

**The 669th Meeting
of
The Board of Trustees
November 13, 2012**

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

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

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

AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of October 16, 2012
 - 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
 - potential litigation
 - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

- Call to Order and Roll Call
- Pledge of Allegiance
- V Approval of Minutes of October 16, 2012
- Statement by the President
- Report: Affirmative Action
- Comments by the Chair
- Public Participation

NEW BUSINESS

CONSENT AGENDA

- 11/12-1
 - a. Approval of Adoption of Consent Agenda
 - b. Approval of Consent Agenda Items 11/12-2 through 11/12-8
- 11/12-2 Ratification of Payment of Bills for October 2012
- 11/12-3 Acceptance of Treasurer's Report for October 2012
- 11/12-4 Compliance with Open Meetings Act, Closed Session Minutes
- 11/12-5 Authorization for Destruction of Verbatim Recordings of Closed Session Meetings
- 11/12-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 11/12-7 Supplemental Authorization to Pay Professional Personnel
- 11/12-8 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

- V 11/12-9 Appointment of Members to Career Program Advisory Committees for 2012-2013
- R 11/12-10 Authorization to Approve November Purchases 11/12-10a and 11/12-10d
 - a. Truck Accessories and Installation for Workstar Truck
 - b. IP Telephony System and Services
 - c. Engineering Services
 - d. Travel Services for Summer 2013 Study Abroad Program in India
- 11/12-11 Preview and Initial Discussion of December Purchases
- R 11/12-12 Approval of Sabbatical Leave – Administrative Personnel
- R 11/12-13 Acceptance of Nomination for Director, Oakton Community College Educational Foundation
- R 11/12-14 Approval of Salaries and Salary Ranges for Administrators
- R 11/12-15 Authorization to Hire Vice President of Business and Finance
- V 11/12-16 First Read of Policy

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
October 16, 2012**

The 668th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 16, 2012 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call

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

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

Closed Session

Mr. Staley moved for a motion to go into closed session for the purpose of considering the appointment, employment, compensation, discipline, performance, or dismissal of employees; potential 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 were Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Mr. Carl Costanza, Vice President, Business and Finance; Ms. Bonnie Lucas, Vice President, Information Technology; and Mr. Arnie Oudenhoven, Associate Vice President, Human Resources. Mr. Staley made a motion to adjourn, seconded by Ms. Bashiri-Remetio; the meeting was adjourned at 7:20 p.m.

Call to Order and Roll Call

Chair Wadhwa called the open session to order at 7:35 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

Chair Wadhwa asked for a motion for the approval of the minutes of the September 18, 2012 Board meeting. Mr. Staley made the motion which was seconded by Dr. DiLeonardi. A voice vote was called and the minutes were unanimously approved.

Statement by the President

To begin, Dr. Lee asked for introductions of those in the audience:

Kathleen DeCoursey, Specialist, Web Communications, College Advancement, and Classified Staff Union President, presented the classified staff in attendance: Steve Amari, Business Services; Kayshaun Barnes, Science and Health Careers; Luis Caballero, Student Recruitment and Outreach; Marilyn Clay, Library and Media Services; Dale Cohen, Student Recruitment and Outreach; Tony Churchill, Performing Arts Center; Patricia Porter Coleman, Facilities; Philip Cronin, Instructional Media Services; Eileen Cukierski, President's Office; Marilyn Davis, Academic Affairs; Alex DeLonis, Student Financial Assistance; Karen Epps, Budget Office; Lisa Fisher, Educational Foundation; Mary Gipson, Facilities; Verona Haffenden, Library and Media Services; Heather Jakob-Short, Mathematics and Technologies; Simi Khurana, Alliance for Lifelong Learning; Loretta LaVere, Student Life; Patty Lucas, Telecommunications; Toni Mammana, Information Technology; Karen Martin, Science and Health Careers; Robin Nash, Library and Media Services; Jeff Moro, Information Technology; Dale Navigato, Facilities; Jean Neal, Facilities; Dina Nijm, Science and Health Careers; Lisa Palminteri, Social Sciences and Business; Farzana Parekh, Social Sciences and Business; Terri Quam, Student Life; Diane Rabey, Social Sciences and Business; Pete Rasmussen, Instructional Media Services; Donna Rhorer, Business Institute; Ken Schaefer, Facilities; Gretchen Schneider, Library and Media Services; Richard Schwass, Facilities; Anna Shipulina, Alliance for Lifelong Learning; Patty Tadda, Institutional Research and Academic Affairs; John Widera, Information Technology; and Kristin Wirth, Business Services.

Kathleen Carot, Professor, Humanities, Speech and Theater, Coordinator, Women's and Gender Studies, and Full-time Faculty Union President, presented the full-time faculty in attendance: Judy Ferraro, Associate Professor, Health Information Technology; Harold Ogg, Professor, Computer Technologies and Information Systems; Nicole Perry, Associate Professor, Biology; and Nancy Ressler, Professor, Mathematics.

Student trustee Theresa Bashiri-Remetio introduced students: Alfred Hegyes, Student Government Association (SGA) President; Shawn Liu; Peyton Marcotte, SGA Senator; and Jake Schmidt, Ecology Club.

Barbara Dayton, Adjunct Faculty President, introduced the adjunct faculty in attendance: Barry Dayton, Mathematics; Edward Gallagher, Computers; Keith Johnson, Sociology; Jeff Moro, Computers; Jaleh Sherbini, Social Sciences and Business; and Beverly Stanis, Vice President, Adjunct Faculty Association.

The administrators present included: Ann Marie Barry, Director, Student Life; Michele Brown, Director, Student Recruitment and Outreach; Sebastian Contreras, Jr., Director, Student Success; Leana Cueller, Assistant Director, Student Success; Carlee Drummer, Executive Director, College Advancement and Educational Foundation; Bob Frank, Acting Dean, Social Sciences and Business; Raul Garcia, Director, Accounting Services; Adam Hayashi, Dean, Science and Health Careers; Linda Korbel, Dean, Languages, Humanities and the Arts; Renee Kozimor, Director, Software and User Services; Roxann Marshburn, Director, Grants and Alternative Funding; Arnie Oudenhoven, Associate Vice President, Human Resources; Doreen Schwartz, Director, Business Services; Lynn Seinfeld, Director, Business and

Community Development; Bob Sompolski, Dean Mathematics and Technologies; and Leah Swanquist, Director, Facilities.

Visitors in the audience included, Brad Booker, Turner Construction; Nicole Buras, Doctoral Student, Northern Illinois University; Fred Lantz, Sikich, LLP; Michael Lundeen and Gabe Wilcox, Legat Architects; Carol Teschky, Maine Township; and Debbie Walusiak, Des Plaines Self Help Closet and Food Pantry.

At Dr. Lee's request, Groundskeeper Ken Schaefer, introduced guests Carol Teschky, Maine Township Supervisor and Debbie Walusiak, Community Director of the Des Plaines Self Help Closet and Food Pantry, to the Board. Mr. Schaefer gave a brief description of Oakton's community garden, noting that the College donates fresh produce to Maine Township and the Des Plaines Food Pantry. Ms. Teschky and Ms. Walusiak both commented how grateful they are to Mr. Schaefer and all of the Oakton volunteers for their work which yields the fresh produce. The Des Plaines Food Pantry serves about 1,000 Des Plaines residents a month. In their last fiscal year, Maine Township distributed over 3,000 baskets of food. Dr. Lee thanked Mr. Schaefer and student Jake Schmidt for their work, which helps to connect Oakton to the communities we serve.

Dr. Lee began by offering condolences to the family of George Tootelian, an adjunct faculty member and Engineering and Physics Club advisor, who helped prepare students for the Lunabot competition last year. Condolences were offered to Linda Korbel on the passing of her mother; and Bonnie Lucas on the passing of her mother-in-law at 101 years old. Congratulations to Professor of Biology Nicole Perry, on being selected as the 2012 ICCFA (Illinois Community College Faculty Association) Instructor of the Year. Professor Perry will be honored at the ICCFA Conference luncheon on October 26th. Dr. Lee thanked Dr. Bob Sompolski and Roxann Marshburn, for their work in guaranteeing that Oakton will receive more than \$500,000 as part of a \$12.9 million dollar, three year federal grant awarded to the Illinois Network for Advance Manufacturing. Dr. Lee welcomed Professor Anneke Bongers, who is visiting Oakton from the Netherlands, as part of a faculty exchange in conjunction with the Illinois Consortium for International Studies and Programs. Dr. Lee thanked Leah Swanquist and the Facilities department for the great job of coordinating the repair of a broken water main pipe at the Skokie campus earlier this month. Mr. Costanza thanked the Village of Skokie as well for their assistance with the repair. Dr. Lee announced the enrollment numbers at mid-term of the semester, which are up 0.15% in head count and down .9% in credit hours. The College is on pace to have the third largest overall enrollment since 2002. An exhibition featuring works from eighty talented women artists from around the nation, "The Personal is Political: the Transformative Power of Women's Art" continues in the Koehnline Museum of Art through October 26th; Dr. Lee encouraged all to pay a visit to the gallery to view the exhibit.

Dr. Lee turned the meeting over to Mr. Carl Costanza, who introduced Mr. Fred Lantz, CPA, from Sikich, LLP, who discussed the results of the College's audit as of the end of fiscal year June 30, 2012. Mr. Lantz relayed that he met with the Board's Finance Committee on October 3rd and discussed in detail the results of that audit process. Mr. Lantz congratulated the College for preparing and publishing a Comprehensive Annual Financial Report (CAFR). The CAFR goes above and beyond the minimum requirements of generally accepted accounting principles and the requirements of the Illinois Community College Board in their fiscal management manual. It provides full accountability for the financial position and results of operations at the College. Oakton is only one of twelve community colleges in the State of Illinois to publish a CAFR and to receive the Government Finance Officers Association's certificate of achievement, which enabled the College to go to the debt market last year and achieve some incredible savings for the taxpayers of the district. The College was able to issue general obligation bonds at almost \$30 million at an incredibly low interest rate. Sikich, LLP has provided the College with a clean and unqualified opinion on the College's financial statements. Mr. Lantz told the Board that Oakton's Student

Financial Assistance department does an outstanding job with the incredible workload they experience. Mr. Lantz stated that Sikich holds them out as one of the top financial aid offices in the state. In closing Mr. Lantz did caution the Board as to what the College may be facing in the future. A significant portion of the discussion at the Finance Committee meeting was the overall pension accounting changes that are coming about in state and local government. Mr. Lantz explained that this is something the College should be aware of and should begin to plan for, to more easily and effectively accommodate the implementation of those standards.

Trustee Bill Stafford commented that the Finance Committee did have a good session with Mr. Lantz, and in terms of financial transparency, the Board is pleased that the College does turn out the CAFR which is above and beyond what is required by the state. Mr. Stafford reiterated Mr. Lantz's concerns that future pension issues threaten the institution financially and need to be planned for. He also thanked Carl Costanza and Raul Garcia and their staff for their efforts in keeping the financial integrity of the College intact.

Director of Facilities Leah Swanquist, began the next portion of the evenings presentation by introducing Michael Lundeen and Gabe Wilcox from Legat Architects; and Brad Booker from Turner Construction. First, Ms. Swanquist presented an update of the various departments in the Facilities area and how the construction activities are having a direct impact on those departments.

Next, Brad Booker gave the Board a construction update on the Science & Health Careers Center; the Enrollment Center and Student Gathering areas; and infrastructure improvements. Also discussed were classroom renovations that took place in summer 2012, with the next phase to begin in summer 2013.

Following Mr. Booker, Michael Lundeen next addressed the Board and commented on what a wonderful process it has been working with personnel from all areas of the College on the Science and Health Career Center. Mr. Lundeen said that it is exciting to see how this building will give the faculty and students the opportunity to be better able to operate, work, and learn within the building. Alongside Mr. Lundeen, Gabe Wilcox reiterated those sentiments. Mr. Wilcox noted that it was exactly one year ago that Legat introduced the first design of the new building. At this point in the presentation, Mr. Wilcox showed slides and explained the sustainable features and concepts that the building will encompass. Mr. Wilcox also explained biomimicry, which is an emerging design strategy that seeks sustainable solutions by emulating nature's patterns, efficiencies and strategies, and how these strategies will be incorporated into the building.

The final presentation of the evening was given by Carl Costanza who presented a Master Plan financial update. Mr. Costanza discussed the following Master Plan projects: the Science and Health Careers Center; Enrollment Center; existing classroom remodeling on Des Plaines campus; Student Gathering area; Energy Center Renovation; new Building Automated Systems on both campuses; the rehabilitation of parking lots A & C; eWireless network on both campuses; and VOIP (Voice Over Internet Provider). Chair Jody Wadhwa thanked everyone for their presentations and updates to the Board.

Public Participation - none

New Business

10/12-1a Approval of Adoption of Consent Agenda

Dr. Alexopoulos 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.

- 10/12-1b Approval of Consent Agenda Items 10/12-2 through 10/12-8**
Dr. Alexopoulos offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/12-2 through 10/12-8 as listed in the Consent Agenda.”
- 10/12-2 Ratification of Payment of Bills for September 2012**
"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 \$5,872,151.35 for all check amounts as listed and for all purposes as appearing on a report dated September 2012.”
- 10/12-3 Acceptance of Treasurer’s Report for September 2012**
“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 September 2012.”
- 10/12-4 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.”
- 10/12-5 Authorization to Transfer Working Cash Funds**
“Be it resolved that the Board of Trustees of Community College District 535 directs the Treasurer of Oakton Community College to transfer \$14,500,000 from the Working Cash Fund to the Education Fund to be repaid from the December 2011 levy revenues collected in 2012 as approved and the December 2012 levy revenues collected in 2013 as anticipated.”
- 10/12-6 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 c, and hereby approves the expenditures in the amount not to exceed \$74,686 for all funds listed in items b.”
a. Salary rescinds in the amount of \$70.13 for part-time teaching services for the Alliance for Lifelong Learning Summer 2012.
b. Salary payments in the amount of \$74,686.46 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.
c. Salary rescinds in the amount of \$17,294.01 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.
- 10/12-7 Supplemental Authorization to Pay Professional Personnel – Fall 2012**
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2012 fall semester salaries in the amount of \$473,895.08, resulting in a revised total of \$4,330,841.91."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2012 fall semester salaries in the amount of \$37,507.40, resulting in a revised total of \$344,954.20."
3. 3. "Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of stipends, not to exceed \$33,987.08."
- 10/12-8 Approval of Clinical Practice Agreements**
“Be it resolved that the Board of Trustees of Community College District 535 approves or amends the following cooperative agreements:

For the Basic Nurse Assistant Training Program
 NorthShore University HealthSystem – Evanston
For the Health Information Technology Program
 NorthShore University HealthSystem – Evanston
For the Medical Laboratory Technology Program
 Advocate Lutheran General Hospital – Park Ridge
For the Nursing Program
 Horizon Hospice and Palliative Care – Chicago
 NorthShore University HealthSystem – Evanston
For the Physical Therapist Assistant Program
 NorthShore University HealthSystem – Evanston
For the Substance Abuse Counseling Program
 Leyden Family Services and Mental Health Center, Leyden Aftercare Program,
 The SHARE Program – Franklin Park.”

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

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

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

10/12-9 Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinions)

Mr. Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the fiscal year 2012 Comprehensive Annual Financial Report (CAFR) for filing the audited financial reports for the fiscal year ended June 30, 2012.”

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

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

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

10/12-10 Authorization to Approve Lease Agreement with FC Skokie PQ LLC doing business as the Illinois Science and Technology Park (ISTP/forest City)

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves a 42 month lease of 3,064 square feet with FC Skokie PQ LLC, 50 Public Square, Suite 1360, Cleveland, Ohio 44113, doing business as the Illinois Science and Technology

Park/Forest City, for a total cost of \$381,635 and directed the College’s administration to execute the lease, once approved by the College’s attorney.”

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

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

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

10/12-11 Approval of Estimate of Levy for 2012 and Announcement Thereof

Ms. Harada offered:

“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2012 to be collected in calendar year 2013 as follows:

the sum of \$36,724,800 to be levied as a tax for educational purposes; and the sum of \$7,700,000 to be levied as a tax for operations and maintenance purposes; and the sum of \$100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers’ compensation, unemployment insurance, property insurance, and occupational diseases insurance; and the sum of \$100 to be levied as a special tax for social security and Medicare insurance purposes; and the sum of \$75,000 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled December 11, 2012, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2012. The above estimated amounts for the 2012 tax levy may be changed by the Board in adopting the final 2012 levy, subject to statutory notice and publication requirements.”

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

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

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

10/12-12 Authorization to Approve October Purchases

Dr. DiLeonardi 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>Item</u>	<u>Page(s)</u>	<u>Agenda Description</u>	<u>Vendor</u>	<u>Amount</u>
10/12-12a	1 & 2	Environmental Assessment Services	Terracon Consultants, Inc.	\$ 50,000
10/12-12b	1 & 2	Grounds Truck	Prairie International Trucks	\$ 59,555
10/12-12c	1	E-Commerce Software Mobile Access and Web Marketplace	Touchnet Information Systems, Inc.	\$135,000
10/12-12d	1 & 2	Field Study Course	Niagara Foundation Travel Leaders	\$ 31,500 \$ 24,549
Grand Total				\$300,604.”

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

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

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

10/12-13 Preview and Initial Discussion of November 2012 Purchases

This is not an action item; it is a preview and opportunity to discuss upcoming November purchases: Advanced Life Support (ALS) Simulator Manikin; Food Service for the Early Childhood Education (ECE) Centers; Office Supplies (five year contract); Computer Servers; and Travel Services for Summer 2013 Study Abroad Program in India.

10/12-14 Acceptance of Grants

Mr. Staley offered:

“Be it resolved that the board of Trustees of Community College District 535 accept the following grants:

- a. U.S. Department of Labor Trade Adjustment Assistance – Community College Career Training Grant sub-award funding in the amount of \$525,769; and
- b. Illinois Community College Board Career and Technical Education Innovation Grant in the amount of \$12,777; for a total of \$538,546.”

Ms. Bashiri-Remeto seconded the motion; a voice vote was called and the resolution passed unanimously.

10/12-15 Authorization to Hire Assistant Vice President for Access, Equity and Diversity
Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Dr. Michael Anthony as the Assistant Vice President for Access, Equity and Diversity, effective January 2, 2013 at an annual salary of \$111,250. That salary will be prorated for the period January 2, 2013 to June 30, 2013.”

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

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

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

Adjournment

Chair Wadhwa announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, November 13, 2012 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 Mr. Staley. A voice vote was called and the meeting was adjourned at 8:55 p.m.

Jody Wadhwa, Chair

William Stafford, Secretary

ec
10/2012

A video recording of the October 16, 2012 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 11/12-2 through 11/12-8

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/12-2 through 11/12-8 as listed in the Consent Agenda.

- 11/12-2 Ratification of Payment of Bills for October 2012
- 11/12-3 Acceptance of Treasurer's Report for October 2012
- 11/12-4 Compliance with Open Meetings Act, Closed Session Minutes
- 11/12-5 Authorization for Destruction of Verbatim Records of Closed Session Meetings
- 11/12-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 11/12-7 Supplemental Authorization to Pay Professional Personnel – Fall 2012
- 11/12-8 Approval of Clinical Practice Agreements”

Ratification of Payment of Bills for October 2012

The check register detailing the regular monthly bills for October, 2012 was sent out on November 9, 2012. The totals by fund are on page 2.

Board Chairman

Board Secretary

CFC:vb

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$8,481,728.49 for all check amounts as listed and for all purposes as appearing on a report dated October, 2012."

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- 88 numbered, 87081-87218, 87220-87234, 87236-87242, 87244-87245, 87247-87254, 87256-87307, 87309-87326, 87328, 87330-87377, 87379, 87381-87393, 87395-87396, 87398, 87400-87402, 87403-87415, 87417-87427, 87429-87450, 87452-87454, 87456-87480, 87482-87501, 87503-87505, 87507, 87509, 87511-87586, 87588-87597, 87597-87596, 87599-87600, 87602-87608, 87610-87637, 87639-87782, and 87784-87813 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.

Carl F. Coetzee

Treasurer, Oakton Community College District 535

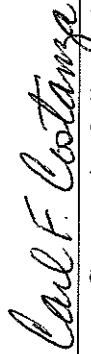
RECAPITULATION

Fund	Gross Checks Issued			Total
	Payroll	Accounts Payable	Sub-Total	
Education	\$3,309,434.17	\$416,585.31	\$3,726,019.48	\$3,726,019.48
Operations, Building and Maintenance Fund	288,488.35	140,039.36	428,527.71	428,527.71
Maintenance Fund (Restricted)	5,881.70	3,186,097.40	3,191,979.10	3,191,979.10
Bond & Interest				
Auxiliary Enterprise	495,159.51	299,870.98	795,030.49	794,878.51
Restricted Purposes	161,926.97	140,750.96	302,677.93	320,327.93
Working Cash				
Trust/Agency	769.70	9,996.00	10,765.70	10,765.70
Audit		5,000.00	5,000.00	5,000.00
Liability, Protection & Settlement		5,578.05	5,578.05	5,578.05
Social Security/Medicare		17.35	17.35	17.35
Loan				
TOTALS	<u>\$4,261,660.40</u>	<u>\$4,203,935.41</u>	<u>\$8,465,595.81</u>	<u>\$8,465,093.83</u>
Student Government	<u>3,728.87</u>	<u>12,403.81</u>	<u>16,132.68</u>	<u>16,132.68</u>
TOTAL PER REPORT	<u>\$4,265,389.27</u>	<u>\$4,216,339.22</u>	<u>\$8,481,728.49</u>	<u>\$8,481,226.51</u>

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-88 numbered 87219, 87235, 87243, 87246, 87255, 87308, 87327, 87329, 87378, 87380, 87394, 87397, 87399, 87402, 87416, 87428, 87451, 87455, 87481, 87502, 87506, 87508, 87510, 87587, 87597, 87598, 87601, 87609, 87638, and 87783 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$16,132.68 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 October, 2012.

Student Government Association

Acceptance of Treasurer's Report for October 2012

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.

CFC: 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 October 2012."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

October 2012

Carl F. Costanza
Vice President of Finance
Raul Garcia
Director of Accounting Services

Treasurer's Comments on October 2012 Financial StatementsPage 4. Financial Position Statement**Cash and investments**

Cash and investments decreased by \$8.9 million from the previous month and decreased by \$1.2 million from the beginning of the fiscal year. The monthly increase, net of expenditures, includes \$713 thousand in bookstore sales and tuition and fees, \$471 thousand in state funding, and \$532 thousand in property taxes.

The State continues to lag approximately five months in their payments to the College. The College received \$471 thousand in October most of which relates to prior fiscal year's receivables. The balance due for the State is \$2.3 million which includes \$1.8 million for the Base Operating Grants and \$525 thousand for other State Grant awards.

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

At the end of October, revenues were \$28.4 million or 125% of the pro-rata budget, compared to 126% for the previous year. Property taxes (recorded on an accrual basis) are \$13.8 million or 100% of the pro-rata budget. Tuition and fees remained the same period in the prior fiscal year at \$13.7 million. 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 \$250 thousand or 33.41% of the budget. The investments fair market value increased by \$289 thousand for the first quarter of the fiscal year. The increase includes \$249 thousand in operating funds and \$40 thousand in other funds. This amount is realized if all the Treasury Notes and the GNMA investments are liquidated.

Expenditures

The current year's total expenditures increased from \$20.7 million during the same period in fiscal year 2012 to the current year's \$20.6 million. The \$20.6 million represents 93% of the year to date pro-rata budget.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 OCTOBER 31, 2012
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Total All Funds
						Auxiliary Agency Restricted				
ASSETS										
Cash	\$ 5,510	\$ 1,753	\$ 71	\$ 2,092	\$ -	\$ -	\$ -	\$ -	\$ 260	\$ 9,686
Taxes Receivable	36,209	7,893	-	3,217	-	-	-	-	74	47,393
Student Tuition Receivable	1,667	5	-	-	-	-	99	-	-	1,771
Government Funds Receivable	-	-	-	-	-	-	4,316	-	-	4,316
Accrued Interest	210	37	84	-	-	-	33	-	3	367
Other Receivables	182	-	-	-	-	-	561	-	-	743
Investments	78,298	13,845	28,677	-	-	-	12,196	-	1,207	134,223
Due from (to) Other Funds	(14,500)	-	-	-	-	-	14,500	-	-	-
Inventories - Prepaids	155	-	1,524	-	261	-	1,127	-	-	3,067
Total Current Assets	107,731	23,533	30,356	5,309	261	-	32,832	-	1,544	201,566
Net Investment in Plant	-	-	-	-	-	-	-	56,208	-	56,208
TOTAL ASSETS	\$ 107,731	\$ 23,533	\$ 30,356	\$ 5,309	\$ 261	\$ -	\$ 32,832	\$ 56,208	\$ 1,544	\$ 257,774
LIABILITIES AND FUND BALANCE										
Payables	\$ 276	\$ 34	\$ 11	\$ -	\$ -	\$ -	\$ 71	\$ -	\$ -	\$ 392
Accrued Interest Payable	-	-	-	374	92	-	-	-	-	466
Accruals	8,633	177	685	-	-	-	1,515	-	-	11,010
Deferred Revenue	41,624	8,825	-	3,544	-	-	11	-	75	54,079
Bond Payable	-	-	-	-	30,211	-	-	-	-	30,211
Total Liabilities	50,533	9,036	696	3,918	30,303	-	1,597	-	75	96,158
Fund Balance										
Unrestricted	57,198	14,497	29,660	-	-	-	15,318	-	-	116,673
Restricted	-	-	-	-	-	-	15,917	-	1,469	17,386
Debt Service Plant	-	-	-	1,391	(30,042)	-	-	56,208	-	(28,651)
Total Fund Balance	57,198	14,497	29,660	1,391	(30,042)	-	31,235	56,208	1,469	56,208
TOTAL LIABILITIES & FUND BALANCE	\$ 107,731	\$ 23,533	\$ 30,356	\$ 5,309	\$ 261	\$ -	\$ 32,832	\$ 56,208	\$ 1,544	\$ 257,774

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2012**

	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	\$ 13,780	\$ 13,822	100%	98%
Replacement Tax	925	308	339	110%	136%
Chargebacks	103	34	43	125%	151%
State Revenue	3,541	1,180	-	0%	70%
Tuition and Fees	21,203	7,068	13,674	193%	184%
Other	761	254	501	198%	151%
TOTAL REVENUES	67,873	22,624	28,379	125%	126%
EXPENDITURES (accrual basis)					
Instructional	38,235	12,745	11,936	94%	103%
Academic Support	4,769	1,590	2,724	171%	89%
Student Services	6,665	2,222	1,963	88%	94%
Public Service	830	277	161	58%	96%
Operations and Maintenance	7,812	2,604	2,085	80%	80%
General Administration	5,413	1,804	1,594	88%	97%
General Institutional	1,201	400	170	42%	29%
Contingency	1,182	394	-	0%	0%
Chargebacks	173	58	9	16%	19%
TOTAL EXPENDITURES	66,280	22,093	20,642	93%	94%
Revenues over (under) expenditures	1,593	531	7,737		
Fund transfers					
To Operation & Maintenance (Rest.) Fund	8,350	2,783	41		
To Auxiliary, ALLiance & Restricted Funds	1,172	391	391		
From Working Cash Fund	(36)	(12)	(12)		
From Working Cash Fund	(500)	(167)	(167)		
To Social Security/Medicare Fund	605	202	202		
Total Transfers	9,591	3,197	455		
Net Revenue over (under) expenditures	\$ 11,184	\$ 3,728	\$ 8,192		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2012

OPERATIONS AND MAINTENANCE	Budget	Actual	Actual as
	(000)	(000)	a % of Budget
FUND (Restricted)			
REVENUES			
Interest and Investments Gain/Loss	\$ 112	\$ 91	81%
Other Revenue	394	244	62%
Total revenues	<u>506</u>	<u>335</u>	<u>66%</u>
EXPENDITURES			
Science & Careers Building	17,166	2,249	13%
HVAC Upgrades	5,001	487	10%
Phone Upgrades	800	87	11%
Classroom Remodeling	1,591	872	55%
Cell Phone WI FI	856	210	25%
Enrollment Center (DP)	4,587	78	2%
Construction Administration	53	31	58%
Lavatory Remodeling	1,141	-	0%
MP-Electrical Delivery Sys Upgrades	40	-	0%
Site and Construction	540	-	0%
Other Projects	1,195	27	2%
Total expenditures	<u>32,970</u>	<u>4,041</u>	<u>12%</u>
State capital contribution	641	-	0%
Transfer in	8,350	2,783	33%
Net	<u>\$ (23,473)</u>	<u>\$ (923)</u>	<u>4%</u>

AUXILIARY ENTERPRISE FUND	Budget	Actual	Actual as a % of Budget	
	(000)	(000)	Current	Last Year
REVENUES				
Bookstore Sales	\$ 3,134	\$ 1,361	43%	38%
Instructional Technology	5,558	1,910	34%	34%
ITFS Lease	1,039	624	60%	88%
Business Inst./Conference Center	150	49	33%	20%
Copy Center	312	105	34%	23%
Telecommunications	532	183	34%	34%
Travel	108	10	9%	8%
Athletics	19	33	174%	29%
Child Care	509	184	36%	45%
PAC Operations	20	1	5%	7%
Other	276	219	79%	80%
Interest and Investments Gain/Loss	121	60	50%	83%
Total revenues	<u>11,778</u>	<u>4,739</u>	<u>40%</u>	<u>41%</u>
EXPENDITURES				
Bookstore Operating Expenses	2,864	1,287	45%	35%
Instructional Technology	3,669	2,406	66%	30%
ITFS Lease	88	25	28%	6%
Business Inst./Conference Center	133	66	50%	28%
Copy Center	342	120	35%	26%
Telecommunications	179	84	47%	25%
Travel	108	-	0%	0%
Athletics	767	304	40%	30%
Child Care	238	219	92%	29%
PAC Operations	47	15	32%	24%
Contingency	755	-	0%	0%
Other	159	62	39%	17%
Total expenditures	<u>9,349</u>	<u>4,588</u>	<u>49%</u>	<u>28%</u>
Transfers in (out)	572	191		
Net	<u>\$ 3,001</u>	<u>\$ 342</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2012**

	<u>Operating Budget (000)</u>	<u>Prorata Budget (000)</u>	<u>Actual (000)</u>	<u>Actual As a % Budget</u>	<u>Last Year</u>
<u>REVENUES</u>					
State Revenue	\$ 714	\$ 238	\$ -	0%	25%
Tuition and Fees	800	267	389	49%	42%
Sale of Materials	62	21	33	53%	31%
Institutional Support					
Oakton Contribution	172	57	57	33%	25%
Evening High School	116	39	-	0%	0%
Interest	19	6	6	32%	24%
Other Revenues	93	31	24	26%	0%
	<u>1,976</u>	<u>659</u>	<u>509</u>	<u>26%</u>	<u>31%</u>
Total revenues					
<u>EXPENDITURES</u>					
Administrative Support	83	28	128	154%	19%
Instructional Programs					
Allied Health	442	147	159	36%	24%
Job-related	172	57	53	31%	20%
Home Related	29	10	8	28%	15%
Personal	118	39	32	27%	20%
Physical Fitness	19	6	5	26%	18%
Community Service	123	41	23	19%	36%
NIPSTA	43	14	15	35%	24%
Other Programs	605	202	181	30%	20%
Total Programs	<u>1,551</u>	<u>517</u>	<u>476</u>	<u>31%</u>	<u>22%</u>
Total expenditures	<u>1,634</u>	<u>546</u>	<u>604</u>	<u>37%</u>	<u>21%</u>
Revenue over (under) expenditures	<u>\$ 342</u>	<u>\$ 113</u>	(95)		
Fund balance 6/30/12			2,776		
Fund balance end of period			<u>\$ 2,681</u>		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2012**

	<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	\$ 308,376				
Interest income	1,137				
Sub total revenues	<u>309,513</u>				
369901 Student Government Association	\$ 50,565	\$ -	\$ 50,565	\$ (51,794)	\$ (1,229)
369902 SGA Special Allocations	-	-	-	(7,460)	(7,460)
369910 Occurrence	1,620	-	1,620	(11,689)	(10,069)
369919 Skokie Student Leaders	-	52,470	52,470	(14,305)	38,165
369920 SGA College Program Board	-	62,650	62,650	(14,840)	47,810
369922 South Asian Club	-	-	-	-	-
369924 Hawaiian Music Club	-	250	250	(43)	207
369925 OTAKU Society	-	-	-	-	-
369926 Seeds	-	-	-	-	-
369927 Cheer & Dance Team	411	-	411	(66)	345
369928 AITP	150	2,358	2,508	-	2,508
369930 Early Childhood Education Club	252	250	502	-	502
369931 Students for Social Justice	-	6,951	6,951	(13)	6,938
369932 Ceramic Club	304	308	612	(108)	504
369933 UNICEF	95	5,284	5,379	(458)	4,921
369934 Hillel	-	1,086	1,086	-	1,086
369935 Honors Student Organization	25	-	25	(2,574)	(2,549)
369936 Ultra	-	-	-	(133)	(133)
369937 Veg Club	-	-	-	-	-
369938 Table Tennis Club	-	-	-	-	-
369939 French Club	-	569	569	-	569
369940 Trading Card Game Club	-	570	570	-	570
369941 Avanti Tutta	-	-	-	-	-
369942 Astronomy Club	-	-	-	(32)	(32)
369943 Japan Club	85	1,575	1,660	-	1,660
369945 Physical Therapy	-	665	665	(334)	331
369946 Phi Theta Kappa (PTK)	3,165	15,923	19,088	(6,340)	12,748
369947 GLBT	-	1,378	1,378	-	1,378
369948 Campus Crusade For Christ	75	-	75	(215)	(140)
369949 Mission Bible Club	274	-	274	-	274
369950 Hispanic Club	-	1,056	1,056	(517)	539
369951 Chinese Club	-	-	-	-	-
369952 Student Nurses May 2012	-	-	-	-	-
369953 Chess Club	-	-	-	-	-
369954 Stem Club	-	1,449	1,449	(150)	1,299
369955 Ecology Club	-	6,687	6,687	(134)	6,553
369956 Doctor Clown Club	-	952	952	(6)	946
369958 Oakton Future Teacher's Association	-	-	-	-	-
369959 Black Student Union	-	1,142	1,142	-	1,142
369960 Muslim Student Association	-	2,137	2,137	-	2,137
369961 Engineering & Physics Club	75	250	325	(68)	257
369957 Student Nurses Dec. 2012	2,161	947	3,108	-	3,108

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES (Continued)
FOUR MONTHS ENDED OCTOBER 31, 2012

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
369963 Art Club	\$ -	\$ -	\$ -	\$ -	\$ -
369964 Oakton Helping Others	-	-	-	-	-
369965 Miracle Makers	-	-	-	-	-
369971 Habitat for Humanity	400	647	1,047	-	1,047
369972 PAYO	-	1,066	1,066	-	1,066
369973 Korean Campus Crusade For Christ	-	250	250	-	250
369974 Student Veterans Club	-	-	-	-	-
369981 Chicago Computer Society	-	250	250	-	250
369992 Performing Arts Society	1,585	-	1,585	(90)	1,495
369993 Service Committee	-	-	-	-	-
Sub Totals	<u>\$ 61,242</u>	<u>\$ 169,120</u>	<u>\$ 230,362</u>	<u>\$ (111,369)</u>	<u>\$ 118,993</u>
 <u>Fund Summary</u>					
Total Revenues	\$ 370,755				
Total Expenditures	(111,369)				
Total Transfers to other funds	(69,110)				
Excess revenue over expenditures	<u>190,276</u>				
Fund balance 6/30/12	362,152				
Fund balance, end of period	<u>\$ 552,428</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
OCTOBER, 2012**

GENERAL FUND TRANSFERS/PAYMENTS

DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	MISC
10/10/2012	\$ 1,422,368.07		\$ 1,422,368.07			
10/15/2012	536,014.39				\$ 536,014.39	
10/22/2012	20,128.00			\$ 20,128.00		
10/31/2012	256,806.21		256,806.21			
10/31/2012	\$ 24,954.60	\$ 24,954.60				
TOTAL	\$ 2,260,271.27	\$ 24,954.60	\$ 1,679,174.28	\$ 20,128.00	\$ 536,014.39	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
10/12/2012	\$ 289,902.69	\$ 289,902.69			
10/12/2012	89,162.67		\$ 89,162.67		
10/12/2012	173,452.04			\$ 173,452.04	
10/12/2012	76,681.14				\$ 76,681.14
10/26/2012	299,529.61	299,529.61			
10/26/2012	90,241.57		90,241.57		
10/26/2012	173,446.84			173,446.84	
10/26/2012	73,033.55				73,033.55
TOTAL	\$ 1,265,450.11	\$ 589,432.30	\$ 179,404.24	\$ 346,898.88	\$ 149,714.69

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.

William Stafford, Secretary of the Board, and Vice President of Business and Finance, Carl F. Costanza, 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, and October 16, 2012.

CFC/ec
11/2012

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 Mr. William Stafford, 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, March 15, 2011, April 26, 2011, May 24, 2011, June 28, 2011, August 16, 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, and October 16, 2012, 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 16, 2010, April 20, 2010, May 25, 2010, and August 17, 2010, and should be opened for public inspection at this time.”

Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

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 18 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 William Stafford has identified tape recordings of closed meetings that meet the following criteria:

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

CFC/ec
11/2012

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 audiotapes of its closed meetings held on November 16, 2010, December 14, 2010, and February 22, 2011.

“Be it further resolved that the Board of Trustees find that the verbatim audiotapes 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 \$28,872.39 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.
- b. Salary rescinds in the amount of \$7,006.96 for part-time teaching services for the Alliance for Lifelong Learning Fall 2012.

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

- c. Payment for Summer 2012 Space Utilization and Facilities Services and Classroom Rental as follows:

	<u>Services</u>	<u>Rental</u>
District 535 (Oakton)	\$684.00	\$923.65
District 202 (Evanston)	<u>0.00</u>	<u>339.39</u>
Total Payment	\$684.00	\$1,263.04

MLI:sk
11/5/12

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$30,819.43 for all funds listed in items a and c.”

Supplemental Authorization to Pay Professional Personnel - Fall 2012

Comparative figures:

Fall 2012 Part-Time	Fall 2011 Part-Time
\$ 4,498,382.23	\$ 4,245,255.34
Fall 2012 Full-Time	Fall 2011 Full-Time
\$ 363,467.00	\$ 357,243.70
November 2012 Stipends	November 2011 Stipends
\$ 12,770.00	\$ 9,031.10

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 attached adjustments of part-time faculty 2012 semester salaries in the amount of \$ 167,540.32, resulting in a revised total of \$ 4,498,382.23."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2012 fall semester salaries in the amount of \$18,512.80, resulting in a revised total of \$363,467.00."
3. "Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of stipends, not to exceed \$12,770.00."

Approval of Clinical Practice Agreements

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

- Early Childhood Education
 - Renewal: **Reba Early Learning Center** – This is the College’s standard agreement for a four-year, seven-month period. The agreement is for the affiliation and practicum components of the program.
 - Total Child Preschool & Childcare Center** – This is the College’s standard agreement for a four-year, seven-month period. The agreement is for the affiliation component of the program.
- Nursing
 - New: **Advocate Condell Medical Center** – This is the medical center’s agreement for a three-year period. It has been reviewed and approved by the College administration and faculty.
 - Oak Grove School** – This is the College’s standard agreement for a four-year, ten-month period.
 - Renewal: **Loyola University Medical Center** – This is the medical center’s agreement for an initial one-year period; it automatically renews for three successive one-year periods. This agreement has been reviewed and approved by the College administration and faculty.
- Substance Abuse Counseling
 - Renewal: **Lake County Health Department and Community Health Center** – This is the health department’s agreement for a three-year, seven-month period and for successive academic years. It has been reviewed and approved by the College administration and faculty.

TH/md

11/7/12

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 Early Childhood Education Program

Reba Early Learning Center – Evanston

Total Child Preschool & Childcare Center – Evanston

For the Nursing Program

Advocate Condell Medical Center – Libertyville

Loyola University Medical Center – Maywood

Oak Grove School – Green Oaks

For the Substance Abuse Counseling Program

Lake County Health Department and Community Health Center – Vernon Hills.”

Appointment of Members to Career Program Advisory Committees for 2012-2013

In accordance with State of Illinois recommendations regarding curricular advisory committees and to ensure collaboration among Oakton and business partners in developing and maintaining high quality career and technical education programs, each Oakton career program has an advisory committee. Program chairpersons and appropriate administrators have reviewed these committee memberships. The appointments are for 2012-2013 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

TB:pt
11/15/2012

President's Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members on the attached lists to the below named career program advisory committees for 2012-2013.”

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Authorization to Approve November 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 either the June, September, or October Board meetings.

kk
11/2/12

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>
11/12-10a	1 & 2	Truck Accessories and Installation for WorkStar Truck	R. A. Adams Enterprises, Inc.	\$ 35,858.00
11/12-10b	1 - 3	IP Telephony System and Services	Telecom Innovations Group	\$ 381,229.00
11/12-10c	1 & 2	Engineering Services	Henneman Engineering, Inc.	\$ 42,300.00
11/12-10d	1 & 2	Travel Services for Summer 2013 Study Abroad Program in India	English & Foreign Languages University Air India/Travel Leaders	\$ 25,200.00 \$ 36,932.58
GRAND TOTAL				\$ 521,519.58.”

Authorization to Purchase Truck Accessories and Installation for WorkStar Truck

In October, the Board approved the purchase of a 2013 International 7400 WorkStar roadway plow truck to replace the 1998 GMC roadway plow truck. This truck is a key component to the Des Plaines campus snow/ice removal operations. As mentioned in the October agenda item, this vehicle is being purchased in two parts. Part one, for the cab, engine, and chassis, was already approved and ordered from Prairie International. Delivery is expected in mid-December.

Part two of this purchase is for the truck accessories and installation which includes the dump body, plow, salt spreader, hydraulics, and lights. The College issued a Request for Proposal (RFP) for these items. The proposal was sent to eight vendors (one in district). The College received six responses (one in district). The low proposal was submitted by R. A. Adams Enterprises, Inc. of McHenry, IL. R.A. Adams is an authorized dealer and installer of the accessories specified in the RFP. They have done similar work for the City of McHenry, NICOR, and the Village of Cary. The College has conducted business with R.A. Adams in the past and the Administration is confident that they will meet the College's needs. Delivery of this equipment is expected by the end of January. The purchase includes a one year parts and labor warranty.

LS:kk
10/30/12

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 Truck Accessories and Installation for the WorkStar Truck from R. A. Adams, Enterprises, Inc., 2600 W. Route 120, McHenry, IL 60061, for a total of \$35,858 in accordance with their response to Request for Proposal #7.”

Truck Accessories and Installation For WorkStar Truck	
Proposal #7	
Vendor	Total Cost
R.A. Adams Enterprises Inc., McHenry, IL	\$ 35,858
Auto Truck Corporation, Bartlett, Il	\$ 37,915
Mark's Machine Shop, Sycamore, IL	\$ 39,641
Bourbonnais Supply, Bourbonnais, IL	\$ 40,905
RG Smith Equipment, Des Plaines, IL	\$ 43,445
Northland Equipment, Janesville, WI	\$ 45,685

Authorization to Purchase IP Telephony System and Services

Currently, the College owns and operates two Nortel Meridian Option 61 Private Branch Exchange (PBX) digital telephone systems. While both PBX systems have proven to be reliable over the last 25 years, both are considered past “end of life” by the manufacturer. To address this challenge the facilities master plan includes a project to replace these systems with a new internet protocol (IP) telephony system at both campuses.

Over the past year, a committee of Information Technology and Telecommunications staff led by John Wade, Director of Systems and Network Services, has met with a number of IP telephony vendors. The committee narrowed the pool of manufacturers to four; Avaya, Cisco, Mitel, and ShoreTel. These manufacturers are considered to be the leaders in IP telephony, with each having a solution that would meet the needs of the College, while providing high availability. Extensive research was done for each of the above solutions including, but not limited to, site visits to each business partner to demo the equipment and an additional site visit to current customers using each system. Considerable time was spent meeting and conferencing with resellers and manufacturers in an attempt to understand their respective systems so that we might engineer a solution that would work for the College.

A 64 page Request for Proposal (RFP) for IP Telephony System and Services was sent to 34 companies (none in district). The College received eleven responses. This RFP included specifications for each of the manufacturers for redundant IP telephony systems with IP phones, unified messaging/voicemail, computer telephony integration, enhanced 911 capability, trunk gateways, legacy analog device support, audio/web collaboration, teleworker support for offsite Alliance offices, and call center capability.

The College received two responses from Avaya resellers, three from Cisco resellers, four from Mitel resellers, and two from ShoreTel resellers. After an extensive review of all submissions, the committee determined Mitel’s IP Telephony System to be the best fit for the College. This analysis was based on an evaluation of features, expected reliability and availability, compatibility with the college’s other systems, a calculated seven year total cost of ownership, and references. The committee further determined that it would be in the College’s best interest to partner with Telecom Innovations Group (TIG) for professional services and annual software and hardware maintenance. TIG’s total upfront costs of \$346,572, includes hardware and software, end user licensing, professional services, and first year maintenance. Given that this purchase includes professional services and a high level of complexity, we are also including a 10% contingency of \$34,657, for a total possible upfront cost of \$381,229. Expected annual costs for subsequent years at current rates would be \$26,399 per year. Over seven years this represents an approximately \$110,000 savings (18%) over the next closest manufacturer’s solution and an approximate \$70,000 savings over the next closest Mitel reseller.

TIG has been in business since 1997 with a long-standing partnership with Mitel's products and services. TIG is a Mitel Platinum partner fully accredited in Mitel Technical Accreditation Program (TAP) and they won Mitel's Platinum Partner of the Year award in 2011. Their references include Palatine School District 15, Woodstock School District 200, and South Bend Clinics. Mitel IP Telephony systems are also in use at Triton College and the Chicago Public Schools. TIG's office, located in Itasca, is home to a complete sales, service, and engineering department with a warehouse stocked with replacement parts available for immediate delivery or pick-up. Reference checks have been very positive and the Administration is confident that TIG and the Mitel solution will meet the College's needs.

The Informational Technology department plans on implementing this system over the next several months, with the final cutover to be completed in the spring of 2013.

JW:kk
10/30/12

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 IP Telephony System and Services from Telecom Innovations Group, 125 N. Prospect Avenue, Itasca, Illinois 60143, in the amount not to exceed \$381,229 in accordance with their response to Request for Proposal #3.”

Description	TIG/Mitel	Converged Digital Networks/Mitel	Logicalis/Cisco	Unified Concepts/Cisco	MidCo/Mitel Alternate	MTM/Cisco	Transcend/Shortel	MidCo/Mitel Base	BTI/Shortel	Altura/Avaya	Strategic Products and Services/Avaya	CCC Technologies/Mitel
Hardware & Software Total	287993.07	375701.17	344516.5	341154.35	335259.6	349515.67	343780.13	368415.86	463199	288426.05	393722.11	0
Installation/Consulting (Prof Services)	32,180	41,300	38,400	47,090	36,000	64,170	41,425	36,000	55,800	128,200	121141	
First Year of Support	26,399	26,972	26,864	28,104	42,453	26,938	41,881	39,586	42,990	75,788	87,665	
Total Upfront Costs	346,572	443,973	409,780	416,349	413,713	440,624	427,086	444,002	561,989	492,414	602,528	
10% Contingency	34,657											
Not to Exceed Total	381,229											
Estimated Total 7 year cost	504,966	575,257	618,064	630,148	637,882	648,824	678,369	681,520	819,928	947,141	1,128,516	
Notes			Skip alternate years for Software Assurance	Skip alternate years for Software Assurance	Premium SWAS 1st year only	Skip alternate years for Software Assurance				Software Assurance Costs not provided		No references, Does not meet minimum partner level, no annual support costs provided for 7 yr calculation

Authorization to Purchase Engineering Services

The College has a need to secure the services of an engineering company to complete capital remodeling, capital improvement, and capital equipment work. An example of this would be previous upgrades to the roof top units at the Ray Hartstein campus performed in the spring of 2010. To select an engineering company when fees will be in excess of \$25,000, a process called Qualifications Based Selection (QBS) is used to select professional consulting services such as architects or engineers. There are several projects, not related to the master plan, that we will need the assistance and support of a mechanical/electrical/plumbing (MEP) firm to complete.

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 project.

The Facilities and Purchasing departments issued a Request for Statement of Qualifications for Engineering Services in order to secure the services of three qualified MEP engineering firms for the next 36 months. The Request was sent to fifteen (six in district) companies. The College received ten (three in district) 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; Henneman Engineering, Inc. of Chicago, Kluber, Inc. of Batavia, and KJWW Engineering Consultants of Naperville. Henneman is currently working the Legat, Turner, and the College on current campus projects. Kluber's clients include Elgin Community College, Harper College, Joliet Junior College, and Waubensee Community College. KJWW's clients include College of DuPage, Elgin Community College, Heartland Community College, Illinois Valley Community College, and University of Illinois. As projects are identified, the College will determine which of the three companies is most appropriate for that particular project.

One of the first projects that require the services of an MEP firm is the replacement of an aging electrical switch gear. In September of 2010, the College requested the Board to approve \$36,484.70 as an emergency expense to replace a failed piece of electrical switch gear located in the Des Plaines campus main electrical vault room. This was a critical piece of equipment, as it controlled the electricity to the boilers, which provides heat to the College. After that incident, the College started to investigate the condition of the remaining pieces of switch gear. The switch gear is approximately 35 years old and this type of equipment has an average life of thirty years. As the switch gear becomes older, failure becomes more likely and the potential cost of replacement increases. More importantly, service disruption to our educational process may occur.

The College has decided to contract with Henneman Engineering for this project since they are familiar with our current building and its equipment. The cost for their services is \$42,300. The Administration is requesting approval for these engineering services which includes; documenting existing conditions as required to design demolition, specifying new distribution equipment, providing design package of drawings and specifications suitable for competitively bidding, permitting and construction the project, attendance at a prebid meeting and answering any RFI's from bidders, shop drawing review, weekly site visits, and observation of contractor testing new equipment prior to placing in service.

LS:ds
11/2/12

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 engineering services over the next three years from the following three pre-qualified companies:

Henneman Engineering, Inc., 200 S. Wacker Drive, Chicago, IL 60606,

Kluber, Inc., 10 S. Shumway Avenue, Batavia, IL 60510, and

KJWW Engineering Consultants, 1100 Warrenville Road, Naperville, IL 60563 per their responses 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 Community College District 535 authorizes the purchase of Engineering Services from Henneman Engineering, Inc., 200 S. Wacker Drive, Chicago, IL 60606 for a total not to exceed \$42,300.”

Authorization to Purchase Travel Services for Summer 2013 Study Abroad Program in India

Oakton is offering, for the third time, a summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India, as a sustained outcome of the Pathways to South Asia, Oakton's Title VI-A grant from the US Department of Education. From July 7, 2013 to August 6, 2013, students will be accompanied by Oakton Professor, Mohamed Medhi, Ph.D., who will teach one course; the second course will be taught by Hrishikesh Ingle, Ph.D., a faculty member at EFLU. Room and board is provided in student housing at the university, where students from many countries come to study English and other languages each year. Students are responsible for all costs associated with their academic program and travel, so the expenditures to be authorized are pass-through transactions, as students will pay Oakton and Oakton will disburse the funds to the appropriate entities. The Oakton Educational Foundation has approved the funding of \$1,000 scholarships to six eligible students. All of the in-country arrangements for the study abroad program will be provided by the English and Foreign Languages University in Hyderabad, including double occupancy accommodations, three meals per day, tuition for three credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of \$1,400 per student. This is the same price as the summer 2012 trip. Based on the maximum of eighteen students, the Administration is requesting an amount not to exceed \$25,200 for the services provided by the English and Foreign Languages University.

The Director of Business Services obtained competitive airfare prices from three travel agents for the flights from Chicago to Hyderabad via Air India Airlines. The low price of \$2,051.81 per traveler was submitted by Travel Leaders. The other prices were \$2,090 from Four Seasons Travel and \$2,116.81 from Golden Eagle Travel. Based on the maximum of eighteen students, the Administration is requesting an amount not to exceed \$36,932.58 for the airfare. Travel Leaders has provided travel services for the College in the past, and the Administration is confident they can meet the traveler's needs for this trip also.

The estimated cost per student is \$4,500 which includes regular Oakton tuition, fees, the \$1,400 EFLU fee, transportation, insurance, and airfare. The Global Studies program coordinator and faculty have started to actively recruit students for this study abroad program.

dls

11/2/12

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 Travel Services for Summer 2013 Study Abroad Program in India from English and Foreign Languages University, Osmania University Road, Ravindra Nagar, Osmania University, Hyderabad 04027098141 for a total not to exceed \$25,200 and Air India/Travel Leaders, Pine Valley Mall, 10202-D Coldwater Road, Fort Wayne, IN 46825 for a total not to exceed \$36,932.58 per their price quote dated November 5, 2012 for a grand total not to exceed \$62,132.58.”

Preview and Information Regarding December Purchases

The following purchases will be presented for approval at the December 2012 Board of Trustees meeting:

a) Enterprise Backup System - For disaster recovery, data protection, and archiving purposes, the College uses an enterprise backup system to backup the data and configurations of the 73 Intel processor based servers and 192 virtual machines that provide services to the 2,300 computers and 12,000 network computer users at both campuses. The current tape libraries and software are nine years old and cannot keep up with the increase in server storage capacity and the limited time windows available to do backups. The College budgeted to replace these systems in the FY2012-2013 capital equipment budget.

The College's Information Technology (IT) Department has been researching backup solutions and is working with the Purchasing Department to send out a Request for Proposal. We will have the final vendor decision and pricing results for the December Board meeting. Total cost is budgeted at \$192,000.

b) Administrative Computer Servers - The College relies on 73 Intel processor based servers and 192 virtual machines that provide services to the 2,300 computers and 12,000 network computer users on both campuses. The FY 2012-2013 capital equipment budgets and the Facilities Master Plan IP Telephony project include funds to replace a subset of these servers.

This purchase includes a total of sixteen servers that will be used to upgrade the core VMware hosts at the Des Plaines and Skokie campuses, which are currently using six year old equipment, which is starting to fail. Together, these servers currently support 125 virtual machines that provide authentication, file storage, application delivery, web, database, and print services. These servers will also be used to support the College's new IP Telephony system at the Skokie campus.

The College has been evaluating servers from a number of vendors and has narrowed the selection down to blade server solutions either from Cisco or Dell. The Information Technology department is working with the Purchasing Department to send out a Request for Proposal for the servers to obtain competitive pricing and should have the final vendor decision and pricing results for the December Board meeting. The estimated total is \$140,000.

c) **Master Plan Update Items** - Three items effecting the Master Plan will be recommended for Board approval at the December 11th Board meeting.

At the August 21, 2012 Board meeting, the Board of Trustees approved \$1,039,225 for the purchase of central plant equipment. The purchase included three chillers, a cooling tower, pumps, heat exchangers, and an air handling unit. Unfortunately, the Vice President for Business and Finance had the award of over \$1 million made to four different companies instead of Turner Construction. The Board needs to rescind the awards to:

Company	Product	Amount
Johnson Controls Inc.	York Chillers	\$ 621,700
Imbert International	Cooling Tower	\$ 258,500
Bornquist Inc.	Pumps	\$ 126,063
Bornquist Inc.	Heat Exchangers	\$ 14,097
Trane	Air Handling Unit	\$ 18,865
TOTAL		\$1,039,225

This equipment will be purchased from Turner and is included in the recommendations noted below.

On at least three occasions, the most recent one being at the October 16th Board meeting, the College talked about replacing its seventeen year old Building Automation System, replacing its thirty year old chillers that provide air conditioning, and converting from electric to natural gas for heating at the Des Plaines campus. It is estimated these infrastructure improvements will replace equipment that is far beyond the usual life of the equipment and save the College over \$250,000 annually in reduced operating costs. Since these projects are so intertwined with our Science and Health Careers (SHC) Building, Turner Construction will be the Construction Manager for these projects. They will not only manage these projects but competitively bid all the equipment and labor associated with this work. The additional dollars needed for Turner Construction are:

Replacement of Chillers, Cooling Towers, and Air Handlers	\$4,100,000
New Building Automation System	<u>\$3,800,000</u>
TOTAL	\$7,900,000

Also associated with these two projects is an additional \$117,769 in Commissioning Services from Environmental Design Service who was the lowest responsible bidder on this service for the SHC Building. Environmental Design Service has the same interconnect issues associated with these two projects as Turner Construction making them the logical choice to provide these services. In December, additional Master Plan projects will be previewed.

d) Food Service Contract – The food service and vending operation at the College has always been contracted out to a food service management company. The contract includes retail food sales in the cafeteria, catering, and vending services at both campuses. In 2002, the Board of Trustees approved a five year contract with Sodexo. Beginning in 2007, the Board approved one year contract renewals with Sodexo every year for the next five years. That contract has now expired, and the College has prepared a new food service Request for Proposal (RFP) for the next contract. The Food Service Committee, consisting of three administrators, six staff, three full time faculty, one adjunct faculty, and six students, reviewed the 2002 RFP and made recommendations for changes and improvements. The new 2012 RFP was sent to sixteen food service management and vending companies. Fourteen companies attended the mandatory onsite meeting and seven companies submitted a proposal response on November 5, 2012. Committee members are now reviewing and analyzing the detailed proposal responses. In addition to regular food service requirements such as menu selection, prices, and daily operations, the companies were also instructed to include information about healthy/vegan options, sustainability, and corporate responsibility. The committee will gather on November 14 to select companies to invite to the onsite presentations which are scheduled for November 28 and 29. After the presentations, the committee will select the company to recommend to the Board at the December 11 Board of Trustees meeting.

Approval of Sabbatical Leave – Administrative Personnel

Policy 4326 allows eligible administrators to submit a proposal for sabbatical leave to the President at any time during the fiscal year. Bradley Wooten, Dean of Social Sciences and Business, meets the criteria and eligibility requirements for a sabbatical, which he will devote to writing his dissertation. The duration of the sabbatical will be from November 14, 2012 through January 4, 2013.

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approves a sabbatical leave for Bradley Wooten, Dean of Social Sciences and Business, from November 14, 2012 through January 4, 2013.”

Acceptance of Nomination for Director, Oakton Community College Educational Foundation

A Director/Candidate for the Oakton Community College Educational Foundation has been nominated for membership to the Board. The Foundation Membership Committee is presenting Alyse Cohen Burman, of AP Lifeline, Morton Grove. The Membership Committee has carefully screened the candidate and ensures the College that she will be a valuable asset to the Foundation Board.

CD:mm
11-12-2012

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 affirm the nomination of the following individual as Director of the Oakton Community College Foundation:

Alyse Cohen Burman
President, Co-owner
AP Lifeline
P.O. Box 431
Morton Grove, IL 60053.”

Approval of Salaries and Salary Ranges for Administrators

The following recommendation to increase administrative salaries reflects internal equity as well as external factors, i.e. the Consumer-Price Index-Urban which has served as the benchmark for tuition increases and collective bargaining agreements. The resolution includes the salaries of continuing administrators as well as adjustments based on reclassification and/or increased span of control and responsibility as a result of reorganization. The total amount approved in this resolution, together with the salaries of four administrators hired after 1 July 2012 and the two administrative positions in process, reflects a 2.08% increase over FY12 amount. For FY 13 2.96% is the average increase for administrators whose responsibilities and scope did not change.

President’s Recommendation:

That the Board adopt the following resolutions:

- A. “Be it resolved that the Board of Trustees of Community College District 535 approves salaries in the following amounts for a total of \$2,606,557 to administrators continuing in their roles and authorizes the issuance of contracts specifying these salaries to the persons named for the period 1 July 2012 through 30 June 2013.”

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>2012-2013</u> <u>SALARY</u>
Robyn Bailey	Director of Community Services	\$ 91,536
Ann Marie Barry	Director of Student Life	127,517
Trudy Bers	Executive Director of Research, Curriculum and Planning, and Executive Assistant to the President	163,019
Michele Brown	Director of Student Recruitment and Outreach	104,917
Carlee Drummer	Executive Director of College Advancement	163,521
Adam Hayashi	Dean, Science and Health Careers	106,846
Linda Korbel	Dean, Languages, Humanities and the Arts	131,705
Renee Kozimor	Director of Software and User Services	117,331
Bonnie Lucas	Vice President for Information Technology	169,306
Roxann Marshburn	Director of Grants and Alternative Funding	91,039
Gary Newhouse	Dean, Library and Media Services	134,529

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>2012-2013 SALARY</u>
Bruce Oates	Director of Athletics and Registrar Services	110,698
Duane Oudenhoven	Associate Vice President for Human Resources	137,212
Nancy Prendergast	Assistant Vice President for Academic Affairs/ Dean Ray Hartstein Campus	144,298
Doreen Schwartz	Director of Business Services	102,439
Lynn Seinfeld	Director of Business and Community Development	107,954
Robert Sompolski	Dean, Mathematics and Technologies	134,176
Leah Swanquist	Director of Campus Facilities	102,191
John Wade	Director of Systems and Network Services	138,270
Cheryl Warmann	Director of Enrollment Services	113,879
Bradley Wooten	Dean, Social Science and Business	114,174

- B. “Be it further resolved that the Board of Trustees of Community College District 535 approves adjustments included in the following salaries as a result of reclassification or reorganization resulting in an increased span of control and range of responsibility.”

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>2012-2013 SALARY</u>
Sebastian Contreras Jr.	Director of Student Success	\$ 102,463
Raul Garcia	Director of Accounting Services	117,960
Thomas Hamel	Vice President for Academic Affairs	160,152
Joianne Smith	Vice President for Student Affairs	154,263

- C. “Be it further resolved that the Board of Trustees of Community College District 535 approve the prorated compensation that reflects 7/12 of the fiscal year.”

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>2012-2013 SALARY</u>
Carl Costanza	Vice President for Business and Finance	\$ 97,110

- D. “Be it further resolved that the Board of Trustees of Community College District 535 maintains without increase the existing administrative salary ranges.”

<u>Salary Grade</u>	<u>FY2013 Minimum</u>	<u>FY2013 Midpoint</u>	<u>FY2013 Maximum</u>
4	\$ 64,259	\$ 84,980	\$105,700
5	70,939	93,885	122,991
6	78,315	103,715	129,121
7	86,499	114,636	142,769
8	95,533	126,682	157,828
9	105,572	140,062	174,557
10	116,661	154,850	193,040.”

- E. “Be it further resolved, pursuant to Policy 4318, that the Board of Trustees of Community College District 535 approves the partial contributions to SURS as listed below.”

FY 2013

Trudy Bers	\$10,082
Carl Costanza	2,998
Thomas Hamel	4,935
Bonnie Lucas	5,226
Joianne Smith	4,755

Authorization to Hire a Vice President for Business and Finance

The administration is recommending the hire of Mr. Robert Nowak as the Vice President for Business and Finance. The search began on July 5, 2012 and concluded in November 2012. The opening was advertised in the Chicago Tribune, Chronicle of Higher Education, Diverse Issues in Higher Education, Hispanic Outlook in Higher Education, and Insight into Diversity. The opening was listed with the Illinois Job Service, and posted online with oakton.edu, tribcollegjournal.org, hbcuconnect.com (*Historically Black Colleges and Universities*), hacu.org (*Hispanic Association of Colleges and Universities*), ilache.com (*Illinois Latino Council on Higher Education*), icbche.org (*Illinois Committee on Black Concerns in Higher Education*), higheredjobs.com, chicagodiversity.com, nabainc.com (*National Association of Black Accountants*, nacubo.org (*National Association of College and University Business Officers*). It also appeared on job boards around the Des Plaines and Ray Hartstein campuses.

The College received 47 applications. The search committee, comprised of faculty, staff and administrators (chaired by Ms. Bonnie Lucas, Vice President for Information Technology) reviewed these materials and engaged in a process of screening to arrive at nine individuals interviewed on campus by the search committee. A second round of interviews was held for the three selected as finalists. Interviews with the finalists were conducted by President Lee, members of the President's Council, and the Business and Finance staff and administrators, Administrators, and faculty. Mr. Robert Nowak emerged from this rigorous process as the candidate of choice.

Robert Nowak is currently the Director of Finance for the Village of Skokie. Mr. Nowak has a variety of responsibilities ranging from financial reporting to long range planning. He manages a staff of twenty employees serving in six divisions of the Village. He taught one semester of Governmental Accounting for Oakton Community College.

Mr. Nowak earned a Master of Business Administration degree from the Keller Graduate School of Management. His Bachelor of Science in Accounting was earned from the University of Illinois, Champaign-Urbana.

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 Mr. Robert Nowak as the Vice President for Business and Finance effective January 2, 2013 at an annual salary of \$152,000. That salary will be prorated for the period January 2, 2013 to June 30, 2013.”

First Read of Policy Revisions

Personnel – Classified Staff Policy 4218 – Compensation established by the Board requires revision 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 4218 will take place at the next regular meeting of the Board of Trustees, December 11, 2012.

DAO:vb
11/2012

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 4218, attached hereto, with action to take place at the next regularly scheduled meeting of the Board of Trustees on December 11, 2012.”

Deleted text = ~~Strikeout~~

New text = ***Bold Italics***

4218

10/23/73

Revised 1/19/99

Renumbered 7/1/01

1 of 2

First Read 11/13/12

PERSONNEL – CLASSIFIED STAFF

Compensation

Salary Guides

Salary schedules shall reflect pay scales that are competitive with those of employers within the geographical region of the College and in accordance with the contract between the Board and the Association.

Classified Employees ***in the bargaining unit*** shall be paid in accordance with the salary schedules found in the Agreement, or in an auxiliary schedule for grade classifications not listed in the Agreement.

Confidential and non union classified staff shall be paid in accordance with the salary schedule found in the Agreement unless otherwise determined by the Board.

Salary Checks and Deductions

Paydays shall be biweekly.

Deductions at prevailing rates shall be made for federal withholding tax, Illinois income tax, and the State Universities Retirement System (SURS), if required. Medicare tax shall also be withheld for employees hired after March 31, 1986.

Association dues or fair share deductions shall be withheld for Association Employees.

Overtime Pay

Overtime for Association Employees shall be paid in accordance with the terms of the Agreement. Non-exempt Confidential Employees are entitled to the same rights and privileges afforded Association Employees with respect to overtime pay.

Call-Back Pay

An Association Employee called back to work on any day after completing his/her work shift shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee called back to work on any day after completing his/her work shift is entitled to the same rights and privileges afforded Association Employees.

Stand-By Pay

An Association Employee who is placed on stand-by shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee who is placed on stand-by is entitled to the same rights and privileges afforded Association Employees.

Temporary Assignment

When a Classified Employee is assigned to work temporarily for at least twenty (20) calendar days in a higher paying classification, the Classified Employee shall be paid at his/her current step in the higher classification.

The Vice President for Business and Finance shall authorize the compensation for temporary assignment upon the recommendation of the appropriate Vice President and the Director of Human Resources.