

**The 742nd Meeting  
of  
The Board of Trustees  
March 19, 2019**



## Mission, Vision, and Values Statements

### Mission

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

### Vision

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

### Values

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

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

*Approved by the Board of Trustees, March 21, 2017*

**ILLINOIS PUBLIC  
COMMUNITY COLLEGE  
DISTRICT 535**

**THE 742<sup>nd</sup> MEETING  
of  
THE BOARD OF TRUSTEES  
MARCH 19, 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 February 19, 2019
  - Consider the appointment, employment, compensation, discipline, performance or dismissal of employees
  - Pending litigation
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 February 19, 2019 Regular Meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

Student Trustee Report

Comments by the Chair

Report: Facilities Master Plan Update

Public Participation

**NEW BUSINESS**

CONSENT AGENDA

3/19-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 3/19-2 through 3/19-6

3/19-2 Ratification of Payment of Bills for February 2019 (Including Approval of Travel)

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

3/19-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

3/19-5 Supplemental Authorization to Pay Professional Personnel - Spring 2019

3/19-6 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

- R 3/19-7 Authorization to Approve March Purchases
- a) West End Phase 2 Construction
  - b) Steelcase Furniture with Installation for West End Classrooms and Skokie Classrooms
  - c) Web Content Management Software Cloud Service – Five Year Contract Renewal
  - d) Rescind Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract
- Purchase Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract
- 3/19-8 Preview and Discussion of Upcoming Purchases
- R 3/19-9 Approval of a Settlement Agreement
- R 3/19-10 Authorization to Hire a Chief Information Officer
- R 3/19-11 Approval of New Units of Instruction
- R 3/19-12 Preview of New Units of Instruction
- V 3/19-13 Acceptance of a Grant
- R 3/19-14 Approval of a Policy Revision

**ADJOURNMENT**

**Minutes of the Oakton Community College Board of Trustees Meeting  
February 19, 2019**

The 741st meeting of the Board of Trustees of Community College District 535 was held on Tuesday, February 19, 2019, at Oakton Community College, 7701 N. Lincoln Avenue, Skokie, Illinois.

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

At 6:30 p.m. in room A167, Chair Joan DiLeonardi called the meeting to order. Board Secretary Martha Burns called the roll:

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

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

Trustee Burns called the roll:

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

Also present, Dr. Joianne Smith, President; 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 7:05 p.m., Chair DiLeonardi asked for a motion to adjourn the closed session meeting. Mr. Kotowski made the motion, seconded by Mr. Salzberg; a voice vote was called and the meeting adjourned.

**Open Session and Roll Call**

Chair DiLeonardi called the regular meeting of the Board of Trustees to order at 7:30 p.m. in room P104.

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** – President Smith

**Approval of Minutes**

Chair DiLeonardi asked for a motion for the approval of the minutes of the January 15, 2019 regular Board meeting and Committee of the Whole meeting. Trustee Kotowski made the motion, seconded by Trustee Salzberg; 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; Stephanie Blumer, Assistant Professor, Biology; Sherry DeMonte, Associate Professor, Health Information Technology; Tina Fakhrid-Deen, Assistant Professor, English; John Frisco, Professor, Speech and Theater; Anika Jones, Assistant Professor, Anthropology and Sociology; Pamela Pedersen, Professor, Nursing; Nicole Perry, Professor, Biology; Clarence Sistrunk, Associate Professor, Computer Information Systems and Computer Networking and Systems; and Antoinette Solans, Professor, Nursing.

Classified Staff present included Kathleen De Courcey, College Relations, and President of the Classified Staff Association; Philip Cronin, Media Services; Eileen Cukierski, President’s Office; John Curtis, Media Services; and Lisa Harris, Office of Advising, Transitions and Student Success.

Adjunct Faculty present included Cheryl Thayer, President of the Adjunct Faculty Association; Linda Berendsen, Liberal Arts; John Bishop, Liberal Arts; Mary Hope Griffin, Liberal Arts; and Valeria Krejcie, Liberal Arts.

Administrators present included May Alimboyoguen, Assistant Dean, Health Careers; Robyn Bailey, Director, Operations and Administration; Marc Battista; Associate Vice President, Workforce, Education and Dean of Business and Career Technologies; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Sebastian Contreras, Jr., Dean, Student Success; Leana Cuellar, Director, Student Learning and Engagement; Colette Hands, Chief Human Resource Officer; Ruben Howard, Director, Workforce and Strategic Partnerships; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Katherine Sawyer, Chief Advancement Officer; Doreen Schwartz, Director, Business Services; Joe Scifo, Director, Facilities; Andy Williams, Controller, Budget and Accounting Services; Ruth Williams, Dean, Curriculum and Instruction; and Brad Wooten, Dean, Skokie Campus, Dean, Adult and Continuing Education.

Students in Attendance: Soha Ahmed, Alan Dratewski, Alma Leon, Hope Park, Joshua Rodriguez, Kimberly Schneider, Matthew Slizys, Mirna Villasenor, Aamir Waudiwala, and Brad Young.

Others in Attendance: Bob Boron, Allan Cohen, Campus Police Officer Dean Schultz, Michael Kolar and Kyra Senese, Pioneer Press.

### **Statement by the President**

Dr. Smith began by offering condolences to the family of Lisa Godde, a current adjunct, who passed away last month; and to former student trustee Brian Chan, on the passing of his mother Nancy Tran. Congratulations to Associate Professor of English Kristin Wren and her husband on the birth of their son Zephyr on January 10. Congratulations to head baseball coach Bill Fratto, who was named Coach of the Year by the Pitch and Hit Club of Chicago. This recognition is among several postseason honors that Coach Fratto received after guiding the Owls to their world championship win last season. Oakton sophomore Men's basketball forward Jack Framke has been selected as the College's male student-athlete of the month for January. Jack earned a 4.0 GPA and received President's Scholar recognition for the fall semester while pursuing an associate of science degree. Oakton sophomore Women's volleyball outside hitter Elmina Alic has been selected as the College's female student-athlete of the month for January. Elmina earned a 4.0 GPA and President's Scholar recognition for the fall semester while pursuing an associate of arts degree. Last week, Trustees DiLeonardi, Salzberg, Stafford and Student Trustee Timperley, accompanied Dr. Smith to the ACCT National Legislative Summit in Washington, DC, where they met with several of our federal representatives. For the first time, there was an opportunity to engage with some DC area alumni. Dr. Smith thanked Elena Couto, Senior Manager of Development and Alumni Relations, for coordinating a co-sponsorship with Parkland College and College of Lake County. Dr. Smith said that while she was in Ft. Lauderdale, Florida for an AGB conference, Ms. Couto reached out to alumni who lived in the Florida area and arranged for her to meet those alumni. Dr. Smith noted that as we begin to think about our 50<sup>th</sup> anniversary celebration, it is a great opportunity to reconnect with alumni who not only live in the Chicagoland area, but those who are throughout the country. The Women and Gender Studies conference on March 8 will present scholarly and creative work by feminist activists, writers, scientists, scholars, and Oakton students, that will examine the effects of poverty and privilege, which is our First Year Experience theme, as they are experienced through intersecting systems of racism, sexism, classism, transphobia, homophobia, and other forms of oppression within the current political and cultural climate. The keynote speaker of the event will be Staceyann Chin, a noted LGBTQ+ activist, playwright and slam poet; author of 'The Other Side of Paradise'. The Koehnline Museum of Art is featuring the exhibit 'Intersection of Place and Time: Indira Freitas Johnson and Karl Johnson', Chicago-based husband and wife artists whose work evolved from life experiences in India, Sweden and the United States over the span of four decades; the exhibition runs through March 22nd.

### **Educational Foundation Liaison Report**

Trustee Ann Tennes reported that the Foundation's most notable fundraising activity in February was the annual Bar Revue event on February 10. The event attracted 206 participants and generated just over \$19,000 in revenue, including \$1,900 to support the work of the new Caring Closet. The event proceeds increased over thirty percent from the year prior due in large part to new sponsors, in-kind food and beverage donations, and successful onsite fundraising. Trustee Tennes congratulated Chief Advancement Officer, Katherine Sawyer and her team, who were involved with the event. Trustee Tennes was unable to attend as she was out of town. The Foundation's quarterly Board meeting took place on February 6. A couple of different actions were taken at the meeting, which included approval of a four percent endowment spend rate for FY20 and a \$500,000 budget for unrestricted spending to support internal grants and awards, operational expenses, and augmenting scholarship support. In addition, there was approval of five new Foundation Board policies related to donor rights, professional standards and accounting practices. A policy change currently being discussed that has been considered over the years, is whether the Board of Trustees should approve new Foundation directors. The Foundation is now considering that might not be necessary or legally appropriate, so there is a chance that in the not too distant future, that practice will change. The Foundation Board currently hosts seventeen voting members and, as of the end of 2018, the Foundation's total assets are valued at \$14.8 million. Trustee Tennes thanked Ms. Sawyer for compiling the information she reported.

### **ICCTA Liaison Report**

Chair DiLeonardi reported on the ICCTA February meeting, which met in conjunction with the Association of Community College Trustees (ACCT) meeting in Washington, DC. They looked at federal and state legislation. Springfield has fifty pieces of legislation that would affect community colleges, some of them are duplicative of each other and many will not pass. One that might be of interest is the one that requires community colleges to give scholarships to students 25 years and older who live in the district, who are unemployed and need further training to get some kind of a certificate. Many of the bills will have a financial impact if they pass.

### **ACCT Report**

Trustee Stafford reported that trustees DiLeonardi, Salzberg, Timperley, President Smith and himself, went to Washington, DC last week as part of the Association of Community College Trustees (ACCT) national legislative summit for several days to talk to our legislators. Trustee Stafford has attended three of these events, and he thought that this was the most exciting in terms of the fact that there is a lot of bipartisan support for issues that are going on and will culminate because of the reauthorization of the Higher Education Act, which is expected this year. Republican Senator Lamar Alexander is leading the charge on that. The group lobbied on many key issues such as an increase in the Pell maximum amount; and Pell grants for prisoners in an effort to help them transition when they are released. With recent prison reform passed by Congress, there is a lot of momentum for this which we are excited about. Trustee Stafford said that they also lobbied for more support in the workforce development area. Other issues, one of which is new risk sharing penalties that are being put on the federal financial grant policies that could affect us. We are pushing for reduced rates for debt for community college students. Another key issue is DACA as we still have a huge amount of DACA students that are out there. I think that we were encouraged by our visits with Congressman Sean Casten, Brad Schneider and Congresswoman Jan Schakowsky, and Senator Dick Durbin. Jack Timperley did a great job of representing the college and its' students. Jack is a wonderful spokesperson and was able to talk too many of the issues related to the students. It was a good meeting and there is a good chance for a lot of new reform legislation.

### **Sustainability Liaison Report**

Trustee Kotowski reported that President Smith, Renee Kozimor and Debra Kutska, continue to do a great job as far as the area of sustainability issues on both campuses is concerned. Oakton is developing a very good reputation both within and outside the district as far as being pioneers in the area of sustainability. Recently at a Glenview Village Board meeting, Oakton received an award for its efforts in these areas. Trustee Kotowski noted developments in areas that have recently taken place. First, in December, President Smith signed a Climate Commitment document on behalf of Oakton through an organization called Second Nature. This will allow the college to put together a task force to develop a climate action plan and to move us to carbon neutrality goals. The GHG Data Collection Program and STARTS Tracking, where we are going to begin to collect data for our first greenhouse gas inventory, which we are doing in association with the Association for the Advancement of Sustainability in Higher Education. The Landscape Master Plan, which was reviewed in depth at the January Board meeting, also has sustainable features. We have been placing reasonable limits on student's use of paper, including a program where if a student goes over a quota they have to purchase additional paper for a nominal fee; this is not as a punishment, but just a way to promote awareness and to help students monitor their paper use. Electronic vehicle charging stations at the Des Plaines campus is up to 60 unique users; 15-20 users per month, people, including students are requesting additional stations. Finally, unfortunately, birds fly into parts of the Des Plaines campus buildings from time to time. We are working with Anette Prince from the organization the Chicago Bird Monitoring Coalition in order to try to minimize incidents of birds flying into the buildings. It is difficult to manage, but steps are being taken, and in fact, Ms. Kutska attended a presentation sponsored through the American Institute of Architects to learn more about products available for mitigating bird collisions.



## **Student Trustee Report**

Student Trustee Jack Timperley reported that students have been busy getting used to their new classes, professors, and new opportunities. Students balance a lot these days, which is both tiring and exciting. Even in the midst of campus closings because of inclement weather, students were still able to log on to D2L for class, complete the necessary homework, host conference calls, and attend their classes without having to leave the comfort of their home. Students have been able to explore college and career options for after Oakton with the college and career fairs on both campuses. Fifty-three colleges from both in state and out-of-state were on campus and students were able to connect with representatives about their goals and aspirations for the future. Of course, the OCCurrence was on the scene to capture this event. The publication is continuing to redesign and reshape itself to better serve and reflect the student body. PTK has also been busy planning events for the semester including a 'Be the Match' networking event, fundraising with local restaurants, immigration movie nights, presentations on the Heros in Action project and many more. Recently they spearheaded the Clothesline Project on Student Street to spread awareness of sexual assault and misconduct. Mr. Timperley said that it was a pleasure to attend the ACCT national legislative summit with his fellow board members where they lobbied our senators and representatives for increased funding in financial aid as well as continuing financial support for support services such as TRIO. We are very fortunate to have state representatives supporting Oakton College and its students. One of the senators who gave a speech at the event stated nobody tells the story better than the students do. Mr. Timperley asked all students to continue sharing their stories whether it is to friends, family, teachers, elected officials, or the OCCurrence because they do make an impact.

**Comments by the Chair** – Chair DiLeonardi deferred her comments.

## **Report: The Impact of Advising on Student Success**

Sebastian Contreras, Jr., Dean of Student Success and Ms. Lisa Harris, Interim Manager, Office of Advising and Transitions presented the evening's report on the Impact of Advising on Student Success. They focused on the work that has been done with academic advising and educational planning. Dean Contreras began by talking about academic advising helping students set goals based on their transfer or career goals; helping students develop academic plans or maps to help them achieve those goals; and helping students stay on track until those goals are met. Most importantly, research shows that outside of faculty instruction within the classroom, advising is the number one factor influencing student success. All academic advising operations look to the national organizations on advising to help understand best practices and recommendations for how to do academic advising on campuses across the country. The recommendations are that a community college student to advisor ratio should be 441:1. At Oakton in 2011, we had five full-time advisors, four part-time advisors and our student to advisor ratio was 1,530:1. In 2012 we increased our full-time academic advisors from five to eight and the ratio was 1,293:1; and in 2015, we were again able to increase our academic advisors through some organizational changes and additional staffing from eight to eleven advisors and decreased the ratio to 846:1. Dean Contreras said that he wanted to share that data to demonstrate that we have made differences in steps toward correcting some of the problems that we have had in the past. The same year we joined Achieving the Dream, (ATD) we also brought in a consultant from NACADA, a global community for academic advising, to help us understand our advising operations. When the student to advisor ratio is so high, it really is simply about churning in students, getting students in as quickly and as often as possible with the small number of staff that we had and our NACADA consultant was able to reinforce that idea to us. Our advising was really more about registration as opposed to educational planning and learning. The report helped kick us into gear as it related to what we needed to do; how we needed to change our advising operations in order to really demonstrate the power of advising. In 2014 and 2015, we began to change things up, redefining who we are, and those changes set us up for 2016.

Ms. Harris said that in 2016 we were primed for a change, as we realized that based upon the feedback from the NACADA consultant, we realized that if we were going to take a proactive approach with advising, which

research tells us can have a positive impact on student success, we needed to make a big change. We took an opportunity in January 2016 of retirements and some shifting of institutional priorities, which allowed us to merge two departments: advising services and the office of orientation and retention. We merged our departments and that enabled us to do a number of things. It minimized the competition that we had for resources which was important at that time because there was a decline in state funding. With the increased resources, it allowed us to respond more thoughtfully to the NACADA consultant's recommendations. We were able to start thinking about ways we could shift away from that DMV style advising, to a more proactive, intentional and thoughtful educational planning academic advising approach. We know that through ATD and other resources that are out there, students at community colleges are more likely wander through the curriculum out of confusion, uncertainty out of what to do, how to transfer to a four-year institution, and how to make sure that courses are transferring correctly. The way we can do that is by monitoring students' progress by checking in on them more thoughtfully and frequently but we cannot do that if we do not have enough resources. Students who have a clear path to their completion, who know what they want to do, know their goal and know how to get there, are more likely to persist semester by semester and are more likely to complete. It is important because merging those two departments allowed us to imbed academic advising into our orientation program even more thoroughly. Academic advising is the culmination of the program. Students on day one meet an academic advisor, they are hearing why advising is so important, and why they need to work with an advisor throughout their time at Oakton. It is setting them up for success in a number of ways. It is also helping our strategic enrollment because we are making sure that students do not leave orientation without registering for their classes. The mission of the Office of Advising, Transitions and Student Success (OATSS) is designing and delivering comprehensive and developmental plans for students. This is the foundation of what we want to do with students. We are creating these educational plans in partnerships with students, we are hearing about what their career goals are, what their academic goals are and we are thinking long term and short term with them. In the last few years, OATSS has really been working on the Wildly Import Goal (WIG). This institutional goal was set in 2015 to help increase our persistence rates fall-to-fall from 45% to 54%. Over the last few years, we have thought about what we can do to work on this WIG. What we have done, is we have made a goal to create educational plans for a subset of the population. In 2017, which is the first year that we set this goal, we wanted to create educational plans for 50% of incoming degree seeking students. Last year we were 91% towards that goal. For 2018-19, we set a goal of 52% for incoming degree seeking students and already we are at 85% towards the goal, and we are confident that we are going to meet that goal. We are focusing this year in particular on our black and Latinx students because we know that historically, they are performing at rates that are less than their peers are, and we want to make sure that we are outreaching to them more. We are getting them into the offices more to create educational plans. What 85% looks like right now is 760 educational plans as of January 2019. Ms. Harris said that right now we could not say that it is a direct correlation as there is a lot involved in persistence. It is not just the fact that a student has an educational plan, but we do know that there is an impact. We know that students, who are completing an educational plan, are persisting at a rate of 67% versus students who are not, with a 48% persistence rate, fall-to-fall; those numbers coming from 2017-2018 data for our adult degree seeking population. For our traditional age students, new students who are under 21 years old, the impact is even greater; 79% of students who have an educational plan are persisting at a rate of 79% versus 57% for students who do not have an educational plan.

Dean Contreras said that they have done a lot in the past eight years, specifically the past three to improve and gain momentum around our academic advising operation. As we look to the future, we are obviously guided by our four commitments, our strategic plan, as well as our four institutional priorities, as well as maintaining this focus and ensuring that we are supporting all of the institutional initiatives set forth by the college. Future directions and considerations include deeper collaboration and innovation with our academic units; deeper collaboration to create a 'bridge' with adult and continuing education; and online/virtual advising. Academic Advising and our FYE (First Year Experience) are thinking about the ways in which we are onboarding our new students throughout their first year, not just during new student orientation and during the summer months, but

also once they arrive on campus. Academic Advising, Curricular Pathways, and Strategic Enrollment Management all go hand in hand. We have spent a lot of time in creating curricular pathways, we also know that

in order to do that well, we also have to change how we do academic advising and integrating academic advising into the curricular pathway experience is a must. As we get better with advising our students and helping them through their curricular pathways, we would be able to increase educational plans and proactive advising. Dean Contreras commented that if we were able to add three additional advisors, they could complete 456 additional educational plans and bring that 794:1 ratio down to 610:1; and with six additional advisors, which would give us sixteen full-time advisors, we would be able to create 912 additional education plans and get that advisor to student ratio down to 496:1, which would positively impact enrollment and persistence.

Trustee Tennes thanked Dean Contreras and Ms. Harris for their presentation. She felt that they certainly made a very strong case for increasing academic advising to the Board. Trustee Tennes noted that reflecting on her almost twelve years of service on this Board, what she would hear from people in the community whose children were going to be attending Oakton, who should they talk to first. Academic advising is crucial and Trustee Tennes is very appreciative for the work that Dean Contreras and his team are doing, and for this presentation, which she supports this as a priority. Trustee Frank asked about the dual credit students in the high schools and how are they being advised. Dean Contreras replied that they are doing some advising to create dual credit opportunities for them. Although they are still high school students, we do not do much advising with them until they get here. Once they move from the dual credit program and become an Oakton student that is then when they will meet with their assigned academic advisor and begin creating those educational plans for their particular transfer or career goals. Trustee Stafford asked if there is a systematic way to let a two-year student who has successfully completed their first year that they are halfway through to their degree. Dean Contreras commented that is a great idea that institutions who have implemented curricular pathways in their advising program allows them to focus on celebrating those milestones that a student reaches as their making greater progress towards their degree. It is a lot of individual caseload management to understand where your 441 students are on their curricular pathway. It is something that as we get more academic advisors we will certainly be focusing on. Trustee Salzberg asked about virtual advising and how much effort we are putting into researching that type of advising. Dean Contreras said that currently, we are not aggressively pursuing virtual advising, but it is something that we want to look at in the future. Five years ago, they did launch Skype and we had a little momentum in the first year or two, but over the course of the past year, we have had zero students do Skype advising. We do phone and in person advising. Ms. Harris added that there are plenty of resources relating to virtual advising that we could look into. NACADA has lots of virtual advising resources and tools for us to utilize. We need to diversify our advising to better meet student needs and coming in person is not always convenient for some of our students, but honestly right now, we do not have the time or manpower to explore that. We are down a leadership team member and we do not have the capacity or the technology to make it happen, but it is definitely a goal.

Being there were no more questions, Chair DiLeonardi thanked Dean Contreras and Ms. Harris for their presentation.

**Public Participation** – Joshua Rodriguez highlighted reasons why the Board should pass a budget that includes an increase in student employee wages; and Michael Kolar spoke on the subject of registration and class sizes for the Alliance for Lifelong Learning auto repair classes.

## **New Business**

### **2/19-1a Approval of Adoption of Consent Agenda**

Trustee Kotowski offered:

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

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

**2/19-1b Approval of Consent Agenda Items 2/19-2 through 2/19-5**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/19-2 through 2/19-5 as listed in the Consent Agenda.”

**2/19-2 Ratification of Payment of Bills for January 2019 (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 \$4,269,891.47 for all check amounts and for all purposes as appearing on a report dated January 2019.”

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

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of January 2019.”

**2/19-4 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 \$286,682.63 for all funds listed in item a”

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

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

1. “Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the spring semester 2019; the total payment amount is \$3,476,102.93.”

2. “Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the spring semester 2019; the total payment amounting to \$365,656.50.”

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

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

The motion carried: Student Trustee Timperley favored the resolution.

**2/19-6 Authorization to Approve February Purchases**

Trustee Tennes offered:

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

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

Trustee Salzberg seconded the motion.

Trustee Burns asked Dr. Lott questions about foreign travel, one of which was whether students can use their SEOG (Supplemental Educational Opportunity Grant) and PELL grants to go on these trips. Dr. Lott responded that if it is in the summer, they cannot. Trustee Burns said that she has many questions on the subject of travel for students and would appreciate more information on that subject. Dr. Lott and President Smith said that they would work to bring a Board report on the college’s global studies program in the near future. Trustee Burns thanked them and said she would look forward to that report.

Trustee Burns called the roll:

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

Motion carried; Student Trustee Timperley favored the resolution.

## 2/19-7

### **Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) West End Renovation-Phase Two; b) Carpet Flooring Replacement for Des Plaines Campus; and c) Web Content Management Software Cloud Services-5 Year Contract.

Trustee Tennes did comment on item b) Carpet Flooring Replacement for the Des Plaines campus. She asked that if it is within budget, to see if possible that materials could be sourced that have some measure of recycled content, preferably post consumer recycle content.

2/19-8

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

Trustee Stafford offered:

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

Chair DiLeonardi seconded the motion and asked if there was any discussion.

Trustee Tennes noted that she remains opposed to this. She noted that there are two things that would possibly move her to cast an affirmative vote relative to issuing the RFQ, the first being that a minimum of three qualified RFQ responses must be received in order for any bids to be considered. The reason for this request is that this came up about ten months ago at the request of a private entity in the region that wanted the college to give them land so that they could build a facility. Trustee Tennes’s concern is that the information that has been drafted is so specific to what that sole vendor was interested in that without comparisons it really is just serving what that particular vendor wanted. The second request Trustee Tennes had is that in reviewing the timeline, it looks if there were proposals that were received, that the decision to approve the selected proposal was going to be made at the April Board meeting. Considering that a brand new Board will be seated that night, there will be at least two, possibly three new trustees, asking a brand new Board to vote on a proposal of this magnitude is not warranted that evening, and she feels the vote should be extended to at least May 2019. If those two items can be added as a specific addendum to the motion, that would cause her to consider casting an affirmative vote, but without both of those things, she will be voting no. Trustee Salzberg echoed Trustee Tennes’ concerns about the private entity, the timeline and the three qualified bids, if that does not happen he would vote no as well.

Trustee Frank asked to make a motion to table this agenda item until April, until the new board is seated. Chair DiLeonardi asked if Trustee Frank wants to take action in April or May. Trustee Tennes asked if his idea is that the new Board would discuss issuing the RFQ at that time. Trustee Frank made the motion for when the new board is seated in May, seconded by Trustee Stafford. President Smith reminded the Board that the motion is not to do anything other than to issue an RFQ; it does not commit the Board or the college to anything, just to see if there is other interest. Student Trustee Timperly commented that the students are in support of this opportunity and look forward to moving forward with this process. Students want to see this athletic dome built, however we make it happen. Trustee Kotowski commented that when the Board would take this up again, be it in April or in May, he would vote against the RFQ because he has objections to the language. Trustee Kotowski said that he does have an open mind and might support another version, but has issues regarding how it is drafted now. Trustee Stafford commented that if we delay it to May there is no reason that we cannot look at it and revise it between now and then if there are concerns. Trustee Stafford said that the intent of the last couple of Committee of the Whole meetings was to make all information available. He also noted that he welcomed Trustee Kotowski’s comments as he does bring his legal expertise to the process. Trustee Stafford said that he is fine with waiting for action until after the election and if that helps, let us do that.

Trustee Salzberg wanted it noted that he is very concerned about any private entity having anything to do with public land. Chair DiLeonardi noted that there is a majority of the Board that does not want to go ahead with the original motion. Trustee Stafford noted that since he made the

original motion, he would like to withdraw the motion. Regarding Trustee Frank’s motion to table consideration until May, since the original motion is withdrawn, there is no reason to vote on the motion to table the item. Chair DiLeonardi noted that it would be left to the administration to bring it back at a later date, no Board action is needed this evening. President Smith noted that after obtaining additional feedback and having additional discussions, we would bring it back to the Board in May, with the Board’s feedback incorporated.

**2/19-9 Approval of New Unit of Instruction**

Trustee Timperley offered:

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

Trustee Frank asked if the college would give out-of-district students in-district rates for this course. Dr. Lott responded that yes, if no other school offers this type of course. As of now, we would be the first community college in the state to offer this course. Trustee Frank asked how much it would cost our college if the majority of the students were out-of-district. Dr. Lott responded that we would still be earning revenue from the tuition, it would not cost more to offer instruction to out-of-district students. President Smith commented that it would be good for us in some ways if we were the only institution that is offering it, as students will want to come to us from other districts because the other districts do not offer that program, as there would not be other options for them. We do have an agreement, as Dr. Lott noted, with other districts if we offer a program or they offer a program that the student’s home institution does not offer, that they can pay in-district rates if they cannot take it at their home community college as there is a state agreement that provides for that. Dr. Lott said that the spirit of that agreement is to increase access for all students.

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

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

Motion carried; Student Trustee Timperley favored the resolution.

**2/19-10 Preview of New Units of Instruction**

Illinois Community College Board rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The college would like to propose the following new units of instruction: Perioperative Nursing Certificate; Cannabis Dispensary and Patient Care Specialist Certificate; Private Security Certificate; Operational software Specialist Certificate; Software Specialist Certificate; and Reporting System Software Specialist Certificate.

Chair DiLeonardi complimented the faculty and staff on having so many interesting possibilities for employment, education and training. Trustee Tennes said that it is very exciting to see new cutting edge units of instruction, more than she has ever seen on her tenure on the Board. Dr. DiLeonardi expressed the same sentiments and noted that several of the certificates are relatively short term.

**2/19-11**

**Approval of Award of Tenure**

Trustee Tennes 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 2019 semester, to the following faculty:

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

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

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

Motion carried; Student Trustee Timperley favored the resolution.

**2/19-12**

**Acceptance of a Full-time Faculty Resignation**

Trustee Kotowski offered:

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

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

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

Motion carried; Student Trustee Timperley favored the resolution.

**2/19-13**

**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 Professor Robert Frank.”

Trustee Tennes seconded the motion.

Dr. Lott congratulated Professor Frank and thanked him for his years of service as a faculty member and interim administrator for the College.



Trustee Burns called the roll:

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

Motion carried; Student Trustee Timperley favored the resolution.

**2/19-14**

**Approval of Sabbatical Leave – Administrative Personnel**

Trustee Frank offered:

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

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

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

Motion carried; Student Trustee Timperley favored the resolution.

**2/19-15**

**First Read of Policy**

Trustee Kotowski offered:

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

Trustee Frank commented that he thought that the Board could not take action on any item related to the budget, the last Board meeting prior to an election. Dr. Smith noted that the Board could not take action on a contract of a president in that timeframe.

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

**Adjournment**

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, March 19, 2019, beginning at 7:30 p.m., at the Des Plaines campus, 1600 E. Golf Road in room 1506.

Trustee Tennes made the motion to adjourn the meeting, and at that time expressed her thanks to everyone who makes it possible to have Board meetings at the Skokie campus and to those who attend. It is not the normal course of operations in setting up Board meetings, but meeting at the Skokie campus is supremely important. Trustee Frank also thanked all of those who make it possible to hold the meetings at the Skokie campus; and he then seconded the motion to adjourn; a voice vote was called and the meeting adjourned at 9:00 p.m.

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Joan W. DiLeonardi, Chair

---

Martha Burns, Board Secretary

ec  
2/2019

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

**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 3/19-2 through 3/19-6**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 3/19-2 through 3/19-6 as listed in the Consent Agenda

- 3/19-2      Ratification of Payment of Bills for February 2019 (Including Approval of Travel)
- 3/19-3      Acceptance of Treasurer’s Report for February 2019
- 3/19-4      Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 3/19-5      Supplemental Authorization to Pay Professional Personnel – Spring 2019
- 3/19-6      Approval of Clinical Practice Agreements.”

**Ratification of Payment of Bills for February 2019**

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

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Board Chair

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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 \$6,523,263.13 for all check amounts as listed and for all purposes as appearing on a report dated February 2019."

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund, 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 February 2019, represented by checks on pages 1-76 numbered 139400-139456, 139458-139463, 139466-139471, 139473-139495, 139497-139556, 139558-139569, 139571-139573, 139575-139580, 139582-139614, 139617-139861, 139863-139929, 139931-139939 and 140011-140036 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                                 | \$ 3,379,382.83 | \$ 649,903.27    | \$ 4,029,286.10 | \$ (3,235.00) | \$ 4,026,051.10 |
| Operations, Building and Maintenance Fund | \$ 392,692.07   | \$ 206,837.28    | \$ 599,529.35   | \$ (6,153.60) | \$ 593,375.75   |
| Maintenance Fund (Restricted)             | -               | \$ 1,332,589.96  | \$ 1,332,589.96 | -             | \$ 1,332,589.96 |
| Bond & Interest                           | -               | -                | -               | -             | -               |
| Auxiliary Enterprise                      | \$ 237,244.20   | \$ 152,047.12    | \$ 389,291.32   | -             | \$ 389,291.32   |
| Restricted purposes                       | \$ 135,302.38   | \$ 12,412.67     | \$ 147,715.05   | -             | \$ 147,715.05   |
| Working Cash                              | -               | -                | -               | -             | -               |
| Trust/Agency                              | \$ 190.30       | \$ 14,458.49     | \$ 14,648.79    | -             | \$ 14,648.79    |
| Audit                                     | -               | -                | -               | -             | -               |
| Liability, Protection & Settlement        | -               | -                | -               | -             | -               |
| Social Security/Medicare                  | -               | -                | -               | -             | -               |
| Loan                                      | -               | -                | -               | -             | -               |
| TOALS                                     | \$ 4,144,811.78 | \$ 2,368,248.79  | \$ 6,513,060.57 | \$ (9,388.60) | \$ 6,503,671.97 |
| Student Government                        | -               | \$ 10,202.56     | \$ 10,202.56    | -             | \$ 10,202.56    |
| TOTAL PER REPORT                          | \$ 4,144,811.78 | \$ 2,378,451.35  | \$ 6,523,263.13 | \$ (9,388.60) | \$ 6,513,874.53 |

STUDENT GOVERNMENT AFFIDAVIT  
OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

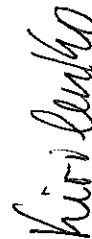
I hereby certify that materials and/or services represented by checks on pages 1-76 numbered 139457, 139464, 139465, 139472, 139496, 139557, 139570, 139574, 139581, 139615, 139616, 139862, 139930 and 140010 have been received, supporting invoices audited and that these checks were in order for issuance 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 \$10,202.56 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, 2019.



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

**Acceptance of Treasurer's Report for February 2019**

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

EC: mw

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

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of February 2019."



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

February 2019

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

Treasurer's Comments on February 2019 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$7.6 million in property taxes, \$878,000 in tuition and fees, \$239,000 in interest earnings, and \$237,000 in FY 2019 state base operating grant payments. Net cash and investments increased by \$2 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 February, revenues were \$63.5 million or 102% of the prorated budget, compared to the same revenue amount of \$63.5 million, or 102% for the previous year. Tuition and fees totaled \$25.8 million year to date, or 97% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures of \$44 million are attributed to expected operating costs. The operating expenditures are \$1.1 million (2.6%) above prior year's actual expenditures of \$42.9 million for the same period. Net transfers total \$6.7 million as budgeted.

OAKTON COMMUNITY COLLEGE  
 FINANCIAL POSITION OF FUNDS AS OF  
 FEBRUARY 28, 2019  
 (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  | \$ 2,403   | \$ 107                   | \$ 76                                 | \$ 940            | \$ -                   | \$ 2,291                    | \$ 881   | \$ 31               | \$ 6,729                            |                          |                 |
| Taxes Receivable                                    | 36,907     | 6,797                    | -                                     | 3,085             | -                      | -                           | 85       | -                   | 46,874                              |                          |                 |
| Student Tuition Receivable                          | 5,693      | 1                        | -                                     | -                 | -                      | 288                         | -        | -                   | 5,982                               |                          |                 |
| Government Funds Receivable                         | -          | -                        | -                                     | -                 | -                      | 722                         | -        | -                   | 722                                 |                          |                 |
| Accrued Interest                                    | 582        | 78                       | 117                                   | -                 | -                      | 38                          | 4        | 60                  | 879                                 |                          |                 |
| Other Receivables                                   | 601        | -                        | -                                     | -                 | -                      | 312                         | -        | -                   | 913                                 |                          |                 |
| Investments   |            |                          |                                       |                   |                        |                             |          |                     |                                     |                          |                 |
| Short-term  | 55,097     | 7,406                    | 9,885                                 | -                 | -                      | 2,764                       | 356      | 5,437               | 80,945                              |                          |                 |
| 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 - Prepays                               | 229        | -                        | -                                     | -                 | 26                     | 779                         | -        | -                   | 1,034                               |                          |                 |
| Total Current Assets                                | 111,862    | 17,768                   | 14,739                                | 4,025             | 26                     | 23,200                      | 1,489    | 8,091               | 181,200                             |                          |                 |
| Net Investment in Plant                             | -          | -                        | -                                     | -                 | -                      | -                           | 114,582  | -                   | 114,582                             |                          |                 |
| Total Assets  | \$ 111,862 | \$ 17,768                | \$ 14,739                             | \$ 4,025          | \$ 26                  | \$ 23,200                   | \$ 1,489 | \$ 8,091            | \$ 295,782                          |                          |                 |
| Deferred Outflows - CIP and College Plan            | -          | -                        | -                                     | -                 | -                      | -                           | -        | -                   | 1,351                               |                          |                 |
| Total Assets and Deferred Outflows of Resources     | \$ 111,862 | \$ 17,768                | \$ 14,739                             | \$ 4,025          | \$ 26                  | \$ 23,200                   | \$ 1,489 | \$ 9,442            | \$ 297,133                          |                          |                 |
| <b>LIABILITIES AND NET POSITION</b>                 |            |                          |                                       |                   |                        |                             |          |                     |                                     |                          |                 |
| Payables  | \$ 226     | \$ -                     | \$ -                                  | \$ -              | \$ -                   | \$ 92                       | \$ -     | \$ -                | \$ 318                              |                          |                 |
| Accrued Interest Payable                            | -          | -                        | -                                     | -                 | 119                    | -                           | -        | -                   | 119                                 |                          |                 |
| Deferred Tuition Revenue                            | 1          | -                        | -                                     | -                 | -                      | 19                          | -        | -                   | 20                                  |                          |                 |
| Accruals  | 3,040      | 233                      | 32                                    | -                 | -                      | 244                         | -        | -                   | 3,549                               |                          |                 |
| Bonds Payable                                       | -          | -                        | -                                     | -                 | 34,753                 | -                           | -        | -                   | 34,753                              |                          |                 |
| OPEB Liability                                      | -          | -                        | -                                     | -                 | -                      | -                           | -        | -                   | 41,985                              |                          |                 |
| Total Liabilities                                   | 3,267      | 233                      | 32                                    | -                 | 34,872                 | 355                         | -        | -                   | 80,744                              |                          |                 |
| Deferred Inflows of Resources - Property Taxes      | 35,514     | 6,533                    | -                                     | 2,968             | -                      | -                           | 82       | -                   | 45,097                              |                          |                 |
| Deferred Inflows of Resources - CIP                 | -          | -                        | -                                     | -                 | -                      | -                           | -        | 3,469               | 3,469                               |                          |                 |
| Total Liabilities and Deferred Inflows of Resources | 38,781     | 6,766                    | 32                                    | 2,968             | 34,872                 | 355                         | 82       | 45,454              | 129,310                             |                          |                 |
| Net Position  |            |                          |                                       |                   |                        |                             |          |                     |                                     |                          |                 |
| Unrestricted  | 73,081     | 11,002                   | 14,707                                | -                 | -                      | 6,761                       | -        | (36,012)            | 69,539                              |                          |                 |
| Restricted  | -          | -                        | -                                     | -                 | -                      | 16,084                      | 1,407    | -                   | 17,491                              |                          |                 |
| Debt Service  | -          | -                        | -                                     | 1,057             | (34,846)               | -                           | -        | -                   | (33,789)                            |                          |                 |
| Plant   | -          | -                        | -                                     | -                 | -                      | -                           | -        | -                   | 114,582                             |                          |                 |
| Total Net Position                                  | 73,081     | 11,002                   | 14,707                                | 1,057             | (34,846)               | 22,845                      | 1,407    | (36,012)            | 167,823                             |                          |                 |
| TOTAL LIABILITIES & NET POSITION                    | \$ 111,862 | \$ 17,768                | \$ 14,739                             | \$ 4,025          | \$ 26                  | \$ 23,200                   | \$ 1,489 | \$ 9,442            | \$ 297,133                          |                          |                 |

**OAKTON COMMUNITY COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
EIGHT MONTHS ENDED FEBRUARY 28, 2019**

|  | Operating<br>Budget<br>(000) | Prorated<br>Budget<br>(000) | Actual<br>(000)   | As a % of Prorated Budget |             |
|--|------------------------------|-----------------------------|-------------------|---------------------------|-------------|
|  |                              |                             |                   | Current                   | Last Year   |
| <b>REVENUES (cash and accrual basis)</b>     |                              |                             |                   |                           |             |
| Property Taxes (accrual basis)               | \$ 48,256                    | \$ 32,171                   | \$ 32,291         | 100%                      | 100%        |
| Replacement Tax                              | 1,000                        | 667                         | 462               | 69%                       | 72%         |
| State Revenue                                | 2,680                        | 1,787                       | 3,178             | 178%                      | 238%        |
| Tuition and Fees                             | 24,794                       | 26,473                      | 25,759            | 97%                       | 95%         |
| Other  | 1,697                        | 1,131                       | 1,851             | 164%                      | 143%        |
| <b>TOTAL REVENUES</b>                        | <b>\$ 78,427</b>             | <b>\$ 62,229</b>            | <b>\$ 63,541</b>  | <b>102%</b>               | <b>102%</b> |
| <b>EXPENDITURES (accrual basis)</b>          |                              |                             |                   |                           |             |
| Instructional                                | \$ 32,728                    | \$ 21,819                   | \$ 20,458         | 94%                       | 97%         |
| Academic Support                             | 18,192                       | 12,128                      | 10,034            | 83%                       | 84%         |
| Student Services                             | 6,772                        | 4,515                       | 3,984             | 88%                       | 81%         |
| Public Services                              | 1,333                        | 889                         | 834               | 94%                       | 89%         |
| Operations and Maintenance                   | 8,603                        | 5,735                       | 4,771             | 83%                       | 78%         |
| General Administration                       | 5,853                        | 3,902                       | 3,266             | 84%                       | 84%         |
| General Institutional                        | 667                          | 445                         | 679               | 153%                      | 31%         |
| Contingency                                  | 570                          | 380                         | -                 | 0%                        | 0%          |
| <b>TOTAL EXPENDITURES</b>                    | <b>\$ 74,718</b>             | <b>\$ 49,812</b>            | <b>\$ 44,026</b>  | <b>88%</b>                | <b>87%</b>  |
| Revenues over (under) expenditures           | 3,709                        | 12,417                      | 19,515            |                           |             |
| <b>Net Fund transfers</b>                    |                              |                             |                   |                           |             |
| To Operations & Maintenance (Restricted)     | (6,311)                      | (4,207)                     | (4,207)           |                           |             |
| To Auxiliary Fund and Alliance               | (2,177)                      | (1,451)                     | (1,451)           |                           |             |
| To Restricted Purpose Fund                   | (100)                        | (67)                        | (67)              |                           |             |
| To Liability, Protection & Settlement Fund   | (575)                        | (383)                       | (383)             |                           |             |
| To Social Security/Medicare Fund             | (946)                        | (631)                       | (631)             |                           |             |
| From Working Cash Fund: Interest             | 26                           | 17                          | 17                |                           |             |
| Total Transfers                              | <b>\$ (10,083)</b>           | <b>\$ (6,722)</b>           | <b>\$ (6,722)</b> |                           |             |
| <b>Net Revenue over (under) expenditures</b> | <b>\$ (6,374)</b>            | <b>\$ 5,695</b>             | <b>\$ 12,793</b>  |                           |             |

**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
EIGHT MONTHS ENDED FEBRUARY 28, 2019**

**AGENDA ITEM 3/19-3  
6 of 9**

| <b>OPERATIONS AND MAINTENANCE<br/>FUND (Restricted)</b>       | <b>Budget<br/>(000)</b> | <b>Actual<br/>(000)</b> | <b>Actual as<br/>a % of<br/>Budget</b> |                  |
|---|-------------------------|-------------------------|--|------------------|
| <b>REVENUES</b>   |                         |                         |  |                  |
| Construction Fee  | \$ 335                  | \$ 327                  | 98%                                    |                  |
| Interest and Investments Gain/Loss                            | 41                      | 233                     | 568%                                   |                  |
| Other Revenue   | -                       | -                       | 0%                                     |                  |
| Total revenues  | <u>376</u>              | <u>560</u>              | <u>149%</u>                            |                  |
| <b>EXPENDITURES</b>   |                         |                         |  |                  |
| Student Street Renovation                                     | 1,695                   | 147                     | 9%                                     |                  |
| Sanitary Lift Station   | 460                     | 467                     | 102%                                   |                  |
| RHC HVAC System   | 578                     | 28                      | 5%                                     |                  |
| West End Remodeling - A/E Fees                                | 8,207                   | 2,216                   | 27%                                    |                  |
| Natural Area Restoration                                      | 150                     | 51                      | 34%                                    |                  |
| Supplementary Water Connection                                | 0                       | 20                      |  |                  |
| 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                     | 111                     | 14%                                    |                  |
| Elevator Upgrades   | 500                     | -                       | 0%                                     |                  |
| Athletics Remodeling  | 375                     | -                       | 0%                                     |                  |
| Interior Remodeling   | 125                     | -                       | 0%                                     |                  |
| Domestic Water Pump   | 100                     | -                       | 0%                                     |                  |
| Fire Alarm Panel Replacement                                  | 250                     | 84                      | 34%                                    |                  |
| 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>3,550</u>            | <u>18%</u>                             |                  |
| Transfer in   | 6,311                   | 4,207                   | 67%                                    |                  |
| Net   | <u>\$ (12,806)</u>      | <u>\$ 1,217</u>         | <u>(10%)</u>                           |                  |
| <br><b>AUXILIARY ENTERPRISE FUND<br/>(excluding Alliance)</b> |                         |                         |  |                  |
|   | <b>Budget<br/>(000)</b> | <b>Actual<br/>(000)</b> | <b>Actual as a % of Budget</b>         |                  |
|   |                         |                         | <b>Current</b>                         | <b>Last Year</b> |
| <b>REVENUES</b>   |                         |                         |  |                  |
| Bookstore Sales   | \$ 2,109                | \$ 1,204                | 57%                                    | 56%              |
| Workforce Development   | 140                     | 47                      | 34%                                    | 84%              |
| Copy Center   | 230                     | 97                      | 42%                                    | 57%              |
| Travel  | 10                      | 11                      | 110%                                   | 18%              |
| Athletics   | 20                      | 25                      | 125%                                   | 290%             |
| Child Care  | 392                     | 281                     | 72%                                    | 70%              |
| PAC Operations  | 16                      | 8                       | 50%                                    | 63%              |
| Other   | 142                     | 114                     | 80%                                    | 114%             |
| Interest and Investments Gain/Loss                            | 75                      | 73                      | 97%                                    | 22%              |
| Total revenues  | <u>3,134</u>            | <u>1,860</u>            | <u>59%</u>                             | <u>62%</u>       |
| <b>EXPENDITURES</b>   |                         |                         |  |                  |
| Bookstore Operating Expenses                                  | 2,076                   | 970                     | 30%                                    | 40%              |
| Workforce Development   | 199                     | 110                     | 55%                                    | 58%              |
| Copy Center   | 356                     | 242                     | 68%                                    | 60%              |
| Travel  | 10                      | -                       | 0%                                     | 0%               |
| Athletics   | 1,101                   | 716                     | 65%                                    | 61%              |
| Child Care  | 537                     | 300                     | 56%                                    | 62%              |
| PAC Operations  | 90                      | 54                      | 60%                                    | 49%              |
| Other   | 163                     | 99                      | 61%                                    | 29%              |
| Total expenditures  | <u>4,532</u>            | <u>2,491</u>            | <u>55%</u>                             | <u>59%</u>       |
| Transfers in (out)  | 1,339                   | 893                     |  |                  |
| Net   | <u>\$ (59)</u>          | <u>\$ 262</u>           |  |                  |

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
EIGHT MONTHS ENDED FEBRUARY 28, 2019**

|                                   | <b>Operating<br/>Budget<br/>(000)</b> | <b>Prorata<br/>Budget<br/>(000)</b> | <b>Actual<br/>(000)</b> | <b>Actual<br/>As a%<br/>Budget</b> | <b>Last<br/>Year</b> |
|-----------------------------------|---------------------------------------|-------------------------------------|-------------------------|------------------------------------|----------------------|
| <b><u>REVENUES</u></b>            |                                       |                                     |                         |                                    |                      |
| State Revenue                     | \$ 370                                | \$ 247                              | \$ 477                  | 129%                               | 163%                 |
| Tuition and Fees                  | 1,015                                 | 677                                 | 755                     | 74%                                | 77%                  |
| Sale of Materials                 | 63                                    | 42                                  | 31                      | 49%                                | 53%                  |
| Institutional Support             |                                       |                                     |                         |                                    |                      |
| Evening High School               | 100                                   | 67                                  | -                       | 0%                                 | 62%                  |
| Interest                          | 8                                     | 5                                   | -                       | 0%                                 | 0%                   |
| Other Revenues                    | 80                                    | 53                                  | 40                      | 50%                                | 56%                  |
|                                   | <u>1,636</u>                          | <u>1,091</u>                        | <u>1,303</u>            | <u>80%</u>                         | <u>92%</u>           |
| Total revenues                    | <u>1,636</u>                          | <u>1,091</u>                        | <u>1,303</u>            | <u>80%</u>                         | <u>92%</u>           |
| <b><u>EXPENDITURES</u></b>        |                                       |                                     |                         |                                    |                      |
| Administrative Support            | 1,621                                 | 1,081                               | 759                     | 47%                                | 40%                  |
| Instructional Programs            |                                       |                                     |                         |                                    |                      |
| Allied Health                     | 202                                   | 135                                 | 100                     | 50%                                | 47%                  |
| Job-related                       | 197                                   | 131                                 | 49                      | 25%                                | 48%                  |
| Home Related                      | 7                                     | 5                                   | 3                       | 43%                                | 18%                  |
| Personal                          | 36                                    | 24                                  | 21                      | 58%                                | 41%                  |
| Community Service                 | 41                                    | 27                                  | 7                       | 17%                                | 15%                  |
| High School Programs              | 124                                   | 83                                  | 51                      | 41%                                | 28%                  |
| GED Programs                      | 4                                     | 3                                   | -                       | 0%                                 | 25%                  |
| Kids/Youth Program                | 32                                    | 21                                  | 19                      | 59%                                | 76%                  |
| ESL Programs                      | 151                                   | 101                                 | 91                      | 60%                                | 58%                  |
| Total Programs                    | <u>794</u>                            | <u>529</u>                          | <u>341</u>              | <u>43%</u>                         | <u>45%</u>           |
|                                   | <u>2,415</u>                          | <u>1,610</u>                        | <u>1,100</u>            | <u>46%</u>                         | <u>42%</u>           |
| Total expenditures                | <u>2,415</u>                          | <u>1,610</u>                        | <u>1,100</u>            | <u>46%</u>                         | <u>42%</u>           |
| Revenue over (under) expenditures | <u>\$ (779)</u>                       | <u>\$ (519)</u>                     | <u>\$ 203</u>           |                                    |                      |
| Transfer in                       | 779                                   | 519                                 | 519                     |                                    |                      |
| Net                               | 0                                     | 0                                   | 722                     |                                    |                      |

OAKTON COMMUNITY COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
EIGHT MONTHS ENDED FEBRUARY 28, 2019

|   | <u>Program<br/>Generated<br/>Revenue</u> | <u>Revenue<br/>Allocated to<br/>Programs</u> | <u>Total<br/>Revenue and<br/>Allocation</u> | <u>Expenditures</u> | <u>Program<br/>Net<br/>Fav<br/>(Unfav)</u> |
|---|--|--|---|---------------------|--|
| Activity fees                           | \$ 441,487                               |  |   |                     |  |
| Interest income                         | 3,148                                    |  |   |                     |  |
| Sub total revenues                      | <u>444,635</u>                           |  |   |                     |  |
| 369901 Student Government Association   | 41,040                                   | 138,000                                      | 179,040                                     | (54,148)            | 124,891                                    |
| 369902 SGA Special Allocations          | -  | -  | -   | (1,860)             | (1,860)                                    |
| 369910 Occurrence                       | 300                                      | 24,669                                       | 24,969                                      | (2,463)             | 22,506                                     |
| 369919 Skokie Events Team               | 335                                      | 35,000                                       | 35,335                                      | (24,803)            | 10,532                                     |
| 369920 SGA College Program Board        | -  | 39,000                                       | 39,000                                      | (15,098)            | 23,902                                     |
| 369922 Lunabot NASA                     | -  | 195  | 195   | -                   | 195  |
| 369923 Global Health and Sustainability | 752                                      | 1,522  | 2,274                                       | (337)               | 1,937                                      |
| 369924 Hawaiian Music Club              | 255                                      | 107  | 362   | (38)                | 323  |
| 369925 M.A.T.H. Club                    | 70                                       | 340  | 410   | -                   | 410  |
| 369927 Cheer & Dance Team               | 85                                       | 1,043  | 1,128                                       | -                   | 1,128                                      |
| 369928 African Student Club             | 356                                      | 2,003  | 2,359                                       | -                   | 2,359                                      |
| 369930 Early Childhood Education Club   | 75                                       | 1,834  | 1,909                                       | -                   | 1,909                                      |
| 369931 Students for Social Justice      | 169                                      | 100  | 269   | -                   | 269  |
| 369932 Ceramics Club                    | 150                                      | 461  | 611   | (72)                | 539  |
| 369933 UNICEF                           | 116                                      | 2,921  | 3,038                                       | (70)                | 2,968                                      |
| 369934 Hillel                           | 262                                      | 427  | 689   | -                   | 689  |
| 369935 Honors Student Organization      | -  | 1,770  | 1,770                                       | -                   | 1,770                                      |
| 369939 First Generation Club            | -  | 322  | 322   | -                   | 322  |
| 369940 Card and Board Game Club         | 293                                      | 577  | 870   | -                   | 870  |
| 369942 Oakton Visual Organization       | -  | 100  | 100   | -                   | 100  |
| 369943 Japanese Culture Club            | -  | 1,864  | 1,864                                       | -                   | 1,864                                      |
| 369944 South Asian Club                 | 40                                       | -  | 40  | -                   | 40   |
| 369945 Physical Therapy                 | 495                                      | 1,471  | 1,966                                       | (392)               | 1,574                                      |
| 369946 Phi Theta Kappa (PTK)            | 4,917                                    | 12,052                                       | 16,969                                      | (4,881)             | 12,088                                     |
| 369947 PRISM                            | 150                                      | 509  | 659   | -                   | 659  |
| 369948 Society of Biomedical Engineers  | -  | 100  | 100   | -                   | 100  |
| 369949 Mission Bible Club               | -  | 275  | 275   | (150)               | 125  |
| 369950 Hispanic Club                    | 357                                      | 827  | 1,184                                       | (594)               | 590  |
| 369951 Society of Women Engineers       | -  | 552  | 552   | -                   | 552  |
| 369952 Student Nurses May 2019          | 693                                      | -  | 693   | -                   | 693  |
| 369954 Kpop Club                        | 115                                      | 1,679  | 1,794                                       | (84)                | 1,710                                      |
| 369955 Sustainability Club              | 93                                       | -  | 93  | -                   | 93   |
| 369957 Student Nurses Dec 2018          | 900                                      | 100  | 1,000                                       | (968)               | 32   |
| 369959 Black Student Union              | 675                                      | -  | 675   | -                   | 675  |
| 369960 Muslim Student Association       | -  | 2,175  | 2,175                                       | (43)                | 2,132                                      |
| 369961 DECA                             | -  | 100  | 100   | -                   | 100  |
| 369962 Nurses Dec 2017                  | 2,124                                    | -  | 2,124                                       | -                   | 2,124                                      |
| 369963 Art Club                         | 620                                      | -  | 620   | -                   | 620  |
| 369964 Oakton Helping Others            | 563                                      | 1,536  | 2,099                                       | -                   | 2,099                                      |
| 369965 Law Enforcement Club             | -  | 100  | 100   | -                   | 100  |
| 369971 Habitat for Humanity             | 463                                      | 640  | 1,103                                       | (3,112)             | (2,009)                                    |
| 369972 PAYO                             | 372                                      | 2,182  | 2,554                                       | -                   | 2,554                                      |
| 369974 Student Veterans Club            | -  | 1,371  | 1,371                                       | -                   | 1,371                                      |
| 369976 ROTO Club                        | 321                                      | 1,107  | 1,428                                       | (313)               | 1,115                                      |
| Sub Totals                              | <u>57,288</u>                            | <u>279,030</u>                               | <u>336,318</u>                              | <u>(109,427)</u>    | <u>226,891</u>                             |
| <b>Fund Summary</b>                     |  |  |   |                     |  |
| Total Revenues                          | \$ 501,922                               |  |   |                     |  |
| Total Expenditures                      |  |  |   | (109,427)           |  |
| Total Transfers to other funds          |  |  |   | -                   |  |
| Excess revenues over expenditures       |  |  | 392,496                                     |                     |  |
| Net Position 6/30/18                    |  |  | 473,434                                     |                     |  |
| Net Position, end of period             |  |  | <u>\$ 865,930</u>                           |                     |  |

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

| GENERAL FUND TRANSFERS/PAYMENTS |           | AMOUNT            | SELF-INSURANCE | REFUNDS/<br>STUDENT-<br>DISBURSEMENTS | ILLINOIS<br>SALES AND<br>I.D.E.S. TAX | EMPLOYEE<br>HEALTH INSURANCE<br>CCHC | CHASE<br>CREDIT CARD | BOND<br>HOLDER<br>& MISC |
|---------------------------------|-----------|-------------------|----------------|---------------------------------------|---------------------------------------|--------------------------------------|----------------------|--------------------------|
| DATE                            |           |                   |                |                                       |                                       |                                      |                      |                          |
| 2/19/2019                       | \$        | 23,936.00         |                |                                       | \$ 23,936.00                          |                                      |                      |                          |
| 2/22/2019                       |           | 47,518.42         | \$             | 47,518.42                             |                                       |                                      |                      |                          |
| 2/22/2019                       |           | 664,578.07        |                |                                       |                                       | \$ 664,578.07                        |                      |                          |
| 2/26/2019                       |           | 49,244.48         |                |                                       |                                       |                                      | \$ 49,244.48         |                          |
| <b>TOTAL</b>                    | <b>\$</b> | <b>785,276.97</b> | <b>\$</b>      | <b>47,518.42</b>                      | <b>\$ 23,936.00</b>                   | <b>\$ 664,578.07</b>                 | <b>\$ 49,244.48</b>  | <b>\$</b>                |

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

| DATE         | AMOUNT    | FEDERAL<br>PAYROLL TAXES | STATE<br>PAYROLL TAXES | SURS              | CREDIT UNION<br>AND TAX<br>SHELTERS |                      |
|--------------|-----------|--------------------------|------------------------|-------------------|-------------------------------------|----------------------|
| 2/8/2019     | \$        | 235,001.17               |                        |                   |                                     |                      |
| 2/8/2019     |           | 82,675.97                | \$                     | 82,675.97         |                                     |                      |
| 2/8/2019     |           | 174,753.44               |                        | \$ 174,753.44     |                                     |                      |
| 2/8/2019     |           | 68,917.46                |                        |                   | \$ 68,917.46                        |                      |
| 2/22/2019    |           | 249,338.92               |                        |                   |                                     |                      |
| 2/22/2019    |           | 86,998.79                |                        | 86,998.79         |                                     |                      |
| 2/22/2019    |           | 179,256.78               |                        | 179,256.78        |                                     |                      |
| 2/22/2019    |           | 69,760.52                |                        |                   | 69,760.52                           |                      |
| <b>TOTAL</b> | <b>\$</b> | <b>1,146,703.05</b>      | <b>\$</b>              | <b>169,674.76</b> | <b>\$ 354,010.22</b>                | <b>\$ 138,677.98</b> |



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

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$9,306.16 for part-time teaching services for the Alliance for Lifelong Learning Spring 2019.
- b. Salary rescinds in the amount of \$10,787.95 for part-time teaching services for the Alliance for Lifelong Learning Spring 2019.
- c. Payment for Fall 2018 Space Utilization and Facilities Services and Classroom/Office Space rental as follows:

|                          | <u>Services</u> | <u>Rental</u> |
|--------------------------|-----------------|---------------|
| District 535 (Oakton)    | \$4,378.00      | \$12,720.29   |
| District 202 (Evanston)  | 0.00            | 2,415.68      |
| District 207 (Maine)     | 0.00            | 10,734.18     |
| District 219 (Niles)     | 0.00            | 1,867.89      |
| District 225 (Glenbrook) | <u>0.00</u>     | <u>126.42</u> |
| Total Payment            | \$4,378.00      | \$16,414.46   |

**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 \$30,098.62 for all funds listed in items a and c.”

**Supplemental Authorization to Pay Professional Personnel – Spring 2019**

Comparative figures:

**Spring 2019 Part-Time**

**\$3,916,292.48**

**Spring 2018 Part-Time**

**\$3,916,891.16**

**Spring 2019 Overload**

**\$465,997.95**

**Spring 2018 Overload**

**\$490,792.80**

IL:jg  
3/2019

**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 \$440,189.52 to the total amount of part-time teaching salaries paid during the 2019 spring semester; the revised, total payment amount is \$3,916,292.48."

2. "Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$100,341.45 to the total amount of faculty overload salaries paid during the 2019 spring semester; the revised, total payment amount is \$465,997.95."

**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 Basic Nursing Assistant program and will commence on March 19, 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.

**Health Information Technology:**

Renewal: **Mercy Health Corporation**

This is a renewal agreement for Health Information Technology program and will commence on March 19, 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.

**Nursing:**

New: **Transitional Care of Arlington Heights**

This is a new agreement for the 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 March 19, 2019 and terminates on March 19, 2024.

**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

**Health Information Technology:**

Mercy Health Corporation

**Nursing:**

Transitional Care of Arlington Heights

**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.

Items “a and c” were previewed at the February 2019 Board of Trustees meeting. Item “b” was previewed at the November 2018 Board meeting. The original purchase for item “d” was approved at the January 2019 Board meeting.

dls 3/13/19

**President’s Recommendation:**

That the Board adopt the following resolution:

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

| <b><u>Agenda Item</u></b> | <b><u>Page(s)</u></b> | <b><u>Description</u></b>   | <b><u>Vendor</u></b>           | <b><u>Amount</u></b>    |
|---------------------------|-----------------------|---|--------------------------------|-------------------------|
| 3/19-7a                   | 1-2                   | West End Phase 2 Construction   | Osman Construction Corporation | \$4,675,000.00          |
| 3/19-7b                   | 1                     | Steelcase Furniture with Installation for West End Classrooms and Skokie Classrooms | Forward Space                  | \$ 148,241.01           |
| 3/19-7c                   | 1                     | Web Content Management Software Cloud Services – Five Year Contract Renewal         | Hannon Hill LLC                | \$ 130,000.00           |
| 3/19-7d                   | 1                     | Rescind Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract    | Daikin Applied                 | (\$ 51,625.00)          |
|                           |                       | Purchase Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract   | Thermosystems                  | \$ 51,625.00            |
| <b>GRAND TOTAL</b>        |                       |   |                                | <b>\$4,953,241.01.”</b> |

**Authorization to Purchase West End Phase 2 Construction**

The second phase of the West End Renovation project is scheduled to begin construction in April 2019. The FY2018-FY2020 Capital Improvement Plan identifies this project as necessary in order to expand the Arts program and add classroom and adjunct faculty office space. In addition to the work in the west end, there is a small project that needs to be done in the old TV studio in Instructional Media Services. The area will be remodeled and modified to better accommodate current required services and to meet accessibility concerns.

The Purchasing Department emailed the bid information to 75 contractors (10 in district). Fourteen contractors (1 in district) attended the mandatory pre-bid meeting. Four bids were received, opened, recorded, and the project evaluation team began their work. The team consisted of the project architect from Perkins+Will, the owner's representatives from Cotter Consulting, and Oakton's Construction Manager, Director of Facilities, and Director of Business Services. Bid responses were reviewed and analyzed to determine the lowest responsible bidder along with any alternates that the College may select (neither alternate was selected). The team also conducted a project scope review meeting with the selected contractor.

The low base bid of \$4,250,000 was submitted by Osman Construction Corporation of Arlington Heights. Originally founded as Hope Construction Company in 1946, Osman has been providing general contracting and construction services in Illinois, Wisconsin, Indiana, and Michigan for more than seventy years. In addition to many schools and hospitals, some of Osman's clients include Abt Electronics, Jewel Food Stores, PNC Financial Services Group, Walgreens, American Airlines, and Walmart.

In addition to the project total of \$4,250,000, the Administration is requesting approval for a project contingency of \$425,000 (10%) to be used in the event that any unforeseen issues arise. This brings the grand total to \$4,675,000. The project team is confident that Osman Construction Corporation will meet the College's project requirements. The project will start in April and is expected to take five months to complete.

EC:ds 3/13/19

**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 West End Phase 2 Construction from Osman Construction Corporation, 70 West Seegers Road, Arlington Heights, IL 60005 for a contract sum of \$4,250,000.00 plus a project contingency of \$425,000.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$4,675,000.00 in accordance with their low bid in response to Invitation to Bid #0218-19-13.”

|   |                        |
|---|------------------------|
| <b>West End Construction Phase 2</b>        |                        |
| <b>Bid #0218-19-13</b>                      |                        |
|   |                        |
| <b>VENDOR</b>                               | <b>TOTAL COST</b>      |
| Osman Construction<br>Arlington Heights, IL | \$ 4,250,000.00        |
| Contingency                                 | \$ 425,000.00          |
| <b>Total</b>                                | <b>\$ 4,675,000.00</b> |
|   |                        |
| F.H. Paschen<br>Chicago, IL                 | \$ 4,718,000.00        |
|   |                        |
| Simpson Construction<br>Bellwood, IL        | \$ 4,754,000.00        |
|   |                        |
| Boller Construction<br>Waukegan, IL         | \$ 5,030,000.00        |
|   |                        |

**Authorization to Purchase Steelcase Furniture with Installation for West End Classrooms and Skokie Classrooms**

Phase one of the West End Renovation at the Des Plaines campus includes five, new, second floor classroom/meeting spaces; two large rooms that will hold 28 students each, one room that will hold twenty students, and two smaller rooms that will hold six students each. The two large rooms will be equipped with the College's standard classroom furniture which consists of student tables and chairs, a teacher table and stool, and an ADA accessible table and chair. The three smaller rooms will be equipped with student tables and chairs. In addition, standard classroom furniture will be purchased to equip eight classrooms at the Skokie campus; C131, C210, C212, C214, C234, C240, C250, and C254. Each of these Skokie classrooms can accommodate 24 students, and this new furniture will replace the original, old tablet arm chairs.

Bids were sent to two local, authorized Steelcase dealers; Forward Space and Interiors for Business. Forward Space submitted a bid price of \$148,241.01 and Interiors for Business submitted a bid price of \$154,088.20. Furniture for the Skokie campus is scheduled for installation by June 1, 2019. Furniture for the Des Plaines campus is scheduled for installation by August 1, 2019.

The Administration is seeking approval to award this purchase to Forward Space for \$148,241.01, which includes all furniture, assembly, and installation/set up in each classroom. Forward Space is a certified Women Owned Business (WBE) who has installed a majority of the College's furniture at both campuses. The Administration is confident they can meet the College's sales, service, and installation needs.

dls  
3/13/19

**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 Classrooms and Skokie Classrooms from Forward Space, 1142 N. North Branch St., Chicago, IL 60642 for a total of \$148,241.01 per their low bid in response to Invitation to Bid #0228-19-14.”

**Authorization to Purchase Web Content Management Software Cloud Services – Five Year Contract Renewal**

The content management system (CMS) is software specifically for web content. It provides website authoring, collaboration, and administration tools that help users with little knowledge of web programming languages or markup languages create and manage website content. To better integrate new technology as it becomes available, and to have a quicker turnaround on change requests, the College's CMS vendor, Cascade by Hannon Hill, has moved to a centralized cloud service model.

There are some features that are only available to customers who use their cloud services, including incorporating WCAG 2.0 (web accessibility) checks. Moving to cloud services also allows for continual updates, early access to new features, in-app support features, better analytics, and faster troubleshooting. Oakton is in the process of redesigning its web site and having the most current version of the Cascade CMS is integral in order to take advantage of all the newest features and capabilities Hannon Hill offers.

The Administration has negotiated a five-year contract for a total of \$130,000, in fixed amounts of \$26,000 per year. The contract includes an incentive discount of \$9,000 and provides the College with predictable expenses and safeguards against volatility to price fluctuations.

The Administration is confident that Hannon Hill will continue to provide excellent support and service and will work in partnership with the College to ensure the success of the migration and implementation of the cloud-based CMS.

EC:mw  
3/13/19

**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 Web Content Management Software Cloud Services – Five Year Contract Renewal from Hannon Hill LLC, 3423 Piedmont Road NE, Suite 520, Atlanta, GA 30305 for a total of \$130,000.00.”



**Authorization to Rescind Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract and Authorization to Purchase Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract**

At the January 2019 Board of Trustees meeting, the Board approved a five year maintenance contract for the HVAC chiller system at the Skokie campus. The vendor was Daikin Applied for a five year total of \$51,625. In early February, the College received notice that Daikin Applied was combining their factory service with the sales and service team from Thermosystems. All conditions of the College's original contract, including the price, remain valid and in effect. Payments will now be made to Thermosystems instead of Daikin Applied. Because of this, the Administration is seeking Board approval to rescind the original purchase from Daikin Applied and now approve the purchase from Thermosystems for a total of \$51,625.

dls

3/13/19

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 rescinds the purchase of a Chiller Maintenance Contract for Skokie HVAC System – Five Year Contract from Daikin Applied, 175 Hansen Court, Suite 103 Wood Dale, IL 60191 for a total of \$51,625.00.”

“Be it further 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 Thermosystems, 960 Industrial Drive, Unit 1, Elmhurst, IL 60126 for a total of \$51,625.00 per their letter dated February 1, 2019.”

**Preview and Discussion of Upcoming Purchases**

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

**a) Classroom Projectors** - The FY19 capital equipment budget includes funds for the purchase of thirty replacement multimedia projectors. The projectors are part of the annual 7-year refresh lifecycle for projectors in classrooms. Every classroom is equipped with at least one ceiling mounted projector allowing instructors to project computer information and video onto the screen. The College currently has 210 projectors in total. In addition to the thirty projectors, the College will be purchasing four more projectors to be installed in Skokie classrooms that will be getting a full technology refresh and upgrade of equipment. The Administration is sending out an Invitation to Bid to multiple Hitachi resellers in order to obtain competitive pricing. The final vendor decision and pricing results should be available for approval at the April Board meeting. This purchase is budgeted at \$70,000 for the 34 projectors.

**b) Great America Tickets on Consignment** - The Student Government Association (SGA) would like to continue to offer Great America tickets as part of the ticket discount program. The program, chosen by students, offers students' significant savings by combining the advantages of bulk buying coupled with a discount, which is offset by student fees. In previous years, the SGA provided a 20% discount to students and would like to extend that discount for 2019. The program permits students to purchase a maximum of four discounted 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. Non-traditional aged students account for nearly 50% of ticket purchases in this program. Tickets are made available on consignment, so there is no cost to the SGA if tickets do not sell out. The SGA staff will be meeting with the Great America representative to organize the 2019 order. They anticipate ordering 100 adult tickets and 200 season tickets. Final 2019 prices and a comparison to 2018 prices will be included in the purchasing agenda item scheduled for approval at the April Board meeting.

**c) Housekeeping Equipment** – The Housekeeping department will be purchasing three pieces of cleaning equipment that will replace old, difficult to repair existing equipment. In addition, two new pieces of equipment will be purchased. The Purchasing department is preparing an Invitation to Bid for the following equipment, estimated at \$35,000, manufactured by Clarke Equipment Company, who specializes in industrial cleaning equipment:

Two (one for each campus) replacement Walk Behind Sweepers for general cleaning of debris and dust from hallways.

One new Ultra Speed Burnisher for polishing the new terrazzo floors at the DP campus.

One new Riding Auto Scrubber for cleaning the hallways at the Skokie campus.

One replacement All Purpose Cleaner for general cleaning at the Skokie campus.

This purchase will be presented for approval at the April Board of Trustees meeting.

**d) Painting Service for the Des Plaines Campus** – At the February 2019 Board meeting, the Administration previewed a purchase for carpet replacement for a large portion of the second floor spaces, beginning at the east end of the building. In conjunction with that project, the second floor corridors and faculty offices at the Des Plaines campus will be painted in order to refresh those areas. This project is expected to take two months to complete during the summer of 2019, for an estimated \$40,000. An Invitation to Bid is being prepared and the Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**e) Abatement Services for West End Phase 2** - Prior to the start of phase two of the West End Renovation project, abatement of identified hazardous materials will be required and is expected to include flooring in certain areas. ECS Midwest has been contracted to perform testing, preparation of bid specifications, and project management services in compliance with EPA requirements at a contract cost of \$13,000. The Purchasing department is working with ECS Midwest and the Facilities department to prepare the final Invitation to Bid for this work which is expected to cost approximately \$30,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**f) Transportation Services for Athletic Teams** - The current College transportation fleet has three twelve passenger vans and two seven passenger vans for use by the Athletic Department. These vehicles do not accommodate the transportation needs of the larger athletic teams such as soccer or baseball with rosters between twenty and forty student athletes and coaches. Contracting the transportation services provides safe, single, appropriately sized vehicles with professional drivers for each team, in lieu of using multiple College vehicles, driven by team coaches. In fiscal year 2016, the Administration issued a Request for Proposal (RFP) for transportation services. The RFP covered transportation for Men's and Women's Soccer, Men's and Women's Basketball, Women's Volleyball, Men's Baseball, Men's Tennis, and Women's Softball. The Board awarded the contract to Infinity Transportation Management. The RFP/contract provided the option to renew for additional years of transportation services at the discretion of the College.

Based upon the service provided over the past three years, the Administration is opting to renew the contract for another year. Infinity Transportation's service has been appropriate for the needs of the Athletic Department and they have agreed to not raise their prices. The buses are clean and dependable with professional drivers who are punctual and have a safe driving record. Infinity is located in Des Plaines and has been in business since 1998 operating seven days a week, 365 days a year. Each vehicle is radio dispatched, fully insured, and passes the standards set by the Illinois Department of Transportation. Other clients include Harper College, Waubensee Community College, Legal Prep Charter School, Concept Schools, and City

Colleges of Chicago. The Administration is confident Infinity Transportation Management, LLC will continue to provide the quality service required by the College. The annual cost is estimated at \$44,000. The Administration plans to present this item to the Board for purchase approval at the April Board meeting.

**g) Athletic Training Services** - The Administration is preparing a Request for Proposal (RFP) for athletic training services for fiscal years 2020, 2021, and 2022. The RFP covers the scope of services to provide a full continuum of athletic training for student athletes.

The awarded bidder will be required to provide a Certified Athletic Trainer for all student athletes during practices and home contests as well as some away contests. The Certified Athletic Trainer will be available every weekday and on weekends and holidays when there are practices and/or games scheduled or as determined by the College's Athletic Department. The Certified Athletic Trainer will adhere to scheduled hours. Regular hours for treatment and injury assessment will be established by the Head Athletic Trainer or Athletic Director. The Certified Athletic Trainer will assist with CPR training and the use of Automatic External Defibrillators (AEDs) for coaching staff. Additionally, the Certified Athletic Trainer will be required to determine an individual's readiness to participate in athletics in accordance with College rules and regulations and will assist with assessing each athlete's annual physical form and pre-participation form. The Certified Athletic Trainer will assist with a pre-participation screening session, to include concussion testing and EKG testing for each student athlete at the beginning of the athletic season. All screening and testing results will be reviewed by an Oakton Community College medical consultant and Certified Sports Medicine Physician. All screening will be in compliance with NJCAA rules. After review and approval by the Certified Sports Medicine Physician, the Certified Athletic Trainer will determine and follow established communication with coaching staff regarding student athletes' medical clearance or medical disqualification to play.

The College developed a RFP based upon the anticipated current sports schedules for companies to develop their proposals. Actual work hours may vary depending upon in season schedule changes and post-season activities. For this reason, the Administration is requesting approval for funds not to exceed \$28,000 annually. The Administration plans to present this item to the Board for purchase approval at the April Board meeting.

**h) Wireless Network Equipment** - The College's current wireless network is comprised of two controllers, one management appliance, and 250+ access points. These devices connect to the wired network and the internet to provide wireless service for up to 2,600 concurrently connected laptops, tablets, and phones throughout both campuses. The system, manufactured by Meru Networks and purchased in 2011, is now largely obsolete. As of February 2019, three quarters of the access points are no longer supported. The College's FY2019 Capital Improvement Plan budget includes funds to upgrade/replace this system. The replacement

system to be purchased will essentially be a modernized version of the current equipment. Access points will be replaced one-for-one with appropriate changes for high density areas. The Purchasing and IT departments are writing an RFP that will be sent to vendors representing different manufacturers of wireless equipment. The final recommendation will be based on manufacturer viability and reputation, product reviews and functionality, total cost of ownership, and suitability for the College's network environment. The purchase is budgeted at \$250,000 and will be presented at the April Board of Trustees meeting for approval.

**i) Magazine Printing** - The Administration will be recommending a targeted direct-mail approach aimed at traditional and adult students that utilizes magazines and postcards, email, social media, and digital advertising to replace district-wide credit schedule distribution. As part of this effort, College Relations has created two publications: "Oakton Outlook," targeting adult and career students, and "#Oakton," targeting traditional-aged and transfer students. The Administration plans to issue an Invitation to Bid for printing these 12-page publications, which are targeted for in-home delivery to the target audiences in May.

The printing specs are as follows:

- Heatset-Web printing
- 12 page self-cover saddle-stitch 8 1/4 x 10 3/4 upright magazine
- Ink 4/4 process
- Stock All 60# #3 Gloss Text

The budgeted printing cost per issue is approximately \$33,000 each.

Print and mail counts are as follows:

- High School/Traditional Age student HH (Ages 11-17): 40,000 print (37,810 mailed)
- Adult HH (Ages 24-51): 38,500 (36,267 mailed)

The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**Approval of a Settlement Agreement**

The College and Ms. Ruth Wagner reached agreement on resolution of a charge filed with the IDHR. The agreement provides for Ms. Wagner's dismissal of her charge and waiver of all claims against the College in exchange for a monetary settlement payment.

JS  
3/2019

**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 Settlement Agreement entered into between the College and former student Ms. Ruth Wagner, which includes a monetary payment in exchange for dismissal of her charge and waiver, and release of all claims against the College.”

**Authorization to Hire Chief Information Officer**

The administration is recommending the hire of Mr. Prashant Shinde as the Chief Information Officer. The search began on November 6, 2018 with postings on the Oakton Community College website and on internal job boards at the Des Plaines and Ray Hartstein campuses. The position was advertised in the *Chicago Tribune*, *Chronicle of Higher Education*, *Chicago Diversity and Compact for Faculty Diversity*. The position opening was posted on various websites including the Chicago Tribune's *careerbuilder.com*, *hbcuconnect.com* (Historically Black Colleges and Universities), *hacu.net* (Hispanic Association of Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*.

There were sixty-seven applicants for the Chief Information Officer position. The search committee conducted six on campus interviews and selected four finalists to bring to campus for interviews with a number of employee groups, including the Chief Human Resources Officer; the Vice President for Administrative Affairs; President's Council; IT Direct Reports; and an open session for college administrators, faculty, and staff.

Mr. Shinde has a master's degree in Computer Science from Alcorn State University and a bachelor's degree in Computer Engineering from the University of Mumbai, India. Mr. Shinde has over sixteen years of experience managing technology in higher education with expertise in BANNER and related technologies. Mr. Shinde is currently the Chief Information Officer at Chicago State University. At Chicago State University he has increased internet speeds, provided high-speed wireless connectivity campus-wide, improved network security, standardized technology equipment across the institution, implemented disaster recovery procedures, rolled-out single sign-on for multiple applications, deployed electronic documents and associated workflows.

CH/vb  
3/14/2019

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Mr. Prashant Shinde effective May 6, 2019 at an annual salary of \$155,000. That salary will be prorated for the period of May 6, 2019 through June 30, 2019.”



**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535**  
**County of Cook and State of Illinois**  
**ADMINISTRATOR'S EMPLOYMENT CONTRACT**

This agreement, entered into by and between the Board of Trustees of Community College District 535, County of Cook and State of Illinois, a body politic and corporate, hereinafter referred to as the "Board" and Prashant Shinde hereinafter referred to as the "Administrator;"

**WITNESSETH:**

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Chief Information Officer of the Board's College, and the Board has approved such recommendation;

Now, therefore, it is agreed by and between the Board and the Administrator as follows:

1. The Administrator is appointed Chief Information Officer of the Board's College from May 6, 2019 through June 30, 2019. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$155,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be prorated for the period May 6, 2019 through June 30, 2019.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this \_\_\_\_\_ day of \_\_\_\_\_ 2019 by:

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on March 19, 2019.  
(Agenda Item 3/19-10)

Board of Trustees of Community College  
535, County of Cook and State of Illinois

\_\_\_\_\_  
President

Oakton Community College does not discriminate on the basis of race, color, creed, religion, national origin, handicap, age, sex, marital status in admission to and participation in its educational programs, college activities and services or in its employment practices.

Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to Assistant Vice President of Student Affairs/Dean of Access, Equity, and Diversity, Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois, 60016, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.



**Approval of New Units of Instruction**

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create a new General Education Core Curriculum (GECC) Credential and six new certificates: a 3-credit Perioperative Nursing Certificate, a 12-credit Cannabis Dispensary and Patient Care Specialist Certificate, an 18-credit Private Security Certificate, a 12-credit Operational Software Specialist Certificate, a 13-credit Presentation Software Specialist Certificate, and a 16-credit Reporting System Software Specialist Certificate.

IL:rw  
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 approves the following new units of instruction: General Education Core Curriculum Credential, Perioperative Nursing Certificate, Cannabis Dispensary and Patient Care Specialist, Private Security Certificate, Operational Software Specialist Certificate, Presentation Software Specialist Certificate, and the Reporting System Software Specialist Certificate.”

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

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

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

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

**Perioperative Nursing Certificate**

3 semester credit hours; Curriculum: 0322

| <b>Courses for a Certificate</b>                   | <b>Credit Hours</b> |
|--|---------------------|
| NUR 231 Perioperative Nursing                      | 3                   |
| <b>Total Semester Credit Hours for Certificate</b> | <b>3</b>            |

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

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

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

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

**Cannabis Dispensary and Patient Care Specialist**

12 semester credit hours; Curriculum: 0410

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

The College’s Law Enforcement and Criminal Justice Program prepares students for employment as police officers, special agents, juvenile officers, security officers, state troopers, court bailiffs, private detectives, probation officers, investigators, inspectors, and corrections officers. The program caters to the professional and educational needs of those interested in law enforcement, as well as to current law enforcement personnel who desire increase their proficiency or improve career opportunities. The proposed extension of offering a **Private Security Certificate** will serve the needs of individuals who want the core education the Law Enforcement and Criminal Justice program offers. This certificate will also provide students with basic concepts recognized in the private security industry. It furthers the partnerships between Law Enforcement and Private Security and offers the student an opportunity to incorporate a Certificate in Private Security within the AAS Degree in Law Enforcement and Criminal Justice thereby producing a stackable degree. Completion of the Private Security Certificate also allows students to obtain certification through the state of Illinois as a security officer or private investigator (PERC Certification).

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

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

**Private Security Certificate**

18 Semester Credit Hours; Curriculum: 0243

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

The **Operational Software Specialist Certificate** program prepares students for positions as either administrative or operational managers, or administrative or operational specialists across or within departments. In this program, students acquire strong skills in Information Technology, applications software and administrative planning. Professional certifications are available within industry. Courses in this certificate align with the skill sets needed in preparing for the Microsoft Office Specialist (MOS) Expert Certification and Adobe Certified Expert Certification. Courses within the proposed Operational Software Specialist Certificate give students the necessary training to successfully attain positions as administrative or operational specialists in office technology and software. In this program, students acquire strong skills in Information Technology, applications software and administrative planning. Moreover, it prepares students to work successfully within their own departments or collaborate across various departments, which in today's challenging business environment, are skills that are needed.

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

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

**Operational Software Specialist Certificate**

12 Semester Credit Hours; Curriculum: 0315

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

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

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

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

**Presentation Software Specialist Certificate**

13 Semester Credit Hours; Curriculum: 0317

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

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

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

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

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

**Reporting System Software Specialist Certificate**  
16 Semester Credit Hours; Curriculum: 0319

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

IL:rw  
3/2019

### **Preview of New Units of Instruction**

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create three new certificates, a 9-credit-hour Production Technician Certificate, a 15-credit-hour Programmable Controllers (PLC/PAC) Technician Certificate, and an 11-credit-hour Welding Certificate.

The **Production Technician Certificate** is a nine credit certificate that offers credentials for entry-level manufacturing production workers. The material taught in the program provides the fundamental knowledge and skill sets for anyone seeking a job in the manufacturing industry. Prospective students who earn the certification will enter production market with an understanding of manufacturing technology processes and technical skills required for the position.

The U.S. Bureau of Labor Statistics does not collect employment or wage data on Production Technicians. This entry-level position can lead to numerous manufacturing positions including: production workers, metal and plastic workers, sheet metal workers, lathe and turning machine setters and operators, milling machine setters and operators, and industrial machinery maintenance. According to the Bureau of Labor Statistics, job growth for these positions ranges from 2.9% to 9% depending on the position. In the past twelve months there have been 1,976 job postings for production technicians and related positions in the region. The top industries that posted jobs include manufacturing, professional, science, technical services, and retail trade. Annual salaries range from \$28,890 -\$47,990 depending on skill sets and position.

The proposed Production Technician Certificate curriculum requirements and total credit hours:

#### **Production Technician Certificate**

9 Semester Credit Hours; Curriculum:

##### **Courses for a Certificate:**

|   | <b>Credit Hours</b> |
|---|---------------------|
| • MFG 102 Industrial Drafting and Design                    | 3                   |
| • MFG 110 Introduction to Machining                         | 3                   |
| • MFG 111 Introduction to Computer Integrated Manufacturing | 3                   |

**Total Semester Credit Hours for Certificate: 9**

The **Programmable Controllers (PLC/PAC) Technician Certificate** consists of 15 credit hours. The job of Programmable Controllers (PLC/PAC) Technician is to design, program, calibrate, monitor, troubleshoot, and repair automation systems ranging from simple traffic lights to complex industrial automation systems. These sophisticated automation systems are controlled by devices commonly known as Programmable Logic/Automation Controllers (PLC/PAC) and Human Machine Interface (HMI). The purpose of the program is to prepare students to this challenging yet highly rewarding opportunity in modern automation/mechatronics field.

The U.S. Bureau of Labor Statistics does not collect employment or wage data on Programmable Controllers Technician also known as Automation Technician, Control Technician, Production Support Technician, or Instrumentation Technician. Two close matches to Programmable Controllers Technician are Electro-Mechanical Technician and Engineering Technician. The annual salaries for these two job categories range from \$56,740-\$62,230 annually. Labor market data (Burning Glass Technologies) identified 1,295 jobs/related jobs in the Chicago-Naperville-Elgin metropolitan area in the past twelve months. The top industries that posted jobs in the last twelve months include manufacturing, professional, scientific and technical services, retail trade, finance and insurance, healthcare and social assistance, mining, quarrying, oil and gas extraction, and construction. The mean salary is \$42,000/year.



The proposed Programmable Controllers (PLC/PAC) Technician Certificate curriculum requirements and total credit hours:

**Programmable Controllers (PLC/PAC) Technician Certificate**

15 Semester Credit Hours; Curriculum:

| <b>Courses for a Certificate:</b>  | <b>Credit Hours</b>                 |
|--|-------------------------------------|
| <ul style="list-style-type: none"> <li>• MFG 111 Introduction to Computer Integrated Manufacturing</li> <li>• MFG 240 Programmable Logic Controllers (PLC)</li> <li>• MFG 245 Programmable Automation Controllers (PAC)</li> <li>• MFG 250 Advanced Automation Applications (PLC/PAC/HMI)</li> </ul> | <p>3</p> <p>4</p> <p>4</p> <p>4</p> |
| <b>Total Semester Credit Hours for Certificate:</b>  | <b>15</b>                           |

The **Welding Certificate** consists of 11 credit hours. Welding is a skill used by various trades and welding applications can range from sculptures by home hobbyist to heavy metal fabrication of bridges, ships, and many other projects. The Welding Certificate follows the standards of American Welding Society (AWS) and covers training of the four welding systems including electric arc, oxy-fuel, gas metal arc, and gas tungsten arc welding processes. Welders are employed with job titles such as welder, solderer, technician/assembler, technician/inspector, and repair technician in shipyards, manufacturing, building and construction, industrial maintenance, and repair shops.

Labor market data (Burning Glass Technologies) identified 624 jobs in the Chicago-Naperville-Elgin metropolitan area in the past twelve months. The top industries that posted jobs in the last twelve months include construction, manufacturing, administrative and support, and waste management and remediation services, and professional, scientific and technical services. The mean salary is \$38,121/year (compared to \$40, 240/year or \$19.35/hour nationally). The Occupational Outlook Handbook predicts a 6% increase in this field through 2026.

The proposed Welding Certificate curriculum requirements and total credit hours:

**Welding Certificate**

11 Semester Credit Hours; Curriculum:

| <b>Courses for a Certificate:</b>   | <b>Credit Hours</b>        |
|---|----------------------------|
| <ul style="list-style-type: none"> <li>• MFG 102 Industrial Drafting and Design</li> <li>• MFG 120 Introduction to Welding</li> <li>• MFG 125 Advanced Welding</li> </ul> | <p>3</p> <p>4</p> <p>4</p> |
| <b>Total Semester Credit Hours for Certificate:</b>   | <b>11</b>                  |



**Acceptance of Illinois Community College Board Career and Technical Education Leadership Grant**

The Illinois Community College Board (ICCB), has awarded Oakton Community College an 18-month, \$50,000 grant. ICCB CTE Leadership funds will support students of color in CTE programs which seeks to deepen the engagement of students of color in CTE through workshops, seminars and mentoring. This grant will also support a part-time coordinator and professional development opportunities for CTE faculty, staff and administrators. Marc Battista, Associate Vice President of Workforce Education/Dean of Business and Career Technologies will be the administrator assigned to the grant.

AG

3/13/2019

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$50,000.00 from the Illinois Community College Board to support the Career and Technical Education Leadership Grant.”

**Approval of Policy Revisions**

Policy 3011 is a Business Policy that was presented to the Board as a First Read on February 19, 2019. In accordance with College policy, action on the proposed revisions will take place at the next regular meeting of the Board of Trustees on March 19, 2019.

JLS:mr  
3/2019

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the revisions to Policy 3011 attached hereto.”

3001

6/24/75

Revised 8/18/98

Renumbered 7/1/01

Revised 1/17/06

Revised 12/16/08

Revised 2/17/15

Revised 3/19/19

1 of 2

## **BUSINESS**

### **Annual Budget**

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

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

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

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

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

### **Budgeting Principles**

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

1. Serve the greatest educational needs of the residents of Oakton Community College District 535

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

### Budget Methodologies

#### 1. Incremental Budgeting

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

#### 2. Modified Open Ended Budgeting

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

#### 3. Program Budgeting

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

#### 4. Estimating

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