

**The 707th Meeting  
of  
The Board of Trustees  
February 16, 2016**



## **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 707th MEETING  
of  
THE BOARD OF TRUSTEES  
FEBRUARY 16, 2016**

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

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
February 16, 2016**

A meeting of the Oakton Community College Board of Trustees Finance Committee will be held on Tuesday, February 16, 2016, beginning at 5:00 p.m. in room 1506 at the Oakton Community College Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

The purpose of this meeting to discuss budget projections and planning.

No official action will be taken.

**AGENDA**

1. Call to Order
2. Roll Call
3. Discussion on budget projections and planning
4. Consideration of a motion for adjournment
5. Adjournment

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 16, 2016**

**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 19, 2016
  - 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 19, 2016

Statement by the President

Report: Strategic Planning Process

Finance Committee Report

Foundation Liaison Report

ICCTA Liaison Report

Student Trustee Report

Comments by the Chair

Public Participation

**NEW BUSINESS**

CONSENT AGENDA

2/16-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 2/16-2 through 2/16-6

2/16-2 Ratification of Payment of Bills for January 2016

2/16-3 Acceptance of Treasurer's Report for January 2016

2/16-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

2/16-5 Ratification of Payment of Professional Personnel

2/16-6 Approval of Clinical Practice Agreements

## OTHER AGENDA ITEMS

- R 2/16-7 Authorization to Approve February 2016 Purchases  
a. Elevator Maintenance Contract Amendment  
b. Contracted Instructional Training  
c. Services of Auditor  
d. Consulting Services for Energy Procurement
- 2/16-8 Preview and Discussion of March 2016 Purchase
- R 2/16-9 Approval of Award of Tenure
- R 2/16-10 Approval of Notice of Non-Renewal of Short Term Faculty Contracts
- R 2/16-11 Approval of Salary Stipends for Administrators
- R 2/16-12 Acceptance of Nomination for Director, Oakton Community College  
Educational Foundation
- R 2/16-13 Authorization to Name a Room in the Margaret Burke Lee Science and Health  
Careers Center
- R 2/16-14 Approval of Policy Revision

## **ADJOURNMENT**

**The Minutes of Regular Board Meeting of Oakton Community College  
January 19, 2016**

The regular meeting of the Board of Trustees of Community College District 535, Oakton Community College, was held on Tuesday, January 19, 2016 at the Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

**Closed Session**

Chair Harada called the meeting to order at 6:25 p.m. in room 1506, and asked for a motion to close the meeting for the purpose of considering the appointment; employment; compensation; discipline; performance or dismissal of employees; pending litigation; and collective negotiating matters. Dr. DiLeonardi made the motion, seconded by Mr. Frank; Mr. Stafford called the roll:

Ms. Harada	Aye
Ms. Tennes	Absent
Mr. Stafford	Aye
Dr. DiLeonardi	Aye
Mr. Frank	Aye
Mr. Salzberg	Aye
Mr. Wadhwa	Aye
Mr. Dixon	Aye

Also present: Dr. Joianne Smith, President; Dr. Tom Hamel, Vice President, Academic Affairs; Dr. Karl Brooks, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Technology and Data Analytics; Ms. Mum Martens, Chief Human Resources Officer; and Mr. David Agazzi, Consultant for Finance Operations. At 7:05 p.m., Mr. Wadhwa made a motion to adjourn the session seconded by Dr. DiLeonardi. A voice vote was called and the meeting was adjourned.

**Call to Order and Roll Call**

Chair Harada called the open session to order at 7:30 p.m. in room 1506; Mr. Stafford called the roll:

Ms. Harada	Chair	Present
Ms. Tennes	Vice Chair	Absent
Mr. Stafford	Secretary	Present
Dr. DiLeonardi		Present
Mr. Frank		Present
Mr. Salzberg		Present
Mr. Wadhwa		Present
Mr. Dixon		Present

**Pledge of Allegiance**

**Approval of Minutes**

Chair Harada asked for a motion for the approval of the minutes of the regular Board meeting held on December 15, 2015. Mr. Dixon made the motion which was seconded by Mr. Salzberg. A voice vote was called and the minutes were unanimously approved.

**Statement by the President**

President Smith welcomed everyone back to the first day of the Spring semester and the first Board meeting of 2016. After introducing and welcoming Mr. David Agazzi, Consultant for Finance Operations, President Smith asked for introductions of those present:

Elena Couto, Alumni Relations and Secretary of the Classified Staff Union President, presented, Lisa Bolinder, Athletics; Philip Cronin, Media Services; Eileen Cukierski, President's Office; Krissie Harris, Student Life;

Christine Petray, Health Services; Rich Schwass, Business and Finance; Ron Smith, Workforce Development; and Jesse Wallace, Media Services.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented Julia Fraas, Professor, Library Services; Majid Ghadiri, Professor, Electronic and Computer Technology; Michael Graves, Professor, Physical Education; George Lungu, Professor, Political Science; Maryann Nedorost, Professor, Physical Therapy Assistant; and Michael Nicholson, Associate Professor, History.

Barbara Dayton, Lecturer of Sociology, and Adjunct Faculty President, introduced: David Arieti, Lecturer, Biology; Kalyani Banerjee, Lecturer, Chemistry; Linda Berendsen, Lecturer, English; Randy Felsenthal, Lecturer, Business; Krissie Harris, Coach, Chair and Dance; and Cheryl Thayer, Lecturer, Sociology.

Will Dixon, Student Trustee, presented students: Elizabeth Adcox, Edmund Buni, Sam Ghazaleh, Yeon Woo Kim, Lance Lindsay, Brandon Loyfman, Lena Lipinski, Ben Miller, Pedro Morales, and Patrick Swietek.

Administrators present included: Ann Marie Barry, Director, Student Life; Michele Brown, Director, Student Recruitment; Michael Carr, Assistant Vice President, Academic Affairs; Sebastian Contreras, Jr., Dean, Student Success; Karen Epps, Director, Budget and Accounting Services; Mary Knight, Executive Director of Development; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Mum Martens, Chief Human Resources Officer; Paul Palian, Director, College Relations; Nancy Prendergast, Assistant Vice President of Academic Affairs, Dean of the Skokie Campus, Doreen Schwartz, Director, Business Services; Leah Swanquist, Director, Facilities; Cheryl Warmann, Director, Enrollment Services; and Ruth Williams, Dean, Science and Health Careers.

Guests in attendance: Hank Galatz, Educational Foundation; Michael Lundeen, Jeffrey Sronkoski, Bejil Thomas, and Vuc Vujovic from Legat Architects.

President Smith offered condolences to Tony Churchill, Performing Arts Center Technical Director, on the passing of his mother, Dr. Connie Churchill, a long time faculty member and a former Dean of Science and Health Careers; and to Kathleen Carot, Professor, Speech, Theatre and Humanities, on the passing of her father Ralph Stephans. President Smith offered congratulations to Dr. Mark Kiel, Director of Counseling and his wife Jenna, on the birth of their first child daughter Madeline. The College was closed on January 19<sup>th</sup> in observance of Dr. Martin Luther King, Jr.'s birthday. President Smith announced that like many of our peer institutions, our enrollment for the Spring semester is down. We are looking hard at trying to identify where we are losing students so that we can be strategic in our outreach. President Smith thanked all who contributed to this year's employee giving campaign for the Educational Foundation. A total of ninety-two employees contributed approximately \$64,000; participation increased by 40 percent and contributions by 165 percent from last year. The Educational Foundation received a gift of \$100,000 from an anonymous donor from Winnetka in late December after our last Board meeting. This generous gift will be used to support Oakton's scholarships for STEM programs. President Smith said that she is grateful for the generosity of our community. Further support of the Educational Foundation can be accomplished by attending their holiday review event that will take place on January 30<sup>th</sup>, 'A Christmas Quarrel, A Tale of Two Parties', which will be held in the Footlik Theater. Receptions will be held before and after the show, with proceeds to support the Student Scholarship Fund.

President Smith presented a plaque to Christine Petray and Lisa Bolinder, Chairs of the Wellness Committee, from Truth Initiative, a national public health organization that is inspiring tobacco-free lives, and has recognized Oakton for establishing a college-wide, 100% smoke-free policy that will create a healthier campus environment for our students, visitors, faculty and staff. The Margaret Burke Lee Science and Health Careers Center has been awarded Gold LEED status, the first time for an Oakton building, and only one of seven LEED certified buildings in the city of Des Plaines. Michael Lundeen from Legat Architects, presented the LEED framed certificate and seal to Chair Harada. The plaque and the seal will be permanently placed in the Lee Center Lobby.

### **Report: Progress on the Design for the Student Gathering Space**

At this time President Smith introduced Dr. Karl Brooks, Vice President for Student Affairs, and a team of students and architects, who provided a Master Plan update to the Board, specifically on the progress on the design of the Student Gathering Space. Dr. Brooks expressed his excitement about the opportunity to share the progress of the design and direction for the new Student Gathering Space with the Board. Dr. Brooks said that it has been a pleasure to spend time with Oakton student leaders who have committed to this legacy project. This space will provide much needed dedicated student space for student leadership, organizations, clubs, activities, recreation, group study, and meeting space. Since July 2015, students have spent time brainstorming and talking about the possibilities for the space, which also included visits to four different college campuses to look at spaces that helped to inspire ideas and designs for the new space. Dr. Brooks introduced students Yeon Woo Kim, Will Dixon, Lance Lindsay, and Sam Ghazaleh, a group of students who are representing the student voice.

Ms. Kim shared with the Board how student input for the project was gathered and included as many student opinions and perspectives as possible. Mr. Lindsay said that this is one of the largest Student Government Association (SGA) responsibilities to date. He said that his role has been that of a record keeper, focusing on tracking the items and the features that the students liked when they visited other college student centers. Mr. Ghazaleh talked about the key ideas and components that they would like to see implemented in the space, and Mr. Dixon spoke about how the group was instrumental in choosing what aspects of the proposed space would benefit the students the most, and what students would appreciate. A version of this presentation was shown to a student summit group who were very supportive of it. A survey that was given showed that eighty-five percent of students said that they would stay on campus longer with a space like the one that is being proposed. Dr. Brooks concluded that this student space is important to the social atmosphere of the College as it will provide the opportunity for students to meet outside of the classroom and strengthen the bonds that they make within the classroom.

From Legat Architects, Michael Lundeen and Bejil Thomas, who was an Oakton student, showed designs of the overall plan which included areas for a student lounge, meeting rooms, workroom/kitchen, offices, storage areas, and space for the OCCurrence, the student newspaper. Sustainability also is a very important component to the Student Gathering Space and will be taken into consideration by using such measures as LED lighting, lighting controls; recycled content for materials including reclaimed wood. Indoor air quality would be addressed by using low VOC paints/adhesives; and regionally sourced materials. Chair Harada thanked Mr. Lundeen for the exciting presentation and thanked the students for their participation as well, it is very much appreciated.

### **Student Trustee Report**

Mr. Dixon reported that the Illinois Community College Board-Student Advisory Committee had their bi-monthly meeting where they discussed and decided on a message of reflection for the statewide advocacy day on April 20, 2016. The community college system celebrated its 50<sup>th</sup> anniversary in 2015 and because of this, the group concluded that a message of gratitude and reflection on what community colleges have accomplished during the last 50 years will send a powerful message to Illinois representatives regarding the importance of community colleges. On January 14<sup>th</sup>, the Office of Student Life and the SGA held a student summit conference where the Student Center Committee gave a presentation to the students about the proposed student gathering space, which received a lot of enthusiastic support. At the same conference, Public Safety Chief Dale Gustafson and Karishma Kamath, Access, Equity Coordinator, gave a presentation regarding safety and security on campus.

**Public Participation** – None

### **New Business**

#### **1/16-1a Approval of Adoption of Consent Agenda**

Dr. DiLeonardi offered:

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



Mr. Salzberg seconded the motion; a voice vote was called and the motion passed unanimously.

- 1/16-1b Approval of Consent Agenda Items 1/16-2 through 1/16-9**  
Dr. DiLeonardi offered:  
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/16-2 through 1/16-9 as listed in the Consent Agenda.”
- 1/16-2 Ratification of Payment of Bills for November 2015**  
“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 \$5,868,143.70 or all check amounts as listed and for all purposes as appearing on a report dated November 2015.”
- 1/16-3 Ratification of Payment of Bills for December 2015**  
“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 \$8,586,396.62 or all check amounts as listed and for all purposes as appearing on a report dated December 2015.”
- 1/16-4 Acceptance of Treasurer’s Report for November 2015**  
“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 November 2015.”
- 1/16-5 Acceptance of Treasurer’s Report for December 2015**  
“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 2015.”
- 1/16-6 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.”
- 1/16-7 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 and hereby approves the expenditures in the amount not to exceed \$12,592.94 for part-time teaching services for the Alliance for Lifelong Learning, Spring 2016.”
- 1/16-8 Supplemental Authorization to Pay Professional Personnel – Fall 2015**  
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2015 fall semester salaries in the amount of \$55,892.42 resulting in a revised total of \$4,499,987.16."  
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2015 fall semester salaries in the amount of \$1,309.80, resulting in a revised total of \$359,220.90."
- 1/16-9 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 2016 Spring Semester part-time faculty and adjunct faculty on January 29, 2016 and full-time overload payments on February 12, 2016, prior to the February 16, 2016 Board ratification.”

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

Mr. Salzberg	Aye
Mr. Frank	Aye
Ms. Harada	Aye
Dr. DiLeonardi	Aye
Mr. Stafford	Aye

Mr. Wadhwa	Aye
Ms. Tennes	Absent

The motion carried; Student Trustee Dixon favored the resolution.

**1/16-10 Authorization to Approve January 2016 Purchases**

Mr. Salzberg 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>
1/16-10a	1	Primary Rate Interface Circuits (3 year contract)	First Communications, Inc.	\$ 60,000.00
1/16-10b	1	IP Telephony Annual Support and Software Assurance	Telecom Innovations Group	\$ 26,219.39
1/16-10c	1 - 2	Travel for Baseball Team	Kobussen Trailways Tuscana Resort The Fountains at ChampionsGate Enterprise Rent-A-Car Food – to be determined Russ Matt Baseball	\$ 13,000.00 \$ 1,400.00 \$ 9,800.00 \$ 1,300.00 \$ 5,500.00 \$ 2,400.00
1/16-10d	1 - 2	Banner® Data Defense	Ellucian	\$ 222,000.00
1/16-10e	1 - 2	Cloud Based On Demand Video Service (3 year contract)	ShareStream Education Resources, LLC	\$ 90,500.00
Grand Total				\$ 432,119.39.”

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

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

The motion carried; Student Trustee Dixon favored the resolution.

**1/16-11 Preview and Initial Discussion of February 2016 Purchases**

The following purchases will be presented for approval at the February Board of Trustees meeting: Elevator Maintenance Contract Amendment; Contracted Instructional Training; and Services of an Auditor.

**1/16-12 Discussion of Entrance Signage**

There was discussion about the outdoor signage at the Des Plaines campus. Chair Harada said that the signs and silos on campus will definitely be replaced. This needs to be a careful and thoughtful process, as the new signage will be in place for many years to come. The projection is that new outdoor signage at both campuses will be completed in FY 2017. Trustee Salzberg said

the current signs have been out of commission for well over a year, and asked if there is something that can be done temporarily before the permanent signage is put in place, possibly lighting up the current signs that are on the silos at both entrances. Richard Schwass, Project Manager, said that there is a possibility for the short term, to put flood lights/spot lights on the current silos. Trustee Wadhwa remarked that the College is spending money on building and remodeling the campuses and we should have visible outdoor signage, and feels that a temporary solution at a reasonable cost a good solution.

**1/16-13 Approval of Emeritus Appointments**

Mr. Wadhwa offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the ten-year Emeritus appointments to Professors Deborah Albano, Joyce Bremer, Mary DeNotto, David Geller, Cecelia Hutchcraft, Harold Ogg, Nancy Ressler, and Margaret B. Lee.”

Dr. DiLeonardi seconded the motion; a voice vote was called and the motion passed unanimously.

The motion carried; Student Trustee Dixon favored the resolution.

**1/16-14 Acceptance of Nomination for Director, Oakton Community College Educational Foundation**

Mr. Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 affirm the nomination of the following individual as Director of the Oakton Community College Foundation: Don Kooperman, Chicago Mercantile Exchange, Chicago, Illinois, 60606.”

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

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

The motion carried; Student Trustee Dixon favored the resolution.

**1/16-15 Acceptance of a Grant**

Mr. Dixon offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$20,000 from the Illinois Community College Board to support the FY16 Pathways to Results Grant for Career and Technical Education programs.”

Mr. Frank seconded the motion; a voice vote was called and the motion passed unanimously.

**1/16-16 First Read of Policy**

Mr. Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed Policy 1022, with action to take place at the next regularly scheduled Board meeting, February 16, 2016.”

Mr. Stafford seconded the motion; a voice vote was called and the motion passed unanimously.

Trustee Frank brought up the upcoming 50<sup>th</sup> anniversary of the College in 2019. He asked if a committee has been put in place yet to handle the planning of a celebration. President Smith said that to date, the anniversary has not been discussed, but it is something that is definitely on the radar.

### **Adjournment**

Chair Harada announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, February 16, 2016 beginning at 7:30 p.m. at the College's Des Plaines campus located at 1600 E. Golf Road, in room 1506.

There being no further business before the Board, Chair Harada asked for a motion to adjourn the meeting. Mr. Wadhwa made the motion, which was seconded by Mr. Salzberg; a voice vote was called and the meeting was adjourned at 8:35 p.m.

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Patricia Harada, Chair

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William Stafford, Secretary

ec  
1/2016

A video recording of the January 19, 2016 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 2/16-2 through 2/16-6**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/16-2 through 2/16-6 as listed in the Consent Agenda.

- 2/16-2      Ratification of Payment of Bills for January 2016
- 2/16-3      Acceptance of Treasurer's Report for January 2016
- 2/16-4      Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 2/16-5      Ratification of Payment of Professional Personnel.
- 2/16-6      Approval of Clinical Practice Agreements.”

**Ratification of Payment of Bills for January 2016**

The check register detailing the regular monthly bills for January, 2016 was sent out on February 12, 2016. The totals by fund are on page 2.

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Board Chairman

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Board Secretary

BL: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 \$4,765,903.55 or all check amounts as listed and for all purposes as appearing on a report dated January 2016."

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 1-75 numbered 115824-115858, 115860-115866, 115868-115932, 115934-115940, 115942-115962, 115964-116002, 116004-116061, 116063-116084, 116086-116123, 116125-116225, 116228-116251, 116253-116259, 116261-116283, 116285-116330, 116332-116345, 116347-116362, and 116364-116431 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.

*Ronnie L. Lippert*  
Treasurer, Oakton Community College District 535

RECAPITULATION

Fund	Gross Payroll	Gross Checks Issued			Total
		Accounts Payable	Sub-Total	Voided Checks	
Education	\$2,637,947.87	\$559,456.79	\$3,197,404.66	(1,123.41)	\$3,196,281.25
Operations, Building and Maintenance Fund	317,030.15	204,317.02	521,347.17		521,347.17
Maintenance Fund (Restricted)	7,359.82	45,194.55	52,554.37		52,554.37
Bone & Interest					
Auxiliary Enterprise	553,903.07	275,545.25	829,448.32		829,448.32
Restricted purposes	106,396.82	31,561.57	137,958.39	(193.09)	137,765.30
Working Cash					
Trust/Agency	104.25	13,637.50	13,741.75		13,741.75
Audit					
Liability, Protection & Settlement		3,606.08	3,606.08		3,606.08
Social Security/Medicare					
Loan					
<b>TOALS</b>	\$3,622,741.98	\$1,133,318.76	\$4,756,060.74	(1,316.50)	\$4,754,744.24
Student Government	1,443.43	8,399.38	9,842.81		\$9,842.81
<b>TOTAL PER REPORT</b>	\$3,624,185.41	\$1,141,718.14	\$4,765,903.55	(1,316.50)	\$4,764,587.05



STUDENT GOVERNMENT AFFIDAVIT  
OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

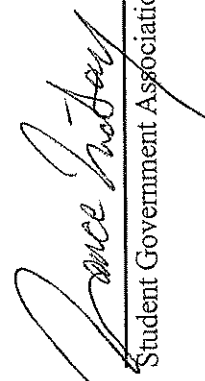
Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-75 numbered 115859, 115867, 115933, 115941, 115963, 116003, 116062, 116085, 116124, 116226, 116227, 116252, 116260, 116284, 116331, 116346, and 116363 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 \$9,842,81 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, 2016.

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

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535  
TREASURER'S REPORT

January 2016

Bonnie Lucas  
Vice President for Technology and Data Analytics/Treasurer  
Karen J. Epps  
Director of Budget and Accounting Services

Acceptance of Treasurer's Report for January 2016

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.

BL: 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 2016."

Treasurer's Comments on January 2016 Financial StatementsPage 4. Financial Position Statement**Cash and investments**

The net cash and investments decreased by \$724,000 from the previous month. The monthly collections include \$144,000 property taxes and PPRT, \$134,000 in federal grants, \$2.9 million in student tuition and fees, and \$886,000 on auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income.

Of the \$134,000 grant funding referred to above, \$30,000 represents the VA Grant, \$49,000 represents the Perkins Grant, and \$55,000 represents NSF ATE Nanotech Grant. In January, Oakton drew down \$1.1 mil of Pell and other federal financial aid monies. Of those monies, \$74,000 was disbursed directly to students after the Pell aid was applied to outstanding tuition and fee balances.

The January 2016 cash disbursements included \$55,000 for Master Plan Projects, and \$5.8 million for operating expenses.

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

At the end of January, revenues were \$50.5 million or 94% of the pro-rata budget, compared to the \$52.5 million, or 99% for the previous year. This is largely attributable to the lack of base operating grant funding. Tuition and fees totaled \$23.2 million year to date, or 95% of the pro-rata budget. Revenues from tuition and fees are recorded as billed. Other revenue includes year-to-date interest income in the operating funds of \$367,000, or 97% of the prorated budget.

**Expenditures**

The current year's total actual operating expenditures of \$38.1 million are attributed to expected operating costs. The operating expenditures are in line with prior year's expenditures of \$37.0 million for the same period. Current year's operating expenditures are below the budget with a reported 93% of the pro-rata budget spent.

OAKTON COMMUNITY COLLEGE  
 FINANCIAL POSITION OF FUNDS AS OF  
 JANUARY 31, 2016  
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Total All Funds
<b>ASSETS</b>									
Cash	\$ 4,225	\$ 715	\$ 1,309	\$ 698	\$ -	\$ 3,410	\$ -	\$ 601	\$ 10,958
Taxes Receivable	40,150	7,991	-	3,270	-	-	-	110	51,521
Student Tuition Receivable	5,741	3	-	-	-	243	-	-	5,987
Government Funds Receivable	-	-	-	-	-	(1)	-	-	(1)
Accrued Interest	90	13	7	-	-	11	-	1	122
Other Receivables	772	57	27	-	-	218	-	3	1,077
Investments									
Short-term	63,056	9,269	5,084	-	-	6,590	-	497	84,496
Long-term	12,202	1,825	817	-	-	1,667	-	93	16,604
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-
Inventories - Prepaids	111	-	80	-	-	1,022	-	-	1,213
Total Current Assets	111,847	19,873	7,324	3,968	-	27,660	-	1,305	171,977
Net Investment in Plant	-	-	-	-	-	-	110,517	-	110,517
<b>TOTAL ASSETS</b>	<b>\$ 111,847</b>	<b>\$ 19,873</b>	<b>\$ 7,324</b>	<b>\$ 3,968</b>	<b>\$ -</b>	<b>\$ 27,660</b>	<b>\$ 110,517</b>	<b>\$ 1,305</b>	<b>\$ 282,494</b>
<b>LIABILITIES AND NET POSITION</b>									
Payables	\$ 407	-	-	-	-	-	-	-	\$ 510
Accrued Interest Payable	-	-	-	-	-	103	-	-	-
Deferred Tuition Revenue	-	-	-	-	-	-	-	-	-
Accruals	8,409	203	459	-	-	606	-	-	9,677
Bonds Payable	-	-	-	-	39,120	-	-	-	39,120
Total Liabilities	8,817	203	459	-	39,120	709	-	-	49,308
Deferred Inflows of Resources - Property Taxes	36,203	7,187	-	2,939	-	-	-	99	46,428
Total Liabilities and Deferred Inflows of Resources	45,020	7,390	459	2,939	39,120	709	-	99	95,736
Net Position									
Unrestricted	66,827	12,483	6,865	-	-	11,236	-	-	97,411
Restricted	-	-	-	-	-	15,715	-	1,206	16,921
Debt Service	-	-	-	1,029	(39,120)	-	-	-	(38,091)
Plant	-	-	-	-	-	-	110,517	-	110,517
Total Net Position	66,827	12,483	6,865	1,029	(39,120)	26,951	110,517	1,206	186,758
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b>\$ 111,847</b>	<b>\$ 19,873</b>	<b>\$ 7,324</b>	<b>\$ 3,968</b>	<b>\$ -</b>	<b>\$ 27,660</b>	<b>\$ 110,517</b>	<b>\$ 1,305</b>	<b>\$ 282,494</b>

**OAKTON COMMUNITY COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
SEVEN MONTHS ENDED JANUARY 31, 2016**

	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)	\$ 44,952	\$ 26,222	\$ 26,660	102%	100%
Replacement Tax	1,200	700	574	82%	90%
Chargebacks	75	44	55	126%	128%
State Revenue	3,589	2,094	(104)	(5%)	98%
Tuition and Fees	22,973	24,529	23,243	95%	99%
Other	684	399	116	29%	60%
<b>TOTAL REVENUES</b>	<b>73,473</b>	<b>53,987</b>	<b>\$ 50,544</b>	<b>94%</b>	<b>99%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	35,186	20,525	20,971	102%	102%
Academic Support	10,514	6,133	5,197	85%	82%
Student Services	7,322	4,271	3,875	91%	93%
Public Services	522	305	250	82%	95%
Operations and Maintenance	8,807	5,137	4,542	88%	81%
General Administration	5,521	3,221	2,801	87%	94%
General Institutional	1,717	1,002	489	49%	46%
Contingency	1,000	583	-	0%	0%
Chargebacks	100	58	22	38%	30%
<b>TOTAL EXPENDITURES</b>	<b>70,689</b>	<b>41,235</b>	<b>38,147</b>	<b>93%</b>	<b>92%</b>
Revenues over (under) expenditures	2,784	12,752	12,397		
<b>Net Fund transfers</b>					
To Operation & Maintenance (Rest.) Fund	(3,054)	(1,782)	(1,782)		
To Auxiliary Fund and Alliance	(906)	(529)	(529)		
To Restricted Fund	(100)	(58)	(58)		
From Working Cash Fund	26	15	15		
To Liability, Protection & Settlement Fund	(525)	(306)	(306)		
To Social Security/Medicare Fund	(925)	(540)	(540)		
Total Transfers	(5,484)	(3,199)	(3,199)		
<b>Net Revenue over (under) expenditures</b>	<b>\$ (2,700)</b>	<b>\$ 9,553</b>	<b>\$ 9,198</b>		

**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
SEVEN MONTHS ENDED JANUARY 31, 2016**

OPERATIONS AND MAINTENANCE	Budget (000)	Actual (000)	Actual as a % of Budget
<b><u>FUND (Restricted)</u></b>			
<b>REVENUES</b>			
Construction Fee	\$ 386	\$ 361	94%
Interest and Investments Gain/Loss	8	7	88%
Other Revenue	-	-	0%
Total revenues	<u>394</u>	<u>368</u>	<u>93%</u>
<b>EXPENDITURES</b>			
Science & Health Careers Building	300	249	83%
HVAC Upgrades	56	30	54%
Enrollment Center (DP)	20	63	315%
Student Gathering Space (DP)	150	26	17%
Construction Administration	147	69	47%
MP-Building Automation Sys	148	203	137%
MP-Electrical Delivery Sys Upgrades/Generator	670	-	0%
Site and Construction	531	-	0%
West End Remodeling	6,100	41	1%
Other Projects	770	53	7%
Total expenditures	<u>8,892</u>	<u>734</u>	<u>8%</u>
State capital contribution	-	-	0%
Transfer in	3,054	1,782	58%
Net	<u>\$ (5,444)</u>	<u>\$ 1,416</u>	<u>(26%)</u>

**AUXILIARY ENTERPRISE FUND**  
(excluding Alliance)

	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
<b>REVENUES</b>				
Bookstore Sales	\$ 2,989	\$ 1,658	55%	63%
Instructional Technology	5,653	3,444	61%	55%
ITFS Lease	492	323	66%	66%
Business Inst./Career Training	73	33	45%	13%
Copy Center	312	136	44%	38%
Telecommunications	312	197	63%	58%
Travel	60	34	57%	78%
Athletics	15	29	193%	363%
Child Care	565	437	77%	73%
PAC Operations	16	8	50%	44%
Other	305	392	129%	138%
Interest and Investments Gain/Loss	45	12	27%	21%
Total revenues	<u>10,837</u>	<u>6,703</u>	<u>62%</u>	<u>59%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	3,204	1,732	54%	60%
Instructional Technology	7,118	4,233	59%	56%
ITFS Lease	81	-	0%	20%
Business Inst./Career Training	176	99	56%	24%
Copy Center	489	212	43%	48%
Telecommunications	327	144	44%	52%
Travel	60	9	15%	53%
Athletics	1,414	617	44%	43%
Child Care	803	495	62%	53%
PAC Operations	124	54	44%	40%
Contingency	755	-	0%	0%
Other	416	146	35%	35%
Total expenditures	<u>14,967</u>	<u>7,741</u>	<u>52%</u>	<u>50%</u>
Transfers in (out)	602	352		
Net	<u>\$ (3,528)</u>	<u>\$ (686)</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
SEVEN MONTHS ENDED JANUARY 31, 2016**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<b><u>REVENUES</u></b>					
State Revenue	\$ 448	\$ 261	\$ (14)	(3%)	60%
Tuition and Fees	1,141	666	609	53%	70%
Sale of Materials	58	34	36	62%	62%
Institutional Support					
Oakton Contribution	304	177	177	58%	58%
Evening High School	100	58	-	0%	0%
Interest	-	-	-	0%	55%
Other Revenues	75	44	10	13%	41%
Total revenues	<u>2,126</u>	<u>1,240</u>	<u>818</u>	<u>38%</u>	<u>60%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	556	324	185	33%	20%
Instructional Programs					
Allied Health	600	350	319	53%	56%
Job-related	399	233	137	34%	67%
Home Related	22	13	10	45%	62%
Personal	109	64	56	51%	53%
Community Service	44	26	10	23%	19%
NIPSTA	38	22	22	58%	55%
High School Programs	290	169	151	52%	52%
GED Programs	16	9	10	63%	67%
Kids/Youth Program	23	13	13	57%	20%
ESL Programs	629	367	360	57%	58%
Total Programs	<u>2,170</u>	<u>1,266</u>	<u>1,088</u>	<u>50%</u>	<u>56%</u>
Total expenditures	<u>2,726</u>	<u>1,590</u>	<u>1,273</u>	<u>47%</u>	<u>47%</u>
Revenue over (under) expenditures	<u>\$ (600)</u>	<u>\$ (350)</u>	(455)		
Net Position 6/30/15			1,812		
Net Position end of period			<u>\$ 1,357</u>		



**OAKTON COMMUNITY COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
SEVEN MONTHS ENDED JANUARY 31, 2016**

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 524,987				
Interest income	205				
Sub total revenues	<u>525,192</u>				
369901 Student Government Association	52,543	100	52,643	(115,675)	(63,032)
369902 SGA Special Allocations	-	-	-	(8,900)	(8,900)
369910 Occurrence	16,379	10,100	26,479	(24,690)	1,789
369919 Skokie Events Team	80	55,800	55,880	(17,984)	37,896
369920 SGA College Program Board	-	57,250	57,250	(27,917)	29,333
369923 Global Brigades	761	100	861	-	861
369924 Hawaiian Music Club	150	163	313	(53)	260
369927 Cheer & Dance Team	-	100	100	(386)	(286)
369928 African Student Club	489	1,362	1,851	(314)	1,537
369929 Musicians Club	150	314	464	-	464
369930 Early Childhood Education Club	-	100	100	(24)	76
369931 Students for Social Justice	168	2,629	2,797	(750)	2,047
369932 Ceramics Club	-	1,286	1,286	(24)	1,262
369933 UNICEF	382	3,655	4,037	(1,035)	3,002
369934 Hillel	16	1,318	1,334	-	1,334
369935 Honors Student Organization	281	1,626	1,907	-	1,907
369936 JAM	-	458	458	-	458
369937 Marketing Club	-	100	100	-	100
369939 French Club	-	100	100	-	100
369941 Mongolian Club	-	1,771	1,771	-	1,771
369942 Oakton Visual Organization	-	100	100	-	100
369945 Physical Therapy Assistant	264	1,451	1,715	-	1,715
369946 Phi Theta Kappa (PTK)	5,469	2,892	8,361	(2,737)	5,624
369948 Oakton Christian Fellowship Club	181	1,589	1,770	-	1,770
369949 Mission Bible Club	-	149	149	(165)	(16)
369950 Hispanic Club	278	461	739	(212)	527
369951 Society of Women Engineers	-	200	200	(24)	176
369953 Polish Club	152	462	614	-	614
369954 Stem Club	-	-	-	(1,000)	(1,000)
369955 Ecology Club	75	2,304	2,379	(1,187)	1,192
369959 Black Student Union	1,444	7,746	9,190	(1,331)	7,859
369960 Muslim Student Association	370	1,323	1,693	(15)	1,678
369962 Nurses Dec 2015	391	1,204	1,595	(985)	610
369963 Art Club	80	664	744	(359)	385
369964 Oakton Helping Others	120	1,182	1,302	(52)	1,250
369971 Habitat for Humanity	2,799	200	2,999	(2,405)	594
369972 PAYO	-	4,918	4,918	(517)	4,401
369976 ROTO Club	180	200	380	-	380
369982 Graphic Design Club	-	1,169	1,169	(358)	811
369983 Korean Student Club	-	350	350	-	350
Sub Totals	<u>83,202</u>	<u>166,896</u>	<u>250,098</u>	<u>(209,099)</u>	<u>40,999</u>

**Fund Summary**

Total Revenues	\$ 608,394
Total Expenditures	(209,099)
Total Transfers to other funds	<u>(312,241)</u>
Excess revenues over expenditures	87,054
Net Position 6/30/15	<u>324,554</u>
Net Position, end of period	<u>\$ 411,608</u>

**OAKTON COMMUNITY COLLEGE  
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS  
JANUARY, 2016**

**GENERAL FUND TRANSFERS/PAYMENTS**

DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	BOND HOLDER & MISC
1/6/2016	\$ 4,477.00					\$ 4,477.00
1/6/2016	628,164.39				\$ 628,164.39	
1/21/2016	2,105.00			\$ 2,105.00		
1/29/2016	15,256.66	\$ 15,256.66				
<b>TOTAL</b>	<b>\$ 650,003.05</b>	<b>\$ 15,256.66</b>	<b>\$ -</b>	<b>\$ 2,105.00</b>	<b>\$ 628,164.39</b>	<b>\$ 4,477.00</b>

**PAYROLL TAXES -- TRANSFERS/PAYMENTS**

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
1/15/2016	\$ 240,118.35	\$ 240,118.35			
1/15/2016	50,857.61		\$ 50,857.61		
1/15/2016	144,757.40			\$ 144,757.40	
1/15/2016	76,439.25				\$ 76,439.25
1/29/2016	263,839.89	263,839.89			
1/29/2016	61,809.55		61,809.55		
1/29/2016	169,173.82			169,173.82	
1/29/2016	82,438.11				82,438.11
<b>TOTAL</b>	<b>\$ 1,089,433.98</b>	<b>\$ 503,958.24</b>	<b>\$ 112,667.16</b>	<b>\$ 313,931.22</b>	<b>\$ 158,877.36</b>

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

The salary payments and rescinds include the following:

- a. Wage payments in the amount of \$282,820.19 for part-time teaching services for the Alliance for Lifelong Learning Spring 2016.
- b. Wage rescinds in the amount of \$457.87 for part-time teaching services for the Alliance for Lifelong Learning Spring 2016.

CH:sk  
2/5/2016

**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 \$282,820.19 for all funds listed in item a.”

**Ratification of Payment of Professional Personnel - Spring 2016**

Comparative figures:

<b>Spring 2016 Part-Time</b>	<b>Spring 2015 Part-Time</b>
<b>\$ 3,646,849.19</b>	<b>\$ 3,909,069.99</b>
<b>Spring 2016 Overload</b>	<b>Spring 2015 Overload</b>
<b>\$ 32,733.60</b>	<b>\$ 56,628.20</b>
<b>February 2016 Stipends</b>	<b>February 2015 Stipends</b>
<b>None</b>	<b>None</b>

TPH/lp

2/2016

**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, 2015; the total payment amounting to \$3,646,849.19."
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, 2016; the total payment amounting to \$332,733.60."
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

New: **Presence Health Network, Compliance Department** – This Presence agreement has been reviewed and approved by the administration and faculty. It is for an initial term of one year, automatically renewable for successive one-year terms.

Medical Laboratory Technology

Renewal: **Quest Diagnostics LLC** – This is the College’s standard agreement for a six-month period.

Substance Abuse Counseling

Renewal: **Youth Service Project** – This is the College’s standard agreement for a five-year, seven-month period.

TH/md  
2/11/2016

**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 Health Network, Compliance Department – Chicago

For the Medical Laboratory Technology Program

Quest Diagnostics LLC – Wood Dale

For the Substance Abuse Counseling Program

Youth Service Project – 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, except “d”, were reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and were previewed at the November 17, 2015 or January 19, 2016 Board of Trustees meeting.

**DLS:ws**  
2/2/2016

**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>
2/16-7a	1	Elevator Maintenance Contract Amendment	Schindler Elevator Corporation	\$ 18,700.00
2/16-7b	1	Contracted Instructional Training	St. Francis School of Radiography	\$ 36,400.00
2/16-7c	1 - 2	Services of Auditor - Two Year Contract	Sikich LLP	\$ 190,648.00
2/16-7d	1 - 3	Consulting Services for Energy Procurement - Three Year Contract	Alfa Energy LLC	\$ 40,000.00
<b>GRAND TOTAL</b>				<b>\$ 285,748.00.”</b>

**Authorization to Purchase Elevator Maintenance Contract Amendment**

In June of 2012, the Board approved a five year elevator maintenance contract with Schindler Elevator to provide monthly maintenance services at both campuses. The maintenance contract includes inspections, preventative maintenance services, and testing. The contract also provided a set labor rate for repairs, established an emergency response time, and established minimum timeframes for emergency call back services. The total price for the five year contract was \$72,396. The College is in year four of the five year contract.

When the initial contract was approved, the Lee Center was under construction. With construction completed and an initial warranty that expired on January 28, 2016, the contract must be amended to include the two Lee Center elevators in the maintenance service contract.

The College negotiated with Schindler Elevator to obtain pricing to add the two additional elevators. The cost is \$1,100 per month. With seventeen months remaining on the contract, the total requested is \$18,700, which brings the contract total to \$91,096.

The Administration is seeking approval for the additional \$18,700.

LRS:ws  
2/2/2016

**Presidents 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 an Elevator Maintenance Contract Amendment from Schindler Elevator Corporation, 853 N. Church Ct., Elmhurst, IL 60126 for a total of \$18,700."

**Authorization to Purchase Contracted Instructional Training**

The College offers an Associate of Applied Science in Radiologic Technology through a unique partnership with St. Francis School of Radiography. Students enrolled in the program complete general education courses at Oakton before completing their specialized coursework in radiologic technology at St. Francis School of Radiography.

The School of Radiography has operated for more than 65 years. The school is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT specifically outlines the role of the radiographer in the clinical setting which is to provide a safe, structured, and supervised learning environment. Students in the program rotate through general radiography, fluoroscopy, trauma, surgery, computerized tomography (CT), magnetic resonance imaging (MRI), and ultrasound. After graduation, each student qualifies for the National Registry for Radiologic Technologists examination. With successful completion of the examination, the student is certified as a registered radiologic technologist.

Oakton charges students enrolled in the program tuition and fees for the courses at St. Francis, and, in return, Oakton pays fees to St. Francis to cover St. Francis' cost of instruction. The program with St. Francis will end with the summer 2016 semester. The cost for fourteen students enrolled for the final two semesters in the program (spring 2016 and summer 2016) is \$36,400.

RMW:ws  
2/2/2016

**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 Contracted Instructional Training from St. Francis School of Radiography, 355 Ridge Ave., Evanston, IL 60202 for a total not to exceed \$36,400.”



**Authorization to Purchase Services of Auditor – Two Year Contract**

In 2011, the Department of Accounting Services (now the Department of Budget and 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. In February of 2014, the Board approved an extension of the contract with Sikich LLP for fiscal years 2014 and 2015.

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. Each year, 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 very satisfactory manner.

Sikich LLP is familiar with the College's operations and consistently staffs the College's audit with knowledgeable audit professionals. Despite having worked with the College for several years, Sikich LLP continues to provide helpful feedback to the Administration regarding current and upcoming financial reporting matters and potential improvements to financial-related operations. Additionally, the ability to tap Sikich LLP's financial expertise associated with in-depth knowledge of several Illinois community colleges, ICCB requirements, and other higher education institutions is a valuable asset to the College and Administration.

In recognition of the successful completion of the audits of fiscal years 2011 through 2015, the Administration is requesting appointment of Sikich LLP as the College's auditors for the periods ending June 30, 2016 and June 30, 2017. This request is based on the following considerations:

- Highly satisfactory level of auditing services provided by Sikich LLP and the value of an ongoing ability to tap the firm's financial expertise in these times of uncertainty including: funding from the state of Illinois, potential for a legislated property tax freeze, and unknown funding changes for the State University retirement System which could significantly impact the College's financial reporting.
- The position of Vice President for Business and Finance plays a strategic role in the audit. It is anticipated that the College will have a new Vice President for Business and Finance coming on board in the summer of 2016 and being involved

in the fiscal year 2016 and 2017 audits. Continuity of the auditor will be extremely beneficial since first year audits with new firms are very arduous.

- Sikich LLP has agreed to hold its aggregate base audit (College audit and Single Audit) fee for the next two years at the Fiscal 2015 level of \$95,324 per year.

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.

KJE:ws  
2/2/2016

**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 from Sikich LLP, 998 Corporate Boulevard, Aurora, Illinois 60502 for fiscal years 2016 and 2017, for a total of \$190,648.”

**Authorization to Purchase Consulting Services for Energy Procurement – Three Year Contract**

Each year, the College spends approximately \$1.1 million dollars for electricity and approximately \$80,000 for natural gas. These utilities are part of the ever changing, competitive commodities market. This volatile market is very complex and requires an extensive knowledge of the regional and national energy markets and a clear understanding of the various contracts, suppliers, and energy products that are available. The Administration believes that it is in the College's best interests to hire an energy consultant to partner with the College to purchase the necessary utilities and manage the contracts with the suppliers.

The energy consultant services include;

1. Evaluating how the new Lee Center, central plant improvements, and new building automation system will affect our energy purchases.
2. Reviewing and analyzing the College's past energy usage and purchases and understanding the College's current load and capacity.
3. Assisting the College in implementing methods to meet a Facilities goal of 10% reduction in energy usage.
4. Managing the College's financial risks and protecting the College's best interests.
5. Analyzing the regional and national energy markets, available contracts, and energy suppliers in order to prepare the request for pricing for electricity and natural gas.
6. Researching available consortiums, state contracts, and special markets for available energy contracts.
7. Preparing the request for proposal and obtaining competitive prices from various suppliers.
8. Analyzing proposal responses and making a recommendation that is in the College's best interests.
9. Working with selected suppliers, on behalf of the College, to manage the contracts for each commodity.

10. Reviewing monthly invoices and reports to verify proper billing.
11. Providing on-going energy management support to the College's Business Office and Facilities Department.
12. Providing guidance with energy and sustainability initiatives.
13. Meeting with College personnel on a regular basis to discuss energy contracts, plans, and needs.
14. Assisting in the preparation of required agenda items for the Board of Trustees.

With these requirements in mind, the Business Services office prepared a Request for Proposal for Energy Consulting Services which was sent to five (0 in district) vendors. The College received two responses; Alfa Energy and Energy by 5. The detailed responses were reviewed by the Director of Facilities and the Director of Business Services. In addition, both companies were brought on campus for an interview and review of their proposal. After analyzing all of the information, the Administration is recommending the hiring of Alfa Energy as the College's energy consultant.

Alfa Energy is an international company that was founded in 1995 as an independent consulting firm with no ties to any energy suppliers. With more than 100 employees and over 4,000 clients, Alfa Energy is responsible for approximately \$1.6 billion in annual energy purchases. Alfa was named Broker of the Year at the 2012 and 2014 Energy Awards in the UK. Alfa's head energy consultant assigned to the College has more than thirty years of experience in the financial and energy markets and is based in Chicago. They have many educational clients in Illinois. Alfa has a focus on "building trusted and lasting relationships with all stakeholders and an aim to not only drive clients energy costs down through exceptional procurement service and energy management consultancy but to constantly add value by mediating between the client and the intricate supply chain in the energy industry." The Administration is confident that Alfa Energy can provide the needed services and be an exceptional partner for the College.

The Administration is recommending a three year contract with Alfa Energy for a total not to exceed \$40,000. In contrast, the consultant fees from the other proposal received were more than three times that of Alfa Energy. The College looks forward to partnering with Alfa Energy for this important purchase.

dls  
2/3/2016

**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 Consulting Services for Energy Procurement from Alfa Energy LLC, 440 North Wells St., Suite 640, Chicago, IL 60654 for a total note to exceed \$40,000 for a three year contract per their response to the College's Request for Proposal.”

**Preview and Initial Discussion of March 2016 Purchase**

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

**Contracted Instructional Training** - In November of 2013, the Board approved a two year contract for the Fire Science Program to work with Advocate Lutheran General Hospital to provide emergency medical technician paramedic classes for the College. These classes are held in conjunction with the hospital's regional firefighting alliance. Oakton's Fire Science Department has found Advocate Lutheran General's instruction and training in keeping with the academic standards of its program. Advocate Lutheran General's students will continue to benefit from college credit, which can be applied to Oakton's certificate and degree programs in Fire Science.

Paramedic training programs are offered at the following nearby hospitals; St. Francis of Evanston, Advocate Lutheran General Hospital, Highland Park Hospital, Northwest Community Hospital of Arlington Heights, Illinois Masonic, Northwestern Memorial, University of Chicago Hospitals, Loyola Hospital of Maywood, and Advocate Christ Hospital of Oak Lawn. The paramedic program at each hospital must operate under the guidelines of their region's Standard Operating Procedures (SOP). Oakton's district falls in to both Regions 9 and 10. St. Francis Hospital is part of Region 10, where the College has had a similar training contract for over ten years, with the Board approving the most recent contract in March of 2015. Advocate Lutheran General is in Region 9. Sending Oakton students outside of Regions 9 or 10 would force them to learn a different SOP and be tested within that system.

Course offerings during the 2014-15 academic year included:

EMT-Paramedic Training – Enrolled 14 students in 336 reimbursable credit hours  
Revenues: \$53,600            Expenses: \$52,200            Net to Oakton: \$1,400

The College proposes to continue to offer Fire Officer and Fire Fighter training for the 2016-2018 academic years. Proposed annual instruction includes:

Projected a maximum of 55 students annually enrolled in 1,320 reimbursable credit hours  
Annual revenues: \$225,500    Annual expenses: \$220,000    Annual Net to Oakton: \$5,500

The College is still in discussion with Advocate Lutheran General Hospital regarding the contract. It is anticipated that the final contract will be ready for approval at the March Board of Trustees meeting.

**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 ten faculty members who will complete their third consecutive year at the end of the spring 2016 semester: Lindsey Hewitt, Moritz Kellerman, Zoran Miodragovic, Michelle Naffziger-Hirsch, Mary Ann Nedorost, Jhosa Pagulayan, Daniel Roth, Philip Sloan, Merilee Waters and Kristi Zenchak.

TPH:lp  
2/2016

**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 2016 semester, to the following faculty:

Lindsey Hewitt, Assistant Professor of Anthropology and Humanities  
Moritz Kellerman, Professor of Art  
Zoran Miodragovic, Professor of Chemistry  
Michelle Naffziger-Hirsch, Assistant Professor of Sociology  
MaryAnn Nedorost, Associate Professor of Physical Therapy Assistant  
Jhosa Pagulayan, Professor of Basic Nurse Assistant Training  
Daniel Roth, Assistant Professor of English  
Philip Sloan, Associate Professor of English  
Merilee Waters, Professor of Paralegal Studies  
Kristi Zenchak, Professor of Biology.”

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

Faculty members Ragaa Abdallah, Mario Borha, Olga Cedrina, Megan Klein and Kanchana Mendes were hired as temporary, full-time faculty members. They have all 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:lp  
2/2016

**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 Ragaa Abdallah, Mario Borha, Olga Cedrina, Megan Klein and Kanchana Mendes will not be required for the 2016-2017 academic year.”



**Approval of Salary Stipends for Administrators**

The following recommendation is to authorize two one-time payments for administrators Dr. Nancy Prendergast and Dr. Michael Carr for their assistance with the shared duties of Acting Dean of Science and Health Careers from July 1, 2015-December 31, 2015. With the unexpected departure of Dr. Adam Hayashi, the College appreciates the support of Dr. Prendergast and Dr. Carr for taking on the additional duties as the College recruited for the permanent replacement for the Dean position.

MM:2/2016

**President's Recommendation:**

That the Board adopt the following resolutions:

“Be it resolved that the Board of Trustees of Community College District 535 approves a one-time payment of \$5,000 to Dr. Nancy Prendergast and a one-time payment of \$3,000 to Dr. Michael Carr for their assistance in sharing the duties as Acting Dean of Science and Health Careers from July – December 2015.”

**Acceptance of Nomination for Director, Oakton Community College Educational Foundation**

A Director/Candidate for the Oakton Community College Educational Foundation has been nominated for membership to the Board. The Foundation Membership Committee is presenting Hal Sider, of Compass Lexecon. The Membership Committee has carefully screened the candidate and ensures the College that he will be a valuable asset to the Foundation Board.

MK:ar  
2/2016

**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 nomination of the following individual as Director of the Oakton Community College Foundation:

Hal Sider; Compass Lexecon; Chicago, Illinois 60604.”

**Authorization to Name Room in the Margaret Burke Lee Science and Health Careers Center**

Board Policy 1024 requires Board approval for the naming of any College Facility. Consistent with this policy, the Board of Trustees in September 2014 approved the naming of the College's new 92,000 square foot science and health careers building as the Margaret Burke Lee Science and Health Careers Center. The Center was officially dedicated on March 4, 2015, when the Oakton Community College Educational Foundation also launched its *Building Leaders and Legacies* initiative. The initiative provides naming opportunities for individual rooms and spaces in the Margaret Burke Lee Science and Health Careers Center and throughout the campus. Naming opportunities range in value from \$5,000 to \$500,000, providing a highly visible, timeless tribute and assisting with funding future facilities enhancements, equipment purchases, sustainability efforts and student support programs associated with the Center and with the College.

The Foundation has gratefully received a gift from Bonnie Lucas and Stuart Sondheimer that qualifies for a naming opportunity in the Margaret Burke Lee Science and Health Careers Center. They have chosen to name the Nursing Lecture Room 210 in honor of Ida N. Sondheimer – Stuart's mother and Bonnie's mother-in-law. Bonnie is the Vice President for Technology and Data Analytics at Oakton Community College.

The Board of Trustees and the Educational Foundation Board of Directors appreciate this generous gift provided by Bonnie Lucas and Stuart Sondheimer and is most thankful for their support of the primary mission of both the College and the Foundation, that of student success.

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that in recognition and appreciation for Bonnie Lucas' and Stuart Sondheimer's support of the Educational Foundation's *Building Leaders and Legacies* initiative and consistent with the Board Policy 1024, the following room will be named in the Margaret Burke Lee Science and Health Careers Center:

Nursing Lecture Room 210, in honor of Ida N. Sondheimer.”

**Approval of Policy Revision**

At the January 19, 2016 meeting of the Board of Trustees, Policy 1022 relating to ethics, was accepted for review. In accordance with Policy 1000, the Board should act on the proposals at this time, the next regularly scheduled meeting of the Board.

JLS:ec  
2/10/2016

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves and adopts the revision to Policy 1022 in the form attached hereto.”

1022

Revised 9/21/93

Renumbered 7/1/01

Revised 11/15/05

Reviewed 2/17/15

Revised 2/16/16

## **BOARD OF TRUSTEES**

### **Ethics**

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

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