

**The 733rd Meeting of
The Board of Trustees
May 22, 2018**



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 733rd MEETING
of
THE BOARD OF TRUSTEES
MAY 22, 2018**

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

**Closed Session
5:30 p.m.
Room B102**

AGENDA

1. Call to Order and Roll Call in Room B102
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

**Dinner
6:15 p.m.
Room A167**

**Closed Session
6:45 p.m.
Room A167**

AGENDA

2. Call to Order and Roll Call in Room A167
3. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of April 17, 2018
 - semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, and pending litigation.
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
7:30 p.m.
Room P104

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of the April 17, 2018 Board of Trustees Meeting

Statement by the President

Trustee Update on AACC Conference

Student Trustee Report

Comments by the Chair

Report: Fiscal Year 2019 Budget Presentation

Public Participation

NEW BUSINESS

CONSENT AGENDA

- 5/18-1 a. Approval of Adoption of Consent Agenda
- 5/18-1 b. Approval of Consent Agenda Items 5/18-2 through 5/18-9
- 5/18-2 Ratification of Payment of Bills for April 2018 (Including Approval of Travel)
- 5/18-3 Acceptance of Treasurer's Report for April 2018
- 5/18-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/18-5 Action on Recordings of Closed Session Minutes
- 5/18-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 5/18-7 Ratification of Actions of Alliance for Lifelong Learning Governing Board
- 5/18-8 Supplemental Authorization to Pay Professional Personnel – Spring 2018
- 5/18-9 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

- R 5/18-10 Authorization of Schedule Budget Hearing, Publish the Notice
Placing Fiscal Year 2019 Budget on Public Display
- R 5/18-11 Reauthorization to Participate in the Illinois School District Liquid Asset Fund
Plus (ISDLAF+) Investment Fund
- R 5/18-12 Authorization to Approve May Purchases
- a. Architectural Services for Skokie Renovation Projects
 - b. Oracle Database Software Maintenance and Support – One Year Contract
 - c. Cherwell Software License Subscription – Three Year Contract
 - d. Palo Alto Networks Firewalls and One Year Maintenance/Support
Renewal
 - e. Advertising Agency Services – One Year Contract Extension
 - f. Core and Edge Network Equipment
 - g. Custodial Supplies – Two Year Contract
 - h. Ratification of Previously Approved Purchase
- 5/18-13 Preview and Initial Discussion of Upcoming Purchases
- R 5/18-14 Authorization to Proceed with Energy Purchases
- R 5/18-15 Approval of Funding for 2018-2019 Merit Lane Appointments
- R 5/18-16 Authorization to Hire Full-time, Tenure-track Faculty Member

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
April 17, 2018**

The 732nd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, April 17, 2018, at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 6:40 p.m. in room 1506, Chair William Stafford called the meeting to order. Board Secretary Benjamin Salzberg called the roll:

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

Chair Stafford 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 setting of a price for sale or lease of property owned by the public body. Trustee Tennes made the motion, which was seconded by Trustee DiLeonardi.

Trustee Salzberg called the roll:

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

Others present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Ms. Colette Hands, Associate Vice President, Continuing Education and Workforce Development; and Interim Chief Human Resources Officer; Dr. Ileo Lott, Vice President, Academic Affairs; and Ms. Bonnie Lucas, Vice President, Data and Analytics.

At 7:00 p.m., the Board excused the President and her cabinet; at 7:35 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Tennes made the motion; seconded by Trustee Burns; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

Chair Stafford called the regular meeting of the Board of Trustees to order at 7:45 p.m. in room 1506.

Trustee Salzberg called the roll:

| | | |
|----------------|------------|---------|
| Mr. Stafford | Chair | Present |
| Dr. DiLeonardi | Vice Chair | Present |
| Mr. Salzberg | Secretary | Present |
| Mr. Frank | | Present |

| | |
|--------------|---------|
| Mr. Kotowski | Present |
| Ms. Tennes | Present |
| Ms. Burns | Present |
| Mr. Chan | Present |

Others present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Dr. Ileo Lott, Vice President, Academic Affairs; and Ms. Bonnie Lucas, Vice President, Data and Analytics.

Pledge of Allegiance – Trustee Frank

Approval of Minutes

Chair Stafford asked for a motion for the approval of the minutes of the March 20, 2018 Board meeting; Trustee Tennes made the motion, which was seconded by Trustee Kotowski. A voice vote was called, and the minutes were unanimously approved.

Statement by the President

President Smith began by asking for introductions:

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; Krissie Harris, Student Life; Simi Khurana, Student Life; Debra Kutska, Information Technology; Jon McFarlane, Media Services; and Kathi Rosenberg, Business Services;

Full-time Faculty present included: Katherine Schuster, Professor, Education, and President of the Oakton Community College Full-time Faculty Association; Eva de la Riva, Professor, Psychology; Melodie Graber, Professor, Chemistry; Hollace Graff, Professor, Philosophy; Michael Mauritzen, Professor, English; Julie Shotsberger, Professor, Mathematics; Philip Sloan, Associate Professor, English; and Bill Strond, Professor, Biology.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts, and President of the Adjunct Faculty Association; and David Arieti, Lecturer, Biology.

Students present included: Faria Ameen, Maciek Baran, Erica Bim, Luz Trejo Camarillo, Areej Fatima, Kevin Hilliard, Vlada Kirilenko, Eryn Nelken, KylaRose Schulman, RobynRose Schulman, John Timperley, and Gabija Ulcinaite.

Administrators present included: Marvin Bornschlegl, Chief of Police and Emergency Management; Colette Hands, Associate Vice President, Continuing Education and Workforce Development, and Interim Chief Human Resources Officer; Maya Evans, Executive Director, Research and Planning; Al Grippe, Director, Grant Strategy and Development; Ruben Howard, Director, Workforce and Continuing Education; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Renee Kozimor, Director, Software and User Services; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Juletta Patrick, Assistant Vice President, Student Affairs, and Dean, Access, Equity and Diversity; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics, Engineering and Computer Science, and Acting Dean, Natural Science and Health Careers; Andy Williams, Controller, Budget and Accounting Services; and Ruth Williams, Dean, Curriculum and Instruction.

Guests: Genevieve Bookwalter, Chicago Tribune and Dorothy McCarty, Cotter Consulting.

Statement by the President

President Smith began by offering congratulations to the newly elected Student Government leaders: John Timperley, Student Trustee; Luz Trejo Camarillo, President; Vlada Kirilenko, Vice President; Maciek Baron,

Secretary; Kevin Hilliard, Treasurer; Karl Malachut, Areej Fatima, Giann Munar, Eryn Nelken, and Gabija Ulcinaite, Senators. President Smith also thanked the outgoing student leadership for their service. President Smith congratulated Oakton student Carissa Seo, who received the Sister City Osaka Award with her speech titled, 'My Mother's Hardwork'; this award was presented on March 17 by the Chicago Consulate-General of Japan at the 32nd Annual Japanese Language Speech Contest. President Smith and Chair Stafford presented plaques to students KylaRose Sybico Schulman and Faria Ameen, who were selected to the 2018 All-Illinois Academic Team in recognition of their achievements as students enrolled in Illinois Community Colleges. This award was presented by the Illinois Community College system, the Coca-Cola Scholars Foundation and the Phi Theta Kappa Honor Society. President Smith and Chair Stafford also recognized Brian Chan for his exemplary year of service as the student member of the Board of Trustees. President Smith recognized and thanked Mr. Stafford for his strong leadership this past year as Chair of the Board. On March 25, Oakton hosted the Skyway Conference Art Competition featuring student artwork from Oakton as well as our sister colleges. Two Oakton art students, Oxana Mihailov and Natallia Ryshtakova were honored with awards of excellence for their works. The week of April 9 was National Student Employment Week and Oakton celebrated the work of our student employees and for the first time, presented a Student Employee of the Year award that was given to Akhila Abraham from Enrollment Services. April 16th marked the beginning of Earth Week; there were many events scheduled at both the Des Plaines and Skokie campuses. The College will host an internship fair on April 18 from 10:00 – 11:30 a.m. at the Des Plaines campus. On May 1st, the Learning Center will be hosting the eleventh biannual Study Breakfast at the Skokie campus from 12:30 p.m. - 4:00 p.m., and at the Des Plaines campus from 6:00 p.m.- 9:30 p.m. Oakton's Six Piano Ensemble conducted by Oakton's Professor of Music, Glenna Sprague, will be held on April 28 and April 29.

Student Trustee Report

Student Trustee Chan reported on numbers from the elections for the new student leadership that were held earlier in the month. There were a total of 536 voters compared to the previous years' 441; in addition, there were six more perspective candidates for elections than last year, and compared to last year, there were more contested races. Mr. Chan congratulated everyone that ran, voted and helped with elections. The Hillel meal-packaging event was a success as many students participated in packing and sending meals to those in need. The event packed and donated a total of 10,142 meals. On April 18, Oakton will be hosting an internship fair where students may bring their resumes and speak to business representatives about opportunities in the area. The Student Leadership Banquet will be held on April 26. Mr. Chan noted that this is a wonderful event where all of Oakton's clubs, organizations and their guests, gather to celebrate their accomplishments, involvement and contributions to student life. Lastly, Mr. Chan said that he will miss all of the staff, administrators and trustees, as he has gotten to know many of these individuals personally. He said that his 'retirement' will be bittersweet and he will leave with a multitude of experience, which he will apply to his future endeavors. Mr. Chan relayed that being involved has made him proud to be an Oakton student. In the future, he knows that he will look back and say with confidence that 'I was an Oakton student'. He thanked everyone that has helped maintain the wellbeing of the College, especially the unspoken heroes of the College that make the operations run so smooth, and they are everywhere. Behind every student trustee is a Dr. Karl Brooks; behind every student trustee report is a Simi Khurana or Krissie Harris; behind every department is a staff member that stays over the forty-hour mark; behind every subject is a professor that stays well beyond their office hours; and behind every Oakton there is a President Smith.

Chair Stafford commented on what a great job Mr. Chan has done representing the College and specifically, the student body. Mr. Chan was wonderful in terms of his networking at the ACCT conference in Las Vegas and the Legislative Summit in Washington, DC, where he bowled over a couple of our representatives in a substantive way in terms of talking to the legislators, in a mature and professional manner. Chair Stafford said that the Board takes a lot of pride in the institution and when they see students like Mr. Chan who represent themselves both here and in other venues, it bring us much gratification. In closing, Chair Stafford told Mr. Chan that it has been great getting to know him this past year.

4/18-1 Recommendation for Seating of Student Member of the Board of Trustees
Student Trustee Chan offered:

SECTION 1: An election for the Student Member of the Board of Trustees was held April 9-11, 2018. The election was conducted in all respects as provided by law and according to Policy 1005. The election was conducted online, using the Simply Voting software purchased by the Student Government Association. Currently enrolled students were provided a ballot via email and Simply Voting provided a secure method to permit students to vote from their computer or mobile device; 536 students cast ballots in the election. The returns of the election have been duly canvassed by the Judges of Election. The student meets all qualifications for Trustees as specified in Policy 1004.

SECTION 2: The Board of Trustees declares that John Timperley received 178 votes (39.6%) for the office of Student Member of the Board of Trustees, his opponents Erika Bim receiving 153 (34%), and Alexander Kostiv receiving 119 (26.4%) with 86 (16%) abstaining votes cast, thereby declaring John Timperley the successful candidate to serve as the Student Trustee with a term commencing on April 17, 2018 and concluding at the Board of Trustees meeting in April 2019.

SECTION 3: This resolution shall be effective from and after its passage as provided by law.

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

At this time, Trustee Kotowski made a motion for a brief adjournment *sine die* in order for newly seated Student Trustee John Timperley to take his seat at the Board table, which was seconded by Mr. Chan, at which time, Mr. Timperley took his seat at the Board table.

Trustee Salzberg called the roll with the new student member of the Board now seated:

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

4/18-2

Resolution Organizing the Board of Trustees for the Term Commencing April 17, 2018

Ms. Tennes offered:

“WHEREAS, pursuant to College policy and in accordance with the Illinois Public Community College Act, as amended (110 ILCS 805/3-8), the Board of Trustees of Community College District 535 elects its officers comprised of a Chair, Vice Chair and Secretary, from its membership, and appoints a Treasurer, not a member of the Board, at its annual organizational meeting held in April.”

Trustee Kotowski seconded the motion.

Chair Stafford called for nominations for the Office of Chair of the Board. Trustee Tennes nominated Dr. Joan DiLeonardi for the position of Chair of the Board; Trustee Kotowski seconded the nomination. Hearing no further nominations, a voice vote was called for the nomination of Dr. DiLeonardi, which passed unanimously.

Chair Stafford called for nominations for the Office of Vice Chair of the Board. Trustee DiLeonardi nominated Mr. Benjamin Salzberg for the position of Vice Chair of the Board; Trustee Tennes seconded the nomination. Hearing no further nominations, a voice vote was called for the nomination of Mr. Salzberg, which passed unanimously.

Chair Stafford called for nominations for the Office of Secretary of the Board. Trustee Frank nominated Ms. Martha Burns for the position of Secretary of the Board; Trustee DiLeonardi seconded the nomination. Hearing no further nominations, a voice vote was called for the nomination of Ms. Burns, which passed unanimously.

Trustee Tennes continued reading the remainder of the resolution:

“Now, Therefore, Be It Resolved by the Board Of Trustees of Community College District 535, County of Cook And State of Illinois that:

1. The Board is hereby organized for the term commencing April 17, 2018.
2. The time and place for the regular meetings of the Board for the calendar year 2019 shall be fixed as follows:

January 15, *February 19, March 19, April 23, *May 28, June 25, August 20, September 17, *October 15, November 19, and December 10.

Beginning at 7:30 p.m. in the Board room, #1506, at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois, which times and places, will be published in addition, proper notice and agenda to be posted as required by law.

*The February 19, May 28 and October 15 meetings will be held at the Skokie campus of Oakton Community College, 7701 N. Lincoln Avenue, Skokie, Illinois, beginning at 7:30 p.m. in room P104, which times and places will be published in addition, proper notice and agenda to be posted as required by law.

3. All Board rules, policies, and procedures in effect during the previous year shall remain in effect.

4. Edwin Chandrasekar is hereby appointed Treasurer to serve at the pleasure of the Board for no additional compensation, provided that before entering upon his duties, the Treasurer shall execute and deliver to the Board a bond, as required by the Illinois Public Community College Act.”

Trustee DiLeonardi seconded the motion; Trustee Stafford asked for a roll call on the entire resolution:

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

The motion carried; Mr. Timperley favored the resolution.

Trustee Tennes made a motion for a brief adjournment *sine die* for the purpose of organizing the new officers at the Board table; Trustee DiLeonardi seconded the motion; a voice vote for the adjournment was called and passed unanimously.

Newly seated Chair DiLeonardi, asked for a roll call with the newly organized members of the Board now seated; Trustee Burns called the roll:

| | |
|----------------|---------|
| Ms. Burns | Present |
| Dr. DiLeonardi | Present |
| Mr. Frank | Present |
| Mr. Kotowski | Present |

| | |
|---------------|---------|
| Ms. Tennes | Present |
| Mr. Stafford | Present |
| Mr. Salzberg | Present |
| Mr. Timperley | Present |

Sustainability Liaison Report

Trustee Kotowski stated that Debra Kutska, Sustainability Specialist and Renee Kozimor, Director of Software and User Services, have been doing a terrific job and creating a good example as far as sustainability and environmental awareness in Des Plaines and Skokie. The Ban the Bottle initiative that began in November 2016, where we went from water bottles to hydration stations. One of the technicians at Oakton has estimated that since 1.5 years ago, the hydration stations have prevented 640,000 bottles of plastic that would otherwise have been presumably dumped into a landfill; that comes out to 36,000 pounds in the first year and a half. Trustee Kotowski stated those numbers are astounding, and if you do some math, take this out a decade assuming these trends continue, it comes out to 4.26 million plastic bottles of water that would have been prevented from going into a landfill, which is 240,000 pounds or 120 tons of plastic over the next ten years. The students and everyone who participates should be congratulated. Not only is that good social policy, but it is also going to save a lot of money; hauling away 120 tons of plastic is expensive to do just in terms of disposal costs. Earth Week runs from April 16 through the 21st. There were twenty-four different events across both campuses ranging from lectures to nature and bird walks, to film screenings, to a community garden clean up. Hundreds of students attended these events. Last month there was a Coffee and Conversation about sustainability where there was discussion on the Ban the Bottle initiative as well as student use of paper. We are trying to figure out ways that we can curtail student use of paper; obviously, you cannot get rid of paper altogether, but we are trying to think of ways to cut down on its use and there are various ideas about that. Finally, policy 3014, which is the new sustainable purchasing policy, which amends our previous purchasing policy in on the agenda. In essence, this updated version seeks to promote the purchases of sustainable goods and services as set forth by the standards of Energy Star, FSC, Fairtrade, LEED, etc. The policy is not regulatory in nature, meaning the Board is not going to be looking at every single purchase to see if it is sustainable or not, but it does put into writing a lot of the principles that Oakton has been doing for years about sustainable purchasing and issues, and will still be complying with the community college act, the local government Prompt Payment Act, and all other applicable law. The principles are not new, what is new is that it now is boiled down into a formal written policy that most community colleges in Illinois and in the nation do not have.

Comments by the Chair - None

Report: Faculty Initiative for Student and Faculty Engagement (A.K.A. The Persistence Project)

President Smith introduced Dr. Eva de la Riva Professor, Psychology; and Dr. Hollace Graff Professor, Philosophy, who have been leading the Persistence Project initiative. President Smith said that we do seek to grow this initiative as one of our institutional priorities. Within that frame, there will be a town hall meeting on April 19 in order to hear concerns and get feedback about what we need to do to make this project sustainable and improve the efforts to support students moving forward.

Dr. Graff began by stating that the Persistence Project is an effort by Oakton faculty to increase persistence by building student engagement through a particular pedagogical method. This is the third year of the project and nearly 200 hundred faculty members have participated from twenty different departments and programs. Departments are encouraged to customize the project to meet the needs of their disciplines and in calling ourselves the Persistence Project, we want to recognize that although this is our goal, it is just one component of promoting persistence at Oakton. We also want to say that there are other pedagogies that are of equal significance, but that this particular pedagogy has proved for many of our faculty members, to have a transformative effect on their classrooms. The project is based on research that suggests that the first three weeks of class are very important in guaranteeing student engagement. The Persistence Project has specific guidelines for the first three weeks. These include having high academic standards, learning names, giving feedback on an early assignment or quiz, but the one practice that is quite unusual, is that the Persistence Project faculty agree to schedule a fifteen minute, one-to-one conference with every student in their class. The purpose of this conference

is getting to know students; it is not for the purpose of giving them advice on how to study or to review the syllabus one more time, the purpose is to listen to the students. These conferences also work very well in online classes as most of our online students live near the campus and are very happy to meet with their instructors face-to-face, and there is Skype when that is not possible. Of course, the rest of the semester is important as well, not just the first three weeks. Participating faculty agree to make every attempt to acquaint their students with the range of Oakton resources and opportunities. They try to attend at least one co-curricular event with their students such as public forums, plays, STEM presentations, and many events that are funded by the Oakton Educational Foundation. Instructors have also agreed to contact any student who is struggling and to make sure that they get help; and they agree to talk to their students about registering for the next semester and about completing an associate degree or certificate at Oakton.

Dr. Graff relayed that many of the instructors who have participated in the project have found that it has fundamentally changed their classes and their relationship with students. In December 2017 when our Achieving the Dream (ATD) coaches visited, they attended a Persistence Project recognition ceremony hosted by President Smith. They listened to faculty members from a wide range of departments talk about what the project had meant in their classes. The ATD coaches told us that what they heard from faculty was one of the most impressive things that they had seen in all of their years of being ATD coaches. Almost all of our participating faculty agree that what is key is the one-to-one conferences. In her own experience with the Persistence Project, Dr. Graff relayed that students have told her that they did not want to reveal their actual career goals when they were registering at Oakton because they were worried that their ambition to be an astronaut or screenwriter would seem ridiculous to others. It is also noteworthy that once students have come for a one-to-one conference, they are likely to return. Dr. Graff noted that this approach works because the project emphasizes human connection. If a student makes a human connection, the student is much more likely to persist. The project also makes students more likely to persist because it makes us better teachers. A teacher who knows his or her students, will know what that student brings to the class in terms of life experience and knowledge, may be able to incorporate that into the class. Like any project, the Persistence Project faces a number of challenges that includes: difficulties for adjunct faculty relating to time; knowledge of Oakton; office space; all of which can make the scheduling of the one-to-one conferences difficult. Some adjuncts have been able to participate and have done a great job, and the Student Success Team is now talking about ways in which we can assist more adjuncts to participate. A second challenge has been that not all instructors feel comfortable with the one-to-one conferences. Some instructors need to learn more about how to ask open-ended questions and letting the students take the lead. We recognize that we need more professional development to guarantee that faculty can conduct effective, respectful and culturally responsive one-to-one conferences. We are now trying to emphasize that instructors should only attempt the Persistence Project in one class per semester. We hope that as more instructors do this, all Oakton students, especially first time students, will have the opportunity to have at least one class in the program. This project also involves more stress for instructors since they sometimes learn about the considerable challenges faced by some of our students. Often there are Oakton or community services to which we can direct our students, but sometimes we can only listen and empathize. However, Dr. Graff stressed that if there is one thing that she has learned through this project, it is that students absolutely want us to listen.

Next, Dr. de la Riva spoke about data that was collected in the Fall of 2017 where 769 students took a survey adapted from the Community College Success Measure (CCSM), which was developed to examine predictors of community college student success. Among those factors were campus ethos, non-cognitive outcomes, environmental factors and identity. For the purpose of measuring our student's perceptions, Dr. de la Riva selected campus ethos, which refers to students' perceptions of the campus climate and the culture of the institution. Data collected included: a sense of belonging, personal relationships with faculty, validation from faculty, and welcomeness from faculty. The results were very positive. From the data that was collected among those participating in the Persistence Project, we found that most of the students had a very strong sense of belonging with faculty, personal relationships with faculty; validation from faculty; and welcomeness from faculty. Data showed that there was a good relationship with faculty inside the classroom, but a lower score for knowing about the student's life. Also reviewed was how our faculty were doing in the classroom, we have certain guidelines and overwhelmingly, about eight-six percent of the faculty had at least one individual meeting within the first three weeks of the semester, and for some, more than one meeting. Results were also given for the

prompt feedback from instructors; instructors who discussed student resources and opportunities at Oakton, instructors who attended a co-curricular event with a student; and discussion relating to the benefits of obtaining an associate's degree. This survey supports that students perceive that faculty members value and care about them. In conclusion, Dr. Graff relayed some of the faculty testimonials regarding their experience in the Persistence Project, all of which were positive.

Trustee Tennes commented favorably on the report, stating that it sounds like exciting work. Trustee Burns commented that it feels good to know that our faculty want to do this for students; put themselves out there and embrace students, because students do need this from faculty, they want affirmation. Trustee Burns touched on the challenges that were brought up regarding the adjunct faculty issues. Dr. Graff replied that there are several welcomed provisions in the new adjunct contract, allowing adjuncts to frontload their office hours so that they would have more office hours earlier in the semester to participate in the Persistence Project, and this will be helpful. Adjuncts can now also use this as part of their professional development qualification that they need to have. President Smith emphasized that this endeavor has been voluntary by faculty at this point. The practice has been promising, but as you grow, you realize where the challenges and concerns are. As we look to grow this and keep it sustainable, we need to engage more part-time faculty. President Smith noted that at the town hall meeting on April 19, we will be opening it up to faculty who have not participated, who might have questions and concerns, so that we can do our best to grow as we think this is a promising practice. The faculty who have participated have done so simply because they wanted to be involved and it grew very quickly early on, and our hope is to inspire more faculty to become involved.

Trustee Tennes asked how many faculty are involved. Dr. Graff replied that there have been different faculty every semester, although there are some who have participated all six semesters. It is a considerable amount of work and there are many questions and debates about ways that the project could be improved. Twenty-five percent of Oakton students are enrolled in a class where an instructor is participating in the Persistence Project, approximately 2,000 students. Chair DiLeonardi asked if the students who filled out the questionnaire were part of the 2,000. Dr. de la Riva replied that assessments were given to all of the participating students, 769, roughly thirty percent, filled out the questionnaires. Trustee Tennes commented that it is important for her as a Board member to express her appreciation to the faculty who have taken this initiative on voluntarily. President Smith commented that the College is having a celebration on April 25 for faculty who have participated; and as stated earlier, there was one in December as well. All participants will be receiving medallions that they will wear at Commencement.

Public Participation – David Arietti promoted an Earth Day lecture that he will be giving at the Skokie campus later in the week.

4/18-3a Approval of Consent Agenda

Trustee Frank offered:

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

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

4/18-3b Approval of Consent Agenda Items 4/18-4 through 4/18-9

Trustee Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 4/18-4 through 4/18-9 as listed in the Consent Agenda.”

4/18-4 Ratification of Payment of Bills for March 2018 (Including Approval of Travel)

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the

amount of \$6,666,724.74 for all check amounts and for all purposes as appearing on a report dated March 2018.”

4/18-5 Acceptance of Treasurer’s Report for March 2018

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as part of the College’s official records, the report of the Treasurer for the month of March 2018.”

4/18-6 Acceptance of Quarterly Report on Investments

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

4/18-7 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to g and hereby approves the expenditures in the amount not to exceed \$85,541.67 for all funds listed in items a, e and g.”

- a. Authorization to pay part-time faculty in the amount of \$30,353.41 for the Spring 2018 term.
- b. Authorization to rescind payment for part-time faculty in the amount of \$922.20 for the Spring 2018 term.
- c. Recommend no FY’ 19 tuition increase for general Alliance classes. The tuition for some specialized classes including: workforce related, on-line, computer, Emeritus, Youth and fitness classes will vary from the approved rates due to increased vendor costs or based on competitive rates. Tuition for reimbursable Alliance classes will align with the Oakton per credit hour rate.
- d. Recommend the continuation of the professional services of the Adult Education educational specialists for the GED Program, Literacy Program, ESL Program and the Evening High School Program pending the receipt of adequate FY’ 19 ICCB Adult Education and Family Literacy grant funds.
- e. Recommend the continuation of professional services, effective July 1, 2018 through June 30, 2019 of the professionals who plan, develop and implement the Continuing Education for Health Professionals (CEHP) courses, seminars and activities. The amount to be paid will not exceed the following: Pam Mauro, LSW - \$35,000.
- f. Recommend the FY’ 19 classroom and office rental rates and computer usage rates remain at the same level as the FY’ 18 rates unless otherwise reduced by individual districts.
- g. Payment for Fall 2017 Space Utilization and Facilities Services and Classroom/Office Space rental as follows:

| | <i><u>Services</u></i> | <i><u>Rental</u></i> |
|--------------------------|------------------------|----------------------|
| District 535 (Oakton) | \$1,868.00 | \$10,593.18 |
| District 202 (Evanston) | \$0 | \$4,035.41 |
| District 207 (Maine) | \$0 | \$1,561.35 |
| District 219 (Niles) | \$0 | \$1,851.30 |
| District 225 (Glenbrook) | \$0 | \$279.02 |
| Total Payment | \$1,868.00 | \$18,320.26 |

4/18-8 Supplemental Authorization to Pay Professional Personnel – Spring 2018

- 1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2018 spring semester salaries in the amount of \$170,931.81, resulting in a revised total of \$4,087,822.97."
- 2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2018 spring semester salaries in the amount of \$40,763.10 resulting in a revised total of \$531,555.59."

4/18-9 Approval of Clinical Practice Agreements

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

Emergency Medical Technician:

Presence Saint Francis Hospital/Lurie’s Children’s Hospital

Presence Saint Francis Hospital
Basic Nursing Assistant Training:
 Lieberman Center for Health & Rehabilitation
Early Childhood Education:
 One Hope United Center.”

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

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

The motion carried; Student Trustee Timperley favored the resolution.

4/18-10 Authorization to Approve April Purchases

Trustee Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the purchase of the following:

| <u>Agenda Item</u> | <u>Page(s)</u> | <u>Description</u> | <u>Vendor</u> | <u>Amount</u> |
|--------------------|----------------|--|-------------------------|-------------------|
| 4/18-10a | 1 | Owner’s Representative Services – Three Year Contract | Cotter Consulting, Inc. | \$ 700,000.00 |
| 4/18-10b | 1 - 2 | Computers and Monitors for FY 2017-2018 | Dell Marketing, L.P. | \$ 170,230.00 |
| 4/18-10c | 1 - 2 | Computer Enhanced Graphic Cards for FY 2017-2018 | Computers On The Move | \$ 45,271.08 |
| 4/18-10d | 1 | Great America Tickets on Consignment | Six Flags Great America | \$ 64,066.00 |
| 4/18-10e | 1 | uAchieve Software - Implementation, Training, Maintenance and Upgrade Agreements – Two Year Contract | CollegeSource, Inc. | \$ 100,000.00 |
| 4/18-10f | 1 | Vision Insurance - Contract Extension | Vison Service Plan | \$ 16,000.00 |
| | | Grand Total | | \$ 1,095,567.08.” |

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

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

The motion carried; Student Trustee Timperley favored the resolution.

4/18-11

Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Customer Relations Management System-Three Year Contract; b) Architectural Services for Skokie Renovation Projects; c) Oracle Database Software Maintenance and Support-One Year Contract; d) Cherwell Software License Subscription-Three Year Contract; e) Palo Alto Networks Firewalls and One-Year Maintenance/Support Renewal Contracts and Hardware; f) Trash Disposal and Recycling Services-Four Year Contract; g) Electrical Switchgear Replacement and Upgrades; h) Advertising Agency Services; and i) Core and Edge Network Equipment.

4/18-12

Approval of a Settlement Agreement

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the Settlement Agreement entered into between the College and employee Ms. Ramona Nitzschke, which includes a monetary payment, workplace accommodations and a notice of retirement in exchange for dismissal of her complaint and waiver, and release of all claims against the College.”

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

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

The motion carried; Student Trustee Timperley favored the resolution.

4/18-13

Authorization to Name a Space on Student Street

Trustee Tennes offered:

“Be it resolved that in recognition and appreciation for Debbie and Carl Costanza’s support of the Oakton Educational Foundation’s *Building Leaders and Legacies* initiatives, and consistent with the Board Policy 1024, the Student Street East Lounge 1830A-North be named as follows: Given by Debbie and Carl Costanza.”

Mr. Frank seconded the motion.

Trustee Tennes commented on Mr. Costanza’s service when he was employed at the College. It is clear that he has a heartwarming amount of affection for the institution and has not forgotten what it meant for him and his family. ‘Thank you Carl and Debbie from the entire Board.’

Trustee Burns called the roll:

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

Mr. Salzberg Aye

The motion carried; Mr. Timperley favored the resolution.

4/18-14 Authorization to Lease Property

Trustee Frank offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes a three-year lease for the year 2020.”

Trustee Kotowski seconded the motion.

Chair DiLeonardi said that this is a longstanding arrangement with the Chicago Men’s Senior Baseball League; they have been leasing the property for years; it is a good partnership, which President Smith noted, has been over thirty years.

Trustee Burns called the roll:

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

The motion carried; Student Trustee Timperley favored the resolution.

4/18-15 Approval of Policy Revisions

Trustee Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the revisions to Policy 3014.”

The motion was seconded by Trustee Kotowski.

Trustee Stafford thanked the Sustainability Committee and Trustee Kotowski for all of their hard work on this updated policy. He also thinks that as time goes on, this is also going to be good business, as the cost on sustainable products and services will come down as more of these types of products become available.

Trustee Burns called the roll:

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

The motion carried; Student Trustee Timperley favored the resolution.

Trustee Frank talked about the closing of Bon Ton, parent company of Carson Pirie Scott, which has two stores in Oakton’s district. Carson’s will be going out of business and the College will lose two corporate partners.

Carson's demise is important, as they do pay twice the property taxes that would occur on a residential property, and will weaken other businesses in the malls where they reside. Trustee Frank reminded everyone to please shop at the brick and mortar stores in our district because if they go away, the College will eventually be impacted.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, May 22, 2018, beginning at 7:30 p.m. at the Skokie campus, 7701 N. Lincoln Avenue, in room P104.

Trustee Tennes made the motion to adjourn the meeting, which was seconded by Trustee Salzberg; a voice vote was called and the meeting was adjourned at 8:30 p.m.

Joan W. DiLeonardi, Chair

Martha Burns, Board Secretary

ec
4/2018

A video recording of the meeting was made and may be viewed 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 5/18-2 through 5/18-9

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/18-2 through 5/18-9 as listed in the Consent Agenda.

- 5/18-2 Ratification of Payment of Bills for April 2018 (Including Approval of Travel)
- 5/18-3 Acceptance of Treasurer's Report for April 2018
- 5/18-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/18-5 Action on Recordings of Closed Session Minutes
- 5/18-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 5/18-7 Ratification of Actions of Alliance for Lifelong Learning Governing Board
- 5/18-8 Supplemental Authorization to Pay Professional Personnel-Spring 2018
- 5/18-9 Approval of Clinical Practice Agreement.”

Ratification of Payment of Bills for April 2018

The check register detailing the regular monthly bills for April 2018 was sent out on May 18, 2018. The totals by fund are on page 2. This includes approval of travel reimbursements for April 2018.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$1,986,471.52 for all check amounts as listed and for all purposes as appearing on a report dated April, 2018."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund, 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 April 2018, represented by checks on pages 1-84 numbered 133110-133126, 133128, 133130-133137, 133139-133256, 133258-133265, 133267-133279, 133281-133305, 133307-133310, 133312-133346, 133348-133366, 133368-133370, 133372-133373, 133375, 133377-133379, 133381-133403, 133405-133414, 133416-133346, 133348-133366, 133368-133370, 133372-133373, 133375, 133377-133379, 133381-133403, 133405-133414, 133416, 133419-133441, 133443-133524, 133526-133714, 133716-133719, 133721-133788, 133790-133794 and 133796-133817 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

| Fund | Gross Checks Issued | | | | Total |
|---|-----------------------|-----------------------|-----------------------|----------------------|-----------------------|
| | Gross Payroll | Accounts Payable | Sub-Total | Voided Checks | |
| Education | \$ 3,646,796.73 | \$ 759,612.40 | \$4,406,409.13 | \$ (1,490.00) | \$4,404,919.13 |
| Operations, Building and Maintenance Fund | \$ 309,064.22 | \$ 189,183.47 | \$498,247.69 | \$ (54.51) | \$498,193.18 |
| Maintenance Fund (Restricted) | - | \$ 825,151.04 | \$825,151.04 | - | \$825,151.04 |
| Bond & Interest | - | - | - | - | - |
| Auxiliary Enterprise | \$ 235,674.60 | \$ 118,407.18 | \$354,081.78 | - | \$354,081.78 |
| Restricted purposes | \$ 139,701.95 | \$ 50,897.67 | \$190,599.62 | - | \$190,599.62 |
| Working Cash | - | - | - | - | - |
| Trust/Agency | \$ 390.58 | \$ 32,961.78 | \$33,352.36 | - | \$33,352.36 |
| Audit | - | - | - | - | - |
| Liability, Protection & Settlement | - | - | - | - | - |
| Social Security/Medicare | - | - | - | - | - |
| Loan | - | - | - | - | - |
| TOALS | \$4,331,628.08 | \$1,976,213.54 | \$6,307,841.62 | \$ (1,544.51) | \$6,306,297.11 |
| Student Government | \$ 669.42 | \$ 10,257.98 | \$10,927.40 | - | 10,927.40 |
| TOTAL PER REPORT | \$4,332,297.50 | \$1,986,471.52 | \$6,318,769.02 | \$ (1,544.51) | \$6,317,224.51 |

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 1-84 numbered 133127, 133129, 133138, 133257, 133266, 133280, 133306, 133311, 133347, 133367, 133371, 133374, 133376, 133380, 133404, 133415, 133347, 133367, 133371, 133374, 133376, 133380, 133404, 133415, 133417, 133418, 133442, 133525, 133715, 133720, 133789 and 133795 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 \$10,927.40 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 April, 2018.



Student Government Association

Acceptance of Treasurer's Report for April 2018

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

EC: mw

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

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of April 2018."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

April 2018

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

Treasurer's Comments on April 2018 Financial StatementsPage 4. Financial Position Statement**Cash and investments**

Monthly collections included a \$749,000 FY17 base operating grant payment, a \$497,000 MAP payment, \$424,000 in property taxes, and a \$196,000 replacement tax payment.

The College has received \$4.2 million year-to-date for the FY 2018 credit hour grant of \$4.8 million. All FY 2017 credit hour grant payments have been received as of April 30th.

Net cash and investments increased by \$2.4 million from the previous month. Due to an increase in interest rates, interest earnings will be higher than expected at year-end.

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

At the end of April, revenues were \$70 million or 104% of the prorated budget, compared to \$67 million, or 102% for the previous year. Property taxes were \$39.6 million or 102% and tuition and fees were \$26.5 million or 98% compared to 100% for last year. Property taxes are recorded as a pro-rata of our outstanding levy. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$53.8 million are attributed to expected operating costs. The operating expenditures are \$1.4 million (2.7%) above prior year's actual expenditures of \$52.4 million for the same period.

OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
April 30, 2018
(IN THOUSANDS)

| | Education | Operations & Maintenance | Operations & Maintenance (Restricted) | Bond And Interest | General Long term Debt | Working Cash Auxiliary Agency Restricted | Investment In Plant | Social Security Medicare Audit Tort | Total All Funds |
|---|-------------------|--------------------------|---------------------------------------|-------------------|------------------------|--|---------------------|-------------------------------------|-------------------|
| ASSETS | | | | | | | | | |
| Cash | \$ 1,745 | \$ 1,874 | \$ 1,978 | \$ 2,181 | \$ - | \$ 1,358 | \$ - | \$ 936 | \$ 10,072 |
| Taxes Receivable | 20,502 | 3,900 | - | 1,661 | - | - | - | 25 | 26,088 |
| Student Tuition Receivable | 6,489 | 1 | - | - | - | 210 | - | - | 6,700 |
| Government Funds Receivable | - | - | - | - | - | 1,122 | - | - | 1,122 |
| Accrued Interest | 469 | 62 | 54 | - | - | 9 | - | 3 | 597 |
| Other Receivables | 319 | - | - | - | - | 223 | - | - | 542 |
| Investments | | | | | | | | | |
| Short-term | 76,732 | 8,655 | 11,347 | - | - | 4,599 | - | 405 | 101,738 |
| Long-term | 20,437 | 2,308 | 2,922 | - | - | 473 | - | 104 | 26,244 |
| Due from (to) Other Funds | (14,500) | - | - | - | - | 14,500 | - | - | - |
| Inventories - Prepaids | 400 | - | - | - | 29 | 505 | - | - | 934 |
| Total Current Assets | 112,593 | 16,800 | 16,301 | 3,842 | 29 | 22,999 | - | 1,473 | 174,037 |
| Net Investment in Plant | - | - | - | - | - | - | 108,837 | - | 108,837 |
| TOTAL ASSETS | \$ 112,593 | \$ 16,800 | \$ 16,301 | \$ 3,842 | \$ 29 | \$ 22,999 | \$ 108,837 | \$ 1,473 | \$ 282,874 |
| | | | | | | | | | |
| LIABILITIES AND NET POSITION | | | | | | | | | |
| Payables | \$ 324 | \$ 3 | \$ - | \$ 1 | \$ - | \$ (59) | \$ - | \$ - | \$ 269 |
| Accrued Interest Payable | - | - | - | - | 108 | - | - | - | 108 |
| Deferred Tuition Revenue | 6,683 | - | 77 | - | - | 761 | - | - | 7,521 |
| Accruals | 7,224 | 213 | 32 | - | - | 216 | - | - | 7,685 |
| Bonds Payable | - | - | - | - | 37,065 | - | - | - | 37,065 |
| Total Liabilities | 14,231 | 216 | 109 | 1 | 37,173 | 918 | - | - | 52,648 |
| Deferred Inflows of Resources - Property Taxes | 27,504 | 5,227 | - | 2,226 | - | - | - | 33 | 34,990 |
| Total Liabilities and Deferred Inflows of Resources | 41,735 | 5,443 | 109 | 2,227 | 37,173 | 918 | - | 33 | 87,638 |
| Net Position | | | | | | | | | |
| Unrestricted | 70,858 | 11,357 | 16,192 | - | - | 6,076 | - | - | 104,483 |
| Restricted | - | - | - | - | - | 16,005 | - | 1,440 | 17,445 |
| Debt Service | - | - | - | 1,615 | (37,144) | - | - | - | (35,529) |
| Plant | - | - | - | - | - | - | 108,837 | - | 108,837 |
| Total Net Position | 70,858 | 11,357 | 16,192 | 1,615 | (37,144) | 22,081 | 108,837 | 1,440 | 195,236 |
| TOTAL LIABILITIES & NET POSITION | \$ 112,593 | \$ 16,800 | \$ 16,301 | \$ 3,842 | \$ 29 | \$ 22,999 | \$ 108,837 | \$ 1,473 | \$ 282,874 |

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2018

| | Operating Budget (000) | Prorated Budget (000) | Actual (000) | As a % of Prorated Budget | |
|--|------------------------------|-----------------------------|------------------|---------------------------|-------------|
| | | | | Current | Last Year |
| REVENUES (cash and accrual basis) | | | | | |
| Property Taxes (accrual basis) | \$ 46,832 | \$ 39,027 | \$ 39,626 | 102% | 103% |
| Replacement Tax | 1,030 | 858 | 784 | 91% | 143% |
| Chargebacks | 65 | 54 | - | 0% | 130% |
| State Revenue | 2,349 | 1,958 | 4,101 | 210% | 79% |
| Tuition and Fees | 26,232 | 26,966 | 26,495 | 98% | 100% |
| Other | 1,332 | 1,110 | 1,562 | 141% | 89% |
| TOTAL REVENUES | 77,840 | 69,973 | \$ 72,568 | 104% | 102% |
| EXPENDITURES (accrual basis) | | | | | |
| Instructional | \$ 32,869 | \$ 27,391 | \$ 26,710 | 98% | 99% |
| Academic Support | 16,215 | 13,513 | 11,354 | 84% | 85% |
| Student Services | 7,046 | 5,872 | 4,858 | 83% | 87% |
| Public Services | 1,355 | 1,129 | 1,001 | 89% | 87% |
| Operations and Maintenance | 9,056 | 7,547 | 5,927 | 79% | 78% |
| General Administration | 5,194 | 4,328 | 3,605 | 83% | 87% |
| General Institutional | 1,182 | 985 | 298 | 30% | 30% |
| Contingency | 492 | 410 | - | 0% | 0% |
| Chargebacks | 100 | 83 | - | 0% | 66% |
| TOTAL EXPENDITURES | 73,509 | 61,258 | 53,753 | 88% | 90% |
| Revenues over (under) expenditures | 4,331 | 8,716 | 18,815 | | |
| Net Fund transfers | | | | | |
| To Operations & Maintenance (Restricted) | (15,696) | (13,080) | (13,080) | | |
| To Auxiliary Fund and ALliance | (2,768) | (2,307) | (2,307) | | |
| To Restricted Purpose Fund | (100) | (83) | (83) | | |
| To Liability, Protection & Settlement Fund | (570) | (475) | (475) | | |
| To Social Security/Medicare Fund | (893) | (744) | (744) | | |
| From Working Cash Fund: Interest | 22 | 18 | 18 | | |
| Total Transfers | (20,005) | (16,671) | (16,671) | | |
| Net Revenue over (under) expenditures | \$ (15,674) | \$ (7,955) | \$ 2,144 | | |

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2018

| OPERATIONS AND MAINTENANCE FUND (Restricted) | Budget | Actual | Actual as | |
|---|-----------------|------------------|----------------|--------|
| | (000) | (000) | a | % of |
| | | | Budget | Budget |
| REVENUES | | | | |
| Construction Fee | \$ 335 | \$ 332 | 99% | |
| Interest and Investments Gain/Loss | 41 | 72 | 176% | |
| Other Revenue | - | - | 0% | |
| Total revenues | <u>376</u> | <u>404</u> | <u>107%</u> | |
| EXPENDITURES | | | | |
| Student Street Renovation | 1,215 | 950 | 78% | |
| Sanitary Lift Station | 660 | 28 | 4% | |
| RHC HVAC System | 4,500 | 3,780 | 84% | |
| Campus Signage/Monuments | 570 | 411 | 72% | |
| West End Renodeling - A/E Fees | 6,195 | 686 | 11% | |
| Master Plan Update | 25 | 22 | 88% | |
| Natural Area Restoration | 300 | 191 | 64% | |
| Roof Replacement - DP | 500 | 420 | 84% | |
| Roof Replacement - RHC | 500 | 226 | 45% | |
| Supplementary Water Connection | 920 | 354 | 38% | |
| Landscape Improvements | 980 | | | |
| Fire Panel Replacement2 | 250 | 61 | 24% | |
| Capital Equipment | 908 | 96 | 11% | |
| Infrastructure-DP/Windows | 300 | 12 | 4% | |
| Hardware Replacement | 500 | | | |
| Flooring/Carpet Replacement | 200 | | | |
| Baseball Field Fencing | 65 | 3 | 5% | |
| RHC Basement Hazardous Material Abatement | 218 | 94 | 43% | |
| Check Valve | 60 | | | |
| Kitchen Remodel | 11 | 11 | 100% | |
| CCID Remodel | 25 | 24 | 96% | |
| Backup Generator - DP | 598 | 38 | 6% | |
| Switchgear Upgrades - DP | 400 | 11 | 3% | |
| Contingency | 838 | | | |
| Facilities Condition Assessment | 300 | | | |
| Project Management Services | 260 | 120 | 46% | |
| SHC Slab Remediation | 2 | 2 | 100% | |
| Total expenditures | <u>21,300</u> | <u>7,540</u> | <u>35%</u> | |
| State capital contribution | - | - | 0% | |
| 2017 Debt Certificates Proceeds | 5,015 | 5,015 | 100% | |
| Transfer in | 15,700 | 13,083 | 83% | |
| Net | <u>\$ (209)</u> | <u>\$ 10,962</u> | <u>(5245%)</u> | |

| AUXILIARY ENTERPRISE FUND (excluding Alliance) | Budget | Actual | Actual as a % of Budget | |
|---|--------------|---------------|-------------------------|------------|
| | (000) | (000) | Current | Last Year |
| REVENUES | | | | |
| Bookstore Sales | \$ 2,079 | \$ 1,276 | 61% | 55% |
| Workforce Development | 85 | 97 | 114% | 37% |
| Copy Center | 230 | 189 | 82% | 62% |
| Travel | 60 | 11 | 18% | 18% |
| Athletics | 20 | 58 | 290% | 200% |
| Child Care | 392 | 330 | 84% | 124% |
| PAC Operations | 16 | 15 | 94% | 119% |
| Other | 188 | 219 | 116% | 160% |
| Interest and Investments Gain/Loss | 58 | 14 | 24% | 21% |
| Total revenues | <u>3,128</u> | <u>2,209</u> | <u>71%</u> | <u>81%</u> |
| EXPENDITURES | | | | |
| Bookstore Operating Expenses | 2,079 | 1,345 | 42% | 51% |
| Workforce Development | 203 | 145 | 71% | 54% |
| Copy Center | 365 | 278 | 76% | 70% |
| Travel | 60 | - | 0% | 0% |
| Athletics | 1,122 | 850 | 76% | 65% |
| Child Care | 471 | 364 | 77% | 80% |
| PAC Operations | 102 | 71 | 70% | 56% |
| Other | 172 | 70 | 41% | 57% |
| Total expenditures | <u>4,574</u> | <u>3,123</u> | <u>68%</u> | <u>64%</u> |
| Transfers in (out) | 1,446 | 1,205 | | |
| Net | <u>\$ -</u> | <u>\$ 291</u> | | |

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2018**

| | Operating Budget (000) | Prorata Budget (000) | Actual (000) | Actual As a% Budget | Last Year |
|-----------------------------------|---------------------------------------|-------------------------------------|-------------------------|------------------------------------|----------------------|
| <u>REVENUES</u> | | | | | |
| State Revenue | \$ 300 | \$ 250 | \$ 534 | 178% | 60% |
| Tuition and Fees | 919 | 766 | 854 | 93% | 83% |
| Sale of Materials | 58 | 48 | 40 | 69% | 59% |
| Institutional Support | | | | | |
| Evening High School | 100 | 83 | 80 | 80% | 0% |
| Interest | 8 | 7 | - | 0% | 0% |
| Other Revenues | 55 | 46 | 48 | 87% | 1000% |
| | <u>1,440</u> | <u>1,200</u> | <u>1,556</u> | <u>108%</u> | <u>73%</u> |
| Total revenues | | | | | |
| <u>EXPENDITURES</u> | | | | | |
| Administrative Support | 1,958 | 1,632 | 1,127 | 58% | 66% |
| Instructional Programs | | | | | |
| Allied Health | 214 | 178 | 152 | 71% | 77% |
| Job-related | 172 | 143 | 104 | 60% | 48% |
| Home Related | 11 | 9 | 3 | 27% | 45% |
| Personal | 46 | 38 | 33 | 72% | 49% |
| Community Service | 47 | 39 | 34 | 72% | 34% |
| NIPSTA | - | - | 1 | 0% | 0% |
| High School Programs | 112 | 93 | 52 | 46% | 71% |
| GED Programs | 4 | 3 | 1 | 25% | 100% |
| Kids/Youth Program | 17 | 14 | 14 | 82% | 83% |
| ESL Programs | 180 | 150 | 144 | 80% | 78% |
| Total Programs | <u>803</u> | <u>669</u> | <u>538</u> | <u>67%</u> | <u>67%</u> |
| | <u>2,761</u> | <u>2,301</u> | <u>1,665</u> | <u>60%</u> | <u>66%</u> |
| Total expenditures | | | | | |
| Revenue over (under) expenditures | <u>\$ (1,321)</u> | <u>\$ (1,101)</u> | <u>\$ (109)</u> | | |
| Transfer in | 1,321 | 1,101 | 1,101 | | |
| Net | 0 | 0 | 992 | | |

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2018

| | Program Generated Revenue | Revenue Allocated to Programs | Total Revenue and Allocation | Expenditures | Program Net Fav (Unfav) |
|---|---------------------------------|-------------------------------------|------------------------------------|--------------|----------------------------------|
| Activity fees | \$ 487,760 | | | | |
| Interest income | 2,060 | | | | |
| Sub total revenues | 489,820 | | | | |
| 369901 Student Government Association | 375 | - | 375 | (71,976) | (71,601) |
| 369902 SGA Special Allocations | - | - | - | (11,906) | (11,906) |
| 369910 Occurrence | 16,725 | - | 16,725 | (160) | 16,565 |
| 369919 Skokie Events Team | - | 37,050 | 37,050 | (28,373) | 8,677 |
| 369920 SGA College Program Board | - | 52,250 | 52,250 | (46,253) | 5,997 |
| 369922 IEEE | - | 200 | 200 | - | 200 |
| 369923 Global Health and Sustainability | 925 | 889 | 1,814 | - | 1,814 |
| 369924 Hawaiian Music Club | 90 | 403 | 493 | (130) | 363 |
| 369925 M.A.T.H. Club | - | 340 | 340 | - | 340 |
| 369926 Harry Potter Club | 75 | 100 | 175 | - | 175 |
| 369927 Cheer & Dance Team | 392 | 2,375 | 2,767 | (249) | 2,518 |
| 369928 African Student Club | 180 | 1,965 | 2,145 | (242) | 1,903 |
| 369929 Pre Health Club | - | 275 | 275 | - | 275 |
| 369930 Early Childhood Education Club | - | 1,834 | 1,834 | - | 1,834 |
| 369931 Students for Social Justice | - | 808 | 808 | (969) | (161) |
| 369932 Ceramics Club | 165 | 996 | 1,161 | (281) | 880 |
| 369934 Hillel | 527 | 1,183 | 1,710 | (1,382) | 327 |
| 369935 Honors Student Organization | - | 1,770 | 1,770 | - | 1,770 |
| 369936 Indian Association Club | - | 100 | 100 | (82) | 18 |
| 369938 Pop-Tart Club | - | 400 | 400 | (6) | 394 |
| 369939 First Generation Club | 222 | - | 222 | - | 222 |
| 369940 Card and Board Game Club | 751 | 100 | 851 | (373) | 478 |
| 369942 Oakton Visual Organization | - | 200 | 200 | - | 200 |
| 369943 Japanese Culture Club | 168 | 1,991 | 2,159 | (275) | 1,884 |
| 369944 South Asian Club | 90 | 100 | 190 | - | 190 |
| 369945 Physical Therapy | 2,914 | 1,341 | 4,255 | (400) | 3,855 |
| 369946 Phi Theta Kappa (PTK) | 6,832 | 7,564 | 14,396 | (3,727) | 10,668 |
| 369947 Oakton Pride Club | 588 | 642 | 1,230 | (737) | 493 |
| 369948 Society of Biomedical Engineers | - | 100 | 100 | - | 100 |
| 369949 Mission Bible Club | - | 275 | 275 | (225) | 50 |
| 369950 Hispanic Club | 200 | 987 | 1,187 | (459) | 728 |
| 369951 Society of Women Engineers | 30 | 522 | 552 | (70) | 482 |
| 369952 Student Nurses May 2018 | 799 | 1,641 | 2,440 | (276) | 2,164 |
| 369953 Polish Club | 45 | - | 45 | - | 45 |
| 369954 Stem Club | 164 | 100 | 264 | - | 264 |
| 369955 Sustainability Club | - | 1,366 | 1,366 | (148) | 1,218 |
| 369957 Student Nurses Dec 2014 | - | - | - | (1,000) | (1,000) |
| 369959 Black Student Union | 75 | 1,530 | 1,605 | (289) | 1,316 |
| 369960 Muslim Student Association | 20 | 2,156 | 2,176 | (12) | 2,164 |
| 369962 Nurses Dec. 2017 | 1,798 | 418 | 2,216 | (801) | 1,415 |
| 369963 Art Club | 40 | 376 | 416 | (190) | 226 |
| 369964 Oakton Helping Others | 751 | 1,313 | 2,064 | (310) | 1,754 |
| 369971 Habitat for Humanity | 3,830 | 750 | 4,580 | (3,225) | 1,355 |
| 369974 Student Veterans Club | - | 100 | 100 | - | 100 |
| 369975 Dreamers Club | 364 | 451 | 815 | - | 815 |
| 369976 ROTO Club | 301 | 656 | 957 | (25) | 932 |
| 369982 Graphic Design Club | 160 | - | 160 | - | 160 |
| 369991 Poetry Club | 40 | 100 | 140 | (100) | 40 |
| Sub Totals | 39,635 | 127,717 | 167,352 | (174,652) | (7,300) |
| Fund Summary | | | | | |
| Total Revenues | \$ 529,455 | | | | |
| Total Expenditures | | (174,652) | | | |
| Total Transfers to other funds | | (249,572) | | | |
| Excess revenues over expenditures | | 105,231 | | | |
| Net Position 6/30/17 | | 387,814 | | | |
| Net Position, end of period | \$ | 493,045 | | | |

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

| GENERAL FUND TRANSFERS/PAYMENTS | | | | | | | | | |
|---------------------------------|------------------------|--------------------|-------------------------------|---------------------------------|--------------------------------|---------------------|--------------------|--|-------------|
| DATE | AMOUNT | SELF-INSURANCE | REFUNDS/STUDENT-DISBURSEMENTS | ILLINOIS SALES AND I.D.E.S. TAX | EMPLOYEE HEALTH INSURANCE CCHC | CHASE CREDIT CARD | BOND HOLDER & MISC | | |
| 4/2/2018 | \$ 820,263.89 | | \$ 820,263.89 | | | | | | |
| 4/6/2018 | 1,230.99 | \$ 1,230.99 | | | | | | | |
| 4/20/2018 | 665,192.14 | | | | \$ 665,192.14 | | | | |
| 4/20/2018 | 3,378.00 | | | \$ 3,378.00 | | | | | |
| 4/26/2018 | 22,541.06 | | | | | \$ 22,541.06 | | | |
| TOTAL | \$ 1,512,606.08 | \$ 1,230.99 | \$ 820,263.89 | \$ 3,378.00 | \$ 665,192.14 | \$ 22,541.06 | | | \$ - |

| PAYROLL TAXES - TRANSFERS/PAYMENTS | | | | | | | | | |
|------------------------------------|------------------------|-----------------------|----------------------|----------------------|-------------------------------|--|--|--|--|
| DATE | AMOUNT | FEDERAL PAYROLL TAXES | STATE PAYROLL TAXES | SURS | CREDIT UNION AND TAX SHELTERS | | | | |
| 4/6/2018 | \$ 251,330.30 | \$ 251,330.30 | | | | | | | |
| 4/6/2018 | 89,084.52 | | \$ 89,084.52 | | | | | | |
| 4/6/2018 | 181,025.00 | | | \$ 181,025.00 | | | | | |
| 4/6/2018 | 72,966.52 | | | | \$ 72,966.52 | | | | |
| 4/20/2018 | 253,910.04 | 253,910.04 | | | | | | | |
| 4/20/2018 | 89,979.10 | | 89,979.10 | | | | | | |
| 4/20/2018 | 180,639.74 | | | 180,639.74 | | | | | |
| 4/20/2018 | 68,303.20 | | | | 68,303.20 | | | | |
| TOTAL | \$ 1,187,238.42 | \$ 505,240.34 | \$ 179,063.62 | \$ 361,664.74 | \$ 141,269.72 | | | | |

Compliance with Open Meetings Act, Closed Session Minutes

The Illinois Open Meetings Act requires that public bodies shall periodically, but no less than semi-annually, review minutes of all closed meetings to determine if the contents of such minutes continue to require confidentiality or if they may be made available for public inspection.

The President and the Secretary of the Board have reviewed and hereby recommend that the minutes of the Board of Trustees closed session meetings held on January 20, 2015, April 28, 2015, May 26, 2015, June 23, 2015, October 8, 2015, November 17, 2015, and January 19, 2016, should be made available for public inspection and no longer require confidential treatment.

JLS:ec
5/2018

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 determines that the minutes of the Board closed session meetings on January 20, 2015, April 28, 2015, May 26, 2015, June 23, 2015, October 8, 2015, November 17, 2015, and January 19, 2016, should be made available for public inspection and no longer require confidential treatment.
and are released for public inspection.”

Action on Recordings of Closed Session Meetings

The Illinois Open Meetings Act authorizes the destruction of verbatim records of closed meetings no less than 18 months after the completion of the meeting recorded. Written minutes of these meetings are retained in compliance with the Open Meetings Act.

In accordance with these provisions, the audio recordings of closed meetings held on January 20, 2015, February 17, 2015, February 22, 2015, February 26, 2015, February 28, 2015, March 17, 2015, April 28, 2015, May 26, 2015, and June 23, 2015; meet the following criteria:

1. At least 18 months have passed since the date of the meetings involved;
2. The Board of Trustees has approved written minutes of the closed meetings; and
3. There is no lawsuit pending regarding the legality of the closed sessions involved.

JLS:ec
5/2018

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, recommend the destruction of the verbatim audio recordings held on January 20, 2015, February 17, 2015, February 22, 2015, February 26, 2015, February 28, 2015, March 17, 2015, April 28, 2015, May 26, 2015, and June 23, 2015.”

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 \$ \$520.00 for part-time teaching services for the Alliance for Lifelong Learning Summer, 2018.
- b. Salary payments in the amount of \$ \$30,052.70 for part-time teaching services for the Alliance for Lifelong Learning Spring, 2718.
- c. Salary rescinds in the amount of \$ \$3,243.86 for part-time teaching services for the Alliance for Lifelong Learning Spring, 2018.

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

- d. The Alliance for Lifelong Learning Operating Budget for fiscal year 2019 in the amount of \$2,547,000.

CH:nmi
5/15/2018

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 \$30,572.70 for all funds listed in items a and b.”

Ratification of Actions of the Alliance for Lifelong Learning Governing Board

On May 10, 2018 the Alliance for Lifelong Learning Governing Board:

1. Approved the Alliance for Alliance for Lifelong Learning FY' 19 Operating Budget in the amount of \$2,547,000.
2. Elected the following officers for FY' 19:

| <u>Name:</u> | <u>Representing</u> | <u>Governing Board Title</u> |
|----------------------|---------------------|------------------------------|
| Mr. William Stafford | District 535 | Chairperson |
| Dr. Sonia Kim | District 225 | Secretary |

CH:nmi
5/15/2018

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 one and two as stipulated above.”

Supplemental Authorization to Pay Professional Personnel - Spring 2018

Comparative figures:

| | |
|------------------------------|------------------------------|
| Spring 2018 Part-Time | Spring 2017 Part-Time |
| \$ 4,168,172.69 | \$ 4,244,757.85 |
| Spring 2018 Overload | Spring 2017 Overload |
| \$ 540,015.59 | \$ 428,294.39 |

IL/sp
5/2018

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2018 spring semester salaries in the amount of \$80,349.72, resulting in a revised total of \$4,168,172.69."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2018 spring semester salaries in the amount of \$8,460.00, resulting in a revised total of \$540,015.59."

Approval of Clinical Practice Agreements

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

Nursing:

New: **Lincolnwood Place:**

This is a new agreement for the Nursing Program.

This is a five year agreement which commences on May 22, 2018 and terminates May 22, 2023.

Pharmacy Technician:

New: **United RX:**

This is a new agreement for the Pharmacy Technician Program.

This is a three year agreement which commences on May 22, 2018 and terminates May 22, 2021.

Physical Therapist Assistant:

New: **Community First Medical Center:**

This is a new agreement for the Physical Therapist Assistant Program.

This is a five year agreement which commences on May 22, 2018 and terminates May 21, 2023.

Edward Hines:

This is a new agreement for the Physical Therapist Assistant Program.

This is a ten year agreement which commences on May 22, 2018 and Terminates April 18, 2028.

Transactional Care of Arlington Heights:

This is a new agreement for the Physical Therapist Assistant Program.

This is a five year agreement which commences on May 22, 2018 and terminates May 22, 2023.

Renewal: **Advocate Lutheran General Hospital:**

This is a renewal of the Advocate Lutheran General Hospital educational affiliation agreement. This is effective from May 22, 2018 and expires May 21, 2021.

Advocate Illinois Masonic Medical Center:

This is a renewal of the Advocate Illinois Masonic Medical Center educational affiliation agreement. This is effective from May 22, 2018 and expires May 21, 2021.

Renewal Rehab:

This is a renewal of the Renewal Rehab educational affiliation agreement. This is effective from May 22, 2018 and expires October 21, 2022.

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:

Nursing:

Lincolnwood Place

Pharmacy Technician:

United RX

Physical Therapist Assistant:

Community First Medical Center
Edward Hines
Transactional Care of Arlington Heights
Advocate Lutheran General Hospital
Advocate Illinois Masonic Medical Center
Renewal Rehab.”

IL/sp
5/2018

Authorization of Schedule Budget Hearing, Publish the Notice Placing Fiscal Year 2019 Budget on Public Display

A copy of the notice placing the Fiscal Year 2019 budget document on display beginning on May 23, 2018 is presented for approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2019 budget will be held at 7:30 p.m. on June 26, 2018. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2019.

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, authorize the budget hearing and approval to publish the notice placing the Fiscal Year 2019 budget on public display.”

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, that commencing at 10:00 a.m. on May 23, 2018, a tentative budget for said District for the fiscal year beginning July 1, 2018 and ending June 30, 2019 will be on file and conveniently available for public inspection at the Finance Department of said District, 1600 E. Golf Road., Room 0710, Des Plaines, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 7:30 p.m. on the 26th day of June 2018, at 1600 E. Golf Road, Room 1506, Des Plaines, Illinois.

DATED at Des Plaines, Illinois this 22nd day of May 2018.

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

By: _____
Martha Burns, Secretary

Reauthorization to Participate in the Illinois School District Liquid Asset Fund Plus (ISDLAF+) Investment Fund

Oakton has been participating in the Illinois School District Liquid Asset Fund Plus (ISDLAF+) Investment Fund (the Fund) since November 2005. ISDLAF+ is an investment fund for Illinois Township Treasurers and School Treasurers acting on behalf of school districts, community college districts, and educational service regions. The Fund provides the opportunity to participate in a highly rated money market investment portfolio as well as the ability to purchase investment instruments through a fixed income investment program. As of February 28, 2018, the Fund had over \$7.1 billion of public funds under administration. The Fund has 513 public entities participating in its activities which, includes 25 Illinois Community Colleges. This program is another investment option to the College to increase investment income in an efficient manner.

The following resolution reauthorizes participation in the Fund and updates authorized signers for the Fund.

AW
5/2018

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 reauthorizes its participation in the Illinois School District Liquid Asset Fund Plus by the College Treasurer and approves authorized signers as executed in the attached resolution.”

**RESOLUTION AUTHORIZING OR REAUTHORIZING
PARTICIPATION IN “THE FUND”**

**A RESOLUTION FOR FORMAL APPROVAL OF THE TREASURER’S PARTICIPATION IN THE FUND BY THE BOARD
OF THE SCHOOL DISTRICT OR COMMUNITY COLLEGE ON BEHALF OF WHICH THE TREASURER ACTS**

WHEREAS this Board deems it to be in the best interest of Oakton Community College ,
(insert name of School District or Community College) to participate in the **Illinois School District Liquid Asset Fund Plus** (the
“Fund”); and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, the Fund and its programs, including the Multi-Class Series (Liquid Class and MAX Class), Term Series, Fixed Income Investments, and other Fund services that may be offered by the Trustees of the Fund; and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc. and Harris N.A., and/or their successors; and

WHEREAS, various materials regarding the Fund have been presented to this Board, including copies of its Information Statement and Declaration of Trust,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD:

- That the Board authorizes (or reauthorizes) its participation in the Fund by the Treasurer of this school entity; and
- That the Treasurer or those acting on behalf of the Treasurer shall invest the school entity’s available funds from time to time and withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
- That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments offered by the Fund and which are legal under Illinois investment statutes, including but not limited to 30 ILCS235 and that which are also permitted by this school entity’s investment policy; and
- That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
- That the entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with institutions participating in Fund programs including BMO Harris Bank, its successor, or programs of PMA Financial Network, Inc. and PMA Securities, Inc., and that any depository institutions shall be deemed eligible depositories for District funds per Illinois School Code Section 8-7. Monies of this entity may be deposited in financial institutions, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Income Investment Program available to participants of the Fund through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc. PMA Financial Network Inc. and/or PMA Securities, Inc. are authorized to act on behalf of this school entity as its agent with respect to such accounts and agreements; and
- That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Harris N.A., and/or their successors. The following individuals, or their successors, currently holding the office or position are designated as “Authorized Officials” with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of this school entity.

Name: Joianne Smith Position: President Signature: _____

Name: Andy Williams Position: Controller Signature: _____

Name: Edwin Chandrasekar Position: CFO Signature: _____

Name: _____ Position: _____ Signature: _____

It is hereby certified that _____, the Treasurer of which is _____ adopted this Resolution at a duly convened meeting of the Board of the entity held on the _____ day of _____, 20____, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Secretary of the Board

Authorization to Approve May 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 through f” were previewed at the April 2018 Board of Trustees meeting. Item “g” was previewed at the March 2018 Board of Trustees meeting. Item “h” was previously approved at the January, 2018 Board of Trustees meeting.

DLS:kr
5/7/2018

President’s Recommendation:

That the Board adopt the following resolution:

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

| <u>Agenda Item</u> | <u>Page(s)</u> | <u>Description</u> | <u>Vendor</u> | <u>Amount</u> |
|---------------------------|-----------------------|---|---------------------------------|----------------------|
| 5/18-12a | 1 | Architectural Services for Skokie Renovation Projects | Holabird & Root | \$357,800.00 |
| 5/18-12b | 1 | Oracle Database Software Maintenance and Support – One Year Contract | Oracle America, Inc. | \$ 27,749.15 |
| 5/18-12c | 1 | Cherwell Software License Subscription – Three Year Contract | Cherwell Software, LLC | \$130,000.00 |
| 5/18-12d | 1 | Palo Alto Networks Firewalls and One Year Maintenance/Support Renewal | SpeedLink Solutions | \$ 28,160.00 |
| 5/18-12e | 1 | Advertising Agency Services - One Year Contract Extension | Timberlake Media Services, Inc. | \$200,000.00 |

AGENDA ITEM 5/18-12
2 of 2

| | | | | |
|--------------------|---|---|---------------------------------------|-----------------------|
| 5/18-12f | 1 | Core and Edge Network Equipment | Logicalis, Inc. | \$108,918.00 |
| 5/18-12g | 1 | Custodial Supplies – Two Year Contract | LaPort, Inc. | \$ 67,556.00 |
| 5/18-12h | 1 | Ratification of Previously Approved Purchase Early Alert Software Renewal- Three Year Contract with Training and Consulting | | |
| | | Rescind | The Education Advisory Board, Inc. | \$ (74,400.00) |
| | | Award | EAB Global | \$ 74,400.00 |
| GRAND TOTAL | | | | \$920,183.15.” |

Authorization to Purchase Architectural Services for Skokie Renovation Projects

The FY 2018-2022 Master Plan outlines the need to upgrade the Café, Student Center, and Student Street at the Skokie campus for a projected total cost of \$5,622,000. At the May 2016 Board meeting, the Board approved Holabird & Root as one of the College’s authorized architectural firms based on the Quality Based Selection (QBS) process. In March 2018, Holabird & Root made a presentation to the President’s Council to present similar work they have performed for other higher-ed clients and to share their conceptual vision for the Skokie projects.

Holabird & Root’s long standing reputation in the field of architecture dates back to 1880. Throughout these years, they have continued to excel at producing remarkable buildings that reflect the quality of their design work. Projects for Harper College, Waubensee Community College/Plano campus, Western Illinois University, Beloit College, Western Michigan University, St. Olaf College, North Central College, Knox College, Loyola University New Orleans, and Northwestern University have included master planning, interior renovations, structural engineering, programming, LEED certification, interior design, and more. The Administration is confident that they will meet the College’s needs.

The Administration is seeking Board approval for \$357,800 to contract with Holabird & Root to provide the necessary design through construction phase services for the Café-Student Center and Student Street Projects. The fees for the two projects at the Skokie campus are as follows:

| | |
|-----------------------------|---------------------|
| Café-Student Center: | |
| Fee | \$264,800.00 |
| NTE Reimbursable | \$ 3,500.00 |
| Student Street: | |
| Fee | \$ 88,000.00 |
| NTE Reimbursable | \$ 1,500.00 |
| Total Contract | \$357,800.00 |

EC:kr 5/7/2018

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 Architectural Services for Skokie Renovation Projects from Holabird & Root, 140 S. Dearborn Street, Chicago, IL 60603 for a total of \$357,800.00 based on their project proposal dated May 2, 2018.”

Authorization to Purchase Oracle Database Software Maintenance and Support - One Year Contract

The College uses Oracle Enterprise Edition Database server software to run a number of applications including the Student and Financial systems (Banner) and the degree audit and academic planning system (uAchieve). These licenses are a mix of application specific licenses that can only be used by Banner and unrestricted licenses that can be used by any application. The unrestricted licenses include a two-processor unlimited license for the production servers, a 25 named user license for test and development, and two programmer licenses.

The renewal of annual support and maintenance is necessary to provide support for day-to-day critical operations, as well as to allow access to ongoing software updates and releases. For FY19, the College's Oracle support contract for the unrestricted licenses will be \$27,749.15, a 3% increase over the FY18 cost. The contract covers the period of July 1, 2018 through June 30, 2019.

BLL:kr
5/4/2018

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 Oracle Database Software Maintenance and Support – One Year Contract from Oracle America, Inc., P.O. Box 71028 Chicago, IL 60694 for a total of \$27,749.15, per their Support Service Order Number 4448155.”

Authorization to Purchase Cherwell Software License Subscription – Three Year Contract

In 2015, the Board authorized the purchase of Cherwell Software to support the evolution of the IT Help Desk operation from a basic call logging area to the central point of contact for management and information on all Information Technology and Data Division incidents and services requests.

Cherwell Software has improved the ability of the Help Desk and other IT service units to provide support to staff and students. Information Technology Service Management (ITSM) Cherwell’s software product extends the basic help desk functions and encompasses incident management (e.g., the network is down), problem management (a printer is not working), change management (updates and upgrades to products), asset management (the location of each piece of equipment), and others.

The continuation of the College’s licensing, along with ten additional concurrent user licenses, will help the College expand services to improve support to staff and students.

The software license subscription includes annual support and maintenance which are necessary to provide support for day-to-day helpdesk, media services, and IT operations, as well as to allow access to ongoing software updates and releases. In FY19, the Cherwell support contract for the 25 subscription licenses, ten new licenses, and fifteen license renewals will be \$40,500. The three year agreement for licenses and support charges will not exceed \$130,000.

BLL:kr
5/7/2018

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 Cherwell Software License Subscription – Three Year Contract from Cherwell Software, LLC, 10125 Federal Drive, Suite 100, Colorado Springs, CO 80908 for a total not to exceed \$130,000.00, per their Quote for Renewal dated April 23, 2018.”

Authorization to Purchase Palo Alto Networks Firewalls and One Year Maintenance/Support Renewal

The College uses four Palo Alto Networks Firewalls to provide next generation firewall protection for the College's networks and data. These firewalls were purchased in June of 2014 with a three year hardware support and software upgrade/maintenance contract. This purchase is for a one year renewal of this contract which also includes threat prevention, URL Filtering, and WildFire subscriptions.

The Information Technology department provided specifications and the Purchasing department issued an Invitation to Bid which was sent to eighteen (one in district) potential bidders, of which two (none in district) submitted a response. The low bid was submitted by SpeedLink Solutions of New Port Richey, FL for a total of \$28,160. The second bid response was from IT Savvy from Addison, IL for the amount of \$35,457.98. The support and updates are provided directly by the manufacturer, Palo Alto Networks. SpeedLink, who is a current, reliable vendor of the College, is solely acting as a reseller. The Administration is confident that both companies can continue to meet the College's needs. The contract period is July 8, 2018 through July 7, 2019.

JMW:kr
5/7/2018

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 Palo Alto Networks Firewalls and One Year Maintenance/Support Renewal from SpeedLink Solutions, 4039 Floramar Terrace, New Port Richey, FL 34652 for a total of \$28,160.00 in accordance with their low bid in response to Invitation to Bid #0406-18-17.”

Authorization to Purchase Advertising Agency Services - One Year Contract Extension

In May 2017, the Board approved a contract with Timberlake Media, of Naperville, IL, to act as the College's advertising agency for the period of July 1, 2017 to June 30, 2018. The proposal also included the option to renew for two additional years. Timberlake Media has helped Oakton drive change in strategy and tactics, redoubling resources on digital communications with a focus on return on investment as the measure of success in delivering Oakton's recruitment message to prospective and current credit and non-credit students using an integrated mix of digital and traditional media. The agency has optimized its original media plan from a predicted 8,206,524 impressions at a cost of \$21.96 per thousand impressions (CPM) to 14,187,431 at a cost of \$13.01 CPM, a 73% improvement in impressions and 41% improvement in CPM. Timberlake Media worked with the College to optimize better-performing creative in addition to redirecting budget dollars into better-performing channels. The agency has also worked with the College to direct a portion of the budget toward local marketing through more traditional channels. College Relations will continue to work closely with the Strategic Enrollment Management Team to insure the best results for implementing the College's advertising campaigns. The Administration is now seeking to renew the contract with Timberlake Media with a budget of \$200,000 (based on FY 2018 budget, inclusive of Perkins Grant dollars) for a second year, effective July 1, 2018 to June 30, 2019.

PJP:kr
5/7/2018

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 Advertising Agency Services - One Year Contract Extension from Timberlake Media Services, Inc., 1556 Pine Lake Drive, Naperville, IL 60564 for a total not to exceed \$200,000.00 in accordance with their response to Request for Proposal #2, dated March 7, 2017.”

Authorization to Purchase Core and Edge Network Equipment

The College's local area networks and wide area networks are built with a combination of four core switch/routers, 123 edge switches, and two border routers providing over 6,000 network ports for computers, phones, wireless access points, digital signs, building management system controllers, security cameras, and numerous other network devices. The FY18 capital equipment budget includes funds to replace a subset of this equipment.

The Board approved a similar equipment purchase for the Des Plaines campus, based on RFP #3, in March (3/18-9h) for a total of \$96,768.63 from Logicalis, Inc. The Administration now needs to move forward and purchase the same equipment for the Skokie campus. Based on the following factors, the Administration believes that it is in the best interests of the College to proceed with purchasing the equipment directly from Logicalis again;

- RFP #3 states that prices must be valid for 90 days.
- Logicalis, and the manufacturer Cisco, have confirmed and agreed that the prices from RFP #3 are still valid.
- Technically, a bid or RFP does not need to be issued because, according to the Illinois Compiled Statutes (110 ILCS 805/3-27.1 item "f")..."purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services are exempt from the bidding process."

Based on the required configurations for the Skokie campus, the College will be purchasing more equipment than what was purchased for the Des Plaines campus. This purchase will include nineteen 48 port gigabit Ethernet POE edge switches with ten gigabit uplinks, thirteen 48 port gigabit Ethernet POE edge switches with ten gigabit uplinks, associated optical and stacking modules. The 32 edge switches will be used to replace existing ten year old edge switches that are out of support and to add one switch for additional needed capacity. The total purchase price for this equipment for the Skokie campus is \$108,918. Delivery will be made in June.

JMW:kr 5/7/2018

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 Core and Edge Network Equipment from Logicalis, Inc., 2600 Telegraph Road, Bloomfield Hills, MI 48302, for a total of \$108,918.00 accordance with their low response to Request for Proposal #3, dated February 13, 2018."

Authorization to Purchase Custodial Supplies – Two Year Contract

At the March 2016 Board meeting, the Board approved a two-year contract for custodial supplies. The contract included a provision for annual renewable extension options. The March 2016 contract was awarded to three different companies; one of which is LaPort, Inc. LaPort is now the contract awardee for the Suburban Purchasing Consortium which is administered by the Northwest Municipal Conference. The following items will be included in this consortium purchase:

Paper Towels

The College uses paper towels that contain 100% recycled fiber. Based on past usage, the College uses 600 cases of paper towels per year, for a two year total of 1200 cases. At \$16.65 per case, the two year total is \$19,980. These towels will fit in the current dispensers.

Toilet Paper

The College uses toilet paper that contains 100% recovered material with a minimum of 50% post-consumer material. In the past, one ply toilet paper was used. The College will now be switching to two ply toilet paper for virtually the same price. Based on usage estimates, 1200 cases will be used over two years. At \$20.98 per case, the two year total is \$25,176. The two ply toilet paper will be compatible with current dispensers.

Hand Soap

The College will continue to use Green Seal certified GOJO brand hand soap. At \$32.00 per case, based on 350 cases per year and 700 cases for two years, the total will be \$22,400. Once again, current dispensers will be used.

The two year grand total for all products listed above is \$67,556. Ordering for all products is made on an as needed basis with delivery to both campuses. The Administration is confident that LaPort can continue to meet the College's needs with exceptional consortia pricing.

EC:ds 5/15/2018

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 Custodial Supplies – Two Year Contract from LaPort, Inc., 2443 W. 16th St, Chicago, IL 60608 for a total not to exceed \$67,556.00, per the Suburban Purchasing Contract #167."

Authorization to Ratify Previously Approved Purchase

Early Alert Software Renewal – Three Year Contract with Training and Consulting

In January 2018, the Board of Trustees authorized the purchase of Early Alert Software Renewal – Three Year Contract with Training and Consulting from The Education Advisory Board, Inc. for \$102,000. Since that time, The Education Advisory Board has changed its name to EAB Global, Inc. An amount of \$27,600 has already been paid to The Education Advisory Board, Inc. for the first year of the contract, but the remaining term of the contract must be paid to EAB Global, Inc. Therefore, the Administration is requesting to rescind the remaining amount of the award to The Education Advisory Board, Inc. and award the remaining amount of \$74,400 to EAB Global, Inc.

This request is for the official company name change only. The dollar amount does not change.

DLS:kr
5/9/2018

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 remaining terms of the contract for Early Alert Software Renewal – Three Year Contract with Training and Consulting from The Education Advisory Board, Inc., 2445 M Street NW, Washington, D.C. 20037 for a total of \$74,400.00.”

“Be it further resolved that the Board of Trustees of Community College District 535 authorizes the purchase for the remainder of the original contract of Early Alert Software Renewal – Three Year Contract with Training and Consulting from EAB Global, Inc., 2445 M Street NW, Washington, D.C. 20037 for a total of \$74,400.00.”

Preview and Initial Discussion of Upcoming Purchases

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

a) Renewal of Annual Agreements, Services, and Contracts for FY19

1) *Library Services (CARLI and NILRC)* - In keeping with past practice, the Oakton Library is renewing, canceling, and adding online databases and reference resources to support the College's curriculum. All databases are accessible to Oakton students, faculty, staff, and Administrators from computers anywhere via Internet access through a proxy service maintained by the Library and Oakton's IT department. Last year, the library budgeted to license more than 65 databases and 430 online reference works. The library also purchased perpetual access to seven online reference works and three streaming video collections. This year, as done every year, the library is currently reviewing the licenses and subscriptions. To obtain the lowest prices available, most of these online resources are licensed through two statewide consortia groups: NILRC (the Network of Illinois Learning Resources in Community Colleges) and CARLI (the Council of Academic and Research Libraries in Illinois). The cost of licenses brokered by NILRC or by CARLI will not exceed \$96,400 each this year. The library administration will keep the level of these purchases well within budget. The ratio of purchases from NILRC and CARLI will undoubtedly change as staff reviews and refines the pricing options. These purchases are exempt from the bidding process according to Illinois Community College Act 110 ILCS. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

2) *Banner Annual Software Maintenance Contract* - In June 2004, the Board authorized the purchase of Banner software for the College's student information system. In August 2006, Banner Finance and HR/Payroll modules were also purchased to support the financial and human resource needs of the College. Part of the purchase agreement includes terms for annual maintenance service on the system components, including the functional applications; the Luminis web portal, the E-learning interface, and the Oracle database software. In addition, in FY13 the College added the Banner Flexible Registration module to the suite of applications, as well as the Ellucian Mobile application. The College further extended the Banner suite by adding the Banner Data Defense module, a set of security features that encrypts much of our most sensitive personal data. Maintenance includes all general releases and enhancements to these baseline component systems, which comprise Oakton's essential administrative applications. The maintenance period is August 1, 2018 through July 31, 2019. The College will receive the final quote from Ellucian by June 1. It is anticipated that the Administration will request approval for \$364,000 for FY19. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

3) PowerFAIDS Annual Software Maintenance Contract - Oakton uses The College Board's PowerFAIDS software to support the financial aid process. PowerFAIDS manages federal and state aid requirements as well as specific Oakton institutional aid programs. PowerFAIDS helps automate the entire financial aid cycle, from needs analysis and student eligibility, through Pell Grant management, award packaging, loan origination, and reporting.

The latest federal rules are programmed into the software so Oakton stays compliant with federal regulations. Interest in student financial assistance continues to increase. Over the last several years, the College has continued to increase the number of PowerFAIDS licenses so that all Enrollment Center staff members can provide financial aid information to students. The College now owns thirty PowerFAIDS licenses. The maintenance charges for these licenses for FY19 are expected to be a maximum of \$47,700. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

b) Illinois Community College Trustee Association (ICCTA) Dues - Oakton has been a longstanding member of the Illinois Community College Trustees Association (ICCTA). ICCTA provides community college advocacy and supports trustee development through continuing education seminars and trained retreat facilitators. Membership in the ICCTA is a valuable resource for the College and the Administration recommends a membership renewal for FY19. The estimated dues are \$27,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

c) Renewal of Risk Management Insurance Plans - Oakton Community College, along with ten other community colleges, is a member of the Illinois Community College Risk Management Consortium (ICCRMC), which has established various insurance premiums payable by the College. The Administration is currently working with our consortium representative to determine the premium rates and insurance coverages for FY19. As a reference, the premium rates and insurance coverages quoted and contracted for FY18 are noted below:

| Type of Insurance | FY18 |
|-----------------------------|------------------|
| General Liability | \$76,481 |
| Property | 128,197 |
| Workers' Compensation, Net | 447,857 |
| Educators Legal Liability | 37,397 |
| Foundation | 1,500 |
| Student Medical Malpractice | 15,097 |
| Student Athletic Injury | 48,730 |
| TOTAL CONTRIBUTIONS | \$758,048 |
| Less Dividends (Estimate): | (89,736) |
| TOTAL | \$668,312 |

The College will be receiving new renewal rates for FY19 from ICCRMC and presenting those to the Board for approval at the June meeting.

d) Continuation of Life Insurance - The College is contractually obligated to provide life insurance to certain employee groups. Gallagher Benefits Services has procured a three-year agreement with the current provider of life insurance, Reliance Standard Life Insurance Company (RSLI). Reliance has agreed to hold its life insurance rates in line with the current rates for a three-year period beginning July 1, 2016 and ending June 30, 2019. It is estimated the College will pay \$270,000 in life insurance and disability premiums in FY18. Employee direct payments for optional life and disability insurance coverage represent approximately 58% of the premium. The annual premium paid by the College includes over 800 lives and represents over \$84 million in life insurance coverage. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

e) Interpreter Services - In order to support the success of all students, and to be in compliance with the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973, the College is required by law to provide sign language interpreters and Communication Access Real-time Translation (CART) services. Oakton Community College provides accommodations to students with documented disabilities to ensure their full access to course materials and activities.

Students who are deaf or hard of hearing are provided with sign language interpreters or CART services, depending on their individual needs. To be eligible for one of these accommodations, students must complete an intake interview with the Access and Disability Resource Center (ADRC) staff and provide the appropriate medical documentation. The extent of services provided depends on the number of students who attend in a given year and the extent of their participation in credit and non-credit courses and activities at Oakton. On average, 3-6 students request sign language interpreters or CART services for 10-20 courses per year. For the 2018-2019 academic year, the College anticipates 4 students will be requesting these accommodations for approximately 12-15 courses.

Providing this assistance provides additional opportunities for our students to succeed. To paraphrase one student, "CART has made all the difference for me... the difference between being able to take classes or being isolated at home. Having an "invisible" disability, such as partial hearing loss, is a struggle. Sometimes people think it is no big deal that I have a partial hearing loss because I appear to function "normally" and I'm able to hear in some situations. What they do not realize is that in most situations, including my classes, I am unable to hear much of what is being said. Whether it is

because of background noise, an instructor or classmate speaking softly, or multiple people talking at once, I cannot follow the class lecture or discussion with my limited hearing. With CART, I am able to see what I cannot hear and am able to participate and succeed in my classes, just as well as my classmates.”

The ADRC and Purchasing office will work collaboratively to issue a new bid for Interpreter Services. In FY17, the College spent \$54,710 for sign language interpreter services and \$8,020 for CART services, for a total of \$62,730. The Administration anticipates requesting funding similar to FY17 amounts. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

f) Athletic Training Services for Athletic Teams - The College requires a Certified Athletic Trainer be present for all student athletes during practices and home contests as well as some away contests. The Certified Athletic Trainer needs to 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 must adhere to scheduled hours. Regular hours for treatment and injury assessment are established by the Head Athletic Trainer or Athletic Director. The Certified Athletic Trainer will assist the coaching staff with CPR training and the use of Automatic External Defibrillators (AEDs).

It is the Certified Athletic Trainer’s responsibility to determine an individual’s readiness to participate in athletics in accordance with College rules and regulations and to 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 a 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.

Together, the Athletic department and the Purchasing office issued a Request for Proposal for Athletic Training Services. Typically, the College requires the services of the Certified Athletic Trainer for approximately 900 hours per year, but actual work hours may vary depending upon 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 June Board meeting.

g) 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 and the College in general. These vehicles do not accommodate the transportation needs of the larger athletic teams such as soccer or baseball with rosters of between 20 and 30 students. Purchasing outside 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 FY16, 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 College awarded the contract to Infinity Transportation Management. This contract provided the option to renew for additional years of transportation services at the discretion of the College. Based upon the excellent service provided during the past three years, the Administration is opting to renew the contract for a fourth year. 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. They operate 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. Clients include Harper 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 of service required by the College. For FY19, the estimated cost of bus services for the College athletes is \$45,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

h) Storage Area Network Software and Hardware Support and Maintenance -

The College uses Storage Area Network (SAN) systems in the computer centers at both the Des Plaines and Skokie Campuses. A SAN provides back end disk storage for the College's computer servers with scalability, performance, manageability, and disaster recovery capabilities. The College purchased Dell Compellent SANs in 2013 and essentially all of the College's data, server operating systems, and the IP telephony system are stored on these SANs. The arrays were purchased with a five year support contract which is expiring in July 2018. The Administration would like to renew this support for an additional six months while the IT department works on a planned FY19 capital equipment purchase to upgrade or replace these devices.

While the initial purchase was done through a Request for Proposal to get competitive pricing from multiple manufacturers, for compatibility and support reasons, this support

renewal must be purchased directly from the manufacturer: Dell Computer. The Administration is currently negotiating pricing with Dell, but it is expected that the support and maintenance charges for the SAN system will not exceed \$68,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

i) Adobe Creative Cloud Software Lease and Support - The College uses Adobe Software to teach in the Art, Photography, Graphic Design, Computer Applications for Business, and Computer Information Systems Departments. This software is also used by other programs in support of web page development. All the Adobe products are currently available in a single annual lease bundle called the Adobe Creative Cloud for Education. This bundle includes Photoshop, Illustrator, Premier, Acrobat Professional, and essentially all other Adobe desktop products. Adobe has removed the concurrent license model for this product and now requires one license per workstation where it is installed. As a result, the College will be purchasing 188 workstation licenses to cover the open and classroom computer labs and faculty offices where the products are needed.

The IT and Purchasing office worked together to issue an Invitation to Bid for this support. The total cost for the purchase is budgeted at \$30,080. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

j) Des Plaines Campus Electrical Switchgear Replacement - The electrical control and distribution switchgear for the entire Des Plaines campus has exceeded its projected life cycle and shows signs of wear and failure. In addition, due to the growth and expansion of the campus facilities, various components of the current switchgear equipment do not meet performance requirements. Failure of this equipment would constitute a campus shutdown along with long lead time repairs.

Kluber Engineering, one of the College's QBS approved engineers has provided complete engineering plans and specifications for this equipment replacement work. With this information, the Facilities office and Purchasing office will work together to issue a bid. The College has budgeted \$1,120,000 in the FY19 CIP for this project. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

k) Food Service – Retail and Catering –The last Request for Proposal (RFP) for Food Service was done in 2012, and the College's current contract is now coming to a close. The Administrative Affairs team is taking a very pragmatic approach to the search for a new food service operator. More than 1,300 people completed a food service survey. The results of the survey were used by the Food Service Advisory Group (FSAG) to compile the requirements and specifications for the RFP. Each campus group is

represented on the FSAG; two administrators who serve as the project leads, one full time faculty member, one adjunct faculty member, three staff members, and 5-6 students. The RFP was sent to 25 different companies and ten of them attended the mandatory pre-bid meeting which included information sharing, a question and answer period, and site visits to both the Des Plaines and Skokie food service operations. The Administration is hoping to receive proposals (due May 24) which indicate a creative approach to operating the food service program for the College. Companies will be invited on campus to present their ideas, and the FSAG will look to recommend the one company that will be in the best overall interests of the College. While retail transactions are between the food service operator and the customer, the Board will be asked to approve the contract and an anticipated dollar amount for catering services for the possible five year term of the contract. This item will be presented at the June Board meeting with the expectation of service beginning at the start of the fall 2018 semester.

l) Furniture for Wellness Center – As part of the West End Renovation, a new Wellness Center will be created which will also house Health Services and the Counseling Center. New office furniture is needed for the area which is estimated at \$65,000. An Invitation to Bid is currently being prepared which will be sent to authorized Steelcase dealers. This purchase is scheduled for Board approval at the June Board meeting in order to meet the August installation requirement.

m) Renewal of Paralegal Program Services – Since 2010, the College's Paralegal Studies Program has been using the Westlaw paralegal database service provided by Thomson Reuters. The current three year contract is coming to an end and is now up for renewal. The Administration is working with Thomson Reuters to possibly lock in a consistent monthly rate for the next three year contract. At approximately \$1300 to \$1400 per month, the anticipated three year total would be \$50,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

n) Sustainable Site Master Plan (Landscape Beautification and Exterior Site Improvements) - The Sustainable Site Master Plan is a companion document to Oakton's 2018-2022 Campus Master Plan which was approved by the Board in June 2017. The Campus Master Plan provides a broad vision for future facilities growth, ideas for enhancing the campus environment and guidelines for architectural design. The Site Master Plan builds on the Campus Master Plan, and will be coordinated with the long-term maintenance plan currently under contract for the natural areas. The Site Master Plan is consistent with initiatives addressed in the Campus Master Plan for improved entrances and signage. The scope of work will include paving improvements, enhanced landscaped areas at courtyards and entrances, a new monument sign at Skokie, site and wayfinding signage specifically for parking and entrance, as well as improved walking trails at the Des Plaines campus.

The Administration is also seeking Board approval in June to contract with Farr Associates, a Board approved qualified-based selection (QBS) architectural firm, to provide the landscape design and project documentation services. Farr Associates recently worked with Oakton to design the monument entrance signs for the Des Plaines campus, and were also engaged by the College for the natural areas restoration initiative. It is expected that the cost for these services will be in the range of \$150,000 to \$200,000.

o) Ford F350 Truck - The Facilities department is seeking to purchase a new Ford F350 XLT truck as part of the FY19 budget. The new truck will replace the current 2003 truck which is now 15 years old. The old truck has incurred \$26,000 in repairs over the last several years based on work orders submitted through the SchoolDude work order system. The replacement truck is expected to cost approximately \$60,000. The Purchasing department will research contracts that have been awarded for similar vehicles from various local and state purchasing consortia to obtain the best pricing for the College. The Administration plans to present this item to the Board for purchase approval at a future Board meeting.

Authorization to Proceed with Future Energy Purchases

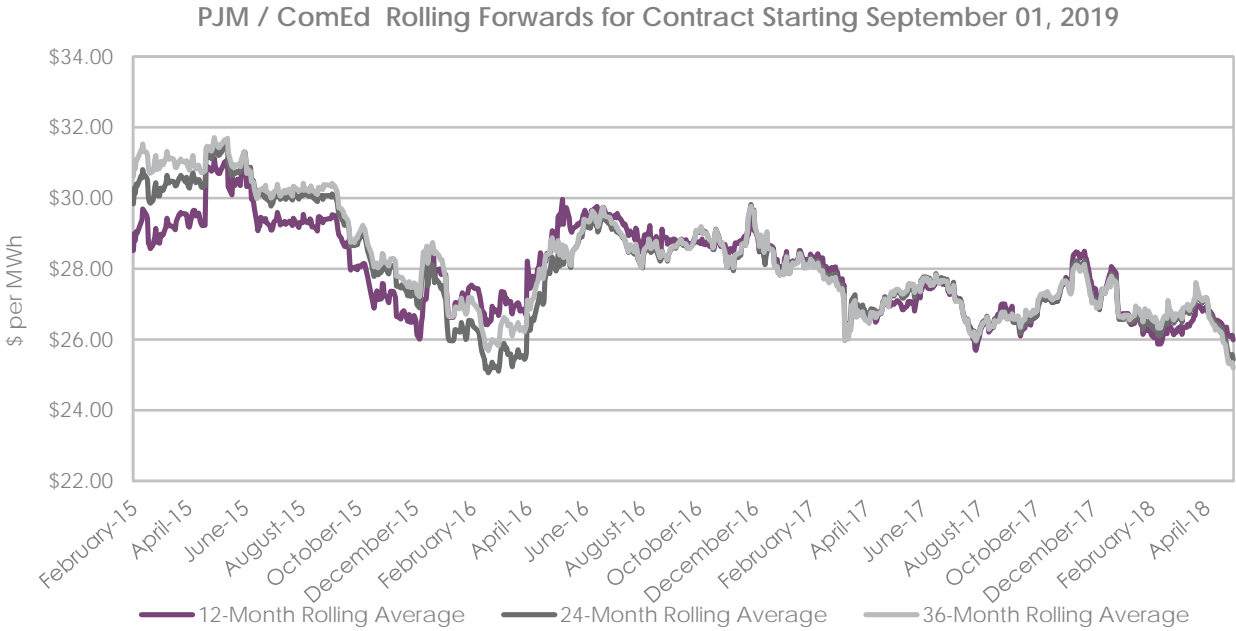
At the August 2016 Board meeting, the Trustees approved energy purchases for natural gas and electricity for a period of up to three years. The approved parameters were 122,000 therms per year for natural gas and 15,000,000 kWh per year for electricity.

- The current natural gas provider is Centerpoint Energy with a 36-month contract period for a total of \$195,623 from July 2016 to June 2019. The natural gas contract rates are \$0.306 per therm for 75% of volumes hedged, and the remaining 25% on floating index (Chicago city gate pricing).
- The current electricity provider is Constellation Energy with a 36-month contract period from September 2016 to September 2019. Approved purchases total \$3,656,000 for this period with 44,313,084 kWh. The rate is a fixed all-in supply price of \$0.05231 per kWh.

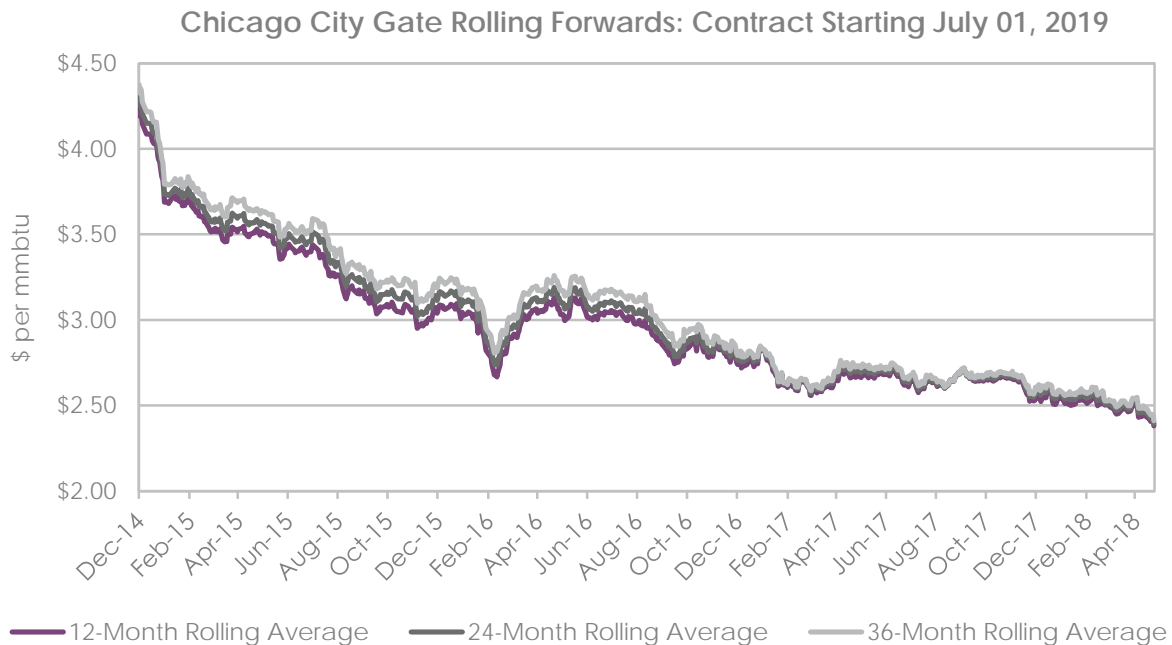
The Administration has been working with its energy consultant, Alfa Energy, to review ongoing energy usage and prices. In the energy sector, forward price curves reflect the current price for a commodity on a specified date in the future. The forward prices for natural gas and electricity are at historical lows (see charts below). As part of the College’s energy risk management strategy, the Administration is seeking to take advantage of favorable prices to lock in rates through 2022.

Electricity

Note - November 16, 2017, purchasing electricity 12 months ahead (November 16, 2018) and 24 months ahead (November 16, 2019) were averaging \$28.13 per kWh and \$27.89 per kWh. Almost 6 months later as of May 8, 2018, these purchases were 8% lower, averaging \$25.99 per kWh and \$25.43 per kWh respectively.



Natural Gas



Consistent with past practice, the Board has requested that the College administration use a two-step process for the purchase of electricity and natural gas. In step one, the Board of Trustees approves a quantity and not to exceed dollar amount for the purchase of natural gas and electricity. In step two, the Board will ratify the actual contracted purchase volumes and prices from the selected energy provider. The quantity and dollar amount in step two cannot exceed the quantity and dollar amount approved by the Board in step one.

With this agenda item, the Administration is now requesting Board approval for step one for the following purchases:

Electricity – Estimated 13,100,000 kWh hours/year with estimated price per kWh of \$.08500, total not to exceed \$1,114,000/year, for up to three years for a total not to exceed \$3,342,000.

Natural Gas – Estimated 216,400 therms/year, with estimated price per therm of \$0.5125, total not to exceed \$110,900/year, for up to three years for a total not to exceed \$332,700.

Note that amounts above include all distribution charges and required taxes.

Board approval of this resolution will trigger step two of the process. Alfa Energy will secure pricing for each commodity from multiple vendors. Consortium pricing will be considered if their products meet the College's specifications. Once pricing is obtained and evaluated, the Administration will work with Alfa to determine the appropriate volumes and contract term to lock-in prices. This final decision will be presented at the June Board Meeting as a ratification of the actual purchases.

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 future energy purchases and for the College to contract for electricity up to 39,300,000 kWh for an amount not to exceed \$3,342,000.00 and natural gas up to 649,000 therms for an amount not to exceed \$332,700.00 based on the parameters set forth above for a grand total not to exceed \$3,674,700.00.”

Approval of Funding for 2018-2019 Merit Lane Appointments

The 2016-2020 contract between the Oakton Community College Faculty Association (OCCFA) and the Board of Trustees of Community College District 535, calls for the placement of selected faculty in the Merit Lane on the salary schedule. This lane is a select lane with stipulations described in Article 13 of the OCCFA Contract. The intent of the lane is to provide additional compensation to faculty members who meet the eligibility requirements, which encompass length of service at Oakton, extent of educational credentials, and demonstrated leadership at the College.

A committee elected by faculty in each division, Library and Online Learning, and Student Development, carried out the procedure for screening and selection under “Procedures for Merit Lane” in the faculty contract. The Vice President for Academic Affairs coordinated the committee. The committee completed its work and notified the President that, upon Board approval of the number of appointments to be funded, the committee chair would release the names of the ranked faculty. The President will subsequently make specific appointments to the Merit Lane in accordance with the committee rank order recommendations and the number of appointments approved by the Board of Trustees.

IL/sp
5/2018

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the endowment of _____ new Merit Lane appointments for fiscal year 2018-2019.”

Authorization to Hire Full-time, Tenure-track Faculty Member

The recommendation to hire Ms. Xenia Conquy to a full-time, tenure-track faculty position in Physical Sciences/Earth Sciences for the 2018-2019 academic year, beginning in August 2018, was made after reviewing the College’s need for faculty in Physical Sciences/Earth Sciences.

The position was posted on the Oakton Community College website and on Oakton’s Job boards around 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 Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higherjobs.com*, *illinoisjoblink.illinois.gov*.

There were forty applicants for the Physical Sciences/Earth Sciences position. The search committee conducted six on campus interviews for this search and selected three finalists to bring to campus for interviews with Dr. Robert Sompolski, Dean of Mathematics, Engineering & Computer Science and Dr. Ileo Lott, Vice President for Academic Affairs, before a recommendation of hire was made of Ms. Xenia Conquy to a full-time, tenure track Physical Sciences/Earth Sciences position.

Ms. Xenia Conquy earned an M.S. in Environmental Science from the University of Idaho, M.S. in Geology from Florida Atlantic University, B.A. in Geology from Florida International University and a B.S. in Education from Florida Atlantic University. Ms. Conquy is presently an instructor for Phoenix College, American Military University, Palm Beach State College, and Broward College.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorize the employment of Ms. Xenia Conquy for the 2018-2019 academic year, beginning August 2018:

| <u>Name</u> | <u>Academic Rank and Assignment</u> | <u>Lane, Step, Base Salary</u> |
|--------------------|--|---------------------------------------|
| Xenia Conquy | Assistant Professor of Physical Sciences | C-3, \$62,440.” |