

**The 676th Meeting
of
The Board of Trustees
May 21, 2013**



OUR VISION, MISSION AND VALUES

We are the community's college.

- **We are dedicated, first, to excellence in teaching and learning.**
- **We challenge our students to experience the hard work and satisfaction of learning that leads to intellectual growth and support them academically, emotionally and socially.**
- **We encourage them to entertain and question ideas, think critically, solve problems, and engage with other cultures, with one another, and with us.**
- **We expect our students to assume responsibility for their own learning, to exercise leadership and to apply ethical principles in their academic, work, and personal lives.**
- **We demand from ourselves and our students tolerance, fairness, responsibility, compassion and integrity.**

We are a community of learners.

- **We provide education and training for and throughout a lifetime.**
- **We seek to improve and expand the services we offer in support of the people in the communities we serve.**
- **We promote a caring community of staff and faculty members, students, administrators, and trustees who, in keeping with our values, work together to fulfill our mission.**

We are a change community.

- **We recognize that change is inevitable and that education must be for the future.**
- **We respond to change informed by our values and our responsibility to our students and our communities.**
- **We challenge our students to be capable global citizens, guided by knowledge and ethical principles, who will shape the future.**

Ratified by the Board of Trustees, October 20, 1998

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 677th MEETING
of
THE BOARD OF TRUSTEES
MAY 21, 2013**

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

**Dinner
5:30 p.m.
Room 1502**

**Closed Session
6:00 p.m.
Room 1502**

AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of April 16, 2013
 - semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - pending litigation
 - collective negotiating matters
 - lease of property
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

- Call to Order and Roll Call
- Pledge of Allegiance
- V Approval of Minutes of April 16, 2013, May 2, 2013 and May 8, 2013
- Statement by the President
- Reports: Update on Flood and Its Impact
Student Leadership

Comments by the Chair

Public Participation

NEW BUSINESS

CONSENT AGENDA

- 5/13-1 a. Approval of Adoption of Consent Agenda
b. Approval of Consent Agenda, Items 5/13-2 through 5/13-9
- 5/13-2 Ratification of Payment of Bills for April 2013
- 5/13-3 Acceptance of Treasurer's Report for April 2013
- 5/13-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/13-5 Authorization for Destruction of Verbatim Recordings of Closed Session
- 5/13-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 5/13-7 Ratification of Actions of Alliance for Lifelong Learning Governing Board
- 5/13-8 Supplemental Authorization to Pay Professional Personnel – Spring 2013
- 5/13-9 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

- R 5/13-10 Authorization to Approve May Purchases 5/13-10a through 10g
 - a. Printing of Oakton Class Schedules
 - b. Advertising Agency Services for FY 2014
 - c. PACE Bus Tickets
 - d. Blackboard Collaborate Contract Renewal
 - e. Furniture for Remodeled Classrooms
 - f. Storage Area Network Equipment
 - g. Civil Engineering Services
- 5/13-11 Preview and Initial Discussion of June 2013 Purchases
- R 5/13-12 Authorization to Use Emergency Monies for Repairs Resulting from Flooding on the Des Plaines Campus

- R 5/13-13 Authorization to Hire Temporary Full-time Faculty
- R 5/13-14 Approval to Hire Director of Workforce Development and Corporate Training
- R 5/13-15 Approval of Staffing Requests for Fiscal Year 2014
- R 5/13-16 Acceptance of Settlement Agreement
- R 5/13-17 Approval of 2013-2014 Merit Lane Appointments
- V 5/13-18 Acceptance of Grants
- R 5/13-19 Approval of Policy
- V 5/13-20 First Read of Policy

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
April 16, 2013**

The 674th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, April 16, 2013 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call

Chair Jody Wadhwa called the meeting to order at 6:35 p.m. in room 1502; Secretary Bill Stafford called the roll:

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

Closed Session

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

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

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

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

Call to Order and Roll Call

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

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

Pledge of Allegiance

Approval of the Minutes

Mr. Wadhwa asked for a motion for the approval of the minutes of the March 19, 2013 Board meeting. Ms. Tennes made the motion which was seconded by Ms. Harada. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Dr. Lee asked that we take time to remember with sympathy and concern all of those affected by the Boston Marathon Bombings tragedy. Dr. Lee asked for introductions of those present.

Kathleen DeCoursey, College Advancement, and Classified Staff Union President, presented the classified staff in attendance: Philip Cronin, Media Services; Eileen Cukierski, President's Office; John Curtis, Media Services; Alex DeLonis, Financial Aid; and Jamie Petersen, Financial Aid.

Paul Boisvert, Professor, English, represented the Full-time Faculty Association: John Carzoli, Professor, Physics; George Scharm, Professor, Law Enforcement; and Winnie Sitt, Associate Professor, Nursing;

Barbara Dayton, Adjunct Faculty President, introduced the adjunct faculty in attendance: David Arieti, Biology; Kalyani Banerjee, Chemistry; Barry Dayton, Mathematics; Ed Gallagher, Computers; and Moritz Kellerman, Art.

Administrators present included: Michael Anthony, Associate Vice President, Access, Equity and Diversity; Ann Marie Barry, Director, Student Life; Michael Carr, Assistant Dean, Academic Affairs; Sebastian Contreras, Jr., Director, Student Success; Leana Cuellar, Assistant Director, Student Success; Linda Davis, Senior Manager, Adult Education; Carlee Drummer, Executive Director, College Advancement and Educational Foundation; Raul Garcia, Director, Accounting Services; Adam Hayashi, Dean, Science and Health Careers; Merrill Irving, Jr., Associate Vice President, Continuing Education, Training and Workforce Development; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Bruce Oates, Director, Athletics and Registrar Services; Arnie Oudenhoven, Associate Vice President, Human Resources; Lynn Seinfeld, Director, Workforce Development and Workforce Training; Leah Swanquist, Director, Facilities; Cheryl Warmann, Director, Enrollment Services; and Brad Wooten, Dean, Social Sciences and Business.

Students in attendance: Alfred Hegyes, Shawn Liu, Jason Nwosu, Angel Pearson, and Devon Reid.

Also in attendance: Mark Fowler, Northwest Municipal Conference and Michael Lundeen, Legat Architects.

Dr. Lee began by offering congratulations to Oakton's re-elected trustees Joan DiLeonardi, Ann Tennes, and Theresa Bashiri-Remetio, who will end her tenure as student trustee and begin another term in a couple of weeks as a trustee. New trustee Mr. Kyle Frank will join the Board after the swearing in on May 2nd. Dr. Lee thanked Trustee Eric Staley who will be moving on from the Board. Dr. Lee welcomed Jason Nwosu, who will join the Board as the newly elected student trustee. Dr. Lee congratulated all of the newly elected incoming student government students and thanked the outgoing student leadership for their service to the College.

Dr. Lee congratulated the students who participated and received numerous awards in the STEM Poster Competition of the Illinois Skyway Collegiate Conference. Dr. Lee thanked Gloria Liu and Ann Marie Barry for their leadership and mentoring of students. Dr. Joianne Smith elaborated about the STEM component of the competition, and Ann Marie Barry's role and her leadership with piloting that project,

as well as hosting the competition this year. Last week Oakton's Association of Information Technology Professionals (AITP) Student Chapter became a winner once again at the 18th AITP National Collegiate Conference. The chapter received an honorable mention for their web application which was designed for Maryville Academy. Dr. Lee thanked Doris Gronseth and Michelle Reznick who mentored the students through the competition.

Dr. Lee congratulated Alex DeLonis, Advisor, Financial Assistance, who was awarded the New Professional Award from the Illinois Association of Student Financial Aid Administrators. This award is given to a financial aid professional who has made outstanding contributions to the state association, and has worked in the profession less than five years. Dr. Lee acknowledged Carlee Drummer and the office of College Advancement, who captured two Merit Awards from Higher Education Marketing for the 2012 President's Report to the Community and Outlook magazine. This recognition is especially meaningful as Oakton competes not only with other community colleges but also four-year colleges and universities across the country. The promotional brochure, "Where Do You Fit in the World?" was also recognized and captured a Gold Medal from Higher Education marketing. Dr. Lee reported that the College received notice that it qualifies for a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This award recognizes retired Vice President, Business and Finance, Carl Costanza; Karen Epps, Manager of Budget and Financial Analysis and Raul Garcia, Director of Accounting. Showing at the Koehnline Gallery, OakArt 2013, an annual exhibit which celebrates the creativity of student artists. The Ceramics Club Spring Pottery Sale will be held on Student Street May 1 and 2; and there are still tickets available for the Six Piano Ensemble concerts on April 27 and 28.

Chair Wadhwa presented to outgoing trustee Eric Staley, a plaque in recognition of and with deep appreciation for his dedicated service to the College as a trustee, 2011 – 2013. Next, Chair Wadhwa presented a plaque to outgoing trustee George Alexopoulos in recognition of and with deep appreciation for his dedication and service on the Board, 2005 – 2013. Dr. Lee presented a plaque to Chair Jody Wadhwa in recognition of and with deep appreciation for his outstanding leadership as Chair of the Board of Trustees this past year. Lastly, Dr. Lee presented a plaque to Theresa Bashiri-Remetio for her dedicated service as the student trustee this past year. Ms. Bashiri-Remetio will be seated on May 2, 2013 when she begins her two-year term as a trustee.

At this point in the meeting, Chair Wadhwa asks for a motion to recommend Jason Nwosu as the new student trustee to the Board.

4/13-1 Recommendation for Seating of Student Member of the Board of Trustees

Ms. Tennes offered:

SECTION 1: An election for the Student Member of the Board of Trustees was held on April 5-10, 2013. The election was conducted in all respects as provided by law and according to Policy 1005. The election was held on line and available to currently enrolled students through their myOakton accounts. 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 Jason Nwosu having received the highest number of votes for the office of Student Member of the Board of Trustees was selected to serve as the Student Trustee with a term commencing on April 16, 2013 and concluding at the Board of Trustees meeting in April 2014.

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

The motion seconded by Mr. Staley. A voice vote was called and the resolution passed unanimously. At this time an adjournment *sine die* was called and Mr. Nwosu took his seat at the Board table.

Mr. Stafford called the roll:

Mr. Wadhwa	Present
Dr. DiLeonardi	Present
Mr. Stafford	Present
Dr. Alexopoulos	Present
Ms. Harada	Present
Mr. Staley	Present
Ms. Tennes	Present
Mr. Nwosu	Present

Dr. Hamel introduced Dr. Merrill Irving, Associate Vice President, Continuing Education, Training and Workforce Development, who presented the evenings report which focused on Continuing Education, Training and Workforce Development topics. Dr. Irving spoke about were the goals in the areas of Student Success, Academic Excellence, and Connected Communities. In the area of Student Success, one the goals is to develop transitional and Bridge programs. The target audience for this program would be GED and ESL students, as well as Summer Bridge High School English 101 students and Literacy students. Some aspects of the plan are to secure funds for transition; develop curriculum; develop remediation strategies; collaborate with Oakton advisors and instructors, as well as industry professionals; and develop a comprehensive plan for transitioning students in collaboration with the Student Recruitment and Outreach staff.

Per Dr. Irving, one of the goals in the Academic Excellence area is to implement a new evaluation process for fee based courses to improve learning outcomes. The action plan to achieve this goal is to collaborate with the Office of Research to develop an effective evaluation tool; collect student feedback at the beginning and end of classes; and to utilize student feedback and work with instructors to evaluate effectiveness of courses. As an institution, Oakton values members of the community and will continue to be responsive to the needs and interests of community members and area businesses and organizations for transfer, career, and continuing education programs that support the intellectual and cultural life of the community.

At this time, Linda Davis, Senior Manager, Adult Education thanked the Board and Dr. Lee for their ongoing support of Adult Continuing Education. Ms. Davis introduced Angel Pearson, who truly embodies every aspect of the College's Strategic Plan, *Connecting What Matters*. In the space of about fifteen months, Ms. Pearson took General Educational Development (GED) classes, earned her GED, enrolled in the Basic Nurses Assistant Training program, received her Certified Nursing Assistant (CNA) license, and was selected to speak at the CNA graduation. Ms. Pearson is currently enrolled in credit classes. Ms. Pearson addressed the Board and thanked the Adult Education Program for their support in many different forms on her path to both academic success and in training for a successful career.

Public Participation – None

New Business

4/13-2a Approval of Adoption of Consent Agenda

Dr. DiLeonardi offered:

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

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

4/13-2b Approval of Consent Agenda Items 4/13-3 through 4/13-8

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 4/14-2 through 4/14-8 as listed in the Consent Agenda.”

4/13-3 Ratification of Payment of Bills for March 2013

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$9,441,458.86 for all check amounts as listed and for all purposes as appearing on a report dated March 2013.”

4/13-4 Acceptance of Treasurer’s Report for March 2013

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as part of the College’s official records, the report of the Treasurer for the month of March 2013.”

4/13-5 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.”

4/13-6 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 e, and hereby approves the expenditures in the amount not to exceed \$34,338.50 for all funds listed in items a and c.”

a. Salary payments in the amount of \$4,338.50 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.

b. Salary rescinds in the amount of \$10,399.00 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.

c. Recommend the continuation of professional services, effective July 1, 2013 through June 30, 2014 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 - \$30,000.

d. Recommend the FY’ 14 classroom and office rental rates and computer usage rates remain at the same level as the FY’ 13 rates unless otherwise reduced by individual districts.

e. Recommend the hourly rate for the Alliance for Lifelong Learning Building Managers be increased by an average of 3 percent effective July 1, 2013 through June 30, 2014.

4/13-7

Supplemental Authorization to Pay Professional Personnel – Spring 2013

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2013 spring semester salaries in the amount of \$175,968.16, resulting in a revised total of \$4,436,145.87."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2013 spring semester salaries in the amount of \$16,133.00, resulting in a revised total of \$428,115.80."
3. "Be it further resolved that the Board of Trustees of Community College District 535 approves the payment of stipends, during the spring 2013 semester not to exceed \$22,937.80."

4/13-8

Approval of Clinical Practice Agreements

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

For the Health Information Technology Program

Lutheran Home – Arlington Heights

For the Nursing Program

BrightStar Healthcare – Schaumburg

For the Physical Therapist Assistant Program

Presence Health Network – Chicago.”

Mr. Staley seconded the motion; Mr. Stafford called the roll:

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

The motion carried; Student Trustee Nwosu favored the resolution.

4/13-9

Approval of Lease Agreement

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the final Use and Occupancy Agreement by and between Oakton Community College and the Northwest Municipal Conference (NWMC).”

Dr. Alexopoulos seconded the motion.

Ms. Tennes asked about minor changes that were made in the agreement that differ from the version that was published in the agenda. Mr. Nowak responded that there was some discussion with Mark Fowler, Executive Director for the NWMC, as there were some typographical and language issues with the agreement.

Mr. Stafford called the roll:

Dr. Alexopoulos	Aye
Ms. Tennes	Aye
Ms. Harada	Aye

Mr. Stafford	Aye
Dr. DiLeonardi	Aye
Mr. Staley	Aye
Mr. Wadhwa	Aye

The motion carried; Student Trustee Nwosu favored the resolution.

4/13-10 Authorization to Approve April Purchases

Ms. Harada offered:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
4/13-10a	1 & 2	Softball Field Drainage Improvements	Team REIL, Inc.	\$ 42,436.97
4/13-10b	1 & 2	Soccer Field Fence with Installation	Northern Illinois Fence, Inc.	\$ 30,426.00
4/13-10c	1 - 3	Northwest Municipal Conference Renovation	Loung’s Corporation	\$ 435,109.00
4/13-10d	1	Great America Tickets on Consignment	Six Flags Great America	\$ 74,082.00
4/13-10e	1 & 2	Smart Podiums	W. Schiller & Co.	\$ 43,802.00
Grand Total				\$ 625,855.97.”

Mr. Staley seconded the motion; Mr. Stafford called the roll:

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

The motion carried; Student Trustee Nwosu favored the resolution.

4/13-11 Preview and Initial Discussion of May Purchases

This is not an action item; it is a preview and opportunity to discuss upcoming May 2013 purchases; Printing of Oakton Class Schedule; Advertising Agency Services for FY 2014; VMware Renewals and Additional Licenses; PACE Bus Tickets; Blackboard Collaborate Contract Renewal; Furniture for Remodeled Classrooms; Storage Area Network Equipment; and Administrative Computer Servers.

Ms. Tennes asked if this will be the final extension option for Advertising Agency Services. Dr. Carlee Drummer replied that yes, this is the final extension and that this item will go out for proposal next year.

4/13-12

Acceptance of a Grant

Dr. Alexopoulos offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept \$9,980 from the Illinois Community College Board Bridging the Gap Program.”

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

4/13-13

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

Mr. Staley offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full-time, tenure-track faculty hires of Moritz Kellerman, Jhosa Pagulayan, Philip Sloan, John Smith, and Merilee Waters beginning with the 2013-14 academic year as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Salary</u>
Moritz Kellerman	Professor of Art	\$57,356
Jhosa Pagulayan	Professor of Basic Nurse Assistant Training	\$63,328
Philip Sloan	Associate Professor of English	\$63,328
John Smith	Professor of Graphic Design	\$63,328
Merilee Waters	Professor of Paralegal Studies	\$63,328.”

Dr. Alexopoulos seconded the motion; Mr. Stafford called the roll:

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

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

4/13-14

First Read of Policy

Dr. Alexopoulos offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed new policy concerning Employment in Multiple Part-time Positions attached (at the end of the minutes) hereto with action to take place at the next regularly scheduled Board meeting, May 21, 2013.”

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

Chair Wadhwa announced that the next meeting of the Board of Trustees of Oakton Community College will be held on Thursday, May 2, 2013 beginning at 6:00 p.m. at the Des Plaines campus located at 1600 E. Golf Road, in room 1506. This is a special meeting for the purposes of canvassing the April 9, 2013 Consolidated Election results, the swearing in of the newly elected trustees, and the reorganization of the Board.

Adjournment

Chair Wadhwa announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, May 21, 2013 beginning at 7:30 p.m. at the College's Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

There being no further business before the Board, Mr. Wadhwa asked for a motion to adjourn the meeting. Ms. Tennes offered the motion which was seconded by Ms. Harada. A voice vote was called and the meeting was adjourned at 8:35 p.m.

Jody Wadhwa, Chair

William Stafford, Secretary

ec
4/2013

A video recording of the April 16, 2013 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.

**Minutes of the Oakton Community College Board Meeting
May 2, 2013**

The 675th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, May 2, 2013 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call

Mr. William Stafford called the meeting to order at 6:00 p.m. in room 1506 and called the roll:

Mr. Wadhwa	Chair	Absent
Dr. DiLeonardi	Vice Chair	Present
Mr. Stafford	Secretary	Present
Dr. Alexopoulos		Present
Ms. Harada		Present
Mr. Staley		Present
Ms. Tennes		Present
Mr. Nwosu	Student Trustee	Absent

Also in attendance were Dr. Margaret Lee, Dr. Tom Hamel, Ms. Bonnie Lucas, Dr. Joianne Smith, Mr. Arnie Oudenhoven, Ms. Eileen Cukierski, Ms. Kathleen DeCoursey, Mr. Robert Nowak, Ms. Mary Reinke, and Ms. Janet Spector-Bishop.

Pledge of Allegiance

New Business

5/13-1 Resolution Declaring the Results of the Election Held on April 9, 2013

Mr. Staley offered:

WHEREAS, on the 9th day of April 2013, there was held in and for community College District 535, an election for the purpose of electing four Trustees to serve on the Board; three six-year terms and one two-year vacancy term;

WHEREAS, it is the responsibility of the 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 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 NO. 535, COUNTY OF COOK AND STATE OF ILLINOIS THAT:

1. The election held on the 9th day of April 2013, 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.

- The Board finds that the following total votes were cast in Oakton Community College District 535 in favor of the following candidates:

Votes were cast in the non-partisan election held on April 9, 2013, in Cook County, Illinois, to elect three individuals to serve full six-year terms and one individual to serve a two-year vacancy term on the Board of Trustees of Community College District No. 535, and we do hereby proclaim the results of the election as follows:

- Five candidates named to serve three six-year terms and one candidate named to serve a two-year vacancy term received the number of votes ascribed opposite his/her name:

<u>NAME of CANDIDATE</u>	<u>NUMBER of VOTES</u>
Ann Elizabeth Tennes	23,362
Joan W. DiLeonardi	21,718
Kyle Frank	17,356
Eric Joseph Staley	13,683
Neil R. Meccia	12,635
Theresa Bashiri-Remetio	34,957

- We do hereby further certify and proclaim that as a result of the election, Ann Elizabeth Tennes, Joan W. DiLeonardi, and Kyle Frank were elected to serve six-year terms; and Theresa Bashiri-Remetio was elected to serve a two-year vacancy term, on the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois.

Mr. Stafford called the roll for a vote upon the motion to adopt the foregoing resolution.

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Jody Wadhwa	_____	_____	<u> X </u>
Joan DiLeonardi	<u> X </u>	_____	_____
William Stafford	<u> X </u>	_____	_____
George Alexopoulos	<u> X </u>	_____	_____
Patricia Harada	<u> X </u>	_____	_____
Ann Tennes	<u> X </u>	_____	_____
Eric Staley	<u> X </u>	_____	_____
Jason Nwosu, Student Trustee	_____	_____	<u> X </u>

Mr. Staley moved for the adoption of the foregoing resolution, and Ms. Tennes seconded the resolution. At this time, Mr. Stafford called the roll for a vote upon the motion to adopt the foregoing resolution. Upon the roll being called, the members voted as follows:

Mr. Wadhwa	Absent
Ms. Harada	Aye
Mr. Stafford	Aye
Ms. Tennes	Aye
Mr. Staley	Aye

Dr. DiLeonardi	Aye
Dr. Alexopoulos	Aye
Mr. Nwosu	Absent

The resolution passed.

Mr. Stafford administered the Oath of Office to Ms. Tennes, Dr. DiLeonardi, Mr. Frank and Ms. Bashiri-Remetio, who took their seats at the Board table.

Mr. Stafford called the roll:

Dr. DiLeonardi	Present
Mr. Stafford	Present
Mr. Wadhwa	Absent
Ms. Tennes	Present
Ms. Harada	Present
Mr. Frank	Present
Ms. Bashiri-Remetio	Present
Mr. Nwosu	Absent

5/13-2 Organizing the Board of Trustees for the Term Commencing May 2, 2013

Ms. Tennes offered:

“WHEREAS, pursuant to College policy and in accordance with the Illinois Public Community College Act, as amended (110 ILCS 805/3-8), the Board of Trustees of Community College District No. 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 9, 2013.”

Mr. Stafford seconded the motion. Mr. Stafford then called for nominations for the office of Chair of the Board; Ms. Tennes nominated Dr. Joan DiLeonardi for the office of Board Chair; Ms. Harada seconded the nomination.

Mr. Stafford called for nominations for the office of Vice Chair of the Board; Ms. Tennes nominated Mr. Stafford for the office of Vice Chair of the Board; Ms. Harada seconded the nomination.

Mr. Stafford called for nominations for the office of Secretary of the Board; Ms. Tennes nominated Ms. Harada for the office of Secretary of the Board; Mr. Frank seconded the nomination.

Ms. Tennes continued:

1. The Board is hereby organized for the term commencing May 2, 2013.
2. The time and place for the regular meetings of the Board for the calendar year 2014 shall be fixed as follows:

January 21 , February 18, March 18, April (to be announced), May (to be announced) , June 24 , August 19 , September 16, October 21, November 18, and December 9, 2014.

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.

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

Mr. Stafford seconded the motion and called the roll:

Dr. DiLeonardi	Aye
Ms. Harada	Aye
Ms. Bashiri-Remetio	Aye
Mr. Stafford	Aye
Ms. Tennes	Aye
Mr. Frank	Aye
Mr. Wadhwa	Absent
Mr. Nwosu	Absent

Adjournment

Dr. DiLeonardi stated that the next meeting of the Board of Trustees of Community College, District 535, will be held on Tuesday, May 21, 2013 at 7:30 p.m. at the Oakton Community College Des Plaines campus located at 1600 E. Golf Road, room 1506, Des Plaines, Illinois.

There being no further business before the Board, the meeting was adjourned at 6:30 p.m.

Joan W. DiLeonardi, Chair

Patricia Harada, Secretary

ec
5/2013

**Minutes of the Oakton Community College Board Meeting
May 8, 2013**

The 676th meeting of the Board of Trustees of Community College District 535 was held on Wednesday, May 8, 2013 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call

Joan Di Leonardi called the meeting to order at 2:31 p.m. in room 1502 and Pat Harada called the roll:

Dr. DiLeonardi	Chair	Present
Mr. Stafford	Vice Chair	Present
Ms. Harada	Secretary	Present
Ms. Bashiri-Remetio		Present
Mr. Frank		Present
Ms. Tennes		Absent
Mr. Wadhwa		Absent
Mr. Nwosu	Student Trustee	Present

Also in attendance were Vice Presidents Nowak, Hamel, Smith and Lucas; Associate VP for Human Resources, A. Oudenhoven and President Lee.

The President gave each of the Trustees a binder of information concerning the policies, procedures, practices, and protocols related to Board service. The conversation focused on orientation for the new trustees.

Chair DiLeonardi presided and provided an explanation of the functioning of the Board, underlining that the Board exercises the authority with which it is entrusted only when it acts as a whole. There was also a discussion of communication protocols.

The Chair asked for a resolution to adjourn, offered by Mr. Stafford and seconded by Mr. Nwosu at 3:37 p.m.

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 5/13-3 through 5/13-9

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/13-2 through 5/13-9 as listed in the Consent Agenda.”

- 5/13-2 Ratification of Payment of Bills for April 2013
- 5/13-3 Acceptance of Treasurer’s Report for April 2013
- 5/13-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/13-5 Authorization for Destruction of Verbatim Records of Closed Session
- 5/13-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 5/13-7 Ratification of Actions of Alliance for Lifelong Learning Governing Board
- 5/13-8 Supplemental Authorization to Payment of Professional Personnel – Spring 2013
- 5/13-9 Approval of Clinical Practice Agreements

Ratification of Payment of Bills for April 2013

The check register detailing the regular monthly bills for April, 2013 was sent out on May 17, 2013. The totals by fund are on page 2.

Board Chairman

Board Secretary

RJN:vb

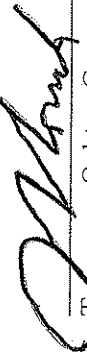
President's Recommendation: (if not adopted in the Consent Agenda)

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$4,928,420.68 for all check amounts as listed and for all purposes as appearing on a report dated April, 2013."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1-59 numbered 91634-91648, 91650-91680, 91682-91688, 91690-91712, 91714-91717, 91719-91720, 91722-91728, 91730-91736, 91738, 91740-91748, 91750-91819, 91821-91857, 91859-91885, 91887-19894; 91896-91959, 91962-91971, 91974-91985, 91987-92008, 92010-92018, 92020-92035, 92037-92047, 92049, 92051-92056, 92058-92070, 92072-92093, 92096, 92098-92110 and 92112-92136 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Fund	Gross Checks Issued				Total
	Payroll	Accounts Payable	Sub-Total	Voided Checks	
Education	\$3,306,964.28	\$187,183.22	\$3,494,147.50	-	\$3,494,147.50
Operations, Building and Maintenance Fund	296,794.67	146,866.89	443,661.56		443,661.56
Maintenance Fund (Restricted)	7,353.38	11,646.04	18,999.42		18,999.42
Bond & Interest					
Auxiliary Enterprise	513,668.41	242,825.04	756,493.45		756,493.45
Restricted Purposes	158,093.78	30,552.77	188,646.55		188,646.55
Working Cash					
Trust/Agency	2,537.35	9,530.14	12,067.49		12,067.49
Audit					
Liability, Protection & Settlement					
Social Security/Medicare		33.51	33.51		33.51
Loan					
TOTALS	\$4,285,411.87	\$628,637.61	\$4,914,049.48		\$4,914,049.48
Student Government	4,138.92	10,232.28	14,371.20		14,371.20
TOTAL PER REPORT	\$4,289,550.79	\$638,869.89	\$4,928,420.68		\$4,928,420.68

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 1-59 numbered 91649, 91681, 91689, 91713, 91718, 91721, 91729, 91732, 91737, 91739, 91749, 91820, 91858, 91886, 91895, 91961, 91972, 91973, 91986, 92009, 92019, 92036, 92048, 92050, 92057, 92071, 92094, 92095, 92097 and 92111 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 \$14,371.20 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, 2013.



Student Government Association

Acceptance of Treasurer's Report for April 2013

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

RJN: vb

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

That the Board adopts the following resolution:

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

April 2013

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

Treasurer's Comments on April 2013 Financial Statements

Page 4. Financial Position Statement

Cash and investments

The net cash and investments increased by \$11.0 million from the previous month and decreased by \$2.2 million since the beginning of the fiscal year. The monthly collections include \$1.3 million in state funding, \$511 in State and Federal financial aid, \$2.0 million in bookstore sales and tuition and fees, and \$606 thousand in property taxes.

The State continues to fall short on their financial commitments to the College. The balance from the State has declined to \$2.6 net of April's collections and ongoing operating costs. This amount includes \$2.2 million for the Base Operating Grants and \$357 thousand for other State Grant awards.

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

Revenues

At the end of April, revenues were \$61.7 million or 103% of the pro-rata budget, compared to \$59.2 million or 98% for the previous year. Property taxes (recorded on an accrual basis) were \$34.8 million or 101% of the pro-rata budget. Tuition and fees totaled \$22.2 million compared to \$21.8 million during the same period in fiscal year 2012. Revenues from tuition and fees are recorded as billed; other revenue includes interest income and fair market value adjustments to our investments. The year-to-date interest income in the operating funds is approximately \$603 thousand or 80.4% of the budget. For the ten months ending April, the value of the College's investments decreased by \$279 thousand comprised of \$199 thousand in operating funds and \$80 thousand in other funds. This amount would be realized only if all the Treasury Notes and the GNMA investments were liquidated.

Expenditures

The current year's total actual operating expenditures of \$51.3 million is attributed to normal operating costs. It is also identical to prior year's actual expenditures for the same period. With a reported 93% of the pro-rata budget, current years operating expenditures are in line with the budget. The College also reported identical budgeted results for the same period during last fiscal year.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 APRIL 30, 2013
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond and Interest	General Long term Debt	Working Cash		Social Security		Total All Funds
						Auxiliary Agency Restricted	Investment In Plant	Medicare Audit	Tort	
ASSETS										
Cash	\$ 3,066	\$ 4,011	\$ 1,651	\$ 1,490	\$ -	\$ 691	\$ -	\$ 252	\$ 11,161	
Taxes Receivable	17,530	3,971	-	1,648	-	-	-	37	23,186	
Student Tuition Receivable	4,301	6	-	-	-	85	-	-	4,392	
Government Funds Receivable	1,788	13	-	-	-	1,682	-	-	3,483	
Accrued Interest	241	39	83	-	-	41	-	4	408	
Other Receivables	283	-	-	-	-	962	-	-	1,245	
Investments	81,578	11,785	21,952	-	-	14,399	-	1,163	130,877	
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	
Inventories - Prepaids	350	1	1,524	-	247	1,382	-	-	3,504	
Total Current Assets	94,637	19,826	25,210	3,138	247	33,742	-	1,456	178,256	
Net Investment in Plant	-	-	-	-	-	-	56,396	-	56,396	
TOTAL ASSETS	\$ 94,637	\$ 19,826	\$ 25,210	\$ 3,138	\$ 247	\$ 33,742	\$ 56,396	\$ 1,456	\$ 234,652	
LIABILITIES AND FUND BALANCE										
Payables	\$ 422	\$ 1	\$ 3	\$ -	\$ 92	\$ 144	\$ -	\$ 2	\$ 664	
Accrued Interest Payable	-	-	-	436	-	-	-	-	436	
Accruals	9,509	119	129	-	-	427	-	-	10,184	
Deferred Revenue	29,835	5,031	61	2,011	-	135	-	49	37,122	
Bond Payable	-	-	-	-	28,506	-	-	-	28,506	
Total Liabilities	39,766	5,151	193	2,447	28,598	706	-	51	76,912	
Fund Balance										
Unrestricted	54,871	14,675	25,017	-	-	16,202	-	-	110,765	
Restricted	-	-	-	-	-	16,834	-	1,405	18,239	
Debt Service	-	-	-	691	(28,351)	-	-	-	(27,660)	
Plant	-	-	-	-	-	-	56,396	-	56,396	
Total Fund Balance	54,871	14,675	25,017	691	(28,351)	33,036	56,396	1,405	157,740	
TOTAL LIABILITIES & FUND BALANCE	\$ 94,637	\$ 19,826	\$ 25,210	\$ 3,138	\$ 247	\$ 33,742	\$ 56,396	\$ 1,456	\$ 234,652	

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2013

	Operating Budget (000)	Prorate Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 41,340	\$ 34,450	\$ 34,806	101%	99%
Replacement Tax	925	771	795	103%	113%
Chargebacks	103	86	75	87%	112%
State Revenue	3,541	2,951	3,345	113%	91%
Tuition and Fees	21,203	21,203	22,251	105%	98%
Other	760	633	434	70%	86%
TOTAL REVENUES	67,872	60,094	61,706	103%	98%
EXPENDITURES (accrual basis)					
Instructional	33,671	28,059	28,550	102%	99%
Academic Support	9,670	8,058	6,917	86%	89%
Student Services	6,665	5,554	4,949	89%	94%
Public Service	493	411	445	108%	89%
Operations and Maintenance	7,812	6,510	5,672	87%	89%
General Administration	5,242	4,368	4,026	92%	95%
General Institutional	1,478	1,232	688	56%	42%
Contingency	1,089	908	-	0%	0%
Chargebacks	160	133	78	59%	49%
TOTAL EXPENDITURES	66,280	55,233	51,325	93%	93%
Revenues over (under) expenditures	1,592	4,861	10,381		
Fund transfers					
To Operation & Maintenance (Rest.) Fund	(8,350)	(6,958)	(6,958)		
To Auxiliary, ALLiance & Restricted Funds	(1,172)	(977)	(977)		
From Working Cash Fund	36	30	30		
From Working Cash Fund	500	417	417		
To Social Security/Medicare Fund	(605)	(504)	(504)		
Total Transfers	<u>(9,591)</u>	<u>(7,993)</u>	<u>(7,993)</u>		
Net Revenue over (under) expenditures	\$ (7,999)	\$ (3,132)	\$ 2,389		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2013

OPERATIONS AND MAINTENANCE	Budget (000)	Actual (000)	Actual as a % of Budget
FUND (Restricted)			
REVENUES			
Interest and Investments Gain/Loss	\$ 112	\$ 155	138%
Other Revenue	394	441	112%
Total revenues	<u>506</u>	<u>596</u>	<u>118%</u>
EXPENDITURES			
Science & Careers Building	17,166	8,275	48%
HVAC Upgrades	5,001	2,984	60%
Phone Upgrades	800	491	61%
Relocate NWMC	811	42	5%
Classroom Remodeling	1,591	612	38%
Cell Phone WI FI	856	226	26%
Enrollment Center (DP)	4,587	111	2%
Construction Administration	158	95	60%
Lavatory Remodeling	1,141	-	0%
MP-Electrical Delivery Sys Upgrades	40	-	0%
Site and Construction	540	-	0%
Other Projects	384	172	45%
Total expenditures	<u>33,075</u>	<u>13,008</u>	<u>39%</u>
State capital contribution	641	-	0%
Transfer in	8,350	6,958	83%
Net	<u>\$ (23,578)</u>	<u>\$ (5,454)</u>	<u>23%</u>

AUXILIARY ENTERPRISE FUND

	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 3,134	\$ 2,500	80%	71%
Instructional Technology	5,558	4,779	86%	86%
ITFS Lease	1,039	862	83%	90%
Business Inst./Conference Center	150	127	85%	64%
Copy Center	312	263	84%	88%
Telecommunications	532	455	86%	85%
Travel	108	45	42%	31%
Athletics	19	40	211%	57%
Child Care	509	443	87%	104%
PAC Operations	20	14	70%	81%
Other	276	261	95%	95%
Interest and Investments Gain/Loss	121	46	38%	84%
Total revenues	<u>11,778</u>	<u>9,835</u>	<u>84%</u>	<u>82%</u>
EXPENDITURES				
Bookstore Operating Expenses	3,226	2,539	79%	72%
Instructional Technology	6,409	4,393	69%	68%
ITFS Lease	88	39	44%	29%
Business Inst./Conference Center	196	165	84%	70%
Copy Center	440	306	70%	72%
Telecommunications	331	239	72%	69%
Travel	108	35	32%	18%
Athletics	996	706	71%	76%
Child Care	818	602	74%	79%
PAC Operations	79	46	58%	63%
Contingency	755	-	0%	0%
Other	193	132	68%	22%
Total expenditures	<u>13,639</u>	<u>9,202</u>	<u>67%</u>	<u>64%</u>
Transfers in (out)	572	477		
Net	<u>\$ (1,289)</u>	<u>\$ 1,110</u>		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2013**

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 520,554				
Interest income	2,400				
Sub total revenues	<u>522,954</u>				
369901 Student Government Association	\$ 131,634	\$ 135,809	\$ 267,443	\$ (204,738)	\$ 62,705
369902 SGA Special Allocations	-	-	-	(18,615)	(18,615)
369910 Occurrence	33,609	51,993	85,602	(32,694)	52,908
369919 Skokie Student Leaders	391	52,470	52,861	(35,583)	17,278
369920 SGA College Program Board	51	62,650	62,701	(36,209)	26,492
369923 Students Helping Honduras	-	540	540	-	540
369924 Hawaiian Music Club	-	250	250	(94)	156
369926 Seeds	-	1,479	1,479	(142)	1,337
369927 Cheer & Dance Team	706	1,464	2,170	(792)	1,378
369928 AITP	1,014	4,689	5,703	(2,544)	3,159
369929 India Club	-	250	250	-	250
369930 Early Childhood Education Club	1,398	250	1,648	(1,163)	485
369931 Students for Social Justice	-	6,951	6,951	(13)	6,938
369932 Ceramic Club	4,867	308	5,175	(4,360)	815
369933 UNICEF	1,014	5,284	6,298	(1,859)	4,439
369934 Hillel	-	1,086	1,086	(334)	752
369935 Honors Student Organization	175	643	818	(3,197)	(2,379)
369936 Ultra	50	571	621	(482)	139
369938 Table Tennis Club	-	-	-	(1,475)	(1,475)
369939 French Club	-	569	569	(43)	526
369940 Trading Card Game Club	383	570	953	(611)	342
369941 Avanti Tutta	-	279	279	-	279
369942 Astronomy Club	-	475	475	(32)	443
369943 Japan Club	444	1,575	2,019	(288)	1,731
369943 South East Asian (SEA) Club	-	-	-	(175)	(175)
369945 Physical Therapy	1,625	665	2,290	(334)	1,956
369946 Phi Theta Kappa (PTK)	15,678	15,923	31,601	(16,647)	14,954
369947 Oakton Pride	-	1,378	1,378	(414)	964
369948 Campus Crusade For Christ	274	745	1,019	(215)	804
369949 Mission Bible Club	-	274	274	(125)	149
369950 Hispanic Club	367	1,056	1,423	(814)	609
369952 Student Nurses May 2012	-	947	947	-	947
369954 Stem Club	275	517	792	(813)	(21)
369955 Ecology Club	455	6,687	7,142	(2,889)	4,253
369956 Doctor Clown Club	237	952	1,189	(184)	1,005
369957 Student Nurses Dec. 2012	2,481	947	3,428	(1,917)	1,511
369959 Black Student Union	75	1,142	1,217	-	1,217
369960 Muslim Student Association	-	2,137	2,137	-	2,137
369961 Engineering & Physics Club	200	850	1,050	(330)	720
369963 Art Club	-	253	253	-	253
369964 Oakton Helping Others	376	2,630	3,006	(739)	2,267
369967 Student Nurses May 2011	4,888	-	4,888	-	4,888
369968 Medical Lab Tech Club	75	-	75	-	75
369969 European Culture Club	428	2,250	2,678	(341)	2,337
369970 Fit Club	-	250	250	-	250

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES (Continued)
TEN MONTHS ENDED APRIL 30, 2013**

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
369971 Habitat for Humanity	\$ 2,711	\$ 647	\$ 3,358	\$ (2,692)	\$ 666
369972 PAYO	150	1,066	1,216	(178)	1,038
369973 Korean Campus Crusade For Christ	-	250	250	-	250
369975 Indo-Pak Club	-	250	250	-	250
369977 Indo-Pak Club	-	250	250	-	250
369981 Chicago Computer Society	-	250	250	(144)	106
369992 Performing Arts Society	1,585	3,500	5,085	(90)	4,995
Sub Totals	<u>\$ 207,616</u>	<u>\$ 375,971</u>	<u>\$ 583,587</u>	<u>\$ (374,309)</u>	<u>\$ 209,278</u>
<u>Fund Summary</u>					
Total Revenues	\$ 730,570				
Total Expenditures		(374,309)			
Total Transfers to other funds		<u>(321,529)</u>			
Excess revenue over expenditures		34,732			
Fund balance 6/30/12		<u>362,152</u>			
Fund balance, end of period		<u>\$ 396,884</u>			

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2013**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a % Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 714	\$ 595	\$ 668	94%	75%
Tuition and Fees	800	667	698	87%	86%
Sale of Materials	62	52	56	90%	87%
Institutional Support					
Oakton Contribution	172	143	143	83%	83%
Evening High School	116	97	44	38%	37%
Interest	19	16	15	79%	82%
Other Revenues	93	78	109	117%	50%
Total revenues	<u>1,976</u>	<u>1,647</u>	<u>1,733</u>	<u>88%</u>	<u>78%</u>
<u>EXPENDITURES</u>					
Administrative Support	751	626	355	47%	59%
Instructional Programs					
Allied Health	541	451	409	76%	77%
Job-related	172	143	138	80%	75%
Home Related	29	24	22	76%	62%
Personal	118	98	78	66%	79%
Physical Fitness	19	16	13	68%	48%
Community Service	123	103	58	47%	84%
NIPSTA	51	43	36	71%	65%
Other Programs	733	611	516	70%	71%
Total Programs	<u>1,786</u>	<u>1,488</u>	<u>1,270</u>	<u>71%</u>	<u>74%</u>
Total expenditures	<u>2,537</u>	<u>2,115</u>	<u>1,625</u>	<u>64%</u>	<u>70%</u>
Revenue over (under) expenditures	<u>\$ (561)</u>	<u>\$ (469)</u>	108		
Fund balance 6/30/12			<u>2,776</u>		
Fund balance end of period			<u>\$ 2,884</u>		

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

GENERAL FUND TRANSFERS/PAYMENTS		AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	MISC
DATE							
4/4/2013	\$	25,286.91	\$ 25,286.91				
4/4/2013		170,787.50		\$ 170,787.50			
4/4/2013		1,000.00					\$ 1,000.00
4/12/2013		550,014.37				\$ 550,014.37	
4/24/2013		2,490.00			\$ 2,490.00		
TOTAL	\$	749,578.78	\$ 25,286.91	\$ 170,787.50	\$ 2,490.00	\$ 550,014.37	\$ 1,000.00

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
4/12/2013	\$ 293,139.43	\$ 293,139.43			
4/12/2013	89,725.66		\$ 89,725.66		
4/12/2013	176,170.49			\$ 176,170.49	
4/12/2013	80,454.58				\$ 80,454.58
4/26/2013	297,880.71	297,880.71			
4/26/2013	89,959.12		89,959.12		
4/26/2013	175,758.71			175,758.71	
4/26/2013	79,846.56				79,846.56
TOTAL	\$ 1,282,935.26	\$ 591,020.14	\$ 179,684.78	\$ 351,929.20	\$ 160,301.14

Compliance with Open Meetings Act, Closed Session Minutes

In accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 5, Act 120, Section 2.06 (d), each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Patricia Harada, Secretary of the Board, and Vice President of Business and Finance, Robert Nowak, have reviewed the minutes of closed meetings of the Board held on March 21, 2000, January 23, 2001, July 25, 2001, October 15, 2002, February 11, 2003, April 15, 2003, August 19, 2003, September 16, 2003, October 21, 2003, November 18, 2003, August 17, 2004, December 14, 2004, January 18, 2005, February 22, 2005, March 22, 2005, April 26, 2005, May 19, 2005, May 24, 2005, June 28, 2005, August 16, 2005, September 20, 2005, October 18, 2005, November 15, 2005, December 13, 2005, March 16, 2010, April 20, 2010, May 25, 2010, June 29, 2010, August 17, 2010, January 18, 2011, March 15, 2011, April 26, 2011, May 24, 2011, June 28, 2011, August 16, 2011, September 20, 2011, October 1, 2011, October 18, 2011, November 15, 2011, December 13, 2011, January 17, 2012, February 21, 2012, March 20, 2012, April 17, 2012, May 22, 2012, June 26, 2012, August 21, 2012, September 18, 2012, October 16, 2012, November 13, 2012, December 11, 2012, January 15, 2013, February 19, 2013, March 19, 2013, and April 16, 2013.

RN:ec
5/2013

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

That the Board adopt the following resolution:

“Whereas, the Board has received the above report from Patricia Harada, Board Secretary, and the administration concerning their review of the minutes of closed meetings of the Board or a committee of the Board, and desires to act on those minutes in light of such report.”

“Now, therefore, be it resolved by the Board of Trustees of Community College District 535, that the need for confidential treatment still exists with respect to the purposes of the closed meetings of March 21, 2000, January 23, 2001, July 25, 2001, October 15, 2002, February 11, 2003, April 15, 2003, August 19, 2003, September 16, 2003, October 21, 2003, November 18, 2003, August 17, 2004, December 14, 2004, January 18, 2005, February 22, 2005, March 22, 2005, April 26, 2005, May 19, 2005, May 24, 2005, June 28, 2005, August 16, 2005, September 20, 2005, October 18, 2005, November 15, 2005, December 13, 2005, January 18, 2011, May 24, 2011, June 28, 2011, October 1, 2011, October 18, 2011, December 13, 2011, January 17, 2012, March 20, 2012, June 26, 2012, August 21, 2012, September 18, 2012, December

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11, 2012, January 15, 2013, February 19, 2013, March 19, 2013, and April 16, 2013 therefore these minutes should not be made available for public inspection at this time.”

“Be it further resolved that the Board of Trustees of Community College District 535, approves the release of closed session minutes of the meetings held on March 15, 2011, April 16, 2011, August 16, 2011, November 15, 2011, February 21, 2012, April 17, 2012, May 22, 2012, October 16, 2012 and November 13, 2012, should be opened for public inspection at this time.”

Authorization for Destruction of Verbatim Recordings of Closed Session

Section 2.06(c) of the Open Meetings Act, as amended 5 ILCS 120/2.06(c), the verbatim record of a closed meeting may be destroyed no less than eighteen months after the completion of the meeting recorded, but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves the minutes of the closed meeting that meet the written minute requirements of 5 ILCS 120/2.06 (a).

In accordance with these provisions, Board Secretary Patricia Harada has identified audio recordings of closed meetings that meet the following criteria:

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

PNH/ec
5/2013

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, authorize the destruction of the verbatim audio recordings of its closed meetings held on March 15, 2011, April 26, 2011, May 24, 2011, June 28, 2011, and August 16, 2011.”

“Be it further resolved that the Board of Trustees find that the verbatim audio recordings of other closed meetings which have been made and are maintained in accordance with the Open Meetings Act require continued confidentiality and should be maintained as non-public at this time.”

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

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$7,376.88 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.
- b. Salary rescinds in the amount of \$9,387.80 for part-time teaching services for the Alliance for Lifelong Learning Spring 2013.
- c. Salary payments in the amount of \$38,259.28 for part-time teaching services for the Alliance for Lifelong Learning Summer 2013.

Also approved by the Alliance for Lifelong Learning Executive Board was the following item:

- d. The Alliance for Lifelong Learning Operating Budget for fiscal year 2014 in the amount of \$2,756,000.

MLI:sk
5/10/2013

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to d as stipulated above, and hereby approves the expenditures in the amount not to exceed \$45,636.16 for all funds listed in items a and c.”

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

On May 8, 2013 the Alliance for Lifelong Learning Governing Board:

1. approved the Alliance for Lifelong Learning FY' 14 Operating Budget in the amount of \$2,756,000.
2. elected the following officers for FY' 14:

<u>Name</u>	<u>Representing</u>	<u>Governing Board Title</u>
Mr. William Stafford	District 535	Chairperson
Mr. Mark Metz	District 202	Secretary

MLI:sk
5/9/2013

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Alliance for Lifelong Learning Governing Board in items one and two as stipulated above.”

Supplemental Authorization to Pay Professional Personnel - Spring 2013

Comparative figures:

Spring 2013 Part-Time	Spring 2012 Part-Time
\$ 4,522,144.97	\$ 4,386,732.22
Spring 2013 Overload	Spring 2012 Overload
\$ 427,794.60	\$ 518,409.70
May 2013 Stipends	May 2012 Stipends
\$ 50,501.58	\$ 27,434.60

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2013 spring semester salaries in the amount of \$85,999.10, resulting in a revised total of \$4,522,144.97."

1. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2013 spring semester salaries in the amount of (\$32.20), resulting in a revised total of \$427,794.60."

3. "Be it further resolved that the Board of Trustees of Community College District 535 approves the payment of stipends, during the spring 2013 semester not to exceed \$50,501.58."

Approval of Clinical Practice Agreements

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

- Health Information Technology
Renewal: **Advocate Lutheran General Hospital** – This amendment to our existing Affiliation Agreement extends the term to June 1, 2015. It has been reviewed and approved by the College administration and faculty.
- Nursing
Renewal: **Rainbow Hospice and Palliative Care** – This is the College’s standard agreement for a five-year period.
- Physical Therapist Assistant
New: **Chicago Physical Medicine & Rehabilitation/Highland Park Physical Medicine and Rehabilitation** – This is the College’s standard agreement for a five-year, one-month period.
Renewal: **Global Rehabilitation Clinic** – This is the College’s standard agreement for a five-year, four-month period.

TH/md
5/15/2013

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:

For the Health Information Technology Program
Advocate Lutheran General Hospital – Park Ridge

For the Nursing Program
Rainbow Hospice and Palliative Care – Mount Prospect

For the Physical Therapist Assistant Program
Chicago Physical Medicine and Rehabilitation; Highland Park Physical Medicine & Rehabilitation – Chicago
Global Rehabilitation Clinic – Niles.”

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.

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

ws 5/8/13

President's Recommendation:

That the Board adopt the following resolution:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
5/13-10a	1 & 2	Printing of the Oakton Class Schedules	Castle PrinTech	\$ 191,082.24
5/13-10b	1	Advertising Agency Services for FY2014	Michael Walters Advertising	\$ 300,000.00
5/13-10c	1 & 2	PACE Bus Tickets	PACE	\$ 191,705.00
5/13-10d	1	Blackboard Collaborate Contract Renewal	Blackboard Collaborate	\$ 27,301.00
5/13-10e	1	Furniture for Remodeled Classrooms	Computer Comforts, Inc. Office Concepts, Inc.	\$ 32,590.82 \$ 11,338.00
5/13-10f	1 & 2	Storage Area Network Equipment	Dell Marketing, L.P.	\$ 265,565.03
5/13-10g	1 & 2	Civil Engineering Services	Manhard Consulting, Ltd.	\$ 108,700.00
GRAND TOTAL				\$ 1,128,282.09.”

Authorization to Purchase Printing of the Oakton Class Schedules

The Oakton Class Schedule provides information about the diverse classes, educational seminars, special programs, and other important activities for the College and the Alliance for Lifelong Learning. The Class Schedule also serves as a key marketing tool that enables the College to reach more than 230,000 households and businesses in District 535. In spite of the digital revolution, research indicates that some seventy percent of credit students still refer to the printed schedule when selecting and registering for classes. Faculty, advisors, and counselors also emphasize that the printed credit schedule showcases the depth and breadth of Oakton's academic course offerings.

Approximately 230,000 schedules are mailed to every resident and business in Oakton's district. The Fall schedule is mailed in July, the Spring schedule is mailed in November, and the Summer schedule is mailed in March. In February, the Alliance for Lifelong Learning also mails a second Spring issue listing non-credit classes for March through May.

The Purchasing Department issued an Invitation to Bid to 38 vendors (three in district), of which five (none in district) submitted bids. The costs ranged from \$191,082.24 to \$350,434, with the low cost being submitted by Castle PrinTech from DeKalb, IL. Castle PrinTech has been in business since 1965. They are a full service commercial printer. Their clients include Triton College, Elgin Community College, College of Lake County, Waubensee Community College, Illinois Valley Community College, and Joliet Junior College. They have printed the Oakton Class Schedules in the past. The Administration is confident Castle PrinTech will provide the service and quality required. In keeping with the College's efforts to "promote ecologically sound practices," the class schedules will be printed on recycled paper.

CD:ws
5/8/13

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Printing of the Oakton Class Schedules from Castle PrinTech, 121 Industrial Drive, DeKalb, IL 60115, for a total of \$191,082.24 per their low bid in response to Invitation to Bid #0408-13-09."

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Printing of the Oakton Class Schedules					
Bid #0408-13-09	Responding Bidders (City & State)				
	Castle	Woodward	KK Stevens	American	3E Marketing
	PrinTech	Printing	Astoria, IL	Lithography &	Communications
	DeKalb, IL	Platteville, WI		Publication, Inc.	Arlington Heights, IL
				Milwaukee, WI	
Fall 2013 Printing and Mailing					
160 page issue	\$ 61,628.69	\$ 69,143.00	\$ 72,223.51	\$ 76,961.00	\$ 112,476.00
Spring 2014 Printing and Mailing					
152 page issue	\$ 58,869.89	\$ 65,915.00	\$ 67,560.63	\$ 71,154.00	\$ 104,273.00
Spring II 2014 Printing and Mailing					
64 Page Issue	\$ 29,774.23	\$ 33,546.00	\$ 33,960.41	\$ 37,393.00	\$ 59,880.00
Summer 2014 Printing and Mailing					
96 page issue	\$ 40,809.43	\$ 47,441.00	\$ 46,159.52	\$ 49,333.00	\$ 73,805.00
Total	\$191,082.24	\$ 216,045.00	\$219,904.07	\$234,841.00	\$ 350,434.00

Authorization to Purchase Advertising Agency Services for FY2014

In May 2011, the Board approved a contract with Michael Walters Advertising to act as the College's advertising agency for the period of July 1, 2011 to June 30, 2012. The proposal also included the option to renew for two additional years. In May of 2012, the Board approved the second year. The Administration now recommends renewing the contract for the third and final year with Michael Walters Advertising for \$300,000.

For FY2014, Michael Walters will continue to use diverse outlets to advertise the College, including digital/social media such as Facebook, Pandora, and Google, as well as print and radio. Some examples of what Michael Walters has done during the past year include: negotiated advertisement rates, managed the Fall, Spring, and Summer advertising campaigns, produced a radio commercial that was played on key local radio stations, and promoted the College using "live reads" on local radio stations, billboards, and "bus tails".

Paying attention to the goals of the new Strategic Plan, along with counsel from the Office of Student Recruitment and Outreach, the agency will continue to provide guidance on reaching Oakton's target market segments through traditional as well as emerging media.

CD:ws
5/8/13

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Advertising Agency Services for FY2014 from Michael Walters Advertising, 444 North Wabash, Chicago, IL 60611 for a total not to exceed \$300,000 for the period of July 1, 2013 through June 30, 2014."

Authorization to Purchase PACE Bus Tickets

The Student Government Association (SGA) has sold PACE bus tickets to students at a discounted rate since 1996. The tickets are purchased directly from PACE at a slightly reduced price. The SGA then provided an additional 20% discount. In the Spring of 2013, the SGA voted to increase the discount to 25% (rounded to the nearest half dollar).

Four types of bus passes are available. Tickets are purchased on an “as needed” basis. There is a limit of three discounted passes per student per semester. The tickets are not dated and do not expire. When the SGA is nearly out of a certain ticket, more are ordered, thus responding to student demand. The SGA intends to purchase up to \$191,705 in a combination of passes to meet the students’ needs.

In 2012, the SGA sold 323 ten-ride passes, 115 thirty-day PACE passes, and 994 thirty-day PACE/CTA combo passes. Based on these figures, the SGA estimates that tickets will be sold in approximately the amounts shown in the chart below.

Type	General Public Price	SGA Purchase Price x # of Tickets	Total SGA Purchase Amount	Cost To Students
10-Ride	\$ 17.50	\$17.15 x 350	\$ 6,002.50	\$13.00
30-Day	\$ 60.00	\$59.65 x 100	\$ 5,965.00	\$45.00
Combo	\$100.00	\$99.65 x 1000	\$99,650.00	\$75.00

The purchase of these three ticket types will result in an anticipated gross cost to the SGA of \$111,617.50, revenue of \$84,050, and a net cost to the SGA of \$27,567.50.

The Campus Connection pass is valid for the five months of the semester. If purchased at the start of the semester, the student price is \$131 for unlimited rides through the end of the semester. If purchased later in the semester, a price reduction, established by PACE is applied.

<u>Oakton Student Price</u>	<u>Pace Price</u>	<u>Month of Purchase</u>
\$131	\$175	August or January
\$124	\$165	Sept or February
\$105	\$140	October or March
\$79	\$105	November or April
\$45	\$60	December or May

In 2012, the SGA sold 286 Campus Connections. The total purchase price paid by the SGA for Campus Connection passes was \$47,585. The total revenue generated was \$37,496 and the cost of the discount was \$10,089.

The SGA would like to purchase PACE and CTA passes in a combination of ticket types for an amount not to exceed \$191,705, which if sold at a 25% discount would cost the SGA \$47,926.25 and generate income of \$143,778.75.

AMB:ws
5/8/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of PACE Bus Tickets from PACE, P.O. Box 1850, Arlington Heights, IL 60006 to be sold to students at an approximate 25% discount, for a total not to exceed \$191,705.”

Authorization to Purchase Blackboard Collaborate Contract Renewal

Blackboard Collaborate, Inc. (formerly Elluminate), is an online real time collaboration tool used by the College for the past six years in conjunction with our learning management system, Desire2Learn. Desire2Learn allows real time video conferencing, file sharing, and computer desktop sharing. The computer desktop sharing feature allows for great interaction in accounting, programming, graphics, and other disciplines. Imagine a student at home having a problem with a complicated programming assignment. Blackboard Collaborate allows the instructor to step into the student's computer and fix the problem collaboratively and then share that with the rest of the class online immediately. Additionally, all collaboration sessions can be recorded for student use to review or make up for missing lessons.

The contract period is from April 1, 2013 through March, 31, 2014 at a cost of \$27,301. The Administration expects that this will likely be the last year for this renewal. By next year, the features most valued here will be provided by a combination of the D2L learning management system, the MITEL VOIP telephone system, and other software.

GN:ws
5/8/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Blackboard Collaborate Contract Renewal from Blackboard Collaborate, 10 East 40th St. Floor 11, New York, NY 10016 for a total cost of \$27,301.”

Authorization to Purchase Furniture for Remodeled Classrooms

The College will be continuing on its plan of phased remodeling and updating of classrooms during Summer 2013.

Last year, the College issued an Invitation to Bid for the furniture for the remodeled classrooms, which included the tables, chairs, and lecterns/podiums. The lectern/podium specified in the bid are manufactured by Computer Comforts, Inc., which is highly preferred by the College's Information Technology staff because it has a pull out keyboard tray, a multi-position monitor arm, lockable storage for the computer, and can accommodate all of the necessary technology/equipment required in a rack mount environment. In addition to Computer Comforts, Inc., the College received two bids from alternate manufacturers that did not meet the required specifications. The College would like to purchase the same lecterns/podiums as last year to be consistent in the soon-to-be remodeled classrooms in Summer 2013. Computer Comforts, Inc. does not have any resellers or distributors, they only sell direct. For these reasons, this purchase of seventeen lecterns/podiums will be from Computer Comforts, Inc., a sole source vendor. The cost is \$32,590.82. Delivery is expected in early July and mid August.

When the Invitation to Bid was prepared last year, the Administration was able to lock in pricing for all of the tables and chairs needed for the summer 2012 and summer 2013 remodeling. The Board approved this bid in April of 2012. At that time, it was anticipated that fifteen classrooms would be remodeled in the summer of 2013. After further consideration and planning, it was decided that eighteen classrooms will now be remodeled. Therefore, the following additional furniture is needed; sixty classroom chairs at \$114 each, six ADA chairs at \$119 each, three teacher chairs at \$161 each, one teacher table at \$801, and installation/labor at \$2,500 for a total of \$11,338. This furniture will be purchased from Office Concepts, the College's long time furniture supplier/installer. Delivery is expected in early July and mid August.

DS:ws
5/8/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Furniture for Remodeled Classrooms from Computer Comforts, Inc., 367 Columbia Memorial Parkway, Kemah, TX 77565 for a total of \$32,590.82 per their quotes #AAAQ5993-01 and #AAAQ5993-03, and Office Concepts, Inc., 1142 N. North Branch, Chicago, IL 60642 for a total of \$11,338 per their pricing in response to Invitation to Bid #0315-12-06.”

Authorization to Purchase Storage Area Network Equipment

The 2012-2013 capital equipment budget includes funds for the purchase of replacement Storage Area Network (SAN) equipment for installation in the College's computer centers at the Des Plaines and Skokie campuses. A SAN provides back end disk storage for the College's computer servers with dramatically improved scalability, performance, manageability, and disaster recovery capabilities. The College has been using SAN equipment since 2003 and essentially all of the College's data, server operating systems, and the IP telephony system are stored on these SANs. The current equipment was purchased five years ago in 2008 and is nearing the end of its useful life. In addition, it is currently at capacity, and it is not cost effective to continue to expand its capacity.

In order to obtain competitive pricing, the College's Information Technology (IT) and Purchasing departments worked together to issue a Request for Proposal (RFP) which was sent to thirteen vendors (none in district), representing three manufacturers (NetApp, Hitachi, and Dell Compellent). Three vendors, one from each manufacturer, submitted proposals. After reviewing the responses, the Administration is recommending the purchase of two Compellent SC8000 SAN arrays manufactured by Dell Marketing, L.P. The Des Plaines equipment will include 26TB (raw capacity) of high performance SAS 15K RPM drives and 72TB (raw capacity) of lower performance SAS 7.2K RPM drives for a cost of \$131,284.08. The Skokie equipment will include 14.4TB (raw) of high performance SAS 15K RPM drives and 108TB (raw) of lower performance SAS 7.2K RPM drives for a cost of \$110,138.68. The total cost for this purchase is \$265,565.03 including shipping, installation, configuration, and five years of support. This price represents a very aggressive discount of approximately 73% off of base pricing and was the lowest cost response to the RFP. For reference, the purchase was budgeted at \$495,000.

The College has been purchasing servers, desk top computers, monitors, lap top computers, and many other IT components and equipment from Dell Marketing, L.P. for many years. The Administration is confident they can continue to meet the College's sales, service, delivery, and installation needs. Other Illinois public sector Dell Compellent customers include Parkland College in Champaign, IL, Glenview School District, and the City of O'Fallon, IL.

A five year on-site 24x7 – four hour response service contract is included in the price of the equipment. Delivery of this equipment is expected by mid-June.

JW:ws
5/8/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Storage Area Network Equipment from Dell Marketing, L.P., One Dell Way, Round Rock, TX 78682 for a total not to exceed \$265,565.03 in accordance with their response to Request for Proposal #14.”

Storage Area Network Equipment	
RFP #14	
Responding Bidders	
	Cost
Dell Compellent Equipment - 5 year support	
Dell Marketing, L.P., Round Rock, TX	\$ 265,565.03
Hitachi HUS 150 Equipment - 5 year support	
Sigma Solutions, Inc., Itasca, IL	\$ 311,690.72
NetApp 3220 Equipment - 5 year Support	
Sentinel Technologies, Downers Grove, IL	\$ 573,849.00

Authorization to Purchase Civil Engineering Services

The College has a need to secure the services of a civil engineering company to complete capital improvement work. An example of this work would be roadway improvements. To select a civil engineering company when fees will be in the excess of \$25,000, a process called Qualifications Based Selection (QBS) is used to select professional consulting services such as architects or engineers.

The QBS process was written into law (Public Law 92-585, Illinois Public Act 05-854 and Illinois Public Act 07-673). Instead of bidding out projects over \$25,000, local government entities use the QBS process to make comparisons based on the company's qualifications and competence in relation to the scope and needs of the projects.

The Facilities and Purchasing departments issued a Request for Statement of Qualifications for Civil Engineering Services in order to secure the services of three qualified Civil Engineering firms for the next 36 months. The Request was sent to 26 (six in district) companies, of which thirteen (two in district) submitted responses. After a detailed review and analysis by the College's Facilities Department, it has been determined that three firms have emerged as the best fit for the College's upcoming projects; Knight E/A, Inc. of Chicago, Manhard Consulting, Ltd. of Vernon Hills, and V3 Companies of Illinois Ltd. of Woodridge. Knight E/A's clients include Northern Illinois University, Chicago State University, University of Illinois at Chicago, and the City Colleges of Chicago. Manhard has worked on a number of projects here at the College. V3 Companies clients include Northwestern University, Loyola University, University of Chicago, Waubensee College, and the College of DuPage. As projects are identified, the College will determine which of the three companies is most appropriate for that particular project. If the civil engineering fees for any project exceeds \$25,000, the Administration will request Board approval.

Projects on the horizon include a condition assessment of Circle Drive from Central Road to Lot C, Circle Drive roadway to Parking Lot A, and College Drive to Golf Rd will be needed. Based on the findings of the condition assessment report, the College would develop a phased in approach to roadway replacement/repairs with an estimated cost analysis for budgeting purposes for future fiscal years. In addition, as outdoor athletic areas are updated and improved, the services of a civil engineering firm are frequently needed for evaluation for grading, drainage, and potential impact to the flood plain.

One of the first projects scheduled for the Summer of 2014, is asphalt and some of the sub-grade materials replacement in Parking Lot D, along with adding bio-swales, and upgrading the lighting. The estimate to complete this work is between \$2 - \$2.2 million dollars. Civil engineering services for a project of this scope are expected to between five and seven percent of the total cost.

The scope of work involves a pavement analysis, preparation of construction documents, preparation of a project manual, bidding assistance, and construction administration. The College has decided to contract with Manhard Consulting for Parking Lot D. The cost for this engineering project is \$108,700.

LS:ws
5/8/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the future contracting of Civil Engineering Services over the next 36 months from the following three pre-qualified companies:

Knight E/A, Inc., 221 North LaSalle St., Suite 300, Chicago, IL 60601
Manhard Consulting, Ltd., 900 Woodlands Parkway, Vernon Hills, IL 60061, and
V3 Companies of Illinois Ltd., 7325 Janes Avenue, Woodridge, IL 60517 per their response to Request for Statement of Qualifications for Engineering Services in accordance with Public Law 92-585, Illinois Public Act 05-854 and Illinois Public Act 07-673 regarding Quality Based Selection.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 authorizes the purchase of Civil Engineering Services from Manhard Consulting, Ltd., 900 Woodlands Parkway, Vernon Hills, IL 60061 for a total not to exceed \$108,700.”

Preview and Initial Discussion of June Purchases

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

a) Renewal of Annual Agreements, Services, and Contracts for FY 2013-2014

1) *Novell Academic License Agreement* - The College purchases an annual Novell Academic License Agreement as the most cost effective way to obtain upgrades and licenses to Netware, Zenworks, and other key Novell products that have been the core of our network services. The agreement provides unlimited licenses to a broad variety of Novell products and upgrade protection while in the program. Nine years ago, in order to reduce the cost, the College joined the Midwest Higher Education Collaborative (MHEC). This allows the College to get a net 31% discount (a 46% discount from Novell - 15% service fee from MHEC). The fees for the 2012-2013 year, based on a total student and employee FTE count of 6,860, were \$28,743.40 to Novell and \$3,663.24 to MHEC for a total cost of \$32,406.64. This year's fees are currently being calculated based on current student and employee FTE.

2) *Library Services (CARLI and NILRC)* – In keeping with past practice, this year the Oakton Library is renewing and adding new 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 since 2008. Last year, the library budgeted to license more than 125 databases and online reference works and to purchase perpetual access to 61 online reference works. This year, as done every year, the library is currently reviewing the licenses. To obtain the lowest prices available, most of these online resources are licensed through two statewide consortia groups: NILRC (the Network of Illinois Learning Resources in Community Colleges) and CARLI (the Council of Academic and Research Libraries in Illinois). The cost of licenses brokered by NILRC or by CARLI will not exceed \$92,400 each this year. The library administration will keep the level of these purchases well within budget. The ratio of purchases from NILRC and CARLI will undoubtedly change as we review and they refine their pricing options. These purchases are exempt from the bidding process according to Illinois Community College Act 110 ILLS.

3) *Building Control System Annual Maintenance Contract* – As part of the Master Plan process, the College is installing a new Building Automation System for the Science and Health Careers Building and replace the systems at the Des Plaines main building and the Ray Hartstein campus. When complete, all three systems will be integrated together.

The College expected the new system to come on-line at the Des Plaines campus in March of 2013. A delay in the project start date was created as their scope of work was re-evaluated and contract negotiations took place. Turner Construction, Automated Logic, and the College's Facilities and IT staff have worked diligently to restore the

original schedule. Unfortunately, as a result of the delay, the College is required to run the old software through Teletrol and a fraction of the new software provided by Automated Logic. As the construction design and schedule were closely examined, the College learned that it would need to run both the old and the new systems in tandem until the complete change over to Automated Logic's software can take place.

In June of 2012, the Board approved a contract with Teletrol for three quarters of the fiscal year. Teletrol is the provider of the "old" building automation system. During the June 2013 meeting, the Administration will request the Board to approve April 1, 2013 through June 30, 2013 and three additional quarters of the next fiscal year. The estimated cost is \$36,000.

4) Banner Annual Software Maintenance Contract – In June 2004, the Board authorized the purchase of the Banner software for the College's student information system, and 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 Silver Level 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 our suite of applications. Maintenance includes all general releases and enhancements to these baseline component systems. The maintenance period is August 1, 2013 through July 31, 2014. Maintenance fees for the Banner software are contracted with Ellucian (formerly Sungard Higher Education) through 2014, at a price not to exceed 10% of the prior year's charges. The College will be requesting approval for \$258,000 for fiscal year 2013-2014.

5) PowerFAIDSs 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. In order to provide the best service to students, 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 2013-2014 are expected to be a maximum of \$43,125.

b) Computers and Monitors for FY 2013-2014 – The 2013-2014 capital equipment requests include 458 replacement computers and ten new computers. The College is using a mixed four/five-year computer replacement cycle so that key academic lab computers will be replaced on a four year cycle, while academic lab computers with less stringent performance requirements and office systems will be replaced on a five year cycle. This purchase will replace 216 five year old computers (almost all in offices) and 242 four year old computers (almost all in academic computer labs)

This purchase will include 150 24” widescreen LCD monitors with the computers. The new monitors will replace seven year old 19” monitors. The older LCD monitors, which are being replaced, will be used for special dual monitor setups and to replace out of warranty 19” LCD monitors as they fail.

The College’s Information Technology and Purchasing Departments worked together to create a Request for Proposal (RFP). The RFP has been sent out to 45 (three in district), computer vendors and resellers, including major manufacturers such as HP, Dell, and Lenovo (IBM), as well as many smaller “clone” manufacturers. The RFP will be opened on Friday, May 17. The budgeted total for 468 computers at \$850 each is \$397,800. The Information Technology department will perform a comprehensive review and evaluation in order to determine which company and computer will best meet the College’s needs. The Administration will work to donate the old computers in accordance with the College’s property disposal policy.

c) Renewal of Insurance – 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. Below are Oakton’s premium costs for FY 2013 and preliminary costs for FY 2014.

	FY 2013	FY 2014
	Pricing	Preliminary Pricing
Liability Insurance	\$55,477	\$37,462
Property and Cyber Liability Insurance	131,895	135,680
Workers' Compensation Insurance	387,031	406,104
Public Officials Legal Liability Insurance	78,398	36,961
Student Malpractice Insurance	21,615	20,543
Student Athletic Insurance	47,459	44,846
Less Dividends:	(30,842)	(26,622)
TOTAL	\$691,033	\$654,974

Through the RFP process ICCRMC has changed brokers from Gallagher to Marsh, effective July 1, 2013. Preliminary pricing for FY 2014 is still being fine-tuned and pricing may change. Final pricing will be ready for the June Board meeting. This pricing does not include insurance for the new Science and Health Careers Building.

d) Continuation of Employee Fringe Benefits: Life Insurance, Dental Insurance and Section 125 Administration - The College is contractually obligated to provide life insurance and dental insurance to certain employee groups. Gallagher Benefit Service (GBS) acts as broker to the Illinois Community College Life Insurance Pool. This is the second year of a three year deal from Reliance Standard Life Insurance Company to underwrite life insurance to the Pool. These guaranteed rates run through FY 2015 and were negotiated by GBS for the Pool. The College life insurance rate will not increase despite a loss ratio of 98.3% meaning the life insurance company is making less than 2% on Oakton's premium payments. It is estimated the College will pay \$240,000 in life insurance premiums in FY 2014. Employee direct payments for optional life insurance coverage represent about 50% of the premium. The annual premium paid by the College includes over 750 lives and represents over \$75 million in life insurance coverage.

UMR is the College's Third Party Administrator (TPA) for its collectively bargained dental insurance and optional Section 125 program. The College will pay UMR approximately \$20,000 to process, pay and record \$400,000 in annual dental claims. The College Section 125 Program costs the College approximately \$9,000 for UMR to administer. Last year, approximately 150 employees participated in this program that allows tax free dollars to be used for certain medical and family care expenses. Health Insurance, the College's most expensive insurance benefit will be previewed at the November 2013 Board meeting.

e) Transportation Services for Athletic Teams – As of July 1, 2008, the College's insurance company no longer insured fifteen passenger vans. The College purchased twelve passenger vans that cannot accommodate the transportation needs of several of the larger athletic teams. Therefore, the Administration issued a request for proposal (RFP) for transportation services for both fiscal years 2010 and 2011. The RFP covered transportation for the Men's and Women's Soccer, Men's and Women's Basketball, Women's Volleyball, Men's Baseball, Men's Tennis, and Women's Softball. E.J. Brownlee Transportation, Inc. was awarded the contract. For fiscal years 2012 there was no price increase, and 2013 had a modest increase of 5%, despite rising gasoline prices. The College opted to renew the transportation contract with E.J. Brownlee Transportation, Inc. for both years.

For fiscal year 2014, the Purchasing and Athletic departments are issuing a RFP for transportation services in order to assure competitive pricing for these services. The results will be presented at the June Board meeting. The College is estimating the cost to be \$45,000.00 for these services.

f) Construction Testing Services – Construction testing services provide verification that the materials used in the construction meet the required specifications set forth in the standards provided by our architect firm, Legat, and our Master Plan civil engineering firm, Manhard.

At the April 2012 meeting, the Board of Trustees approved the purchase of construction testing services from Design Consulting Engineers (DCE) of Chicago for a total of \$149,382, based on their response to the College's request for proposal. Since April 2012, DCE has performed a wide variety of construction testing services for all projects related to the College's Master Plan. The College will soon reach the \$149,382 amount which was approved by the Board.

Additional funds will be needed to continue construction testing for Master Plan projects including the Science and Health Careers Building, the new Enrollment Center, Classroom Remodeling phases three and four, and the new Student Gathering Spaces. The Administration is requesting an additional \$160,000 for these services from DCE. The Administration, Legat Architects, and Turner Construction have been very satisfied with DCE's service and feel that DCE has been a vital member of the College's Master Plan team.

g) Document Imaging - Document Imaging hardware and software is used to scan, capture, index, retrieve, process, and archive digital images of documents and forms. For over fifteen years, Oakton has relied on SpeedScan to support our digital imaging needs, primarily in Registration, Records, Financial Aid, and Human Resources. The SpeedScan products used are now old and unsupported, and Oakton's need for digital imaging services has greatly increased in recent years. In addition to improving productivity by reducing or eliminating time spent handling, storing, retrieving, distributing, and destroying paper, document imaging systems can improve business process management with workflow and enhanced security.

Like most colleges and universities, Oakton is still a paper intensive organization. Updating our imaging system is essential to managing the information flow at the College. The IT and Purchasing departments issued a Request for Proposal for a Document Imaging system that was sent to ten (one in district) vendors, of which five (one in district), submitted proposals. The proposals are being reviewed by a committee with representation from active and interested departments, including the Enrollment Center, Records, Human Resources, Finance, and Alliance. Depending on features selected, the cost for the total project is expected to be \$150,000 to \$200,000. The final results will be presented at the June Board meeting.

h) Nanotechnology Equipment - The College will be purchasing nanotechnology equipment for the new nanotechnology lab which is located at the Illinois Science and Technology Park in Skokie. The high tech equipment includes;

- Scanning Electron Microscopes which are used for nanotechnology imaging of three dimensional samples down to 30 nanometers resolution.
- Atomic Force Microscopes that image fairly flat samples down to tenths of a nanometer resolution.
- Surface Profilometer which measures surface properties such as roughness, feature heights, tensile, and compressive stress of thin films.
- Angle Stokes Ellipsometer which measures index of refraction and thickness of transparent thin films using reflected light.
- Photonics Stations which use optics and lasers to understand light.
- Nano Analysis Suite of applications to provide quantitative analysis of nano-sized particles.
- Spectrometers used for infrared and ultra-violet spectroscopy.

This equipment will be used in a proposed four course certificate program as part of the Physics curriculum; PHY140 teaches basic physics, chemistry, and biology at the nanoscale, PHY141 teaches quantum physics of solids at the nanoscale, proposed PHY142 will introduce biotechnology and nanochemistry, and proposed PHY143 is an internship program with a local nanotech company. It is estimated that in the next three years, almost 150 students will benefit from the equipment used in this program, which began this past semester. The Administration will be issuing a Request for Proposal for this equipment which is estimated at \$400,000 to \$500,000, and we anticipate a good possibility of grant funding for this equipment.

Authorization to Use Emergency Monies for Repairs Resulting from Flooding on the Des Plaines Campus

The Administration is requesting authorization from the Board to use emergency monies in the not to exceed amount of \$200,000 for repairs resulting from flooding on the Des Plaines campus in April. The College continues to assess damage caused by the flooding utilizing in-house staff and, when appropriate for additional guidance and expert opinions, the services of outside firms. To date, the College has identified damage in the lower level of the College (the Business Conference Center, the Lower Level Library, and an office in Facilities), the office in the Grounds Building located in Lot C, and cracked sidewalk along the south side of Lake Oakton. The damage to these areas resulted from foundation leaks, sub-surface water pressure due to the rising water table, and over land flooding. The use of this money will allow the College to purchase items that are needed to move forward with flood repairs in a timely manner in an effort to avoid or mitigate additional damage.

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 Administration to use emergency monies for repairs resulting from flooding on the Des Plaines campus in an amount not to exceed \$200,000.”

Authorization to Hire a Full Time, One Year Temporary Faculty Member

The recommendation to hire Kristi Zenchak to a full time, one year temporary faculty position in Biology for the 2013-14 academic year was made after reviewing the College's need for faculty in the Biology department.

A national search was conducted for this position. A print advertisement was placed in the *Chicago Tribune*, and posted on the careerbuilder.com, chicagodiversity.com, hbcuconnect.com, hacu.net, illinoisjoblink.com and Oakton websites. The position also appeared on Oakton job boards.

There were 19 applicants for the one year Biology position. The search committee conducted 4 on campus interviews. Two finalists were identified and brought to campus for interviews with Dr. Adam Hayashi, the Dean of the Science and Health Careers division and Dr. Thomas Hamel, Vice President for Academic Affairs before recommending the appointment of Ms. Kristi Zenchak.

Ms. Zenchak has been an adjunct faculty member of Oakton's Biology department since 1992, serves North Central College as a Science Education Professional Development Facilitator, and Pearson Science Publishing as a Science Educational Consultant and Presenter. She has also been a high school Biology teacher and Science Department Chairperson at St. Joseph High School, a Graduate Fellow at Loyola University of Chicago, and a Classroom Facilitator of Inquiry-based Science for grades K-8. Ms. Zenchak earned a Ray Hartstein Excellence in Teaching award in 2008. She earned her MS degree from Loyola University of Chicago and a BA degree from North Central College.

DAO/ca
5/16/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full time, one year temporary faculty hire of Kristi Zenchak for the 2013-14 academic year as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Salary</u>
Kristi Zenchak	Professor of Biology	\$55,695.”

Authorization to Hire a Director of Workforce Development and Corporate Training

The administration is recommending the hire of Dr. Colette Hands as the Director of Workforce Development and Corporate Training. The search began on January 22, 2013 and concluded in May 2013. Advertisements were placed in the *Chicago Tribune*, *Chronicle of Higher Education*, *Diverse Issues in Higher Education*, and *Hispanic Outlook in Higher Education*. The position was also listed with the Illinois Job Service (illinoisjoblink.illinois.com), and posted online with the Association for Continuing Higher Education (acheinc.org), The National Council of Workforce Education (ncwe.org), The National Council of Continuing Education and Training (nccet.org), the Illinois Council for Continuing Education and Training (iccet.com), and the Illinois Council on Continuing Higher Education (icche.org). The position was posted on 9 online diversity websites associated with recruiting professionals and four online websites associated with recruiting higher education professionals. It was also posted online at the Oakton Community College website and on Oakton job boards around the Des Plaines and Ray Hartstein campuses.

The College received 55 applications. The search committee, comprised of faculty, staff and administrators (chaired by Ms. Roxanne Marshburn, Director of Grants and Alternative Funding) reviewed these materials and engaged in a process of screening to arrive at six individuals interviewed by the search committee on campus. Three interviewees were recommended to Associate Vice President for Continuing Education, Training and Workforce Development, Dr. Merrill Irving, Jr. for his consideration. A second round of interviews was held for the three finalists, with interviews conducted by Alliance for Lifelong Learning managers and supervisors, the Academic Council, an open session for faculty and staff, and Dr. Irving. Dr. Hands emerged from this rigorous process as the candidate of choice.

Dr. Collette Hands serves North Park University as their Director of Career Development and Internships. Over 200 undergraduate students are placed into internships and volunteer opportunities in an academic year by the Career Development and Internships Office. Relationships with alumni, as well as business and industry leaders are created and maintained by Dr. Hands to facilitate the internship and volunteering opportunities for students. Dr. Hands collaborates with the Vice President for Student Affairs and the Dean of Students to execute a twelve day college bridge program to assist provisionally admitted students to succeed in college. Dr. Hands previously served North Park as the Associate Director of their School of Business. Prior to her employment with North Park, Dr. Hands was employed by the City of Chicago's Workforce Development Center as the Center Director.

Dr. Hands serves as an adjunct faculty at North Park University, Argosy University, and the Adler School of Professional Psychology teaching courses in Psychology, Counseling and Human Resources. She earned Ed.D. and MA degrees from Argosy University, a MHRM degree from the Keller Graduate School of Management, and a BBA degree from the University of Wisconsin at Madison.

DAO/ca
5/17/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Dr. Colette Hands as the Director of Workforce Development and Corporate Training effective July 1, 2013 at an annual salary of \$90,000.”

Approval of Staffing Requests for Fiscal Year 2014

These are new positions to the College. The cost to the College will be the cost of benefits and salaries. Some funding will be from redirected student employee dollars as well as through the realization of savings from the elimination or conversion of current contingent part time positions and a reduction in additional contingent hours of part time staff.

DAO
5/15/13

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the following additions to the staffing of the College effective July 1, 2013.”

Contingent Part Time to New Full TimeAssociate Technical Director

Grade 11, Hiring Rate \$44,777

The Performing Arts Center is responsible for developing or enhancing a significant number of events throughout the college - for a number of departments – each academic year. The Performing Arts Center is an active member of the college community, participating in more than a hundred events in the PAC and throughout the campus including plays, concerts, lectures, parties, meetings, classes and lectures.

For the majority of the school year, the Performing Arts Center operates seven days a week, hosting events for a variety of academic departments and extra-curricular or development offices through the campus. An additional staff member is critical to not only growth and the highest quality product possible, but also safety. In the last two years, the Speech and Performing Arts Department's technical stagecraft classes have been developed and continue to enjoy increased enrollment. This academic growth has created a greater need for a full time Associate Technical Director on staff to support these new classes as well as the acting and new acting on camera class.

New Full TimeDisability Services Advisor

Grade 12, Hiring Rate \$48,184

The College has experienced a significant increase in the number of students receiving services from the Access and Disabilities Resource Center (formerly ASSIST). In order to best serve this student population and support the College's Student Success agenda, we will be adding another Disability Services Advisor. Funds to support this position will come from overtime dollars that have been budgeted for the current Disability Services Staff.

Head Custodian
and Custodians (2)Grade 9, Hiring Rate \$38,682
Grade 7, Hiring Rate \$33,402

In the spring of 2014 the Science and Health Career Building will become operational. Custodial staff will be needed to clean the new building. At the College custodial staff are assigned to clean 18,000 – 20,000 square feet in an 8-hour shift. The new building is 92,000 square feet. We will use existing custodial positions as well as the two new ones to staff the building. The Head Custodian will provide functional supervision for the custodial staff assigned to the building as well as serving as a working custodial position.

Enrollment Services Specialist (2)

Grade 9, Hiring Rate \$38,682

Enrollment Services' Specialists are frequently the first point of contact for students as they learn how to apply for admission, complete financial aid processes, and register for classes. The Enrollment Center model employs an integrated service approach that requires the expertise of professional staff. Currently, we rely on student employees and part-time employees who have worked additional hours to provide this level of service.

Academic Advisor

Grade 12, Hiring Rate \$48,184

“Connecting What Matters” (2013-2017) and the Student Success Plan identify student engagement, persistence, success and completion as institutional priorities. As part of this plan, intentional academic advising and support interventions will be required for populations of at-risk students. The addition of another Academic Advisor is essential in helping us fulfill these institutional goals.

New Part Time

Coordinator of Sustainability PT 20 Hours

Grade 12, Hiring Rate (PT) \$24,092

Most students will be impacted by this position. Oakton has the need for an internal leader and “go to” expert for sustainability. An increase in sustainability efforts on our campus and the surrounding community will result in an increase in green curriculum and green jobs. Among other duties, the sustainability professional will improve energy efficiency and reduce consumption of resources (energy, water, paper, ink, petroleum products) that may result in cost savings for the College. The majority of Community Colleges in Illinois currently have a sustainability professional, in a variety of employee categories many of these positions are at the director level, and a sustainability professional is required for IGEN Funding. The position will report to an administrative lead and be responsible for representing Oakton at outside organizations and program development within the College.

Acceptance of Settlement Agreement

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

JS:vb
05/17/13

President's Recommendation:

That the Board adopt the following resolution:

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

Approval of Funding for 2013-2014 Merit Lane Appointments

The 2012-2016 contract between the Oakton Community College Faculty Association and the Board of Trustees of Community College District 535 (OCCFA Contract) 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 Media Services, and Student Development carried out the procedure for screening and selection under “Other Stipulations” 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.

TPH/vg
5/2013

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 2013-2014.”

Acceptance of Grants

Funding totaling \$382,235.60 has been made available to Oakton Community College, subject to acceptance at the May 21, 2013 Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

RM:al
05/07/2013

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 5/13-14a through 5/13-14b, for the following grants:

a. National Science Foundation Advanced Technical Education grant in the amount of.....	\$374,279.00
b. Illinois Green Economy Network Sustainability Center grant in the amount of.....	\$7,956.60
for a total of \$382,235.60."	

Acceptance of National Science Foundation Advanced Technical Education Grant

The National Science Foundation has awarded Oakton Community College a grant through its Advanced Technical Education program. Funding will support a Professional Development for Educators Project, *Using Remote Technology in Real-Time to Enhance Nanotechnology Education and Training*, to accelerate exposure of students in grades 10-14 to the nanotechnology field and potential careers as nanotechnicians via highly qualified and effective STEM educators. The project team will focus on the following key activities: 1) training community college and high school faculty to teach nanotechnology, using Oakton's nanotechnology lab at the Illinois Science & Technology Park, Skokie, and remote technology that permits real-time experimentation when they return to their own institutions, 2) developing and implementing new nanotechnology curriculum and labs in existing STEM courses, 3) encouraging the formation of nanotechnology 2+2 partnerships across the state, and 4) evaluating the effects of the new curriculum and labs on faculty and student interest.

The award is effective July 1, 2013 and expires June 30, 2016. The award for Year One is \$374,279; funding for Years Two and Three, contingent upon the scientific progress of the project, is \$229,493 and \$216,811, respectively, for a total award of \$820,583. The administration will request Board approval for Years Two and Three upon confirmation of continued support.

Dr. John Carzoli, Chair of Physical Sciences and Professor of Physics, will serve as project director. Dr. Robert Sompolski, Dean of Mathematics and Technology, will administer the grant.

RM:al
05/07/2013

President's Recommendation:

That the Board adopt the following resolution (*if not approved en bloc*):

“Be it resolved that the Board of Trustees of Community College District 535 accept \$374,279 from the National Science Foundation Advanced Technical Education program to implement a Professional Development for Educators Project, *Using Remote Technology in Real-Time to Enhance Nanotechnology Education and Training*.”

Acceptance of Illinois Green Economy Network Sustainability Center Grant

The Illinois Green Economy Network has awarded Oakton Community College a grant in the amount of \$7,956.60 to support the development of a virtual Sustainability Center on campus. The term of the grant runs through May 31, 2013. Reneé Kozimor, Director of Software and User Services, will administer the grant.

RM:al
05/07/2013

President's Recommendation:

That the Board adopt the following resolution (*if not approved en bloc*):

“Be it resolved that the Board of Trustees of Community College District 535 accept \$7,956.60 from the Illinois Green Economy Network to support the development of a virtual Sustainability Center.”

Approval of Policy

Policy 4004 All Personnel - Employment in Multiple Part-time Positions is a new policy that was presented to the Board as a First Read on April 16, 2013. In accordance with College policy, action on the proposed policy will take place at the next regular meeting of the Board of Trustees, May 21, 2013.

DAO:vb

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves new Policy 4004 attached hereto.”

ALL PERSONNEL

Employment in Multiple Part-time Positions

Individuals may not be employed simultaneously in two or more part time positions without prior authorization of the associated Vice President(s) and the Office of Human Resources. Included in the part-time positions category are the 19 hour or less, 20 hour and 25 hour staff positions; Alliance faculty positions; part-time and adjunct faculty positions and any contingent positions.

An individual may be assigned to a second part-time position when the average total hours worked does not equal or exceed thirty (30) hours per week. When the second assignment results in the average hours per week exceeding 30 hours, the position requires authorizations as stipulated above together with evidence that the additional assignment meets a demonstrated institutional need.

First Read of Policy

Policy 2002 Administrative Positions - Administration Policies established by the Board requires revisions at this time. The recommended revisions align policy to current practices at Oakton.

In accordance with College policy, action on the proposed revisions to policy 2002 will take place at the next regular meeting of the Board of Trustees, June 25, 2013.

DAO:vb

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed revisions to Policy 2002 attached hereto with action to take place at the next regularly scheduled Board meeting, June 25, 2013.”

Deleted text = ~~Strikeout~~

New text = ***Bold Italics***

Policy 2002
12/16/76
Revised 8/18/98
Revised 1/23/01
Revised 5/22/01
Renumbered 7/1/01
Revised 3/19/02
Revised 11/18/03
Revised 11/16/04
Revised 3/22/05
Revised 1/16/07
Revised 6/26/07
Revised 4/15/08
Revised 6/30/09
Revised 6/28/11
Revised 5/22/12
Revised 3/19/13
First Read 5/21/13
1 of 2

ADMINISTRATION

Administrative Positions

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

President

~~Associate Vice President for~~ ***Executive Director of*** Human Resources
(***effective 09/01/2013***)

Executive Director of College Advancement

~~Executive Director of Research, Curriculum & Planning and Executive Assistant to the~~
President

~~Director of Grants and Alternative Funding~~

Vice President for Academic Affairs

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

Director of Community and Adult Education

Director of Workforce Development and Corporate Training

Director of Operations and Administration

Assistant Vice President for Academic Affairs/Dean, RHC

Dean, Languages, Humanities and the Arts

Dean, Library and ~~Media Services~~ **Online Learning**

Dean, Mathematics and Technology

Dean, Science and Health Careers

Dean, Social Sciences and Business

~~Assistant Dean of Academic Affairs~~ **Assistant Vice President of Academic Affairs**
(effective 11/01/13)

Director of Grants and Alternative Funding

Vice President for Student Affairs

Assistant Vice President for Access, Equity and Diversity

Director of Student Recruitment and Outreach

Director of Athletics and Registrar Services

Director of Student Life

Director of Enrollment Services

Director of Counseling (part-time)

Director of Student Success

Assistant Director of Student Success

Vice President for Business and Finance

Director of Accounting Services

Director of Business Services

Director of Facilities

Vice President for ~~Information Technology~~ and Data Analytics

Director of Software and User Services

Director of Systems and Network Services

Director of Research and Planning