

**The 740th Meeting  
of  
The Board of Trustees  
January 15, 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 740th MEETING  
of  
THE BOARD OF TRUSTEES  
JANUARY 15, 2019**

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

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

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

**AGENDA**

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
  - review closed session minutes of December 11, 2018
  - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
  - pending litigation
  - collective negotiating matters
  - purchase or lease of real property for the use of the public body
3. Consideration of a motion for adjournment
4. Adjournment

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

**AGENDA**

Call to Order and Roll Call

Pledge of Allegiance

- V Approval of Minutes of the December 11, 2018 Regular Board of Trustees Meeting and December 11, 2018 Committee of the Whole Meeting

Statement by the President

Educational Foundation Liaison Report

Student Trustee Report

Comments by the Chair

Report: Oakton Community College Campus Landscape Master Plan

Public Participation

## **NEW BUSINESS**

### CONSENT AGENDA

1/19-1

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

1/19-2 Ratification of Payment of Bills for December 2018

1/19-3 Acceptance of Treasurer's Report for December 2018

1/19-4 Acceptance of Quarterly Report on Investments

1/19-5 Ratification of Actions of Alliance for Lifelong Learning Executive Board

1/19-6 Supplemental Authorization to Pay Professional Personnel – Fall 2018

1/19-7 Authorization to Pay Professional Personnel

1/19-8 Approval of Clinical Practice Agreements

### OTHER AGENDA ITEMS

- R 1/19-9 Authorization to Approve January Purchases
- a. Printing of the Oakton Non-Credit Class Schedules
  - b. Steelcase Furniture with Installation for West End (Second Floor) IT Offices
  - c. IP Telephony Annual Support and Software Assurance Agreement Renewal – One Year Contract
  - d. Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract
  - e. Grant Funded Firearms Training Simulator
  - f. Backup Software Support and Maintenance Renewal – One Year Contract
  - g. Network Cabling and Installation
  - h. Consulting and Project Management Services for Website Audit
  - i. Learning Outcomes Assessment Software – Three Year Contract

- j. Ratification for Instructional Services for Therapeutic Horticulture Program
  - k. Universal Lecterns for West End and Skokie Classrooms
- 1/19-10 Preview and Initial Discussion of Upcoming Purchases
- R 1/19-11 Approval of Extension to Tolling Agreement
- 1/19-12 Preview of New Unit of Instruction
- R. 1/19-13 Approval of Emeritus Appointments
- R 1/19-14 Presentation for Approval Nominations of Directors, Oakton Community College Educational Foundation

**ADJOURNMENT**

**Minutes of the Oakton Community College Board of Trustees Meeting  
December 11, 2018**

The 739th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, December 11, 2018, at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois.

**Closed Session – Call to Order and Roll Call**

At 7:00 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 made 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; the motion was seconded by Trustee Kotowski.

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; Dr. Karl Brooks, Vice President, Student Affairs; 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.

At 7:30 p.m., Chair DiLeonardi asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion, seconded by Trustee Frank; 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 7:40 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; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; and Dr. Ileo Lott, Vice President, Academic Affairs.

**Pledge of Allegiance** – Student Trustee Jack Timperley

**Approval of Minutes**

Chair DiLeonardi asked for a motion for the approval of the minutes of the November 13, 2018 Board meeting. Trustee Salzberg made the motion, seconded by Trustee Frank; 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; Carlos Briones, Professor, Humanities and Philosophy; Olga Cedrina, Assistant Professor, Mathematics; Donna Dickson, Associate Professor, Basic Nurses Assistant Training; Judy Ferraro, Associate Professor, Health Information Technology; Scott Johnson, Professor, English; Joe Kotowski, Professor, Mechanical Design and Mathematics; Megan Klein, Assistant Professor, Sociology and Anthropology; and Suzanne Ziegenhorn, Assistant Professor, Biology.

Classified Staff present included Kathleen De Courcey, College Relations, and President of the Classified Staff Association; Elena Couto, Educational Foundation; Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Mindy Finnigan, Human Resources; Krissie Harris, Student Life; Debra Kutska, Information Sustainability Specialist; and Jon McFarlane, Media Services.

Administrators present included May Alimboyoguen, Assistant Dean, Health Careers; Anne Brennan, Assistant Vice President, Academic Affairs; Al Grippe, Director, Grant Strategy and Development; Colette Hands, Chief Human Resource Officer; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Juleta Patrick, Assistant Vice President, Student Affairs; Dean of Access, Equity and Diversity; 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; and Brad Wooten, Dean, Skokie Campus, Dean of Adult and Continuing Education; Interim Dean of Business and Career Technologies.

Student: Joshua Rodriguez, Senator, Student Government Association.

Guests: Bob Boron Board of Trustee candidate, Allan Cohen Board of Trustee candidate, and Bliss McMahon.

**Statement by the President**

Dr. Smith began by offering condolences to May Alimboyoguen on the loss of her mother, and to Eileen Cukierski on the loss of her sister-in-law. Dr. Smith announced that Oakton was recognized by the Village of Glenview as a 2018 Environmental Sustainability Gold Award winner for education and outreach. Ms. Renee Kozimor, Director of Software Services, Debra Kutska, Sustainability Specialist and Dr. Smith attended the

Village of Glenview's Board meeting to receive the award. Dr. Smith presented to Ms. Krissie Harris, the award that Oakton received from Vitalant, a nonprofit transfusion medicine organization, for being the second highest blood donation provider in higher education in the Chicago area. Congratulations were offered to creative writing student Mahnoor Jama, MJ, who won first place in poetry for her poem, "Meem-Haa-Noon-Wao-Raa"; and an honorable mention for her fiction piece, "Bahadur Bachi", in the annual Skyway Writing Competition. Oakton sophomore Yngride Jean-Philippe was congratulated as having been selected the College's female student-athlete of the month for November. In addition, Oakton freshman Nzelu Maitha was selected as the College's male student-athlete of the month for November. Dr. Smith also recognized Leslie Van Wolvelaar, Professor of Accounting, who was the recipient of the WileyPLUS Next Gen Partnership Award, for playing an instrumental role in the development of WileyPLUS Next Gen. Dr. Smith thanked the Ceramics Club, and all those who participated in the Empty Bowls event on December 1st, which raised more than \$28,000 for local food pantries.

Dr. Smith highlighted upcoming events: Nursing Class Pinning Ceremony on December 13, 2018; FUTURES Unlimited, on December 14, 2018 and January 18, 2019; the Koehnline Museum of Art is currently displaying unique compositions by Chicago artist Harold Haydon, which runs through January 25, 2019. In closing, Dr. Smith wished everyone a wonderful holiday season filled with joy and peace, and time spent with family and friends.

### **Educational Liaison Report**

Trustee Tennes reported that the annual employee giving campaign would wrap up at the end of December. Close to eighty employees have participated in raising approximately \$55,000. The Foundation participated in Giving Tuesday, encouraging electronic philanthropy. This is the third year the College has participated and raised approximately \$4,000. The Educational Foundation presents The Chicago Bar Association's 95<sup>th</sup> Annual Bar Show, *Big Little Laws – A Whodunnit* on Sunday, February 10 at 2:00 p.m., a dessert reception to follow. A number of distinguished alumni were honored on November 14th at the College. Collectively, the group that was honored represented the attendance through four decades of the Colleges' nearly fifty-year history. At the November 7<sup>th</sup> Foundation Board meeting, the Directors for the first time in the Foundation's history, agreed that there would be a required minimum contribution from Board members of \$300 annually. Trustee Tennes noted that she promised the Foundation Board that she would extend a challenge to the Trustees to consider supporting the Foundation in the same way by contributing at least \$300 annually to the Oakton Community College Educational Foundation, as Trustee Tennes feels that such a gesture would be an important statement and vote of confidence for the Foundation. Sincere thanks were offered to Ms. Katherine Sawyer and Dr. Ileo Lott, who presented together at the Skokie Valley Kiwanis Club meeting. Dr. Lott and Ms. Sawyer gave a wonderful presentation about the College and our student driven initiatives, persistence initiatives, and the great and increasingly focused work of the Foundation, and there is an expectation that the Kiwanis Club will be make a donation to the Foundation in the very near future.

### **Landscape Master Plan Advisory Committee Liaison Report**

Trustee Tennes next reported on the fourth meeting of the Landscape Master Plan Advisory Committee, which was held on December 10th. It is a participatory approach where there are multiple stakeholders involved: faculty, students, staff, board members, and consultants. The guiding principles for the Landscape Committee are primarily focused around being a welcoming College. We have done a lot to increase the aesthetics of the physical plant on the inside, now the focus is what we can do on the outside to bring that same welcoming, inviting atmosphere. Discussion included priority projects that are being identified for both campuses, which will include a balance of life safety considerations. Trustee Tennes relayed to the group that any projects with a life safety or risk management implication needed to be near the top of the list. She noted that as much as we might like to make our investments in some of the aesthetics, it is important that we prioritize anything that is a risk management issue for the College. Trustee Tennes asked that when the final report does come to the Board, that it includes those projects be up top. Hopefully there will be an eye toward some aesthetic improvements as well, but it will be a longer-term plan, easily three to five years, and it is not going to be an inexpensive endeavor, it is



going to require some significant College resources. The next steps are to refine the costs not just associated with the work of this group, but some infrastructure improvements. Trustee Tennes said that the cost of the aesthetics needs to be supported by an investment in improved and updated infrastructure before we can even get to some of the aesthetics. The expectation is that when the priority list and the project costs come to the Board, it will be the entirety of the costs for each of these projects. Trustee Tennes concluded that there is going to be a more detailed presentation coming to the Board in January or February 2019.

### **Student Trustee Report**

Student Trustee Jack Timperley reported that with the semester ending, students are scrambling to finish their class projects, studying for essays, quizzes, and finals. Students have been celebrating their accomplishments throughout the semester. Those include the speaker showcase, where students gave topnotch speeches that they had been working on throughout the semester; PTK hosted their induction ceremony last month celebrating the initiation of 112 students into our chapter's honor society; PTK is still campaigning for registration for the 'Be the Match' bone marrow donor registry through the end of next semester. They are also coordinating the campaign for Project Semicolon – Mental Health and Suicide Prevention project in collaboration with the SGA; all proceeds going to the American Foundation for Suicide Prevention in Chicago. There are many events and projects in store for next semester. The snow day in November was a wonderful opportunity for students to catch up on homework while enjoying the icy weather. The College Program Board helped warm students up during the cold weather by providing free hot chocolates at the main entrances of the Des Plaines campus while the Learning Center #studybreakfast, gathered students for studying and fun activities as stress relief through the end of the semester. Andale hosted a 'Know your Rights' workshop on current immigration laws; the Lip Sync battle continued, the Caring Closet project is in full effect; and the OCCurrence released its third issue of the year catching the attention of local organizations such as the Des Plaines Public Library, who requested copies for distribution. Oakton continues to serve students and students continue to appreciate the College. Mr. Timperley wished all of the students a happy and safe holiday season.

### **Report: 50<sup>th</sup> Anniversary Celebration Update**

As the College is getting ready to embark on a major milestone, Dr. Smith introduced Ms. Elena Couto and Ms. Mindy Finnigan, the co-chairs of the 50<sup>th</sup> Anniversary Celebration Steering Committee who shared with the Board the work that they have been doing up to this point. Ms. Couto thanked Dr. Smith and the Board for the opportunity to share updates on the 50<sup>th</sup> anniversary planning and celebration. Founders Day is June 25, 2019 at which point we will kick off the 50<sup>th</sup> anniversary celebration with a yearlong celebration of this milestone for the College. The three main objectives for the 50<sup>th</sup> celebration are celebrating our past and the rich history of the College and its' role in the community; celebrate our present and affirm the value of our mission; and promote our future and the impact of the College as we move forward. Audiences to be focused on will be constituencies that we would like to engage and address in this celebration year, such as community members, legislative leaders, community partners and government entities, local corporations and organizations, current and past employees/retirees, students, alumni, and Foundation donors. The tagline for the three objectives/goals for the celebration is Pride.Passion.Promise. Pride in our Past; Passion in our Mission; Promise in our Future. Ms. Couto showed the logo, 50 AND FORWARD, which will be used for the branding of the celebration on banners, tee shirts, emails, all which will expand the brand of the 50<sup>th</sup> and extend it out into the community.

Ms. Finnigan gave an overview of the structure of the committee, working groups and planning teams that will be working with the leaders on the steering committee. Work Teams include a retiree, administrators, adjunct faculty, full-time faculty and staff, for a total of sixty-four members. Ms. Couto provided an outline of what the Steering Committee has done to date. Ms. Finnigan said that there are important themes that are running through the planning process, which include: connection to the College's strategic priorities; collaboration across teams and departments; integration of existing events in a collegial manner; communication with key stakeholders; and equity and inclusion in outreach and engagement, which would include looking at ways to include online

students, evening students, and people district-wide. Ms. Couto provided a list of standing College events and activities that the committee is taking into consideration as they develop a timeline of activities and events for the

celebration. As was mentioned previously, the committee is looking to build on to existing events. The 50<sup>th</sup> celebration kickoff will be on June 25, 2019, which is a Board of Trustees meeting night. We are looking into how to incorporate the kickoff celebration into the Board meeting. For fall the College breakfast, faculty orientation, and Fall Fest are all ways to engage students, staff and faculty as we start the 50<sup>th</sup> year. The committee does want participation, input, ideas, and thoughts from the Board that they may be able to implement as part of the celebration. There are liaisons from the Board of Trustees, Ann Tennes, and the Educational Foundation Board of Directors, Alyse Burman. The Committee will work with Katherine Sawyer and President Smith to make sure that the line of communication from the Steering Committee to the Boards is active so we can engage and include input as we plan for the year ahead.

Trustee Frank mentioned the John Hughes movie “Sixteen Candles”, where a good part of the movie was filmed at Niles East High School in Skokie, and how, if possible, the movie could be incorporated into the celebration. Student Trustee Timperley asked if the Committee would be open to having a representative from the SGA on the Committee. Ms. Couto replied that the leads for the Student Engagement Team have been very vocal about incorporating students on that team, and they are talking about the best way to recruit the right students to participate as leaders on that team. Chair DiLeonardi thanked Ms. Couto and Ms. Finnigan for their presentation and commented that it looks like an exciting year ahead.

#### **Public Participation – None**

Vice Chair Salzberg made a motion to talk about wayfinding signage and markers in the parking lots. Trustee Kotowski seconded the motion. Mr. Salzberg noted that there is significant lighting in the parking lots, although there is a problem as the lots are large, and he has been made aware that students have had trouble locating their cars, especially in the dark. He asked if it was possible to attach signage to the lights, by either using numbers or symbols to aid in finding vehicles. Mr. Salzberg thinks that it would be a great help to students or anyone who visits our campus. Dr. Smith noted that there could be a recommendation made to the parking committee about this issue. She said that there has been discussion in the past about putting signs in the parking lots. The issue has been that there is not a space on the current lighting source to put up markers. Mr. Edwin Chandrasekar, Vice President of Administrative Affairs, added that signage would need to be strong to withstand the weather, and in particular, wind. Mr. Chandrasekar said that the issue of wayfinding signage has been discussed as part of the landscape master plan. Vice Chair Salzberg asked if a timeline could be provided as this issue has been brought up in the past. Dr. Smith replied that it could be included in the landscape design and master planning process. It is one of the many infrastructure projects that we can explore.

#### **New Business**

##### **12/18-1a 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 Salzberg seconded the motion; a voice vote was called and the motion passed unanimously.

##### **12/18-1b Approval of Consent Agenda Items 12/18-2 through 12/18-6**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the

following items 12/18-2 through 12/18-6 as listed in the Consent Agenda.”

- 12/18-2      Ratification of Payment of Bills for November 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 \$9,487,585.87, for all check amounts and for all purposes as appearing on a report dated November 2018."
- 12/18-3      Acceptance of Treasurer’s Report for November 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 November 2018."
- 12/18-4      Ratification of Actions of the Alliance for Lifelong Learning Executive Board**  
"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b, and hereby approves the expenditures in the amount not to exceed \$4,786.00 for all funds listed in item a."  
a. Salary payments in the amount of \$4,786.00 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.  
b. Salary rescinds in the amount of \$897.13 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.
- 12/18-5      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 \$90,231.47 to the total amount of part-time teaching salaries paid during the fall semester 2018; the revised, total payment amount is \$4,239,484.53."  
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$51,647.46 to the total amount of faculty overload salaries paid during the fall semester 2018; the revised, total payment amount is \$494,756.46."
- 12/18-6      Approval of Clinical Practice Agreements**  
"Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:  
**Health Information Technology:**  
Marianjoy Rehabilitation Hospital  
**Medical Lab Technology:**  
Community First Medical Center  
Swedish Covenant Hospital  
**Physical Therapy Assistant:**  
Athletico, Ltd.  
Van Matre Rehabilitation Center."

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

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

The motion carried: Student Trustee Timperley favored the resolution.

12/18-7

**Approval of Board Meeting Schedule for Calendar Year 2019**

Trustee Tennes offered:

notice as  
September

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2019 calendar year for public follows: January 15, \*February 19, March 19, April 23, \*May 28, June 25, August 20, 17, \*October 15, November 19, and December 10.

room

\*Please note that the February 19, May 28, and October 15, Board meetings will be held at the Skokie campus of Oakton Community College, 7701 N. Lincoln Avenue, Skokie, Illinois, in

P104, beginning at 7:30 p.m., except where otherwise posted as required by law.

All other meetings will begin at 7:30 p.m. in room 1506 at the Des Plaines campus of Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois, except where otherwise posted as required by law.”

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

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

Motion carried; Student Trustee Timperley favored the resolution.

12/18-8

**Authorization to Approve December Purchase**

Student Trustee Timperley offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a Water Pressure Booster System from Cryer & Olsen Mechanical, Inc., 1734 E. Cass Street, Joliet, Illinois, 60432 for a contract sum of \$67,300.00, plus a project contingency of \$6,730.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$74,030.00 in accordance with their low bid in response to Invitation to Bid # 0927-18-09.”

Student Trustee Timperley originally read into the record that the contract sum was \$62,300; it was brought to his attention by Trustee Tennes that the correct amount is \$67,300, which is reflected in the record.

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

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

Motion carried; Student Trustee Timperley favored the resolution.

**12/18-9 Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) IP Telephony Annual Support and Software Assurance Agreement Renewal – One Year Contract; b) Chiller Maintenance Contract for Skokie HVAC System; c) Skokie Basement Floor Repairs; d) Grant Funded Firearms Training Simulator; e) Instructional Services for Therapeutic Horticultural Program; and f) Backup Software Support and Maintenance Renewal-One-Year Contract.

**12/18-10 Approval of an Administrator’s Resignation Agreement**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Resignation Agreement between the College and Mr. Marvin Bornschlegl, Chief of Police and Emergency Management, which includes his final salary payment in exchange for his resignation effective December 31, 2018 and a release of claims.”

Trustee Salzberg seconded the motion.

Dr. Smith and Chair DiLeonardi wished Mr. Bornschlegl the best in his future endeavors.

Trustee Burns called the roll:

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

Motion carried; Student Trustee Timperley favored the resolution.

**12/18-11 Acceptance of a Faculty Retirement**

Trustee Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Hollace Graff.”

Trustee Kotowski seconded the motion.

Dr. Ileo Lott thanked Dr. Graff for her service to the institution, and credited her with challenging him, which contributed, to making him a better administrator; she will be sorely missed.

Trustee Burns called the roll:

Mr. Kotowski	Aye
Mr. Frank	Aye

Ms. Tennes	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Burns	Aye
Mr. Frank	Aye

Motion carried; Student Trustee Timperley favored the resolution.

**12/18-12 Authorization to Hire an Assistant Vice President for Institutional Effectiveness and Strategic Planning**

Trustee Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the

appo

Trustee Tennes seconded the motion.

Dr. Smith said that she is pleased to recommend Dr. Becker to the Board. Her combination of skills and abilities, and her passion for community college students, will be a great addition to Oakton’s leadership team. Chair DiLeonardi noted that Dr. Becker has an impressive background.

Trustee Burns called the roll:

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

Motion carried; Student Trustee Timperley favored the resolution.

**12/18-13 Acceptance of a Grant**

Trustee Timperley offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$673,512.00 from the National Science Foundation to support the Scholarships in Science, Technology, Engineering, and Mathematics Program (S-STEM) grant.”

Trustee Kotowski seconded the motion.

Chair DiLeonardi offered her congratulations on the awarding of this grant to Oakton saying that it is impressive to receive such a large grant for our STEM program. Dr. Smith noted that NSF grants are highly competitive, and she offered her thanks as well to the Grants office, Al Grippe, Director of Grant Strategy and Development and the faculty leadership.

A voice vote was called and the motion passed unanimously.

Before the adjournment of the meeting, Vice Chair Salzberg spoke about how wonderful it is that the Koehline Museum, because of the recent remodeling, is much more noticeable because of that, he hopes that more people, employees of the College as well, stop in and take advantage of the various art exhibits that are showcased

throughout the year. He also noted that Dr. Nathan Harpaz, the art museum manager, is very knowledgeable in the history of the museum, is always willing to share his knowledge and love of art

**Adjournment**

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, January 15, 2019, beginning at 7:30 p.m. at the Des Plaines campus, 1600 E. Golf Road, in room 1506.

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

---

Joan W. DiLeonardi, Chair

---

Martha Burns, Board Secretary

ec  
12/2018

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  
December 11, 2018**

A Committee of the Whole meeting of the Board of Trustees of District 535, was held on Tuesday, December 11, 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 5:05 p.m. in room 1506; 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

Chair DiLeonardi began by stating that the purpose of this Committee of the Whole meeting was to look at a potential capital investment related to an athletic field infrastructure opportunity at the College. Mr. Edwin Chandrasekar, Vice President of Administrative Affairs, thanked the Board for taking the time to gather early before the regular Board meeting, to talk about an athletic infrastructure opportunity. Mr. Chandrasekar introduced Mr. Jim Frayn, from Manhard Consulting, Ltd., who is the College's civil engineer and who has worked with the College for many years and is familiar with the College's assets, including our athletic fields, and he will be available to answer questions.

Mr. Chandrasekar began by stating that the purpose of the meeting is to share with the Trustees, how the College, after being approached by a private investor, has been looking at exploring the potential to turn our athletic field/baseball field into something that can generate incremental value. He began the presentation by displaying a Power Point presentation which included information on the purpose, background, program and design considerations, proposed partnership outline, and a timeline of the infrastructure opportunity. As part of the background, Mr. Chandrasekar outlined the national participation levels of outdoor and indoor sports and talked about the educational, recreational, amateur, and professional levels of sports. The amateur level of sports includes youth, collegiate, masters, and seniors which are all growing markets. A multi-purpose sports facility has the potential to be used for different types of sports at those levels. Building a structure, specifically one that can be used year round, would give Oakton an advantage as a venue to host indoor amateur and youth sporting events which could expand Oakton's brand and could also draw new sponsors and donors as well. Mr. Chandrasekar noted the indoor facilities within a ninety mile radius of Oakton, which encompass six large metropolitan areas, and are potential sources of participating travel sports teams that would support the sustainability of this type of facility. In regards to the program and design considerations, Mr. Chandrasekar spoke about the key elements relating to a dome structure which include site size, configuration, and shape; topography; site geology; environmental issues/remediation; zoning/regulatory issues; and vehicular access.



The College's attorney, Mr. Sam Cavnar of Robbins Schwartz, next outlined the process including the conceiving of, procuring, designing, construction, commissioning and operation of such a dome in compliance with the community college act and various other statutory requirements. Mr. Cavnar also spoke about the three key elements which are fundraising; design, construction, and commissioning of the complex; and operating and managing the complex as an agent of the College.

The Trustees had an in depth discussion about the information that was shared, which led to numerous questions such as: will there be an the impact on a nearby driving range; who are the regulatory authorities, and has the College talked to any of those authorities; in what order would environmental testing for the structure be done, and who would do that investigatory work; liability insurance; timeline; the efficacy of having one entity oversee the construction, and also the management of the complex; does the College need a domed structure, is this a top priority for the College; possible feasibility survey of our communities to find out if there is interest in such a structure; regarding funding, the possibility of available grants for facilities of this type; would recreational clubs be able to utilize/access the dome?

Dr. Smith provided some history and context by explaining that someone approached the College with this idea and as we talked with the Board, it was clear that the Board had some concerns about it. As we explored and looked further into what other options there might be, we want to have an open and transparent process for obtaining proposals, meaning that there may be other interested parties who have other ideas and would want to participate in such a project or have other ideas to suggest. Dr. Smith noted that the College has the land and there is a need for infrastructure improvements at the baseball field. There are definitely investments that we need to make at the baseball field, even if we do not pursue the complex idea. The suggestion of having a complex prompted us to look more deeply into what other options are out there.

It was suggested that there be another meeting on this topic in the near future after the Board has had time to process the information that was presented, where more questions can be asked, as well as taking a broader look at the feasibility of such a project. In that vein, Trustee Tennes ask that going forward, any and all information about this project include all Board members, which Chair DiLeonardi wholeheartedly agreed.

No official action was taken during this meeting.

### **Adjournment**

At 6:15 p.m., Chair DiLeonardi asked for a motion to adjourn the meeting, Ms. Tennes made the motion; seconded by Mr. Frank; a voice vote was called and the meeting was adjourned.

---

Joan W. DiLeonardi, Chair

---

Martha Burns, Secretary

ec  
12/2018

**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 1/19-2 through 1/19-8**

That the Board adopt the following resolution:

“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
- 1/19-3      Acceptance of Treasurer’s Report for December 2018
- 1/19-4      Acceptance of Quarterly Report on Investments
- 1/19-5      Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 1/19-6      Supplemental Authorization to Pay Professional Personnel – Fall 2018
- 1/19-7      Authorization to Pay Professional Personnel
- 1/19-8      Approval of Clinical Practice Agreements.”

**Ratification of Payment of Bills for December 2018**

The check register detailing the regular monthly bills for December 2018 was sent out on January 11, 2019. The totals by fund are on page 2. This includes approval of travel reimbursements for December 2018.

---

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 \$6,358,616.65 for all check amounts as listed and for all purposes as appearing on a report dated December, 2018."

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 December 2018, represented by checks on pages 1-69 numbered 138384-138413, 138415-138431, 138433-138438, 138440-138449, 138451-138457, 138459-138476, 138478-138480, 138482-138487, 138489-138491, 138493, 138495-138509, 138511-138576, 138578-138681, 138683-138727, 138729-138894, 138896-138913 and 138915-138951 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	\$ 3,620,649.64	\$ 770,103.07	\$ 4,390,752.71	\$ (1,436.91)	\$ 4,389,315.80
Operations, Building and Maintenance Fund	\$ 349,519.87	\$ 143,564.55	\$ 493,084.42	-	\$ 493,084.42
Maintenance Fund (Restricted)	-	\$ 880,239.14	\$ 880,239.14	-	\$ 880,239.14
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 224,695.55	\$ 154,681.57	\$ 379,377.12	-	\$ 379,377.12
Restricted purposes	\$ 141,016.95	\$ 19,122.43	\$ 160,139.38	-	\$ 160,139.38
Working Cash	-	-	-	-	-
Trust/Agency	\$ 332.65	\$ 6,350.17	\$ 6,682.82	-	\$ 6,682.82
Audit	-	-	-	-	-
Liability, Protection & Settlement	-	-	-	-	-
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 4,336,214.66	\$ 1,974,060.93	\$ 6,310,275.59	\$ (1,436.91)	\$ 6,308,838.68
Student Government	-	\$ 48,341.06	\$ 48,341.06	-	\$ 48,341.06
TOTAL PER REPORT	\$ 4,336,214.66	\$ 2,022,401.99	\$ 6,358,616.65	\$ (1,436.91)	\$ 6,357,179.74

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 1-69 numbered 138383, 138414, 138432, 138439, 138450, 138458, 138477, 138481, 138488, 138492, 138494, 138510, 138577, 138682, 138728, 138895 and 138914 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 \$48,341.06 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 December, 2018.



Student Government Association

**Acceptance of Treasurer's Report for December 2018**

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 December 2018."

**OAKTON COMMUNITY COLLEGE**  
**COMMUNITY COLLEGE DISTRICT 535**  
**TREASURER'S REPORT**

December 2018

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



Treasurer's Comments on December 2018 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$2.6 million in tuition and fees, \$495,000 in Illinois Monetary Assistance Program (MAP) payments, \$474,000 in FY 2019 state base operating grant payments, \$213,000 in interest earnings, \$63,000 in property taxes received, and \$35,000 in replacement taxes. Net cash and investments decreased by \$2.9 million from the previous month as expected.

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

**Revenues**

At the end of December, revenues were \$51.3 million or 101% of the prorated budget, compared to \$44.3 million, or 106% for the previous year. Tuition and fees totaled \$23.2 million year to date, or 96% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures of \$34.4 million are attributed to expected operating costs. The operating expenditures are \$1.1 million (3.3%) above prior year's actual expenditures of \$33.3 million for the same period. Net transfers total \$5.0 million as budgeted.

OAKTON COMMUNITY COLLEGE  
 FINANCIAL POSITION OF FUNDS AS OF  
 DECEMBER 31, 2018  
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins. Fund	Total All Funds
						Auxiliary Agency Restricted					
<b>ASSETS</b>											
Cash	\$ 3,847	\$ 613	\$ 366	\$ 436	\$ -	\$ 1,729	\$ -	\$ 740	\$ 1	\$ 7,732	
Taxes Receivable	42,983	7,918	-	3,593	-	-	-	99	-	54,593	
Student Tuition Receivable	6,376	1	-	-	-	303	-	-	-	6,680	
Government Funds Receivable	-	-	-	-	-	765	-	-	-	765	
Accrued Interest	614	86	121	-	-	40	-	5	62	928	
Other Receivables	460	-	-	-	-	128	-	-	-	588	
Investments											
Short-term	52,707	7,167	9,885	-	-	3,193	-	345	5,437	78,734	
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	278	-	-	-	26	822	-	-	-	1,126	
Total Current Assets	117,615	19,164	15,033	4,029	26	22,986	-	1,352	8,063	188,268	
Net Investment in Plant	-	-	-	-	-	-	114,562	-	-	114,562	
Total Assets	\$ 117,615	\$ 19,164	\$ 15,033	\$ 4,029	\$ 26	\$ 22,986	\$ 114,562	\$ 1,352	\$ 8,063	\$ 302,830	
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,351	1,351	
Total Assets and Deferred Outflows of Resources	\$ 117,615	\$ 19,164	\$ 15,033	\$ 4,029	\$ 26	\$ 22,986	\$ 114,562	\$ 1,352	\$ 9,414	\$ 304,181	
<b>LIABILITIES AND NET POSITION</b>											
Payables	\$ 235	\$ 6	\$ 1	\$ -	\$ -	\$ (72)	\$ -	\$ -	\$ -	\$ 170	
Accrued Interest Payable	-	-	-	-	119	-	-	-	-	119	
Deferred Tuition Revenue	1	-	-	-	-	(36)	-	-	-	(35)	
Accruals	2,653	233	284	-	-	244	-	-	-	3,414	
Bonds Payable	-	-	-	-	34,809	-	-	-	-	34,809	
OPEB Liability	-	-	-	-	-	-	-	-	41,985	41,985	
Total Liabilities	2,889	239	285	-	34,928	136	-	-	41,985	80,462	
Deferred Inflows of Resources - Property Taxes	42,617	7,840	-	3,562	-	-	-	98	-	54,117	
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	3,469	3,469	
Total Liabilities and Deferred Inflows of Resources	45,506	8,079	285	3,562	34,928	136	-	98	45,454	138,048	
Net Position											
Unrestricted	72,109	11,085	14,748	-	-	6,608	-	-	(36,040)	68,510	
Restricted	-	-	-	-	-	16,242	-	1,254	-	17,496	
Debt Service	-	-	-	467	(34,902)	-	-	-	-	(34,435)	
Plant	-	-	-	-	-	-	114,562	-	-	114,562	
Total Net Position	72,109	11,085	14,748	467	(34,902)	22,850	114,562	1,254	(36,040)	166,133	
TOTAL LIABILITIES & NET POSITION	\$ 117,615	\$ 19,164	\$ 15,033	\$ 4,029	\$ 26	\$ 22,986	\$ 114,562	\$ 1,352	\$ 9,414	\$ 304,181	

**OAKTON COMMUNITY COLLEGE**  
**EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**FOUR MONTHS ENDED DECEMBER 31, 2018**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes (accrual basis)	\$ 48,256	\$ 24,128	\$ 23,952	99%	99%
Replacement Tax	1,000	500	347	69%	75%
State Revenue	2,680	1,340	2,321	173%	273%
Tuition and Fees	24,794	24,101	23,233	96%	105%
Other	1,697	849	1,495	176%	131%
<b>TOTAL REVENUES</b>	<b>\$ 78,427</b>	<b>\$ 50,918</b>	<b>\$ 51,348</b>	<b>101%</b>	<b>106%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 32,728	\$ 16,364	\$ 16,509	101%	102%
Academic Support	18,192	9,096	7,988	88%	88%
Student Services	6,772	3,386	2,973	88%	80%
Public Services	1,333	667	626	94%	88%
Operations and Maintenance	8,603	4,302	3,432	80%	79%
General Administration	5,853	2,927	2,420	83%	84%
General Institutional	667	334	468	140%	27%
Contingency	570	285	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,718</b>	<b>\$ 37,359</b>	<b>\$ 34,416</b>	<b>92%</b>	<b>91%</b>
Revenues over (under) expenditures	3,709	13,559	16,932		
<b>Net Fund transfers</b>					
To Operations & Maintenance (Restricted)	(6,311)	(3,156)	(3,156)		
To Auxiliary Fund and Alliance	(2,177)	(1,089)	(1,089)		
To Restricted Purpose Fund	(100)	(50)	(50)		
To Liability, Protection & Settlement Fund	(575)	(288)	(288)		
To Social Security/Medicare Fund	(946)	(473)	(473)		
From Working Cash Fund: Interest	26	13	13		
Total Transfers	<b>\$ (10,083)</b>	<b>\$ (5,042)</b>	<b>\$ (5,042)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ (6,374)</b>	<b>\$ 8,517</b>	<b>\$ 11,891</b>		

**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
FOUR MONTHS ENDED DECEMBER 31, 2018**

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
<b>REVENUES</b>				
Construction Fee	\$ 335	\$ 295	88%	
Interest and Investments Gain/Loss	41	180	439%	
Other Revenue	-	-	0%	
Total revenues	<u>376</u>	<u>475</u>	<u>126%</u>	
<b>EXPENDITURES</b>				
Student Street Renovation	1,695	145	9%	
Sanitary Lift Station	460	343	75%	
RHC HVAC System	578	266	46%	
West End Remodeling - A/E Fees	8,207	1,501	18%	
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	57	7%	
Elevator Upgrades	500	-	0%	
Athletics Remodeling	375	-	0%	
Interior Remodeling	125	-	0%	
Domestic Water Pump	100	-	0%	
Fire Alarm Panel Replacement	250	81	32%	
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%	
Skoke Student Center/Cafeteria/Bookstore	100	13	13%	
Project Management Services	260	136	52%	
Total expenditures	<u>19,493</u>	<u>2,878</u>	<u>15%</u>	
Transfer in	6,311	3,156	50%	
Net	<u>\$ (12,806)</u>	<u>\$ 753</u>	<u>(6%)</u>	

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 2,109	\$ 812	39%	33%
Workforce Development	140	34	24%	54%
Copy Center	230	84	37%	47%
Travel	10	11	110%	18%
Athletics	20	74	370%	275%
Child Care	392	211	54%	56%
PAC Operations	16	5	31%	31%
Other	142	101	71%	114%
Interest and Investments Gain/Loss	75	57	76%	12%
Total revenues	<u>3,134</u>	<u>1,389</u>	<u>44%</u>	<u>43%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	2,076	631	20%	26%
Workforce Development	199	83	42%	44%
Copy Center	356	172	48%	45%
Travel	10	-	0%	0%
Athletics	1,101	593	54%	49%
Child Care	537	223	42%	45%
PAC Operations	90	43	48%	37%
Other	163	61	37%	23%
Total expenditures	<u>4,532</u>	<u>1,806</u>	<u>40%</u>	<u>42%</u>
Transfers in (out)	1,339	670		
Net	<u>\$ (59)</u>	<u>\$ 253</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
FOUR MONTHS ENDED DECEMBER 31, 2018**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a% Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 370	\$ 185	\$ 340	92%	155%
Tuition and Fees	1,015	508	611	60%	64%
Sale of Materials	63	32	27	43%	53%
Institutional Support					
Evening High School	100	50	-	0%	0%
Interest	8	4	-	0%	0%
Other Revenues	80	40	34	43%	51%
	<u>1,636</u>	<u>818</u>	<u>1,012</u>	<u>62%</u>	<u>82%</u>
Total revenues					
<b><u>EXPENDITURES</u></b>					
Administrative Support	1,621	811	540	33%	35%
Instructional Programs					
Allied Health	202	101	81	40%	42%
Job-related	197	99	44	22%	47%
Home Related	7	4	3	43%	18%
Personal	36	18	18	50%	41%
Community Service	41	21	2	5%	13%
High School Programs	124	62	39	31%	26%
GED Programs	4	2	-	0%	25%
Kids/Youth Program	32	16	17	53%	76%
ESL Programs	151	76	68	45%	50%
Total Programs	<u>794</u>	<u>397</u>	<u>272</u>	<u>34%</u>	<u>41%</u>
Total expenditures	<u>2,415</u>	<u>1,208</u>	<u>812</u>	<u>34%</u>	<u>37%</u>
Revenue over (under) expenditures	<u>\$ (779)</u>	<u>\$ (390)</u>	<u>\$ 200</u>		
Transfer in	779	390	390		
Net	0	0	590		

OAKTON COMMUNITY COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
FOUR MONTHS ENDED DECEMBER 31, 2018

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 439,698				
Interest income	2,860				
Sub total revenues	<u>442,558</u>				
369901 Student Government Association	41,040	-	41,040	(53,898)	(12,858)
369910 Occurrence	300	-	300	(1,382)	(1,082)
369919 Skokie Events Team	290	-	290	(19,726)	(19,436)
369920 SGA College Program Board	-	-	-	(12,458)	(12,458)
369922 Lunabot NASA	-	195	195	-	195
369923 Global Health and Sustainability	468	-	468	(337)	131
369924 Hawaiian Music Club	180	107	287	(38)	248
369925 M.A.T.H. Club	70	340	410	-	410
369927 Cheer & Dance Team	85	-	85	-	85
369928 African Student Club	316	-	316	-	316
369930 Early Childhood Education Club	75	-	75	-	75
369931 Students for Social Justice	169	-	169	-	169
369932 Ceramics Club	150	461	611	(20)	591
369933 UNICEF	55	2,921	2,977	-	2,977
369934 Hillel	222	427	649	-	649
369939 First Generation Club	-	322	322	-	322
369940 Card and Board Game Club	293	577	870	-	870
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)	3,647	12,052	15,699	(4,296)	11,403
369947 PRISM	150	509	659	-	659
369949 Mission Bible Club	-	275	275	(150)	125
369950 Hispanic Club	357	827	1,184	(528)	655
369951 Society of Women Engineers	-	552	552	-	552
369952 Student Nurses May 2019	693	-	693	-	693
369954 Kpop Club	115	1,416	1,531	(26)	1,504
369957 Student Nurses Dec 2018	900	-	900	-	900
369959 Black Student Union	635	-	635	-	635
369960 Muslim Student Association	-	2,175	2,175	(43)	2,132
369963 Art Club	120	-	120	-	120
369964 Oakton Helping Others	508	1,536	2,044	-	2,044
369971 Habitat for Humanity	200	640	840	(12)	828
369972 PAYO	317	2,182	2,499	-	2,499
369976 ROTO Club	321	-	321	(300)	21
Sub Totals	<u>52,343</u>	<u>30,848</u>	<u>83,191</u>	<u>(93,607)</u>	<u>(10,417)</u>

**Fund Summary**

Total Revenues	\$ 494,901
Total Expenditures	(93,607)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>401,293</u>
Net Position 6/30/18	473,434
Net Position, end of period	<u>\$ 874,727</u>

**OAKTON COMMUNITY COLLEGE  
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS  
DECEMBER, 2018**

GENERAL FUND TRANSFERS/PAYMENTS		AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
DATE								
12/10/2018	\$	681,480.72				\$ 681,480.72		
12/11/2018		1,824.00			\$ 1,824.00			
12/26/2018		31,557.14					\$ 31,557.14	
12/28/2018		99,882.00	\$	99,882.00				
<b>TOTAL</b>	<b>\$</b>	<b>133,263.14</b>	<b>\$</b>	<b>99,882.00</b>	<b>\$ 1,824.00</b>	<b>\$ 681,480.72</b>	<b>\$ 31,557.14</b>	<b>\$ -</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
12/14/2018	\$	275,371.07			
12/14/2018		94,766.37	\$ 94,766.37		
12/14/2018		189,723.80		\$ 189,723.80	
12/14/2018		59,230.76			\$ 59,230.76
12/28/2018		241,386.06	85,422.06		
12/28/2018		85,422.06		176,214.82	57,314.23
12/28/2018		176,214.82			
12/28/2018		57,314.23			
<b>TOTAL</b>	<b>\$</b>	<b>1,179,429.17</b>	<b>\$ 180,188.43</b>	<b>\$ 365,938.62</b>	<b>\$ 116,544.99</b>

**Acceptance of Quarterly Report on Investments**

Quarter ended December 31, 2018

At the end of December 2018, the fair market value of investments totaled \$115.8 million compared to \$131.8 million at the end of September and \$112.8 million for the same month of the previous year. The average yield for this quarter (before fair value adjustment) of this year and last year are 2.15% and 1.34% respectively.

Interest income for the twelve months ending December 2018 and 2017, before fair market value adjustment, was \$1,253,101 and \$641,337, respectively.

The year to date fair market value adjustment is a favorable \$119,724 compared to an unfavorable \$115,412 for the same period last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<b><u>Investments</u></b>	<b><u>December 31, 2018</u></b>	<b><u>September 30, 2018</u></b>
	(000)	(000)
Certificates of Deposit	\$ 62,430	\$ 83,641
Illinois Funds	2,893	2,420
ISDLAF- Liquid and Max General Fund	1	1
Chase	211	138
PMA LGIP SDA	16,334	13,209
Treasury Notes	18,890	8,396
U.S. Treasury Obligations (GNMA's)	2,025	2,100
U.S. Treasury Obligations (FNMA's)	4,846	4,632
Federal Agency Bonds	2,025	1,971
Local Government Bonds	643	632
PMA First American MM	52	135
ISDLAF Term Series	5,500	14,550
2017 Debt Certificates	-	-
<b>Total</b>	<b>115,850</b>	<b>131,825</b>
<b><u>Fair Market Value Adjustment</u></b>	<b><u>FY2019</u></b>	<b><u>FY2018</u></b>
1 <sup>st</sup> Quarter	\$ (72,011)	\$ (44,727)
2 <sup>nd</sup> Quarter	191,736	(70,685)
3 <sup>rd</sup> Quarter		
4 <sup>th</sup> Quarter		
Year to Date	<b><u>\$ 119,724</u></b>	<b><u>\$ (115,412)</u></b>

**President' Recommendation:**

That the Board adopts the following resolution:

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



**REPORT ON INVESTMENTS**  
**2nd Quarter 2018-2019**

Type of Security	Coupon	Fair Market	Par	Purchase	Maturity	Rate of	Interest	Interest	Interest
OCC FUNDS	Rate	Value *6	Value	Date	Date	Interest	Y-T-D	Payments Received	Accrued (A)
<b>GENERAL FUNDS</b>									
C-D	1.4543%	2,978,900	2,978,900	12-22-16	12-23-19	1.45%	21,372		86,437
C-D	1.2800%	8,500,000	8,500,000	12-22-16	06-21-19	1.28%	53,655		217,004
C-D	1.1547%	-	-	12-22-16	12-24-18	1.15%	27,581	109,725	
C-D	1.7250%	494,000	494,000	12-29-16	12-29-19	1.73%	4,272	4,272	
C-D	1.3000%	-	-	12-30-16	12-31-18	1.30%	1,714	1,980	
C-D	1.3213%	-	-	11-08-17	09-05-18	1.32%	5,702	24,517	
C-D	1.2710%	-	-	11-08-17	08-08-18	1.27%	3,287	21,385	
C-D	1.3900%	-	-	11-16-17	08-13-18	1.39%	433	2,544	
C-D	1.3900%	-	-	11-16-17	08-08-18	1.39%	386	2,497	
C-D	1.3800%	-	-	11-24-17	08-24-18	1.38%	717	2,679	
C-D	1.4900%	-	-	12-13-17	09-05-18	1.49%	707	2,686	
C-D	1.8710%	240,600	240,600	01-11-18	01-13-20	1.87%	2,220		4,304
C-D	1.6900%	-	-	03-16-18	07-11-18	1.69%	1,810	16,256	
C-D	1.8680%	-	-	03-22-18	09-19-18	1.87%	5,824	11,581	
C-D	1.8700%	-	-	03-22-18	10-03-18	1.87%	13,449	24,977	
C-D	1.8700%	-	-	03-22-18	10-17-18	1.87%	7,621	13,385	
C-D	1.8210%	-	-	03-26-18	10-17-18	1.82%	1,405	2,505	
C-D	1.9410%	1,742,400	1,742,400	03-26-18	01-09-19	1.94%	16,678		25,017
C-D	1.7750%	-	-	03-21-18	07-11-18	1.78%	1,337	6,808	
C-D	1.7950%	-	-	03-21-18	07-25-18	1.80%	3,986	13,945	
C-D	1.8270%	-	-	03-21-18	08-22-18	1.83%	8,009	19,271	
C-D	1.8580%	-	-	03-21-18	09-19-18	1.86%	17,568	34,748	
C-D	1.9110%	2,250,000	2,250,000	04-05-18	01-09-19	1.91%	21,204	-	31,806
C-D	2.1100%	600,000	600,000	04-19-18	04-03-19	2.11%	6,243	-	8,706
C-D	2.0100%	900,000	900,000	04-19-18	01-09-19	2.01%	8,921	-	12,440
C-D	1.9100%	-	-	04-24-18	10-17-18	1.91%	23,147	34,921	
C-D	1.9520%	-	-	04-24-18	10-31-18	1.95%	10,429	15,242	
C-D	2.1810%	1,750,000	1,750,000	04-24-18	04-03-19	2.18%	18,822	-	25,096
C-D	1.9820%	-	-	04-30-18	10-31-18	1.98%	1,666	2,473	
C-D	1.9430%	-	-	05-16-18	08-22-18	1.94%	715	1,297	
C-D	2.0193%	-	-	06-25-18	12-26-18	2.02%	20,146	20,146	
C-D	2.2596%	977,500	977,500	06-25-18	06-25-19	2.26%	10,893		10,893
C-D	2.4123%	1,206,300	1,206,300	06-25-18	12-23-19	2.41%	14,350		14,350
C-D	2.5150%	951,800	951,800	06-25-18	06-24-20	2.52%	11,805		11,805
C-D	2.7500%	249,242	249,242	06-29-18	06-29-20	2.75%	3,496	3,496	
C-D	2.1003%	1,986,900	1,986,900	07-12-18	02-20-19	2.10%	19,208		19,208
C-D	2.0923%	3,250,000	3,250,000	07-12-18	02-01-19	2.09%	31,299		31,299
C-D	2.4115%	487,900	487,900	07-12-18	07-12-19	2.41%	5,415		5,415
C-D	2.4231%	481,800	481,800	07-12-18	01-13-20	2.42%	5,373		5,373
C-D	2.6960%	500,000	500,000	07-12-18	07-13-20	2.70%	6,205		6,205
C-D	2.7500%	246,000	246,000	07-19-18	07-20-20	2.75%	2,984		2,984
C-D	2.0600%	2,750,000	2,750,000	07-19-18	01-17-19	2.06%	24,988		24,988
C-D	2.0090%	-	-	07-25-18	12-12-18	2.01%	1,911	1,911	
C-D	2.1229%	1,975,900	1,975,900	07-30-18	02-20-19	2.12%	17,238		17,238
C-D	2.1532%	1,232,500	1,232,500	07-30-18	03-20-19	2.15%	10,906		10,906
C-D	2.2303%	3,245,800	3,245,800	07-31-18	05-01-19	2.23%	29,749		29,749
C-D	2.1300%	1,000,000	1,000,000	07-31-18	02-20-19	2.13%	8,753		8,753
C-D	2.1500%	4,250,000	4,250,000	07-31-18	03-20-19	2.15%	37,551		37,551
C-D	2.1800%	750,000	750,000	07-31-18	04-01-19	2.18%	6,719		6,719
C-D	2.1800%	750,000	750,000	07-31-18	04-16-19	2.18%	6,719		6,719
C-D	2.3500%	244,200	244,200	07-31-18	08-01-19	2.35%	2,358		2,358
C-D	2.3720%	244,100	244,100	08-06-18	08-06-19	2.37%	2,284		2,284
C-D	2.3513%	488,200	488,200	08-03-18	08-05-19	2.35%	4,623		4,623
C-D	2.3500%	244,100	244,100	08-13-18	08-02-19	2.35%	2,310		2,310
C-D	2.2300%	1,233,400	1,233,400	08-13-18	05-15-19	2.23%	10,324		10,324
C-D	2.1900%	4,750,000	4,750,000	08-13-18	04-16-19	2.19%	39,045		39,045
C-D	2.1400%	247,000	247,000	08-13-18	03-01-19	2.14%	1,984		1,984
C-D	2.1110%	247,200	247,200	08-22-18	03-01-19	2.11%	1,830		1,830
C-D	2.2130%	492,000	492,000	08-24-18	05-15-19	2.21%	3,580		3,580
C-D	2.2000%	4,500,000	4,500,000	09-04-18	04-16-19	2.20%	31,463		31,463
C-D	2.2400%	2,750,000	2,750,000	09-04-18	05-15-19	2.24%	19,577		19,577
C-D	2.2501%	996,100	996,100	09-05-18	05-15-19	2.25%	7,061		7,061
C-D	2.0700%	-	-	09-19-18	12-12-18	2.07%	22,628	22,628	
C-D	2.3610%	246,200	246,200	10-04-18	05-29-19	2.36%	1,370		1,370

**REPORT ON INVESTMENTS**  
2nd Quarter 2018-2019

Type of Security	Coupon	Fair Market	Par	Purchase	Maturity	Rate of	Interest	Interest	Interest
OCC FUNDS	Rate	Value *6	Value	Date	Date	Interest	Earnings	Payments	Interest
							Y-T-D	Received	Accrued (A)
SUBTOTAL		62,430,042	62,430,042				717,029	417,875	788,776
MONEY MARKET									
ILLINOIS FUNDS		2,892,634	2,892,634	DAILY	DAILY	*1	19,230	19,230	
CHASE		211,003	211,003	DAILY	DAILY	*2	447	447	
ISDLAF-LIQ+MAX FUN		144	144	DAILY	DAILY	*3	6,643	6,643	
IMET LIQ TRUST		-	-						
PMA LGIP SDA		16,333,803	16,333,803	DAILY	DAILY	*4	160,474	160,474	
PMA FIRST AMERICAN		52,020	52,020	DAILY	DAILY	*5	772	772	
ISDLAF TERM SERIES		5,500,000	5,500,000	Varies	Varies	Varies	110,269	69,471	49,131
SUBTOTAL		24,989,603	24,989,603				297,834	257,037	49,131
T-NOTE	3.3750%	1,036,196	1,030,000	12-28-09	11-15-19	3.79%	17,381	17,381	2,897
T-NOTE	1.3750%	4,934,570	5,000,000	12-23-16	01-31-20	1.41%	34,375	34,375	28,646
T-NOTE	1.7500%	485,530	500,000	10-18-17	01-31-23	1.77%	4,375	4,375	3,646
T-NOTE	2.2500%	217,748	225,000	10-17-17	08-15-27	2.28%	2,531	2,531	1,688
T-NOTE	1.1250%	482,615	500,000	10-24-17	08-31-21	1.16%	2,813	2,813	1,875
T-NOTE	1.0000%	-	-	11-15-17	08-15-18	1.37%	2,500	7,500	
T-NOTE	1.1250%	291,339	300,000	12-14-17	02-28-21	1.16%	1,688	1,688	1,125
T-NOTE	0.7500%	-	-	12-15-17	08-31-18	1.50%	313	938	
T-NOTE	0.7500%	-	-	12-14-17	08-31-18	1.48%	1,875	5,625	
T-NOTE	1.3750%	-	-	12-14-17	07-31-18	1.42%	2,292	13,750	
TNOTE	1.5000%	-	-	01-10-18	08-31-18	1.57%	750	2,250	
TNOTE	1.5000%	-	-	08-01-18	12-31-18	2.05%	4,647	4,647	
TNOTE	0.8750%	248,902	250,000	08-22-18	04-15-19	2.16%	729	323	406
TNOTE	0.8750%	3,479,357	3,500,000	10-04-18	05-15-19	2.36%	7,316	3,495	3,821
TNOTE	0.8750%	496,348	500,000	10-22-18	06-15-19	2.44%	998	634	365
TNOTE	1.2500%	2,984,649	3,000,000	10-23-18	05-31-19	2.41%	7,018	3,893	3,125
TNOTE	2.4100%	1,004,359	1,014,000	10-23-18	05-23-19	2.41%	4,548		4,548
TNOTE	1.6250%	3,228,544	3,250,000	10-23-18	08-31-19	2.55%	9,829		9,829
SUBTOTAL		18,890,156	19,069,000				105,977	106,217	61,970
GNMA GROUP	8.0000%	39,693	35,104	1995-1997	2025-2027	7.75%	1,532	1,564	240
GNMA	7.5000%	8,389	7,603	04-20-98	04-20-28	6.99%	291	296	49
GNMA	7.5000%	11,231	9,959	05-20-98	05-20-28	7.05%	400	411	62
GNMA	7.0000%	8,766	7,749	08-20-98	05-20-28	6.77%	283	288	45
GNMA	6.5000%	10,212	9,373	10-21-98	04-20-28	6.37%	323	330	46
GNMA	6.5000%	13,406	11,937	11-18-98	11-20-28	6.89%	408	416	61
GNMA	6.5000%	13,130	11,751	11-18-98	10-20-28	6.34%	394	399	54
GNMA	6.5000%	17,712	15,726	01-21-99	01-20-29	6.31%	528	535	84
GNMA	6.5000%	13,272	11,848	03-23-99	03-20-29	6.90%	398	402	64
GNMA	7.0000%	14,144	12,370	06-23-99	05-20-29	7.28%	444	451	72
GNMA	7.5000%	8,986	7,741	08-24-99	08-20-29	7.49%	301	306	48
GNMA	8.0000%	6,659	5,609	05-22-00	04-20-30	8.22%	228	230	37
GNMA	7.0000%	8,164	7,044	02-20-01	02-20-31	6.86%	255	259	41
GNMA	7.0000%	14,044	12,076	05-21-01	04-20-31	7.00%	441	446	69
GNMA	6.5000%	16,808	14,723	09-24-01	08-15-31	6.17%	490	495	79
GNMA	6.5000%	15,534	13,588	06-18-02	04-20-32	6.50%	456	463	74
GNMA	6.5000%	6,356	5,902	06-20-02	06-15-32	6.38%	194	195	32
GNMA	6.0000%	19,269	17,821	09-23-02	07-20-31	5.87%	564	574	89
GNMA	5.5000%	50,930	47,684	12-19-02	12-20-32	5.44%	1,358	1,375	219
GNMA	5.5000%	55,375	51,846	01-22-03	01-20-33	5.40%	1,477	1,497	238
GNMA	5.0000%	83,272	78,409	06-19-03	05-20-33	4.87%	2,030	2,060	327
GNMA	5.5000%	101,334	94,871	08-20-03	08-20-33	5.50%	2,694	2,731	435
GNMA	6.0000%	98,910	67,947	09-23-03	08-20-33	5.92%	2,070	2,084	341
GNMA	5.5000%	73,671	92,599	11-19-03	10-20-33	5.46%	2,629	2,663	424
GNMA	4.0000%			03-18-04	08-20-18	3.98%	1	3	0
GNMA	5.0000%	153,831	144,822	03-23-04	02-20-34	4.93%	3,703	3,741	604
GNMA	4.5000%			04-20-04	10-28-18	4.43%	7	13	(0)
GNMA	5.0000%	90,031	84,822	04-20-04	03-20-34	4.97%	2,199	2,229	354
GNMA	4.5000%	4,572	4,507	05-18-04	04-15-19	4.51%	229	292	17
GNMA	6.0000%	34,370	32,037	06-22-04	04-15-29	5.90%	975	980	160
GNMA	4.5000%	4,046	3,969	07-20-04	06-15-19	4.53%	170	204	15
GNMA	5.0000%	8,860	8,570	12-16-04	11-20-19	4.89%	284	313	36

**REPORT ON INVESTMENTS**  
**2nd Quarter 2018-2019**

Type of Security	Coupon	Fair Market	Par	Purchase	Maturity	Rate of	Interest	Interest	Interest
OCC FUNDS	Rate	Value *6	Value	Date	Date	Interest	Earnings	Payments	Interest
							Y-T-D	Received	Accrued (A)
GNMA	1.7320%	176,994	181,301	10-19-17	05-16-42	1.74%	1,609	1,659	262
GNMA	2.1050%	466,313	472,780	10-24-17	03-16-37	2.10%	5,044	5,070	829
GNMA	2.6000%	376,571	381,299	11-20-17	12-16-45	2.59%	5,177	5,313	826
<b>SUBTOTAL</b>		<b>2,024,852</b>	<b>1,965,387</b>				<b>39,584</b>	<b>40,287</b>	<b>6,330</b>
FNMA	2.3770%	343,980	350,000	10-17-17	05-25-22	2.36%	4,160	4,160	693
FNMA	2.6900%	460,151	463,703	10-18-17	07-01-22	2.63%	6,369	6,380	1,039
FNMA	2.3890%	386,608	392,388	10-18-17	01-25-23	2.37%	4,826	4,867	781
FNMA	2.5000%	353,208	357,541	10-20-17	04-25-28	2.48%	4,672	4,802	745
FNMA	3.1200%	490,046	485,179	10-20-17	05-01-22	3.01%	7,731	7,745	1,261
FNMA	1.8750%	465,225	500,000	10-19-17	09-24-26	1.97%	4,688	4,688	2,500
FNMA	2.5320%	487,825	500,000	10-25-17	09-24-24	2.54%	6,330	6,330	1,055
FNMA	2.5610%	491,525	500,000	10-26-17	07-25-24	2.55%	6,509	6,509	1,067
FNMA	2.7800%	441,960	446,136	11-14-17	05-01-25	2.74%	6,331	6,341	1,034
FNMA	2.7230%	147,311	150,000	01-11-18	10-25-24	2.73%	2,042	2,042	340
FNMA	2.9610%	486,455	500,000	03-28-18	02-25-27	3.04%	7,403	7,403	1,234
FNMA	2.9900%	81,877	85,000	06-29-18	01-25-28	3.12%	1,261	1,056	206
FNMA	2.9610%	38,916	40,000	07-27-18	02-25-27	3.07%	494	408	86
FNMA	2.7110%	171,040	175,000	11-06-18	06-25-25	2.93%	725	329	395
<b>SUBTOTAL</b>		<b>4,846,126</b>	<b>4,944,947</b>				<b>63,540</b>	<b>63,060</b>	<b>12,436</b>
FED AGENCY	1.5000%	272,440	275,000	10-13-17	10-21-19	1.50%	2,974	3,605	1,244
FED AGENCY	1.6800%	492,100	500,000	10-18-17	10-13-20	1.68%	4,200	4,200	2,100
FED AGENCY	1.8690%	459,281	464,267	10-26-17	11-25-19	1.87%	4,636	4,715	732
FED AGENCY	2.5000%	306,474	314,310	10-27-17	05-15-29	2.48%	4,168	4,267	655
FED AGENCY	2.3560%	78,401	79,308	12-05-17	08-25-22	2.36%	967	979	156
FED AGENCY	3.4980%	127,324	125,000	03-27-18	08-25-22	3.43%	2,186	2,186	364
FED AGENCY	2.7500%	120,701	120,000	06-11-18	06-19-23	2.77%	1,650	1,723	101
FED AGENCY	4.0000%	168,501	160,000	12-10-18	10-25-28	3.96%	361		361
<b>SUBTOTAL</b>		<b>2,025,221</b>	<b>2,037,885</b>				<b>21,142</b>	<b>21,676</b>	<b>5,712</b>
LOCAL GOV	2.2500%	243,520	250,000	10-24-17	11-01-22	2.26%	2,813	2,813	1,016
LOCAL GOV	2.7200%	198,200	200,000	12-05-17	05-01-23	2.72%	2,720	2,720	907
LOCAL GOV	3.6960%	201,638	200,000	08-30-18	08-01-28	3.70%	2,464		2,464
<b>SUBTOTAL</b>		<b>643,358</b>	<b>650,000</b>				<b>7,996</b>	<b>5,533</b>	<b>4,386</b>
<b>Total Investments</b>		<b>115,849,359</b>	<b>116,086,865</b>				<b>1,253,101</b>	<b>911,684</b>	<b>928,742</b>

(A) GNMA , FNMA, and other Government bonds pay interest based on previous months balance continuously decrease as principal is repaid. Therefore interest received during any given time period will be higher than interest recorded, due to the return of principal

- \*1 Average yield as of 12/31/18 was 2.328%
- \*2 Average yield as of 12/31/18 was 0.750%
- \*3 Average yield as of 12/31/18 was 2.220%
- \*4 Average yield as of 12/31/18 was 2.350%
- \*5 Average yield as of 12/31/18 was 2.160%
- \*6 Source: Bank Investment Report

**Earnings Report**  
**Six Months Ended December 31st, 2018 and 2017**

Security	Quarter				Year -to-Date			
	2018		2017		2018		2017	
	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield
<b>GENERAL FUNDS</b>								
Certificate of Deposit	\$ 372,630	2.02%	\$ 134,872	1.21%	\$ 717,029	1.94%	\$ 230,436	1.08%
Money Market								
Illinois Funds	10,193	2.25%	16,993	1.12%	19,230	1.91%	28,356	0.99%
Chase Savings	312	0.71%	3,421	0.25%	447	0.61%	17,550	0.28%
ISDLAF - Liq+Max Fund	2,152	2.18%	5,131	1.02%	6,643	2.04%	5,488	1.02%
IMET								
PMA LGIP -SDA	66,270	2.22%	72,198	1.12%	160,474	2.14%	149,765	1.13%
PMA Bank 7 SDA			22,464	1.10%			72,859	1.02%
PMA First American	482	2.01%	2,813	0.87%	772	1.46%	2,813	0.87%
PMA Term Series	45,901	2.20%	3,047	1.17%	110,269	2.06%	3,047	1.17%
ISDLAF 2017 Debt Cert			1,849	1.11%		0.00%	1,849	1.11%
Treasury Notes	64,609	2.14%	35,297	1.42%	105,977	1.97%	60,713	1.53%
GNMA	19,302	4.08%	21,030	4.69%	39,584	3.94%	39,142	4.51%
FNMA	31,887	2.61%	20,814	2.59%	63,540	2.64%	20,814	2.59%
Other Fed Agency Bonds	10,454	2.21%	7,003	1.87%	21,142	2.23%	7,003	1.87%
Municiple and other Bonds	4,614	2.84%	1,503	2.29%	7,996	2.74%	1,503	2.29%
<b>Total</b>	<b>\$ 628,807</b>	<b>2.15%</b>	<b>\$ 348,434</b>	<b>1.34%</b>	<b>\$ 1,253,101</b>	<b>1.97%</b>	<b>\$ 641,337</b>	<b>1.12%</b>
Fair Mkt Value Adj.	\$ 191,736	0.84%	\$ (70,865)	(0.69%)	\$ 119,724	0.52%	\$ (115,411)	(1.13%)

**Codes:**

CERTIFICATE OF DEPOSIT	PMA Financial Network- short term certificates of deposit
MONEY MARKET	Illinois School District Liquid Asset Fund
ISDLAF - CITIBANK	Illinois School District Liquid Asset Fund
ISDLAF - LIQ + MAX FUND	Illinois School District Liquid Asset Fund
Illinois Funds	Illinois Public Treasurer's Investment Pool
IMET	Illinois Metropolitan Investment Fund - No Current investment balance-received distribution of liquidating trust proceeds
CHASE	JP Morgan Chase High Yield Account
T-NOTES	U.S. Treasury Notes; 2-10 year maturity.
GNMA	A share of pooled mortgages guaranteed by the Federal Government

**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 \$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.

CH:df  
1/4/2019

**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 to c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$2,075.00 for all funds listed in items a and b.”

**Supplemental Authorization to Pay Professional Pay – Fall 2018**

Comparative figures:

**Fall 2018 Part-Time**  
**\$4,261,285.90**

**Fall 2017 Part-Time**  
**\$4,321,522.47**

**Fall 2018 Overload**  
**\$494,756.46**

**Fall 2017 Overload**  
**\$408,389.90**

IL:jg  
1/2019

**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 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 2018 overload, the total payment amount of \$494,756.46 previously approved by the Board of Trustees on December 11, 2018."

**Authorization to Pay Professional Personnel**

The 2019 Spring Semester classes will begin on January 22, 2019 and the first payroll for the 2019 Spring Semester Part-time Faculty and Adjunct Faculty is February 8, 2019 and Full-time Overload payments will be February 22, 2019. Since the list of the 2019 Spring Semester Professional Personnel will not be available until after the January 15, 2019 Board meeting, the Treasurer is requesting the authority to pay the Spring 2019 Semester Part-time and Adjunct Faculty on February 8, 2019 and Full-time Overload payments on February 22, 2019.

EC:mw  
1/2019

**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 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.”

**Approval of Clinical Practice Agreements**

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

**Basic Nursing Assistant:**

New:           **Avantara Park Ridge**

This is a new agreement for the Basic Nursing Assistant program. This has been reviewed and approved by the College faculty and administration. This is a five year agreement which will commence on January 15, 2019 and terminates on January 15, 2024.

**Nursing:**

New:           **The Mather**

This is a new agreement for the Nursing program and will commence on January 15, 2019. This has been reviewed and approved by the College faculty and administration. This agreement shall automatically renew for additional one-year terms unless otherwise terminated as set forth therein.

IL/bv  
1/2019

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

That the Board adopt the following resolution:

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

**Basic Nursing Assistant:**

Avantara Park Ridge

**Nursing:**

The Mather.”



**Authorization to Approve January 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.

These items were previewed at the following Board of Trustees meetings:

<u>Agenda Items</u>	<u>Preview Month</u>
a, c, d, e, f, and j	December 2018
b and h	November 2018
g	August 2018
i	June 2018
k	Not previewed

DLS:kr  
1/3/2019

**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>
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

**AGENDA ITEM 1/19-9**  
**2 of 2**

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.”**

**Authorization to Purchase Printing of the Oakton Non-Credit Class Schedules**

The Administration has recommended a change to the past practice of printing the credit class schedules; moving from a mass distribution of these schedules to a targeted approach aimed at traditional and adult students that utilizes direct mail (magazines and postcards), email, social media, and digital advertising to replace district-wide credit schedule distribution.

Even though the credit class schedule will no longer be printed, the Administration still believes that it is in the best interests of the College to continue printing four issues of the non-credit class schedule. The Purchasing department issued a bid for printing four issues of the non-credit class schedule that is synchronized with the annual postal permit on the calendar year, January-December. The non-credit class schedules will be distributed to all residences within the district (approximately 217,000), according to the following schedule:

Late Spring issue mailed in early February – between 40 and 56 pages

Summer issue mailed in late March – between 40 and 56 pages

Fall issue mailed late June – between 48 and 64 pages

Spring issue mailed in early November – between 48 and 72 pages

The bid was sent to 23 (none in district) web press printing companies. The College received four bid responses. In addition to deleting the credit class schedule, the bid also included a request for pricing on various grades of paper. While the use of coated paper for the entire publication proved to be cost prohibitive, the Administration has decided to upgrade the “look” of the non-credit class schedule by changing the inside pages to a brighter newsprint paper, redesigning the cover, adding photos, making additional content changes, and adding a no cost four color insert within each issue. The content and design team will take all of these factors into consideration as each issue begins its design phase. Due to the changes occurring throughout the course of this contract, the design team has yet to determine the exact number of pages for each issue. Therefore, the Administration is requesting approval for the highest anticipated page count per issue. The total amount requested is not to exceed \$148,543.34 per the attached spreadsheet.

The low bid was submitted by KK Stevens Publishing Company in Astoria, IL. KK Stevens has printed the College’s class schedules in the past and has always provided a quality product and great customer service. They also print class schedules for many other colleges and universities. The Administration is confident they can meet the College’s quality standards and delivery schedules.

KS:dls  
1/3/2019

**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 the Printing of the Oakton Non-Credit Class Schedules from KK Stevens Publishing Company, 100 N. Pearl St., Astoria, IL 61501 for a total not to exceed \$148,543.34 per their low bid in response to Invitation to Bid #1120-18-11.”

	KK Stevens Astoria, IL	Press Journal Louisiana, MO	Indiana Printing Indiana, PA	RR Donnelley Chicago, IL
<b>Issue #1 Spring II Issue</b>				
56 Pages	\$34,236.92	\$36,147.00	\$38,782.00	\$73,466.00
<b>Issue #2 Summer Issue</b>				
56 Pages	\$34,236.92	\$36,147.00	\$38,782.00	\$73,466.00
<b>Issue #3 - Fall Issue</b>				
64 Pages	\$38,269.19	\$40,725.00	\$42,218.00	\$77,077.00
<b>Issue #4 - Spring I Issue</b>				
72 Pages	\$41,800.31	\$44,867.00	\$45,614.00	\$80,011.00
<b>Grand Total</b>	<b>\$148,543.34</b>	\$157,886.00	\$165,396.00	\$304,020.00

**Authorization to Purchase Steelcase Furniture with Installation for West End (Second Floor) IT Offices**

At the November 2018 Board of Trustees meeting, the Board awarded the purchase of the second phase of Steelcase furniture and installation for the West End offices (Bid #1019-18-10) to Forward Space, LLC. At that meeting, the Board also awarded the purchase of the reconfiguration of current workstations for the West End IT offices on the second floor to Forward Space, LLC. As indicated in the November agenda preview, the IT department also needs to outfit some offices with new furniture. The Purchasing office initially planned to issue another bid for the new IT furniture and installation. However, since the most recent furniture bid prices are based on consortium pricing and the bid included a ninety day price lock guarantee, the Administration has determined that it is in the College's best interests to award this new purchase to Forward Space based on the pricing from the most recent bid. Using the same company for both the reconfiguration of the current workstations and the installation of the new furniture will ensure continuity throughout the project.

The grand total for the new IT furniture is \$69,140.05. Delivery and installation is scheduled to coincide with the completion of the second floor construction, near the end of February 2019.

dls  
1/3/2019

**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 Steelcase Furniture with Installation for West End (Second Floor) IT Offices from Forward Space LLC, 1142 N. Northbranch Street, Chicago, IL 60642 for a total of \$69,149.05 per their proposal #382143 dated January 9, 2019.”

**Authorization to Purchase IP Telephony Annual Support and Software Assurance Agreement Renewal – One Year Contract**

The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts that will expire on March 1, 2019. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email based support, access to software patches and upgrades for all of the College's telephony systems.

The current trend in the information technology industry has manufacturers giving one preferred reseller special, discounted pricing; effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the preferred reseller. In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process." For these reasons, the College worked directly with the manufacturer and their preferred reseller, Telecom Innovations Group (TIG) to secure pricing. The total annual cost from TIG is \$26,157.94 which is the same amount as the past two year's agreement. The College has contracted with TIG's support services for the last five years and has been extremely happy with their reliability, attentiveness, and thorough understanding of the College's system configuration. In addition, TIG was awarded the National Joint Powers Alliance (NJPA) contract which gives the College a 38% discount on Mitel products.

The Administration is requesting approval of a one year contract not to exceed \$26,157.94 which would continue to keep Telcom Innovations Group (TIG) as the College's maintenance provider for the period ending March 1, 2020.

JMW:kr  
1/3/2019

**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 IP Telephony Annual Support and Software Assurance Agreement Renewal – One Year Contract from Telcom Innovations Group LLC, 125 N. Prospect, Itasca, Illinois 60143 for a total of \$26,157.94 per their price quote dated December 5, 2018."

**Authorization to Purchase Chiller Maintenance Contract for Skokie HVAC System - Five Year Contract**

At the June 2017 meeting, the Board authorized the purchase of an HVAC system replacement for the Skokie Campus. Subsequently, the project for the installation of two new Daikin chillers and control panels began. The system became fully operational in June of 2018 when the installation was completed. A preventive maintenance program is needed for these new units in order to provide routine inspections and maintenance of the covered equipment and maintain the five year extended warranty. Routine inspections can minimize or prevent unscheduled down time by detecting deficiencies early. Scheduled factory recommended maintenance will ensure efficient operation and maximum equipment life. During equipment inspections, Oakton staff will also participate; giving them the opportunity to learn proper equipment operation and early problem recognition that can minimize service outages. The maintenance period is February 1, 2019 through January 31, 2024. The cost for this sole source purchase from Daikin Applied is \$51,625.

JAS:kr  
1/3/2019

**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 Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract from Daikin Applied, 175 Hansen Court, Suite 103, Wood Dale, IL 60191 for a five year total of \$51,625.00 per their proposal #Q-00018108 dated November 2, 2018.”

**Authorization to Purchase Grant Funded Firearms Training Simulator**

In August of last year, conversations were held with Brad Wooten, Dean of Business and Career Technologies and Al Grippe, Director of Grant Strategy Development to discuss the possible grant purchase of a Use of Force Training Simulator (A.K.A. Firearms Simulator). The Oakton Law Enforcement & Criminal Justice Program will be working in collaboration with the Oakton Police Department to utilize the benefits of this training and educational tool. The usage opportunities for additional areas outside police agencies will also be explored. The Ti training simulator is a learning tool that provides use of force scenarios for active learning. The training is interactive as the simulator instructor can modify and change scenarios based on student engagement. At the end of the scenario, student(s) are debriefed according to proper procedures and current laws. The use of this simulator has numerous benefits as it provides a safe environment for learning. Additionally, this simulator can be instrumental in reducing the exposure to excessive use of force claims and litigation. This training tool provides students with the knowledge and experience to use the proper level of force that is reasonable and necessary in given arrest/non-arrest situations. The tools that are included in the simulation scenarios include laser light projected simulated firearm, laser light projected O.C. Pepper Spray, and laser light projected flashlight. Additionally, verbal abilities are evaluated to teach and strengthen the student's tactical communication skills.

The Ti use of force simulator is currently being used by the following community colleges; Harper College, College of DuPage, Kishwaukee College, Waubensee Community College, and Sauk Valley Community College. In addition, it is also being used by the following police agencies; Chicago Police Department, DeKalb Police Department, Elgin Police Department, South Elgin Police Department, Rockford Police Department, Palatine Police Department, Joliet Police Department, Shorewood Police Department, Country Club Hills Police Department, and Darien Police Department.

The Ti use of force simulator is a sole source training tool from Ti Training Corporation. The total price is \$28,290. An additional benefit of purchasing the Ti system includes a price reduction of \$3,500 for having Oakton's Law Enforcement department chairperson already complete the training program in order to receive the Master Operator Certification. This certification was received at Harper College in 2015 upon Harper's purchase of the equipment. The certification allows the faculty member to train and certify others in the use and operation of this equipment. In late November 2018, this item received approval from the Oakton Grants Office. The simulator will be used in the following courses; Police Operations (LAE122), Defensive Techniques (LAE 240), Forensics I (LAE135), and Forensics II (LAE239). The Administration and department



chair believe that the purchase of this equipment will greatly enhance the Law Enforcement program. The order will be placed immediately following Board approval so that the unit can be delivered and used in the spring 2019 semester.

AG:dls  
1/3/2019

**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 Grant Funded Firearms Training Simulator from Ti Training LE, LLC, 4680 Table Mountain Drive, Suite 150, Golden, CO 80403 for a total of \$28,290.00 per their price quote #689 dated April 24, 2018.”

**Authorization to Purchase Backup Software Support and Maintenance Renewal - One Year Contract**

For disaster recovery, data protection, and archiving purposes, the College uses a Commvault Simpana enterprise backup system to back up the data and configurations of the 38 physical servers and 241 virtual machines that provide services to the 2,300 computers and 10,000 network computer users at both campuses, as well as online users. The current maintenance software upgrade, support, and maintenance agreement expires in February 2019.

The current trend in the information technology industry has manufacturers giving one preferred reseller special, discounted pricing; effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the preferred reseller. In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process." For these reasons, the College worked directly with the manufacturer and their preferred reseller, Meridian IT, Inc., to secure pricing. The total annual cost from Meridian IT is \$45,500. The College has contracted with Meridian IT's support services in the past and has been pleased with their service.

The Administration is requesting approval of a one year contract not to exceed \$45,500 with Meridian IT, Inc. as the College's support provider for Commvault Simpana for the period ending February 2020.

JMW:kr  
1/3/2019

**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 Backup Software Support and Maintenance Renewal – One Year Contract from Meridian IT, Inc., Nine Parkway North, Suite 500, Deerfield, IL 60015 for an amount not to exceed \$45,500.00 per their price quote OaktonCC\_2019CommVault Support Renewal, dated December 5, 2018.”

**Authorization to Purchase Network Cabling and Installation**

The College's local area networks are built using a star topology with a set of twelve network closets/IDFs (Intermediate Distribution Facilities) connected to a separate Data Center/MDF (Main Distribution Facility) location via fiber optic backbone cabling. This is the physical infrastructure that supports the entire IT infrastructure. At the Des Plaines campus, the Data Center is being relocated to the second floor of the West End as part of the current West End remodeling project. This requires the installation of a new set of Systimax fiber optic cables to connect the new data center to the existing closets.

This purchase includes the materials and installation services to install fifty micron 12 or 24 strand multimode fiber runs to IDF closets in the main Des Plaines building and 12 strand single mode fiber runs to the Lee Center. It also includes single and multimode fiber interconnects between the new data center and the existing data MDF and the Voice MDF as well as associated fiber termination boxes and terminations.

The IT department and the Purchasing office worked collaboratively to issue a bid for this project. The bid was sent to eight (none in district) contractors. However, it was later determined that only three of these vendors were qualified to install Systimax products. The College received two bids from the authorized Systimax contractors. The low bid was submitted by Gibson Electric & Technology Solutions of Downers Grove for a total of \$111,000. The second bid was submitted by Low Voltage Solutions for a total of \$118,250. Gibson Electric is a long-standing vendor for the College. They have been in business for 106 years and their references include: College of DuPage, Harper College, the Wheaton College Science Center, and the Rush University Medical Center Atrium. The Administration is confident that they can meet the project requirements and deadlines.

In addition to the project total of \$111,000, the Administration is requesting approval for a project contingency of \$11,100 (10%) to be used in the event that any unforeseen issues arise. This brings the grand total to \$122,100. The work will start after Board approval and will be completed by March 1, 2019.

JMW:kr  
1/3/2019

**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 Network Cabling and Installation from Gibson Electric & Technology Solutions, 3100 Woodcreek Drive, Downers Grove, IL 60515 for a contract sum of \$111,000.00, plus a project contingency of \$11,100.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$122,100.00 in accordance with their low bid in response to Invitation to Bid #1126-18-12.”

**Authorization to Purchase Consulting and Project Management Services for Website Audit**

Oakton's website is the virtual personality of the College – often serving as the College's first impression and online campus for current and prospective students. Just as updates are made to the College's physical plant, it is equally important to invest in our virtual presence to ensure it is working on the College's behalf, even when the campuses are closed, by extending a contemporary, engaging, accessible, and user-friendly format to virtual visitors. The call-to-action in all demand generation materials and advertising methods leads the intended audience to the College's website to take action (inquire, apply, register, visit, attend, donate), and to gain more information.

Oakton's current website design is more than ten years old. While modest enhancements have been made to ensure it is responsive to mobile devices, the site design is no longer serving the College and its constituents well in providing a positive first impression and 24x7 information. In alignment with the Strategic Enrollment Management priority and in anticipation of the College's 50<sup>th</sup> anniversary, the web team is embarking on a project to work with the website consultant to do a full re-design of the website. External expertise is needed to assist in gathering crucial input from stakeholders, applying analytics and industry best practices, designing wireframes and technical specifications, scoping the work, and providing project/bid specifications needed for the next step – the website re-design and implementation.

The College Relations department and Information Technology team provided technical specifications and the Purchasing Office issued a proposal for a consultant. The proposal was sent to 48 companies (one in district). The College received eight responses (none in district). Prices ranged from \$27,500 to \$112,000. A proposal review team, consisting of the Chief Advancement Officer, the Director of College Relations, the Web Communications Coordinator, the Manager of Web Services, the Webmaster, and the Web Programmer reviewed all the responses and invited five finalists to give presentations and answer questions from the team members.

The team evaluated finalists based on their:

- Stated understanding of the College's goals and objectives for re-design
- Experience with digital and web strategy
- Knowledge of best practices in enrollment management marketing and website integration
- Experience with higher-education clients, including community colleges
- Skill set/abilities and number of core team members who would be dedicated to Oakton's project

- Ability to integrate current, as well as future, branding and marketing priorities into the project
- Price
- Proposed deliverables

While all firms were considered capable, Paskill Stapleton & Lord differentiated themselves in the following ways:

- 30+ year history of working with higher education clients with a focus on enrollment management marketing
- Demonstrated in-depth understanding of how the website project should tie to enrollment objectives and current/future branding and marketing campaigns
- Extensive experience with community colleges
- Extensive portfolio of similar projects and the number of highly qualified experts

Paskill Stapleton & Lord submitted a base price of \$73,850 for the consulting project, plus an additional \$4,150 for travel and onsite interviews with College stakeholders, which the review team recommends, to provide context and content about the College's needs. This brings the grand total to \$78,000.

Paskill Stapleton & Lord has been in business for 31 years with annual sales of more than \$15 million. They have provided services at over 500 public and private colleges, university, community colleges, and seminaries. Their references include Middlesex Community College, Butler Community College, Portland Community College, and Northeast Community College.

The Administration is confident that Paskill Stapleton & Lord can provide the necessary consulting services and can meet the College's needs in delivering the scope of work identified for the website audit project.

KS:kr  
1/3/2019

**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 Consulting and Project Management Services for **Website Audit** from Paskill Stapleton & Lord LLC One Roberts Avenue, Glenside, PA for a contract sum of \$78,000.00 in accordance with their bid in response to Request for Proposal #3.”

<b>Consulting and Project Management for Website Audit</b>	
<b>RFP #3</b>	
<b>VENDOR</b>	<b>TOTAL COST</b>
<b>Paskill, Stapleton &amp; Lord Glenside, PA</b>	<b>\$ 73,850.00</b>
<b>Onsite interviews / Travel</b>	<b>\$ 4,150.00</b>
<b>TOTAL</b>	<b>\$ 78,000.00</b>
Powers Digital St. Louis, MO	\$ 27,500.00
eCity Interactive Philadelphia, PA	\$ 59,000.00
Hodgson Kensington, MD	\$ 63,750.00
Cain & Company Rockford, IL	\$ 68,628.00
Gravity Switch Hadley, MA	\$ 100,950.00
VisionPoint Media Raleigh, NC	\$ 107,480.75
Up & Up Greenville, SC	\$ 112,000.00

**Authorization to Purchase Learning Outcomes Assessment Software – Three Year Contract**

To support Oakton's continued work in assessing student learning and to address a need highlighted in the Higher Learning Commission's Reaffirmation Review Report, the College seeks to purchase and implement software to track student performance on course, program, and institutional learning outcomes.

The benefits of a learning outcomes assessment software package include:

- Improving efficiency of current assessment processes allowing faculty and assessment team members to spend more time on improving and impacting student learning.
- Reducing time spent on professional development for faculty on how to use assessment forms.
- Tracking student learning performance and department and college actions on course, program, and general education (critical thinking, literacy, responsibility, and communication) learning outcomes.
- Reducing use of paper.

A Request for Proposal was issued in October 2018 to nine (none in district) potential bidders of which three submitted responses. Prices ranged from \$31,000 to \$190,000. The low bid was submitted by Strategic Planning Online (SPOL) of Coral Springs, FL. All three vendors were invited to make presentations to key employee groups. The OPAL assessment team evaluated all of the responses and presentations to find the system that best provides a fully functional software solution to plan and manage assessments and assessment data. The team sought a software solution from a single vendor with implementation and design services as well as ongoing monitoring and technical support of its solution. Based on this detailed and analytical review, the Administration is recommending the system by SPOL as it will meet the College's needs and has the ability to evolve with the assessment team, faculty, staff, and administrators. In addition, this system will integrate with the SPOL modules that Oakton currently owns: Strategic Planning and Accreditation. The assessment module can inform the planning module and vice versa. Course and program outcomes can be mapped to HLC's accreditation standards via the accreditation module. The proposals submitted by the other two companies were bundled with other modules or systems that were not needed at this time or included platforms the College already supports with other vendors.

The first year cost of \$19,000 includes training, support, integration, and data import services. The costs for the second and third year will be \$6,000 per year, bringing the grand total to \$31,000.



The Administration is confident that Strategic Planning Online will continue to provide excellent support and service and will work in partnership with the College to ensure the success of the implementation of the Learning Outcomes Assessment Software.

RMW:kr  
1/3/2019

**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 from Learning Outcomes Assessment Software – Three Year Contract from Strategic Planning Online LLC, 5411 N. University Dr., Suite 203, Coral Springs, FL for a total of \$31,000.00 per their response to Request for Proposal #2.”

<b>Learning Outcomes Assessment Software - Three Year Contract Request for Proposal #2</b>	
	<b>3 Year Total</b>
<b>Strategic Planning Online Coral Springs, FL</b>	<b>\$ 31,000.00</b>
eLumen Minneapolis, MN	\$ 187,000.00
AEFIS Philadelphia, PA	\$ 190,000.00

**Authorization to Purchase Ratification for Instructional Services for Therapeutic Horticulture Program**

The Joseph Regenstein, Jr. School of the Chicago Botanic Garden provides instruction in Therapeutic Horticulture. The invoices for the fall 2018 semester were recently submitted and include the following:

HTC 100 Introduction to Horticulture for Horticultural Therapists

25 students x 3 credit hours each x \$150 per hour = \$11,250

HTC 101 Health through Horticulture: Using Plants for Therapeutic Outcomes

26 students x 4 credit hours each x \$150 per hour = \$15,600

HTC 101 Health through Horticulture: Using Plants for Therapeutic Outcomes

26 students x \$500 lab fee = \$13,000

HTC 110 Horticultural Therapy Application and Practicum

24 students x 5 credit hours each x \$150 per hour = \$18,000

HTC 110 Horticultural Therapy Application and Practicum

24 students x \$500 lab fee = \$12,000

Grand Total = \$69,850.00

Since payment has already been made for services rendered, the Administration is now seeking ratification of this agenda item for a grand total amount of \$69,850.00

dls

1/3/2019

**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 Ratification for Instructional Services for Therapeutic Horticultural Program from Joseph Regenstein, Jr. School of the Chicago Botanic Garden, 1000 Lake Cook Road, Glencoe, IL 60022 for a total of \$69,850.00 per their invoices 10222018, 10232018, 10242018, 10252018, and 10292018 dated October 2018.”

**Authorization to Purchase Universal Lecterns for West End and Skokie Classrooms**

The College needs to furnish three new classrooms and one conference room with new teacher lecterns as part of the West End renovation. In addition, ten classrooms at the Skokie campus require lecterns. The lecterns for the West End are part of the CIP budget and the lecterns for Skokie are included in the FY2019 capital equipment budget. The College has been standardized on Computer Comforts Universal Lecterns for several years because they easily accommodate all of the technology pieces required for each classroom. Computer Comforts does not have any resellers or distributors, they only sell direct, making this a sole source purchase.

The cost for the four lecterns at the Des Plaines campus is \$8,575.44 and the cost for the lecterns for the Skokie campus is \$20,802.40, bringing the total cost of this purchase to \$29,377.84. The Administration is confident that Computer Comforts, Inc. will continue to meet the College's needs. This purchase was not previously previewed, but the Administration is seeking approval now because the lead time for the lecterns is approximately eight weeks.

JMW:kr  
1/3/2019

**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 Universal Lecterns for the West End and Skokie classrooms from Computer Comforts, Inc., 367 Columbia Memorial Parkway, Kemah, TX 77565, for a total of \$29,377.84 per their quote #AAAQ15156-01 dated November 20, 2018 and quote #AAAQ15266 dated December 13, 2018.”

**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** -The FY19 capital equipment budget includes funds for the purchase of 24 new laptop computers to support students in classrooms that are not currently equipped with computers. These laptops can be transported to different classrooms depending on the demand. Twelve will be stationed at the Des Plaines campus and the other twelve will be stationed at the Skokie campus. The laptops will have a three year warranty.

The Information Technology department and the Purchasing department will work collaboratively to issue a bid. This purchase is budgeted at \$36,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**b) Private Cloud Storage and Servers** - The College's data centers support a private cloud of over 250 virtual servers and workstations in a VMware environment. The FY19 capital equipment budget includes funds for the purchase of replacement storage and server systems for this private cloud. This equipment would be installed in the data/computer centers at the Des Plaines and Skokie campuses. Both current storage arrays used in the private cloud were purchased five years ago and are currently at capacity. The existing servers were purchased between 2012 and 2014. The current hardware is nearing the end of its useful life, and it is not cost effective to continue to expand its capacity. This purchase has been timed to match the move of the Des Plaines data center to the second floor so that the data and systems can be seamlessly migrated without significant downtime or risk.

The Information Technology department and the Purchasing department will work collaboratively to issue a Request for Proposal to resellers of multiple Storage Area Network (SAN), server, and hyper-converged products. The College is also reviewing pricing for public cloud Infrastructure as a Service (IaaS) option. This purchase is budgeted at \$560,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**c) 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 (\$1600), the Administration is requesting an amount not to exceed \$22,000 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 Business Office will contact local travel service companies to obtain competitive airfare prices. 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).

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 3 credits taught by the Oakton faculty member and will register for 6 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.

**Approval of Extension to Tolling Agreement**

Oakton Community College participated in the Illinois Metropolitan Investment Fund (“IMET”) which is an approved investment in accordance with the College’s Investment Policy. In late 2014, IMET and its participants became victims of a fraud perpetrated by parties entirely unrelated to IMET, its Board or employees, or any participants of IMET’s Convenience Fund, including the College.

On January 16, 2018, the Board approved an extension to the Tolling Agreement with IMET in order to protect the College’s legal rights. That Tolling Agreement will be expiring on January 31, 2019, and because the matter remains unresolved, we are renewing the Tolling Agreement for the purpose of extending the period of time during which a legal action is required to be made.

JLS:ec  
1/2019

**President’s Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the Tolling Agreement Extension as attached hereto 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.”

**EXTENSION TO TOLLING AGREEMENT**

This Extension to Tolling Agreement is made and entered into as of January 31, 2019, by and between Illinois Metropolitan Investment Fund (“IMET”), on the one hand, and the **Board of Trustees of Oakton Community College District 535** on the other hand (collectively “the Parties”).

The Parties agree that Paragraph 7 of the tolling agreement by and between the Parties dated August 18, 2015 (the “Tolling Agreement”) shall be amended to read as follows: “If not terminated earlier as provided in the 30 Day Notice provision of Paragraph 6, the Tolling Agreement shall terminate on **January 31, 2020.**”

All of the other provisions of the Tolling Agreement remain unchanged.

**Illinois Metropolitan Investment Fund**

\_\_\_\_\_  
By: Randall M. Lending  
One of its Attorneys

Dated: \_\_\_\_\_

**Board of Trustees of Oakton Community College District 535**

\_\_\_\_\_  
By:

Dated: \_\_\_\_\_



**Preview 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 3 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
<b>Total Semester Credit Hours for Certificate:</b>	<b>26</b>

**Approval of Emeritus Appointments**

Full-time faculty who retire from the College with at least ten years of full-time service may request a Faculty Emeritus appointment within four years of the effective date of retirement as stipulated in the Agreement between the College and the Full-time Faculty Association.

Faculty Emeritus and Administrator Emeritus members will be entitled to have their name listed in a section of the College catalog, to receive tuition waivers for three courses or nine credit hours, whichever is greater, during an academic year, including summer, to access full library services, and to have online access to the College, providing such access complies with Board policy 1106. Such access will be provided the Emeritus faculty member at no cost, except as future costs for online access may be assessed to the College. In this case, a portion of such costs may also extend to Emeritus faculty member. (Article XV 15.2, C)

Anna Cuomo-Paul, Professor of English, who retired at the end of the 2018 spring semester; Jelena Bankovic, Professor of English; Susan Cisco, Distinguished Professor of Marketing; Virginia Rogers, Professor of Nursing; George Scharm, Professor of Law Enforcement; Denise Top Rhine, Professor of Nursing, who retired at the end of the 2018 summer semester; and Bonnie Lucas, Vice President of Data and Analytics, who retired September 2018; have requested Emeritus appointments.

Applications for reappointment to Emeritus may be made at the end of the ten-year term of Emeritus appointment. Maurice Archer, Director of Accounting Services, Professor Mary Ann Ellerman, Professor Beverly Friend, Professor Judith Mayzel, Professor Beverly Offen, and Professor William Taylor, have applied for Emeritus re-appointment. They meet the requirements for Emeritus reappointment.

IL:bv  
1/2019

**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 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.”

**Presentation for Approval, Nominations for Directors, Oakton Community College Educational Foundation**

Two (2) candidates for the Oakton Community College Educational Foundation have been nominated for membership to the Foundation's Board of Directors by the Foundation's Governance Committee.

By majority vote, the Foundation Directors have approved membership for Jeff Coney and Carl Costanza, based on their commitment to supporting the mission of the College and work of the Educational Foundation.

KSS:kss  
1/2019

**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 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.”