior to the start of construction. Construction in that area is planned for June of 2013.
- 2) Terracon has been requested to review the potential environmental hazards for the eighteen classrooms scheduled for remodel during the Summer of 2013. Additionally, their assistance would be required for abatement if hazards are identified. At present, the College believes that at least three of the classrooms scheduled for summer remodel will require asbestos abatement.

3) During the construction of the Enrollment Center, Terracon will be requested to review all of the rooms scheduled to be demolished/remodeled for potential environmental hazards. At present, without additional design changes, we anticipate these rooms to include the 1st floor and 2nd floor of the MEC building, one auto shop storage room, four computer labs, and 22 offices. The tentative construction schedule has phased-in remodeling time frames starting in the month of August 2013. The College fully expects to have multiple areas that require asbestos abatement with the above noted areas.

4) Lastly, asbestos was discovered in the rubber floor system in the Skokie campus basement. The basement measures 28,800 square feet. The function of this space is to serve as a central storage for the College, primarily furniture. Terracon has confirmed that the College can continue to use the area for storage provided the weight of the items stored is not excessive. Furniture storage has not been an issue as the items are fairly light weight. Although, this has been problematic to the Facilities department as the Skokie campus has limited storage for grounds equipment, salt, and other pallets of materials/supplies. The main building only has a two-vehicle garage, and there is not room in the garage for additional storage. The items can be very heavy; in excess of 2,000 lbs per pallet, with machinery weighing over 1,000 lbs. Facilities reviewed the actual square footage needed to continue equipment and material storage in the basement area closest to the doorway/ramp. The area is 1,900 square feet. The College would request Terracon to assist with the asbestos abatement in this area.

It is hoped that \$50,000 will cover the expenses for the specific projects noted above and any other unforeseen environmental circumstances that may arise. With this type of work, it is very difficult to predict the extent of the possible problems or the true costs associated with abatement and/or remediation. If costs exceed this amount, the Administration will request additional funds at a future Board meeting.

e) Interpreter Services - In order to support the success of all students, and to be in compliance with the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, the College is required by law to provide sign language and/or Communication Access Real-time Translation (CART) interpreters. The ASSIST office and the Alliance for Lifelong Learning provide accommodations to students with documented disabilities to ensure their full access to course materials and activities. Students who are hearing impaired are supplied with sign language and/or (CART) interpreters upon request. The extent of services provided depends on the number of students who attend in a given year and the extent of their participation in credit and non-credit courses at Oakton. In February 2010, the Board approved \$183,000 for these services for one year with an option to renew for two additional years. In March 2011, the Board approved the renewal for the second and third year for a total of \$330,000.

Requests for services declined in the second year. The College contracted for 820 hours of sign language interpreter services and fifty hours of CART services for a total of \$48,000.

Third year requests for service currently account for seventy hours of sign language interpreter services and twenty hours of CART services at a cost of \$18,000.

The Purchasing department issued a Request for Proposal (RFP) on February 4, 2013. The proposal was sent to eight potential vendors. The proposals will be opened on Thursday, February 21, 2013, and the results will be brought to the March Board meeting for approval. Based on past figures and the anticipation of at least two new students, the Administration estimates that the cost of these services will be approximately \$75,000 for the upcoming year. This amount may increase if more services are requested and/or more students are served.

f) Food Service for the Early Childhood Education (ECE) Centers – The ECE Centers operate at both campuses and provide breakfast, lunch, and snacks to approximately 85 children daily. Meals are served in a modified family style, to encourage children to become skilled at eating and using utensils independently. Moreover, the goals for the food program are to model nutrition education to children, help them identify both nutritious and less healthful foods, identify food groups, and develop life-long healthy eating habits. These goals also meet the guidelines for the USDA Child and Adult Care Food Program grant, which the Centers have received for over ten years. The grant requires that the College follows very specific meal patterns, among other aspects of healthful eating. Nuts, nut products, and pork are never served.

In October of 2008, the Board approved a two year contract with Plum Catering for food service for the ECE Centers at both campuses. Under the original terms, the contract could be extended if both parties were in agreement. The contract was extended through December 2012.

The Administration has determined that the time was appropriate for researching other caterers in order to possibly enhance food quality and food service as well as exploring caterers who support green initiatives around food and nutrition.

The Purchasing department issued a Request for Proposal (RFP). The proposal was sent to fourteen prospective caterers. The proposal responses were opened on Thursday, February 7, 2013. In spite of a major effort by the Purchasing department to solicit proposal responses, only three companies responded. The three proposals are currently being evaluated. After reviewing the proposals, selected caterers will be asked to meet with the review committee to discuss their proposal, as well as provide sample items from their menu for a taste test. Through this process, the College will learn more about what these caterers have to offer and make a sound decision on a new catering contract for the Centers. The final decision will be brought to the March Board meeting for approval. This new contract will go into effect April 1, 2013 and run for a two-year period. Proposals ranged from \$121,000 to \$148,000.

g) Grant Funded Pneumatic Training Equipment – The College will be purchasing a FESTO Corporation Pneumatic Trainer for the MFG 135 hydraulics and pneumatics class as part of the Manufacturing Technology program.

The College purchased an identical trainer several years ago. That unit has performed well, but the maximum number of students that can use it at one time is only six. The MFG 135 class has a maximum enrollment of eighteen students.

The MFG 135 class also utilizes a hydraulic trainer that has two work positions, making it possible to have at least twelve students working at the same time. This same capability is needed for the pneumatic part of the course. One of the Illinois Network for Advanced Manufacturing (INAM) grant requirements is that the College develops rapid training classes with heavy focus on hands-on experience in the manufacturing technology area. The limitation of only having the one pneumatic equipment trainer becomes a bottle neck when these classes are developed. By adding an identical additional pneumatic trainer, the College will be able to accommodate more students working at the same time. All of the labs are written for the FESTO trainer. Buying another brand of trainer would require extensive reworking of the lab projects.

This will be a sole source purchase from DEPCO, LLC, the exclusive authorized FESTO distributor for the State of Illinois. Delivery will be made by the end of May. The cost of this equipment is estimated at \$42,000.

h) Grant Funded Automotive Tools – As part of the Program Improvement Grant (PIG), the Automotive program will be getting some much needed new equipment. The College is requesting three Snap-on tool cabinets to replace existing damaged ones. Snap-on is the industry leader in automotive tools. The new tool cabinets will contain tool kits for the current automotive curriculum and a new planned diesel curriculum. These tool cabinets will be foam lined to prevent damage and to ensure that the tools are

kept in their proper places. An additional tool cabinet will hold new multi-meters for the students to use throughout the courses.

The courses that will be using the equipment are as follows:

ATA 102 Introduction to Automotive,
ATA 110 Engine Performance and Fuel Systems,
ATA 111 Electrical Systems,
ATA113 Brake Systems,
ATA 114 Steering, Balancing, and Alignment,
ATA 204 Basic Automotive Engine,
ATA 205 Advanced Automotive Engine,
ATA 206 Clutches, Transmissions and Differentials,
ATA 207 Heating and Air Conditioning,
ATA 208 Automatic Transmissions,
ASE 110 Engine Repair and Tune-up,
ASE 111 Transmissions,
ASE 112 Brakes and Front Suspension,
ASE 113 Electrical Systems and Air Conditioning.

The average annual number of students that will be using this equipment is estimated to be over 230.

On February 14, 2013, the Purchasing department issued an Invitation to Bid and sent it to six potential vendors. The bid will be opened on Tuesday, March 5, 2013, and the results will be brought to the March Board meeting for approval. The estimated cost is \$30,000.

Authorization to Participate in the Illinois Metropolitan Investment Fund (IMET)

Oakton Community College invests in a number of investment vehicles. Some of the vehicles are longer-term in nature and consist of investments in Treasury Notes, Government National Mortgage Association (GNMA), and certificates of deposit (CD). Other investments are for immediate operational cash flow needs and those funds are invested in short-term investments such as Illinois Funds, the Illinois School District Liquid Asset Funds ("ISDLAF"), and Chase Bank.

In order to enhance the yield of the College's short-term investments, the Administration is recommending adding the Illinois Metropolitan Investment Fund ("IMET") as a new investment option. IMET is a non-profit local government pool currently with 264 participants throughout the State of Illinois. IMET participants consist of municipalities (146), pension funds (50), and many other governmental agencies and schools including Moraine Valley Community College.

Currently IMET offers two investment options: The *1-3 Year Fund* is invested in U.S. government backed securities (Treasuries and Agencies) and the *Convenience Fund*, which operates like a money market fund, which is secured by FDIC Insurance, the Federal Home Loan Bank's LOC Program, and U.S. Government Securities. Investments in the *1-3 Year Fund* have a floating net asset value based on the value of the underlying Treasury and Agency securities. The *Convenience Fund* provides a guaranteed rate of return to members that is negotiated regularly. The amounts invested in these two IMET funds as of February 4, 2013 were \$308,247,377 in the *1-3 Year Fund* and \$948,601,162 in the *Convenience Fund* for total IMET assets (i.e., the amount invested by all participants) of \$1,256,848,539.

IMET has great potential to increase the College's overall investment portfolio yield by changing its short-term portfolio mix. For example, the College's February 8, 2013 combined invested balances in Illinois Funds, ISDLAF, and Chase were approximately \$53.7 million for general funds. Based on each of these funds' January 31, 2013 interest rates and the aforementioned balance, the College would earn approximately \$107,000 for a full year. That same amount invested in IMET's *Convenience Fund* would earn approximately \$194,000 based on the *Convenience Fund*'s January 31, 2013 rate. This represents additional interest earnings for the College of \$87,000 or an 81% increase for a full year.

The IMET *1-3 Year Fund* is a highly rated US Government bond fund receiving the highest rating available from Moody's Investors Service of Aaa/MR1.

The Aaa is driven by the underlying US Government Securities and the MR1 indicates a very low sensitivity to changing interest rates (“market risk”). In addition, IMET has consistently received unqualified audit opinions for its Comprehensive Annual Financial Report (“CAFR”) and this continued for its CAFR for the fiscal year ending September 30, 2012. IMET also received the Government Finance Officers Association’s *Certificate of Achievement for Excellence in Financing Reporting* for its Fiscal Year 2011 CAFR which was the first year it participated in the program.

IMET is governed by an eight member Board on which Bob Nowak, Vice President for Business and Finance, has served since IMET’s inception in 1995. The Board is comprised of one appointed representative from each of the five area councils of government and three members elected from IMET participants on an at-large basis. Board members are a mixture of government finance professionals and Village Managers. Bob Nowak has served as IMET’s Treasurer from 1996 until 2010 when he became the Vice-Chair a position from which he will be leaving the IMET Board as of March 2013.

In order to participate in IMET, the Board of Trustees must adopt the attached resolution.

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 College’s participation in the Illinois Metropolitan Investment Fund (IMET) by passing and signing the resolution and acceptance attached hereto.”

**A RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF A SECOND AMENDED AND RESTATED DECLARATION OF TRUST**

WHEREAS, Oakton Community College District 535 (the “*Entity*”), desires to participate in the joint investment of certain of its funds in accordance with the Constitution and laws of the State of Illinois (the “*State*”); and

WHEREAS, pursuant to a Declaration of Trust, dated as of September 1, 1995 (the “*Original Declaration*”), certain municipal treasurers entered into an agreement establishing the Illinois Metropolitan Investment Fund (the “*Fund*”), for the purpose of combining their respective available investment funds so as to enhance the investment opportunities available to them and increase the investment earnings accruing to the benefit of the respective municipalities on behalf of which they acted; and

WHEREAS, over the years many other public agencies, entities and pools and associations comprised of public agencies, entities and pools have become parties to the Original Declaration; and

WHEREAS, the Original Declaration was amended and restated by adoption of that certain Second Amended and Restated Declaration of Trust, dated as of January 20, 2012 (the Original Declaration, as amended by the Second Amended and Restated Declaration of Trust, hereinafter referred to as the “*Declaration of Trust*”); and

WHEREAS, the authority for the participants in the Fund (the “*Participants*”) to jointly invest their funds comes from the following sources:

- Section 10 of Article VII of the State provides, among other things, that the State shall encourage intergovernmental cooperation and use its technical and financial resources to assist intergovernmental activities among its units of local government; and
- The Intergovernmental Cooperation Act, as amended (the “*Cooperation Act*”), provides a statutory framework that supplements the constitutional grant of intergovernmental cooperation powers found in said Section 10 of Article VII; and
- Section 3 of the Cooperation Act provides that “[a]ny power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of [the] State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of [the] State ... except where specifically and expressly prohibited by law”; and

- Section 5 of the Cooperation Act provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, *provided* that such contract shall be authorized by the governing body of each party of the contract and shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties; and
- Section 1-1-5 of the Illinois Municipal Code, as amended (the “*Municipal Code*”), provides, among other things, that the corporate authorities of each municipality may exercise jointly, with one or more other municipal corporations or governmental subdivisions or districts, all of the powers set forth in the Municipal Code; and
- Section 3.1-35-50(d) of the Municipal Code provides, among other things, the following:
 - (d) Notwithstanding any other provision of this Act or any other law, each official custodian of municipal funds, including, without limitation, each municipal treasurer or finance director or each person properly designated as the official custodian for municipal funds, including, without limitation, each person properly designated as official custodian for funds held by an intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities, is permitted to:
 - (i) combine moneys from more than one fund of a single municipality, risk management entity, self-insurance pool, or other intergovernmental entity composed solely or participating municipalities for the purpose of investing such moneys;
 - (ii) join with any other official custodians or treasurers of municipal, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities for the purpose of jointly investing the funds of which the official custodians or treasurers have custody; and
 - (iii) enter into agreements of any definite or indefinite term regarding the redeposit, investment, or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency, or other intergovernmental entity funds.

When funds are combined for investment purposes as authorized in this Section, the moneys combined for those purposes shall be accounted for separately in all respects, and the earnings from such investment shall be separately and individually computed, recorded, and credited to the fund, municipality, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity, as the case may be, for which the investment was acquired.

Joint investments shall be made only in investments authorized by law for investment of municipal funds. The grant of authority contained in this subsection is cumulative, supplemental, and in addition to all other power or authority granted by any other law and shall not be construed as a limitation of any power and authority otherwise granted.

- Section 12 of the Local Government Debt Reform Act, as amended by Public Act 96-0964, effective July 2, 2010, provides that “a governing body may authorize and upon such authorization the treasurer of any governmental unit may ... join with the treasurers of other governmental units for the purpose of jointly investing the funds of which the treasurer has custody.”

WHEREAS, the Fund’s assets can only be invested in instruments authorized by the Public Funds Investment Act, as amended; and

WHEREAS, no entity shall become a Participant in the Fund unless and until such entity, including the Entity, has adopted and authorized the Declaration of Trust; and

WHEREAS, the Participants anticipate that other Eligible Members (as such term is defined in the Declaration of Trust) may wish from time to time to become Participants; and

WHEREAS, the Entity deems it necessary and in the best interests of the Entity to participate in the Fund by having the Entity become a Participant:

NOW, THEREFORE, BE AND IT HEREBY IS RESOLVED, BY OAKTON COMMUNITY COLLEGE DISTRICT 535, IN THE EXERCISE OF ITS POWERS, AS FOLLOWS:

1. The preambles to this Resolution are hereby found and determined to be true, correct and complete and are hereby incorporated into the text of this Resolution by this reference as set out herein at length.

2. The Declaration of Trust is, by this reference, incorporated herein and made a part hereof, and is hereby adopted, authorized and approved in all respects; and the Entity is hereby authorized to become an additional Participant of the Fund.

3. The Presiding Officer and Entity Secretary or Clerk and other officers or employees of the Entity are hereby empowered and directed to execute and deliver all documents, certificates and other instruments necessary to further the intent and purpose of this Resolution.

4. All resolutions or motions in conflict herewith are hereby superseded to the extent of such conflict, and that this Resolution shall be in full force and effect forthwith upon its adoption.

PASSED this 19th day of February, 2013

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 19th day of February, 2013.

[Chair]

ATTEST:

[Secretary]

[Seal]

**ACCEPTANCE AND APPROVAL OF
SECOND AMENDED AND RESTATED DECLARATION OF TRUST
DATED AS OF JANUARY 20, 2012 (THE “TRUST”)**

The undersigned, having been authorized by Resolution Number 2/13-8, adopted by Oakton Community College District 535, on the 19th day of February, 2013, to become an additional Participant of the Illinois Metropolitan Investment Fund (the “*Fund*”), hereby approves and accepts the Trust and agrees to be bound by its terms with respect to the Fund.

[Chair]

ATTEST:

[Secretary]

(Entity Seal)

Dated as of _____, 2013

Acceptance of Illinois Board of Higher Education Cooperative Work Study Program Grant

The Illinois Board of Higher Education has awarded Oakton Community College a \$30,385 Cooperative Work Study Program grant. Funds will underwrite part of the hourly wages that business partners pay Oakton students who work in cooperative internship arrangements. The grant period is February 5, 2013 through June 30, 2014. Shannon McKenzie, Internship Specialist, will manage the grant and Bob Sompolski, Dean of Mathematics and Technologies, will administer the grant.

RM:al
2/11/2013

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accepts \$30,385 from the Illinois Board of Higher Education to support cooperative work study programs at Oakton Community College."

Acceptance of Restricted Gift Bequest

Oakton Community College has been designated as a beneficiary of the Stanley G. Harris Trust. Following his death on June 19, 2011, the College was notified of the bequest, the intent of which is to provide support for students. The Board of Trustees of the College must approve the receipt of the bequest and then transfer the funds to the Oakton Community College Educational Foundation for appropriate compliance with the restricted gift.

President's Recommendation:

“Now therefore be it resolved that the Board of Trustees of Oakton Community College District 535 is accepted by Oakton Community College for the uses and purposes specified, which uses and purposes will be administered through the Oakton Community College Education Foundation.”

“The bequest of 15% of the assets of the Stanley G. Harris Trust is approximately \$525,000.”

Award of Tenure

The granting of tenure is a positive act of the College and the Board of Trustees. Illinois Public Community College Act 805, Chapter 110, Section 3B-2 provides that faculty members who are employed for three consecutive years shall be tenured unless notice is received sixty (60) days before the end of the school year.

The College has five faculty members who will complete their third consecutive year at the end of the spring 2013 semester: Judy Ferraro, Mary Kakenmaster, Lori Oster, Michael Peat, and Andrew Roach.

TPH:vg
2/2013

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the Spring 2013 semester, to the following faculty:

Judy Ferraro, Associate Professor of Health Information Technology
Mary Kakenmaster, Associate Professor of Nursing
Lori Oster, Assistant Professor of English
Michael Peat, Associate Professor of Automotive Technology
Andrew Roach, Professor of Mathematics”

Notice of Non-Renewal of Short Term Faculty Contracts

Faculty members Dennis Korneff and Kristin McCartney were hired as a temporary, full-time faculty members. They have both served the College well; however, the Illinois Public Community College Act 805, Chapter 110, Section 3B-3 requires that the Board of Trustees serve notice of dismissal of non-tenured faculty members when the Board determines that the faculty member will not be re-employed for the next academic year. The Notice must be given no later than sixty (60) days before the end of the current academic term.

TPH:vg
2/2013

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, in accordance with the Illinois Public Community College Act 805, Chapter 110, Section 3B-3, non-tenured faculty on a one-semester or one-year contract should receive notice of dismissal no later than sixty (60) days before the end of the academic year or term. At this time, the Board has determined that the services of temporary, full-time faculty members Dennis Korneff and Kristin McCartney will not be required for the 2013-2014 academic year.”

First Read of Policy

Policy 2002 Administrative Positions - Administration Policies established by the Board requires revisions at this time. The recommended revisions align the administrative staff with the needs of the non credit programs of the College.

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

DAO:vb
2/2013

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed revisions to Policy 2002 attached hereto with action to take place at the next regularly scheduled Board meeting, March 19, 2013.”

Deleted text = ~~Strikeout~~

New text = ***Bold Italics***

Policy 2002
12/16/76
Revised 8/18/98
Revised 1/23/01
Revised 5/22/01
Renumbered 7/1/01
Revised 3/19/02
Revised 11/18/03
Revised 11/16/04
Revised 3/22/05
Revised 1/16/07
Revised 6/26/07
Revised 4/15/08
Revised 6/30/09
Revised 6/28/11
Revised 5/22/12
1 of 2

ADMINISTRATION

Administrative Positions

A set of organizational charts for the College has been developed and maintained. The charts represent positions as approved by the Board. The Board of Trustees has established the following positions:

President

Associate Vice President for Human Resources
Executive Director of College Advancement
Executive Director of Research, Curriculum & Planning and Executive Assistant to the
President
Director of Grants and Alternative Funding

Vice President for Academic Affairs

Associate Vice President for Continuing Education, Training, and Workforce Development

Director of Community and Adult Education

Director of ~~Business and Community Development~~ **Workforce Development and Corporate Training**

Director of ~~Community Services~~ **Operations and Administration**

Assistant Vice President for Academic Affairs/Dean, RHC

Dean, Languages, Humanities and the Arts

Dean, Library and Media Services

Dean, Mathematics and Technology

Dean, Science and Health Careers

Dean, Social Sciences and Business

Assistant Dean of Academic Affairs

Vice President for Student Affairs

Assistant Vice President for Access, Equity and Diversity

Director of Student Recruitment and Outreach

Director of Athletics and Registrar Services

Director of Student Life

Director of Enrollment Services

Director of Counseling (part-time)

Director of Student Success

Assistant Director of Student Success

Vice President for Business and Finance

Director of Accounting Services

Director of Business Services

Director of Facilities

Vice President for Information Technology

Director of Software and User Services

Director of Systems and Network Services