

**The 673rd Meeting
of
The Board of Trustees
March 19, 2013**

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

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

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

AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of February 19, 2013
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - pending litigation
 - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of February 19, 2013

Statement by the President

Report: Distance Learning

Comments by the Chair

Public Participation

NEW BUSINESS

CONSENT AGENDA

- 3/13-1
 - a. Approval of Adoption of Consent Agenda
 - b. Approval of Consent Agenda, Items 3/13-2 through 3/13-6
- 3/13-2 Ratification of Payment of Bills for February 2013
- 3/13-3 Acceptance of Treasurer's Report for February 2013
- 3/13-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 3/13-5 Supplemental Authorization to Pay Professional Personnel
- 3/13-6 Approval of Clinical Practice Agreement

OTHER AGENDA ITEMS

- R 3/13-7 Authorization to Approve March Purchases 3/13-7a through 7g
 - a) Gymnasium Lighting
 - b) HVAC Replacement and Repairs
 - c) Environmental Assessment Services
 - d) Interpreter Services and CART
 - e) Food Service for Early Childhood Education Centers
 - f) Grant Funded Pneumatic Training Equipment
 - g) Grant funded Automotive Tools
- 3/13-8 Preview and Discussion of April 2013 Purchases
- R 3/13-9 Approval of Agreement with Lutheran General Hospital for EMT
- R 3/13-10 Authorization to Pay Membership Fee to Achieving the Dream
- R 3/13-11 Authorization to Hire Full-time, Tenure-track Faculty Members
- R 3/13-12 Approval of Settlement Agreement
- V 3/13-13 Acceptance of a Grant
- R 3/13-14 Approval of Sabbatical
- R 3/13-15 Approval of Policy

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
February 19, 2013**

The 672nd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, February 19, 2013 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call

Chair Jody Wadhwa called the meeting to order at 6:40 p.m. in room 1502; Secretary Bill Stafford called the roll:

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

Closed Session

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

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

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

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

Call to Order and Roll Call

Chair Wadhwa called the open session to order at 7:40 p.m. in room 1506; Secretary Stafford called the roll:

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

Pledge of Allegiance

Approval of the Minutes

Mr. Wadhwa asked for a motion for the approval of the minutes of the January 15, 2013 Board meeting. Ms. Tennes made the motion which was seconded by Ms. Harada. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Dr. Lee announced that Trustee DiLeonardi was absent due to illness and Trustee Staley's absence is due to his attendance at a conference at Arizona State University. Acknowledging the large contingent of adjunct faculty attending the meeting, and the requests to speak during the Public Participation segment of the meeting, Dr. Lee made a statement addressing the issue of assignment of less than full-time work to faculty in light of the provisions of the Patient Protection and Affordable Care Act (PPACA).

Per Dr. Lee, Oakton Community College has pledged to examine how best to be fair, equitable, and reasonable to students, taxpayers and employees. Oakton will be guided in its response by two principles: maintaining the quality of education we provide our students, and being fiscally responsible in a time of economic restraint. Oakton recognizes that no one approach should be applied across the institution. We will likely implement multiple approaches that may include increasing the number of full-time faculty, establishing minimum enrollments for course sections, and limiting the number of sections scheduled.

Dr. Lee noted that while there are not yet regulations or specific guidelines from the federal government, Oakton has taken the followings steps: the administration has had conversations with union leadership, department chairs, and deans to both explain and explore the challenges we face. Academic department chairs have been directed to assign a maximum of twenty-one hours to each adjunct for calendar year 2013. There is no directive about cutting everyone to six hours; this is a misunderstanding. Over the course of the next few months, Oakton will monitor the regulatory process as the IRS works to finalize details and issue guidelines specifically for colleges and universities. In the meantime, Oakton chooses to be proactive. In the coming months we will work together to develop a long term strategy; we are committed to responding to this challenge in a fair and equitable manner guided by our mission to provide quality education to students and responsibility to taxpayers, while mindful of the value of our employees.

Due to the number of people in attendance, Dr. Lee decided to dispense with introductions. Below is a list of those in attendance.

Classified Staff: Kathleen DeCoursey, Philip Cronin, Eileen Cukierski, Krissie Harris, Rich Schwass and Patricia Porter Coleman.

Full-time faculty: Kathleen Carot, Gary Mines, Judy Ferraro, Lynn Woodbury, Holly Graff, Leslie VanWolvelear, Dave Geller, Jane Malik, Katherine Schuster and Bill Strond.

Adjunct faculty: Barbara Dayton, David Arietti, Linda Berendsen, Barry Dayton, Rose Wang, David Kelly, Paa Adams, David Kyroutac, Angelo Mantas, Jadwiga Cyparska, Stacy Bautista, Carol Fox, Linda Jang, Wendelyn Wallace, Angela Koon, Lindsey Hewitt, Andy Roach, Beth Turk, Thomas Sanfilip, Avis Gibbons, Cynthia DelMedico, Linda Karlen, Keith Johnson, Delores Malone, Janet Nogowski, John Spaletto, Mohammad Ahmed, Brenda Carrillo, Jessica Sellountos, Beverly Stanis, David Kossy, Arthur Lubin, Mark Samberg, Alicja Zelazko, Oskar Bednarek, Thomas Young, Donna Ryan, Linda Berendsen, Renee Marks, Cheryl Brown, Ikram Bokhari, Ribhi Salhi, James Owens, Jaleh Sherbini, Terry Hogan, Ruth Whitney, Barbara Cohen, Chikako McLean, M. Madlan McKernan, Tom Robb, Svetlana Boulavina, Edith Monroy, August Caruso, Frank Niggas, Ariel Volpert, Vincent Sumar, Jean Olsen, Leslie Dubin, Carol Jackson, Mehmed Orucevic, Elizabeth Bassett, Soma Dey, Jody Lepinot, Dorota Zak,

Carlos Briones, Rajen Gandhi, Naga Potluri, Michael Davros, Chester Kulis, Steven Brody, David Hunter, and Loretta Ulrich-Ferguson.

The administrators in attendance: Michael Anthony, Associate Vice President, Access, Equity and Diversity; Ann Marie Barry, Director, Student Life; Trudy Bers, Executive Director, Institutional Research, Curriculum and Strategic Planning; Michele Brown, Director, Student Recruitment and Outreach; Michael Carr, Assistant Dean, Academic Affairs; Sebastian Contreras, Jr., Director, Student Success; Leana Cuellar, Assistant Director, Student Success; Carlee Drummer, Executive Director, College Advancement and Educational Foundation; Adam Hayashi, Dean, Science and Health Careers; Merrill Irving, Jr., Associate Vice President, Continuing Education, Training and Workforce Development; Linda Korbel, Dean, Languages, Humanities and the Arts; Bruce Oates, Director, Athletics and Registrar Services; Arnie Oudenhoven, Associate Vice President, Human Resources; Nancy Prendergast, Assistant Vice President, Academic Affairs and Dean of Skokie campus; Leah Swanquist, Director, Facilities; and Brad Wooten, Dean, Social Sciences and Business.

Also in attendance Brad Booker, Turner Construction; Michael Lundeen, Legat Architects; and Dr. Neil Meccia.

Dr. Lee began by offering condolences to Victoria Fils on the passing of her mother; to the family of Dr. Philip Jaffe, long time member of the Chemistry Department and Dean of Science and Allied Health; Pat Valentino, former president to the Classified Staff Association on the loss of her daughter; and Gary Newhouse and his son Derek on the loss of wife and mother, Joan.

Congratulations were offered to soccer player Bobak Khalili who was recently named to the men's Junior College All-America Team by the NSCAA (National Soccer Coaches Association of American). Bobak received his award in Indianapolis on January 19th at an All-American Luncheon held in conjunction with the NSCAA convention. Thanks were extended to Kari Susens on the successful third annual Oakton College Transfer Fair which was held February 12th. More than fifty-five colleges and universities attended, along with more than 350 students. Thanks were given to Michele Brown and her colleagues, especially Danielle Cargo, for coordinating the 2013 Black Teen Summit held on February 15th. Approximately 180 high school students and chaperones attended presentations, participated in workshops and attended a mini-college fair. Dr. Lee thanked everyone at the Des Plaines and Skokie campuses for their assistance on February 14th with 'One Billion Rising', a global campaign to call attention to the fact one in three women will be beaten or raped in her lifetime, amounting to the violation of one billion women.

Dr. Lee encouraged all to visit the Farewell Show exhibit at the Koehnline Museum which is a showcase that pays respects to two of Oakton's senior teachers, Peter Hessemer and James Krauss, as they retire after long and fruitful careers with the College's Art Department. A reminder was given about the Six Piano Ensemble, conducted by Maestra Glenna Sprague will be held Saturday, April 27 and Sunday, April 28, 2013. Dr. Lee announced that the Educational Foundation is sponsoring 'How to Succeed in Business Without Really Trying' in the Footlik Theater and "Cat on a Hot Tin Roof" in Studio One.

Chair Wadhwa asked whether the Board would consider postponing the evenings report because of the numerous requests for Public Participation and because of the large amount of attendees at the meeting, many who had to stand. Dr. Lee suggested that the Public Participation segment of the meeting which normally takes place after the report to the Board, proceed before the report. Chair Wadhwa agreed and asked Board Secretary Bill Stafford to take over the Public Participation segment of the meeting. Trustee Stafford informed the speakers of the guidelines of Public Participation. The following attendees addressed the Board: Linda Berendsen, Steven Brody, Barbara Dayton, Kathleen Carot, Dave Geller,

Holly Graff, Lindsey Hewitt, Keith Johnson, Gary Mines, Donna Ryan, Vincent Samar, Ariel Volpert, and Thomas Young. The speakers voiced their concerns about how the College administration will approach the impending implementation of the Patient Protection and Affordable Care Act.

After the last speaker, Dr. Lee thanked everyone who came to the meeting and those who spoke. She went on to say that this is an incredibly complex problem, and that no policy has been established. This is a state as well as a national problem. Dr. Lee feels that everyone should have a single payer health insurance made possible by the government, but that has not happened. Together we have to work our way through this and Dr. Lee pledged that “we will work with all of you”. Dr. Lee spoke about recently meeting with Senator Dick Durbin in Washington, DC and also with David Baime, Senior Vice President for Government Relations and Research at the AACC (American Association of Community Colleges) who will be writing the regulations that will have to be complied with. Dr. Lee acknowledged the difficulty of the situation and reiterated that we do value our adjunct faculty, and we will do everything we can to see that we act in a fair and equitable manner.

Chair Wadhwa thanked President Lee for her remarks and commented that everyone who spoke did so from their hearts. Mr. Wadhwa relayed that all employees of the College are valued people of the College. He went on to say that we are here to serve the community at large and we have many responsibilities, which include financial as well as educational, in order to deliver a quality education. Mr. Wadhwa again thanked all for attending the meeting and for their input.

Robert Nowak, Vice President of Business and Finance, introduced the speakers for the construction update report. Leah Swanquist, Director of Facilities, introduced a short video from the Facilities Department that updated progress on the new building. Brad Booker, Turner Construction, gave an update on classroom renovations; the Enrollment Center, which at this time is in the design phase; the Energy Center Renovation, which is in progress; and the building automation systems at the Skokie and Des Plaines campuses, which are in preconstruction stage.

Next, Michael Lundeen, Legat Architects, discussed the last part of the Science and Health Careers project which is the landscape. The exterior landscape is important as, while it has an aesthetic value, it also in this case, will have an academic component as well. Mr. Lundeen noted that early on in this project, faculty requested an outdoor classroom/teaching space. Faculty and staff have been instrumental in creating and developing the outdoor instructional space. Mr. Lundeen talked about the various types of trees that will be planted, boulders, rocks, and limestone pieces that will be included in the landscape, as well as planting beds that have been included to teach aspects of biology. Mr. Lundeen concluded the presentation by saying that the building is on schedule to open in May 2014.

New Business

2/13-1a Approval of Adoption of Consent Agenda

Ms. Tennes offered:

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

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

2/13-1b Approval of Consent Agenda Items 2/13-2 through 2/13-6

Ms. Tennes offered:

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

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

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$7 403310.82, for all check amounts as listed and for all purposes as appearing on a report dated January 2013."

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

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

2/13-4 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 \$135,221.40 for all funds listed in item a."

a. Salary payments in the amount of \$135,221.00 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.

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

2/13-5 Ratification of Payment of Professional Personnel

1. "Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the spring semester, 2013; the total payment amounting to \$3,892,188.54."

2. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the spring semester, 2013; the total payment amounting to of \$371,730.60."

3. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of stipends, during the spring 2013 semester not to exceed \$28,436.26."

2/13-6 Approval of Clinical Practice Agreement

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

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

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

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

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

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

This is not an action item; it is a preview and opportunity to discuss upcoming March 2013 purchases; Gymnasium Lighting; Qualifications Based Selection and Civil Engineering Service for Parking Lot D and Roadway Work; HVAC Replacement and

Repairs; Environmental Assessment Services; Interpreter Services; and Food Service for the Early childhood Education Centers.

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

Mr. Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the College’s participation in the Illinois Metropolitan Investment Fund.”

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

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

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

2/13-9 Acceptance of a Grant

Dr. Alexopoulos offered:

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

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

2/13-10 Acceptance of Restricted Gift Bequest

Ms. Harada offered:

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

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

Ms. Tennes seconded the motion.

Ms. Tennes stated that she was pleased and grateful that College staff conducted due diligence to ensure that the bequest was handled properly. Appropriate perimeters and boundaries were met and followed in order to administer the funds to satisfy the Harris estate bequest, but also to be within appropriate administrative boundaries. Dr. Lee thanked Dr. Drummer for her determination that we would not lose the \$525,000 bequest.

Mr. Stafford called the roll:

Ms. Tennes	Aye
Ms. Harada	Aye
Mr. Stafford	Aye
Dr. Alexopoulos	Aye

Mr. Wadhwa	Aye
Dr. DiLeonardi	Absent
Mr. Staley	Absent

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

2/13-11

Award of Tenure

Ms. Bashiri-Remetio offered:

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

Judy Ferraro, Associate Professor of Health Information Technology

Mary Kakenmaster, Associate Professor of Nursing

Lori Oster, Assistant Professor of English

Michael Peat, Associate Professor of Automotive Technology

Andrew Roach, Professor of Mathematics.”

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

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

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

2/13-12

Notice of Non-renewal of Short Term Faculty Contracts

Ms. Bashiri-Remetio offered:

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

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

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

2/13-13 First Read of Policy

Ms. Harada offered:

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

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

Adjournment

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

Mr. Wadhwa announced that there will be a meeting of the Board of Trustees on May 7, 2013 which is required by election laws in keeping with the canvass of the April 9, 2013 Consolidated Election and the seating of the Board members. The reorganization of the Board will be done at the May 21, 2013 meeting.

There being no further business before the Board, Mr. Wadhwa asked for a motion to adjourn the meeting. Dr. Alexopoulos offered the motion which was seconded by Ms. Harada. A voice vote was called and the meeting was adjourned at 9:15 p.m.

Jody Wadhwa, Chair

William Stafford, Secretary

ec
2/2013

A video recording of the February 19, 2013 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 3/13-2 through 3/13-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 3/13-2 through 3/13-6 as listed in the Consent Agenda.”

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

Ratification of Payment of Bills for February 2013

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

Board Chairman

Board Secretary

RJN:vb

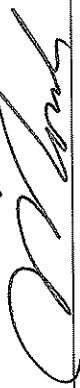
President's Recommendation: (if not adopted in the Consent Agenda)

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$8,242,277.28 for all check amounts as listed and for all purposes as appearing on a report dated February, 2013."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1-83 numbered 90202-90215, 90217, 90219-90254, 90256-90276, 90279-90284, 90286, 90288-90294, 90296-90300, 90302-90320, 90323-90331, 90333-90347, 90349-90386, 90388-90427, 90429-90430, 90432-90442, 90444-90530, 90532-90551, 90553-90579, 90581-90600, 90602-90610, 90612-90730, 90732-90743, 90745-90757, 90759-90843, and 90845-90889 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

	<u>Gross Checks Issued</u>				
<u>Fund</u>	<u>Payroll</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$3,148,972.44	\$389,801.07	\$3,538,773.51	(2,799.59)	\$3,535,973.92
Operations, Building and Maintenance Fund	313,582.63	228,774.57	542,357.20	(210.00)	542,147.01
Maintenance Fund (Restricted)	8,669.87	3,180,968.23	3,189,638.10		3,189,638.10
Bond & Interest		164,457.64	698,681.78		698,681.78
Auxiliary Enterprise	534,224.14	38,295.72	201,713.71		201,713.71
Restricted Purposes	163,417.99				
Working Cash					
Trust/Agency	813.10	35,239.57	36,052.67	(218.00)	35,834.67
Audit					
Liability, Protection & Settlement		8,138.25	8,138.25		8,138.25
Social Security/Medicare					
Loan					
TOTALS	<u>\$4,169,680.17</u>	<u>\$4,045,675.05</u>	<u>\$8,215,355.22</u>	<u>(3,227.78)</u>	<u>\$8,212,127.44</u>
Student Government	<u>5,834.27</u>	<u>21,087.79</u>	<u>26,922.06</u>		<u>26,922.06</u>
TOTAL PER REPORT	<u>\$4,175,514.44</u>	<u>\$4,066,762.84</u>	<u>\$8,242,277.28</u>	<u>(3,227.78)</u>	<u>\$8,239,049.50</u>

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

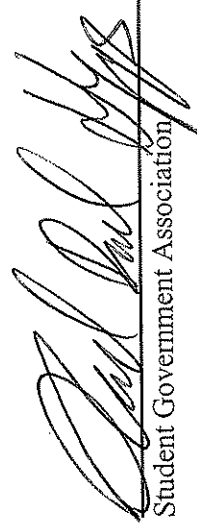
I hereby certify that materials and/or services represented by checks on pages 1-83 numbered 90216, 90218, 90255, 90277, 90278, 90285, 90287, 90295, 90301, 90322, 90348, 90387, 90428, 90431, 90443, 90531, 90552, 90580, 90601, 90611, 90731, 90744, 90758, 90844, and 90890 have been received, supporting 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 \$26,922.06 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 February, 2013.



Student Government Association

Acceptance of Treasurer's Report for February 2013

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

RJN: vb

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

That the Board adopts the following resolution:

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

February 2013

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

Treasurer's Comments on February 2013 Financial Statements

Page 4. Financial Position Statement

Cash and investments

The net cash and investments decreased by \$1.6 million from the previous month and decreased by \$13.3 million since the beginning of the fiscal year. The monthly collections include \$263 thousand in state funding, \$1.4 million in bookstore sales and tuition and fees, and \$5.9 million in property taxes.

The State continues to fall further behind on their financial commitments to the College. The balance due from the State is now \$3.2 million. This amount includes \$2.6 million for the Base Operating Grants and \$600 thousand for other State Grant awards.

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

Revenues

At the end of February, revenues were \$53.7 million or 100% of the pro-rata budget, compared to \$52.8 million or 90% for the previous year. Property taxes (recorded on an accrual basis) were \$27.7 million or 100% of the pro-rata budget. Tuition and fees totaled \$22.8 million compared to \$22.9 million during the same period in fiscal year 2013. Revenues from tuition and fees are recorded as billed; other revenue includes, interest income and fair market value adjustments to our investments. The year-to-date interest income in the operating funds is approximately \$482 thousand or 64.4% of the budget. For the eight months ending February 28th, the value of the College's investments decreased by \$324 thousand comprised of \$223 thousand in operating funds and \$101 thousand in other funds. This amount would be realized only if all the Treasury Notes and the GNMA investments were liquidated.

Expenditures

The current year's total actual operating expenditures of \$39.6 million is attributed to normal operating costs. It is also identical to prior year's actual expenditures for the same period. With a reported 90% of the pro-rata budget, current years operating expenditures are in line with the budget. The College also reported identical budgeted results for the same period during last fiscal year.

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 2013

	Operating Budget (000)	Prorate Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 41,340	\$ 27,560	\$ 27,672	100%	98%
Replacement Tax	925	617	531	86%	98%
Chargebacks	103	69	72	105%	137%
State Revenue	3,541	2,361	2,442	103%	96%
Tuition and Fees	21,203	22,639	22,799	101%	103%
Other	760	507	268	54%	109%
TOTAL REVENUES	67,872	53,752	53,784	100%	100%
EXPENDITURES (accrual basis)					
Instructional	33,671	22,447	21,898	98%	95%
Academic Support	9,670	6,447	5,283	82%	85%
Student Services	6,665	4,443	3,805	86%	91%
Public Service	493	329	344	105%	86%
Operations and Maintenance	7,812	5,208	4,391	84%	86%
General Administration	5,242	3,495	3,143	90%	94%
General Institutional	1,478	985	726	74%	46%
Contingency	1,089	726	-	0%	0%
Chargebacks	160	107	69	65%	54%
TOTAL EXPENDITURES	66,280	44,187	39,659	90%	90%
Revenues over (under) expenditures	1,592	9,565	14,125		
Fund transfers					
To Operation & Maintenance (Rest.) Fund	(8,350)	(5,567)	(5,567)		
To Auxiliary, ALLIANCE & Restricted Funds	(1,172)	(781)	(781)		
From Working Cash Fund	36	24	24		
From Working Cash Fund	500	333	333		
To Social Security/Medicare Fund	(605)	(403)	(403)		
Total Transfers	(9,591)	(6,394)	(6,394)		
Net Revenue over (under) expenditures	\$ (7,999)	\$ 3,171	\$ 7,731		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 2013

OPERATIONS AND MAINTENANCE	Budget	Actual	Actual as
	(000)	(000)	a % of Budget
FUND (Restricted)			
REVENUES			
Interest and Investments Gain/Loss	\$ 112	\$ 174	155%
Other Revenue	394	412	105%
Total revenues	506	586	116%
EXPENDITURES			
Science & Careers Building	17,166	7,294	42%
HVAC Upgrades	5,001	1,958	39%
Phone Upgrades	800	451	56%
Relocate NWMC	811	24	3%
Classroom Remodeling	1,591	612	38%
Cell Phone WI FI	856	226	26%
Enrollment Center (DP)	4,587	110	2%
Construction Administration	158	70	44%
Lavatory Remodeling	1,141	-	0%
MP-Electrical Delivery Sys Upgrades	40	-	0%
Site and Construction	540	-	0%
Other Projects	384	159	41%
Total expenditures	33,075	10,904	33%
State capital contribution	641	-	0%
Transfer in	8,350	5,567	67%
Net	\$ (23,578)	\$ (4,751)	20%

AUXILIARY ENTERPRISE FUND	Budget	Actual	Actual as a % of Budget	
	(000)	(000)	Current	Last Year
REVENUES				
Bookstore Sales	\$ 3,134	\$ 2,431	78%	69%
Instructional Technology	5,558	3,850	69%	69%
ITFS Lease	1,039	794	76%	95%
Business Inst./Conference Center	150	105	70%	52%
Copy Center	312	195	63%	65%
Telecommunications	532	363	68%	68%
Travel	108	12	11%	15%
Athletics	19	39	205%	43%
Child Care	509	362	71%	85%
PAC Operations	20	9	45%	63%
Other	276	230	83%	66%
Interest and Investments Gain/Loss	121	24	20%	120%
Total revenues	11,778	8,414	71%	71%
EXPENDITURES				
Bookstore Operating Expenses	3,226	2,365	73%	67%
Instructional Technology	6,409	3,564	56%	54%
ITFS Lease	88	36	41%	10%
Business Inst./Conference Center	196	134	68%	55%
Copy Center	440	224	51%	52%
Telecommunications	331	175	53%	53%
Travel	108	14	13%	10%
Athletics	996	561	56%	60%
Child Care	818	443	54%	61%
PAC Operations	79	37	47%	11%
Contingency	755	-	0%	0%
Other	193	113	59%	44%
Total expenditures	13,639	7,666	56%	53%
Transfers in (out)	572	381		
Net	\$ (1,289)	\$ 1,129		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 2013**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a % Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 714	\$ 476	\$ 503	70%	62%
Tuition and Fees	800	533	647	81%	78%
Sale of Materials	62	41	50	81%	73%
Institutional Support					
Oakton Contribution	172	115	115	67%	67%
Evening High School	116	77	-	0%	0%
Interest	19	13	12	63%	65%
Other Revenues	93	62	90	97%	50%
Total revenues	1,976	1,317	1,417	72%	66%
<u>EXPENDITURES</u>					
Administrative Support	751	501	236	31%	43%
Instructional Programs					
Allied Health	541	361	319	59%	62%
Job-related	172	115	106	62%	56%
Home Related	29	19	17	59%	46%
Personal	118	79	61	52%	61%
Physical Fitness	19	13	10	53%	40%
Community Service	123	82	46	37%	64%
NIPSTA	51	34	29	57%	53%
Other Programs	733	489	408	56%	56%
Total Programs	1,786	1,191	996	56%	58%
Total expenditures	2,537	1,692	1,232	49%	54%
Revenue over (under) expenditures	\$ (561)	\$ (375)	185		
Fund balance 6/30/12			2,776		
Fund balance end of period			\$ 2,961		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 2013**

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 519,778				
Interest income	2,122				
Sub total revenues	<u>521,900</u>				
369901 Student Government Association	\$ 113,075	\$ 135,809	\$ 248,884	\$ (188,069)	\$ 60,815
369902 SGA Special Allocations	-	-	-	(11,954)	(11,954)
369910 Occurrence	22,417	51,993	74,410	(22,607)	51,803
369919 Skokie Student Leaders	311	52,470	52,781	(26,630)	26,151
369920 SGA College Program Board	338	62,650	62,988	(28,385)	34,603
369923 Students Helping Honduras	-	410	410		410
369924 Hawaiian Music Club	-	250	250	(94)	156
369926 Seeds	-	1,479	1,479	(142)	1,337
369927 Cheer & Dance Team	631	1,464	2,095	(647)	1,448
369928 AITP	877	4,689	5,566	(169)	5,397
369929 India Club	-	250	250	-	250
369930 Early Childhood Education Club	1,148	250	1,398	(1,163)	235
369931 Students for Social Justice	-	6,951	6,951	(13)	6,938
369932 Ceramic Club	4,767	308	5,075	(4,360)	715
369933 UNICEF	556	5,284	5,840	(84)	5,756
369934 Hillel	-	1,086	1,086	(269)	817
369935 Honors Student Organization	175	643	818	(3,197)	(2,379)
369936 Ultra	-	571	571	(416)	155
369938 Table Tennis Club	-	-	-	(1,475)	(1,475)
369939 French Club	-	569	569	(43)	526
369940 Trading Card Game Club	213	570	783	(375)	408
369941 Avanti Tutta	-	279	279	-	279
369942 Astronomy Club	-	475	475	(32)	443
369943 Japan Club	211	1,575	1,786	(288)	1,498
369945 Physical Therapy	150	665	815	(334)	481
369946 Phi Theta Kappa (PTK)	13,960	15,923	29,883	(10,296)	19,587
369947 Oakton Pride	-	1,378	1,378	(414)	964
369948 Campus Crusade For Christ	224	745	969	(215)	754
369949 Mission Bible Club	-	274	274	-	274
369950 Hispanic Club	317	1,056	1,373	(814)	559
369954 Stem Club	150	517	667	(763)	(96)
369955 Ecology Club	380	6,687	7,067	(1,947)	5,120
369956 Doctor Clown Club	187	952	1,139	(184)	955
369957 Student Nurses Dec. 2012	2,381	947	3,328	(1,917)	1,411
369959 Black Student Union	75	1,142	1,217	-	1,217
369960 Muslim Student Association	-	2,137	2,137	-	2,137
369961 Engineering & Physics Club	150	850	1,000	(68)	932
369963 Art Club	-	253	253	-	253
369964 Oakton Helping Others	326	2,630	2,956	(739)	2,217
369968 Medical Lab Tech Club	75	-	75	-	75
369969 European Culture Club	303	2,250	2,553	(341)	2,212
369970 Fit Club	-	250	250	-	250
369971 Habitat for Humanity	891	647	1,538	(544)	994
369972 PAYO	-	1,066	1,066	(162)	904

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES (Continued)
EIGHT MONTHS ENDED FEBRUARY 28, 2013

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
369973 Korean Campus Crusade For Christ	\$ -	\$ 250	\$ 250	\$ -	\$ 250
369981 Chicago Computer Society	-	250	250	-	250
369992 Performing Arts Society	1,585	3,500	5,085	(90)	4,995
Sub Totals	<u>\$ 165,873</u>	<u>\$ 374,394</u>	<u>\$ 540,267</u>	<u>\$ (309,240)</u>	<u>\$ 231,027</u>

Fund Summary

Total Revenues	\$ 687,773
Total Expenditures	(309,240)
Total Transfers to other funds	<u>(321,529)</u>
Excess revenue over expenditures	57,004
Fund balance 6/30/12	<u>362,152</u>
Fund balance, end of period	<u>\$ 419,156</u>

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 FEBRUARY 28, 2013
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Social Security Medicare Audit Tort	Total All Funds
						Auxiliary Agency Restricted	Investment In Plant		
ASSETS									
Cash	\$ 1,827	\$ 1,687	\$ 293	\$ 348	\$ -	\$ -	\$ 5,246	\$ 306	\$ 9,707
Taxes Receivable	31,146	6,826	-	2,790	-	-	-	65	40,827
Student Tuition Receivable	3,871	7	-	-	-	-	99	-	3,977
Government Funds Receivable	2,146	18	-	-	-	-	1,467	-	3,631
Accrued Interest	185	33	75	-	-	-	29	-	325
Other Receivables	95	-	-	-	-	-	1,065	-	1,160
Investments	74,544	12,522	23,901	-	-	-	10,030	-	122,116
Due from (to) Other Funds	(14,500)	-	-	-	-	-	14,500	1,119	-
Inventories - Prepaids	212	-	1,524	-	252	252	1,282	-	3,270
Total Current Assets	99,526	21,093	25,793	3,138	252	252	33,718	1,493	185,013
Net Investment in Plant	-	-	-	-	-	-	-	-	56,245
TOTAL ASSETS	\$ 99,526	\$ 21,093	\$ 25,793	\$ 3,138	\$ 252	\$ 252	\$ 33,718	\$ 1,493	\$ 241,258
LIABILITIES AND FUND BALANCE									
Payables	\$ 222	\$ 1	\$ -	\$ -	\$ 92	\$ 92	\$ 23	\$ -	\$ 338
Accrued Interest Payable	-	-	-	262	-	-	-	-	262
Accruals	9,105	125	61	-	-	-	427	-	9,718
Deferred Revenue	29,993	6,288	-	2,513	-	-	106	61	38,961
Bond Payable	-	-	-	-	28,506	28,506	-	-	28,506
Total Liabilities	39,320	6,414	61	2,775	28,598	28,598	556	61	77,785
Fund Balance									
Unrestricted	60,206	14,679	25,732	-	-	-	16,327	-	116,944
Restricted	-	-	-	-	-	-	16,835	1,432	18,267
Debt Service Plant	-	-	-	363	(28,346)	(28,346)	-	-	(27,983)
Total Fund Balance	60,206	14,679	25,732	363	(28,346)	(28,346)	33,162	1,432	56,245
TOTAL LIABILITIES & FUND BALANCE	\$ 99,526	\$ 21,093	\$ 25,793	\$ 3,138	\$ 252	\$ 252	\$ 33,718	\$ 1,493	\$ 241,258

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

GENERAL FUND TRANSFERS/PAYMENTS

DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	MISC
2/1/2013	\$ 126,614.09		\$ 126,614.09			
2/1/2013	49,564.11	\$ 49,564.11				
2/7/2013	541,267.13				\$ 541,267.13	
2/19/2013	82,337.00			\$ 82,337.00		
2/28/2013	138,446.39		138,446.39			
2/28/2013	31,351.68	31,351.68				
TOTAL	\$ 969,580.40	\$ 80,915.79	\$ 265,060.48	\$ 82,337.00	\$ 541,267.13	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
2/1/2013	\$ 288,041.44	\$ 288,041.44			
2/1/2013	86,982.98		\$ 86,982.98		
2/1/2013	171,770.83			\$ 171,770.83	
2/1/2013	78,252.20				\$ 78,252.20
2/15/2013	288,160.23	288,160.23			
2/15/2013	87,954.39		87,954.39		
2/15/2013	172,825.88			172,825.88	
2/15/2013	81,707.13				81,707.13
TOTAL	\$ 1,255,695.08	\$ 576,201.67	\$ 174,937.37	\$ 344,596.71	\$ 159,959.33

Ratification of Actions of the Alliance for Lifelong Learning (ALL) Executive Board

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$11,717.00 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.
- b. Salary rescinds in the amount of \$14,038.50 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.

Also approved by the Alliance for Lifelong Learning Executive Board were the following items:

- c. Payment for Fall 2012 Space Utilization and Facilities Services and Classroom/Office Space rental as follows:

	<u>Services</u>	<u>Rental</u>
District 535 (Oakton)	\$11,286.50	\$ 5,833.31
District 202 (Evanston)	0.00	4,600.72
District 207 (Maine)	0.00	5,920.37
District 219 (Niles)	0.00	1,696.80
District 225 (Glenbrook)	<u>0.00</u>	<u>905.19</u>
 Total Payment	 \$11,286.50	 \$18,956.39

- d. Recommend no FY' 14 tuition increase for general Alliance classes. The tuition for some specialized classes including: workforce related, on-line, computer, Emeritus and fitness classes will vary from the approved rates due to increased vendor costs or based on competitive rates.
- e. Recommend the continuation of the professional services of the educational specialists for the GED Program and the Evening High School Program pending the receipt of adequate FY' 14 ICCB Adult Education and Family Literacy grant funds.

MLI:sk
3/11/2013

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to e as stipulated above, and hereby approves the expenditures in the amount not to exceed \$41,959.89 for all funds listed in items a and c.”

Supplemental Authorization to Pay Professional Personnel - Spring 2013

Comparative figures:

Spring 2013 Part-Time		Spring 2012 Part-Time
\$ 4,260,177.71	\$	4,133,162.28
Spring 2013 Overload		Spring 2012 Overload
\$ 411,982.80	\$	445,501.70
March 2013 Stipends		March 2012 Stipends
\$ 18,493.28	\$	5,946.25

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 the adjustments of part-time faculty 2013 spring semester salaries in the amount of \$367,989.17, resulting in a revised total of \$4,260,177.71."
1. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2013 spring semester salaries in the amount of \$40,252.20, resulting in a revised total of \$411,982.80."
3. "Be it further resolved that the Board of Trustees of Community College District 535 approves the payment of stipends, during the spring 2013 semester not to exceed \$18,493.28."

Approval of Clinical Practice Agreement

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

- Nursing
New: **AlliedCare Home Health of Illinois** – This is the College’s standard agreement for a five-year, four-month period.

TH/md
03/13/13

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

That the Board adopt the following resolution:

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

For the Nursing Program

AlliedCare Home Health of Illinois, LLC – Des Plaines.”

Authorization to Approve March Purchases

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

All items were reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and were previewed at previous Board of Trustees meetings.

kk 3/8/13

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:

Agenda

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
3/13-7a	1 – 3	Gymnasium Lighting	Horizon Contractors, Inc.	\$ 71,500.00
3/13-7b	1 – 3	HVAC Replacement and Repairs	F.E. Moran Mechanical Services	\$ 93,015.00
3/13-7c	1 & 2	Environmental Assessment Services	Terracon Consultants, Inc.	\$ 50,000.00
3/13-7d	1 - 3	Interpreter Services	Chicago Area Interpreter Referral Services	\$ 66,000.00
			Caption First	\$ 9,000.00
3/13-7e	1 & 2	Food Service for the Early Childhood Education Centers	Gourmet Gorilla	\$ 129,460.80
3/13-7f	1	Grant Funded Pneumatic Training Equipment	DEPCO, LLC	\$ 41,247.00
3/13-7g	1 & 2	Grant Funded Automotive Tools	Snap-on Industrial	\$ 29,779.23
GRAND TOTAL				\$ 490,002.03''

Authorization to Purchase Gymnasium Lighting

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

The Purchasing, Athletic, and Facilities departments worked closely with Legat Architects to develop a Request for Proposal (RFP) for this project. The RFP was issued on February 12, 2013 and was sent to a multitude of contractors. Eighteen contractors (two in district), attended the mandatory pre-proposal meeting. Of the eighteen that attended, six (two in district) submitted proposals. The costs ranged from \$43,760 to \$109,992 with the low cost of \$43,760 submitted by Rex Electric from Chicago.

Legat Architects and the Facilities department reviewed the qualifications and references of the two low proposals. After review, it was determined that the low proposer, Rex Electric, did not meet the technical specifications listed in the proposal. A number of attempts were made to contact Rex Electric to clarify the issues. They have been non-responsive and have not returned our calls. Based on this, the Administration has decided to eliminate Rex Electric's response.

The second lowest proposer, Horizon Contractors, Inc., was contacted by Legat Architects to confirm that the light fixtures, schedule, floor protection, switching/wiring, and testing meet all specifications. References provided positive experience with Horizon. Horizon is a certified electrical contractor with the City of Chicago, Chicago Minority Business Development Council, and the State of Illinois Department of Central Management Services (CMS). They have been a licensed electrical contractor since 1997. Some of their clients include the Chicago Park District, Chicago Public Schools, the City of Chicago, Moraine Valley Community College, City Colleges of Chicago, University of Chicago, University of Illinois, and Village of Arlington Heights.

The Administration, in conjunction with the recommendation of Legat Architects, is confident that Horizon Contractors, Inc. will provide the service and quality required for this project. The cost is \$65,000. Consistent with past practice, the Administration is requesting a \$6,500 contingency (10% of \$65,000) for possible changes related to unforeseen conditions once the work begins. The total amount requested is \$71,500. The work will be completed in June 2013.

LS:ws 3/6/13

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 Gymnasium Lighting from Horizon Contractors, Inc., 1355 W. Fulton St., Chicago, IL 60607, for a total not to exceed \$71,500 in accordance with their response to Request for Proposal #12.”

Gymnasium Lighting			
Proposal #12			
Responding Bidders (City & State)	Cost	10% Contingency	Total
Horizon Contractors, Inc,	\$ 65,000.00	\$ 6,500.00	\$ 71,500.00
Chicago, IL			
Hy-Power Electric Company	\$ 70,000.00		
New Lenox, IL			
Mascal Electric, Inc.	\$ 76,700.00		
DeKalb, IL			
Waldron Electric, Inc.	\$ 79,696.00		
Glenview, IL			
Adlite Electric Co., Inc.	\$ 109,992.00		
Des Plaines, IL			
Rex Electric	Did Not Meet		
Chicago, IL	Specifications		

Authorization to Purchase HVAC Replacement and Repairs

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

The work includes:

1. Replacing the computer room package unit AC-1. The compressor and water cooled condenser has failed completely. Cost to repair exceeds cost to replace the unit.
2. Replacing the isolation dampers on three air handlers. Dampers are 35 years old and mechanically in poor condition. Many repairs to keep them operational have been made. These dampers were not replaced when the air handlers themselves were rebuilt several years ago. These dampers are critical to isolating one air handler from another to prevent windmilling backward when in start up mode.
3. Replacing the air handler shaft that was damaged when bearing failure occurred. The unit is 35 years old and temporary repairs are only a stop gap measure to continue operations until permanent repairs can be made.
3. Replacing the cooling coils on air handler AS-5 that are failing from under deposit corrosion that has caused leaks in the coil. Leaks cannot be repaired without destroying the coils.
5. Replacing the combination heating/cooling coils on AS-10 air handler that is leaking from under deposit corrosion. Leaks cannot be repaired without destroying the coils.

The Purchasing department issued a Request for Proposal (RFP) for these projects. The RFP was sent to ten contractors (one in district). Ten contractors attended the mandatory pre-proposal meeting. Of the ten that attended the meeting, three (one in district), submitted proposals. The total cost for the projects ranged from \$84,559 to \$173,716. The low cost of \$84,559 for all five projects was submitted by F.E. Moran Mechanical Services of Northbrook, IL. F.E. Moran Mechanical Services is a long time vendor to the College and has worked on a number of projects in the past. The Administration is confident that they will again meet the needs of the College.

The amount needed to complete these projects is \$84,559. Consistent with past practice, the Administration is requesting a \$8,456 contingency (10% of \$84,559) for possible

changes related to unforeseen conditions once work begins. The total amount requested is \$93,015. The work will begin in late March and be completed no later than mid June.

LS:ws
3/5/13

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 HVAC Replacement and Repairs from F.E. Moran Mechanical Services, 2283 Carlson, Northbrook, IL 60062, for a total not to exceed \$93,015 in accordance with their response to Request for Proposal #11.”

AGENDA ITEM 3/13-7b
3 of 3

HVAC Replacement & Repairs			
RFP #11	Responding Bidders (City & State)		
	F.E.Moran	Amber Mechanical Contractors	Westside Mechanical
	Mechanical Services	Alsip, IL	Naperville, IL
	Northbrook, IL		
Project #1 - Replace Existing AC-1 Unit	\$15,014.00	\$24,797.52	\$ 29,721.00
Project #2 - Isolation Dampers	\$10,839.00	\$ 16,798.32	\$ 15,569.00
Project #3 - New Blower Shaft	\$ 5,049.00	\$ 9,461.43	\$ 6,166.00
Project #4 - CHW Coils	\$35,534.00	\$ 36,194.40	\$ 77,074.00
Project #5 - Replace Existing HW/CHW Combo Coils	\$18,123.00	\$ 32,996.70	\$ 45,186.00
Cost	\$84,559.00	\$120,248.37	\$173,716.00
10% Contingency	\$ 8,456.00		
Total	\$93,015.00		

Authorization to Purchase Environmental Assessment Services

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

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

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

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

- 1) Terracon provided the College with an assessment of the former Business Conference Center space. The assessment identifies that asbestos abatement, lead abatement, and mold remediation work needs to take place prior to the start of construction. Construction in that area is planned for June of 2013.
- 2) Terracon has been requested to review the potential environmental hazards for the eighteen classrooms scheduled for remodel during the summer of 2013. Additionally, their assistance would be required for abatement if hazards are identified. At present, the College believes that at least three of the classrooms scheduled for summer remodel will require asbestos abatement.
- 3) During the construction of the Enrollment Center, Terracon will be requested to review all of the rooms scheduled to be demolished/remodeled for potential environmental hazards. At present, without additional design changes, it is anticipated that these rooms include the 1st floor and 2nd floor of the MEC building, one auto shop storage room, four computer labs, and 22 offices. The tentative construction schedule has phased-in remodeling time frames starting in August 2013. The College fully expects to have multiple areas that require asbestos abatement with the above noted areas.
- 4) Lastly, asbestos was discovered in the rubber floor system in the Skokie campus basement. The basement measures 28,800 square feet. The function of this space is to serve as a central storage for the College, primarily furniture. Terracon has confirmed that the College can continue to use the area for storage provided the weight of the items

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

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

LS:ws
3/6/13

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 Environmental Assessment Services from Terracon Consultants, Inc., 135 Ambassador Drive, Naperville, IL 60540, for a total not to exceed \$50,000.”

Authorization to Purchase Interpreter Services

In order to support the success of all students, and to be in compliance with the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, the College is required by law to provide sign language and/or Communication Access Real-time Translation (CART) interpreters. The ASSIST office and the Alliance for Lifelong Learning provide accommodations to students with documented disabilities to ensure their full access to course materials and activities. Students who are hearing impaired are supplied with sign language and/or CART interpreters upon request. The extent of services provided depends on the number of students who attend in a given year and the extent of their participation in credit and non-credit courses at Oakton.

In February 2010, the Board approved \$183,000 for these services for one year with an option to renew for two additional years. In March 2011, the Board approved the renewal for the second and third year for \$165,000 each year. Requests for services declined in the second year. The College contracted for 820 hours of sign language interpreter services and fifty hours of CART services for a total of only \$48,000.

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

Based on past figures and the anticipation of at least two additional students, the Administration estimates that the cost of these services will be approximately \$75,000 for the upcoming year. This amount may increase if more services are requested and/or more students are served.

The Purchasing department issued a Request for Proposal (RFP) which was sent to eight potential vendors (none in district). The College received six responses. The lowest proposal for Sign Language Interpreter Service was submitted by Chicago Area Interpreter Referral Services (CAIRS) at \$49 per hour. CAIRS presently provides service for Oakton students, and they reduced their current rate of \$50.98 to the new price of \$49. They have been in business as a non-profit agency since 1990 and are headquartered in downtown Chicago. All CAIRS interpreters are registered with the Illinois' Deaf and Hard of Hearing Commission, and they possess an active license in accordance with the Illinois' Interpreter for the Deaf Licensure Act of 2007. Some of their educational clients include Northwestern University, Loyola University, the City Colleges of Chicago, Illinois State University, Elgin Community College, Moraine Valley Community College, Triton College, Kankakee Community College, and many other colleges and universities.

The lowest proposal for CART services was submitted by Caption First at \$121.50 per hour. Caption First presently provides service for Oakton students at a rate of \$115 per hour. Caption First has been in business since 1989 and has over thirty CART interpreters that are certified by the National Court Reporters Association, the

certifying body for CART services. Some of their educational clients include the College of DuPage, Harvard Graduate School, Rochester Institute of Technology, University of Illinois at Chicago, Harper College, Marquette University, and many other colleges and universities.

The Administration is confident that both CAIRS and Caption First can continue to provide the high quality services required by the College and our students. The new contract will run from April 1, 2013 to March 31, 2014. The proposal also includes the option to renew for a possible second and third year based on a maximum price increase indicated by each company. If the College chooses to renew at the end of the first year, a new agenda item will be prepared for the Board's approval.

JS:kk
3/1/13

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 Interpreter Services from Chicago Area Interpreter Referral Services, 17 North State St., Suite 1650, Chicago, IL 60602, for an amount not to exceed \$66,000 and Caption First, PO Box 3066, Monument, CO 80132, for an amount not to exceed \$9,000, for a total not to exceed \$75,000 in accordance with their response to Request for Proposal #10.”

Interpreter Services - Proposal #10			
	Price Per Hour	Price Increase Year 2	Price Increase Year 3
Standard Sign Language Services			
Responding Bidders:			
Chicago Area Interpreter Referral Service, Chicago, IL	\$ 49.00	2%	2%
Deaf Communication by Innovation, Chicago, IL	\$ 51.00	3%	3%
Chicago Hearing Society, Chicago, IL	\$ 55.00	3%	3%
Atlas Language Services, Crystal Lake, IL	\$ 85.00	5%	10%
Caption First, Monument, CO	No Bid		
Alternative Communication Services, Lombard, IL	No Bid		
CART Services			
Caption First, Monument, CO	\$ 121.50	0%	0%
Alternative Communication Services, Lombard, IL	\$ 135.00	0%	5%
Deaf Communication by Innovation, Chicago, IL	\$ 150.00	3%	5%
Chicago Hearing Society, Chicago, IL	\$ 150.00	5%	5%
Chicago Area Interpreter Referral Service, Chicago, IL	No Bid		
Atlas Language Services, Crystal Lake, IL	No Bid		

Authorization to Purchase Food Service for the Early Childhood Education Centers

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

The Purchasing department issued a Request for Proposal (RFP) which was sent to fourteen prospective caterers (none in district). Despite a major effort by the Purchasing department to solicit proposal responses, only three companies responded. The lowest proposal was submitted by Gourmet Gorilla for a two year total of \$129,460.80. This amount was higher than expected, and therefore, the ECE program will look to reduce and contain other program costs in order to maintain a balanced budget. Possible actions to offset the increase over the two year period may include the following non-exhaustive list, or a combination thereof: increasing tuition to families, monitoring and adjusting meal counts to reflect actual number of meals needed, reducing instructional supplies, identifying and applying for additional food grants, submitting for Oakton Foundation Grant to subsidize student use of ECE Centers, and closely monitoring staff and student employee hours worked.

The Early Childhood Education, Business Services, and Purchasing staff met with Gourmet Gorilla for a productive and successful on-site interview and taste test. Gourmet Gorilla was founded in 2009, and they currently deliver 1.5 million meals annually to over ninety schools within Northeast Illinois and the Chicago Metro area. Gourmet Gorilla strives to obtain 100% of its produce from local sustainable and certified organic purveyors, and their meats are free range, grass fed, and all natural. In addition, Gourmet Gorilla is working towards becoming a zero waste kitchen and supports green initiatives around food and nutrition. Gourmet Gorilla meets all requirements for the USDA CACFP Grant, Illinois Board of Education, Chicago Board of Education, and the Department of Child and Family Services (DCFS) meal requirements. Other early childhood education centers that Gourmet Gorilla caters to include: McCormick Montessori Child Care Center, Sauganash Montessori, South Loop Montessori School, Ravenswood Community Child Care Center, and The Goddard School. The College received positive feedback from all of these centers.

The Administration is confident that Gourmet Gorilla will provide the high quality food and services required by the Early Childhood Education program. This will be a two year contract beginning April 1, 2013 and ending on March 31, 2015.

BW:kk
3/6/13

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 Food Service for the Early Childhood Education Centers from Gourmet Gorilla, 942 W. Huron, Chicago, IL 60642, for an amount not to exceed \$129,460.80 in accordance with their response to Request for Proposal #9.”

Food Service For Child Care Centers Proposal #9			
	FOOD TOTAL Both Campuses	MILK Estimated 22 gallons per week	GRAND TOTAL
Gourmet Gorilla, Chicago, IL	\$ 121,118.40	\$ 8,342.40	\$ 129,460.80
Food Service, Inc. Milwaukee, WI	\$ 127,707.00	\$ 10,032.00	\$ 137,739.00
Organic Life, Chicago, IL	\$ 147,840.05	\$ 8,342.40	\$ 156,182.45

Authorization to Purchase Grant Funded Pneumatic Training Equipment

The College will be purchasing a FESTO Corporation Pneumatic Trainer for the MFG 135 hydraulics and pneumatics class as part of the Manufacturing Technology program.

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

This purchase is funded by a grant from the Illinois Network for Advanced Manufacturing (INAM). One of the requirements of this grant is that the College develops rapid training classes with heavy focus on hands-on experience in the manufacturing technology area. The limitation of only having the one pneumatic equipment trainer becomes a bottle neck when these classes are developed. By adding an identical additional pneumatic trainer, the College will be able to accommodate more students working at the same time. All of the labs are written for the FESTO trainer. Buying another brand of trainer would require extensive reworking of the lab projects.

This is a sole source purchase from Dependable Education Products Company (DEPCO) LLC, the exclusive, authorized FESTO distributor for the State of Illinois. Started in 1982, DEPCO was introduced as a manufacturers' representative organization, which represented manufacturers of vocational education products. Since 1982, DEPCO has successfully furnished thousands of schools, community centers, and organizations all over North America with curriculum, software and equipment designed to suit their individual learning needs. The College has purchased equipment from DEPCO in the past, and the Administration is confident that they will again provide the quality and service needed. The cost of this equipment is \$41,247. Delivery will be made by the end of May.

RS:ws
3/6/13

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 Pneumatic Training Equipment from DEPCO, LLC., 3305 Airport Drive, Pittsburg, KS 66762, for a total of \$41,247 per their quote #13-041 dated January 16, 2013.”

Authorization to Purchase Grant Funded Automotive Tools

As part of the Program Improvement Grant (PIG), the Automotive program will be getting some much needed new equipment. The College is requesting three Snap-on tool cabinets to replace existing damaged ones. Snap-on is the industry leader in automotive tools. The new tool cabinets will contain tool kits for the current automotive curriculum and a new planned diesel curriculum. These tool cabinets will be foam lined to prevent damage and to ensure that the tools are kept in their proper places. An additional tool cabinet will hold new multi-meters for the students to use throughout the courses.

More than 230 students will be using this equipment in the following courses:

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

This is a two part purchase. Part one is for meters and meter cabinets and is a sole source purchase from Snap-on Industrial, the educational division of Snap-on. The cost of these items is \$10,386.64. Part two of this purchase is for Snap-on roll cabinets containing auto and diesel tool kits. The Purchasing department issued an Invitation to Bid for these items, which was sent to six Snap-on divisions and franchised dealers.

One bid was received from Snap-on Industrial. The other division offices and franchised dealers did not submit a response. The cost submitted by Snap-on Industrial is \$19,392.59. The grand total for part one and part two is \$29,779.23. Delivery is expected in early June.

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 Automotive Tools from Snap-on Industrial, 3011 E. Rt. 176-Door 19A, Crystal Lake, IL 60039, for a total of \$29,779.23 per quote 205480 dated December 14, 2012 and in accordance with their low bid in response to Invitation to Bid #0214-13-04.”

Preview and Initial Discussion of April 2013 Purchases

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

a) Softball Field Improvements – The softball field is utilized for Intercollegiate Athletic competition, community groups, youth baseball organizations, and Physical Education instructional activities. A multi-phased project is being undertaken to rebuild the existing softball field area in order to resolve field settling and drainage issues. The three phases of the project include; 1) laser re-grading of the existing field to create a flat playing area, estimated at \$39,000, 2) installing an automated sprinkling system, estimated at \$20,000, and 3) reconstructing the infield area with infield mix designed for the ground area on the field, reconstructing the outfield area with topdressing, and installing new sod, estimated at \$48,000. When completed, the field will be restored within NCAA field specifications.

At this time, the Administration is previewing and bidding only phase one of the project, the laser re-grading of the field. Phases two and three will be bid and completed at a later date. The Purchasing department, working closely with Athletics, Facilities, and Manhard Consulting, sent out an Invitation to Bid which is due back in late March. The work is expected to be completed in June 2013.

b) Soccer Field Fencing - The FY2012-2013 budget includes a project to purchase and install fencing for the College's soccer field. This project is designed to define and protect the soccer match field area and is part of a continuing program to both improve and enhance the soccer complex at the College. The soccer field is a highly utilized facility on campus. It is used for Intercollegiate Athletic competition, community groups, group rentals, youth soccer organizations, and Physical Education instructional activities.

The Purchasing department is preparing an Invitation to Bid for this project. The estimated cost is \$27,000. The work is expected to be completed in June 2013.

c) Business Conference Center Remodel – A substantial remodel will take place in preparation for the Northwest Municipal Conference (NWMC) move into the space formerly occupied by the Business Conference Center.

The current floor plan of the space functions as an event conference center, with a large dining area at one end, four conference rooms at the other, and a small suite of offices. After the remodel, two conference rooms along with a small suite of offices will remain for College use. Remodel plans for the remaining area include converting the space into an office suite for the NWMC. When completed, the remodeled NWMC suite will

include five offices, one conference room, one copy room, one IT/phone room, one storage room, two work stations for staff members, and a reception area. Legat Architects has estimated \$365,000 for the construction components.

Additionally, work is required to better control the heating, cooling, and humidity within this space. The work needed will involve upgrades to the existing air handling unit. Henneman Engineering estimates the upgrades will cost between \$50,000 and \$60,000. Remediation of asbestos, lead, and mold will also need to occur prior to the start of construction. Legat Architects has completed the construction drawings and specifications. An Invitation to Bid is being issued for this project with the results being brought to the April Board meeting.

d) Great America Tickets - The Student Government Association (SGA) would like to continue to offer Great America tickets as part of the ticket discount program. The program offers student’s significant savings by combining the advantages of bulk buying, coupled with a 20% discount, which is offset by student fees. The Great America program permits students to purchase a maximum of four discount tickets. Additional tickets can be purchased at the Oakton cost.

The Great America Ticket program has been offered since 1985 and has been very successful with all student groups. Adult students account for nearly 50% of ticket purchases in this program. Tickets are made available on consignment, so there is no cost to the College if tickets do not sell out.

In 2012, 1,286 adult tickets were sold valued at \$63,538.24. The actual value of the discount provided by student fees amounted to \$10,013.24.

The 2013 Great America program proposes an acquisition of 1,800 tickets in the denominations shown below at a maximum cost of \$74,082. If all of these tickets are sold at the discounted price, sales revenues will amount to \$58,500, and the cost to the SGA to provide the program will be a maximum of \$12,582.

# of Tickets on Consignment	Gate Cost	Cost to Oakton	Total Cost	Cost to Student	Max. SGA Cost
1,500 adult	\$56.99	\$36.00	\$54,000.00	\$29.00(20%)	\$10,500.00
300 season passes	\$74.99	\$66.94	<u>\$20,082.00</u>	\$60.00(10%)	<u>\$ 2,082.00</u>
			\$74,082.00		\$12,582.00

e) Smart Podiums - Smart Podium 524 interactive pen displays function as both a great standard computer monitor and an interactive display controller. Instructors are able to interact with whatever is projected on screen, highlight a sentence, go to a web site and circle vital pieces of information, diagram formulae and calculations in mathematics, save all information for future student review and reinforcement, as well as meeting future technological needs.

As part of the summer remodeling project, the College will be furnishing eighteen classrooms with new Smart Podiums. The College will also be purchasing four additional Smart Podiums for the Skokie campus that were approved in the 2012-2013 capital equipment budget.

The Purchasing department is preparing an Invitation to Bid for the Smart Podiums. The estimated cost is \$2,600 each for a total not to exceed \$57,200.

Approval of Agreement with Lutheran General Hospital for (EMT) Emergency Medical Technician Education

Advocate Lutheran General Hospital and Oakton Community College District 535 have discussed a partnership to provide additional Emergency Medical Technician services to the District. This agreement enhances the educational options available to Oakton's students and provides enhanced medical services to the district.

TPH/vg

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the partnership between Advocate Lutheran General Hospital and Oakton Community College District 535 for (EMT) Emergency Medical Technician Education.”

Authorization to Pay Membership Fee to Achieving the Dream

At the December 2012 Board of Trustees meeting, a presentation was given about Oakton's interest in joining Achieving the Dream (ATD). Achieving the Dream is a national initiative launched in 2004. Its goal is to improve student success, especially for low-income and minority students. Currently some 200 colleges in 32 states and the District of Columbia participate. Five Illinois colleges have been a part of ATD for four years.

Oakton submitted its proposal to join Achieving the Dream in January, and recently received notice that we have been accepted as one of the Cohort 2013 institutions.

ATD uses five key measures to track student progress and institutional improvement. The five measures are:

- Successfully complete remedial or developmental instruction and advance to credit-bearing courses
- Enroll in and successfully complete the initial college-level or gateway courses in subjects such as math and English
- Complete the courses they take with a grade of "C" or better
- Persist from one term to the next
- Attain a certificate or degree (ATD is beginning to talk about transfer and work force placement as well)

As an Achieving the Dream college, Oakton will receive services from two coaches, one focused on general leadership and the other on data; participation in a network of colleges that share information and good practices related to student success; comparative data enabling colleges to compare the performance of their students with other institutions; an annual conference (the DREAM Institute) drawing more than 1,500 participants for 3 days of programming about student success; access to additional grants available only to ATD colleges (from funders such as Gates and Wal-Mart). In the first year the leadership coach visits the college three times and the data coach visits four times. In the next two years each coach visits the college twice annually, often coming together but this isn't required. Colleges also interact with their coaches at ATD learning events. In addition there are monthly conference calls with Public Information Officers, optional webinars on selected topics, and many tools and guidebooks to assist with data analysis, faculty and student engagement, community engagement, and a rich library of research and policy briefs. Colleges that reach Leader College status (usually takes 3-4 years of work) can leverage this designation in fund raising and accreditation efforts.

Achieving the Dream colleges form core and data teams to examine data about student achievement, research potential interventions to improve student performance, and oversee ATD projects and work. Colleges submit student record data, using a specific format, to the ATD national database each fall. Colleges also are expected to send teams to the Kick-off Institute for new ATD colleges and to the DREAM Institute, with colleges responsible for travel expenses. Participation fees cover registration costs for five college representatives to attend the Kickoff and for four representatives to attend DREAM. All ATD colleges are expected to be active participants in the national learning network, sharing successes and challenges.

The initial commitment for ATD membership is three years, at an annual cost of \$75,000.

We are pleased and excited about becoming part of this national effort to improve student success. Our Student Success Working Group and many at the College have already begun working on new strategies to help our students, and ATD will enable us to tap into and benefit from a national network of colleagues working on student success and the direct consultation and guidance from ATD lead and data coaches.

TB/MBL: tb/mb1
3/2013

President's Recommendation:

That the following resolution be approved:

“Be it resolved that the Board of Trustees of Community College District 535 approves \$75,000 for the 2013 membership fee for Achieving the Dream.”

Authorization to Hire Full Time, Tenure Track Faculty Members

The recommendation to hire Zoran Miodragovic and Daniel Roth to full time, tenure track faculty positions in Chemistry and English beginning with the 2013-14 academic year was made after reviewing the College's need for faculty in the Chemistry and English departments.

A national search was conducted for these positions. Print advertisements were placed in the *Chicago Tribune*, *the Chronicle of Higher Education*, *Diverse Issues in Higher Education*, *Hispanic Outlook in Higher Education* and *Insight into Diversity*, and posted on the careerbuilder.com, collegecentral.net, higheredjobs.com, illinoisjoblink.com and Oakton websites. The Chemistry position appeared on eleven other diversity recruitment websites and in *Chemical and Engineering News*, and the English position on ten other diversity websites, four professional English websites, and the Preparing Future Faculty (*cgsnet.org/cgs-career-portal*) website.

There were 63 applicants for the Chemistry position. The search committee conducted 15 telephone interviews and interviewed eight on campus. Four finalists were identified and brought to campus for interviews with Dr. Adam Hayashi, the Dean of the Science and Health Careers division and Dr. Thomas Hamel, Vice President for Academic Affairs before recommending the appointment of Dr. Zoran Miodragovic.

Dr. Miodragovic has served as adjunct faculty in the Chemistry departments of Harry S. Truman College, Northeastern Illinois University, Triton College, Wilbur Wright College, and Olive-Harvey College. Prior to moving to the United States, Dr. Miodragovic was a full time faculty for the University of Belgrade. Dr. Miodragovic has earned a Doctor of Philosophy, Master of Science, and Bachelor of Science degrees from the University of Belgrade.

There were 294 applicants for the three English positions. The search committee conducted 14 interviews, including 4 for the Generalist-Developmental English opening. Two finalists were identified for the Generalist-Developmental English opening and brought to campus for interviews with Ms. Linda Korbel, Dean of the Languages, Humanities and the Arts division and Dr. Thomas Hamel before recommending the appointment of Mr. Daniel Roth.

Mr. Roth has served as adjunct faculty in the English departments of Contra Costa College, Laney College, and the University of San Francisco; served as a Writing/ESL Tutor for Skyline College; and as a Teaching Assistant, Undergraduate Reader, and Writing Tutor for the University of California, Santa Cruz. Mr. Roth has earned two Associate of Arts degrees from Moorpark College, and Bachelor of Arts and Master of Arts degrees from the University of California, Santa Cruz.

DAO/ca
3/14/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full time, tenure track faculty hires of Zoran Miodragovic and Daniel Roth beginning with the 2013-14 academic year as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Salary</u>
Zoran Miodragovic	Professor of Chemistry	\$63,328
Daniel Roth	Assistant Professor of English	\$52,470.”

Acceptance of Settlement Agreement

This personnel matter has been discussed by the Board in closed session.

DAO:vb
3/14/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 does hereby accept the Settlement Agreement with Ms. Melissa Buford pursuant to the terms of an Agreement between Ms. Buford and the Board executed on this date, and further that the College administration is authorized and directed to fulfill the College’s obligations as stipulated in the Agreement.”

Acceptance of Illinois Action for Children Quality Counts Grant

Illinois Action for Children has awarded Oakton's Early Childhood Education Center (Des Plaines campus) \$3,850 through its Quality Counts Child Care Grant Program, which is funded by the Illinois Department of Human Services. The funds will be used to purchase playground equipment and materials. Nora Rucker, Site Coordinator for the Des Plaines campus Early Childhood Education Center, is the project director. Brad Wooten, Dean of Social Sciences and Business, is the project administrator

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$3,850 from the Illinois Action for Children Quality Counts Child Care Grant Program.”

Approval of Sabbatical Leave – Administrative Personnel

Policy 4326 allows eligible administrators to submit a proposal for sabbatical leave to the President at any time during the fiscal year. Cheryl Warmann, Director of Enrollment Services, meets the criteria and eligibility requirements for a sabbatical, which she will devote to data collection and analysis for her dissertation. The duration of the sabbatical will be from April 18-May 31, July 8-August 9, and October 10-November 1, 2013. This time frame works best for Ms. Warmann's dissertation topic and best meets the needs of the College.

President's Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approves a sabbatical leave for Cheryl Warmann, Director of Enrollment Services, from April 18-May 31, July 8-August 9, and October 10-November 1, 2013.”

Approval of Policy

Policy 2002 is a Personnel - Administration Policy established by the Board that was presented to the Board as a First Read on February 19, 2013. In accordance with College policy, action on the proposed revisions to policies will take place at the next regular meeting of the Board of Trustees, March 19, 2013.

DAO:vb

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves revisions to Policy 2002 attached hereto.”

Policy 2002
12/16/76
Revised 8/18/98
Revised 1/23/01
Revised 5/22/01
Renumbered 7/1/01
Revised 3/19/02
Revised 11/18/03
Revised 11/16/04
Revised 3/22/05
Revised 1/16/07
Revised 6/26/07
Revised 4/15/08
Revised 6/30/09
Revised 6/28/11
Revised 5/22/12
Revised 3/19/13
1 of 2

ADMINISTRATION

Administrative Positions

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

President

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

Vice President for Academic Affairs

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

Director of Community and Adult Education

Director of Workforce Development and Corporate Training

Director of Operations and Administration

Assistant Vice President for Academic Affairs/Dean, RHC

Dean, Languages, Humanities and the Arts

Dean, Library and Media Services

Dean, Mathematics and Technology

Dean, Science and Health Careers

Dean, Social Sciences and Business

Assistant Dean of Academic Affairs

Vice President for Student Affairs

Assistant Vice President for Access, Equity and Diversity

Director of Student Recruitment and Outreach

Director of Athletics and Registrar Services

Director of Student Life

Director of Enrollment Services

Director of Counseling (part-time)

Director of Student Success

Assistant Director of Student Success

Vice President for Business and Finance

Director of Accounting Services

Director of Business Services

Director of Facilities

Vice President for Information Technology

Director of Software and User Services

Director of Systems and Network Services