

**The 741st Meeting
of
The Board of Trustees
February 19, 2019**



Mission, Vision, and Values Statements

Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving the equity in student outcomes.

Values

A focus on Oakton students is at the core of each of these values.

- We exercise **responsibility** through accountability to each other, our community, and the environment.
- We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.
- We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.
- We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.
- We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

Approved by the Board of Trustees, March 21, 2017

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 741st MEETING
of
THE BOARD OF TRUSTEES
FEBRUARY 19, 2019**

**Oakton Community College
7701 N. Lincoln Avenue
Skokie, Illinois 60077**

**Dinner
6:00 p.m.
Room A167**

**Closed Session
6:30 p.m.
Room A167**

AGENDA

1. Call to Order and Roll Call in Room A167
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of January 15, 2019
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - pending litigation
 - leasing of real property for the use of the public body; setting of a price for sale or lease of property owned by the public body
 - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
7:30 p.m.
Room P104**

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

- V Approval of Minutes of the January 15, 2019 Regular Meeting of the Board of Trustees, and the January 15, 2019 Committee of the Whole Meeting

Statement by the President

Educational Foundation Liaison Report

ICCTA Liaison Report

ACCT Trustee Report

Sustainability Liaison Report

Student Trustee Report

Comments by the Chair

Report: The Impact of Advising on Student Success

Public Participation

NEW BUSINESS

CONSENT AGENDA

2/19-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 2/19-2 through 2/19-5

2/19-2 Ratification of Payment of Bills for January 2019

2/19-3 Acceptance of Treasurer's Report for January 2019

2/19-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

2/19-5 Ratification of Payment of Professional Personnel – Spring 2019

OTHER AGENDA ITEMS

- R 2/19-6 Authorization to Approve February Purchases
- a. Travel Services for Summer 2019 Study Abroad Program in India
 - b. Ratification of Additional Network Cabling and Installation

2/19-7 Preview and Initial Discussion of Upcoming Purchases

- R 2/18-8 Authorization to Proceed with Request for Qualifications for the Athletic Infrastructure Opportunity

- R 2/19-9 Approval of a New Unit of Instruction

2/19-10 Preview of New Units of Instruction

- R 2/19-11 Approval of Award of Tenure

- R 2/19-12 Acceptance of a Full-time Faculty Resignation
- R 2/19-13 Acceptance of a Faculty Retirement
- R 2/19-14 Approval of Sabbatical Leave – Administrative Personnel
- V 2/19-15 First Read of Policy

ADJOURNMENT

**Minutes of the Oakton Community College Board of Trustees Meeting
January 15, 2019**

The 740th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, January 15, 2019, at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 6:35 p.m. in room 1502, Chair Joan DiLeonardi called the meeting to order. Board Secretary Martha Burns called the roll:

Dr. Joan DiLeonardi	Chair	Present
Mr. Benjamin Salzberg	Vice Chair	Present
Ms. Martha Burns	Secretary	Present
Mr. Kyle Frank		Present
Mr. Paul Kotowski		Present
Mr. William Stafford		Present
Ms. Ann Tennes		Present
Mr. Jack Timperley		Present

Chair DiLeonardi asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment; employment; compensation; discipline; performance; dismissal of employees; pending litigation; and the purchase or lease of real property for the use of the public body; Ms. Tennes made the motion, seconded by Mr. Stafford.

Trustee Burns called the roll:

Mr. Stafford	Aye
Dr. DiLeonardi	Aye
Mr. Frank	Aye
Mr. Kotowski	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye
Ms. Tennes	Aye
Mr. Timperley	Aye

Also present, Dr. Joianne Smith, President; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Dr. Colette Hands, Associate Vice President, Chief Human Resources Officer; and Dr. Ileo Lott, Vice President, Academic Affairs; Mr. Sam Cavnar, Legal Counsel from Robbins Schwartz.

At 7:05 p.m., Chair DiLeonardi asked for a motion to adjourn the closed session meeting. Ms. Tennes made the motion, seconded by seconded by Mr. Salzberg; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

Chair DiLeonardi called the regular meeting of the Board of Trustees to order at 7:30 p.m. in room 1506.

Trustee Burns called the roll:

Dr. DiLeonardi	Chair	Present
Mr. Salzberg	Vice Chair	Present
Ms. Burns	Secretary	Present

Mr. Frank	Present
Mr. Kotowski	Present
Ms. Tennes	Present
Mr. Stafford	Present
Mr. Timperley	Present

Also present, Dr. Joianne Smith, President; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; and Dr. Ileo Lott, Vice President, Academic Affairs.

Pledge of Allegiance – Ms. Kathleen De Courcey

Approval of Minutes

Chair DiLeonardi asked for a motion for the approval of the minutes of the December 11, 2018 regular Board meeting and Committee of the Whole meeting. Trustee Frank made the motion, seconded by Trustee Tennes; a voice vote was called, and the minutes were unanimously approved.

Statement by the President

Dr. Smith asked for introductions:

Full-time Faculty present included Greg Hamill, Professor, Sociology, and President of the Full-time Faculty Association; Stacy Cameron, Assistant Professor, English; Paul Gulezian, Associate Professor, Biology; Bob Gynn, Professor, Speech and Theater; Peter Hudis, Professor, Humanities and Philosophy; Jim Humenik, Assistant Professor, Law Enforcement; Kanchana Mendes, Professor, Biology; Zoran Miodragovic, Professor, Chemistry; Erick Rohn, Assistant Professor, Graphic Design; and Clarence Sistrunk, Associate Professor, Computer Information Systems and Computer Networking and Systems.

Classified Staff present included Kathleen De Courcey, College Relations, and President of the Classified Staff Association;; Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Simi Khurana, Student Life; Jon McFarlane, Media Services; and Rich Schwass, Facilities.

Administrators present included May Alimboyoguen, Assistant Dean, Health Careers; Marc Battista; Associate Vice President, Workforce, Education and Dean of Business and Career Technologies; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Al Grippe, Director, Grant Strategy and Development; Colette Hands, Chief Human Resource Officer; Jacob Jeremiah, Assistant Dean, Library; Mark Kiel, Dean, Counseling, Health and Wellness Services; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Katherine Sawyer, Chief Advancement Officer; Doreen Schwartz, Director, Business Services; Joe Scifo, Director, Facilities; Bob Sompolski, Dean, Science, Technology, Engineering, and Mathematics; and Health Careers; Andy Williams, Controller, Budget and Accounting Services; Ruth Williams, Dean, Curriculum and Instruction; Brad Wooten, Dean, Skokie Campus, Dean, Adult and Continuing Education.

Student: Gabieja Ulcinaite

Others in Attendance: Officer Mark Palmisano, Campus Police Department; Dorothy McCarty, Cotter Consulting; Jason Cooper, Conservation Design Forum; and Gabe Wilcox, Farr Associates.

Statement by the President

Dr. Smith began by offering condolences to Deanne Rehmer, adjunct faculty member, on the passing of her daughter Jeneen Anne Bauman; Trustee Paul Kotowski on the passing of his mother Lorraine Kotowski; John Stryker, Professor of CTIS, on the passing of his mother; and Jennifer Jennings, Academic Affairs Project

Implementation Coordinator, on the loss of her grandfather. Dr. Smith congratulated Oakton student Gabieja Ulcinaite on her selection to serve as the Northeastern District Vice President for the Illinois Region of the Phi Theta Kappa Honor Society. This is exciting news and a great opportunity for Gabieja and Oakton's chapter to get more involved on the regional level. Congratulations were also offered to former Oakton men's soccer player Alexios Fronimos, who has been inducted into the Illinois Skyway Collegiate Conference Athletic Hall of Fame. Alexios played for the Oakton Owls during the 2009-2010 seasons and is one of the most decorated players in Oakton history. There were thirteen students that applied for the Illinois Community College Student Activities Association Scholarship, and two winners from Oakton: Aishat Mohammed and Jack Timperley, both who are heavily involved with student life at the College. Dr. Smith highlighted the 2018 Report to the Community that was mailed out at the end of the year, and noted that this is the first time the College has combined messaging of the College's annual report and the Educational Foundation's annual report. Dr. Smith recognized and thanked faculty members Holly Graff and Camille Harrison, who traveled to Southern Maine Community College representing Oakton and sharing the work of the Persistence Project. Dr. Smith thanked faculty member Tina Fakhrid-Deen for coordinating the keynote address to kick off spring orientation week where we featured the voices of our students and in doing so, learning how best to support them. We also have new pictures in the boardroom, highlighting the stories of our students, which is a reminder to all of us to honor our commitment to our students. Another edition of FUTURES Unlimited will take place on January 18; the daylong educational program provides eighth grade girls with exciting opportunities to explore diverse careers in STEM. Spring semester classes will begin on January 22, and the College will be closed on January 21 in honor of Dr. Martin Luther King Day. In closing, Dr. Smith read the following quote from Dr. King "An individual has not started living fully until they can rise above the narrow confines of individual concerns to the broader concerns of humanity. Every person must decide at some point whether they will walk in the light of creative altruism, or in the darkness of destructive selfishness. This is the judgment, life's most persistent and urgent question, what are you doing for others?" Dr. Smith said that when she thinks of our mission, vision and values, that is what we need to strive to do.

Educational Foundation Liaison Report

Trustee Tennes complimented the 2018 Report to the Community, noting that it is really a beautiful piece. She reported that the Foundation closed the calendar year at sixty-four percent to their annual fundraising goal with \$324,000 raised to date. There were some notable gifts in late December, including a gift of \$100,000 from Paul LeGere to grow the principle of the Mary and Paul LeGere endowed scholarship. Former math faculty member Adele LeGere, who taught at the College for years, launched the fund. It is focused on rewarding students who excel in math and have a financial need. It is very exciting to receive a gift of that amount, especially from the family of a former faculty member. A \$21,000 donation from Jinn Kong, to launch an endowed scholarship for nursing students in memory of her late parents. A \$12,000 gift from the Sondheimer family charitable foundation supporting the Foundation's annual fund. The Sondheimer fund is retired Oakton administrator Bonnie Lucas' family. A \$10,000 donation from the Irving M. and Sylvia Footlik Foundation to support equipment and software for the supply chain management logistics and RFID programs; the Footlik Foundation has long been a supporter of the College, and we are very fortunate to have their continued support. The Educational Foundation's Annual Bar Revue fundraiser, *Big Little Laws - A Whodunnit*, will take place on February 10 at 2:00 p.m., in the Performing Arts Center; tickets are \$50 and are available online or through the Foundation office. The Advancement Office is coordinating a number of engagement events for Oakton alumni. On January 28 in Ft. Lauderdale, Florida, where President Smith and Foundation Board leaders will be for a leadership conference; a networking luncheon for paralegal alumni will be held in advance of the Bar Association event on February 10; and lastly, there will be a college alumni mixer during the ACCT Legislative Summit in Washington, DC on February 12. This event is being produced in partnership with Parkland Community College and College of Lake County. Trustee Tennes thanked Katherine Sawyer and her staff for all they do to forward the good and important work of the Foundation as well as the Caring Closets on both campuses.

Student Trustee Report

Student Trustee Jack Timperley reported that students are getting ready to come back for the new semester. Many students are already working hard, including new student orientation leaders who are eagerly welcoming students to Oakton. Organizations such as SGA, OCCurrence and PTK are all springing into action by preparing for first meetings of the semester, new initiatives and projects. Mr. Timperley congratulated Gabieja Ulcinaite, President of our chapter, on receiving the position of the PTK Vice President, of the Northeastern Illinois Region, representing and overseeing eighteen community colleges in Illinois. The Illinois Community College Board Student Activities Board will be meeting soon in preparation for student advocacy day in April, and the National Legislative Summit next month in Washington, DC, where Mr. Timperley is looking forward to serving our students at the national level.

Comments by the Chair

Chair DiLeonardi offered her comment time to Trustee Kyle Frank, who announced that last month he had the opportunity to attend the District 202, Evanston Township Board meeting where Anne Brennan, Assistant Vice President of Academic Affairs, made a fantastic presentation. She explained how the partnership between Oakton Community College and the high school would work with dual credit. The PowerPoint that Ms. Brennan presented at that meeting was included in a prior trustee packet, and Trustee Frank recommended that the trustees review it. He reiterated that Ms. Brennan did a terrific job and he is convinced that this partnership will change lives.

Report: Oakton Community College Campus Landscape Master Plan

Edwin Chandrasekar, Vice President of Administrative Affairs, began the report by stating that the College has made progress in the last two years in terms of its Facilities Master Plan. We wanted to have a formal landscape plan to serve as a compliment to the Master Plan and for that we engaged Farr Associates and Conservation Design Forum, (CDF) to assist the College in that effort. Presenting this evening, Gabe Wilcox, from Farr Associates, and Jason Cooper from CDF. This has been a very collaborative participatory process involving multiple stakeholders including trustees, faculty, staff, and administrators. Assistant Professor Paul Gulezian, who was part of the committee, was asked to share his thoughts about the experience serving on this committee and the collaborative process that was involved. Assistant Professor Gulezian said that there was much discussion about the unique ecological and environmental context in which both the Des Plaines and Skokie campuses sit. Particularly at the Des Plaines campus, there is an amazing wealth of natural ecosystems and native remnant ecosystems that do not exist on any other college campus in Illinois. The planning process included figuring out ways in which we can accentuate biodiversity, and ways that we can mitigate against flooding, which is a very real concern on the Des Plaines campus. Also, looking for other ways that will meet some of our institutional priorities, but also doing due diligence for safety and aesthetics.

Mr. Gabe Wilcox began by giving a brief overview of the landscape master plan document, including detailed project cost estimates. Mr. Jason Cooper went into detail on the chapters that Mr. Wilcox touched on such as visibility, low-maintenance landscape, programmable spaces, transportation and connectivity, and preserving and promoting bio-diversity. The plan includes two overall graphic master plans, which envisions 15-25 projects on both campuses. Mr. Cooper reviewed a number of diagrams of each campus. Both campuses have naturalized areas already. These are places where there is a diverse native plant community established. Mr. Wilcox referred to the consolidated project list and deferred maintenance items list that included anticipated project costs, and listed them in order of priority, safety and security. Main entrances of both campuses and that welcoming experience was a main priority for the committee, as well as any safety issues. Mr. Wilcox reviewed a number of illustrated concepts on how to enhance the main entrances at both campuses. Per Mr. Wilcox, the next step is to select projects in order to move forward with construction. Mr. Wilcox referred to an appendix that was provided, which listed projected costs for projects at both campuses.

Trustee Frank asked whether there was any thought about attempting to memorialize or celebrate the Niles Township High School campus which once stood where the Skokie campus is now. Trustee Tennes noted that there is a display case inside the building at the Skokie campus that serves that purpose. Trustee Salzberg asked if the plans take into account the soccer fields and baseball fields on the Des Plaines campus. Mr. Wilcox replied that yes, the fields were taken into account, especially the soccer field, which is currently off site because of their condition due to past flooding, but if it does come back on site, they have a proposed location for it that would be higher and dryer than its current location. Trustee Salzberg also asked if the signage for the Skokie campus is going to be in line with the signage at Des Plaines campus. Mr. Wilcox stated that there is a real opportunity to utilize designs and materials from the Des Plaines signage which would link those two campuses, but also give the Skokie campus its own identity. Chair DiLeonardi noted that in the current plan, the natural areas are left alone, but noted that there are five threatened or endangered species on the Des Plaines campus. Mr. Cooper replied that they have identified the importance of that remnant landscape and the team worked on the management plan for the natural areas. Trustee Stafford made some suggestions for the main entrance at the Skokie campus. Trustee Burns asked what the plan is as far as implementation of the plans, specifically at Skokie. Dr. Smith said that the plan, as part of the budgeting and capital improvement plan process, we will determine what our major priorities are. It appears that the two main entrances are top priorities. Next, the Board would approve going forward. The priorities are looking at wow factors and safety components. Trustee Tennes commented that she asked the team to clearly and distinctly identify any safety issues. The ‘wow’ factor is a priority as well. She also noted that the total projected cost is not as expensive as she thought it would be and that the improvements will be game changers for both campuses. Trustee Kotowski asked if the plan includes replacement of the existing wild life crossing signs on the access road between Circle Drive and Golf Road in Des Plaines, as they are weathered and have lost their reflective quality. Mr. Cooper replied that part of the recommendation is a continuous pedestrian pathway from the Circle Drive South and as part of that project, we could replace the signage, although that is not specified in the current plan.

Being there were no more questions, Chair DiLeonardi thanked Mr. Wilcox and Mr. Cooper for their presentation.

Public Participation – Mr. Michael Kolar spoke on the subject of the class sizes of the Alliance for Lifelong Learning auto repair classes.

New Business

1/19-1a Approval of Adoption of Consent Agenda

Trustee Kotowski offered:

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

Trustee Tennes seconded the motion; a voice vote was called and the motion passed unanimously.

1/19-1b Approval of Consent Agenda Items 1/19-2 through 1/19-8

Trustee Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/19-2 through 1/19-8 as listed in the Consent Agenda.”

1/19-2 Ratification of Payment of Bills for December 2018 (Including Approval of Travel)

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,358,616.65, for all check amounts and for all purposes as appearing on a report dated December 2018.”

- 1/19-3 Acceptance of Treasurer’s Report for December 2018**
 “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 2018.”
- 1/19-4 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.”
- 1/19-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board**
 “Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c, and hereby approves the expenditures in the amount not to exceed \$2,075.00 for all funds listed in items a and b.”
- a. Salary payments in the amount of \$390.00 for part-time teaching services for the Alliance for Lifelong Learning Spring 2019.
 - b. Salary payments in the amount of \$1,685.00 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.
 - c. Salary rescinds in the amount of \$3,668.52 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.
- 1/19-6 Supplemental Authorization to Pay Professional Personnel – Fall 2018**
1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$21,801.37 to the total amount of part-time teaching salaries paid during the fall semester 2018; the revised, total payment amount is \$4,261,285.90 .”
 2. "Be it further resolved that the Board of Trustees of Community College District 535 affirms for the fall semester 2018overload, the total payment amount of \$494,756.46 previously approved by the Board of Trustee on December 11, 2018.”
- 1/19-7 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 2019 Spring semester part-time faculty and adjunct faculty on February 8, 2019, and full-time overload payments on February 22, 2019, with ratification at the February Board meeting.”
- 1/19-8 Approval of Clinical Practice Agreements**
 “Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:
 Basic Nursing Assistant: Avantara Park Ridge
 Nursing: The Mather.”

Student Trustee Timperley seconded the motion; Trustee Burns called the roll:

Mr. Salzberg	Aye
Mr. Frank	Aye
Mr. Kotowski	Aye
Ms. Tennes	Aye
Mr. Stafford	Aye
Dr. DiLeonardi	Aye
Ms. Burns	Aye

The motion carried: Student Trustee Timperley favored the resolution.

- 1/19-9 Authorization to Approve January Purchases**
 Trustee Stafford offered:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
1/19-9a	1 – 2	Printing of the Oakton Non-Credit Class Schedules	KK Stevens Publishing Company	\$ 148,543.34
1/19-9b	1	Steelcase Furniture with Installation for West End (Second Floor) IT Offices	Forward Space, LLC	\$ 69,149.05
1/19-9c	1	IP Telephony Annual Support and Software Assurance Agreement Renewal – One Year Contract	Telcom Innovations Group, LLC	\$ 26,157.94
1/19-9d	1	Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract	Daikin Applied	\$ 51,625.00
1/19-9e	1 - 2	Grant Funded Firearms Training Simulator	Ti Training LE, LLC	\$ 28,290.00
1/19-9f	1	Backup Software Support and Maintenance Renewal - One Year Contract	Meridian IT, Inc.	\$ 45,500.00
1/19-9g	1 – 2	Network Cabling and Installation	Gibson Electric & Technology Solutions	\$ 122,100.00
1/19-9h	1 – 3	Consulting and Project Management Services for Website Audit	Paskill Stapleton & Lord, LLC	\$ 78,000.00
1/19-9i	1 – 2	Learning Outcomes Assessment Software – Three Year Contract	Strategic Planning Online LLC	\$ 31,000.00
1/19-9j	1	Ratification for Instructional Services for Therapeutic Horticulture Program	Joseph Regenstein, Jr. School of the Chicago Botanic Garden	\$ 69,850.00
1/19-9k	1	Universal Lecterns for West End and Skokie Classrooms	Computer Comforts, Inc.	\$ 29,377.84
Grand Total				\$ 699,593.17.”

Trustee Tennes seconded the motion.

Trustee Frank voiced his appreciation on the reduction of printing costs and asked if there were any plans to cut the costs even further. Dr. Smith commented that we are clearly moving toward having more of a digital presence, and trying to have the right mix between digital and print, is something that we are constantly assessing. Trustee Stafford noted that one of the reasons and need for printed material is that not everyone, particularly baby boomers, have not totally moved over to technology. Trustee Tennes mentioned that she received a post card at home, but

not a catalog. Dr. Smith mentioned that the College did not send out the class schedule, but instead mailed out the Oakton Outlook, which was a new piece that had more program specific information, and that post cards were mailed to direct people to the website. Trustee Tennes noted that it is important to keep up the brand awareness of the College.

Trustee Burns called the roll:

Dr. DiLeonardi	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye
Ms. Tennes	Aye
Mr. Stafford	Aye
Ms. Burns	Aye
Mr. Frank	Aye

Motion carried; Student Trustee Timperley favored the resolution.

1/19-10 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Laptop Computers for Classrooms; b) Private Cloud Storage and Servers; and c) Travel Services for Summer 2019 Study Abroad Program in India.

1/19-11 Approval of Extension to Tolling Agreement

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Tolling Agreement Extension between Illinois Metropolitan Investment Fund (“IMET”) and the Board of Trustees of Oakton Community College, District 535 and authorizing execution of the Agreement by the District’s attorney on the District’s behalf.”

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

Ms. Tennes	Aye
Mr. Frank	Aye
Mr. Kotowski	Aye
Mr. Stafford	Aye
Dr. DiLeonardi	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye

Motion carried; Student Trustee Timperley favored the resolution.

1/19-12 Preview of New Unit of Instruction

Illinois Community College Board rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed.

The College would like to create a new certificate, a 26-credit-hour Cancer Registry Management (CRM) certificate, which is based on seven new courses. The CRM certificate is an advanced certificate program to support and prepare individuals, who have earned at least 60 college credit hours or who have earned an Associate’s Degree or higher, for a challenging and

exciting career in Cancer Registry Management. Cancer Registry Management is for individuals interested in specializing in data collection, follow-up, management and research with the outcome of improving lives through quality cancer data management. The CRM certificate provides didactic and practical experience to perform the duties of a cancer registrar or cancer registry manager professional in a hospital setting, private physician group practice, state agency, or national cancer organization.

1/19-13 Approval of Emeritus Appointments

Student Trustee Timperley offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the ten-year Emeritus appointments for Professors Anna Cuomo-Paul, Jelena Bankovic, Susan Cisco, Virginia Rogers, George Scharm, Denise Top Rhine, and Administrator Bonnie Lucas.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus reappointments to Professors Mary Ann Ellerman, Beverly Friend, Judith Mayzel, Beverly Offen, and William Taylor, and Administrator Maurice Archer.”

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

Mr. Kotowski	Aye
Mr. Stafford	Aye
Mr. Frank	Aye
Ms. Tennes	Aye
Dr. DiLeonardi	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye

Motion carried; Student Trustee Timperley favored the resolution.

1/19-14 Presentation for Approval, Nominations of Directors, Oakton Community College Educational Foundation

Trustee Tennes offered:

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

Jeff Coney, retired, Evanston, Illinois; and Carl Costanza, retired, Park Ridge, Illinois.”

Trustee Salzberg seconded the motion.

Trustee Tennes commented that both of the individuals have stellar credentials for coming on the Educational Foundation Board. Trustee Tennes noted that Mr. Carl Costanza was a beloved administrator at the College for decades and she cannot think of anyone finer to appoint to the Foundation Board. Over the years, Mr. and Mrs. Costanza have been very generous to the Foundation.

Trustee Burns called the roll:

Dr. DiLeonardi	Aye
Mr. Salzberg	Aye
Mr. Frank	Aye

Ms. Tennes	Aye
Mr. Stafford	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye

Motion carried; Student Trustee Timperley favored the resolution.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, February 19, 2019, beginning at 7:30 p.m. at the Skokie campus, 7701 N. Lincoln Avenue, in room P104.

Trustee Kotowski made the motion to adjourn the meeting, seconded by Trustee Tennes; a voice vote was called and the meeting adjourned at 8:40 p.m.

Joan W. DiLeonardi, Chair

Martha Burns, Board Secretary

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1/2019

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

**Minutes of the Oakton Community College
Board of Trustees Committee of the Whole Meeting
January 15, 2019**

A Committee of the Whole meeting of the Board of Trustees of District 535, was held on Tuesday, January 15, 2018 in room 1506, at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

Call to Order and Roll Call

Chair DiLeonardi called the meeting to order at 5:30 p.m.; Secretary Burns called the roll:

Dr. DiLeonardi	Chair	Present
Mr. Salzberg	Vice Chair	Present
Ms. Burns	Secretary	Present
Mr. Frank		Present
Mr. Kotowski		Present
Mr. Stafford		Present
Ms. Tennes		Present
Mr. Timperley		Present

Also present: Dr. Joianne Smith, President; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Ms. Doreen Schwartz, Director, Business Services; Mr. Rich Schwass, Project Manager; and Attorney Sam Cavnar, Robbins Schwartz.

Chair DiLeonardi began by stating that the purpose of this Committee of the Whole meeting is to discuss the athletic field infrastructure opportunity. President Smith commented that there will not be a formal presentation, this is an opportunity for the Board to further the discussion that they had at the December 11, 2018 Committee of the Whole meeting about the athletic opportunity, and to ask questions that they might have since that meeting. President Smith did provide to the Board since that December 11th meeting, additional information for the Board's review. Chair DiLeonardi commented that she found the information that President Smith provided very helpful in answering the questions that were raised at the last meeting, and that the Board will continue having these meeting until everyone has had all their questions answered. President Smith announced that since the last meeting, she and Mr. Chandrasekar had a brief conversation with Matthew Bogusz, the mayor of Des Plaines, as well as two alderman, as did Chair DiLeonardi, who said that they were very supportive of this opportunity. Mayor Bogusz discussed it with the City's Director of Economic Development and the City Engineer, and their initial response was positive as well. He said that of course, he likes to see economic development, and that is a good opportunity for the Des Plaines community.

Trustee Tennes asked about the procedure for soliciting proposals. Sam Cavnar, legal counsel from Robbins Schwartz, replied that his suggestion would be to following the statutory requirements for competitive bids i.e., publishing notices in multiple newspapers in the district; (thirty to sixty days before the bid); provide specific notice to all other public entities in the College's district like the city, park districts, by either calling or emailing; and Oakton's website. In general, generate as much interest as possible.

Doreen Schwartz, Director of Business Services, commented that the standard procedure when we have a bid or an RFP, is to publish it in the Daily Herald, which has wide coverage in this area. We also post all bids and proposals on the Oakton website in the Purchasing section; we also search our current vendor files for companies that are interested in such transactions.

Once it is published in the newspapers, there are bid services that search for community bids such as this, which generates interest as well. Mr. Chandrasekar added that the College has had a relationship with the Men's Baseball League for the last thirty years, and they know many people in this industry as well.

Trustee Tennes suggested publishing in multiple newspapers, and contacting all of the executive directors of park districts in the College's district. The National Recreation and Parks Association would be a good group to tap into. Trustee Kotowski asked questions about the term of the proposed agreement and what happens at the end of the term when the operator is no longer involved in regards to the maintenance of the dome. Trustee Tennes suggested that there should be specific maintenance standards and schedules outlined in any type of agreement relating to the dome. Mr. Chandrasekar said that it is possible that the contract could include an opportunity for the operator to renew at market rate, an option that could be built into the agreement. Trustee Kotowski also talked about the pros and cons of an inflatable dome, and parking issues. Trustee Tennes noted whether the College should retain counsel who specializes in these types of agreements, as this is unique for a community college. Mr. Cavnar answered that he is the lead attorney in the area of construction and commercial real estate, and third party agreements for Robbin Schwartz, this is his specialty.

No official action was taken during this meeting.

Adjournment

At 6:00 p.m., Chair DiLeonardi asked for a motion to adjourn the meeting, Ms. Tennes, made the motion; seconded by Mr. Kotowski; a voice vote was called and the meeting was adjourned.

There was a very brief discussion on what the process will be next month for the upcoming RFQ.

Joan W. DiLeonardi, Chair

Martha Burns, Secretary

ec

1/2019

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 2/19-2 through 2/19-6

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/19-2 through 2/19-6 as listed in the Consent Agenda.

- 2/19-2 Ratification of Payment of Bills for January 2019
- 2/19-3 Acceptance of Treasurer’s Report for January 2019
- 2/19-4 Ratification of Actions of the Alliance for Lifelong Learning
 Executive Board
- 2/19-5 Ratification of Payment of Professional Personnel – Spring 2019.”

Ratification of Payment of Bills for January 2019

The check register detailing the regular monthly bills for January 2019 was sent out on February 15, 2019. The totals by fund are on page 2. This includes approval of travel reimbursements for January 2019.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$4,269,891.47 for all check amounts as listed and for all purposes as appearing on a report dated January 2019."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for January 2019, represented by checks on pages 1-60 numbered 138958-138962, 138964-139030, 139032-139066, 139068-139081, 139083-139095, 139097-139124, 139126-139156, 139158-139228, 139230-139256 and 139258-139399 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.

Treasurer, Oakton Community College District 535

RECAPITULATION

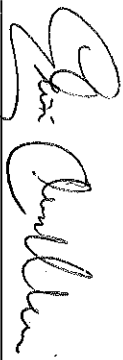
Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 2,599,157.88	\$ 436,964.63	\$ 3,036,122.51	\$ (6,130.00)	\$ 3,029,992.51
Operations, Building and Maintenance Fund	\$ 368,924.88	\$ 199,858.91	\$ 568,783.79	-	\$ 568,783.79
Maintenance Fund (Restricted)	-	\$ 99,464.85	\$ 99,464.85	-	\$ 99,464.85
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 192,148.22	\$ 193,608.02	\$ 385,756.24	-	\$ 385,756.24
Restricted purposes	\$ 108,211.56	\$ 49,265.91	\$ 157,477.47	-	\$ 157,477.47
Working Cash	-	-	-	-	-
Trust/Agency	\$ 73.10	\$ 14,248.48	\$ 14,321.58	-	\$ 14,321.58
Audit	-	\$ 3,775.00	\$ 3,775.00	-	\$ 3,775.00
Liability, Protection & Settlement	-	-	-	-	-
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOTALS	\$ 3,268,515.64	\$ 997,185.80	\$ 4,265,701.44	\$ (6,130.00)	\$ 4,259,571.44
Student Government	-	\$ 4,190.03	\$ 4,190.03	-	\$ 4,190.03
TOTAL PER REPORT	\$ 3,268,515.64	\$ 1,001,375.83	\$ 4,269,891.47	\$ (6,130.00)	\$ 4,263,761.47

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 1-60 numbered 138963, 139031, 139067, 139082, 139096, 139125, 139157, 139229 and 139257 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 \$4,190.03 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, 2019.



Student Government Association

Acceptance of Treasurer's Report for January 2019

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.

EC: mw

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 2019."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

January 2019

Edwin Chandrasekar
Vice President for Administrative Affairs
W. Andy Williams
Controller, Budget and Accounting Services

Treasurer's Comments on January 2019 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.5 million in tuition and fees, \$757,000 in FY 2019 state base operating grant payments, \$182,000 in interest earnings, and \$115,000 in replacement taxes. Net cash and investments decreased by \$800,000 from the previous month as expected.

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

Revenues

At the end of January, revenues were \$59.3 million or 107% of the prorated budget, compared to \$58.8 million, or 101% for the previous year. Tuition and fees totaled \$26 million year to date, or 108% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Year-to-date revenues are higher than expected for FY 2019. The state's allocation of \$4.9 million for the base operating grant is significantly higher than the \$2.7 million that was conservatively budgeted.

Expenditures

The current year's total actual operating expenditures of \$38.7 million are attributed to expected operating costs. The operating expenditures are \$800,000 (2.1%) above prior year's actual expenditures of \$37.9 million for the same period. Net transfers total \$5.9 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 JANUARY 31, 2019
 (IN THOUSANDS)

ASSETS	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins. Fund	Total All Funds
						Auxiliary Agency Restricted					
Cash	\$ 3,569	\$ 314	\$ 853	\$ 436	\$ -	\$ 2,338	\$ -	\$ 819	\$ 15	\$ 8,344	
Taxes Receivable	42,983	7,918	-	3,593	-	-	-	99	-	54,593	
Student Tuition Receivable	6,919	1	-	-	-	349	-	-	-	7,269	
Government Funds Receivable	-	-	-	-	-	657	-	-	-	657	
Accrued Interest	605	82	121	-	-	40	-	5	62	915	
Other Receivables	492	-	-	-	-	146	-	-	-	638	
Investments	-	-	-	-	-	-	-	-	-	-	
Short-term	51,866	6,798	9,885	-	-	3,001	-	339	5,437	77,326	
Long-term	24,850	3,379	4,661	-	-	1,506	-	163	2,563	37,122	
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-	
Inventories - Prepaids	309	-	-	-	26	777	-	-	-	1,112	
Total Current Assets	117,093	18,492	15,520	4,029	26	23,314	-	1,425	8,077	187,976	
Net Investment in Plant	-	-	-	-	-	-	114,582	-	-	114,582	
Total Assets	\$ 117,093	\$ 18,492	\$ 15,520	\$ 4,029	\$ 26	\$ 23,314	\$ 114,582	\$ 1,425	\$ 8,077	\$ 302,558	
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	-	1,351	
Total Assets and Deferred Outflows of Resources	\$ 117,093	\$ 18,492	\$ 15,520	\$ 4,029	\$ 26	\$ 23,314	\$ 114,582	\$ 1,425	\$ 9,428	\$ 303,909	
LIABILITIES AND NET POSITION											
Payables	\$ 239	\$ 2	\$ 437	\$ -	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ 691	
Accrued Interest Payable	-	-	-	-	119	-	-	-	-	119	
Deferred Tuition Revenue	1	-	-	-	-	(36)	-	-	-	(35)	
Accruals	2,838	233	284	-	-	244	-	-	-	3,599	
Bonds Payable	-	-	-	-	34,781	-	-	-	-	34,781	
OPEB Liability	-	-	-	-	-	-	-	-	41,985	41,985	
Total Liabilities	3,078	235	721	-	34,900	221	-	-	41,985	81,140	
Deferred Inflows of Resources - Property Taxes	39,066	7,187	-	3,265	-	-	-	90	-	49,608	
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	3,469	3,469	
Total Liabilities and Deferred Inflows of Resources	42,144	7,422	721	3,265	34,900	221	-	90	45,454	134,217	
Net Position											
Unrestricted	74,949	11,070	14,799	-	-	6,828	-	-	(36,026)	71,620	
Restricted	-	-	-	-	-	16,265	-	1,335	-	17,600	
Debt Service	-	-	-	764	(34,874)	-	-	-	-	(34,110)	
Plant	-	-	-	-	-	-	114,582	-	-	114,582	
Total Net Position	74,949	11,070	14,799	764	(34,874)	23,093	114,582	1,335	(36,026)	169,692	
TOTAL LIABILITIES & NET POSITION	\$ 117,093	\$ 18,492	\$ 15,520	\$ 4,029	\$ 26	\$ 23,314	\$ 114,582	\$ 1,425	\$ 9,428	\$ 303,909	

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2019**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 48,256	\$ 28,149	\$ 28,157	100%	100%
Replacement Tax	1,000	583	462	79%	82%
State Revenue	2,680	1,563	2,974	190%	246%
Tuition and Fees	24,794	24,101	26,038	108%	95%
Other	1,697	990	1,648	166%	133%
TOTAL REVENUES	\$ 78,427	\$ 55,387	\$ 59,279	107%	101%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,728	\$ 19,091	\$ 18,118	95%	98%
Academic Support	18,192	10,612	8,908	84%	85%
Student Services	6,772	3,950	3,467	88%	81%
Public Services	1,333	778	708	91%	87%
Operations and Maintenance	8,603	5,018	4,084	81%	79%
General Administration	5,853	3,414	2,819	83%	85%
General Institutional	667	389	580	149%	25%
Contingency	570	333	-	0%	0%
TOTAL EXPENDITURES	\$ 74,718	\$ 43,586	\$ 38,684	89%	88%
Revenues over (under) expenditures	3,709	11,801	20,595		
Net Fund transfers					
To Operations & Maintenance (Restricted)	(6,311)	(3,681)	(3,681)		
To Auxiliary Fund and Alliance	(2,177)	(1,270)	(1,270)		
To Restricted Purpose Fund	(100)	(58)	(58)		
To Liability, Protection & Settlement Fund	(575)	(335)	(335)		
To Social Security/Medicare Fund	(946)	(552)	(552)		
From Working Cash Fund: Interest	26	15	15		
Total Transfers	\$ (10,083)	\$ (5,882)	\$ (5,882)		
Net Revenue over (under) expenditures	\$ (6,374)	\$ 5,920	\$ 14,713		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2019**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	\$ 335	\$ 328	98%
Interest and Investments Gain/Loss	41	207	505%
Other Revenue	-	-	0%
Total revenues	<u>376</u>	<u>535</u>	<u>142%</u>
EXPENDITURES			
Student Street Renovation	1,695	145	9%
Sanitary Lift Station	460	455	99%
RHC HVAC System	578	27	5%
West End Remodeling - A/E Fees	8,207	1,651	20%
Natural Area Restoration	150	51	34%
Supplementary Water Connection	0	8	
Landscape Improvements	2,672	88	3%
Capital Equipment	556	80	14%
Check Valve	60	-	0%
Backup Generator - DP	50	82	164%
Switchgear Upgrades - DP	820	60	7%
Elevator Upgrades	500	-	0%
Athletics Remodeling	375	-	0%
Interior Remodeling	125	-	0%
Domestic Water Pump	100	-	0%
Fire Alarm Panel Replacement	250	83	33%
Flooring - Carpet Replacement	250	-	0%
Cabling Upgrade	150	-	0%
Wifi and Cellular Upgrades	400	-	0%
Skokie Classroom Furniture	150	-	0%
Lee Center Vestibule Curtain	70	-	0%
Hardware Replacement/Master Keying	500	-	0%
Baseball Field Fence Replacement	65	-	0%
Exterior Envelope/Window Replacement	750	10	1%
Domestic Water Booster Pumps Replacement	100	12	12%
Skokie Student Street	100	5	5%
Skokie Student Center/Cafeteria/Bookstore	100	13	13%
Project Management Services	260	136	52%
Total expenditures	<u>19,493</u>	<u>2,906</u>	<u>15%</u>
Transfer in	6,311	3,681	58%
Net	<u>\$ (12,806)</u>	<u>\$ 1,310</u>	<u>(10%)</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 2,109	\$ 1,096	52%	53%
Workforce Development	140	45	32%	76%
Copy Center	230	88	38%	51%
Travel	10	11	110%	18%
Athletics	20	74	370%	285%
Child Care	392	243	62%	62%
PAC Operations	16	5	31%	38%
Other	142	111	78%	115%
Interest and Investments Gain/Loss	75	66	88%	17%
Total revenues	<u>3,134</u>	<u>1,739</u>	<u>55%</u>	<u>58%</u>
EXPENDITURES				
Bookstore Operating Expenses	2,076	846	26%	37%
Workforce Development	199	93	47%	50%
Copy Center	356	227	64%	55%
Travel	10	-	0%	0%
Athletics	1,101	641	58%	55%
Child Care	537	259	48%	52%
PAC Operations	90	49	54%	43%
Other	163	93	57%	26%
Total expenditures	<u>4,532</u>	<u>2,208</u>	<u>49%</u>	<u>54%</u>
Transfers in (out)	1,339	781		
Net	<u>\$ (59)</u>	<u>\$ 312</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2019**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 370	\$ 216	\$ 445	120%	163%
Tuition and Fees	1,015	592	709	70%	77%
Sale of Materials	63	37	29	46%	53%
Institutional Support					
Evening High School	100	58	-	0%	62%
Interest	8	5	-	0%	0%
Other Revenues	80	47	38	48%	56%
	<u>1,636</u>	<u>954</u>	<u>1,221</u>	<u>75%</u>	<u>92%</u>
Total revenues					
<u>EXPENDITURES</u>					
Administrative Support	1,621	946	631	39%	40%
Instructional Programs					
Allied Health	202	118	90	45%	47%
Job-related	197	115	46	23%	48%
Home Related	7	4	3	43%	18%
Personal	36	21	18	50%	41%
Community Service	41	24	3	7%	15%
High School Programs	124	72	43	35%	28%
GED Programs	4	2	-	0%	25%
Kids/Youth Program	32	19	17	53%	76%
ESL Programs	151	88	79	52%	58%
Total Programs	<u>794</u>	<u>463</u>	<u>299</u>	<u>38%</u>	<u>45%</u>
	<u>2,415</u>	<u>1,409</u>	<u>930</u>	<u>39%</u>	<u>42%</u>
Total expenditures					
Revenue over (under) expenditures	<u>\$ (779)</u>	<u>\$ (454)</u>	<u>\$ 291</u>		
Transfer in	779	454	454		
Net	0	0	745		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2019

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 440,539				
Interest income	<u>3,148</u>				
Sub total revenues	<u>443,687</u>				
369901 Student Government Association	41,040	-	41,040	(54,024)	(12,985)
369910 Occurrence	300	100	400	(2,462)	(2,062)
369919 Skokie Events Team	335	-	335	(23,844)	(23,509)
369920 SGA College Program Board	-	-	-	(12,458)	(12,458)
369922 Lunabot NASA	-	195	195	-	195
369923 Global Health and Sustainability	468	1,522	1,990	(337)	1,653
369924 Hawaiian Music Club	255	107	362	(38)	323
369925 M.A.T.H. Club	70	340	410	-	410
369927 Cheer & Dance Team	85	1,043	1,128	-	1,128
369928 African Student Club	356	2,003	2,359	-	2,359
369930 Early Childhood Education Club	75	1,834	1,909	-	1,909
369931 Students for Social Justice	169	100	269	-	269
369932 Ceramics Club	150	461	611	(72)	539
369933 UNICEF	55	2,921	2,977	-	2,977
369934 Hillel	262	427	689	-	689
369935 Honors Student Organization	-	1,770	1,770	-	1,770
369939 First Generation Club	-	322	322	-	322
369940 Card and Board Game Club	293	577	870	-	870
369942 Oakton Visual Organization	-	100	100	-	100
369943 Japanese Culture Club	-	1,864	1,864	-	1,864
369944 South Asian Club	40	-	40	-	40
369945 Physical Therapy	495	1,471	1,966	(392)	1,574
369946 Phi Theta Kappa (PTK)	4,917	12,052	16,969	(4,556)	12,413
369947 PRISM	150	509	659	-	659
369948 Society of Biomedical Engineers	-	100	100	-	100
369949 Mission Bible Club	-	275	275	(150)	125
369950 Hispanic Club	357	827	1,184	(594)	590
369951 Society of Women Engineers	-	552	552	-	552
369952 Student Nurses May 2019	693	-	693	-	693
369954 Kpop Club	115	1,679	1,794	(26)	1,768
369957 Student Nurses Dec 2018	900	100	1,000	(650)	350
369959 Black Student Union	675	-	675	-	675
369960 Muslim Student Association	-	2,175	2,175	(43)	2,132
369961 DECA	-	100	100	-	100
369962 Nurses Dec 2017	1,836	-	-	-	-
369963 Art Club	120	-	120	-	120
369964 Oakton Helping Others	563	1,536	2,099	-	2,099
369965 Law Enforcement Club	-	100	100	-	100
369971 Habitat for Humanity	463	640	1,103	(12)	1,091
369972 PAYO	372	2,182	2,554	-	2,554
369974 Student Veterans Club	-	1,371	1,371	-	1,371
369976 ROTO Club	321	-	321	(300)	21
Sub Totals	<u>56,061</u>	<u>41,354</u>	<u>95,579</u>	<u>(99,959)</u>	<u>(4,381)</u>
<u>Fund Summary</u>					
Total Revenues	\$ 499,748				
Total Expenditures	(99,959)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>399,788</u>				
Net Position 6/30/18	473,434				
Net Position, end of period	<u>\$ 873,222</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
JANUARY, 2019**

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
1/11/2019	\$ 671,167.08				\$ 671,167.08				
1/14/2019	932.00			\$ 932.00					
1/25/2019	22,901.95					\$ 22,901.95			
TOTAL	\$ 695,001.03	\$ -	\$ -	\$ 932.00	\$ 671,167.08	\$ 22,901.95	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
1/11/2019	\$ 197,802.69	\$ 197,802.69			
1/11/2019	64,649.30		\$ 64,649.30		
1/11/2019	140,899.51			\$ 140,899.51	
1/11/2019	60,691.07				\$ 60,691.07
1/25/2019	210,111.58		68,456.39		
1/25/2019	68,456.39				
1/25/2019	142,705.64			142,705.64	
1/25/2019	81,688.01				81,688.01
TOTAL	\$ 967,004.19	\$ 407,914.27	\$ 133,105.69	\$ 283,605.15	\$ 142,379.08

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 \$286,682.63 for part-time teaching services for the Alliance for Lifelong Learning Spring 2019.
- b. Salary rescinds in the amount of \$755.44 for part-time teaching services for the Alliance for Lifelong Learning Spring 2019.

MB:bd
2/8/2019

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 and b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$286,682.63 for all funds listed in item a.”

Ratification of Payment of Professional Personnel – Spring 2019

Comparative figures:

Spring 2019 Part-Time
\$3,476,102.93

Spring 2018 Part-Time
\$3,537,464.24

Spring 2019 Overload
\$365,656.50

Spring 2018 Overload
\$475,376.80

IL:jg
2/2019

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 2019; the total payment amounting to \$3,476,102.93."
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 2019; the total payment amounting to \$365,656.50."

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.

Item “a” was previewed at the January 15, 2019 Board of Trustees Meeting. Item “b” was not previewed, but the original purchase was approved at the January 15, 2019 Board of Trustees meeting.

DLS:sa
2/7/2019

President’s Recommendation:

That the Board adopt the following resolution:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
2/19-7a	1 - 2	Travel Services for Summer 2019 Study Abroad Program in India	English & Foreign Languages University	\$ 22,100.00
			JP Morgan Chase/ Designated Airline/ 4 Seasons Travel/ Golden Eagle Travel	\$ 19,500.00
2/19-7b	1	Ratification of Additional Network Cabling and Installation	Gibson Electric and Technology Solutions	\$ 25,350.00
GRAND TOTAL				\$ 66,950.00.”

Authorization to Purchase Travel Services for Summer 2019 Study Abroad Program in India

Oakton offers a summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India. Oakton is a member of the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of Pathways to South Asia, Oakton's Title VI-A grant from the US Department of Education, the continuation of the program is a central component to our on-going collaboration with our partner institution, EFLU. Students will be accompanied by an Oakton professor, who will teach one course to the students as well as provide guidance, help, and oversight for the students and accompany them on all local and overnight field trips. The second course will be taught by a faculty member at EFLU. Room and board is provided in international student housing at the university. Students are responsible for all costs associated with their academic program and travel, so the expenditures to be authorized are pass-through transactions, as students will pay Oakton and Oakton will disburse the funds to the appropriate entities.

All of the in-country arrangements for the study abroad program will be provided by the English and Foreign Languages University in Hyderabad, including dorm accommodations, stipends for three meals per day, tuition for three credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of \$1700 per student. Based on the maximum of 12 students and one faculty member, the Administration is requesting an amount not to exceed \$22,100 for the services provided by the English and Foreign Languages University.

Students will pay for their insurance, which will be purchased from the insurance plan through the Illinois Consortium for International Studies and Programs, at an average cost of \$40 per student for a total of \$480.

The College will work with Four Seasons Travel or Golden Eagle Travel for the airfare for this trip. The estimated price of \$1500 would bring an estimated total for international travel for 12 students and one faculty member to \$19,500. The students will fly from Chicago/O'Hare to Hyderabad (one stop). The final price and travel agency will depend on the price, the number of travelers, and the departure time and date.

Students must also pay a portion of the travel fees for the faculty leader, an Oakton administrative fee, and "incidentals" such as local transportation during the month long trip. Oakton Community College does not charge tuition for credits earned while studying abroad if taught by a faculty member at the host institution; however, the students will pay tuition for the three credits taught by the Oakton faculty member and will register for six credits at Oakton.

The estimated cost per student is:

\$ 1,700.00	for program fees/tuition from the English and Foreign Languages Univ.
\$ 50.00	for local transport and incidentals budget
\$ 40.00	for insurance
\$ 1,500.00	for airfare
\$ 408.75	for Oakton tuition
\$ 50.00	for Oakton administrative fee (\$150 for non-Oakton students)
\$ 517.00	for faculty leader fees and incidentals (currently based on the minimum enrollment of 6 students)
<u>\$ 4,265.75</u>	Total per student (\$100 more for non-Oakton students)
\$52,389.00	Total pass-through amount (based on the max of 12 students at the non-Oakton rate)

The Global Studies program coordinator and faculty are ready to begin recruiting students for this study abroad program.

KS:dls
2/7/2019

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 Travel Services for Summer 2019 Study Abroad Program in India from the English and Foreign Languages University, Osmania University Road, Ravindra Nagar, Osmania University, Hyderabad 04027098141 for a total not to exceed \$22,100.00 and airfare from JP Morgan Chase/Designated Airline/Four Seasons Travel/Golden Eagle Travel for an amount not to exceed \$19,500.00, for a grand total not to exceed \$41,600.00.”

Authorization to Purchase Ratification of Additional Network Cabling and Installation

At the January 2019 meeting, the Board of Trustees approved the purchase of Network Cabling and Installation for a grand total of \$122,100 per agenda item 1/19-9g. The project work began immediately after the Board approval in order to meet the March 1, 2019 completion date. At the start of the project, the Administration discovered that the price for the bid alternate for additional single mode fiber cable for \$25,350 was not included as part of the original purchase. The Administration strongly believes that it is in the College's best interests to purchase and install the additional cable at the same time as the primary project rather than expend significantly more funds in the upcoming years. Based on this information, the Administration instructed the contractor, Gibson Electric, to proceed with the additional work. This additional amount now needs approval from the Board of Trustees as a ratification.

dls
2/7/2019

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 ratification of Additional Network Cabling and Installation from Gibson Electric and Technology Solutions, 3100 Woodcreek Drive, Downers Grove, IL 60515 for a total of \$25,350.00 in accordance with their low bid in response to Invitation to Bid #1126-18-12.”

Preview and Initial Discussion of Upcoming Purchases

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

a) West End Renovation - Phase Two - The second phase of the West End Renovation project is scheduled to begin construction in April 2019 and is currently out for competitive bidding. The FY2018-FY2020 Capital Improvement Plan identifies this project as necessary in order to expand the Arts program and add classroom and adjunct faculty office space. This project is expected to take five months to complete, with a contract cost of approximately \$3,600,000. The Administration plans to present this item to the Board for purchase approval at the March Board of Trustees meeting.

b) Carpet Flooring Replacement for Des Plaines Campus - The Master Plan includes a project for the replacement of carpet for the 2nd floor of the Des Plaines campus. A carpet inventory was completed by the College in 2018, and approximately 200,000 square feet of carpet has been identified for replacement in the common areas and office spaces. The Enrollment Center and classrooms are not part of the project scope as these spaces were remodeled within the last five years. The College will issue a bid for a contractor that will have primary responsibility for all entailed work, which will include removal and proper disposal of existing carpet/flooring, moving furniture, and installation of new carpet. One of the key features that will distinguish the College will be carpeting that doubles as a customizable wayfinding system. This is an effort by the College to move beyond traditional wayfinding directional and information signage and moving toward intuitive wayfinding solutions. The College has a budget of \$1 million which has been appropriated in the current Master Plan. The Administration plans to present this item to the Board for purchase approval at an upcoming Board of Trustees meeting.

c) Web Content Management Software Cloud Services – 5 Year Contract - The web content management system (CMS) is software specifically designed to manage website content. It provides institutions with a platform for collaboration to manage documents and output for multiple author editing and participation in real-time. The College has been using the Cascade CMS by Hannon Hill for many years. The current contract will expire in March 2019 and the College has negotiated a new five-year contract for a total of \$130,000 (or \$26,000 per year). The \$26,000 annual fee is higher than the existing \$15,000 annual fee that the College has been paying previously, and the difference is attributable to the migration from an installed subscription (i.e. server-based) to a cloud-based model. The switch to cloud services allows for continuous delivery where operating system updates occur automatically and increases efficiency by reducing the amount of time spent by the IT department to make updates. In addition, the cloud-based service also includes additional support features (WCAG 2.0 web accessibility checks), better analytics, and faster troubleshooting. With the five-year contract, the College has been able to negotiate \$9,000 in discounts for single sign-on authentication and data migration. This purchase is exempt from bidding under the Illinois Public Community College Act. 110 ILCS 805/3-27.1. The Administration plans to present this item to the Board for purchase approval at the March Board of Trustees meeting.

Authorization to Proceed with Request for Qualifications for the Athletic Infrastructure Opportunity

The College has determined that the current grass turf baseball field at the Des Plaines campus has outlived its useful life and is not conducive to year-round use. The College desires an indoor synthetic turf facility that could serve for year-round practice and games for baseball, with the capacity to host collegiate tournaments. In addition, the College also desires a multi-purpose facility that can facilitate other sports (e.g. field hockey, soccer etc.), and includes properly sized and equipped locker rooms, a multi-purpose room for training, and space for community events, etc.

The College is seeking Board approval to proceed with the public issuance of a Request for Qualifications (RFQ) to partner with an Owner's Representative with experience to finance, construct, operate, and maintain this indoor facility to serve a variety of purposes as described above and in the following RFQ document.

The College anticipates reviewing proposals in March with recommendations for the selection and approval of an Owner's Representative at the April Board of Trustees meeting.

EC:mw
2/14/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the College to proceed with the public issuance of the Request for Qualifications (RFQ) for the Athletic Infrastructure Opportunity.”



Oakton Community College District #535

Request for Proposals:

***DEVELOPMENT, DESIGN, CONSTRUCTION AND
OPERATION OF NEW ATHLETIC COMPLEX***

Des Plaines Campus
1600 East Golf Road
Des Plaines, Illinois 60016

NOTICE OF REQUEST FOR PROPOSALS

Oakton Community College District #535 is accepting sealed proposals for professional services related to the development, design, construction and operation of a new athletic complex to be constructed on the College's Des Plaines Campus. The requested services are described in detail in the request for proposals, which is available for pickup on February 21, 2019 from the College's main campus at 1600 East Golf Road, Room 1222, Des Plaines, Illinois 60016 and from the College's website at www.oakton.edu, click Faculty & Staff, click Business Services, click Purchasing, click Current Bids and Proposals. There will be a mandatory pre-submittal meeting on February 28, 2019, 11:00am at the College address noted above. Hardcopy sealed proposals are due on March 19, 2019 at 11:00 a.m., and must be submitted by that date and time to 1600 East Golf Road, Room 1222, Des Plaines, Illinois 60016.

BACKGROUND

Oakton Community College currently owns an outdoor baseball field at its Des Plaines campus. The field is currently used by the College’s men’s baseball team for baseball practice and games during the season from April to October. During the season from April to October, the College uses the field at all times on Mondays, from 8am to 3pm from Tuesdays to Fridays, and after 4pm on Saturdays.

In addition, the College has an agreement with a not-for-profit organization, the Chicago North Men’s Senior Baseball League (CNMSBL). CNMSBL uses the field during the season, playing night games typically from 6:30 p.m. to 9:00 p.m., which does not conflict with OAKTON’s activities. The CNMSBL games are scheduled from Monday through Sunday with Oakton’s approval, using at least one day for field rest and maintenance.

The College has determined that the current grass turf has outlived its useful life and is not conducive to year-round use. The College desires an indoor synthetic turf facility that could serve for year-round practice and games for baseball, with capacity to host collegiate tournaments. In addition, the College desires a multi-purpose facility that can facilitate other sports (e.g. field hockey, soccer etc.). The College desires a facility that includes properly sized and equipped locker rooms, a multi-purpose room for training, and space for community events, etc. The College is seeking an owner’s representative with experience to design and build this indoor facility, and also to serve as the facility’s operator. The current baseball field is also directly adjacent to an asphalt parking lot with sufficient space to support at least 200 vehicles. This parking capacity will need to be included in the design and construction of the new facility.

The College is interested in receiving proposals from owner’s representative/operator firms to finance, construct, operate and maintain this indoor facility to serve a variety of purposes as described above. The contractual relationship between the College and the owner’s representative / operator will be a professional services agreement that includes the elements described within this request for proposals. Under this agreement, the College will provide the site for the facility. The agreement will also establish the operator’s compensation, along with the consideration that will be provided to third party users who wish to be involved in the financing of the project.

Convenient local access to a potential new sports facility will be important to the local and regional sports participants who will be the primary users of those potential facilities, while regional access characteristics will likely influence the ability of the venue to attract tournaments drawing teams from throughout the Midwest. As shown in the table, the location of the College’s baseball field location in Des Plaines is highly accessible around the Midwest region. The more than 13 million residents within three hours (180 miles) and 28 million residents within six hours (360 miles) suggests a potential opportunity to host local tournament activity.

City	Distance from Oakton	Market Population
Chicago, IL	18 mi.	9,522,000
Milwaukee, WI	67 mi.	1,567,000
Madison, WI	104 mi.	621,000
Grand Rapids, MI	129 mi.	1,006,000
Springfield, IL	183 mi.	212,000
Indianapolis, IN	182 mi.	1,929,000
Lansing, MI	176 mi.	466,000
Toledo, OH	225 mi.	609,000
St. Louis, MO	267 mi.	2,796,000
Detroit, MI	248 mi.	4,292,000
Des Moines, IA	298 mi.	589,000
Columbus, OH	293 mi.	1,944,000
Minneapolis, MN	337 mi.	3,422,000

INSTRUCTIONS TO PROPOSERS

1. **Scope of Professional Services.** Oakton Community College District #535 (the “College” or “Oakton”) is requesting proposals for certain professional services required for the development, design, construction and operation of a new athletic complex (the “Athletic Complex”) on the College’s Des Plaines Campus, which is located at 1600 East Golf Road, Des Plaines, Illinois 60016 (the “Campus”).

It has been determined that the existing natural grass baseball field has outlived its useful life and needs to be replaced with a resilient, synthetic sod or turf to better meet the needs of the students, athletes and surrounding community in various weather conditions.

Replacing the existing baseball field surface with an indoor facility featuring a synthetic turf field will ultimately extend the number of hours that the field can be used for multipurpose sports activities including baseball, soccer, lacrosse etc. Oakton is interested in a relationship with an owner’s representative/operator which involves cooperation among the operator and College to bring together resources to finance, design and build an athletic complex which can facilitate programs and experiences for student-athletes at the College, the local and regional community, and other College-approved, revenue-generating events.

The College will select the owner’s representative/operator through a public, competitive process. The resulting contract is exempt from bidding as a professional service. The basic requirements for the contract are outlined below. The final contract will be negotiated by the College and the Operator. The site for the new Athletic Complex is identified below (the “Project Site” or “Site”), along with relevant site information and requirements.

2. **Questions and Communications Protocol.** Questions about this request for proposals (the “RFP”) may only be submitted by email to both Edwin Chandrasekar, Vice President for Administrative Affairs at echandra@oakton.edu, and Doreen Schwartz, Director of Business Services at doreen@oakton.edu by March 12, 2019 at 11:00 a.m. The College will endeavor to respond to all timely and properly-submitted questions, and will circulate all appropriate responses to all interested parties who have provided the College with contact information. Any modifications to this RFP shall be made only by written addendum.

3. **Pre-Submittal Meeting.** A mandatory pre-submittal meeting will be held at the Site on February 28, 2019 at 11:00 a.m. Failure to attend may subject a proposal to disqualification. The College reserves the right to schedule a second pre-submittal meeting. Each Proposer needs to only attend one pre-bid meeting.

4. **Notification of Addenda.** The College will notify all interested parties who have provided contact information of any addenda issued. Each proposer shall acknowledge in its proposal receipt of all addenda.

5. **Freedom of Information.** Any information received by party in connection with this RFP shall be kept strictly confidential by that party and shall not under any circumstance be disseminated to any other third party except as required by law or with the written consent of the College. By submitting a proposal in response to this RFP, each proposer acknowledges the following:

- a. The College is subject to the Freedom of Information Act, 5 ILCS 140/1, *et seq.* ("FOIA"), and any and all information submitted by the proposer to the College is subject to disclosure to third parties in accordance with FOIA.
- b. If the proposer desires the College to withhold the proposer's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the proposer must include with its bid submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the proposer at the time of its submittal will be presumed to be open to public inspection. The proposer may be required to substantiate the basis for its claims at a later time.
- c. Notwithstanding timely notice received from a proposer in accordance with Section 7(1)(g), the College reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.

6. **Tax Exempt.** The College is tax-exempt. Each proposal shall be prepared accordingly. The College's tax exemption number will be provided to the selected proposer as part of the contract.

7. **Bid Preparation.** All Proposers shall complete and submit all certification forms contained in this RFP. All forms shall be free from interlineations and erasures. Failure to properly complete and return all forms may subject the proposal to rejection. Each proposal submittal with all completed forms shall be sealed in an envelope and labeled "OAKTON – PROPOSAL FOR ATHLETIC COMPLEX – DO NOT OPEN PRIOR TO PROPOSAL DEADLINE". Each proposal submittal shall be labeled with the name and address of the proposer and shall be addressed to Oakton Community College, Attn: Doreen Schwartz, Room 0710, 1600 E. Golf Rd. Des Plaines, IL, 60016.

8. **Bid Bond.** No bid bond is required.

9. **Proposal Submittal Deadline.** One original and five copies of the proposal shall be delivered in hardcopy to Oakton Community College, Attn: Doreen Schwartz, Room 0710, 1600 E. Golf Rd., Des Plaines, IL, 60016 by March 19, 2019 at 11:00 a.m. Each proposer shall determine the appropriate method of delivery, and each proposer bears the risk of non-delivery. Email submittals will not be accepted.

10. **Proposer's Representation.** BY SUBMITTING A PROPOSAL, THE PROPOSER REPRESENTS TO THE COLLEGE THAT IT HAS ATTENDED ANY MANDATORY PRE-SUBMITTAL MEETING, CAREFULLY REVIEWED THIS RFP PACKAGE, AND IS NOT AWARE OF ANY VAGUE, AMBIGUOUS OR INCONSISTENT TERMS CONTAINED THEREIN.

11. **Withdrawal of Proposal.** Any proposal may be withdrawn and/or resubmitted prior to the proposal submittal deadline.

12. **Proposal Opening and Review.** Submitted proposals will not be publicly opened

or read aloud. Instead, after the proposal submittal deadline, the College shall review and evaluate proposals, and invite one or more proposers to make onsite presentations to the College's administration and/or Board of Trustees.

13. **Firm Bids.** All terms and conditions contained in each proposal submitted to the College shall be firm and irrevocable for a period of sixty (60) days after the proposal submittal deadline. At any time within this period, the College may negotiate and award a contract with the most preferred proposer, and such contract may, at the College's option, incorporate any such terms and conditions.

14. **Acceptance or Rejection of Proposals.** The College reserves the right to waive any non-material variances in proposals and/or irregularities in the selection process, to award a contract to the most-preferred proposer as determined by the College, in its sole discretion, and/or to reject all proposals, all to the fullest extent allowed by law.

15. **Award of Contract.** The College's Board of Trustees will review all proposals and may award a contract to the most-preferred proposer, who shall then be known as the "Owner's Representative" and/or "Operator." Such contract will include and/or incorporate the terms and conditions contained in this RFP. The Owner's Representative / Operator will be selected by the College based on objective criteria, which will include without limitation:

- a. The Operator's relevant experience in design, construction, operation and management of indoor sports complexes;
- b. The Operator's proposed funding model and detailed plan for the financing, design and construction of the Project; and
- c. The Operator's proposed fees, costs and term of agreement for the operation and management of the completed Athletic Complex.

END OF SECTION.

PROPOSAL REQUIREMENTS AND CONTRACT STRUCTURE

1. **Proposal – Basic Requirements.** Each proposal shall be in writing and shall:
 - a. Acknowledge the proposing firm’s agreement to and compliance with all instructions to proposers as contained in this RFP.
 - b. Acknowledge receipt of any and all addenda issued by the College.
 - c. Attach a fully-executed version of each certification contained below.
 - d. Provide a narrative overview of the proposing entity, its history, experience, and current involvement in the marketplace for the development, design, construction and operation of athletic complexes similar to the Athletic Complex sought by the College.
 - e. Identify each individual within the proposer’s organization who will be involved in the development, design, construction management and operation of the Athletic Complex, and provide a current resume or curriculum vitae for each such individual.
 - f. Identify other company or individuals outside of the proposer’s organization who will be involved in the development, design, construction management and operation of the Athletic Complex, and provide a current resume or curriculum vitae for each such individual.
 - g. Proposal submission should not exceed fifteen pages of 12 point type, single space.
 - h. Proposal submission shall include an audited company financial statement. (A financial statement will not count as part of the 15 page limit.)

2. **Proposal – Specific Information.** Each proposal shall address and explain in narrative format, with reference to exhibits and supporting data, where appropriate, the proposer’s approach, strategy, timeline, and details as related to:
 - a. **Fundraising.** The College expects the Operator to generate 100% of the funding for the design and construction of the Athletic Complex, utilizing the Operator’s existing and to-be-developed network with third party users of facilities similar to the Athletic Complex. In exchange, the College will grant the Operator authority to issue credits, priority use, scheduling accommodations, and other consideration to each third party that participates in such fundraising. Each proposal shall explain in detail the proposed structure, timeline, and strategy for fundraising. The College will require the budgeted cost of Project design to be secured and in the College’s possession prior to the College’s hiring of the requisite design professionals for the Project. The College will require the estimated cost of construction, including a College-held contingency fund of at least 10%, to be in the College’s possession or under its control prior to award of bids for the Project.
 - b. **Design.** The Operator will make recommendations to the College concerning the

design professionals required to design, obtain necessary permits for, and administrate the construction of the Athletic Complex. The College will contract directly with each such firm, and the Operator will serve as the College's Owner's Representative for the Project, and shall advise the College through the normal design process including programming, schematic design, design development, construction documents, permitting, and construction administration phase.

- c. **Construction.** During the construction phase of the Project, the Operator, in its capacity as Owner's Representative for the College, will oversee and administrate the construction phase of the Project.
 - d. **Operation.** Upon substantial completion of the Project, the Owner's Representative shall transition to the Operator of the Athletic Complex, and shall assume all duties and financial responsibility for operating, maintaining, repairing, scheduling use of, securing, and managing, the Athletic Complex during the term of the agreement.
3. **The Owner's Representative / Operator Contract.** The College's contract with the Operator will be reduced to a fully-executed agreement that contains the following elements:
- a. Dates certain for commencement and expiration;
 - b. Either party may terminate prior to expiration only upon the other party's default, and "events of default" will be negotiated and defined in the agreement;
 - c. The fundraising process will be public and open to groups that meet criteria mutually agreed and specified by College and Operator;
 - d. Throughout schematic design, design development and construction documents, design progression will be accompanied by written cost estimates. Design documents and cost estimates will be subject to written approval by the College;
 - e. The labor, materials, equipment, and systems will be publicly bid by the College and awarded to the lowest responsive and responsible bidder(s);
 - f. The College will oversee the bidding process administrated by the Operator, and the contract documents are subject to College's written approval;
 - g. The contract documents for the work will require the contractors and subcontractors to pay prevailing wages and submit certified payroll in accordance with the Prevailing Wage Act, 820 ILCS 130/0.01, *et seq.*; contractor shall pay prevailing wages, and shall make, keep and file certified payroll, and shall comply with all requirements of the Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.* Prevailing wage rates for this project are available here: <https://www2.illinois.gov/idol/laws-rules/conmed/documents/2017%20rates/dupage.pdf>.

- h. The College may require payment and performance bonds from the contractors, with College and Operator named as dual obligees;
- i. The contract documents will require the contractor(s) to furnish liability insurance which includes the College as additional insured on primary and non-contributory basis;
- j. As a condition of award of the construction contracts, funding for the work will be in place or otherwise secured to the College's satisfaction;
- k. The Operator will act as a limited agent of the College through design and construction of the project;
- l. The Operator will oversee substantial completion of the project and training of the College's staff regarding operation of the complex;
- m. The College will own the complex, subject only to the operating agreement with Operator;
- n. The Operator will be responsible to establish, maintain and pay for utility services;
- o. The Operator will be responsible for maintenance and repair of the Athletic Complex at operator expense;
- p. The Operator will procure and maintain liability insurance which includes the College as additional insured on primary and non-contributory basis, and with policy limits to be negotiated and agreed by the parties prior to execution of the agreement;
- q. The Operator will have the exclusive right to schedule use of and operate the Athletic Complex, subject to use by the College, the Chicago North Men's Senior Baseball League, and any other groups having an existing relationship with the College, as determined on an annual basis;
- r. The Operator will have discretion, in consultation with the College, to establish third party use fees, other scheduling priorities, and other considerations, based on third party funding contributions made during the fundraising phase of the Project;
- s. In consideration for its services, the College may consider paying the Operator a fee, which may be structured as a lump sum, or percentage of revenue, or other measure, including certain reimbursable expenses which should be defined in the proposal submission by the Operator;

- t. The Operator's services shall be coordinated and consistent with the College's mission; this may include hiring of student employees, coordination of the College's classes and clinics with the sports activities conducted in the complex, and other mutually beneficial partnership opportunities;
- u. The Operator shall keep complete and accurate records of all work performed in connection with this Project and the operation of the Athletic Complex. Operator shall provide the College access to such records upon a request by the College. The College may audit the Operator's records related to the Project and the operation of the Athletic Complex. Operator shall fully cooperate with all personnel authorized by the College to conduct any audit;
- v. Operator shall retain such records related to the Project and the operation of the Athletic Complex for a period of three (3) years after such services are rendered, or a longer period if required by law. If any audit has been requested and is not completed, the records shall be retained beyond the three (3) year period and as long as required for completion of the audit;
- w. Operator shall not assign any right or delegate any duty under this contract to any third party without the College's prior written consent. Any attempted assignment or delegation without such prior written consent shall be void; there shall be no third party beneficiaries to this contract;
- x. Operator is an independent contractor and not an agent of the College. Operator's employees are not employees of the College and are not entitled to salary or benefits from the College. Operator has no authority to act on behalf of the College except to the limited extent required by this contract. Operator shall not represent to any third person that Operator or any of its employees are agents of the College;
- y. This contract shall be governed by, subject to, and construed in accordance with the laws of the State of Illinois without regard to conflict of law principles. Venue for any dispute shall be Cook County, Illinois. Operator hereby consents to personal jurisdiction in Illinois with respect to all claims arising from this contract.

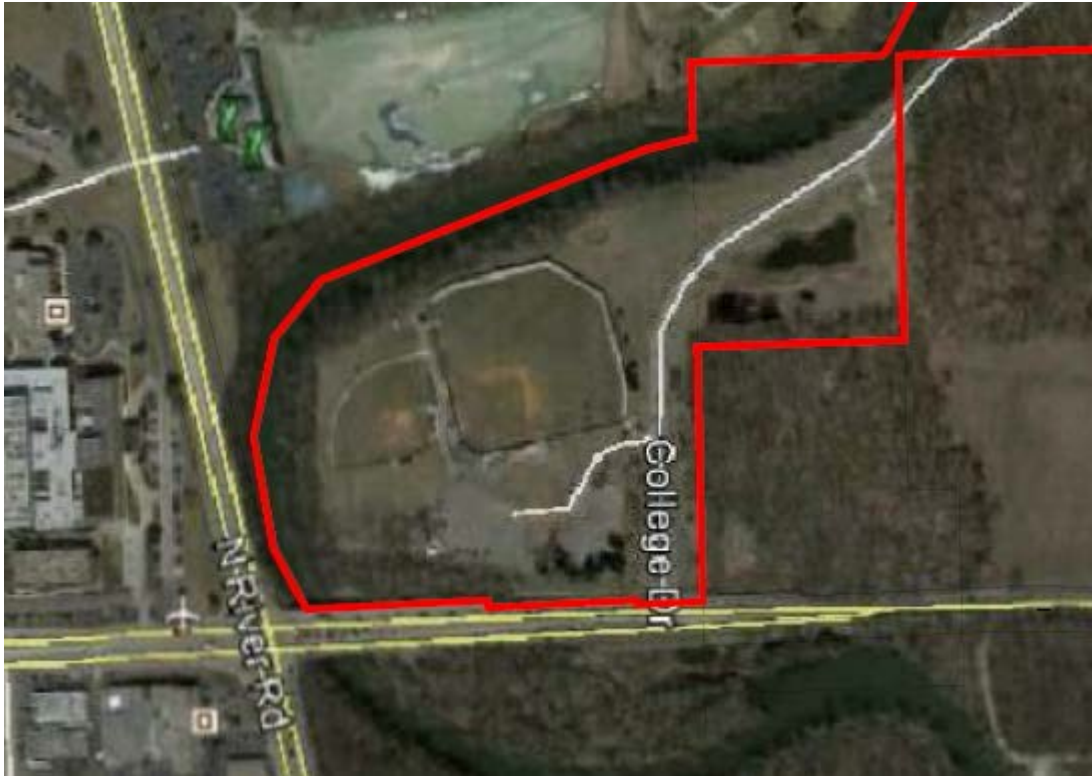
END OF SECTION.

SITE INFORMATION AND BASIC REQUIREMENTS
FOR ATHLETIC COMPLEX PROJECT

The College's Des Plaines Campus is depicted below:



The site of the new Athletic Complex is the southwest corner of the Des Plaines Campus, northeast of the intersection of North River Road and Golf Road. An existing baseball field and parking lot are presently located on the site:



The new Athletic Complex will meet the above-described needs and include a newly paved and lighted parking lot with at least 200 parking spaces. The new parking lot will connect to College Drive, which runs north / south to Golf Road.

END OF SECTION.

PROPOSER'S CERTIFICATIONS

ELIGIBILITY TO BID

The undersigned hereby certifies that it is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Proposer (Please Print)

Submitted by (Signature)

NON-COLLUSION AFFIDAVIT

The undersigned certifies that he or she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him or her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and this proposal is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding. This individual further certifies that no person, firm, or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission, or thing of value based upon awarding of the contract.

Name of Proposer (Please Print)

Submitted by (Signature)

EQUAL OPPORTUNITY

The undersigned hereby certifies that this proposer is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Proposer (Please Print)

Submitted by (Signature)

SEXUAL HARRASSMENT POLICY

The undersigned hereby certifies that the proposer has complied and will comply with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into the contract.

Name of Proposer (Please Print)

Submitted by (Signature)

NO SMOKING

The undersigned hereby certifies that the proposer agrees that it and its employees will abide by the College's no smoking policy at all times during performance of the contract.

Name of Proposer (Please Print)

Submitted by (Signature)

DRUG FREE WORKPLACE

The proposer, if having twenty-five employees or more, does hereby certify that pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3), it shall provide a drug-free workplace for all employees engaged in the performance of services under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act, and further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Proposer (Please Print)

Submitted by (Signature)

ADDITIONAL CERTIFICATIONS

The undersigned individual further certifies that:

1. He or she is the duly authorized agent of the proposer; that proposer has given him / her actual authority to submit this proposal; that he / she is expressly authorized by the proposer to execute these certifications on proposer's behalf; and that the College may rely upon all certifications submitted.

2. Proposer has reviewed and fully understands the scope of the contract, has completely reviewed the general and specific conditions and requirements of the contract, and is aware of all applicable laws and their requirements.

3. Proposer has the necessary equipment and personnel (including backups) or has documented financial ability and means to acquire the same sufficient to adequately and properly perform the contract.

4. Proposer is the following type of business entity, in good standing with the State of Illinois: _____ (sole proprietorship, partnership, corporation, limited liability company). Proposer is duly authorized by the State of Illinois to conduct business in Illinois.

5. All information, figures and responses submitted by proposer are true, complete, and accurate. All documents attached to and submitted with this bid are true, complete, and authentic.

Name of Proposer (Please Print)

Submitted by (Signature)

END OF SECTION.

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Approval of New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create a new certificate, a 26-credit-hour Cancer Registry Management (CRM) certificate, which is based on seven new courses.

The CRM certificate is an advanced certificate program to support and prepare individuals, who have earned at least 60 college credit hours or who have earned an Associate’s Degree or higher, for a challenging and exciting career in Cancer Registry Management. Cancer Registry Management is for individuals interested in specializing in data collection, follow-up, management and research with the outcome of improving lives through quality cancer data management. The CRM certificate provides didactic and practical experience to perform the duties of a cancer registrar or cancer registry manager professional in a hospital setting, private physician group practice, state agency, or national cancer organization.

Students who specialize in CRM are categorized by IDES within Medical Records/Health Information Technicians. IDES is projecting a 3.63% projection growth in Medical Records/Health Information Technicians employment. According to the Occupation Overview dated October 2018, the regional trend for Medical Records and Health Information Technicians in Cook County shows an increase in the Oakton district from 492 in 2016 to 569 in 2026 in potential job openings which a 15.7% change. In addition, based on the Occupational Deep Dive there are 52 job postings for Medical Records and Health Information Technicians; within this category, there are 45 job postings for Cancer Registrar and three for Assistant Registrar. On average, the earnings for these jobs is \$21.47/hour. This is higher than the national average of \$18.33/hour. On average, earnings from these jobs is \$37,690/year.

The proposed CRM certificate curriculum degree requirements and total credit hours:

Cancer Registry Management Certificate

26 Semester Credit Hours; Curriculum: 0291

Courses for a Certificate

Credit Hours

HIT 107 Cancer Registry Organization and Management	3
HIT 109 Cancer Registry Operations	3
HIT 122 Cancer Disease Coding and Staging	4
HIT 127 Oncology Treatment and Coding	4
HIT 152 Abstracting Methods in Cancer Registry	4
HIT 157 Data Quality and Utilization in Cancer Registry	4
HIT 202 Cancer Registry Clinical Practicum	4

Total Semester Credit Hours for Certificate: 26

IL:rw
2/2019

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Cancer Registry Management Certificate as a New Unit of Instruction.”

Preview of New Units of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create a new General Education Core Curriculum (GECC) Credential and six new certificates: a three-credit Perioperative Nursing Certificate, a 12-credit Cannabis Dispensary and Patient Care Specialist Certificate, an 18-credit Private Security Certificate, a 12-credit Operational Software Specialist Certificate, a 13-credit Presentation Software Specialist Certificate, and a 16-credit Reporting System Software Specialist Certificate.

The Illinois Community College Board (ICCB) recently approved community colleges to offer a **General Education Core Curriculum (GECC) Credential**. This credential is an extension of the Associate of Arts (AA) degree and recognizes students who successfully complete the 37-41 general education requirements of the AA degree. The curriculum requirements for this credential are met by successfully completing Illinois Articulation Initiative (IAI) courses that transfer to Illinois four-year colleges and universities. These courses provide opportunities for students to develop Oakton’s General Education Student Learning Outcomes: Critical Thinking, Communication, Literacy, and Responsibility. This credential is not a workforce certificate or an industry-recognized credential. Development of the General Education Learning Outcomes does better prepare a student for additional skills employers seek in employees.

The **Perioperative Nursing Certificate** is a short-term certificate to prepare individuals who have successfully completed the first year of a nursing program that includes clinical experience, or for those who have already earned a Registered Nursing License, to become a perioperative (operation) nurse. This certificate introduces students to perioperative nursing through experiential learning. Students will be exposed to knowledge and skills required to provide safe, patient-centered care in the operating environment. Students will acquire clinical experience that allows students to work in multidisciplinary teams in the care of the perioperative patient.

Of the 10,872 registered nursing positions available over the last 12 months in the Chicago-Naperville-Elgin metropolitan area, 316 are operating room nurse positions (Labor Insight Jobs, Burning Glass Technologies). The average annual salary for registered nurses in this metropolitan area is \$74,024.

The proposed Perioperative Nursing Certificate curriculum degree requirements and total credit hours:

Perioperative Nursing Certificate

3 semester credit hours; Curriculum: 0322

Courses for a Certificate

NUR 231 Perioperative Nursing

Credit Hours

3

Total Semester Credit Hours for Certificate

3

The **Cannabis Dispensary and Patient Care Specialist Certificate (PCS)** provides training for individuals interested in entry-level employment in the medical cannabis health field. It also provides continued professional development and training for incumbent dispensary professionals who require mandated continuing education. The cannabis dispensary and patient care specialist provides cannabis patient education and assists with dispensary operations in alignment with state and federal laws that regulate cannabis distribution to clients. This certificate prepares students to work in a licensed cannabis dispensary. Students will acquire skills to interact with and educate cannabis clients in a regulated environment. Students seeking employment in this field must be 21 years or older and must pass a criminal background check.

Completers of this program will be more competitive when seeking employment at cannabis dispensaries in Illinois and other states that offer medical cannabis programs. Certificate earners will also have the foundational knowledge of cannabis to work in cultivation centers or in medical cannabis patient advocacy centers.

Occupational demand data is not available through the Illinois Department of Employment Security (IDES) or through labor market data systems like Burning Glass. However, Illinois dispensary and cultivation center owners reached out to the community college system actively seeking training relevant to their specific needs. Earners of the certificate can earn anywhere from minimum wage to \$20/hour.

The proposed Cannabis Dispensary and Patient Care Specialist Certificate curriculum and total credit hours:

Cannabis Dispensary and Patient Care Specialist

12 semester credit hours; Curriculum: 0410

Courses for a Certificate	Credit Hours
CNB 101 Cannabis Ethnobotany	1
CNB 102 Cannabis and the Law	1
CNB 103 Pharmacology and Medical Cannabis Use	2
CNB 104 The Experience of Illness	2
CNB 105 Dispensary Operations	1
CNB 101 Introduction to Business	3
CNB 101 First Aid	2
Total Semester Credit Hours in Certificate	12

The College’s Law Enforcement and Criminal Justice Program prepares students for employment as police officers, special agents, juvenile officers, security officers, state troopers, court bailiffs, private detectives, probation officers, investigators, inspectors, and corrections officers. The program caters to the professional and educational needs of those interested in law enforcement, as well as to current law enforcement personnel who desire to

increase their proficiency or improve career opportunities. The proposed extension of offering a **Private Security Certificate** will serve the needs of individuals who want the core education the Law Enforcement and Criminal Justice program offers. This certificate will also provide students with basic concepts recognized in the private security industry. It furthers the partnerships between Law Enforcement and Private Security and offers the student an opportunity to incorporate a Certificate in Private Security within the AAS Degree in Law Enforcement and Criminal Justice thereby producing a stackable degree. Completion of the Private Security Certificate also allows students to obtain certification through the state of Illinois as a security officer or private investigator (PERC Certification).

Of the 4,975 security job postings available over the last 12 months in the Chicago-Naperville-Elgin metropolitan area, the majority (73.8%) had titles of Security Officer and Security Guard (Labor Insight Jobs/Burning Glass Technologies). The education and experience level of vocational training and associate degrees are heavily sought in the security job market. The salary ranges for security guards in this metropolitan area is \$27,155-\$43,333.

The proposed Private Security Certificate curriculum degree requirements and total credit hours:

Private Security Certificate

18 Semester Credit Hours; Curriculum: 0243

Courses for a Certificate	Credit Hours
<i>First Term:</i>	
LAE 101 Introduction to Criminal Justice	3
LAE 122 Patrol Operations	3
LAE 135 Forensics I	3
<i>Second Term:</i>	
LAE 221 Criminal Law	3
LAE 235 Criminal Investigations	3
LAE 275 Security Guard Training	3
Total Semester Credit Hours for Certificate	18

The **Operational Software Specialist Certificate** program prepares students for positions as either administrative or operational managers, or administrative or operational specialists across or within departments. In this program, students acquire strong skills in Information Technology, applications software and administrative planning. Professional certifications are available within industry. Courses in this certificate align with the skill sets needed in preparing for the Microsoft Office Specialist (MOS) Expert Certification and Adobe Certified Expert Certification. Courses within the proposed Operational Software Specialist Certificate give students the necessary training to successfully attain positions as

administrative or operational specialists in office technology and software. In this program, students acquire strong skills in Information Technology, applications software and administrative planning. Moreover, it prepares students to work successfully within their own departments or collaborate across various departments, which in today’s challenging business environment, are skills that are needed.

The Occupational Deep Dive Labor Market Analysis that was conducted, not only supports the need for this proposed program, but also shows the demand for jobs with this type of skill set. The report shows that the skill clusters that are most requested within the surrounding districts are in the areas of Information Technology-Microsoft Office and Productivity Tools, Customer Service, and Administrative Office Management, all of which benefit from this proposed certificate. According to the report, there are currently 4,250 first line job posting (within the past six months) in the area of First-Line Supervisors of Office and administrative Support Workers and First-Line Supervisors of non-Retail Sales Workers. The following are some examples of occupations and job titles that specifically need the skill set proposed in this certificate: Office Managers, Customer Service Managers, Front Office Managers, Sales Lead, Supervisor, and Sales Supervisor. The industries that are seeking this skill set and are currently hiring are many, the following are some examples: Professional, Scientific, and Technical Services, Manufacturing, Information Services, and Education Services. Salaries are on average \$48,000 for those with vocational training and \$56,000 for those with an Associate’s Degree. This certificate is not only aligning with industry need but is also allows students to build upon (stackable certificate) and work towards the parent program.

The proposed Operational Software Specialist Certificate curriculum and total credit hours:

Operational Software Specialist Certificate

12 Semester Credit Hours; Curriculum: 0315

Courses for a Certificate	Credit Hours
CAB 132 Adobe Acrobat	2
CAB 135 Electronic Spreadsheets Using Excel	2
CAB 140 Database Design with Access	3
CAB 150 Visio Fundamentals	2
Elective (MKT 131 or MGT 101 course to total a minimum of 3 credit hours)	3
Total Semester Credit Hours for Certificate:	12

The **Presentation Software Specialist Certificate** program prepares students for positions as presentation coordinators and presentation specialists across and within departments. Students acquire strong skills in Information Technology, presentation software and communications planning. Students will be prepared to support presentation needs across functional departments, learn to create speaker support and meeting support materials and communicate succinct information through text, imagery, and layout. Professional certifications are available within industry. Courses in this certificate align with the skill sets needed in preparing for the Microsoft Office Specialist (MOS) Expert Certification and Adobe Certified Expert Certification.

Courses within the proposed Presentation Software Specialist Certificate prepare students for positions as presentation coordinators and presentation specialists. Students acquire strong skills in Information Technology, presentation software and communications planning. Moreover, it prepares students to work successfully within their own departments or collaborate across various departments, which in today's challenging business environment, are skills that are needed. According to a labor market analysis report, there are currently 20,489 first line job posting (within the past six months) in the area of: Marketing Managers, Sales Managers, Training and Development Specialist, Market Research Analysts and Marketing Specialists, Public Relations Specialist, and Job Analysis Specialists. The following are some examples of occupations and job titles that specifically need the skill set proposed in this certificate: Sales Manager, Director of Sales, Marketing Managers, Digital Marketing Managers, Marketing Coordinator, Marketing Specialist, and Communication Specialists. The industries that are seeking this skill set and are currently hiring are many, the following are some examples: Professional, Scientific, and Technical Services, Manufacturing, Information Technology, and Public Administration. Salaries are on average \$66,000 for those with vocational training and \$50,000 for those with an Associate's Degree. This certificate is not only aligning with industry needs but also allows students to build upon (stackable certificate) and work towards the CAB Associates Degree.

The proposed Presentation Software Specialist Certificate curriculum and total credit hours:

Presentation Software Specialist Certificate

13 Semester Credit Hours; Curriculum: 0317

Courses for a Certificate:	Credit Hours
CAB 110 Windows Fundamentals	1
CAB 130 Presentation Software Using PowerPoint	2
CAB 160 Desktop Publishing Concepts and Procedures	1
CAB 175 Adobe Illustrator	3
CAB 184 Communication Strategies	3
Elective (MKT 131 or MGT 101 course to total a minimum of 3 credit hours)	3
Total Semester Credit Hours for Certificate:	13

The **Reporting System Software Specialist Certificate** program prepares students for positions as reporting managers and reporting specialists across and within departments. Students acquire strong skills in Information Technology, reporting software and communications planning. Students learn to create reports to provide summaries for analysis and to support decision making. Students will be prepared to support reporting needs across functional departments and learn to design, deploy and update reports. Professional certifications are available within industry. Courses in this certificate align with the skill sets needed in preparing for the Microsoft Office Specialist (MOS) Expert Certification and Adobe Certified Expert Certification.

Courses within the proposed Reporting System Software Specialist Certificate prepare students for positions as reporting managers and reporting specialists. Students acquire strong skills in Information Technology, reporting software and communications planning. Moreover, it prepares students to work successfully within their own departments or collaborate across various departments, which in today's challenging business environment, are skills that are needed. The labor market analysis (for the last six months) in the Chicago-Naperville-Elgin metropolitan area indicate that there are currently 29,520 first-line job postings in the area of: Sales Managers, Human Resources Specialist, Marketing Managers, Management Analysts, and Market Research Analysts and Marketing Specialists.

The following are some examples of occupations and job titles that specifically need the skill set proposed in this certificate: Sales Manager, Director of Sales, Recruiter, Technical Recruiter, Marketing Managers, Digital Marketing Managers, and Business or Management Analyst. The industries that are seeking this skill set and are currently hiring are many, the following are some examples: Professional, Scientific, and Technical Services, Manufacturing, Information Services, Administrative and Support, and Public Administration. Salaries are on average \$54,000 for those with vocational training and \$50,000 for those with an Associate's Degree. This certificate is not only aligning with industry needs, but also allows students to build upon (stackable certificate) and work towards the CAB Associate Degree.

The proposed Reporting System Software Specialist Certificate curriculum and total credit hours:

Reporting System Software Specialist Certificate

16 Semester Credit Hours; Curriculum: 0319

Courses for a Certificate:	Credit Hours
CAB 110 Windows Fundamentals	1
CAB 125 Work Processing Using Word	2
CAB 132 Adobe Acrobat	2
CAB 135 Electronic Spreadsheets Using Excel	2
CAB 140 Database Design with Access	3
CAB 184 Communication Strategies	3
Elective (MKT 131 or MGT 101 course to total a minimum of 3 credit hours)	3
Total Semester Credit Hours for Certificate:	16

Approval of Award of Tenure

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

The College has five faculty members who will complete their third consecutive year at the end of the spring 2019 semester:

Stephanie Levi-Blumer, Assistant Professor of Biology;
Anika Jones, Assistant Professor of Anthropology and Sociology;
Antoinette Maglione, Professor of Nursing;
Pamela Pedersen, Professor of Nursing; and
Clarence Sistrunk, Assistant Professor of CNS/CIS.

IL:df
2/2019

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 2019 semester, to the following faculty:

Stephanie Levi-Blumer, Assistant Professor of Biology
Anika Jones, Assistant Professor of Anthropology and Sociology
Antoinette Maglione, Professor of Nursing
Pamela Pedersen, Professor of Nursing
Clarence Sistrunk, Associate Professor of CNS/CIS.”

Acceptance of a Full-time Faculty Resignation

Ms. Xenia Conquy, Assistant Professor, Physical Sciences, has provided notice of resignation to Oakton Community College effective January 9, 2019.

We wish her well in future endeavors.

CH/nmi
2/12/2019

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Resignation Agreement between the College and Ms. Xenia Conquy, Assistant Professor, Physical Sciences, effective January 9, 2019.”

Acceptance of a Faculty Retirement

Under the provisions of the current Oakton Community College contract (Contract) between the Board of Trustees and the Oakton Community College Faculty Association (OCCFA-IEANEA), the following faculty member has applied for retirement:

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Robert Frank	Distinguished Professor, Psychology Division of Liberal Arts	July 31, 2019

This faculty member has met all requirements for retirement under the Oakton Community College Faculty Association contract, Article 15.2.

We congratulate Dr. Frank for his many years of exemplary service to the College and wish him well in future endeavors.

CH:nmi
2/7/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Professor Robert Frank.”

Approval of Sabbatical Leave – Administrative Personnel

Policy 4326 allows eligible administrators to submit a proposal for sabbatical leave to the President at any time during the fiscal year. Leana Cuellar, Director of Student Learning & Engagement, meets the criteria and eligibility requirements for a sabbatical, which she will devote to completing the research and applied practice aspects of her doctoral program. The duration of the sabbatical will be from March 1, 2019 to August 1, 2019.

In accordance with the policy, an administrator may receive up to three months at full pay, while any additional requested time will be unpaid or covered by accrued vacation time. This time frame works best for Ms. Cuellar’s dissertation topic and best meets the needs of the College.

CH:nmi
2/7/2019

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approves a sabbatical leave for Leana Cuellar, Director of Student Learning & Engagement, from March 1, 2019 to August 1, 2019.”

First Read of Policy

Annual Budget Policy 3001 sets forth principles and techniques for budgeting at Oakton. Budgets are the financial representation of the College's plans. As such, the budgets for the institution must be coordinated with the planning process and serve as a supplement to the official strategic plan. In addition, budgets determine where limited financial resources can be optimally allocated to programs and management.

The proposed revisions to Policy 3001 align the policy to the best practices in community college budgeting recommended by the Government Finance Officers Association (GFOA). The inclusion of formal budget principles in this policy for the first time creates overarching values that will help frame and guide budget deliberations.

EC:mw
02/2019

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review, the proposed revisions to Policy 3001, attached hereto, with action to take place at the next regularly scheduled meeting of the Board of Trustees on March 19, 2019.”

Delete text = ~~Strikeout~~

New text = ***Bold Italics***

3001

6/24/75

Revised 8/18/98

Renumbered 7/1/01

Revised 1/17/06

Revised 12/16/08

Revised 2/17/15

Revised 3/19/19

1 of 3

BUSINESS

Annual Budget

A budget is an annual financial plan that is used to carry out the College's strategic and operational plans. The purpose of this budget policy is to outline statutory requirements, the budgeting principles, and techniques used in the development of the annual budget.

The annual budget shall be developed in compliance with all applicable laws. The annual budget will be based upon the mission and objectives approved by the Board of Trustees of Oakton Community College in relation to the financial ability of the district to support those objectives. An annual budget of all revenues and expenditures shall be developed by the Vice President of Administrative Affairs and recommended by the President to the Board of Trustees. An annual budget includes but is not limited to operating budgets, capital budgets, and other special purpose budgets, including all funds received by the College.

In forming the budget, all expenditure items will be considered in relationship to College priorities as approved by the Board of Trustees. The College shall maintain reasonable and responsible costs and cost controls.

~~All staffing, fringe benefits, contractual services, supplies, fixed charges, utilities, meeting expenses, and equipment will be budgeted in detail in the operating budget and summarized in the legal budget.~~

The budget requires Board of Trustees approval no later than 90 days after the start of the fiscal year. The Board will receive and review the tentative budget no later than May 31 in June. The final budget will be approved no later than the September Board meeting of each year.

Every effort will be made to submit a balanced operating budget (Education and Operations & Maintenance Funds) in which revenues are greater than or equal to expenditures and one-time revenues will not be used for operational expenditures.

~~Approval of budget does not constitute the authority to expend funds in excess of \$25,000; only the specific, appropriate Board resolution will constitute such authority.~~

Budgeting Principles

The following principles will be used by the College to guide the budget development process:

- 1. Serve the greatest educational needs of the residents of Oakton Community College District 535*
- 2. Take a long-term view versus a short-term view to ensure financial sustainability of the College*
- 3. Maintain affordable tuition and fees to ensure accessibility to the community*
- 4. Use student performance measures and data to make the best decisions for our students and community*
- 5. Use Strategic Planning goals to determine the allocation of limited resources*
- 6. Use a program review process to evaluate programmatic and financial data and optimize resources*
- 7. Provide an open and transparent process and communicate broadly to the College and community*

Budget Methodologies

1. Incremental Budgeting

An incremental budget means that the prior year base budgets are the starting point and incremental changes are made to the base budget by accounting line item. Salaries are incrementally adjusted based on the contracts that the College has with its employee unions.

2. Modified Open Ended Budgeting

The College uses a modified open-ended budgeting process with budget managers who submit budget requests for non-personnel needs. The budget managers and the budget office will try to reallocate resources and negotiate budget requests to try and fit available resources. Requests that are over the budget managers' available resources are compiled for further review by College leadership.

3. Program Budgeting

The College uses program budgeting with budget managers who have been delegated the responsibility of a program that is assigned an organizational budget code to cover its operations. The budget codes are then combined at the program level. All of the program codes are then combined to create the College budget.

4. Estimating

The College uses trend analysis to develop realistic assumptions for revenues and expenses for the budget development process.