

**The 685th Meeting  
of  
The Board of Trustees  
February 18, 2014**



## **OUR VISION, MISSION AND VALUES**

### **We are the community's college.**

- We are dedicated, first, to excellence in teaching and learning.
- We challenge our students to experience the hard work and satisfaction of learning that leads to intellectual growth and support them academically, emotionally and socially.
- We encourage them to entertain and question ideas, think critically, solve problems, and engage with other cultures, with one another, and with us.
- We expect our students to assume responsibility for their own learning, to exercise leadership and to apply ethical principles in their academic, work, and personal lives.
- We demand from ourselves and our students tolerance, fairness, responsibility, compassion and integrity.

### **We are a community of learners.**

- We provide education and training for and throughout a lifetime.
- We seek to improve and expand the services we offer in support of the people in the communities we serve.
- We promote a caring community of staff and faculty members, students, administrators, and trustees who, in keeping with our values, work together to fulfill our mission.

### **We are a changing community.**

- We recognize that change is inevitable and that education must be for the future.
- We respond to change informed by our values and our responsibility to our students and our communities.
- We challenge our students to be capable global citizens, guided by knowledge and ethical principles, who will shape the future.

*Ratified by the Board of Trustees, October 20, 1998*

**ILLINOIS PUBLIC  
COMMUNITY COLLEGE  
DISTRICT 535**

**THE 685th MEETING  
of  
THE BOARD OF TRUSTEES  
FEBRUARY 18, 2014**

**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 21, 2014
  - 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 21, 2014

Statement by the President

Report: Athletics - Health and Safety

Comments by the Chair

Public Participation

## **NEW BUSINESS**

### CONSENT AGENDA

2/14-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda, Items 2/14-2 through 2/14-6

2/14-2 Ratification of Payment of Bills for January 2014

2/14-3 Acceptance of Treasurer's Report for January 2014

2/14-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

2/14-5 Ratification of Payment of Professional Personnel

2/14-6 Approval of Clinical Practice Agreements

### OTHER AGENDA ITEMS

- R 2/14-7 Authorization to Approve February Purchases 7a – 7d
- a) Lecterns and Computer Tables for the Science and Health Careers Center
  - b) Services of Auditor Two Year Contract Extension
  - c) Lecture Capture System – Three Year Contract
  - d) Snap-On Diesel Engine Tools
- 2/14-8 Preview and Information of March 2014 Purchases
- R 2/14-9 Adoption of Resolution on Tuition Rates
- V 2/14-10 Acceptance of Grants
- R 2/14-11 Notice of Non-Renewal of Short Term Faculty Contracts
- R 2/14-12 Acceptance of Nominations for Directors of the Oakton Community College Educational Foundation

## **ADJOURNMENT**

**Minutes of the Oakton Community College Board Meeting  
January 21, 2014**

The 684th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, January 21, 2014 at the Oakton Community College Des Plaines campus.

**Call to Order and Roll Call**

Chair Joan DiLeonardi called the meeting to order at 6:45 p.m. in room 1502; Secretary Patricia Harada called the roll:

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

**Closed Session**

Immediately after the roll call, Ms. Tennes made 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. Ms. Bashiri-Remetio seconded the motion; Ms. Harada called the roll:

Dr. DiLeonardi	Aye
Mr. Stafford	Aye
Ms. Harada	Aye
Ms. Tennes	Aye
Ms. Bashiri-Remetio	Aye
Mr. Frank	Aye
Mr. Wadhwa	Aye
Mr. Nwosu	Aye

Also present: Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Information Technology; Mr. Robert Nowak, Vice President, Business and Finance; and Ms. Mum Martens, Executive Director, Human Resources.

At 7:35 p.m. Mr. Frank made a motion to adjourn the session, seconded by Ms. Bashiri-Remetio. A voice vote was called, and the meeting was adjourned.

**Call to Order and Roll Call**

Chair DiLeonardi called the open session to order at 7:45 p.m. in room 1506; Secretary Harada called the roll:

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

## **Pledge of Allegiance**

### **Approval of the Minutes**

Dr. DiLeonardi asked for a motion for the approval of the minutes of the December 10, 2013 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

### **Statement by the President**

Dr. Lee welcomed everyone to the 2014 spring semester. Dr. Lee asked for introductions of those in attendance:

Kathleen DeCoursey, College Advancement, and Classified Staff Union President, presented the classified staff in attendance: Philip Cronin, Media Services; Eileen Cukierski, President's Office; John Curtis, Media Services; and Ken Schaefer, Facilities.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented the full-time faculty in attendance: Danielle Aquiline, Assistant Professor, English; Donovan Braud, Associate Professor, English; Anita Cotton, Associate Professor, Accounting; Paul Gulezian, Assistant Professor, Biology; Michelle James, Professor, Student Development and Psychology; George Klein, Professor, Sociology/Anthropology; and Sheila Kerwin-Maloney, Professor, Early Childhood Education.

Jason Nwosu, Student Trustee, introduced student Shawn Liu.

Barbara Dayton, Adjunct Faculty President, and Lecturer, Sociology, presented the adjunct faculty in attendance: Mohammed Ahmed, Lecturer, Computers; Linda Berendsen, Lecturer, English; Eileen Berman, Lecturer, Music; and Barry Dayton, Lecturer, Mathematics.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity and Diversity; Ann Marie Barry, Director, Student Life; Michael Carr, Assistant Vice President, Academic Affairs; Sebastian Contreras, Jr., Director, Student Success; Leana Cuellar, Assistant Director, Student Success; Carlee Drummer, Executive Director, College Advancement; Karen Epps, Director, Budget and Accounting Services; Maya Evans, Director, Research and Planning; Adam Hayashi, Dean, Science and Health Careers; Merrill Irving, Associate Vice President, Workforce Education; Linda Korbel, Dean, Languages, Humanities and the Arts; Renee Kozimor, Director of Software and User Services; Roxann Marshburn, Director, Grants and Alternative Funding; Mum Martens, Executive Director, Human Resources; Gary Newhouse, Dean, Library and Media Services; Bruce Oates, Director, Athletics and Registrar Services; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics and Technologies; Leah Swanquist, Director, Facilities; and Brad Wooten, Dean, Social Sciences and Business.

Dr. Lee offered condolences to Dr. Merrill Irving and his partner Jose Abreu, on the passing of Jose's father; to Oakton's friend and family, Bob Whitman, on the sudden passing of his son-in-law in Seattle, Washington; and to community colleges everywhere, and to his family, on the passing of David Pierce, who was a long time executive director of the Illinois Community College Board, and went on to become president of the American Association of Community Colleges. Dr. Lee offered thanks and congratulations to all those who participated in the Martin Luther King Jr., Day of Service as the College observed the birthday of Dr. King. Dr. Carlee Drummer reminded the audience that tickets are available for Oakton's Educational Foundations' Holiday Review event, 'The Merry Old Land of Lawz', which will be held on Saturday, January 25th in the Footlik Theater, proceeds to benefit the Educational Foundation Scholarship Fund.

Dr. Lee introduced Paul Gulezian, Assistant Professor of Biology, and Ken Schaefer, Groundskeeper/Naturalist, to present a report to the Board centering on connecting with our natural community, and highlighting the habitat improvement projects that have been ongoing at the college campuses. Professor Gulezian stressed that having healthy and natural communities is important. One of Oakton's strategic goals is to "use the College campuses as living laboratories for courses and activities that emphasize the study and practice of sustainability." Restoring

natural habitats on campus clearly aligns with this goal. Dr. Gulezian stressed the importance of trying to emphasize the healthy, natural habitats and communities at this community college. Increasing the biodiversity among plants and animals will promote hundreds of additional species that cannot survive in parking lots and turf grass. Engaging students, faculty, and community members in hands on learning experiences such as the conversion of turf grass to native grasses, or controlled burn regimens for non-native plant management, is a benefit to the College. Professor Gulezian noted that past projects and successes have been the Native Tree Project, Native Shrub Project, Shrub Propagation Project; deer enclosures; turf grass conversion to natural habitat; erosion control; as well as the butterfly garden. Oakton has collaborations with The Emily Oaks Nature Center in Skokie; The Grove and the James Woodworth Prairie in Glenview; and the Chicago Botanic Garden, specifically the rare plants monitoring program, which Trustee DiLeonardi is familiar with.

Professor Gulezian recognized Mr. Ken Schaefer who has worked diligently and quietly on the mentioned projects on campus for literally decades. Mr. Ken Schaefer thanked the Board for their past and future support of the grounds and environment surrounding the College. He hopes that the Board and the College administration will continue to see the value in keeping this work a priority, especially as it does clearly align with Oakton's Strategic Goals. Professor Gulezian told the Board that one of reasons he was excited about accepting his current position at the College was due in part because of the natural areas here; the ability to take his students outside into the woods and prairies. It is a valuable and priceless resource that most schools do not have access to.

Trustee Frank asked how the physical buildings impact the environment, and how in the future we could better coexist with our environment. Professor Gulezian replied that a good example of coexisting with the environment from the physical footprint of buildings is the new Science & Health Careers building. Much work was put into the design the building, both inside and out, making a sort of seamless transition into the natural areas. The building is on track to achieve LEED gold status, meaning it is a very sustainable building for energy use, water use, as well as blending into the environment. Professor Gulezian credited the many people who made the decision to go that route with the new building, as they were clearly thinking along the lines of sustainability.

At this time, Trustee Harada asked for specific ways where the Board can support these efforts. Professor Gulezian said he would like to see an institutional commitment to continue viewing the natural habitat as a real valued part of this College, both for educational purposes, and to support other species on campus that have existed here for years. He hopes there will be a general openness and receptiveness to the decisions makers for the College for considering new projects that come forward in the future, as well as financial resources toward projects. Trustee Tennes questioned where in the budget monies would be allocated for natural habitat projects. Mr. Bob Nowak responded that if there is coordination between departments, such as Academics and Facilities, there might be some shared costs between those areas. Dr. Lee recognized Renee Kozimor, who besides being the Director of Software and User Services at the College, is also the liaison for sustainability and has been working behind the scenes as well, which demonstrates the commitment of the part of the College to our natural habitat.

#### **Public Participation - none**

#### **New Business**

##### **1/14-1a Approval of Adoption of Consent Agenda**

Ms. Tennes offered:

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

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

##### **1/14-1b Approval of Consent Agenda Items 1/14-2 through 1/14-8**

Mr. Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/14-2 through 1/14-8 as listed in the Consent Agenda.”

**1/14-2 Ratification of Payment of Bills for December 2013**

“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 \$7,242,532.27 for all check amounts as listed and for all purposes as appearing on a report dated December 2013.”

**1/14-3 Acceptance of Treasurer’s Report for December 2013**

“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 December 2013.”

**1/14-4 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.”

**1/14-5 Ratification of Actions of 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 through c, and hereby approves the expenditures in the amount not to exceed \$88,744.08 for all funds listed in items a and c.”

- a. Salary payments in the amount of \$3,950.00 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2013.
- b. Salary rescinds in the amount of \$1,022.75 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2013.
- c. Salary payments in the amount of \$84,794.08 for part-time teaching services for the Alliance for Lifelong Learning, Spring 2014.

**1/14-6 Supplemental Authorization to Pay Professional Personnel – Fall 2013**

1. “Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2013 fall semester salaries in the amount of \$27,566.42, resulting in a revised total of \$4,446,000.79.”
2. “Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2013 fall semester salaries in the amount of \$9,913.40, resulting in a revised total of \$347,129.60.”
3. “Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of stipends, not to exceed \$1,095.00.”

**1/14-7 Authorization to Pay Professional Personnel**

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2014 Spring Semester Part-time Faculty, Adjunct Faculty and Full-time Overload payments on January 31, 2014, prior to the February 18, 2014 Board ratification.”

**1/14-8 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 Early Childhood Education Program

Covenant Nursery School – Evanston

For the Health Information Technology Program

Rainbow Hospice and Palliative Care – Mount Prospect

For the Physical Therapist Assistant Program

Advocate Health and Hospitals Corporation d/b/a Advocate Good Samaritan Hospital.”

Ms. Tennes seconded the motion; Ms. Harada called the roll:

Ms. Bashiri-Remetio

Aye



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

The motion carried; Student Trustee Nwosu favored the resolution.

**1/14-9 Authorization to Approve January Purchases**

Ms. Tennes offered:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
1/14-9a	1 & 2	Travel for Baseball Team	Lou Ann’s Coach, Inc.	\$ 12,000
			Hotel for bus driver – to be determined	\$ 800
			Sunsplash Vacation Homes	\$ 3,500
			Hilton St. Petersburg Bayfront	\$ 6,000
			Enterprise Rent-A-Car	\$ 1,200
			Russ Matt Baseball	\$ 2,350
			Food – to be determined	\$ 5,000
1/14-9b	1	Contracted Instructional Training	St. Francis School of Radiography	\$ 78,000
1/14-9c	1	Computers for the Science and Health Careers Center	Dell Marketing, L.P.	\$ 69,552
1/14-9d	1	Environmental Services	Terracon Consultants, Inc.	\$ 50,000
1/14-9e	1 & 2	Computer Servers	Sentinel Technologies	\$ 183,028
Grand Total				\$ 411,430.”

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

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

The motion carried; Student Trustee Nwosu favored the resolution.

**1/14-10 Preview and Information Regarding February 2014 Purchases**

The following purchases will be presented for approval at the February 2014 Board of Trustees meeting: Painting Services for Auto Lab; Ejector Pump Repairs; Moving Services for the Science and Health Careers Center; Lecterns and Computer Tables for the Science and Health Careers Center; and Services of Auditor.

1/14-11

**Approval of Resolution Authorizing Intent to Reimburse the College from Future Debt Issuance**

Mr. Stafford offered:

WHEREAS, the Board of Trustees (the “Board”) of Community College District No. 535, County of Cook and State of Illinois (the “District”), has developed a list of capital projects described in Exhibit A hereto (the “Projects”); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “Expenditures”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

Section 3. Maximum Amount. The maximum principal amount of the obligation expected to be issued for the Projects is \$10,000,000.

Section 4. Ratification. All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 5. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 21, 2014.

Ms. Tennes seconded the motion; Ms. Harada called the roll:

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

The motion carried; Student Trustee Nwosu favored the resolution.

1/14-12

**Approval of Emeritus Appointments**

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the ten-year Emeritus appointments to Professors Kathleen Ahern-Gray, James Krauss, Elaine MacAlister, Gwendolyn Nyden, Donna Talty, Helen Ward Page, and Administrators Trudy Bers, D. Arnie Oudenhoven, and Lynn Seinfeld.”

“Be it further resolved that the Board of Trustees of Community College District 535 approve a ten-year Emeritus re-appointment to Professor George Heyman.”

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

**1/14-13 Acceptance of a Grant**

Ms. Tennes 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 2014.”

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

**1/14-14 Approval of Policy Revisions**

Mr. Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves and adopts the revisions to the Policies 1103 Substance Abuse, 1104 Drug-Free Workplace, and 1105 Drug-Free Schools and Communities Act Rules.”

Ms. Tennes seconded the motion; Ms. Harada called the roll:

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

The motion carried; Student Trustee Nwosu favored the resolution.

**Adjournment**

Chair DiLeonardi announced that a Committee of the Whole meeting will be held on Tuesday, February 4, 2014 beginning at 5:00 p.m. at the Skokie campus of Oakton Community College, 7701 N. Lincoln Avenue, Skokie, Illinois, in rooms P103 and 104.

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, February 18, 2014 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, Dr. DiLeonardi asked for a motion to adjourn the meeting. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the meeting was adjourned at 8:35 p.m.

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Joan W. DiLeonardi, Chair

\_\_\_\_\_  
Patricia N. Harada, Secretary

ec  
1/2014

A video recording of the January 21, 2014 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 2/14-2 through 2/14-6**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/14-2 through 2/14-6 as listed in the Consent Agenda.

- 2/14-2      Ratification of Payment of Bills for January 2014
- 2/14-3      Acceptance of Treasurer's Report for January 2014
- 2/14-4      Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 2/14-5      Ratification of Payment of Professional Personnel
- 2/14-6      Approval of Clinical Practice Agreements.”

**Ratification of Payment of Bills for January 2014**

The check register detailing the regular monthly bills for January, 2014 was sent out on February 14, 2014. The totals by fund are on page 2.

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Board Chairman

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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 \$8,533,578.75 or all check amounts as listed and for all purposes as appearing on a report dated January, 2014."

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, 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 1-86 numbered 98260-98314, 98316, 98318-98324, 98326-98382, 98384-98386, 98388-98394, 98396-98443, 98445-98447, 98449-98475, 98477-98514, 98516-98613, 98615-98702, 98704-98786, 98788-98818, 98820-98825, 98827-98845, 98847-98885 and 98887-98909 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>Fund</u>	<u>Gross Payroll</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$3,633,350.42	\$350,439.01	\$3,983,789.43	(43.95)	\$3,983,745.48
Operations, Building and Maintenance Fund	462,213.53	298,393.55	760,607.08	(216.00)	760,391.08
Maintenance Fund (Restricted)	10,030.15	2,172,097.28	2,182,127.43		2,182,127.43
Bond & Interest					
Auxiliary Enterprise	782,720.74	344,341.30	1,127,062.04		1,127,062.04
Restricted Purposes	148,216.19	305,160.30	453,376.49		453,376.49
Working Cash					
Trust/Agency	506.25	11,582.82	12,089.07		12,089.07
Audit					
Liability, Protection & Settlement		1,956.25	1,956.25		1,956.25
Social Security/Medicare					
Loan					
<b>TOTALS</b>	<u>\$5,037,037.28</u>	<u>\$3,483,970.51</u>	<u>\$8,521,007.79</u>	<u>(259.95)</u>	<u>\$8,520,747.84</u>
Student Government	2,647.55	9,923.41	12,570.96		12,570.96
<b>TOTAL PER REPORT</b>	<u>\$5,039,684.83</u>	<u>\$3,493,893.92</u>	<u>\$8,533,578.75</u>	<u>(259.95)</u>	<u>\$8,533,318.80</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 1-86 numbered 98315, 98317, 98325, 98383, 98387, 98395, 98444, 98448, 98476, 98515, 98614, 98703, 98787, 98819, 98826, 98846 and 98886 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 \$12,570.96 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, 2014.

  
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Student Government Association



**Acceptance of Treasurer's Report for January 2014**

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 2014."

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535  
TREASURER'S REPORT

January 2014

Robert J. Nowak  
Vice President for Business and Finance  
Karen J. Epps  
Director of Budget and Accounting Services

Treasurer's Comments on January 2014 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

The net cash and investments decreased by \$4.3 million from the previous month. The monthly collections include \$2.7 million in student tuition, \$944 thousand in state funding, \$296 thousand in property taxes and PPRT, and \$822 thousand in auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income.

Of the state funding referred to above, \$880 thousand represents the 4<sup>th</sup> and 5<sup>th</sup> installment of the Base Operating Grant received for fiscal year 2014. If paid timely, the College would have received seven installments as of January 31, 2014. The remaining of \$64 thousand represents the installment of the Alliance Adult Education Grants from October 2013.

The decrease in net cash and investments is attributable to \$2.2 million of expenditures related to Master Plan projects, and \$7.0 million of on-going annual salary and operating costs.

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

**Revenues**

At the end of January, revenues were \$50.9 million or 100% of the pro-rata budget, compared to the \$49.8 million, or 100% for the previous year. Property taxes (recorded on an accrual basis) were \$25.3 million or 101% of the pro-rata budget. Tuition and fees totaled \$22.7 million year to date, or 111% of the pro-rata budget. 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 (excluding fair market value adjustments) in the operating funds is \$433 thousand, or 95.8% of the budget.

**Expenditures**

The current year's total actual operating expenditures of \$35.5 million are attributed to expected operating costs. The operating expenditures are \$711 thousand (2%) above prior year's actual expenditures of \$34.8 million for the same period. Current year's operating expenditures are generally in line with the budget with a reported 89% of the pro-rata budget spent. It is currently anticipated many equipment and supply purchases for the Science and Health Careers Building will be shifted to fiscal year 2015. With this change, the ratio of actual expenditures to pro rata budget will continue to exist.

OAKTON COMMUNITY COLLEGE  
FINANCIAL POSITION OF FUNDS AS OF  
JANUARY 31, 2014  
(IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Total	Total All Funds
						Auxiliary Agency Restricted	Plant			
<b>ASSETS</b>										
Cash	\$ 2,516	\$ 1,180	\$ 113	\$ -	\$ -	\$ 1,767	\$ -	\$ 399	\$ 5,975	
Taxes Receivable	37,671	7,944	-	3,232	-	-	-	102	48,949	
Student Tuition Receivable	5,467	5	-	-	-	262	-	-	5,734	
Government Funds Receivable	-	-	-	-	-	882	-	-	882	
Accrued Interest	158	28	20	1	-	30	-	2	239	
Other Receivables	411	-	-	-	-	408	-	-	819	
Investments										
Short-term	49,630	7,226	1,086	-	-	8,873	-	467	67,282	
Long-term	25,478	4,051	382	-	-	4,124	-	244	34,279	
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	
Inventories - Prepaids	149	-	1,334	-	-	1,582	-	-	3,065	
Total Current Assets	106,980	20,434	2,935	3,233	-	32,428	-	1,214	167,224	
Net Investment in Plant	-	-	-	-	-	-	82,440	-	82,440	
<b>TOTAL ASSETS</b>	<b>\$ 106,980</b>	<b>\$ 20,434</b>	<b>\$ 2,935</b>	<b>\$ 3,233</b>	<b>\$ -</b>	<b>\$ 32,428</b>	<b>\$ 82,440</b>	<b>\$ 1,214</b>	<b>\$ 249,664</b>	
<b>LIABILITIES AND NET POSITION</b>										
Payables	\$ 323	\$ -	\$ 38	\$ 73	\$ 87	\$ 135	\$ -	\$ -	\$ 656	
Accrued Interest Payable	-	-	-	161	-	-	-	-	161	
Accruals	7,951	201	2,055	-	-	566	-	-	10,773	
Bond Payable	-	-	-	-	26,115	-	-	-	26,115	
Total Liabilities	8,274	201	2,093	234	26,202	701	-	-	37,705	
Deferred Inflows of Resources - Property Taxes	34,542	6,917	-	2,763	-	3	-	90	44,315	
Total Liabilities and Deferred Inflows of Resources	42,816	7,118	2,093	2,997	26,202	704	-	90	82,020	
Net Position										
Unrestricted	64,164	13,316	842	-	-	15,579	-	-	93,901	
Restricted	-	-	-	-	-	16,145	-	1,124	17,269	
Debt Service Plant	-	-	-	236	(26,202)	-	82,440	-	(25,966)	
Total Net Position	64,164	13,316	842	236	(26,202)	31,724	82,440	1,124	167,644	
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b>\$ 106,980</b>	<b>\$ 20,434</b>	<b>\$ 2,935</b>	<b>\$ 3,233</b>	<b>\$ -</b>	<b>\$ 32,428</b>	<b>\$ 82,440</b>	<b>\$ 1,214</b>	<b>\$ 249,664</b>	

**OAKTON COMMUNITY COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
SEVEN MONTHS ENDED JANUARY 31, 2014**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes (accrual basis)	\$ 43,027	\$ 25,099	\$ 25,264	101%	100%
Replacement Tax	1,024	597	585	98%	98%
Chargebacks	103	60	67	112%	118%
State Revenue	3,673	2,143	2,106	98%	101%
Tuition and Fees	21,128	22,559	22,695	101%	101%
Other	453	264	187	72%	47%
<b>TOTAL REVENUES</b>	<b>69,408</b>	<b>50,722</b>	<b>50,904</b>	<b>100%</b>	<b>100%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	34,633	20,203	19,923	99%	98%
Academic Support	10,306	6,012	4,862	81%	82%
Student Services	6,867	4,006	3,653	91%	87%
Public Services	526	307	292	95%	90%
Operations and Maintenance	7,760	4,527	3,841	85%	82%
General Administration	5,252	3,064	2,822	92%	91%
General Institutional	1,710	998	57	6%	78%
Contingency	1,089	635	-	0%	0%
Chargebacks	150	88	38	43%	54%
<b>TOTAL EXPENDITURES</b>	<b>68,293</b>	<b>39,838</b>	<b>35,488</b>	<b>89%</b>	<b>90%</b>
Revenues over (under) expenditures	1,115	10,885	15,416		
<b>Net Fund transfers</b>					
To Operation & Maintenance (Rest.) Fund	(7,150)	(4,171)	(4,171)		
To Auxiliary Fund and ALLiance	(284)	(166)	(166)		
From Restricted Fund	360	210	210		
From Working Cash Fund	32	19	19		
To Liability, Protection & Settlement Fund	(400)	(233)	(233)		
To Social Security/Medicare Fund	(780)	(455)	(455)		
Total Transfers	<b>(8,222)</b>	<b>(4,796)</b>	<b>(4,796)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ (7,107)</b>	<b>\$ 6,089</b>	<b>\$ 10,620</b>		

OAKTON COMMUNITY COLLEGE  
 REVENUES AND EXPENDITURES  
 SEVEN MONTHS ENDED JANUARY 31, 2014

OPERATIONS AND MAINTENANCE	Budget (000)	Actual (000)	Actual as a % of Budget
<b>FUND (Restricted)</b>			
<b>REVENUES</b>			
Construction fee	\$ 432	\$ 394	91%
Interest and Investments Gain/Loss	40	42	105%
Other Revenue	10,000	-	0%
Total revenues	<u>10,472</u>	<u>436</u>	<u>4%</u>
<b>EXPENDITURES</b>			
Science & Careers Building	27,466	13,065	48%
HVAC Upgrades	5,700	470	8%
Phone Upgrades	300	24	8%
Relocate NWMC	470	270	57%
Classroom Remodeling	982	879	90%
Cell Phone WI FI	500	-	0%
Enrollment Center (DP)	2,371	183	8%
Construction Administration	166	65	39%
Lavatory Remodeling	1,141	-	0%
Parking Lot Improvements	1,575	75	5%
MP-Building Automation Sys	2,800	1,241	44%
MP-Electrical Delivery Sys Upgrades	370	15	4%
Site and Construction	541	-	0%
Office and Other Remodeling	821	14	2%
Other Projects	955	73	8%
Total expenditures	<u>46,158</u>	<u>16,374</u>	<u>35%</u>
State capital contribution	741	-	0%
Transfer in	7,150	4,171	58%
Net	<u>\$ (27,795)</u>	<u>\$ (11,767)</u>	<u>42%</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
<b>REVENUES</b>				
Bookstore Sales	\$ 3,103	\$ 1,966	63%	74%
Instructional Technology	5,653	3,444	61%	64%
ITFS Lease	920	779	85%	73%
Business Inst./Conference Center	80	20	25%	70%
Copy Center	312	163	52%	58%
Telecommunications	518	303	58%	60%
Travel	68	17	25%	10%
Athletics	19	51	268%	174%
Child Care	508	324	64%	63%
PAC Operations	16	9	56%	45%
Other	252	333	132%	82%
Interest and Investments Gain/Loss	96	27	28%	14%
Total revenues	<u>11,545</u>	<u>7,436</u>	<u>64%</u>	<u>67%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	3,324	1,953	59%	68%
Instructional Technology	6,490	3,822	59%	50%
ITFS Lease	142	16	11%	39%
Business Inst./Conference Center	181	102	56%	62%
Copy Center	446	211	47%	47%
Telecommunications	325	146	45%	45%
Travel	68	2	3%	13%
Athletics	1,015	569	56%	50%
Child Care	832	423	51%	47%
PAC Operations	101	49	49%	48%
Contingency	755	-	0%	0%
Other	438	191	44%	48%
Total expenditures	<u>14,117</u>	<u>7,484</u>	<u>53%</u>	<u>51%</u>
Transfers in (out)	62	36		
Net	<u>\$ (2,510)</u>	<u>\$ (12)</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
SEVEN MONTHS ENDED JANUARY 31, 2014**

	<u>Operating Budget (000)</u>	<u>Prorata Budget (000)</u>	<u>Actual (000)</u>	<u>Actual As a % Budget</u>	<u>Last Year</u>
<b><u>REVENUES</u></b>					
State Revenue	\$ 483	\$ 282	\$ 282	58%	59%
Tuition and Fees	761	444	561	74%	76%
Sale of Materials	59	34	37	63%	74%
Institutional Support					
Oakton Contribution	222	130	130	58%	58%
Evening High School	100	58	-	0%	0%
Interest	13	8	8	62%	58%
Other Revenues	75	44	49	65%	88%
	<u>1,713</u>	<u>999</u>	<u>1,067</u>	<u>62%</u>	<u>64%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	743	433	247	33%	24%
Instructional Programs					
Allied Health	566	330	310	55%	52%
Job-related	232	135	103	44%	56%
Home Related	23	13	9	39%	48%
Personal	100	58	50	50%	46%
Physical Fitness	15	9	7	47%	47%
Community Service	104	61	41	39%	33%
NIPSTA	37	22	23	62%	51%
Other Programs	899	524	487	54%	48%
Total Programs	<u>1,976</u>	<u>1,153</u>	<u>1,030</u>	<u>52%</u>	<u>49%</u>
Total expenditures	<u>2,719</u>	<u>1,587</u>	<u>1,277</u>	<u>47%</u>	<u>41%</u>
Revenue over (under) expenditures	<u>\$ (1,006)</u>	<u>\$ (588)</u>	(211)		
Net Position 6/30/13			2,888		
Net Position end of period			<u>\$ 2,677</u>		

OAKTON COMMUNITY COLLEGE  
 STUDENT ACTIVITIES FUND  
 SUMMARY OF REVENUES AND EXPENDITURES  
 SEVEN MONTHS ENDED JANUARY 31, 2014

	<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	\$ 574,636				
Interest income	-				
Sub total revenues	<u>574,636</u>				
369901 Student Government Association	\$ 86,290	\$ 130,000	\$ 216,290	\$ (139,204)	\$ 77,086
369902 SGA Special Allocations	-	-	-	(9,722)	(9,722)
369903 SGA Computer Equipment	-	-	-	-	-
369910 Occurrence	18,778	-	18,778	(23,680)	(4,902)
369919 Skokie Student Leaders	80	53,306	53,386	(20,780)	32,606
369920 SGA College Program Board	-	54,710	54,710	(21,355)	33,355
369923 Students Helping Honduras	-	555	555	-	555
369924 Hawaiian Music Club	40	200	240	(53)	187
369925 Otaku Society	-	-	-	(22)	(22)
369926 Seeds	150	1,479	1,629	(303)	1,326
369927 Cheer & Dance Team	403	1,700	2,103	(319)	1,784
369928 African Student Club	64	200	264	-	264
369929 India Club	-	-	-	-	-
369930 Early Childhood Education Club	269	1,103	1,372	-	1,372
369931 Students for Social Justice	-	4,234	4,234	(29)	4,205
369932 Ceramic Club	150	1,037	1,187	-	1,187
369933 UNICEF	212	4,664	4,876	(938)	3,938
369934 Hillel	270	1,003	1,273	(224)	1,049
369935 Honors Student Organization	1,611	778	2,389	(1,437)	952
369936 Ultra	-	325	325	(204)	121
369938 Table Tennis Club	-	950	950	-	950
369939 French Club	150	544	694	-	694
369940 Trading Card Game Club	120	483	603	(688)	(85)
369941 Avanti Tutta	-	-	-	-	-
369942 Astronomy Club	75	500	575	-	575
369943 Japan Club	109	1,931	2,040	(147)	1,893
369944 South East Asian (SEA) Club	-	1,459	1,459	-	1,459
369945 Physical Therapy	591	487	1,078	-	1,078
369946 Phi Theta Kappa (PTK)	5,386	16,185	21,571	(10,048)	11,523
369947 Oakton Pride	-	-	-	-	-
369948 Campus Crusade For Christ	234	1,070	1,304	(399)	905
369949 Mission Bible Club	-	249	249	(69)	180
369950 Hispanic Club	150	604	754	(501)	253
369952 Student Nurses May 2012	-	-	-	-	-
369954 Stem Club	-	-	-	-	-
369955 Ecology Club	150	2,583	2,733	(286)	2,447
369956 Doctor Clown Club	107	1,214	1,321	-	1,321
369957 Student Nurses Dec. 2012	-	-	-	-	-
369959 Black Student Union	353	1,242	1,595	(200)	1,395
369960 Muslim Student Association	-	2,087	2,087	(964)	1,123
369961 Engineering & Physics Club	-	450	450	(58)	392
369962 Nurses Dec 2013	2,031	822	2,853	(636)	2,217
369963 Art Club	-	203	203	-	203
369964 Oakton Helping Others	-	-	-	-	-
369966 Oakton's Economic Club	-	200	200	-	200
369968 Medical Lab Tech Club	-	-	-	-	-
369969 European Culture Club	-	-	-	-	-



OAKTON COMMUNITY COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES (Continued)  
SEVEN MONTHS ENDED JANUARY 31, 2014

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
369970 Fit Club	-	-	\$ -	\$ -	\$ -
369971 Habitat for Humanity	3,928	967	4,895	(2,608)	2,287
369972 PAYO	677	1,331	2,008	(757)	1,251
369973 Korean Campus Crusade For Christ	-	200	200	-	200
369974 Student Veterans Club	-	200	200	-	200
369975 Indo-Pak Club	-	-	-	-	-
369977 Chess Club	150	275	425	(51)	374
369980 Go Club	-	100	100	-	100
369981 Chicago Computer Society	-	-	-	-	-
369982 Graphic Design Club	-	250	250	(90)	160
369989 Entrepreneur Club	150	275	425	-	425
369990 Improv Club	-	200	200	-	200
369992 Performing Arts Society	-	-	-	-	-
Sub Totals	<u>\$ 122,678</u>	<u>\$ 292,355</u>	<u>\$ 415,033</u>	<u>\$ (235,772)</u>	<u>\$ 179,261</u>

**Fund Summary**

Total Revenues	\$ 697,314
Total Expenditures	(235,772)
Total Transfers to other funds	(281,098)
Excess revenue over expenditures	180,444
Net Position 6/30/13	275,397
Net Position, end of period	<u>\$ 455,841</u>

**OAKTON COMMUNITY COLLEGE  
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS  
JANUARY, 2014**

**GENERAL FUND TRANSFERS/PAYMENTS**

DATE	AMOUNT	OCC FOUNDATION	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	MISC
1/7/2014	\$ 38,702.07		\$ 38,702.07			
1/16/2014	500.00	\$ 500.00				
1/17/2014	536,127.79				\$ 536,127.79	
1/22/2014	1,856.00			\$ 1,856.00		
1/31/2014	4,225.00	4,225.00				
<b>TOTAL</b>	<b>\$ 581,410.86</b>	<b>\$ 4,725.00</b>	<b>\$ 38,702.07</b>	<b>\$ 1,856.00</b>	<b>\$ 536,127.79</b>	<b>\$ -</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
1/3/2014	\$ 207,561.42	\$ 207,561.42			
1/3/2014	62,003.28		\$ 62,003.28		
1/3/2014	131,179.59			\$ 131,179.59	
1/3/2014	86,554.49				\$ 86,554.49
1/17/2014	212,603.09	212,603.09			
1/17/2014	62,771.73		62,771.73		
1/17/2014	131,189.94			131,189.94	
1/17/2014	89,392.49				89,392.49
1/31/2014	272,050.03	272,050.03			
1/31/2014	83,281.11		83,281.11		
1/31/2014	165,648.59			165,648.59	
1/31/2014	75,911.08				75,911.08
<b>TOTAL</b>	<b>\$ 1,580,146.84</b>	<b>\$ 692,214.54</b>	<b>\$ 208,056.12</b>	<b>\$ 428,018.12</b>	<b>\$ 251,858.06</b>

**Ratification of Actions of the Alliance for Lifelong Learning Executive Board**

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$126,913.79 for part-time teaching services for the Alliance for Lifelong Learning Spring 2014.
- b. Salary rescinds in the amount of \$15,462.89 for part-time teaching services for the Alliance for Lifelong Learning Spring 2014.

MLI:sk  
2/7/2014

**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 \$126,913.79 for all funds listed in item a.”

**Ratification of Payment of Professional Personnel - Spring 2014**

Comparative figures:

<b>Spring 2014 Part-Time</b>	<b>Spring 2013 Part-Time</b>
\$ 3,897,591.86	\$ 3,892,188.54
<b>Spring 2014 Overload</b>	<b>Spring 2013 Overload</b>
\$ 343,246.00	\$ 371,730.60
<b>February 2014 Stipends</b>	<b>February 2013 Stipends</b>
None	\$ 28,436.26

TPH/vg  
2/2014

**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 2014; the total payment amounting to \$3,897,591.86."
2. "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 2014; the total payment amounting to \$343,246.00."
3. There are no stipends to report this month.

**Approval of Clinical Practice Agreements**

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

- Health Information Technology  
Renewal: **Presence Saint Francis Hospital** – This is the hospital’s agreement that has been reviewed and approved by the College administration and faculty. It is for an initial term of one year, automatically renewable for successive one-year terms.
- Human Services  
New: **Centro Romero** – This is the College’s standard agreement for a five-year, six-month period.
- Substance Abuse Counseling  
New: **G.W. and Associates, Inc.** – This is the College’s standard agreement for a five-year, seven-month period.

TH/md  
2/13/2014

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

That the Board adopt the following resolution:

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

For the Health Information Technology Program

Presence Saint Francis Hospital – Evanston

For the Human Services Program

Centro Romero – Chicago

For the Substance Abuse Counseling Program

G.W. and Associates, Inc., A Wellness Organization – Chicago.”

**Authorization to Approve February Purchases**

Any purchase exceeding \$25,000 requires Board approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution.

All items were previewed at the November 19, 2013, December 10, 2013, and January 21, 2014 Board of Trustees meetings.

DLS:ws  
2/5/2014

**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:

<b><u>Agenda Item</u></b>	<b><u>Page(s)</u></b>	<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Amount</u></b>
2/14-7a	1	Lecterns and Computer Tables for the Science and Health Careers Center	Computer Comforts, Inc.	\$ 66,986.14
2/14-7b	1 & 2	Services of Auditor - Two Year Contract Extension	Sikich LLP	\$ 185,648.00
2/14-7c	1 & 2	Lecture Capture System - Three Year Contract	Desire2Learn Ltd.	\$ 156,811.00
2/14-7d	1	Snap-on Diesel Engine Tools	Snap-on Industrial	\$ 46,454.53
<b>GRAND TOTAL</b>				<b>\$ 455,899.67.”</b>

**Authorization to Purchase Lecterns and Computer Tables for the Science and Health Careers Center**

December agenda item 12/13-10d stated that there would be additional furniture related purchases for the new SHC Center. This request is for twelve lecterns for various classrooms and labs throughout the building. Also, rooms 242 and 252 are the Nursing computer labs which will be equipped with 21 computer tables each. The lecterns and computer tables are a sole source purchase from the manufacturer, Computer Comforts. Computer Comforts does not have any resellers or distributors, they only sell direct.

In early 2012, the College issued a bid for furniture for the summer 2012 and 2013 classroom remodeling projects. The bid responses included various lecterns which were evaluated by the Information Technology (IT) staff. The lecterns proposed by Computer Comforts were determined to be the one unit that could best accommodate the required computer and media components. The unit price of the lectern is \$1,917.53, for a total of \$23,010.36.

The 42 computer tables needed for the Nursing lab will have a “hide-away” feature that allows the computer monitor to be lowered and hidden. This feature enables the room to be a dual purpose area for computer or classroom use. Over the years, a variety of different manufacturers and table styles have been evaluated. The College has once again selected the Computer Comforts tables based on the function, ease of use, and durability. The unit price of the table is \$1,047.0423, for a total of \$43,975.78.

The total cost of this purchase is \$66,986.14. The Administration is confident that Computer Comforts, Inc. will continue to meet the College’s needs.

Delivery will be scheduled to coincide with the planned start of classes in the new Science and Health Careers Center.

JMW:ws  
2/5/2014

**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 Lecterns and Computer Tables for the Science and Health Careers Center from Computer Comforts, Inc., 367 Columbia Memorial Parkway, Kemah, TX 77565, for a total of \$66,986.14 per their quote #AAAQ7017-01 and AAAQ7058.”

**Authorization to Purchase Services of Auditor - Two Year Contract Extension**

In 2011, the Department of Accounting Services issued a Request for Proposal (RFP) for the purchase of auditing services. As a result of the RFP process, Sikich LLP was recommended by the Administration and approved by the Board at its regularly scheduled meeting of February 2011. The engagement was for the audits of fiscal years 2011 through and including 2013.

Sikich LLP has successfully performed the audit of the aforementioned years and delivered a thorough, complete, and accurate audit. Their work has been completed in a timely manner and the College has continued to receive the Government Finance Officers Association's *Certificate of Achievement for Excellence in Financial Reporting* award. They have met with the Finance, Facilities, and Technology Committee to discuss the audit in detail and presented the audit to the College's Board all in a satisfactory manner.

During the third year of the engagement, two major personnel events took place at the College. First, the Vice President for Business and Finance, Carl Costanza, retired as of January 31, 2013. Second, the Director of Accounting Services, Raul Garcia, resigned to take another position as of August 15, 2013. The later of these two events put pressure on Sikich LLP to complete a significant amount of audit work in a two week period prior to Mr. Garcia's departure. The final week of the three-week fieldwork portion of the audit took place subsequent to Mr. Garcia's departure. In all, the audit was completed in a timely manner, and the College was able to meet all of its reporting deadlines.

In recognition of the successful completion of the audits of fiscal years 2011 through 2013 and the turnover in key positions at the College, the Administration is requesting approval of a two year extension which would appoint Sikich LLP as the College's auditors for the periods ending June 30, 2014 and June 30, 2015. This request is based on the following considerations:

- The position of Director of Budget and Accounting Services (previously Director of Accounting Services) is responsible for managing the audit inclusive of preparation of audit schedules provided by the College to the auditors. The appointment of Karen Epps to this position took place after the Fiscal 2013 audit was substantially complete. The Fiscal 2014 audit will be Ms. Epps' first in her new position and continuity of the auditor will be extremely beneficial since first year audits with new firms are very arduous. This is due to the need for new auditing firms to gain an in-depth understanding of the new client (policies, procedures, internal controls, systems, etc.) as well as for the new client to come to an understanding of the auditing methods utilized by the new firm.



- The College will be going back to the debt market in 2014 to complete its planned issuance of debt for Master Plan projects. Sikich LLP will greatly assist the College with preparation of portions of the financial schedules to be included in the Official Statement.
- Sikich LLP has agreed to hold its aggregate fee for the next two years at the Fiscal 2013 audit level of \$92,824.

Sikich LLP has delivered to the Board of Trustees and the College, thorough, complete, and accurate audits. They have a strong track record of adding value at the College, and the Administration believes that Sikich LLP provides the best value for auditing services over the next two years.

RJN:ws  
2/5/2014

**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 Services of Auditor – Two Year Contract Extension from Sikich LLP, 998 Corporate Boulevard, Aurora, Illinois 60502 for fiscal years 2014 and 2015, for a total of \$185,648.”

**Authorization to Purchase of Lecture Capture System - Three Year Contract**

Lecture Capture is a set of technologies that allows for the recording of classroom based activities in a digital format for subsequent distribution on the web. Lecture Capture covers numerous software, hardware, systems options, may include audio and video recordings of an instructor and students, as well as visual aids such as Powerpoint slides, whiteboard drawings, or document camera images. The recordings may be streamed live or archived for retrieval and playback by students at a later time.

Lecture capture technology is not intended to be used as a replacement for attending class, but as a supplement to the classroom instruction. Captured lectures can be reviewed multiple times so that students have more opportunity to absorb complex content. The captured lectures are often used as an aide to online instruction. They can allow for innovative pedagogy, where faculty can have students watch lectures outside of the classroom as homework and use class time for more in depth discussion and analysis. This concept is often referred to as the ‘flipped classroom.’

A committee of full time faculty, part time faculty, staff, and Administrators developed a list of criteria to use in the evaluation process for a Lecture Capture system. A Request for Proposal (RFP) was issued in July, and six proposals were received in August. The committee scheduled vendor presentations and all faculties were invited to review the vendor products. The submitted proposals were evaluated against the College’s functional requirements and analyzed to understand the real costs of each implementation, as pricing and function vary widely among the products. All are commonly used at other colleges and universities.

The following table shows the six proposals the College received and the base contract pricing.

<b>Product</b>	<b>Base Contract Pricing for 3 Year Hosted Service</b>	<b>Comments</b>
<b>Tegrity</b>	\$277,581	Includes \$20,000 of required professional services and 10,000 storage hours
<b>Echo360</b>	\$50,350 (1 <sup>st</sup> year only)	Did not quote 3 year proposal; eliminated due to concerns with D2L LMS integration
<b>Panopto</b>	\$151,990	Includes 12,000 storage/viewing hours; additional bundles of 6,000 hours cost \$2,700
<b>Sonic Foundry Mediasite</b>	\$123,389	Restricted to 50 concurrent sessions; includes 1,000 storage hours
<b>Desire2Learn Capture</b>	\$106,811	Includes 21,506 storage hours
<b>Techsmith Camtasia Relay</b>	\$23,980	Did not meet minimum product requirements

Nursing faculty members helped complete pilot testing in the fall 2013 semester for the two products selected as finalists; Panopto and Desire2Learn Capture. Both products were excellent.

One of the most important criteria for the software is ease of use, as it is difficult to develop widespread adoption of tools that have steep learning curves. Another important criteria is seamless integration into our online learning platform, Desire2Learn. Finally, cost and value are also critical factors. For these reasons, the selection committee unanimously supported the purchase of Desire2Learn Capture.

The College is currently in year four of a five year contract with Desire2Learn for its online learning platform. The College has been very pleased with the product and support from the vendor, and the faculty has greatly expanded online offerings. Desire2Learn Capture fits seamlessly into the Desire2Learn Learning Environment through the use of Capture Central, an integrated tool bar. The product supports live and on-demand presentations, has full editing and post production tools, and support for mobile devices via podcasts or vodcasts. While the Learning Environment is managed directly on Oakton's in house servers, a cloud environment has been chosen for the Lecture Capture purchase. Desire2Learn uses Amazon web services for their hosted solution, which provides a robust, high availability environment. The technical review of the system was very positive.

Over the course of the three year contract, the College expects to grow the use of lecture capture and is building into the proposal additional funds to expand video storage hours, add training and professional services, as well as allow for the purchase of dedicated Lecture/Capture stations, bringing the total project cost to \$156,811.

BLL:ws  
2/5/2014

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Oakton Community College District 535 authorizes the purchase of a Lecture Capture System - Three Year Contract from Desire2Learn LTD., 715 St. Paul Street, Baltimore, MD 21202 for a total not to exceed \$156,811 in accordance with their response to Request for Proposal #1.”

**Authorization to Purchase Snap-on Diesel Engine Tools**

Last year, Oakton's Automotive Technology program approved two courses to expand the program into diesel engines. Diesel I (ATA 118) is being offered during the spring 2014 semester, and the program is planning to offer Diesel II (ATA 218) during the fall 2014 semester.

The tools are required for certification by the National Automotive Technicians Education Foundation (NATEF), which the program will pursue in the near future. These tools will allow students to perform laboratory exercises such as the removal of injectors from diesel systems and diagnosing semi-tractor problems using hand held scanners that communicate with software diagnostic systems.

Snap-on is a leader in this industry, offers a life time warranty on its products, provides discounted sales to students, and has a history of doing business with the College. Beyond the Diesel I and II classes, these tools can be used in other ATA classes including:

- Introduction to Automotive Technology (ATA 102)
- Electrical Systems (ATA 111)
- Steering, Balancing & Alignment (ATA 114)
- Basic Automotive Engines (ATA 204)
- Advanced Automotive Engines (ATA 205)
- Clutches, Transmissions & Differentials (ATA 206)
- Automotive Heating and Air Conditioning (ATA 207)

Enrollment in these courses is approximately 130 students per semester.

The Automotive Technology and Purchasing departments worked together to issue a Request for Proposal (RFP) which was sent to five (one in district) Snap-on divisions and franchised dealers. Two proposals (none in district) were received. The low proposal of \$46,454.53 was submitted by Snap-on Industrial. The other proposal of \$49,225 was from Unique Truck Equipment, Inc. from Grand Rapids, Michigan.

The lack of company responses is very typical of bids/RFP's for Snap-on products. Snap-on Industrial gets a higher discount than all other divisions, distributors, and franchised dealers for educational accounts, and this is a known fact throughout their sales force. Because of this discount structure, their distribution network is reluctant to spend the time working on bids/RFP's when they know they will not be competitive.

Snap-on Industrial is a long time supplier to the College. The Administration is confident they can supply the equipment and services to meet the needs of the College.

Delivery will be in March.

RWS:ws  
2/5/2014

**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 Snap-on Diesel Engine Tools from Snap-on Industrial, 3011 E. Rt. 176-Door 19A, Crystal Lake, IL 60039, for a total of \$46,454.53 in accordance with their low response to Request for Proposal #11.”

<b>Snap-on Diesel Engine Tools</b>	
<b>RFP #11</b>	
<b>Responding Bidders (City &amp; State)</b>	<b>Total Cost</b>
<b>Snap-on Industrial, Crystal Lake, IL</b>	<b>\$46,454.53</b>
Unique Truck Equipment, Inc., Grand Rapids, MI	\$49,225.00

**Preview and Information Regarding March 2014 Purchases**

The following purchases will be presented for approval at the March 2014 Board of Trustees meeting:

**a) Science Lab Fume Hood** - Currently, the College does not offer Microbiology at the Ray Hartstein campus. There is a high student demand for this class. Teaching Microbiology requires additional utilities and equipment in the classroom. Room A231 has been identified as the location best suited for Microbiology, as a lab prep room exists behind the classroom.

A two step plan was put into place to repurpose this classroom. The first step was to design and engineer the space. The second step was to install natural gas and then install a pass through fume hood. Last fiscal year, the design and engineering work was completed. Natural gas was then installed during the late fall of 2013. The College is now preparing a Request for Proposal (RFP) to be issued for the purchase and installation of the fume hood. Results of the RFP are expected to be brought to the March or April Board meeting for purchase approval. The estimated cost is \$35,000.

**b) IP Telephony Annual Support Agreement Renewal** - In November of 2012, the Board of Trustees approved the purchase of a Mitel IP Telephony System with implementation services and one year of support services from Telecom Innovations Group (TIG) which was the lowest cost vendor based on the proposal responses.

The implementation of the new telephone system came in on time, within budget, and the College was very satisfied with TIG's professional implementation services. Since the implementation, TIG has continued to provide high quality support services as part of the annual support agreement due to their detailed knowledge of how the system was implemented. 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 College's telephony systems.

The first year of the annual support agreement will end shortly. The administration believes that it is in the College's best interests to renew the agreement with TIG for the second year. The College will continue the implementation of the Mitel IP Telephony System in the new Science and Health Careers Center and the new Enrollment Center. It is extremely important to continue working with the same company in order to ensure continuity and no disruption of service. TIG's vast knowledge of the College's infrastructure and environment, plus their detailed understanding of the complex telephony system, make them the obvious choice for the second year of the agreement.

The Administration is requesting approval to renew year two of the support agreement for \$26,600. This renewal will keep Telecom Innovations Group (TIG) as the College's support provider until the period ending March 1, 2015. Back in November 2012 when the Board approved the original purchase, year two support was estimated at \$31,200. The amount being request is approximately \$4,600 less than that estimate.

**c) Achieving the Dream Annual Membership** - Oakton Community College joined the Achieving the Dream network in 2013. The goal of this network is to increase student success and eliminate any achievement gaps across student populations. As an Achieving the Dream College, Oakton is receiving services from two coaches; one focused on general leadership and the other on data. Oakton is now completing the first year of the three year commitment. In this first year, Oakton gathered student data to obtain a success baseline and to begin discussions on possible barriers in a student's academic path. This data collection and analysis involved cohort-level tracking for students who were new to Oakton in fall terms 2008, 2009, and 2010. In this second year, under the guidance of our coaches, the College will implement initiatives to improve student success. The annual cost for year two of this membership is \$75,000. This is the same amount as year one of the membership.

**d) Laerdal Manikins for Fire Science Program** - Manikin-Based Patient Simulation is now the standard in Emergency Medical Service (EMS) teaching delivery. As of 2013, all EMS teaching programs were required to be in compliance with the National EMS Educations Standards which require the use of patient simulators. Laerdal's SimMan 3G, ALS Simulator, SimJunior, and SimBaby are the most commonly used simulation manikins in the EMS field. The simulation manikins can be programmed to exhibit a variety of illnesses, injuries, traumas, and other medical emergencies. A pre-programmed scenario or customized program is utilized to record student actions and reactions to real life emergency scenarios. The manikins can interact and exhibit additional signs or symptoms that must be managed by the student. The student's can practice and master their EMS skills and apply their knowledge on a simulation manikin in a safe, non-threatening, teaching environment that provides for critical thinking, decision making, and team building.

The use of manikin based patient simulation is especially important for pediatric training. Laerdal's SimBaby simulator will be used for this training. This manikin can exhibit a variety of pediatric emergencies that require advanced life support and skilled analysis to properly diagnose the problem. SimBaby is a proprietary product from Laerdal and is not available thru distributors. The cost for SimBaby is estimated at \$63,000, which includes the manikin, a five year extended warranty, onsite training, and all required accessories.

The Fire Science Technology - Emergency Medical Technician (EMT) programs provides training for EMT basic and paramedic certification and licensing. Teaching of various medical skills requires the use of artificial trainers and manikins. The analogy can be used of learning to ride a bike. Reading and watching videos can be helpful, but not until actually practicing riding a bike can you become efficient. This is especially true in life-saving skills. It is less than desirable to have an EMS professional learn and practice by trial and error in the real world. The skills are best learned in a safe and controlled environment where they can be corrected and reinforced. Three different CPR manikin trainers are being purchased. Laerdal's Little Junior and Baby Annie are being purchased to augment the program's current inventory to teach and certify students in CPR. The third manikin is a Recording Annie with SimPad which will objectively and quantitatively grade the student's performance in demonstrating CPR/AED in a cardiac arrest scenario. In addition to CPR, starting IV's is an important skill that needs to be mastered by paramedics. A multi-venous IV training arm kit will be purchased to help paramedic students master this skill. Another important skill to be learned by paramedics is airway management. A newborn neonatal intubation trainer and an infant airway management trainer will help provide manikin training for mastering of airway management in these types of patients. This additional Laerdal equipment is estimated at \$14,000.



**Adoption of Resolution on Tuition Rates**

The College has three primary revenue sources: property taxes, state funding and student tuition/fees. The ability of the College to increase revenue is, however, very limited. First, property tax increases are limited by the Property Tax Extension Limitation Law (“PTELL”) to the lesser of 5% or the consumer price index (“CPI”). The CPI for the 2013 tax levy, which was adopted by the Board in December 2013, was 1.7%. Second, funding from the State has been on the decline for a number of years such that credit hour grant funding has declined by almost 7.8% since 2009. The annual loss of revenue since then is approximately \$444,000. The State has also eliminated other grants over the years resulting in additional lost annual revenue, on average, of \$150,000.

At a meeting of the Committee of the Whole which was held at the Ray Hartstein Campus in Skokie on Tuesday, February 4, 2014, at 5:00PM, the Board was presented with information regarding Oakton’s tuition/fees. The information included a look at the status of funding from the State, the College’s property taxes, Oakton’s current 10 year tuition/fees history, a ranking of Oakton among state-wide community colleges and peer institutions, and a recommendation by the Vice President for Business and Finance for an increase in tuition over each of the next two academic years. The recommendation for the increase was based on a needs-based tuition model.

In the presentation, Oakton was identified as having the 7<sup>th</sup> lowest tuition/fees per credit hour among the State’s thirty-nine community colleges. This position in the State places Oakton’s tuition at 28% lower than the highest State-wide tuition rate and almost 12% lower than the State-wide average. Among the College’s six peer institutions, Oakton is 28% lower than the peer maximum and almost 17% lower than the peer average. Below is a comparison of cost per credit hour at several neighboring community colleges for fiscal year 2014.

College	Cost Per Credit Hour For Tuition and Fees
College of DuPage	\$140.00
Moraine Valley Community College	\$126.00
William Rainey Harper	\$124.50
College of Lake County	\$112.00
Triton Community College	\$111.00
Elgin Community College	\$109.00
<b>Oakton Community College</b>	<b>\$100.34</b>

Based upon a needs-based tuition analysis, the Vice President for Business and Finance recommends an increase in tuition of \$7.91 per credit hour for Fiscal 2015 and an increase of \$8.00 per credit hour for Fiscal 2016. These amounts are slightly lower than were presented at

the Committee of the Whole meeting. The reduction of the amounts was made in recognition of comments by students and requests by staff to make tuition more easily calculable without odd cents.

After consideration of the recommended tuition increase for Fiscal 2015, Oakton will continue to be almost 23% lower than the current State-wide and peer group maximum tuition/fee rates.

Previous to the Committee of the Whole meeting, the Vice President for Business and Finance and Vice President for Student Affairs met with the Student Government Association (“SGA”). While the exact dollar amounts for tuition increases was not discussed pending the aforementioned Committee meeting, students were presented with major factors affecting the College including reduced funding from the State, the financial impact of the Affordable Care Act, property tax increase limitations due to the PTELL, and general uncertainty outside the Board’s control. The SGA also saw how Oakton compared to a number of other community colleges and Oakton’s recent tuition/fee history.

RJN:vlb  
2/2014

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorize a tuition rate of \$103.25 per credit hour effective as of the summer term of 2014 and further authorizes a tuition rate of \$111.25 effective as of the summer term of 2015.”

**Acceptance of Grants**

Funding totaling \$144,600 has been made available to Oakton Community College, subject to acceptance at the February 18, 2014 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.

RM:al  
2/12/2014

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 2/14-10a through 2/14-10b, for the following grants:

a. Illinois Department of Commerce and Economic Opportunity grant in the amount of.....	\$125,000
b. National Science Foundation sub-award in the amount of.....	\$19,600
...for a total of \$144,600."	

**Acceptance of Illinois Department of Commerce and Economic Opportunity Grant**

The Illinois Department of Commerce and Economic Opportunity has awarded Oakton Community College a grant in the amount of \$125,000 in support of the solar hot water system that was installed on the Des Plaines campus in 2010. This was a legislative initiative proposed in 2009 by State Senator Dan Kotowski, for which funds have now been appropriated. This project received prior financial support from the Illinois Clean Energy Community Foundation and another Illinois Department of Commerce and Economic Opportunity grant initiative.

RM:al  
2/12/2014

**President's Recommendation:**

That the Board adopt the following resolution (*if not adopted en bloc*):

“Be it resolved that the Board of Trustees of Community College District 535 accept \$125,000 from the Illinois Department of Commerce and Economic Opportunity to provide additional support for the College’s Des Plaines campus solar hot water system.”

**Acceptance of National Science Foundation Sub-Award**

The Midwest Regional Center for Nanotechnology Education, also known as Nano-Link, was the recipient of a \$2,255,429 grant from the National Science Foundation to provide resources and support to colleges along the Midwest corridor as they develop programs to grow a skilled nanoscience technician workforce. Nano-Link has contracted with Oakton Community College to assist in those efforts by hosting a workshop for college and high school educators, as well as an industry summit, and working to integrate Nano-Link content modules into existing curriculum. From the original NSF grant, Nano-Link will pay Oakton \$16,600 for services performed and \$3,000 for travel expenses. John Ireland, a co-Project Investigator on the NSF grant, has been retained by Oakton as the College's Nanotechnology Grant Project Manager. Dr. Robert Sompolski, Dean of Mathematics and Technologies, will administer the grant.

RM:al  
2/12/2014

**President's Recommendation:**

That the Board adopt the following resolution (*if not adopted en bloc*)

“Be it resolved that the Board of Trustees of Community College District 535 accept a \$19,600 sub-award from the Midwest Regional Center for Nanotechnology Education, also known as Nano-Link, under Grant Award Number 1204918 awarded to Nano-Link by the National Science Foundation.”

**Notice of Non-Renewal of Short Term Faculty Contracts**

Faculty members Lindsey Hewitt and Kristi Zenchak were hired as 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  
2/2014

**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 Lindsey Hewitt and Kristi Zenchak will not be required for the 2014-2015 academic year.”

**Acceptance of Nominations for Directors of the Oakton Community College Educational Foundation**

Directors/Candidates for the Oakton Community College Educational Foundation have been nominated for membership to the Board. The Foundation Membership Committee is presenting Steven Kermisch, of Takeda Pharmaceuticals America, Inc., and Jay Wadhwa of Comcast SportsNet Chicago. The Membership Committee has carefully screened the candidates and ensures the College that they will be valuable assets to the Educational Foundation Board.

CD:ec  
2/2014

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 affirm the nominations of the following individuals as Directors of the Oakton Community College Educational Foundation:

Steven Kermisch, National Director, State Government Affairs, Takeda Pharmaceuticals America, Inc., Deerfield, Illinois; and

Jay Wadhwa, Senior Director, Creative Services, Comcast SportsNet Chicago, Chicago, Illinois.”