

**The 744th Meeting
of
The Board of Trustees
May 28, 2019**



Mission, Vision, and Values Statements

Mission

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

Vision

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

Values

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

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

Approved by the Board of Trustees, March 21, 2017

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 744th MEETING
of
THE BOARD OF TRUSTEES
MAY 28, 2019**

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

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

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

AGENDA

1. Call to Order and Roll Call in Room A167
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - 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 23, 2019 Organizational and Regular Meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

Student Trustee Report

Comments by the Chair

Report: FY2020 Budget Presentation

Public Participation

NEW BUSINESS

CONSENT AGENDA

- 5/19-1 V a. Approval of Adoption of Consent Agenda
R b. Approval of Consent Agenda Items 5/19-2 through 5/19-8
- 5/19-2 Ratification of Payment of Bills for April 2019 (Including Approval of Travel)
- 5/19-3 Acceptance of Treasurer's Report for April 2019
- 5/19-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/19-5 Action on Recordings of Closed Session Minutes
- 5/19-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 5/19-7 Ratification of Actions of Alliance for Lifelong Learning Governing Board
- 5/19-8 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

- R 5/19-9 Authorization to Approve May Purchases
 - a. PaloAlto Networks Firewalls Updates/Support/Subscriptions
 - b. Oracle Database Software Maintenance and Support Renewal – Five Year Contract
 - c. Advertising Agency Services-One Year Contract Extension
 - d. Grant Funded Hydraulic Trainers
 - e. East End Interior Renovations – Second Floor
 - f. Parking Lot Rehabilitation at Both Campuses
- 5/19-10 Preview and Initial Discussion of Upcoming Purchases
- R 5/19-11 Authorization to Renew Contracts for Engineering Services
- R 5/19-12 Approval of Funding for 2019-2020 Merit Lane Appointments
- R 5/19-13 Introduction of Authorization to Name the Math Lab (Rm. 1721, Des Plaines)
- V 5/19-14 First Read of Policies Revisions

ADJOURNMENT

**Minutes of the Organizational Meeting of the Oakton Community College Board of Trustees
April 23, 2019**

An organizational meeting of the Board of Trustees of Community College District 535 was held on Tuesday, April 23, 2019 at the Oakton Community College Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

Call to Order and Roll Call

Chair DiLeonardi called the meeting to order at 5:05 p.m. in room 1506; Secretary Burns called the roll:

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

Pledge of Allegiance – Trustee Kyle Frank

Statement by the President

President Smith noted that this particular meeting is bittersweet as we say goodbye to some of our long serving trustees and welcome new trustees to the Board. Last month we had the opportunity to formally thank Trustee Ann Tennes and Trustee Joan DiLeonardi for their service to the College. President Smith again thanked Trustee Tennes for her twelve years of service. President Smith noted that Trustee Tennes represented Skokie well and brought prominence to that campus. Many of the innovations and improvements that have made to that campus are to her credit. Dr. Smith noted that Trustee Tennes’ husband, Howard, was in the audience, and that during his tenure on the Board, was also a wonderful trustee. Trustee Tennes was then presented with a bouquet of flowers.

President Smith also thanked Trustee DiLeonardi, who has served on the Board with distinction for eighteen years. Trustee DiLeonardi has been a tireless supporter of students, attending almost every student event there was, including the recent Student Leadership banquet where she was honored by the students. Trustee DiLeonardi will also be recognized at the ICCTA state meeting in June as one of the recipients of the Ray Hartstein Trustee of Excellence, which is the highest award that a serving trustee can receive. Trustee DiLeonardi was also presented with a bouquet of flowers. President Smith also thanked outgoing Trustee Kyle Frank for his six years of service to the College and noted that like Trustee Tennes, he also advocated for the Skokie campus of the College. Trustee Frank received a plaque from President Smith and instead of flowers, he was given an Oakton decorated cupcake. Lastly, President Smith thanked Mr. Jack Timperley who has served the College this past year as the student trustee. Mr. Timperley received a plaque from President Smith as she noted that he has been a wonderful representative for the students. He has been very involved in student life, including PTK and the OCCurrence. Mr. Timperley will also be recognized at the ICCTA meeting in June as the Gigi Campbell Student Trustee award winner, which is the highest award for a student trustee in the state of Illinois. Dr. Smith thanked them all and hopes that they continue to stay connected and support the College.

Comments from the Chair

Chair DiLeonardi invited her colleagues who are leaving the Board to say a few words, beginning with Trustee Frank, who spoke about the many things that he has learned from being a trustee these past six years. He also expressed his congratulations and best wishes to the new trustees, as well as a few words of advice. Next, student trustee Jack Timperley spoke about his various roles at Oakton and how he has learned and experienced the values of community education. He now knows what makes Oakton different and special from anywhere else. Mr. Timperley said that he was honored to have represented a community that is courageous, inspirational and

supportive. He thanked Dr. DiLeonardi and President Smith for supporting him throughout the year, and to Simi Khurana, the program coordinator for Student Life, for the incredible support she provided to him. In closing, Mr. Timperley said that every day is an opportunity to learn and to make an impact, and Oakton Community College has made a significant impact on him. Trustee Tennes next spoke about her experience serving on the Board for two terms. She noted that she is grateful to the taxpayers in the district for twice entrusting her with serving on the Board. Trustee Tennes said that it has been privilege to work with two excellent college presidents, first, Margaret Lee and then, Joianne Smith. She counted her work in helping to hire President Smith as among her most important accomplishments while on the Board. She thanked her outstanding colleagues Joan DiLeonardi, former trustees Jody Wadhwa and Pat Harada, and the late Emory Williams. Trustee Tennes thanked the faculty, staff, administration, and students of the College, as well as the Educational Foundation who has done great work and will continue to do great work to support the institution. She spoke about her memories of Oakton as they related to her husband, Howard, daughter Carly, and her parents and in-laws. Trustee Tennes challenged the three new trustees to serve with dignity, distinction, and with a focus on persistence, equity, and community partnerships that are so essential. She noted that they will disagree at times, but hopes that they will do so respectfully. Chair DiLeonardi thanked everyone one last time for an incredible learning experience these past eighteen years, and hopes that she has added as much as she has learned, and she will carry it forward.

New Business

4/19-1 Resolution Declaring the Results of April 2, 2019 Consolidated General Election, Community College District 535, Office of Trustee
Trustee Tennes offered:

“WHEREAS, on the 2nd day of April 2019, there was held in and for Community College District 535, an election for the purpose of electing three Trustees to serve on the Board for three six-year terms;
WHEREAS, it is the responsibility of the Cook County Clerk to canvass the election results 21 days following the election;
WHEREAS, the election authority has delivered the official Abstracts of Votes to the local election official for Oakton Community College District 535;
WHEREAS, the Board must meet to declare the results of the election and hold their reorganizational meeting within the time period of between 21 and 28 days following the election and that the term of the new trustees must commence at the organizational meeting held within 28 days following the election;
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 election held on the 2nd day of April 2019, was held in all respects as provided by law; and the returns of the election have been duly canvassed by the Cook County Clerk’s office and filed with the Secretary of the Board.
2. The Board finds that the following total votes were cast in Oakton Community College District 535 in favor of the following candidates:”

ABSTRACT OF VOTES

“Votes were cast in the non-partisan election held on April 2, 2019, in Cook County, Illinois, to elect three individuals to serve six-year terms on the Board of Trustees of Community College District 535, and we do hereby proclaim the results of the election as follows:

1. Three candidates named to serve three six-year terms received the number of votes ascribed opposite his/her name:

<u>NAME of CANDIDATE</u>	<u>NUMBER of VOTES</u>
Kyle Frank	6,274
Allan H. Cohen	6,273

Wendy B. Yanow	8,567
Robert A. Boron	3,912
R. Razz Jenkins	3,033
Gail Bush	9,777
Richard A. Geline	2,431
Cynthia E. Veremis	5,268
Havee Makedon	1,124
Theresa Bashiri-Remetio	5,236
Alexandra Eidenberg	5,740
Michele Hays	6,509
Marie Lynn Toussaint	7,751

2. We do hereby further certify and proclaim that as a result of the election, Wendy B. Yanow, Gail Bush, and Marie Lynn Toussaint were each elected to serve a six-year term on the Board of Trustees of Community College District 535, County of Cook and State of Illinois.”

Trustee DiLeonardi seconded and asked for a roll call:

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Joan W. DiLeonardi, Chair	X	_____	_____
Benjamin Salzberg, Vice Chair	X	_____	_____
Martha Burns, Secretary	X	_____	_____
Kyle Frank	X	_____	_____
Paul Kotowski	X	_____	_____
William Stafford	X	_____	_____
Ann E. Tennes	X	_____	_____
John Timperley, Student Trustee	X	_____	_____

Motion carried.

Chair DiLeonardi administered the Oath of Office to Dr. Bush, Dr. Yanow and Ms. Toussaint.

Trustee Kotowski made a motion to adjourn *sine die*, seconded by Trustee Salzberg, a voice vote was called and the motion passed unanimously. Dr. Bush, Dr. Yanow and Ms. Toussaint took their seats at the Board table.

Call to Order and Roll Call

Vice Chair Salzberg asked for a roll call:

Mr. Salzberg	Vice Chair	Present
Ms. Burns	Secretary	Present
Dr. Bush		Present
Mr. Stafford		Present
Mr. Kotowski		Present
Ms. Toussaint		Present
Dr. Yanow		Present
Mr. Timperley	Student Trustee	Present

4/19-2 Recommendation for Seating of Student Member of the Board of Trustees
Mr. Timperley offered:

SECTION 1: An election for the Student Member of the Board of Trustees was held April 8-12, 2019. 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; 657 students casted 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 Adisa Ozegovic, received 204 votes (37.1%) for the office of Student Member of the Board of Trustees. Her opponents Jacob Childrey receiving 202 (36.7%), and Chyanne Trejo receiving 144 (26.2%) with 107 (16.3%) abstaining votes cast, thereby declaring Adisa Ozegovic the successful candidate to serve as the Student Trustee with a term commencing on April 23, 2019 and concluding at the Board of Trustees meeting in April 2020.

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

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

Trustee Burns made a motion to adjourn *sine die*, seconded by Trustee Kotowski, a voice vote was called and the motion passed unanimously. Ms. Ozegovic took her seat at the Board table.

Trustee Burns commented that she read an article about former student trustee Jack Timperley in the OCCurrence, and was struck by what he said at the end of the story, that when he leaves this earth, he wants to leave it a better place. Trustee Burns addressed Mr. Timperley and told him that he is a stellar person who is going to do great things. Trustee Salzberg echoed Trustee Burns’ sentiments, adding that Mr. Timperley has been an inspiration to him personally and everyone he has come in contact with and he thanked him for his contribution to the College this past year.

Call to Order and Roll Call

Vice Chair Salzberg asked for a roll call:

Mr. Salzberg	Vice Chair	Present
Ms. Burns	Secretary	Present
Mr. Kotowski		Present
Ms. Toussaint		Present
Mr. Stafford		Present
Dr. Yanow		Present
Dr. Bush		Present
Ms. Ozegovic	Student Trustee	Present

4/19-3 Resolution Organizing the Board of Trustees for the Term Commencing April 25, 2017

Trustee Stafford 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 following the election on April 2, 2019.

NOW, THEREFORE, THE OFFICERS OF THE BOARD ARE HEREBY ELECTED AS FOLLOWS:

Trustee Salzberg seconded the motion.

Vice Chair Salzberg asked for nominations for the office of Chair of the Board. Trustee Stafford nominated Benjamin Salzberg for Chair of the Board; the nomination was seconded by Trustee Kotowski. Vice Chair Salzberg called for a roll call in favor of accepting the nomination:

Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye

Motion carried; Student Trustee Ozegovic favored the resolution.

Chair Salzberg asked for nominations for the office of Vice Chair of the Board. Trustee Kotowski nominated Martha Burns for Vice Chair of the Board; the nomination was seconded by Trustee Stafford. Chair Salzberg called for a roll call in favor of accepting the nomination:

Mr. Stafford	Aye
Ms. Toussaint	Aye
Mr. Salzberg	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye
Dr. Bush	Aye

Motion carried; Student Trustee Ozegovic favored the resolution.

Chair Salzberg asked for nominations for the office of Secretary of the Board. Trustee Burns nominated Paul Kotowski for Secretary of the Board; the nomination was seconded by Trustee Stafford. Chair Salzberg called for a roll call in favor of accepting the nomination:

Mr. Salzberg	Aye
Ms. Toussaint	Aye
Mr. Stafford	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye
Dr. Bush	Aye

Motion carried; Student Trustee Ozegovic favored the resolution.

Trustee Stafford continued:

“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 23, 2019.
2. The time and place for the regular meetings of the Board for the calendar year 2020 shall be fixed as follows:

January 21, February 18, March 17, April 21, May 12, June 30, August 18, September 15, *October 20, November 17, and December 15.

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 have been published and proper notice and agenda to be posted as required by law.

*The October 20 meeting 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 time and place will be published and 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.”

Chair Salzberg asked for a roll call:

Mr. Salzberg	Aye
Ms. Toussaint	Aye
Mr. Kotowski	Aye
Dr. Bush	Aye
Mr. Stafford	Aye
Ms. Burns	Aye
Dr. Yanow	Aye

Motion carried; Student Trustee Ozegovic favored the resolution.

Adjournment

Before adjourning, Chair Salzberg thanked the new trustees for their upcoming service to the College and also thanked the new executive leadership of the Board, which he is a part of. The regularly scheduled meeting of the Board of Trustees will be held at 7:30 p.m. this evening in room 1506. Chair Salzberg asked for a motion to adjourn; the motion was made by Trustee Kotowksi, seconded by Trustee Burns .A voice vote was called and the meeting was adjourned at 5:35 p.m.

Benjamin Salzberg, Chair

Paul Kotowski, Secretary

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**Minutes of the Oakton Community College Board Meeting
April 23, 2019**

The 743rd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, April 23, 2019 at the Oakton Community College Des Plaines campus, 1600 E. Golf Road, Des Plaines Illinois.

Closed Session

At 6:35 p.m. in room 1502, Chair Salzberg called the meeting to order; Secretary Kotowski called the roll:

Mr. Benjamin Salzberg	Chair	Present
Ms. Martha Burns	Vice Chair	Present
Mr. Paul Kotowski	Secretary	Present
Dr. Gail Bush		Present
Mr. William Stafford		Present
Ms. Marie Lynn Toussaint		Present
Dr. Wendy Yanow		Present
Ms. Adisa Ozegovic		Present

Chair Salzberg asked for a motion to go into Closed Session for the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, pending litigation, and collective negotiating matters. Trustee Kotowski made the motion, which was seconded by Trustee Stafford;

Trustee Kotowski called the roll:

Dr. Bush	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye
Ms. Ozegovic	Aye

Also 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. Colette Hands, Chief Human Resources Officer.

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

Open Session

Chair Salzberg called the regular meeting of the Board of Trustees to order at 7:30 p.m. in room 1506, and asked Secretary Kotowski to call the roll:

Mr. Salzberg	Chair	Present
Ms. Burns	Vice Chair	Present
Mr. Kotowski	Secretary	Present
Dr. Bush		Present
Mr. Stafford		Present
Ms. Toussaint		Present
Dr. Yanow		Present
Ms. Ozegovic		Present

Pledge of Allegiance – Trustee Stafford

Approval of Minutes

Chair Salzberg asked for a motion for the approval of the minutes of the regular Board meeting of March 19, 2019. Trustee Stafford made the motion, which was seconded by Trustee Kotowski. A voice vote was called and the minutes were unanimously approved as presented.

Statement by the President

President Smith asked for introductions of those present:

Classified Staff present included: Kathleen De Courcey, College Relations and Classified Staff Union President; Philip Cronin, Media Services; Eileen Cukierski, President's Office; Krissie Harris, Student Life and Campus Inclusion; Jessica Ibares, Access, Equity and Diversity; Simi Khurana, Student Life and Campus Inclusion; Debra Kutska, Sustainability Specialist; Jonathan McFarlane, Media Services; Ricardo Olave, Auxiliary Services; and Robin Sluzas, Telecommunications.

Full-time Faculty present included: Greg Hamill, Professor, Education, and Full-time Faculty Union President; Majid Ghadiri, Professor, Electronics and Computer Technologies; Michael Graves, Professor, Physical Education; Safa Hamed, Professor, Mathematics; Chad Landrie, Professor, Chemistry; Antoinette Maglione, Professor, Nursing; Maryann Nedorost, Associate Professor, Physical Therapy Assistant; Mary Johannesen Schmidt, Professor, Psychology; Katherine Schuster, Professor, Education; and Michael Nichol森, Associate Professor, Historical and Political Studies.

Adjunct Faculty present included: Cheryl Thayer, President of the Adjunct Faculty Association.

Administrators present included Robyn Bailey, Director, Operations and Administration; Marc Battista, Associate Vice President, Workforce Education Development; Kelly Iwanaga Becker, Assistant Vice President, Institutional Effectiveness and Strategic Planning; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Sebastian Contreras, Jr., Dean, Student Success; Shredrick Daniels, Director, Student Life and Campus Inclusion; Colette Hands, Chief Human Resources Officer; Al Grippe, Director, Grant Strategy and Development; Ruben Howard, Director of Workforce and Strategic Partnerships; Jacob Jeremiah, Assistant Dean, Library; Mark Kiel, Dean, Counseling, Health and Wellness Services; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Bruce Oates, Director, Athletics, Registrar Services; Paul Palian, Director, College Relations; Juletta Patrick, Assistant Vice President, Student Affairs, Dean of Access, Equity and Diversity; Katherine Sawyer, Chief Advancement Officer; Joe Scifo, Director, Facilities; Doreen Schwartz, Director, Business Services; John Wade, Director, Systems and Network Services; Cheryl Warmann, Director, Enrollment Services; Andy Williams, Controller, Budget and Accounting Services; and Ruth Williams, Dean, Curriculum and Instruction.

Campus Police Officer: Mark Palmsiano

Guests: Nikkie Donaldson, Katie Fordice, Patty Interrante, R. Razz Jenkins, Wayne Serbin, and Laura Serikaku

Students in attendance: Andrea Azzo, Aaron Banks, Emma Battaglia, Luz Trejo Camarillo, Gabriel Dutra, Emmanuela Khayi, Vlada Kirilenko, Gabriela Lopez, Angel Mary, Melissa Mayer, Eryn Nelken, Justin Oo, Joshua Rodriguez, Robin Sluzas, Jack Timperley, and Gabija Ulcinaite.

Dr. Smith recapped the organizational meeting that took place at 5 p.m., as we said thank you and goodbye to trustees Joan DiLeonardi, Ann Tennes, Kyle Frank, and Jack Timperley for their years of service to the College, and welcomed our new trustees Gail Bush, Marie Lynn Toussaint and Wendy Yanow, and the newest student member of the Board, Adisa Ozegovic.

Dr. Smith offered condolences to Lisa Cherivtch, Professor of Business, on the passing of her mother, Margaret. Congratulations were offered to all of the newly elected incoming student government leaders. Aaron Banks, President, Gabriela Lopez, Vice President, Secretary, Andrea Azzo, Treasurer, Amelia Baldwin, and Senator Emmanuela Khayi. Oakton had two winners in the Skyway Collegiate Conference Juried Art Competition which was held at Moraine Valley Community College. An Award of Excellence was awarded to Joe Isip for his digital photography entitled 'Consumption', and an Award of Merit was awarded to Dorothy Generes for her ceramic stoneware entitled 'Syria'. Oakton sophomore Women's basketball guard Liz Stagel was selected the College's Women's student-athlete of the month for March. Her accomplishments were recognized with postseason honors as she was named to the NJCAA Region IV, Division II, All-Region First Team, and the Illinois Skyway Collegiate Conference, All-Conference Second Team. Oakton sophomore Men's basketball forward Darius Jones was selected the College's male student-athlete of the month for March. In February he was selected to the NJCAA Region IV, Division II, Player for the Week for District IV. He also earned post season honors as a member of the Illinois Collegiate Conference, All-Conference Men's basketball team. Dr. Smith recognized Leana Cuellar, Director of Student Learning and Engagement, who was named to the 2019 American Association of Women in Community College's 40 Under 40 list. This award recognizes outstanding women leaders under the age of 40 working at community colleges. Dr. Smith congratulated the writers and staff from the OCCurrence who won awards at the ICCJA Conference in Starved Rock: Miguel Nunez, honorable mention for a news story, Division I; Robin Sluzas, third place for a news story, Division I; Damaris Gonzalez, third place for a sports photo, Division I; and the entire staff team for third place for their website. Congratulations were given to PTA student Emma Battaglia, who is the recipient of the 2019 Illinois Physical Therapy Association's Outstanding Physical Therapist Assistant Student of the Year Award; and to PTA student Melissa Mayer, who received an Illinois Physical Therapy Foundation and Team Rehabilitation Scholarship in the amount of \$2,000. Oakton received another sustainability award, the second this year, from ISM-Chicago, the Prestigious 2019 Midwest Sustainability Silver Award for Creating a Sustainable Campus.

Next, Dr. Smith presented to Phi Theta Kappa leadership, the distinguished College Project award as they were recognized as a top 100 chapter out of 600 chapters, and Simi Khurana received the Paragon Advisor of the Year Award. Dr. Smith and Chair Salzberg presented awards to Oakton students Gabija Ulcinaite and Joshua Rodriguez who were selected to the 2019 All-Illinois Academic Team in recognition of their scholarly achievements of students enrolled in Illinois community colleges. This award is presented by the Illinois Community College Board, the Coca-Cola Scholars Foundation and the Phi Theta Kappa Honor Society. The ICCTA sponsors numerous scholarship opportunities, the two Oakton students who were nominated for the awards: Paul Simon Essay Award, Gabriela Lopez, and the Gandhi/King Peace Scholarship, Joshua Rodriguez, both of who read their winning essays to the audience. April was National Library Week, National Student Employment Week and currently ongoing is Earth Week. Dr. Smith thanked Oakton's Sustainability Center, Environmental Studies and the Educational Foundation for sponsoring the Earth Week events. Last month, the College hosted the Pride College and Resource Fair, where representatives from LGBTQIA friendly colleges met with students. There were a number of free workshops relating to services and resources available. Oakton also hosted an Early Childhood and K-12 Education Career and Transfer Fair where approximately 100 high school students were on campus to learn about Oakton's education programs. On April 24, the Learning Center will host Oakton's eleventh biannual study breakfast at the Skokie and Des Plaines campuses. The fall 2018 Study Breakfasts served almost 400 students college wide. Dr. Smith noted that there are two more days to enjoy OakArt 2019, the current Koehline Museum's exhibit, showcasing the creative work of Oakton's art students. The Phi Theta Kappa induction ceremony will take place on April 25, where the next group of leaders will be inducted into the PTK organization. Last call, Oakton's Six Piano Ensemble conducted by Glenna Sprague, will be held on April 27 and April 28. A reception will follow each concert.

Student Trustee Report

Chair Salzberg welcomed Ms. Adisa Ozegovic, the new student member to the Board and asked for her report. Student Trustee Ozegovic began by noting that she collaborated with former student trustee Jack Timperley on the report. Ms. Ozegovic said that with one month left until the end of the semester and Commencement, students are scrambling to finish their classes strong and took some time over these past few weeks to celebrate the years' successes. The upcoming study breakfast event will help students prepare for their finals and de-stress

with activities hosted by student clubs and organizations. Many student leaders within the Oakton community have attended conferences and won awards within the past month for their accomplishments throughout the year. At PTK's Catalyst Event in Orlando, students learned how to advocate for themselves and others. At the ICCJA conference in Starved Rock, the OCCurrence learned how to implement strategies, increase staff and student readership, and an online presence. UNICEF learned the value of the important work that they do while developing new ideas to enhance their clubs' activities. Habitat for Humanity learned the importance and impact of community service by helping to complete construction of houses. It is clear that regardless of where we go, who we are with, or what age we are, we are always learning. Activities during Student Employee Appreciation Week demonstrated the College's appreciation and commitment to student employees. Some of our student employees were also recognized at the Student Government Association (SGA) banquet which celebrated the successes of clubs, organizations, advisors, and individuals. At such time, the newly elected SGA officers were sworn in and will begin training with current officers throughout the end of the semester. At this time, Ms. Ozegovic thanked the Board and all those who helped her attain her current position as student trustee and she is honored to be working with the Board this upcoming year.

Comments by the Chair

Chair Salzberg stated that this is an incredible time for him because his father, Fred, was one of the founding faculty of Oakton Community College. He reflected that many years ago, Mr. Salzberg, who served in student government while he attended Oakton, used to think what it would be like to be Chair of the Board someday, and he relayed that anything is possible if you put your mind to it. It is a pivotal position and it means a great deal to him to help lead the College with such wonderful staff, faculty and students. Mr. Salzberg commended all of the candidates who ran for the position of trustee as it takes a lot of work to run, going out into the communities to ask people for their votes. At this time, Chair Salzberg asked the three new trustees to introduce themselves and speak about their perception of being a trustee. Trustee Marie Lynn Toussaint began by thanking everyone for coming, and noting that it is an honor to represent the student body by being on the Board. She said that this is not the first board that she has served on but is the first educational Board. Trustee Toussaint said that she is looking forward to not only giving but also to learning just as the experience of running for the Board was a great learning experience. Trustee Toussaint thanked all who had the confidence in her that she would be an asset to Oakton and looks forward to doing the work for the College. Next, Trustee Wendy Yanow thanked everyone for coming out tonight, and that is wonderful to see so many people at a board meeting and it speaks so highly of this amazing institution. Trustee Yanow noted that she had never run for office before and it was a whirlwind experience. She thanked everyone who supported her and she will do her best to serve the institution and the communities that it serves. Trustee Gail Bush next spoke about how most of the thirteen candidates who ran for the office of trustee, had never run for office before. It was an interesting challenge and from start to finish, took approximately half a year to collection signature, file petitions, and attend candidate forums. All thirteen candidates were pure in their intent and heart for Oakton. They were a very supportive, talented, generous group of people speaking on behalf of the College. Trustee Bush announced the names of the ten candidates who were not elected as they are owed a debt of gratitude because they spent a good amount of their time and effort, as did their friends and families who supported them: Kyle Frank, who was the incumbent, Allan Cohen, Bob Boron, R. Razz Jenkins, Dick Gilene, Cindy Veremis, Havee Makedon, Theresa Bashiri-Remetio, Alexandra Eidenberg, and Michele Hayes.

Chair Salzberg thanked the trustees for their comments.

Report: Global Studies Program – Oakton Community College

Linda Korbel, Dean of Liberal Arts, and Katherine Schuster, Coordinator of the Global Studies Program, presented the report on Oakton's Global Studies Program. Dean Korbel began by giving an overview of the program, which started with a faculty member, who years ago, attended a conference of the International Studies Association and came back with information about federal grants that would support international education. A team was formed that worked with our Grants department and developed a successful program. In 1982, the College was awarded a U. S. Department of Education, Title 6A undergraduate international studies in foreign languages grant. This supported internationalizing our curriculum with new courses and additional languages. It was followed soon after by a title 6B grant in 1984 that helped us to establish the international trade program

now called Global Business Studies. In 1986, under the initiative of Illinois State University, Oakton became a charter member of the Illinois Consortium for International Studies and Programs (ICISP), a statewide group of community colleges that developed study abroad opportunities for our students and professional development programming for faculty. In 1988, we established the general education requirements for international education now, Global Studies, that is part of all of our degrees. In 1993, under the leadership of Oakton President Thomas TenHoeve, the American Association of Community Colleges affiliate council ACIIE, (American Council on International Intercultural Education), moved from Washington, DC to Oakton, and Dean Korbelt had the privilege of serving as its' executive director for thirteen years. ACIIE later merged with another community college organization, Community Colleges for International Development (CCID), which Oakton is still an active member. The path to Oakton's current involvement in activities that support our mission of developing globally competent citizens, exemplifies the value of working in consort with others to create and offer opportunities that will be more successful because they are supported by multiple institutions. All of this leads us to share the current status of Global Studies at Oakton. Dean Korbelt outlined a brief overview of the program that will be addressed during the report and noted the four primary components of Global Studies programming at Oakton: the Global Studies curriculum, faculty development, campus programming and study abroad.

Dr. Katherine Schuster talked about the Global Studies curriculum component. There are different ways that students can interact with the Global Studies program. Academically, there is a Global Studies graduation requirement. Global Studies Concentration, which includes Global Studies, Women and Gender Studies, Environmental Studies, etc. We have a variety of these concentrations that are ways that allow students to tailor their general education experience in a thematic way. Global Studies has developed a pre-major that students can engage in, that will be in our fall 2019 catalog. Dr. Schuster said that there is a lot of work with faculty development. In all reality, many of our students due to different circumstances, will not be able to participate themselves in an international experience, but by working to make our faculty globally and culturally competent, they can then bring those experiences into the classrooms for all of our students. We offer many faculty seminars and workshops throughout the year, as well as a two-week international exchange program through ICISP. We also have been successful in attaining grants. The College was awarded another Title 6A grant, Pathways to South Asia, 2009-2012. In addition, we have been successful in getting two Fulbright Hays Group Projects Abroad grants, which are very competitive, and it is not common that community college receive these grants.

Dean Korbelt also spoke about the fact that not all of our students will have the opportunity to experience an international travel or study program on their own, and because of that, the programming that we do on campus becomes all the more important. We participate each year in International Education Week, which is established by the U. S. Department of State and Department of Education, with the main purpose of promoting study abroad. We do a weeklong series of programs with keynote speakers, panels and opportunities for students to learn about the study abroad opportunities that we have available to them through ISIP, through field study and other opportunities that our own faculty have developed. An annual theme is developed and that focus is carried on throughout the entire week, which gives us an opportunity to bring the international world to Oakton. Other key partnerships that feed into Oakton and that we work collaboratively with throughout the state of Illinois, are the CCID and English and Foreign Languages University (EFLU), Hyderabad, India. Dr. Schuster noted that she has been elected president of ICISP, the statewide leader of that consortium, and she also serves on the national board of senior international officers of CCID. Dr. Schuster next focused on details regarding study abroad, which offers so many things for students. It prepares them to work in our global world, encourages independence and is often for students, a once in a lifetime opportunity to spend a significant amount of time in another culture, in another country, hopefully utilizing another language while they are there. There have been studies done by various organizations (CISabroad Positive Impact of Study Abroad, 2016; The Benefits of Study Abroad, IES Study, 2012) looking at what students actually do get out of study abroad. Students are reporting that they have increased self-confidence and independence, expanded curiosity, personal growth, and intercultural development. There are a multitude of different study abroad programs. ICISP programs are already integrated in with Oakton classes. ICISP offers a variety of semester long programs. There are also summer programs which tend to be more popular for our students, more doable. The summer programs are about one month in length and the ones that are semester programs are three to four months. We also offer summer and

interim programs that are home grown, things that we have developed ourselves. Our month long summer program in India is something that has been developed with the partnership with EFLU.

Dr. Schuster noted that over the last five years, we have had twenty-six students partake in these programs. The summer programs are more popular as far as numbers of participation, as are the the Spanish language programs. Dr. Schuster offered a breakdown of those students, which tend to be traditional aged college students, and more women, which is a national trend, not unique to Oakton. Oakton has been successful in having a slightly more diverse group of students participating than the national average, and we tend to have a higher number of our Asian American students participating in study abroad than the national average. Dean Korbel spoke about the obstacles and challenges facing students who may want to participate in study abroad. It is the complexity of the lives of our students as well as funding that make it challenging to take that amount of time away from their lives. Most of our students work, many of them work more than one job. In some cases it is difficulty to fit study abroad into the academic course of study that they have chosen to pursue, and often students do not think about study abroad until they are ready to leave Oakton and by that time they are focused on finishing their program and getting their degree or certificate. The challenge of making campus awareness as heightened as possible, as early as possible, is one of the things that we face. Looking forward, Dr. Schuster gave some examples of funding strategies that are being explored to help students with the funding of studying abroad which include: funding student scholarships of \$1,000, which is the benchmark amount that sparks interest; funding a full scholarship for a Global Student of the Year; allowing students to apply financial aid without needing to pay in full before financial aid distribution; and allowing students to pay in installments while studying abroad. Programmatic strategies were described such as offering more short-term programs that fit into students' lives and work schedules; developing study abroad programs that are integrated into curricular pathways; and developing study abroad and internship programs that are integrated into CTE programs and STEM.

Chair Salzberg opened the floor to the trustees for questions. Trustee Burns noted that one of the topics that came up during the recent trustee campaign was whether Oakton Community College offered a study abroad program. People remarked to her that they cannot recall seeing any type of outside marketing about the program, which is something that we should think about, how to put it out there to make people in the communities aware that Oakton does have a Global Studies program and opportunities for students. We have a big district and in some areas such as Wilmette, Winnetka, and Northfield, parents are more likely able to afford to send their children abroad. Trustee Burns asked whether a student has to take a global studies class in order to be able to study abroad, and whether there is a great deal of student interest during International Education Week. Dr. Schuster replied that yes there are interested students, but there is always an issue with funding. Study abroad is not competitive, we encourage as many students as possible to participate. The requirements are very minimal. Students have to have completed at least one semester of college and it does not have to be at Oakton; they have to have at least a 2.75 GPA; and they need to have completed English 101 or equivalent with a grade of an A or B. We try to keep the doors as open as possible. Trustee Stafford talked about how we have to recognize who our students are and that most of our students are working. That being said, ten days in the summer is probably pretty doable for most of our students. The cost for one student for ten days would be approximately \$5,000 per student. We should start thinking about a proposal for a pilot program for the summer, where \$50,000 would be able to send ten students abroad, which could be transformative for them. Trustee Toussaint asked if there was a plan for students to travel to Haiti this year, as she was born in Haiti and would welcome that sort of an experience for students. Dr. Schuster noted that students are going to Haiti, but that is through a different program, not an academic program, but a service learning program. Dr. Smith noted that she is hoping to go to Haiti, but currently there is a U. S. Department of State travel advisory to Haiti. Trustee Burns asked for clarification about the Haiti trip. Dean Korbel noted that students do not receive credit for that particular trip as it is a mission/service learning trip. Trustee Burns said that in the future, she would like the College to look into traveling with students to countries where there are primarily black people, such as Haiti, she would like to see a relationship built with that country.

Dr. Schuster added that there are interesting possibilities being developed in parts of western Africa, and we want to diversify. The way that the destinations are developed is through personal partnerships and we are looking for those connections that form that kernel of human to human connection that gets that program growing. Chair

Salzberg said that he assumed that all of these courses are transferrable. Dean Korbel replied that the courses offered are our standard courses, whether they take them on campus or in the program.

Public Participation: R. Razz Jenkins who would like to see that the Oakton Community College catalog of classes continue to be offered in print form as well as online.

4/19-1 Resolution of Appreciation of Service and Designation of Joan W. DiLeonardi as Trustee Emeritus of Oakton Community College
Trustee Stafford offered:

**RESOLUTION OF APPRECIATION OF SERVICE AND DESIGNATION OF
JOAN W. DILEONARDI AS TRUSTEE EMERITUS
OF OAKTON COMMUNITY COLLEGE**

“Whereas, **Joan W. DiLeonardi** has served for 18 years as a member of the Board of Trustees of Oakton Community College, having been appointed to that position in 2001; and,
Whereas, **Joan W. DiLeonardi** has served as Chair of the Board from 2003 to 2004, 2004 to 2005, 2009 to 2010, 2013 to 2014, and 2018 to 2019; and,
Whereas, **Joan W. DiLeonardi** has served as Vice Chair of the Board from 2002 to 2003, 2008 to 2009, 2012 to 2013, 2017 to 2018; and,
Whereas, **Joan W. DiLeonardi** has served as Secretary of the Board from 2007 to 2008, 2011 to 2012, 2016 to 2017; and,
Whereas, **Joan W. DiLeonardi** has served on the Board with distinction by giving unselfishly of her time, effort, and wisdom;
Now, therefore, be it resolved that the members of the Board of Trustees of Oakton Community College, and through them, the people of Illinois Community College District 535, and all of the staff, faculty, and administrators of the College, express their deep appreciation to **Joan W. DiLeonardi** for the dedicated manner in which she has served as a member, and as an officer of the Board, and for all of her contributions to the cause of higher education in the community and state;
And, be it further resolved, that the members of the Board of Trustees of Oakton Community College, designate **Joan W. DiLeonardi**, because of her long record of trusteeship, the status of **TRUSTEE EMERITUS** of Oakton Community College, effective at the end of her current term.”

Trustee Kotowski seconded the motion.

Trustee Stafford spoke about Dr. DiLeonardi being a mentor to him and that through the years, she has provided stellar service to the College, at both the state and national levels, Dr. DiLeonardi has been an icon. She has paved the way and has served the community college very well as a leader and she will be missed by Oakton and him personally.

Chair Salzberg concurred with Trustee Stafford’s comments and that Dr. DiLeonardi was a mentor to him as well. Her wisdom and insight were valuable. Dr. Smith added that in June, Dr. DiLeonardi will be recognized at the ICCTA convention, with the Ray Hartstein Trustee Award of Excellence, which is the highest award that the state gives to trustees. Trustee Burns echoed everything that everyone said, and that Dr. DiLeonardi asked her to make sure that someone goes to the state meetings, and in jest, Trustee Burns nominated Trustee Stafford to attend those meetings.

Secretary Kotowski called the roll:

Ms. Burns	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Ms. Toussaint	Aye

Dr. Yanow	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

4/19-2a Approval of Adoption of Consent Agenda

Trustee Kotowski offered:

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

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

4/19-2b Approval of Consent Agenda Items 4/19-3 through 4/19-8

Trustee Burns offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 4/19-3 through 4/19-8 as listed in the Consent Agenda.”

4/19-3 Ratification of Payment of Bills for March 2019 (Including Approval of Travel)

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,026,497.29 for all check amounts and for all purposes as appearing on a report dated March 2019.”

4/19-4 Acceptance of Treasurer’s Report for March 2019

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

4/19-5 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.”

4/19-6 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 f, and hereby approves the expenditures in the amount not to exceed \$70,005.46 for all funds listed in items a and e.”

a. Authorization to pay part-time faculty in the amount of \$35,005.46 for the spring 2019 term.

e. Recommend the continuation of professional services, effective July 1, 2019 through June 30, 2020 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.

4/19-7 Supplemental Authorization to Pay Professional Personnel – Spring 2019

1. “Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$191,559.50 to the total amount of part-time teaching salaries paid during the spring semester, 2019; the revised total payment amount is \$4,107,851.98.”

2. “Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of 41,101.83 to the total amount of faculty overload salaries paid during the spring semester 2019; the revised total payment amount is \$507,099.78.”

4/19-8 Approval of Clinical Practice Agreements

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

Basic Nursing Assistant: The Citadel of Northbrook and Bella Terra Morton Grove

Medical Laboratory Technology: Community First Medical Center

Nursing: Chalet Living and Rehab

Physical Therapy Assistant: Gottlieb Medical Hospital.”

Trustee Kotowski seconded the motion and called the roll:

Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

4/19-9 Authorization to Schedule a Budget Hearing and Publish a Notice Placing Fiscal Year 2020 Budget on Public Display

Trustee Toussaint offered:

“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 2020 budget on public display.”

Trustee Stafford seconded the motion; Secretary Kotowski called the roll:

Ms. Burns	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Mr. Kotowski	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

4/19-10 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 attached resolution, 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>
4/19-10a	1 - 2	Classroom Projectors	Camcor, Inc.	\$ 57,596.00
4/19-10b	1	Great America Tickets on Consignment	Six Flags Great America	\$ 67,638.00
4/19-10c	1 - 2	Housekeeping Equipment	Performance Chemical & Supply Company, Inc.	\$ 26,937.94
4/19-10d	1	Signage for West End Offices	Parvin Clauss Sign Company	\$ 33,382.00
4/19-10e	1	Transportation Services for Athletic Teams	Infinity Transportation Management, LLC	\$ 45,000.00
4/19-10f	1 - 2	Certified Athletic Training Services - Three Year Contract	NovaCare Rehabilitation	\$ 80,850.00

4/19-10g	1 - 2	Laptop Computers for Classrooms	Zones, LLC.	\$	35,928.60
4/19-10h	1 - 2	Private Cloud Servers and Storage	SHI International Corp. Mindsight	\$	574,905.22 147,798.10
4/19-10i	1 - 2	Wireless Network Equipment	Sentinel Technologies	\$	147,755.00
Grand Total:					\$1,217,790.86.”

The motion was seconded by Trustee Kotowski who also called the roll:

Dr. Bush	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Mr. Salzberg	Aye
Ms. Burns	Aye
Mr. Stafford	Aye
Mr. Kotowski	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

4/19-11 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) PaloAlto Networks Firewalls Updates/Support/Subscriptions; b) Authorization to purchase WAN/Internet Service and Telephony Services; c) Oracle Database Software Maintenance and Support Renewal; d) Advertising Services; e) Grant Funded Hydraulic Trainers; f) Parking Lot Rehabilitation at Both Campuses; g) Moving Services; and h) Authorization to Renew Contracts for Engineering Services.

4/19-12 Approval of Academic Calendars for Years 2020 and 2021

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535, approves and adopts the Academic Calendars for years 2020 and 2121 as a part of the official records of the College.”

Trustee Stafford seconded the motion; Secretary Kotowski called the roll:

Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Burns	Aye
Mr. Kotowski	Aye
Dr. Bush	Aye
Mr. Stafford	Aye
Mr. Salzberg	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

4/19-13 Approval of New Units of Instruction

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction: Production Technician Certificate, Programmable Controllers (PLC/PAC) Technician Certificate, and the Welding Certificate.”

Trustee Stafford seconded the motion.

Trustee Kotowski commented that this is another great certificate program and thanks to everyone who put this together. He said that he is sure that it is not easy to put together new programs and to get approval of the Illinois Community College Board. We have been coming up with a number of great new programs and certificates, which will change lives. We are giving high school graduates, who otherwise do not want to go to a four-year university, the opportunity to embark upon good paying careers.

Trustee Stafford commented to the new Board members that these new units of instruction are previewed at the meeting beforehand to make sure that if Trustees have questions, it gives the academic staff a chance to explain what we are approving, and there have been a number of wonderful new programs coming to the Board for approval in the last few months.

Dr. Lott, Vice President of Academic Affairs, briefly commented on the process that leads to a new program or certificate to get to the point of Board approval. Chair Salzberg stated that he also likes to see the new curriculums come through.

Secretary Kotowski called the roll:

Dr. Bush	Aye
Mr. Kotowski	Aye
Ms. Burns	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

Adjournment

Before adjourning the meeting, Chair Salzberg said that he is excited about the upcoming year. He announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will held on Tuesday, May 28, 2019, beginning at 7:30 p.m. at the Skokie campus, 7701 N. Lincoln Avenue, in room P104.

There being no further business before the Board, Chair Salzberg asked for a motion to adjourn the meeting. Trustee Kotowski made the motion, which was seconded by Trustee Burns. A voice vote was called and the meeting was adjourned at 8:50 p.m.

Benjamin Salzberg, Chair

Paul Kotowski, Secretary

ec
4/2019

A video recording of the April 23, 2019 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 5/19-2 through 5/19-8

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/19-2 through 5/19-8 as listed in the Consent Agenda:

- 5/19-2 Ratification of Payment of Bills for April 2019 (Including Approval of Travel)
- 5/19-3 Acceptance of Treasurer’s Report for April 2019
- 5/19-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/19-5 Action on Recordings of Closed Session Minutes
- 5/19-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 5/19-7 Ratification of Actions of the Alliance for Lifelong Learning Governing Board
- 5/19-8 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for April 2019

The check register detailing the regular monthly bills for April 2019 was sent out on May 23, 2019. The totals by fund are on page 2. This includes approval of travel reimbursements for April 2019.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,615,894.37 for all check amounts as listed and for all purposes as appearing on a report dated April 2019."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for April 2019, represented by checks on pages 1-73 numbered 140633-140708, 140040-140075, 140077-140113, 140115-140120, 140122-140142, 140144-140148, 140150-140181, 140183-140186, 140188-140197, 140199-140203, 140205-140233, 140235-140370, 140372-140384, 140386-140396, 140398-140425, 140427-140500, 140502-140546 and 140548-140631 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,728,308.86	\$ 730,515.66	\$ 4,458,824.52	-	\$ 4,458,824.52
Operations, Building and Maintenance Fund	\$ 337,756.08	\$ 163,262.04	\$ 501,018.12	\$ (22.20)	\$ 500,995.92
Maintenance Fund (Restricted)	-	\$ 993,777.26	\$ 993,777.26	-	\$ 993,777.26
Bond & Interest	-	\$ 300.00	\$ 300.00	-	\$ 300.00
Auxiliary Enterprise	\$ 243,703.16	\$ 178,020.52	\$ 421,723.68	\$ (275.00)	\$ 421,448.68
Restricted purposes	\$ 139,153.86	\$ 47,826.65	\$ 186,980.51	-	\$ 186,980.51
Working Cash	-	-	-	-	-
Trust/Agency	\$ 257.66	\$ 33,239.12	\$ 33,496.78	-	\$ 33,496.78
Audit	-	-	-	-	-
Liability, Protection & Settlement	\$ 3,333.34	-	\$ 3,333.34	-	\$ 3,333.34
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 4,452,512.96	\$ 2,146,941.25	\$ 6,599,454.21	\$ (297.20)	\$ 6,599,157.01
Student Government	-	\$ 16,440.16	\$ 16,440.16	-	\$ 16,440.16
TOTAL PER REPORT	\$ 4,452,512.96	\$ 2,163,381.41	\$ 6,615,894.37	\$ (297.20)	\$ 6,615,597.17

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 1-73 numbered 140632, 140709, 140718, 140785, 140792, 140810, 140850, 140880, 140948, 140985, 141002, 141017, 141019, 141027, 141063, 141112 and 141177 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 \$16,440.16 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, 2019.



Student Government Association

Acceptance of Treasurer's Report for April 2019

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

EC: mw

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

That the Board adopts the following resolution:

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

April 2019

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

Treasurer's Comments on April 2019 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$5.9 million in tuition/fees, \$757,000 for the FY 2019 state base operating grant, \$482,000 for MAP grants, \$471,000 in adult education grants, \$272,000 in interest earnings, \$226,000 replacement tax revenue, and \$199,000 CTE formula grant. Net cash and investments increased by \$2.4 million from the previous month as expected.

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

Revenues

At the end of April, revenues were \$74.3 million or 104% of the prorated budget, compared to \$70.0 million, or 104% for the previous year. Tuition and fees totaled \$25.8 million year to date, or 98% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$55.2 million are attributed to expected operating costs. The operating expenditures are \$1.4 million (2.6%) above prior year's actual expenditures of \$53.8 million for the same period. Net transfers total \$8.4 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 APRIL 30, 2019
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins. Fund	Total All Funds
						Auxiliary Agency Restricted					
ASSETS											
Cash	\$ 4,616	\$ 568	\$ 125	\$ 2,250	\$ -	\$ 1,555	\$ -	\$ 1,004	\$ 78	\$ 10,196	
Taxes Receivable	21,382	3,940	-	1,787	-	-	-	49	-	27,158	
Student Tuition Receivable	5,709	1	-	-	-	343	-	-	-	6,053	
Government Funds Receivable	-	-	-	-	-	743	-	-	-	743	
Accrued Interest	599	82	111	-	-	41	-	4	57	894	
Other Receivables	643	-	-	-	-	71	-	-	-	714	
Investments											
Short-term	64,313	8,548	9,891	-	-	4,065	-	358	5,719	92,894	
Long-term	25,728	3,545	4,145	-	-	1,719	-	141	2,281	37,559	
Due from (to) Other Funds	(14,500)	-	-	-	26	785	-	-	-	-	
Inventories - Prepays	234	-	-	-	26	23,822	-	1,556	-	1,045	
Total Current Assets	108,724	16,684	14,272	4,037	26	23,822	-	1,556	8,135	177,256	
Net Investment in Plant	-	-	-	-	-	-	114,582	-	-	114,582	
Total Assets	\$ 108,724	\$ 16,684	\$ 14,272	\$ 4,037	\$ 26	\$ 23,822	\$ 114,582	\$ 1,556	\$ 8,135	\$ 291,838	
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,351	1,351	
Total Assets and Deferred Outflows of Resources	\$ 108,724	\$ 16,684	\$ 14,272	\$ 4,037	\$ 26	\$ 23,822	\$ 114,582	\$ 1,556	\$ 9,486	\$ 293,189	
LIABILITIES AND NET POSITION											
Payables	\$ 347	\$ 6	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ 383	
Accrued Interest Payable	-	-	-	-	119	-	-	-	-	119	
Deferred Tuition Revenue	5,817	-	65	-	-	202	-	-	-	6,084	
Accruals	3,439	233	32	-	-	244	-	-	-	3,948	
Bonds Payable	-	-	-	-	34,696	-	-	-	-	34,696	
OPEB Liability	-	-	-	-	-	-	-	-	41,985	41,985	
Total Liabilities	9,603	239	97	-	34,815	476	-	-	41,985	87,215	
Deferred Inflows of Resources - Property Taxes	28,412	5,227	-	2,374	-	-	-	65	-	36,078	
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	3,469	3,469	
Total Liabilities and Deferred Inflows of Resources	38,015	5,466	97	2,374	34,815	476	-	65	45,454	126,762	
Net Position											
Unrestricted	70,709	11,218	14,175	-	-	6,872	-	-	(35,968)	67,006	
Restricted	-	-	-	-	-	16,474	-	1,491	-	17,965	
Debt Service	-	-	-	1,663	(34,789)	-	-	-	-	(33,126)	
Plant	-	-	-	-	-	-	114,582	-	-	114,582	
Total Net Position	70,709	11,218	14,175	1,663	(34,789)	23,346	114,582	1,491	(35,968)	166,427	
TOTAL LIABILITIES & NET POSITION	\$ 108,724	\$ 16,684	\$ 14,272	\$ 4,037	\$ 26	\$ 23,822	\$ 114,582	\$ 1,556	\$ 9,486	\$ 293,189	

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2019**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 48,256	\$ 40,213	\$ 40,884	102%	102%
Replacement Tax	1,000	833	734	88%	91%
State Revenue	2,680	2,233	4,234	190%	210%
Tuition and Fees	24,794	26,439	25,804	98%	98%
Other	1,697	1,414	2,613	185%	141%
TOTAL REVENUES	\$ 78,427	\$ 71,133	\$ 74,269	104%	104%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,728	\$ 27,273	\$ 25,834	95%	98%
Academic Support	18,192	15,160	12,311	81%	84%
Student Services	6,772	5,643	5,041	89%	83%
Public Services	1,333	1,111	1,057	95%	89%
Operations and Maintenance	8,603	7,169	5,977	83%	79%
General Administration	5,853	4,878	4,157	85%	83%
General Institutional	667	556	851	153%	30%
Contingency	570	475	-	0%	0%
TOTAL EXPENDITURES	\$ 74,718	\$ 62,265	\$ 55,228	89%	88%
Revenues over (under) expenditures	3,709	8,868	19,041		
Net Fund transfers					
To Operations & Maintenance (Restricted)	(6,311)	(5,259)	(5,259)		
To Auxiliary Fund and ALLiance	(2,177)	(1,814)	(1,814)		
To Restricted Purpose Fund	(100)	(83)	(83)		
To Liability, Protection & Settlement Fund	(575)	(479)	(479)		
To Social Security/Medicare Fund	(946)	(788)	(788)		
From Working Cash Fund: Interest	26	22	22		
Total Transfers	\$ (10,083)	\$ (8,403)	\$ (8,403)		
Net Revenue over (under) expenditures	\$ (6,374)	\$ 465	\$ 10,639		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2019**

**AGENDA ITEM 5/19-3
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	\$ 335	\$ 331	99%
Interest and Investments Gain/Loss	41	318	776%
Other Revenue	-	-	0%
Total revenues	<u>376</u>	<u>649</u>	<u>173%</u>
EXPENDITURES			
Student Street Renovation	1,695	147	9%
Sanitary Lift Station	515	467	91%
RHC HVAC System	578	245	42%
West End Remodeling - A/E Fees	5,707	3,248	57%
West End Remodeling - Phase 2	2,500	-	0%
Natural Area Restoration	150	71	47%
Supplementary Water Connection	20	20	100%
Landscape Improvements	2,652	145	5%
Capital Equipment	556	82	15%
Check Valve	60	-	0%
Backup Generator - DP	50	82	164%
Switchgear Upgrades - DP	820	267	33%
Elevator Upgrades	500	-	0%
Athletics Remodeling	375	-	0%
Interior Remodeling	125	-	0%
Domestic Water Pump	100	-	0%
Fire Alarm Panel Replacement	250	206	82%
Flooring - Carpet Replacement	250	-	0%
Cabling Upgrade	150	-	0%
Wifi and Cellular Upgrades	400	-	0%
Skokie Classroom Furniture	126	-	0%
Lee Center Vestibule Curtain	70	-	0%
Hardware Replacement/Master Keying	500	-	0%
Baseball Field Fence Replacement	10	-	0%
Exterior Envelope/Window Replacement	750	10	1%
Domestic Water Booster Pumps Replacement	100	12	12%
Skokie Remodeling Projects	200	35	18%
Skokie Media Services Remodeling	24	-	0%
Project Management Services	260	184	71%
Total expenditures	<u>19,493</u>	<u>5,221</u>	<u>27%</u>
Transfer in	6,311	5,259	83%
Net	<u>\$ (12,806)</u>	<u>\$ 687</u>	<u>(5%)</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 2,109	\$ 1,237	59%	61%
Workforce Development	140	77	55%	114%
Copy Center	230	183	80%	82%
Travel	10	11	110%	18%
Athletics	20	34	170%	290%
Child Care	392	349	89%	84%
PAC Operations	16	15	94%	94%
Other	142	160	113%	116%
Interest and Investments Gain/Loss	75	99	132%	24%
Total revenues	<u>3,134</u>	<u>2,165</u>	<u>69%</u>	<u>71%</u>
EXPENDITURES				
Bookstore Operating Expenses	2,076	1,061	33%	42%
Workforce Development	199	146	73%	71%
Copy Center	356	306	86%	76%
Travel	10	-	0%	0%
Athletics	1,101	883	80%	76%
Child Care	537	389	72%	77%
PAC Operations	90	72	80%	70%
Other	163	110	67%	41%
Total expenditures	<u>4,532</u>	<u>2,967</u>	<u>65%</u>	<u>68%</u>
Transfers in (out)	1,339	1,116		
Net	<u>\$ (59)</u>	<u>\$ 314</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2019**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 370	\$ 308	\$ 614	166%	178%
Tuition and Fees	1,015	846	870	86%	93%
Sale of Materials	63	53	36	57%	69%
Institutional Support					
Evening High School	100	83	43	43%	80%
Interest	8	7	-	0%	0%
Other Revenues	80	67	54	68%	87%
	<u>1,636</u>	<u>1,363</u>	<u>1,617</u>	<u>99%</u>	<u>108%</u>
Total revenues	<u>1,636</u>	<u>1,363</u>	<u>1,617</u>	<u>99%</u>	<u>108%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,621	1,351	1,034	64%	58%
Instructional Programs					
Allied Health	202	168	140	69%	71%
Job-related	197	164	57	29%	60%
Home Related	7	6	4	57%	27%
Personal	36	30	29	81%	72%
Community Service	41	34	30	73%	72%
High School Programs	124	103	66	53%	46%
GED Programs	4	3	-	0%	25%
Kids/Youth Program	32	27	19	59%	82%
ESL Programs	151	126	114	75%	80%
Total Programs	<u>794</u>	<u>662</u>	<u>459</u>	<u>58%</u>	<u>67%</u>
	<u>2,415</u>	<u>2,013</u>	<u>1,493</u>	<u>62%</u>	<u>60%</u>
Total expenditures	<u>2,415</u>	<u>2,013</u>	<u>1,493</u>	<u>62%</u>	<u>60%</u>
Revenue over (under) expenditures	<u>\$ (779)</u>	<u>\$ (649)</u>	<u>\$ 124</u>		
Transfer in	779	649	649		
Net	0	0	773		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2019

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 489,580				
Interest income	5,118				
Sub total revenues	494,698				
369901 Student Government Association	41,240	138,000	179,240	(62,203)	117,037
369902 SGA Special Allocations	-	-	-	(1,860)	(1,860)
369910 Occurrence	1,095	24,669	25,764	(3,526)	22,238
369919 Skokie Events Team	425	35,000	35,425	(33,754)	1,671
369920 SGA College Program Board	-	39,000	39,000	(20,184)	18,816
369922 IEEE	-	195	195	-	195
369923 Global Health and Sustainability	2,402	6,569	8,971	(487)	8,484
369924 Hawaiian Music Club	255	107	362	(50)	312
369925 M.A.T.H. Club	217	340	557	-	557
369927 Cheer & Dance Team	85	1,043	1,128	-	1,128
369928 African Student Club	356	2,003	2,359	-	2,359
369930 Early Childhood Education Club	75	1,834	1,909	(33)	1,876
369931 Students for Social Justice	169	100	269	-	269
369932 Ceramics Club	300	461	761	(72)	689
369933 UNICEF	116	2,921	3,038	(290)	2,748
369934 Hillel	307	427	734	-	734
369935 Honors Student Organization	-	1,770	1,770	-	1,770
369939 First Generation Club	75	322	397	-	397
369940 Card and Board Game Club	494	577	1,071	-	1,071
369942 Oakton Visual Organization	-	100	100	-	100
369943 Japanese Culture Club	80	1,864	1,944	-	1,944
369944 South Asian Club	40	-	40	-	40
369945 Physical Therapy	2,137	1,471	3,608	(2,240)	1,368
369946 Phi Theta Kappa (PTK)	7,776	12,052	19,828	(7,062)	12,766
369947 Oakton Pride Club	150	509	659	-	659
369948 Society of Biomedical Engineers	-	100	100	-	100
369949 Mission Bible Club	-	275	275	(150)	125
369950 Hispanic Club	357	827	1,184	(594)	590
369951 Society of Women Engineers	-	552	552	-	552
369952 Student Nurses May 2019	994	1,783	2,777	-	2,777
369954 Kpop Club	115	1,679	1,794	(84)	1,710
369955 Sustainability Club	243	-	243	(99)	144
369956 French Club	-	100	100	-	100
369957 Student Nurses Dec 2018	900	100	1,000	(968)	32
369958 International Happiness Club	-	100	100	-	100
369959 Black Student Union	675	-	675	-	675
369960 Muslim Student Association	-	2,175	2,175	(43)	2,132
369961 DECA	39	100	139	-	139
369962 Nurses Dec 2017	2,513	-	2,513	-	2,513
369963 Art Club	620	-	620	-	620
369964 Oakton Helping Others	563	1,536	2,099	-	2,099
369965 Law Enforcement Club	-	100	100	-	100
369971 Habitat for Humanity	1,088	640	1,728	(3,112)	(1,384)
369972 PAYO	453	2,182	2,635	-	2,635
369974 Veterans Club	-	1,371	1,371	-	1,371
369975 Dreamers Club	71	776	847	-	847
369976 ROTO Club	321	1,107	1,428	(313)	1,115
Sub Totals	66,879	286,835	353,714	(137,123)	216,591
Fund Summary					
Total Revenues	\$ 561,577				
Total Expenditures	(137,123)				
Total Transfers to other funds	-				
Excess revenues over expenditures	424,454				
Net Position 6/30/18	473,434				
Net Position, end of period	\$ 897,888				

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

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		
4/19/2019	\$ 92,783.33		\$ 92,783.33						
4/19/2019	678,648.04				\$ 678,648.04				
4/19/2019	1,946.00			\$ 1,946.00					
4/25/2019	45,946.24					\$ 45,946.24			
TOTAL	\$ 819,323.61	\$ -	\$ 92,783.33	\$ 1,946.00	\$ 678,648.04	\$ 45,946.24	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
4/5/2019	\$ 259,883.46	\$ 259,883.46			
4/5/2019	90,131.36		\$ 90,131.36		
4/5/2019	185,183.31			\$ 185,183.31	
4/5/2019	74,529.33				\$ 74,529.33
4/19/2019	273,417.45	273,417.45			
4/19/2019	92,416.28		92,416.28		
4/19/2019	185,366.25			185,366.25	
4/19/2019	74,483.04				74,483.04
TOTAL	\$ 1,235,410.48	\$ 533,300.91	\$ 182,547.64	\$ 370,549.56	\$ 149,012.37

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 March 19, 2013, October 13, 2013, May 22, 2018, and June 25, 2018, should be made available for public inspection and no longer require confidential treatment.

JLS:ec
5/2019

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

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, hereby determines that the minutes of the Board closed session meetings on March 19, 2013, October 13, 2013, May 22, 2018, and June 25, 2018, 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 May 24, 2016, June 28, 2016, August 16, 2016, September 18, 2016, and September 20, 2016; 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
5/2019

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

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, recommends the destruction of the verbatim audio recordings held on May 24, 2016, June 28, 2016, August 16, 2016, September 18, 2016, and September 20, 2016.”

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 \$ \$28,255.75 for part-time teaching services for the Alliance for Lifelong Learning Spring 2019.
- b. Salary rescinds in the amount of \$ \$2,541.79 for part-time teaching services for the Alliance for Lifelong Learning Spring 2019.

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$28,255.75 for all funds listed in item a.”

Ratification of Actions of the Alliance for Lifelong Learning Governing Board

On May 7, 2019, the Alliance for Lifelong Learning Governing Board:

1. Approved the Alliance for Lifelong Learning FY' 20 Operating Budget in the amount of \$2,265,469.
2. Elected the following officers for FY' 20:

<u>Name</u>	<u>Representing</u>	<u>Governing Board Title</u>
Ms. Pat Savage-Williams	District 202	Chairperson
Ms. Martha Burns	District 535	Secretary

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.”

Approval of Clinical Practice Agreements

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

Health Information Technology:**New: Physician Delivery System:**

This is a new agreement for the Health Information Technology program. This has been reviewed and approved by the College faculty and administration. This is a five year agreement which commences on May 28, 2019 and terminates May 28, 2024.

Medical Assistant:**New: Adventist:**

This is a new agreement for the Medical Assistant program. This has been reviewed and approved by the College faculty and administration. This is a five year agreement which will commence on May 28, 2019 and terminates on May 28, 2024.

Advocate Medical Group:

This is a new agreement for the Medical Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which will commence on May 28, 2019 and terminates on May 27, 2022.

Advocate Occupational Health:

This is a new agreement for the Medical Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which will commence on May 28, 2019 and terminates on May 27, 2022.

Dreyer Clinic, Inc.:

This is a new agreement for the Medical Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which will commence on May 28, 2019 and terminates on May 27, 2022.

Physical Therapist Assistant:**Renewal: NM Facilities:**

This is a renewal agreement for the Physical Therapy Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three year agreement which is effective on May 30, 2019 and terminates May 29, 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:

Health Information Technology:

Physician Delivery Systems

Medical Assistant:

Adventist

Advocate Medical Group

Advocate Occupational Health

Dreyer Clinic, Inc.

Physical Therapist Assistant:

NM Facilities.”

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 d” and “f” were previewed at the April 2019 Board of Trustees meeting. Item “e” was previewed at the February 2019 (Carpet), March 2019 (Paint), and April 2019 (Moving) Board of Trustees meeting.

DLS:kr
5/21/2019

President’s Recommendation:

That the Board adopt the following resolution:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
5/19-9a	1 - 2	PaloAlto Networks Firewalls Updates/Support/ Subscriptions	SpeedLink Solutions	\$ 140,266.00
5/19-9b	1	Oracle Database Software Maintenance and Support Renewal – Five Year Contract	Oracle America, Inc.	\$ 161,002.96
5/19-9c	1	Advertising Agency Services - One Year Contract Extension	Timberlake Media Services, Inc.	\$ 200,000.00
5/19-9d	1	Grant Funded Hydraulic Trainers	Doc’s Hydraulic Pneumatic Training, LLC	\$ 56,320.00

AGENDA ITEM 5/19-9
2 of 2

5/19-9e	1 - 4	East End Interior Renovations - Second Floor	Red Feather Painting BP&T Company Hollander International Moving	\$ 324,500.00 \$ 65,010.00 \$ 64,620.00
5/19-9f	1 - 2	Parking Lot Rehabilitation at Both Campuses	Patriot Pavement Maintenance	\$ 214,872.50
GRAND TOTAL				\$ 1,226,591.46”

Authorization to Purchase PaloAlto Networks Firewalls Updates/Support/Subscriptions

The College uses four PaloAlto Networks Firewalls to provide next generation firewall protection for the College's networks and data. The current main firewalls were purchased in June of 2014 with a three-year hardware support, software upgrade/maintenance and subscription contract, which was renewed for two additional years in 2017 and 2018. The current five-year-old firewalls do not support the latest software versions and do not have the processing power to keep up with the current and future threats. This new, proposed purchase is for a pair of replacement PA-3250 firewalls and includes threat prevention, URL Filtering, and WildFire subscriptions as well as support for the smaller firewalls that were replaced last year and three years of support for the firewall management software, Panorama.

The IT and Purchasing departments worked collaboratively to issue a Request for Proposal for PaloAlto Hardware, Support, and Subscriptions. The proposal was sent to eighteen (three in district) vendors and three proposals were received (none in district). The low bid was submitted by SpeedLink Solutions of New Port Richey, FL for a total of \$140,266. The support and updates are provided directly by the manufacturer, Palo Alto Networks, and SpeedLink Solutions is solely acting as a reseller. SpeedLink Solutions has supplied IT equipment and support to the College in the past. The Administration is confident that they will continue to meet the College's needs. Delivery is expected in June and installation by the College's IT staff will follow shortly after.

JMW:kr
5/14/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a PaloAlto Networks Firewalls Updates/Support/Subscriptions from SpeedLink Solutions, 4039 Floramor Terrace, New Port Richey, FL 34652, for a total of \$140,266.00 in accordance with their response to Request for Proposal #9.”

Palo Alto Network Equipment & Support RFP #9 Option #3	
Vendor	TOTAL
SpeedLink Solutions New Port Richey, FL	\$ 140,266.00
Softchoice Corporation Chicago, IL	\$ 171,030.40
Howard Technology Solutions Laurel, MS	\$ 176,387.00

Authorization to Purchase Oracle Database Software Maintenance and Support Renewal -Five 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, two programmer licenses, a diagnostic pak, and a tuning pak.

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. The annual sole source support contract for the unrestricted licenses was estimated to be \$37,380. However, the Administration was able to negotiate a five year contract with Oracle America, Inc. for a total of \$161,002.96. The five year contract represents a 13.8% savings from the annual contract. The contract covers the period of July 1, 2019 through June 30, 2024.

RAK:kr
5/15/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Oracle Database Software Maintenance and Support Renewal – Five Year Contract from Oracle America, Inc., P.O. Box 71028 Chicago, IL 60694 for a total of \$161,002.96, per their Support Service Order Number 4448155.”

Authorization to Purchase Advertising Agency Services – One Year Contract Extension

In May of 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. Year two, for the period July 1, 2018 to June 30, 2019, was approved by the Board of Trustees in May of 2018. Over these past two 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 the College’s recruitment message to prospective and current credit and non-credit students using an integrated mix of digital and traditional media. Timberlake has worked with the College to target its two key audiences: traditional age and adult students, optimizing better-performing creative in addition to redirecting budget dollars into better-performing channels that have included Snapchat and Google Display. The agency has generated 17,602,458 impressions from July 2018 through March 2019 with a click rate of 0.68 percent (\$1.04 ‘e’cost per click) and continues to optimize the return on investment. 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 for an amount not to exceed \$200,000 for the third year, effective July 1, 2019 to June 30, 2020.

PJP:kr
5/10/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of 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 Grant Funded Hydraulic Trainers

The Facilities Management and Engineering academic program curriculum has used hydraulic trainers to provide experiential learning to students before they actually attempt to control the robotics devices in the Footlik Manufacturing Lab at the Skokie campus. Hydraulic systems use pressurized fluids to manipulate robotic arms. The current hydraulic trainers were built in the early 1980's and lack features that are frequently available to modern robotics systems. Providing instruction on the most current state-of-the-art equipment is crucial to attracting and retaining students in the program.

These hydraulic trainers are used by students enrolled in the Hydraulics, Pneumatics, and Controls course (MFG 135) which is a major requirement for all three Manufacturing Technologies degrees in addition to five of the certificates within that program as well as one of the Facilities Mechanical Engineering program degrees.

The Administration is requesting to purchase two new hydraulic trainers for the Facilities Management and Engineering program. The total for this sole source purchase is \$56,320 from Doc's Hydraulic Pneumatic Training of Buford, GA. The total includes a three-year warranty. Oakton's Educational Foundation's Footlik Center for Manufacturing and Engineering will provide a grant for \$44,320 towards this purchase, and the Perkins grant will fund the balance of \$12,000. Delivery will be made by the end of June.

RS:kr
5/10/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Grant Funded Hydraulic Trainers from Doc's Hydraulic Pneumatic Training, LLC, 2817 Sardis Mill Ct, Buford, GA 30519 for a total of \$56,320.00 per their quote #132, dated February 13, 2019.”

Authorization to Purchase East End Interior Renovations – Second Floor

The Capital Improvement Plan includes a project for the replacement of carpet for the 2nd floor of the Des Plaines campus. A carpet inventory was completed by the College in 2018, and approximately 200,000 square feet of carpet has been identified for replacement in the common areas and office spaces. The Enrollment Center and classrooms are not part of the project scope as these spaces were remodeled within the last five years. One of the key features that will distinguish the College will be carpeting that doubles as a customizable wayfinding system. This is an effort by the College to move beyond traditional wayfinding directional and information signage and moving toward intuitive wayfinding solutions.

Cotter Consulting, the Facilities department, and the Purchasing department worked collaboratively to issue a bid for carpeting removal and replacement. The bid was sent to fifteen (two in district) carpet installers of which eight (two in district) submitted a response. The low bid was submitted by Red Feather Painting of Glenview, IL for a total of \$295,000. Red Feather Painting's references were favorable and include Elmhurst College, American Technologies, and Ty Warner Hotels and Resorts. In addition to the project total of \$295,000, the Administration is requesting approval for a project contingency of \$29,500 (10%) to be used in the event that any unforeseen issues arise. This brings the total for carpet replacement to \$324,500.

In conjunction with the carpet replacement project, the second floor corridors and faculty offices at the Des Plaines campus will be painted in order to refresh those areas. This project is expected to take two months to complete during the summer of 2019. Once again, Cotter Consulting, the Facilities department, and the Purchasing department worked collaboratively to issue another bid for painting services. This bid was sent to twenty (three in district) painting companies of which seven (two in district) submitted a response. The low bid was submitted by BP&T Company of Palatine, IL for a total of \$59,100. BP&T's references were favorable and include DuPage Airport Authority and the Village of Lake Barrington. In addition to the project total of \$59,100, the Administration is requesting approval for a project contingency of \$5,910 (10%) to be used in the event that any unforeseen issues arise. This brings the total for painting services to \$65,010.

Lastly, a moving company is needed to move the furniture out of the faculty offices in support of the second floor paint and carpet replacement projects. Cotter Consulting, the Facilities department, and the Purchasing department worked collaboratively to issue the third bid for moving services. The bid was sent to twenty (three in district) moving companies of which five (none in district) submitted a response. The low bid was submitted by Hollander International Moving of Elk Grove Village, IL for a total of \$58,810. Hollander has been in business since 1888 and is the largest agent for both United Van Lines and Mayflower. Their references include College of Lake County, College of DuPage, and Northern Illinois University.

In addition to the project total of \$58,810, the Administration is requesting approval for a project contingency of \$5,810 (10%) to be used in the event that any unforeseen issues arise. This brings the total for moving services to \$64,620.

The Administration is confident that Red Feather Painting, BP&T Painting, and Hollander International Moving will work collaboratively to meet the College's needs. The total for the East End Interior Renovation project on the second floor will not exceed \$454,130. The majority of this work will take place over the summer of 2019 and the remainder will be completed in the spring of 2020.

EC:kr
5/15/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of East End Interior Renovations – Second Floor from:

Carpet: Red Feather Painting, 1967 N. Lake Terrace, Glenview, IL 60025 for a contract sum of \$295,000.00 plus a project contingency of \$29,500.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$324,500.00 in accordance with their low bid in response to Invitation to Bid #0411-19-23,

Painting: BP&T Company, 50 N. Plum Grove Road, Palatine, 60067 for a contract sum of \$59,100.00 plus a project contingency of \$5,910.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$65,010.00 in accordance with their low bid in response to Invitation to Bid #0411-19-24,

Moving: Hollander International Moving, 1801 Pratt Blvd., Elk Grove Village, IL 60007 for a contract sum of \$58,810.00 plus a project contingency of \$5,810.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$64,620.00 in accordance with their low bid in response to Invitation to Bid #0411-19-25,

for a grand total of \$454,130.00.”

Carpet Replacement - Second Floor Bid #0411-19-23	
Vendor	TOTAL
Red Feather Painting Glenview, IL	\$ 295,000.00
Contingency	\$ 29,500.00
TOTAL	\$ 324,500.00
Central Rug & Flooring Evanston, IL	\$ 299,000.00
America's Flooring Store Arlington Heights, IL	\$ 303,783.00
Tiles in Style Naperville, IL	\$ 310,000.00
Douglas Floor Covering North Aurora, IL	\$ 329,000.00
Mr. David's Flooring Itasca, IL	\$ 335,925.00
Boss Carpet One Dixon, IL	\$ 337,680.00
Helay's New Lenox, IL	\$ 339,500.00

Painting Services - Second Floor Bid #0411-19-24	
Vendor	TOTAL
BP&T Company Palatine, IL	\$ 59,100.00
Contingency	\$ 5,910.00
TOTAL	\$ 65,010.00
Certa Pro Partners Glenview, IL	\$ 75,709.00
Total Maintenance & Construction Svs Wood Dale, IL	\$ 78,000.00
Cosgrove Construction Joliet, IL	\$ 88,370.00
Capital Painting Naperville, IL	\$ 129,095.00
G.P. Maitenance Services Palos Hills, IL	\$ 150,550.00
Red Feather Painting Glenview, IL	\$ 235,000.00

Moving Services - Second Floor Bid #0411-19-25	
Vendor	TOTAL
Hollander Storage & Moving Elk Grove Village, IL	\$ 58,810.00
Contingency	\$ 5,810.00
TOTAL	\$ 64,620.00
Pickens Kane Chicago, IL	\$ 69,902.00
Armstrong Relocation & Companies Glendale Heights, IL	\$ 86,500.00
Boerman Moving & Storage Woodridge, IL	\$ 112,000.00
Hallett Movers Summitt, IL	\$ 194,571.20

Authorization to Purchase Parking Lot Rehabilitation at Both Campuses

The parking lots and roadway asphalt surfaces are in need of maintenance and repairs at both campuses. During the summer of 2019, the College plans to remove and replace various failing areas of asphalt surface material at the Skokie campus. In addition, both campuses need minor surface crack filling along with complete surface sealcoating to help extend the overall life and integrity of the existing asphalt. Finally, new parking stall and roadway traffic markings will be painted for clearer identification.

Manhard Engineering, one of the College's QBS approved engineers, provided complete engineering plans and specifications for this project. With this information, the Facilities and Purchasing departments worked together to issue a bid. The bid was sent to 51 contractors (eight in district) of which four attended the mandatory pre-bid meeting. The College received three (one in district) bids. The low bid was submitted by Patriot Pavement Maintenance of Des Plaines, IL for a total of \$195,338.64. Manhard and Oakton's Construction Manager conducted a bid/project scope review meeting with Patriot to ensure that all bid specifications would be met. The bid response from Patriot Pavement Maintenance did meet all of the project specifications. Patriot has been in business for eight years. Their references include Harper College, College of DuPage, and Schaumburg School District #54. The Administration is confident that they can meet the project specifications and deadlines.

In addition to the project total of \$195,338.64, the Administration is requesting approval for a project contingency of \$19,533.86 (10%) to be used in the event that any unforeseen issues arise. This brings the grand total to \$214,872.50. The work will start after Board approval and is scheduled to be completed by June 27, 2019.

JS:kr
5/21/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Parking Lot Rehabilitation at Both Campuses from Patriot Pavement Maintenance, 825 Seegers Rd. Suite F, Des Plaines, IL 60016 for a contract sum of \$195,338.64, plus a project contingency of \$19,533.86 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$214,872.50 in accordance with their low bid in response to Invitation to Bid #0430-19-26.”

AGENDA ITEM 5/19-9f
2 of 2

Parking Lot Rehabilitation at both campuses Bid #0410-19-26	
Vendor	TOTAL
Patriot Paving Des Plaines, IL	\$ 195,338.64
Contigency (10%)	\$ 19,533.86
TOTAL	\$ 214,872.50
Denler, Inc. Joliet, IL	\$ 212,204.02
Chicagoland Paving Lake Zurich, IL	\$ 265,000.00

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 FY20

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 online reference works and 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 and CARLI will not exceed \$96,400 each for FY20. 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 – Five Year 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 the College's most sensitive personal data. Software 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, 2019 through July 31, 2020. The College will receive the final quote from Ellucian by June 1. The Administration is currently negotiating the terms of a five year agreement with Ellucian. The total cost of the five year agreement is estimated not to exceed \$2,700,000. 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 FY20 are expected to be a maximum of \$48,085. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

4) 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 FY20. The estimated dues are \$27,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

b) TouchNet Information Systems Software Licenses – Five Year Contract - In March 2012, Oakton went live with TouchNet, a comprehensive electronic commerce management system. TouchNet's applications and tools connect Oakton's campus wide Banner ERP with the networks of payment processors and banks. The TouchNet Bill+Payment module provides students, parents, and other authorized users self-service access to online bills and bill payments. It includes web-based bill presentation, secure online payments and deposits, electronic disbursement of student refunds, and tuition payment plan setup and enrollment. TouchNet Cashiering adds integrated, real-time support for both receivable and non-receivable payment transactions. The TouchNet software also addresses issues of Payment Card Industry Data Security Standards (PCI-DSS). Late in 2012, the College added TouchNet Mobile Access, which provides a secure environment for students to make tuition payments on mobile devices. The College also purchased TouchNet Marketplace, which supports a variety of online commerce activities across campus, including event and conference registrations, as well as online donations. The most recent annual fee for all of these TouchNet services was \$153,821, which appears substantial, but the TouchNet product allows Oakton to recover approximately \$233,175 annually from student payment plan fees, which were previously paid by students directly to a third party payment plan manager. The payment plan fees completely offset the cost of the software license. TouchNet was acquired by Heartland Payment Systems in 2014, and more recently, both companies were acquired by Global Payments. The combined organization is

one of the world's leading providers of payment technology services, serving more than 2.5 million merchants. The Administration is still negotiating the terms of the TouchNet agreement, which will cover a five year term. The total cost of the five year agreement is estimated not to exceed \$893,000. 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 FY20. As a reference, the premium rates and insurance coverages quoted and contracted for FY19 are noted below:

<u>Type of Insurance</u>	<u>FY19</u>
General Liability	\$79,196
Property	130,559
Workers' Compensation, Net	383,708
Educators Legal Liability	92,750
Foundation	1,500
Student Medical Malpractice	2,302
Student Athletic Injury	41,746
TOTAL CONTRIBUTIONS	\$741,761
Less Dividends (Estimate):	(59,342)
TOTAL	\$682,419

The Administration will be receiving new renewal rates for FY20 from ICCRMC. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

d) Continuation of Life and Disability Insurance – Three Year Contract - The College is a member of the Illinois Community College Consortium (ICCC) which manages the life and disability premiums for eighteen community colleges through ICCC's broker, Gallagher Benefits Services. Under current collective bargaining agreements, the College is contractually obligated to provide life and disability insurance to certain employee groups. ICCC procured a three year agreement on behalf of its members with Reliance Standard Life Insurance Company (RSLI), for life and disability insurance. The current contract period is from July 1, 2016 and ending June 30, 2019.

With the upcoming expiration of the contract, Gallagher issued a competitive RFP to solicit proposals from insurance carriers to provide life and disability insurance beginning July 1, 2019 to June 30, 2022. Proposal submissions were received from Dearborn, MetLife, RSLI (the incumbent) and Symetra. The ICCC members voted in favor to select RSLI as the provider of

choice based on its final and best offer. The rates are 5.07% lower than the previous contract and it is estimated the College will pay an estimated \$262,000 annually in life insurance and disability premiums with a rate guarantee for three years. This will bring the total payments to an estimated \$786,000 over the duration of the contract period from July 1, 2019 to June 30, 2022.

The breakdown of annual life and disability premiums are as follows

Basic Term Life/ / AD&D	\$104,000
Voluntary Life/ AD&D	\$ 74,500
Voluntary Dependent Life/ AD&D	\$ 28,800
<u>Voluntary Long Term Disability Benefit</u>	<u>\$ 54,700</u>
Total Annual Premiums	\$262,000

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

e) 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 of 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 shared device licenses to cover the open and classroom computer labs and faculty offices where the products are needed.

The IT and Purchasing office will work together to issue a Request for Proposal 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.

f) Travel Services for Winterim 2020 Field Study Class in Italy - Dr. Carlos Briones is planning to teach the three-credit course *HUM 120, Western Culture and the Arts; Beginnings to the Middle Ages*, with a field study component in Italy where he will accompany the students. The course will be offered from December 16, 2019 to January 16, 2020. The field study/travel component will take place between December 29 and January 11 (or January 1 and January 14 depending on airfare cost).

The American Institute for Foreign Studies (AIFS) will be providing services to help with this class. The services include pre-departure support services, health and safety support, seven days of accommodations in Rome, two days in Florence and two days in Venice, breakfasts,

a welcome and a farewell dinner, tickets to the many different places the students will visit, tour guides, transportation within cities and between cities, insurance, in-country student support, and faculty support including a \$1,200 stipend for air travel, accommodations, and full participation in all the student activities. The students will visit the Colosseum and the Roman Forum, the Vatican Museum, the Pantheon, Cerveteri and Tarquinia, including entrance to the Necropoli of Monterozzi and archaeological sites, Ostia Antica, Baths of Caracalla, the Jewish Catacombs at the Villa Torlonia, walking tour of Siena, the Palazzo Pubblico, the Siena Cathedral, walking tour of Florence, the Uffizi Museum, the Palazzo Vecchio, Dante's House, and walking tours of Venice and the San Marco Basilica. The cost of the AIFS services is \$3,325.00 per student based on fifteen students.

The AIFS student fee does not include the round-trip airfare for students and faculty, in-country airport transfers, or meals other than those previously listed. The Business Office will work with a local travel service company to obtain competitive airfare prices which are estimated at \$1,100. The students will fly directly from Chicago/O'Hare to Rome.

The estimated cost breakdown per student is:

\$ 1,015.00	AIFS Student housing in apartments, hotels, and bed and breakfast
\$ 475.00	AIFS Faculty housing, flight stipend and participation on program events
\$ 595.00	AIFS Transportation for activities, transfers between cities
\$ 445.00	AIFS Admission fees
\$ 225.00	AIFS Tour Guides
\$ 65.00	AIFS Orientation Program: Meeting, guided sightseeing, & welcome meal
\$ 125.00	AIFS staffing, 24 hour emergency support & AIFS offices costs
\$ 95.00	AIFS Medical and fee refund insurance and AIFS liability insurance
\$ 55.00	AIFS pre-departure services and program planning
\$ 230.00	AIFS Overhead costs
\$ 408.75	Oakton in-district tuition, 3 credits
\$ 1,100.00	Airfare
\$ 4,833.75	<u>Total per student</u>

\$ 72,506.25 Total program travel cost (based on 15 students)

Oakton will be able to cancel the program with no penalty from AIFS before October 8, 2019. If the trip is not cancelled, AIFS will invoice Oakton Community College for the balance of fees by October 8, 2019. Full payment will be due by November 7, 2019.

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program. All fees are paid by the students, making this a pass-through purchase. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

g) Ford F350 Truck - The Facilities department is planning to purchase a new Ford F350 XLT truck as part of the FY20 budget. The new truck will replace the current 2008 truck which is now eleven years old. This old truck has incurred \$20,400 in repairs over the past several years and currently has major emission problems that will be costly to repair. The new 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 in order to obtain the best pricing for the College. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

h) John Deere Gator Utility Vehicle - The Facilities department is planning to purchase a new John Deere XUV 865M Gator for the Skokie campus as part of the FY20 budget. The new Gator will replace the 2009 Gator which is ten years old. This old gator has incurred \$21,580 in repairs over the past several years, and it's in need of repairs to the snow plow and plow frame. The replacement Gator is expected to cost approximately \$30,610. The Grounds and Purchasing departments will work collaboratively to issue a bid for the Gator. The Administration plans to present this item to the Board for purchase approval at a future Board meeting.

i) Interpreter Services - Three Year Contract Renewal - 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 interpreter 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 other captioning 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 for 10-20 courses per year.

Providing this assistance is a legal compliance requirement, but in the spirit of Oakton's philosophy, aspirations and priorities, it is a means of supporting Equity Matters and Student Success.

At the June 2018 Board of Trustees meeting, the Board awarded a one year contract to Chicago Area Interpreter Referral Services (CAIRS) for \$48,071. The proposal terms included the option to renew for three additional years. The ADRC has been pleased with their services and would now like to exercise the option to renew the contract for three additional years. All CAIRS interpreters are registered with the Illinois' Deaf and Hard of Hearing Commission, and

they possess an active license in accordance with the Illinois' Interpreter for the Deaf Licensure Act of 2007. The contract for FY20 remains the same as FY19 at \$48,071. For the following two years, there will be a 2% increase each year, bringing the total for FY21 to \$49,032.42 and \$50,013.06 for FY22. The grand total for all three years is estimated at \$147,116.48. The contract will be effective from July 1, 2019 to June 30, 2022. Funds will only be expended if services are requested and approved. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

Authorization to Renew Contracts for Engineering Services

Section 30-15(c) of the Illinois Procurement Code [30 ILCS 500] establishes that all construction-related professional services contracts shall be awarded in accordance with the provisions of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act [30 ILCS 535]. “Professional services” relates to services within the scope of the practice of architecture, professional engineering, structural engineering, or registered land surveying, as defined by the State of Illinois laws. Qualifications Based Selection (QBS) focuses on government procurement of engineering services based on the basis of demonstrated competence and professional qualifications and not the lowest bid. In November 2012, the College approved the following engineering firms for mechanical, electrical, and plumbing (MEP) services based on the QBS process:

Kluber Architects and Engineers, Inc. of Batavia, IL
IMEG Corp. (formerly KJWW Engineering Consultants) of Quad Cities, IL

In May of 2013, the Board approved the contract for civil engineering services from Manhard Consulting, Ltd. of Lincolnshire, IL.

All original contracts were set to expire in June 2016. Then, in June 2016, the Board approved contract renewals for an additional 36 months, which are set to expire in June 2019. The Administration is now recommending the continuation of contracts with these engineering firms as there is a need for completion of critical projects approved in the current Master Plan including:

- Des Plaines West End
- Skokie Student Street and Gathering Spaces
- Des Plaines Cafeteria Remodeling
- Air Handler Unit Replacements
- Landscape for Main Entrances

The Administration has been very pleased with the work undertaken by these engineering firms for a multitude of construction projects over the past several years. These three companies are familiar with the College's infrastructure, facilities, policies, procedures, and employees. The Administration is confident that continuing the contracts with these firms is in the best interests of the College. Another three year contract is recommended for each firm.

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 Renewal of Contracts for Engineering Services over the next three years from the following three pre-qualified companies:

Kluber, Inc., 10 S. Shumway Avenue, Batavia, IL 60510,
IMEG Corporation, 623 26th Ave., Quad Cities, IL 61201,
Manhard Consulting, Ltd., One Overlook Point, Suite 290, Lincolnshire, IL 60069

per their responses to Request for Statement of Qualifications for Engineering Services in accordance with the Illinois Compiled Statues (ILCS), Public Law 92-585, and Illinois Public Act 05-854 and 07-673 regarding Quality Based Selection.”

Approval of Funding for 2019-2020 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 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/df
5/2019

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 endowment of _____ new Merit Lane appointments for fiscal year 2019-2020.”

Introduction of Authorization to Name the Math Lab (Room 1721, Des Plaines)

Board Policy 1024 states that “Oakton Community College is amenable to requests to recognize individuals for their contributions to the College, to higher education, or to society by naming a portion of the College facilities in their honor”. It has also been the past practice of the Board to permit the Oakton Community College Educational Foundation to offer spaces across the college for philanthropic naming recognition.

In December 2018, Paul and Nicole LeGere made a \$100,000 gift to the Oakton Educational Foundation in support of the Mary and Paul LeGere Scholarship Endowed Fund, founded in 2006 by Oakton retiree Adele LeGere in honor of her children.

Adele LeGere was a much-admired Oakton Professor Emerita of Mathematics who sadly passed away in 2018. Paul and Nicole LeGere’s gift to the scholarship fund was made in memory of Adele, making them the Oakton Educational Foundation’s lead donors in the last year. Their contribution will significantly expand the impact of the Mary and Paul LeGere Scholarship Endowed Fund, which supports female students at Oakton.

As a lasting sign of their generosity, the Oakton Educational Foundation recommends naming the Math Lab (Room 1721, Des Plaines) in Adele’s honor, to be known as the ***Adele L. LeGere Math Lab***. Adele was extremely devoted to helping Oakton students overcome math anxiety, and the naming of the Math Lab is also a recognition of her legacy of promoting student success.

In compliance with Board Policy 1024, this Board item appears as a first read and will be re-presented for approval at the next scheduled meeting.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that in recognition of the generosity provided by Paul and Nicole LeGere through a \$100,000 gift to the Oakton Educational Foundation, and in appreciation of Adele LeGere’s many years of dedicated service to the College, that the Oakton Community College Board of Trustees expresses its intent to name the Math Lab (Room 1721, Des Plaines) in Adele LeGere’s honor, with action to take place at the next regularly scheduled meeting of the Board of Trustees on June 25, 2019.”

First Read of Policies Revisions

This resolution presents Policies 5101, 5103, and 5104 for the first read in May with Board action to be taken in June. These revisions support curriculum changes in response to the Postsecondary & Workforce Readiness (PWR) Act (110 ILCS 148), curricular pathways, and developmental education redesign. The new grades have been approved by Oakton's Curriculum Committee and the Illinois Community College Board.

KB/IL:cw/rw
5/2019

President's Recommendation:

That the Board adopts the following resolutions:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed review and revision of Policies 5101, 5103, and 5104, as presented, with action to take place at the next regularly scheduled meeting of the Board of Trustees on June 25, 2019.”

Deleted Text = ~~Strikeout~~

New Text = ***Bold Italics***

5101

Revised 2/24/85

Revised 1/16/96

Renumbered 7/1/01

Revised 11/15/05

Effective Fall 2006

Effective April 2009

Reviewed 12/9/14

Revised 6/25/19

Standards of Academic Progress (SOAP)

Oakton Community College requires that students make satisfactory progress toward achieving their educational goals. The fundamental standard of academic progress will be the attainment of a 2.0 cumulative grade point average. The following standard will apply after a student has attempted 9 credit hours (including developmental courses):

A minimum grade point average of 2.0 will be required of all students each semester and cumulatively. This GPA will be computed using A, B, C, D, and F grades. Indicators of N, W, P, I, IR, *IS*, FR, *FS*, IP, and Q will not be used in the calculation. F grades and the I indicator for developmental classes will not be calculated into the GPA or for determining the Standard of Academic Progress (SOAP). The GPA and academic standing will be recalculated when the I has been converted to a grade.

Students who fail to maintain the above standards will be subject to the following progressive sanctions:

A. Academic Probation: Students in this category will be restricted in one or more of the following ways:

- a. the number of hours for which they may enroll;
- b. specific courses for which they may enroll;
- c. enrollment only with the approval of appropriate college personnel.

A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains above a 2.0 will remain on Academic Probation.

A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Suspension.

A student who is on Academic Probation and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Academic Probation.

A student who is on Academic Probation and who successfully meets the GPA standard in that semester and whose cumulative GPA is 2.0 or above will be returned to good standing.

B. Academic Suspension: A student who falls below the GPA standard of progress for a second consecutive semester * will be suspended for one semester (Fall, Spring, or Summer). After the suspension, the student may re-enroll with an academic status of Suspension Return. *Suspension Return requirements are the same as Academic Probation.*

A student who is on Suspension Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Dismissal.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Suspension Return.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

C. Academic Dismissal: Students who have returned after being on Academic suspension, and who fail to meet the standard of progress as outlined in the suspension rules, will be dismissed from the College for a period of 12 consecutive months. Readmission after this period is by petition to the Vice President for Student Affairs at least four weeks prior to the start of the term for which they are seeking readmission. Students re-entering after Academic Dismissal will be placed on academic status of Dismissal Return. *Dismissal Return requirements are the same as Academic Probation.*

A student who is on Dismissal Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Subsequent Academic Dismissal.

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Dismissal Return.

AGENDA ITEM 5/19-14

4 of 7

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

* Consecutive semesters means terms in which a student is enrolled regardless of whether or not there were intervening terms on non-enrollment.

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New Text = ***Bold Italics***

5103
8/15/72
Revised 1/16/96
Renumbered 7/1/01
Revised 11/15/05
Effective August 2006
Revised 4/17/07
Reviewed 12/9/14
Revised 6/25/19

STUDENTS

Grade Reporting System

Faculty members are responsible--in accordance with course requirements and through a fair, professional application of reasonable academic standards--for determining and reporting grades (or indicators) for students enrolled in credit courses at Oakton Community College.

The grade reporting system at Oakton will consist of twenty-***two*** letter symbols. ~~Eight~~ ***Twelve*** symbols are grades, ~~six~~ ***nine*** of which are passing, ~~13~~ ***ten*** symbols are ***current*** indicators of a student's status or activity in a course, ***and five symbols are historic indicators.***

Grades:

A -	Excellent
B -	Good
C -	Satisfactory
D -	Minimal passing
F -	Failure

Grades (developmental classes only):

<i>AS -</i>	<i>Excellent</i>
<i>BS -</i>	<i>Good</i>
<i>CS -</i>	<i>Satisfactory</i>
<i>DS -</i>	<i>Minimal Passing</i>
<i>FR/FS -</i>	<i>Failure</i>
<i>P -</i>	<i>Successful Completion</i>

Indicators:

- FZ - Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)
- I - Incomplete (by student request and faculty agreement)
- IP - Course in Progress
- IR/IS - Incomplete (Developmental Classes Only)
- J - Course Drop (Student initiated course drop during the zero percent refund period.)
- N - Nonattendance (reported at mid-term)
- Q - No grade submitted by instructor
- V - Audit
- W - Withdrawal

Indicators – Historic

- O - Withdrawal (withdrawal from course after mid-term to the end of the 10th week of the regular term; not used after August 1996)
- R - Repeat (not used after August 1984)
- X - Course Still in Progress (not used after August 1984)
- T - Successful Completion (not used after August 1988)
- Z - Forgiveness (an "F" grade forgiven for satisfactory performance – no penalty internal only (not used after August 2006)

Grade Appeals

A student wishing to appeal a final grade must follow the defined procedure (P5103).

Transcript Appeals (Forgiveness)

A student wishing to appeal a transcript (request forgiveness) must follow procedures established according to Policy 5104.

Deleted Text = ~~Strikeout~~

New Text = ***Bold Italics***

5104

8/15/72

Revised 1/16/96

Renumbered 7/1/01

Revised 11/15/05

Effective August 2006

Revised 12/9/14

Revised 6/25/19

STUDENTS

Forgiveness of Failing Grades

Students may petition for application of the Forgiveness Policy to have F grades removed from use in calculating the cumulative grade point average. Students should contact the Enrollment Center requesting application of the Forgiveness Policy. A student may petition to have “F” ~~and~~ “FR” ***and*** “FS” grades removed from the official (external) transcript under one of the following circumstances:

1. The student has earned 15 hours or fewer of "F" ~~or~~ “FR” ***or*** “FS” grades and in subsequent terms has earned 15 consecutive hours with no grades of "D," "F," ~~or~~ “FR” ***or*** “FS.”
2. The student has earned more than 15 hours of "F" ~~or~~ “FR” ***or*** “FS” and has earned in subsequent terms a consecutive number of credit hours, with no grade of "D," "F" ~~or~~ “FR” ***or*** “FS” equal to the number of hours of "F" ~~or~~ “FR” ***or*** “FS.”

Credits earned at other colleges or universities cannot be applied to expunge F grades.

When F grades are assigned as a result of a finding of academic dishonesty, the Forgiveness Policy will not apply to the “F” ~~or~~ “FR” ***or*** “FS” assigned grade(s).

The forgiveness policy cannot be invoked before the necessary credits are earned.

When the forgiveness policy is applied, a student's cumulative grade point average will be recalculated with "F" grades expunged from the calculation. If this new GPA is 2.0 or above and the student has met all other degree requirements, the student will be eligible for graduation. An indicator of FZ will be placed on the official transcript indicating that an “F”, “FR” ***or*** “FS” grade has been forgiven.

A student may have the forgiveness policy invoked only once.