

**The 726th Meeting
of
The Board of Trustees
October 17, 2017**



Mission, Vision, and Values Statements

Mission

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

Vision

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

Values

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

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

Approved by the Board of Trustees, March 21, 2017

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 726th MEETING
of
THE BOARD OF TRUSTEES
OCTOBER 17, 2017**

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

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

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

AGENDA

1. Call to Order and Roll Call in Room A167
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of September 19, 2017
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, pending litigation, leasing of real property for the use of the public body; setting of a price for sale or lease of property owned by the public body; and collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
7:30 p.m.
Room P104**

AGENDA

- Call to Order and Roll Call
- Pledge of Allegiance
- V Approval of Minutes of September 19, 2017 Board of Trustees Meeting
- Statement by the President
- Finance Committee Report and Auditor's Statement
- ACCT Report
- Student Trustee Report

Report: Integrated Marketing Communications

Public Participation

NEW BUSINESS

CONSENT AGENDA

10/17-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 10/17-2 through 10/17-7

10/17-2 Ratification of Payment of Bills for September 2017

10/17-3 Acceptance of Treasurer's Report for September 2017

10/17-4 Acceptance of Quarterly Report on Investments

10/17-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

10/17-6 Supplemental Authorization to Pay Professional Personnel – Fall 2017

10/17-7 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

V 10/17-8 Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinion)

R 10/17-9 Approval of Estimate of Levy for 2017 and Announcement Thereof

R 10/17-10 Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the College

R 10/17-11 Authorization to Approve October Purchases

- a. Strategic Planning Online – Three Year Contract
- b. Supplementary Water Main
- c. Domestic Water Line Connection
- d. Engineering Services for Emergency Power Backup Generator System
- e. Universal Robot
- f. Engineering Services for Fire Alarm System Replacement

10/17-12 Preview and Initial Discussion of Upcoming Purchases

R 10/17-13 Authorization to Enter Into a Contract for Vending Services

R 10/17-14 Approval of a Settlement Agreement

R 10/17-15 Acceptance of Faculty Retirements

V 10/17-16 Acceptance of Grants

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
September 19, 2017**

The 725th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, September 19, 2017 at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 6:40 p.m. in room 1502, Chair Stafford called the meeting to order and asked Trustee Salzberg, Secretary of the Board, to call the roll:

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

Chair Stafford asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment; employment; compensation; discipline; performance; dismissal of employees; pending litigation; leasing of real property for the use of the public body; setting of a price for sale or lease of property owned by the public body; and collective negotiating matters. Trustee DiLeonardi made the motion, which was seconded by Trustee Tennes.

Trustee Salzberg called the roll:

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

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

At 7:25 p.m. Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Frank made the motion; seconded by Trustee Tennes; a voice vote was called and the meeting was adjourned.

Open Session and Roll Call

Chair Stafford called the regular meeting of the Board of Trustees to order at 7:40 p.m. in room 1506. Trustee Salzberg called the roll:

Mr. Stafford	Chair	Present
Dr. DiLeonardi	Vice Chair	Present
Mr. Salzberg	Secretary	Present
Ms. Burns		Present

Mr. Frank	Present
Mr. Kotowski	Present
Ms. Tennes	Present
Mr. Chan	Present

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

Pledge of Allegiance – Ms. Bonnie Lucas

Approval of Minutes

Chair Stafford asked for a motion for the approval of the August 15, 2017 minutes of the regular meeting of the Board. Trustee Tennes made the motion, which was seconded by Trustee DiLeonardi. A voice vote was called and the minutes were unanimously approved.

Statement by the President

President Smith welcomed everyone and asked for introductions:

Classified Staff present included: Kathleen De Courcey, College Relations and President of the Classified Staff Association; Philip Cronin, Media Services; Eileen Cukierski, President’s Office; Krissie Harris, Student Life; Simi Khurana, Student Life; Gloria Liu, STEM Coordinator; Anthony Ramos, Advising, Transitions and Student Success; and Jesse Wallace, Media Services.

Full-time Faculty present included: Katherine Schuster, Professor, Education and President of the Oakton Community College Full-time Faculty Association; Will Crawford, Professor, English; Michael Graves, Professor, Physical Education; Paul Gulezian, Assistant Professor, Biology; Gary Mines, Professor, Chemistry; Michael Nichol森, Professor, Historical and Policy Studies; Jennifer Strehler, Professor, Mathematics; and Bill Strond, Professor, Biology.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; Mary Hope Griffin, Lecturer, Humanities/Philosophy and Vice President, Adjunct Faculty Association; and Helen Skop, Lecturer, STEM.

Administrators present included: Marvin Bornschlegl, Chief of Police and Emergency Management; Michele Brown, Director, Student Recruitment and Outreach; Maya Evans, Executive Director, Research and Planning; Colette Hands, Interim Chief Human Resources Officer and Associate Vice President, Continuing Education and Workforce Development; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Nancy Prendergast, Assistant Vice President, Academic Affairs; Doreen Schwartz, Director, Business Services; Cheryl Warmann, Director, Enrollment Services; and Andy Williams, Controller.

Students present included: Joanna Castillo, Rahim Sajwani, Ben Sisserman, Dianna Stypula, and Lynette Sugatan

Guests: Tammie Beckwith Schallmo and Wayne Serbin

President Smith began the meeting by saying farewell to Dr. Nancy Prendergast as this will be her last Board meeting before she retires at the end of September. We are all going to miss Nancy’s energy and collaborative spirit. There will be opportunities to celebrate her retirement next week at both the Skokie and Des Plaines campuses. The National Science Foundation and the American Association of Community Colleges have awarded Oakton a plaque for being a finalist in the 2017 Community College Innovation Challenge. Dr. Helen Skop, instructor and project advisor, and student Rahim Sajwani, were in attendance to receive the plaque from President Smith and Chair William Stafford. The objective of the project was to capture wasted heat from

industrial bakeries and convert it to renewable energy. Trustee Frank asked if the college could potentially own the patent for that project; Ms. Skop replied it could be a possibility. Oakton's Robotic's Team received a plaque from NASA for their participation in the 2017 robotic mining competition. Gloria Liu, STEM coordinator, students Ben Sisserman and Dianna Stypula were in attendance to receive the plaque from President Smith and Chair Stafford. More congratulations as President Smith revealed that Oakton was ranked the best community college in Illinois for adult learners for the second straight year, and ranked number seventeen in the nation by Washington Monthly. Oakton was also among eleven top performing institutions recognized by College and University Professional Association for Human Resources, for our diversity and equity in leadership positions.

President Smith talked about the college's Wildly Important Goal (WIG) of increasing our fall-to-fall persistence from forty-five to fifty-four percent. Last year we increased from forty-five to forty-eight percent, and this year we increased persistence to fifty percent; we are moving in the right direction. The Higher Learning Commission Team visit will take place September 25 and 26. President Smith hopes that everyone will participate in one of the many opportunities that will be available those two days. Opening at the Koehnline Museum of Art on September 28, is 'Women and Anger: Resistance, Power and Inspiration', a juried art exhibition that explores the relationship between women and anger. There will be a free gala reception with the artists on opening night. On September 29, employees of the college community will participate in our third annual Day of Service. This is a wonderful opportunity for students and employees to engage in service to the larger Oakton community. One of our strategic commitments is community matters, and this is one of the ways that we exemplify that community. Earlier this month students in the Early Childhood Education Center worked with Karen Roth, Service Learning Coordinator, Doreen Schwartz, Director of Business Services, Paul Palian, Director of College Relations, and Paula Luszczyk, Professor of Early Childhood Education (ECE), to box up materials that were no longer being used from the consolidation of the ECE Des Plaines center, to send to childcare centers impacted by Hurricane Harvey. We are proud of the efforts of these students to work together and help others who are in need. We also had a group of student athletes who assisted members of Habitat for Humanity in transporting and raising a wall for a home being built by Habitat. These are two examples of the ways that our students and employees work with the larger community. The Oakton Alumni Association will be hosting its fourth annual trivia night on October 5 from 6:00-9:00 p.m. at the North Branch Pizza & Burger Co. in Glenview. All proceeds support student scholarships. October 12 is our annual employee recognition dinner. This is a lovely event and a way to recognize and celebrate all Oakton employees.

ICCTA Liaison Report

Trustee DiLeonardi reported that she and Trustee Frank attended the ICCTA Executive Committee meeting at Highland Community College in Freeport, Illinois, that was held last month. Topics included planning for the upcoming year and an update on funding relating to the budget that had just been passed. The regular quarterly meeting was held at Heartland Community College in Normal, Illinois. Because of the state budget situation, the ICCTA would prefer to have one day meetings held at community colleges instead of hotels. Trustees Burns, Frank, Kotowski also attended. The Trustee round table discussion centered on declining enrollments and efforts that colleges are making to increase their enrollments. Dr. Karen Hunter Anderson, Director of the Illinois Community College Board (ICCB), presented on the large data base that ICCB has, and their staff highlighted some of the data that is available to colleges. Trustee DiLeonardi said that Maya Evans, Executive Director for Research and Planning, does a good job of pulling data together, but if there is a particular question, the ICCB website is a good resource. Trustee DiLeonardi noted that she found it interesting that colleges have been judged on completions, degrees and certificates, but the ICCB is now using advancement to mean transfer. Consequently, they have advancement statistics, but because they only have transfer information from the state system, so many of our students transfer beyond Illinois, that they are not captured in that data. Trustee DiLeonardi is confident that Oakton's statistics are higher than are shown on the ICCB website. She mentioned that in the government relations section of the regular meeting, it was stressed that even though the state finally has a budget, they have substantially more bills than actual expected revenue. Also, there has been a net loss of students in the Illinois system, as there has been nationally, because the demographic of high school graduates is down.

Trustee Burns commented that Elgin Community College (ECC) has a dual credit program where students can earn college credits and high school credits at the same time in over twenty career and technical areas. Students attend classes at ECC a few days a week and the rest of the week they attend classes at their high schools. By the time they are seniors, they graduate with a two-year degree. ECC also offers a GED program where students can work towards completing their GED, but are also able to work on obtaining a certificate in a marketable field. She asked administration to begin to look into both of those programs as she thinks such programs at Oakton would be intriguing to both parents and students. Trustee Frank offered that there was some discussion at the ICCTA meeting regarding the BSN for nursing debate, but there really was not much to report as that issue is currently at a standstill. Trustee Frank said that it was stressed at the meeting that trustees should know what their college's completion, persistence and transfer rates are.

Educational Foundation Liaison Report

Trustee Tennes, who is the Board's liaison to the Educational Foundation, reported that attendance was respectable at the Foundation's fundraiser, 'Art for Educations' Sake' that was held on September 14th. It was the first time that the Foundation has staged an event at the Skokie campus. There were seventy-two pieces of art that were donated by students, faculty, community members, and local artists. Forty-three tickets and the same number of art pieces were sold. Foundation personnel are processing what the net revenue to the Foundation will be. Alyse Burman, who is a very active member of the Foundation, chaired the event. Trustee Tennes concluded that it was a nice event, and noted that twelve new donors were added to the data base, which is always a positive.

Student Trustee Report

Student Trustee Chan reported that students have been extremely busy this past month. Fall Fest celebrations a few weeks ago were very well attended and a fun time. Groups of concerned students, including many members of Andale!, peacefully protested over President Trump's decision on DACA. The Chicago Tribune, ABC 7 and the Daily Herald made an appearance to cover the protest. Earlier this month, Andrew Tieng, the student body president and Brian attended the ICCB-SAC meeting in Normal, Illinois. Student leaders at the meeting collaborated to solve issues pertaining to their respective campuses. The Student Government Association (SGA) was informed by Dr. Karl Brooks, Vice President for Student Affairs, of the upcoming HLC visit. Students are prepared and excited to voice their thoughts and concerns about the school. Student government is hosting a leadership event on October 27 in the Student Center to help students, including current and prospective club leaders, build their leadership skills. Denice Frohman an award winning poet, writer, performer, and educator, visited Student Street on the Des Plaines campus, to educate the students on the intersections of ethnicity, race, sexuality, and diversity. Students were very moved by her presentation. Many students, including the members of SGA, were given the opportunity to see the musical *Hamilton* at a discounted rate; those who were able to attend, related that they had an amazing experience that they won't soon forget.

Comments by the Chair

On behalf of the Board, Chair Stafford thanked the entire Oakton community for the work that has gone into getting ready for the HLC accreditation visit; it is a big effort that involved many people. It is very important work, and Chair Stafford stressed how amazing the work product that has been produced for this effort is. Chair Stafford mentioned that there will be a presentation on marketing at the October 17 Board meeting and he is looking forward to a good discussion on that subject. Staff have brought up some great new ideas as they, as well as the Board, are concerned about the trend of declining enrollment. He also noted that there will be an audit committee meeting on October 17 at 4:00 p.m. at the Skokie campus, and the regular Board of Trustees meeting will also be held at the Skokie campus next month. Chair Stafford concluded by mentioning that a few of the Trustees will be attending the ACCT conference later in the month.

Report: Financing Options for the Facilities Master Plan

Edwin Chandrasekar, Vice President of Administrative Affairs, introduced Ms. Tammie Beckwith Schallmo, Senior Vice President and Managing Director of PMA Securities, Inc. He mentioned that the college worked with PMA through the last two issuances that we did for bonds when we were constructing the Margaret Burke Lee Science and Health Careers Center. PMA is a premiere agency that primarily works with municipalities and

public institutions. Ms. Beckwith Schallmo's expertise is in community colleges and school district financing. Ms. Beckwith will talk about some of the financing strategies available to the college, and the timing of those strategies. The plan is for administration to come to the Board, possibly as early as October, with a resolution for an intent to authorize new debt issuance, and Ms. Beckwith Schallmo will talk about that process.

Ms. Beckwith Schallmo thanked the college for being able to serve as the college financial advisor on its 2011 and 2014 debt certificate funding bond transactions, which is a very common financing mechanism used by community colleges in the state of Illinois. She started by talking about the municipal bond market and showed a graph that highlighted historical interest rates. Oakton is a AAA rated issuer, which is the highest, most excellent credit rating that can be had, and this is because of the hard work the administration has done over the years. Oakton is in a small group as there are not that many colleges that are AAA rated, especially in Illinois. Oakton has such strength on a local basis in terms of funding sources with property taxes and tuition, which makes the college less reliant on state funding. At this point, Chair Stafford asked if the state of Illinois has had a change in their rating. Ms. Beckwith Schallmo replied that no, they have not; credit rating agencies came out quickly and said they were not going to do any further damage to the state's rating for now, but they have put Illinois on notice that income tax increases do not automatically fix everything. The risk that rates will go up is certainly much greater than the likelihood that they are going to go down much more. There are many factors that influence the municipal bond market. One of them is the Federal Reserve and everyone is always tuned into what they are doing. Ms. Beckwith Schallmo said that at this time, it appears that the Federal Reserve is not poised to raise interest rates until 2018, which is another positive factor in the college's position in thinking about accessing the bond market. Ms. Beckwith Schallmo reviewed the recent history of the college's existing debt service on bonds.

Next, Ms. Beckwith Schallmo reviewed a two-step financing plan that is prescribed by state law. Step One: the college would issue \$5 million in debt certificates in late 2017, the Board can then start the process to issue funding bonds to pay off the debt certificates; Step Two: the College would issue in February 2018, \$5 million in funding bonds to pay off the debt certificates. Chair Stafford commented that historically, these are great market rates, it is not quite free, but it is pretty close to it in terms of financing. He explained that another way to look at the restructuring of bonds, it is similar to refinancing your mortgage. When you refinance your mortgage, you can either take the savings or you can lower your interest payments, and this is what we will be doing, lowering our interest payments. We could give ourselves more margin to issue more debt, and for all intents purposes, that is what we are doing with the restructuring. Chair Stafford said that we have got more than enough places to spend the money, but he thinks what we will have to do is continue with our Capital Improvement and Master Plans as we have spent a great deal of time on those plans. With this money we can continue to do that, and hopefully do a little more prioritizing in terms of what we are going to build, when, and how much. He feels that this is a really opportune time, and agrees that this is a great window to get the money, and we have got the opportunity with the space that is given in our debt service. Moody's Investors Service will be used again for the bond issue. Chair Stafford said that it was good news that the state of Illinois passed a budget. The state of Illinois' bond rating is at junk status level right now. There are real issues in terms of that status, it is a big deal and does affect us all as we are part of the state. Chair Stafford thanked Ms. Beckwith Schallmo and Mr. Chandrasekar for the presentation.

Public Participation: Mr. Wayne Serbin congratulated the college for being ranked the best community college in Illinois for adult learners for the second straight year by the Washington Monthly magazine, and he also noted that Money Magazine voted Des Plaines one of the top fifty cities in the United States for 2017. Mr. Serbin also spoke about the recent flooding problems that the city of Des Plaines and Oakton Community College experienced, and he suggested that the city and the college work together to attempt to solve the flooding issues. Dr. Nancy Prendergast, noting that this would be her last board meeting, thanked the Board of Trustees for their service to the college, and especially Trustee Tennes for her support of the Skokie campus. Dr. Prendergast also remarked about the upcoming Higher Learning Commission visit. Trustee Tennes thanked Dr. Prendergast for her kind words to the Board and for her fifteen years of service to the college.

9/17-1a

Approval of Consent Agenda

Trustee Kotowski offered:

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

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

9/17-1b

Approval of Consent Agenda Items 9/17-2 through 9/17-7

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/17-2 through 9/17-7 as listed in the Consent Agenda.”

9/17-2

Ratification of Payment of Bills for August 2017 (Including Approval of Travel)

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,864,905.67 for all check amounts and for all purposes as appearing on a report dated August 2017.”

9/17-3

Acceptance of Treasurer’s Report for July 2017

“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 July 2017.”

9/17-4

Acceptance of Treasurer’s Report for August 2017

“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 August 2017.”

9/17-5

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b, and hereby approves the expenditures in the amount not to exceed \$114,011.57 for all funds listed in item a and b.”

a. Salary payments in the amount of \$113,536.57 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.

b. Salary payments in the amount of \$475.00 for part-time teaching services for the Alliance for Lifelong Learning Summer 2017.

9/17-6

Ratification of Payment of Professional Personnel – Fall 2017

1. "Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the fall semester, 2017; the payment amounting to \$3,572,837.12."

total

2. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the fall semester, 2017 payment amounting to “\$331,048.69.”

the total

9/17-7

Approval of Clinical Practice Agreements

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

Physical Therapy Assistant

Northshore University HealthSystem

Illinois Back Institute

Marianjoy Rehabilitation Hospital & Clinics, Inc. (Marianjoy Facility)

Presence Life Connections, Presence Resurrection Nursing and Rehabilitation Center (Presence Facility)

Mercy Hospital and Medical Center.”

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

Dr. DiLeonardi Aye
 Ms. Tennes Aye
 Mr. Salzberg Aye
 Mr. Stafford Aye
 Ms. Burns Aye
 Mr. Kotowski Aye
 Mr. Salzberg Aye

The motion carried; Student Trustee Chan favored the resolution.

9/17-8 Ratification of Board of Trustees’ Scholarships for 2017-2018

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 ratify the Board of Trustees’ Scholarships for the academic year 2017-2018 to Kristin Kostynick, Alison Lee, Sana Majoo, Carina Mora, and Moris Odeesh.”

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

9/17-9 Authorization to Approve September Purchases

Trustee Kotowski offered:

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

Agenda

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
9/17-9a	1-2	Natural Areas Restoration	Cardno, Inc.	\$ 536,000.00
9/17-9b	1	Autoclave	Getinge USA, Inc.	\$ 52,922.00
9/17-9c	1	Ellucian Consulting Services	Ellucian Company L.P.	\$ 44,000.00
9/17-9d	1-2	Microsoft License Subscription	SDF Professional Computer Services, Inc.	\$ 54,419.00
9/17-9e	1-2	Network Associates/McAfee Antivirus Software Updates/Support	SDF Professional Computer Services, Inc.	\$ 31,274.90
9/17-9f	1-2	Abatement Services for Skokie Basement	Celtic Environmental ECS Midwest, LLC Injection & Waterproofing Systems, Inc.	\$ 109,835.00 \$ 6,050.00 \$ 8,000.00
9/17-9g	1-2	Printing of the Class Schedules	K.K. Stevens Publishing	\$ 140,888.03
Grand Total				\$ 983,388.93.”

The motion was seconded by Trustee DiLeonardi.

Trustee Burns had a question regarding the purchase of the Autoclave (9/17-9b). The purchase price is listed in the resolution as \$52,922.00, but the resolution states that the Educational Foundation has approved a total of \$40,000 in funding towards the purchase of that piece of equipment; meaning that the issuance from the college would be \$12,000. Consequently, why does the purchase price show \$52,922 instead of \$12,000? President Smith replied that the actual cost to the college of the autoclave is \$52,922 minus \$40,000. The college pays the amount up front and the Foundation reimburses that amount. President Smith noted that the Educational Foundation has a grant that is designated just for equipment in the biology area.

Trustee Burns also asked about the purchase of the Microsoft License Subscription (9/17-9d). She noted that employees can benefit from the license with use for their personal computers. She asked what the

cost was and how employees are notified that they have the option to purchase the software. Bonnie Lucas, Vice President of Data and Analytics, replied that employees can work through the Oakton Help Desk to get the login and the appropriate credential to download the Microsoft Home Use Program software at a cost of \$10. Trustee Burns asked how employees are made aware that this is a benefit. Ms. Lucas stated that they are notified through the employee computer purchase program. Trustee Burns asked if the McAfee Antivirus Software is also available to employees to purchase for home use. Ms. Lucas said that no, it is not, as depending on what computer an employee purchases, many of them do not generally bundle antivirus software. Trustee Burns said that she would like for all employees to know that this benefit is available to them as it is a valuable resource.

Final question on the purchases, Printing of the Class Schedules (9/17-9g). Trustee Burns said that she was surprised at the range of bids and how they go from \$140,000 to \$275,000 She also noted that the company that received the bid was outside of our area. There are so many companies in our region, she asked why the majority of the bids came from companies outside of our region. Doreen Schwartz, Director of Business Services, replied that that the difference in the class schedules is that they are printed on a newsprint type paper which comes in giant rolls and the machines used for that paper are not common, there are not that many companies that use those rolls of paper anymore. Ms. Schwartz said that one of the biggest companies that the college has used in the past, decided not to bid this year, and over the years, other companies that have been in our region have gone out of business. Trustee Burns asked if the way we are printing is the most economical form printing. Trustee Tennes replied that yes, it is much more economical in terms of paper and process. It would be more expensive to print on a sheet fed type printer than using the rolls of paper.

Trustee Frank questioned whether we really need to print the non-credit class schedules. He asked if they can be made available elsewhere, possibly online. President Smith replied that we found that the non-credit student population is actually the population that uses the printed material the most. Colette Hands, Associate Vice President, Continuing Education and Workforce Development, responded that extensive research has been done in the past, and enrollment declined dramatically when we decided to stop printing the schedule.

Secretary Salzberg called the roll:

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

The motion carried; Student Trustee Chan favored the resolution.

9/17-10

Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Strategic Planning Online-Three Year Contract; b) Supplementary Water Main; c) Connect Domestic Water Line to the Grounds Maintenance Building; d) West End, South Side and Student Street Renovation; e) Engineering Services for an Emergency Power Backup Generator; f) Universal Robot; and g) Delivery Van. No action was taken.

9/17-11

Authorization to Hire a Dean of Online Learning

Student Trustee Chan offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the appointment of Dr. Raymond Lawson as Dean of Online Learning effective October 9, 2017,

at an annual salary of \$120,000. That salary will be prorated for the period October 9, 2017 through June 30, 2018.”

Mr. Frank seconded the motion.

Dr. Ileo Lott, Vice President of Academic Affairs, commented that Dr. Lawson is coming to Oakton highly qualified and experienced from McHenry County College. Staffing this position provides the opportunity to fill a void that we have had for a long time. We are excited to offer this candidate to the Board. Chair Stafford remarked that Dr. Lawson’s resume is very impressive, a great hire for the college.

Trustee Salzberg called the roll:

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

The motion carried; Student Trustee Chan favored the resolution.

9/17-12 Acceptance of Grants

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grants, 9/17-12a through 9/17-12c:

- | | |
|---|-----------|
| a. Illinois Community College Board Program Improvement Grant in the amount of..... | \$41,181 |
| b. Illinois Secretary of State Adult Volunteer Literacy Grant in the amount of..... | \$75,000 |
| c. U.S. Department of Education Student Support Services Grant..... | \$309,134 |

for a total of \$425,315

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

Adjournment

Chair Stafford announced that there has been a change in the location of the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535. The meeting will be held on Tuesday, October 17, 2017, beginning at 7:30 p.m. at the Skokie campus of Oakton Community College, 7701 N. Lincoln Avenue, Skokie, Illinois, in room P104.

Trustee Tennes made the motion to adjourn the meeting, which was seconded by Trustee Frank. A voice vote was called and the meeting was adjourned at 8:40 p.m.

William Stafford, Chair

Benjamin Salzberg, Secretary

ec:9/2017

A video recording of the September 19, 2017 meeting was made and may be viewed by calling the Media Services office at (847) 635-1998.

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 10/17-2 through 10/17-7

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/17-2 through 10/17-7 as listed in the Consent Agenda.”

- 10/17-2 Ratification of Payment of Bills for September 2017
- 10/17-3 Acceptance of Treasurer's Report for September 2017
- 10/17-4 Acceptance of Quarterly Report on Investments
- 10/17-5 Ratification of Actions of the Alliance for Lifelong Learning
Executive Board
- 10/17-6 Supplemental Authorization to Pay Professional Personnel – Fall 2017
- 10/17-7 Approval of Clinical Practice Agreements

Ratification of Payment of Bills for September 2017

The check register detailing the regular monthly bills for September 2017 was sent out on October 13, 2017. The totals by fund are on page 2. This includes approval of travel reimbursements for September 2017.

Board Chair

Board Secretary

EC: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 \$5,285,586.17 for all check amounts as listed and for all purposes as appearing on a report dated September, 2017."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for September 2017, represented by checks on pages 1-66 numbered 128793-128813, 128815-128835, 128837-128841, 128843-128846, 128848-129094, 129096-129131, 129134-129139, 129141-129203, 129206-129215, 129217-129248, and 129250-129381 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 Payroll	Gross Checks Issued			Total
		Accounts Payable	Sub-Total	Voided Checks	
Education	\$3,396,414.09	\$418,747.93	\$3,815,162.02	(400.00)	\$3,814,762.04
Operations, Building and Maintenance Fund	322,052.00	129,952.68	452,004.68		452,004.68
Maintenance Fund (Restricted)		458,517.34	458,517.34		458,517.34
Bond & Interest					
Auxiliary Enterprise	237,964.42	122,421.03	360,385.45	(300.00)	360,085.45
Restricted purposes	116,886.70	16,855.17	133,741.87		133,741.87
Working Cash					
Trust/Agency	481.71	6,810.56	7,292.27	(504.00)	6,788.27
Audit					
Liability, Protection & Settlement		46,420.00	46,420.00		46,420.00
Social Security/Medicare Loan					
TOALS	\$4,073,798.92	\$1,199,724.71	\$5,273,523.63	(1,204.00)	\$5,272,319.63
Student Government	655.20	11,407.34	12,062.54		12,062.54
TOTAL PER REPORT	\$4,074,454.12	\$1,211,132.05	\$5,285,586.17	(1,204.00)	\$5,284,382.17

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

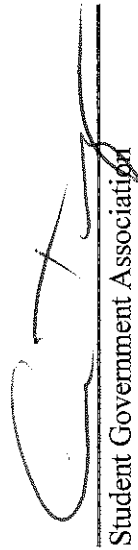
I hereby certify that materials and/or services represented by checks on pages 1-66 numbered 128814, 128836, 128842, 128847, 129095, 129132, 129133, 129140, 129204, 129205, 129216 and 129249 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby 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 \$12,062.54 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 September, 2017.



Student Government Association

Acceptance of Treasurer's Report for September 2017

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

EC: 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 September 2017."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

September 2017

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

Treasurer's Comments on September 2017 Financial Statements

Page 4. Financial Position Statement

Cash and investments

The net cash and investments decreased by \$2.6 million from the previous month. The monthly collections include \$78,000 in property taxes, \$1.5 million for the state base operating grant, \$1.2 million in student tuition and fees, \$400,000 in auxiliary revenue, and \$81,000 in interest income. Collections totaled \$3.3 million for September 2017.

The September 2017 cash disbursements included \$4.9 million for operating fund expenditures, \$500,000 for the other funds, and \$450,000 for the Master Plan Projects. Disbursements totaled \$5.9 million for September 2017.

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

Revenues

At the end of September, revenues were \$29.9 million or 100% of the prorated budget, compared to \$27.4 million, or 99% for the previous year. Tuition and fees totaled \$16 million year to date, or 94% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$15.7 million are attributed to expected operating costs. The operating expenditures are \$0.9 million (6%) above prior year's actual expenditures of \$14.8 million for the same period.

**OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
SEPTEMBER 30, 2017
(IN THOUSANDS)**

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Total All Funds
ASSETS									
Cash	\$ 1,516	\$ 42	\$ 1,332	\$ 3,031	\$ -	\$ 2,525	\$ -	\$ 580	\$ 9,026
Taxes Receivable	908	221	-	48	-	-	-	2	1,179
Student Tuition Receivable	4,872	1	-	-	-	528	-	-	5,401
Government Funds Receivable	2,603	-	-	-	-	1,190	-	-	3,793
Accrued Interest	240	36	18	-	-	4	-	1	299
Other Receivables	536	-	-	-	-	451	-	-	987
Investments									
Short-term	80,251	12,147	6,006	-	-	3,506	-	424	102,334
Long-term	16,206	3,007	1,592	-	-	358	-	130	21,293
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-
Inventories - Prepaids	125	-	-	-	29	603	-	-	757
Total Current Assets	92,757	15,454	8,948	3,079	29	23,665	-	1,137	145,069
Net Investment in Plant	-	-	-	-	-	-	108,649	-	108,649
TOTAL ASSETS	\$ 92,757	\$ 15,454	\$ 8,948	\$ 3,079	\$ 29	\$ 23,665	\$ 108,649	\$ 1,137	\$ 253,718
LIABILITIES AND NET POSITION									
Payables	\$ 1,067	\$ -	\$ -	\$ 1	\$ -	\$ 146	\$ -	\$ -	\$ 1,214
Accrued Interest Payable	-	-	-	-	108	-	-	-	108
Deferred Tuition Revenue	1	-	-	-	-	678	-	-	679
Accruals	5,963	211	39	-	-	217	-	-	6,430
Bonds Payable	-	-	-	-	34,050	-	-	-	34,050
Total Liabilities	7,031	211	39	1	34,158	1,041	-	-	42,481
Deferred Inflows of Resources - Property Taxes	9,652	2,056	-	834	-	-	-	28	12,570
Total Liabilities and Deferred Inflows of Resources	16,683	2,267	39	835	34,158	1,041	-	28	55,051
Net Position									
Unrestricted	76,074	13,187	8,909	-	-	5,802	-	-	103,972
Restricted	-	-	-	-	-	16,822	-	1,109	17,931
Debt Service	-	-	-	2,244	(34,129)	-	-	-	(31,885)
Plant	-	-	-	-	-	-	108,649	-	108,649
Total Net Position	76,074	13,187	8,909	2,244	(34,129)	22,624	108,649	1,109	198,667
TOTAL LIABILITIES & NET POSITION	\$ 92,757	\$ 15,454	\$ 8,948	\$ 3,079	\$ 29	\$ 23,665	\$ 108,649	\$ 1,137	\$ 253,718

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
THREE MONTHS ENDED SEPTEMBER 30, 2017**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 46,832	\$ 11,708	\$ 11,721	100%	104%
Replacement Tax	1,030	258	234	91%	147%
Chargebacks	65	16	-	0%	258%
State Revenue	2,349	587	1,602	273%	0%
Tuition and Fees	26,232	16,988	15,964	94%	99%
Other	1,332	333	411	123%	65%
TOTAL REVENUES	77,840	29,890	\$ 29,932	100%	99%
EXPENDITURES (accrual basis)					
Instructional	32,869	\$ 8,217	7,459	91%	95%
Academic Support	16,215	4,054	3,657	90%	81%
Student Services	7,046	1,762	1,212	69%	81%
Public Services	1,355	339	261	77%	74%
Operations and Maintenance	9,056	2,264	1,454	64%	68%
General Administration	5,194	1,299	977	75%	76%
General Institutional	1,182	296	707	239%	42%
Contingency	492	123	-	0%	0%
Chargebacks	100	25	-	0%	56%
TOTAL EXPENDITURES	73,509	18,377	15,727	86%	85%
Revenues over (under) expenditures	4,331	11,513	14,205		
Net Fund transfers					
To Operations & Maintenance (Restricted)	(15,696)	(3,924)	(3,924)		
To Auxiliary Fund and ALLiance	(2,768)	(692)	(692)		
To Restricted Purpose Fund	(100)	(25)	(25)		
To Liability, Protection & Settlement Fund	(570)	(143)	(143)		
To Social Security/Medicare Fund	(893)	(223)	(223)		
From Working Cash Fund: Interest	22	6	6		
Total Transfers	(20,005)	(5,001)	(5,001)		
Net Revenue over (under) expenditures	\$ (15,674)	\$ 6,512	\$ 9,204		

OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
THREE MONTHS ENDED SEPTEMBER 30, 2017

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as	
			a	% of Budget
REVENUES				
Construction Fee	\$ 335	\$ 190		57%
Interest and Investments Gain/Loss	41	15		37%
Other Revenue	-	-		0%
Total revenues	<u>376</u>	<u>205</u>		<u>55%</u>
EXPENDITURES				
Student Street Renovation	1,215	243		20%
Student Gathering Space	0	0		0%
Sanitary Lift Station	660	11		2%
RHC HVAC System	4,500	7		0%
Campus Signage/Monuments	570	90		16%
West End Renodeling - A/E Fees	6,195			
Master Plan Update	25			
Natural Area Restoration	300			
Roof Replacement - DP	500	5		1%
Roof Replacement - RHC	500	18		4%
Supplementary Water Connection	920	57		6%
Landscape Improvements	980			
Fire Panel Replacement?	250			
Capital Equipment	908			
Infrastructure-DP/Windows	300	12		4%
Hardware Replacement	500			
Flooring/Carpet Replacement	200			
Switch Gear/Generator	998			
Baseball Field Fencing	65	3		5%
RHC Basement Hazardous Material Abatement	218	5		2%
Library Lower-Level Migration	200			
Check Valve	60			
Contingency	874			
Facilities Condition Assessment	300			
Project Management Services	260			
SHC Slab Remediation	2	2		
Total expenditures	<u>21,500</u>	<u>453</u>		<u>2%</u>
State capital contribution	-	-		0%
Transfer in	15,696	3,924		25%
Net	<u>\$ (5,428)</u>	<u>\$ 3,676</u>		<u>(68%)</u>

AUXILIARY ENTERPRISE FUND
(excluding Alliance)

	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 2,079	\$ 624	30%	28%
Workforce Development	85	10	12%	4%
Copy Center	230	33	14%	10%
Travel	60	11	18%	27%
Athletics	20	54	270%	165%
Child Care	392	155	40%	41%
PAC Operations	16	-	0%	13%
Other	188	178	95%	99%
Interest and Investments Gain/Loss	58	2	3%	12%
Total revenues	<u>3,128</u>	<u>1,067</u>	<u>34%</u>	<u>29%</u>
EXPENDITURES				
Bookstore Operating Expenses	2,079	618	19%	24%
Workforce Development	203	28	14%	28%
Copy Center	365	68	19%	23%
Travel	60	-	0%	10%
Athletics	1,122	270	24%	24%
Child Care	471	87	18%	22%
PAC Operations	102	14	14%	14%
Other	172	16	9%	14%
Total expenditures	<u>4,574</u>	<u>1,101</u>	<u>24%</u>	<u>25%</u>
Transfers in (out)	1,446	362		
Net	<u>\$ -</u>	<u>\$ 328</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
THREE MONTHS ENDED SEPTEMBER 30, 2017**

	<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	\$ 300	75	\$ 232	77%	0%
Tuition and Fees	919	230	451	49%	46%
Sale of Materials	58	15	2	3%	12%
Institutional Support					
Evening High School	100	25	62	62%	0%
Interest	8	2	-	0%	0%
Other Revenues	55	14	14	25%	300%
	<u>1,440</u>	<u>360</u>	<u>761</u>	<u>53%</u>	<u>27%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,958	490	293	15%	18%
Instructional Programs					
Allied Health	214	54	31	14%	15%
Job-related	172	43	48	28%	2%
Home Related	11	3	-	0%	9%
Personal	46	12	4	9%	14%
Community Service	47	12	1	2%	4%
NIPSTA	-	-	1	0%	
High School Programs	112	28	10	9%	10%
GED Programs	4	1	1	25%	0%
Kids/Youth Program	17	4	13	76%	50%
ESL Programs	180	45	41	23%	24%
Total Programs	<u>803</u>	<u>201</u>	<u>150</u>	<u>19%</u>	<u>15%</u>
	<u>2,761</u>	<u>690</u>	<u>443</u>	<u>16%</u>	<u>17%</u>
Revenue over (under) expenditures	<u>\$ (1,321)</u>	<u>\$ (330)</u>	<u>318</u>		
Transfer in	1,321	330	330		
Net	0	0	648		

OAKTON COMMUNITY COLLEGE
 STUDENT ACTIVITIES FUND
 SUMMARY OF REVENUES AND EXPENDITURES
 THREE MONTHS ENDED SEPTEMBER 30, 2017

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 276,264				
Interest income	-				
Sub total revenues	<u>276,264</u>				
369901 Student Government Association	-	-	-	(2,791)	(2,791)
369902 SGA Special Allocations	-	-	-	(10,000)	(10,000)
369910 Occurrence	8,031	-	8,031	(86)	7,946
369919 Skokie Events Team	-	37,050	37,050	(5,205)	31,845
369920 SGA College Program Board	-	52,250	52,250	(23,099)	29,151
369923 Global Brigades	-	889	889	-	889
369924 Hawaiian Music Club	-	-	-	(11)	(11)
369927 Cheer & Dance Team	71	-	71	-	71
369931 Students for Social Justice	-	-	-	(969)	(969)
369940 Trading Card Game Club	-	100	100	-	100
369945 Physical Therapy	-	1,341	1,341	-	1,341
369946 Phi Theta Kappa (PTK)	-	-	-	(342)	(342)
369957 Student Nurses Dec 2014	-	-	-	(1,000)	(1,000)
Sub Totals	<u>8,102</u>	<u>91,630</u>	<u>99,732</u>	<u>(43,503)</u>	<u>56,229</u>
Fund Summary					
Total Revenues	\$ 284,366				
Total Expenditures	(43,503)				
Total Transfers to other funds	<u>(247,796)</u>				
Excess revenues over expenditures	(6,933)				
Net Position 6/30/17	387,814				
Net Position, end of period	<u>\$ 380,881</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
SEPTEMBER, 2017**

GENERAL FUND TRANSFERS/PAYMENTS							
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
9/7/2017	\$ 9,334.19	\$ 9,334.19					
9/13/2017	658,145.55				\$ 658,145.55		
9/19/2017	48,883.00			\$ 48,883.00			
9/20/2017	18,604.23	18,604.23					
9/26/2017	15,968.84					\$ 15,968.84	
TOTAL	\$ 750,935.81	\$ 27,938.42	\$ -	\$ 48,883.00	\$ 658,145.55	\$ 15,968.84	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS						
DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS	
9/8/2017	\$ 292,669.38	\$ 292,669.38				
9/8/2017	84,204.99		\$ 84,204.99			
9/8/2017	169,797.01			\$ 169,797.01		
9/8/2017	63,115.31				\$ 63,115.31	
9/22/2017	276,038.73	276,038.73				
9/22/2017	83,516.57		83,516.57			
9/22/2017	172,292.30			172,292.30		
9/22/2017	64,199.92				64,199.92	
TOTAL	\$ 1,205,834.21	\$ 568,708.11	\$ 167,721.56	\$ 342,089.31	\$ 127,315.23	

Acceptance of Quarterly Report on Investments

Quarter ended September 30, 2017

At the end of September 2017, the fair market value of investments totaled \$123.6 million compared to \$109.4 million at the end of June and \$122.2 million for the same month of the previous year. The average yield for this quarter (before fair value adjustment) of this year and last year are .98% and .76% respectively.

Interest income for the three months ending September 2017 and 2016, before fair market value adjustment, was \$292,903 and \$224,909, respectively.

The year to date fair market value adjustment is an unfavorable \$44,727 compared to a favorable \$148,477 for the same period last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<u>Investments</u>	<u>September 30, 2017</u> (000)	<u>June 30, 2017</u> (000)
Certificate of Deposit	\$ 36,421	\$ 36,435
Illinois Funds	6,838	1,940
ISDLAF – Liquid and Max General Fund	2,629	59
Chase	20,508	13,752
PMA LGIP SDA	30,187	30,109
PMA Bank 7 SDA	19,612	19,562
Treasury Notes	6,052	6,062
U.S. Treasury Obligations (GNMAs)	<u>1,397</u>	<u>1,505</u>
Total:	<u>\$123,643</u>	<u>\$109,425</u>
<u>Fair Market Value Adjustment</u>	<u>FY2018</u>	<u>FY2017</u>
1 st Quarter	\$ (44,727)	\$ 148,477
2 nd Quarter		
3 rd Quarter		
4 th Quarter		
Year to Date	<u>\$ (44,727)</u>	<u>\$ 148,477</u>

President' Recommendation:

That the Board adopts the following resolution:

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

**Earnings Report
Three Months Ended September 30th, 2017 and 2016**

Security	Quarter				Year -to-Date				
	2017		2016		2017		2016		
	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	
GENERAL FUNDS									
Certificate of Deposit	\$ 95,564	1.05%	\$ 7,213	0.55%	\$ 95,564	1.05%	\$ 7,213	0.55%	
Money Market									
Illinois Funds	11,363	0.84%	22,468	0.39%	11,363	0.84%	22,468	0.39%	
Chase Savings	14,129	0.26%	5,951	0.13%	14,129	0.26%	5,951	0.13%	
ISDLAF - Liq+Max Fund	357	0.94%	26,441	0.36%	357	0.94%	26,441	0.36%	
IMET			40,913	0.52%			40,913	0.52%	
IMET LIQ TRUST									
PMA LGIP -SDA	77,567	1.04%			77,567	1.04%			
PMA Bank 7 SDA	50,395	1.04%			50,395	1.04%			
Treasury Notes	25,416	1.70%	98,010	3.41%	25,416	1.70%	98,010	3.41%	
GNMA	18,112	4.81%	23,913	4.88%	18,112	4.81%	23,913	4.88%	
Total	\$ 292,903	0.98%	\$ 224,909	0.76%	\$ 292,903	0.98%	\$ 224,909	0.76%	
Fair Mkt Value Adj.	\$ (44,727)	(0.60%)	\$ 148,477	1.46%	\$ (44,727)	(0.60%)	\$ 148,477	1.46%	

Codes:

CERTIFICATE OF DEPOSIT	PMA Financial Network- short term certificates of deposit
MONEY MARKET	Illinois School District Liquid Asset Fund
ISDLAF - CITIBANK	Illinois School District Liquid Asset Fund
ISDLAF - LIQ + MAX FUND	Illinois School District Liquid Asset Fund
Illinois Funds	Illinois Public Treasurer's Investment Pool
IMET	Illinois Metropolitan Investment Fund
CHASE	JP Morgan Chase High Yield Account
T-NOTES	U.S. Treasury Notes; 2-10 year maturity.
GNMA	A share of pooled mortgages guaranteed by the Federal Government

REPORT ON INVESTMENTS
1st Quarter 2017-2018

Type of Security	Coupon	Fair Market	Par	Purchase	Maturity	Rate of	Interest	Interest	Interest
OCC FUNDS	Rate	Value *6	Value	Date	Date	Interest	Earnings Y-T-D	Payments Received	Accrued (A)
GENERAL FUNDS									
C-D	1.0000%	500,000	500,000	09-08-16	03-08-18	1.00%	1,233		5,342
C-D	1.0000%	250,000	250,000	09-16-16	03-19-18	1.00%	616		2,671
C-D	1.0000%	250,000	250,000	09-14-16	03-08-18	1.00%	616		2,671
C-D	1.4543%	2,978,900	2,978,900	12-22-16	12-23-19	1.45%	10,686		33,007
C-D	1.2800%	8,500,000	8,500,000	12-22-16	06-21-19	1.28%	26,827		82,867
C-D	1.1547%	4,738,200	4,738,200	12-22-16	12-24-18	1.15%	13,491		41,671
C-D	1.0010%	5,000,000	5,000,000	12-22-16	06-27-18	1.00%	12,341		38,120
C-D	0.8354%	4,729,900	4,729,900	12-22-16	12-22-17	0.84%	9,744		30,097
C-D	0.7510%	4,250,000	4,250,000	12-22-16	12-13-17	0.75%	7,870		24,310
C-D	0.7110%	-	-	12-23-16	09-06-17	0.71%	5,373	20,021	-
C-D	0.7640%	248,100	248,100	12-23-16	12-13-17	0.76%	467		1,444
C-D	1.7250%	494,000	494,000	12-29-16	12-29-19	1.73%	2,101		2,101
C-D	1.0500%	247,122	247,122	12-29-16	12-29-17	1.05%	640		1,934
C-D	1.3000%	249,246	249,246	12-30-16	12-31-18	1.30%	828	562	266
C-D	1.0700%	1,750,000	1,750,000	09-08-17	11-02-16	1.07%	1,180		1,180
C-D	1.1007%	2,235,300	2,235,300	09-07-17	11-13-16	1.10%	1,550		1,550
SUBTOTAL		36,420,768	36,420,768				95,564	20,583	269,233
MONEY MARKET									
ILLINOIS FUNDS									
CHASE		6,837,888	6,837,888	DAILY	DAILY	*1	11,363	11,363	-
ISDLAF-LIQ+MAX FUND		20,507,842	20,507,842	DAILY	DAILY	*2	14,129	14,129	-
PMA LGIP SDA		2,628,766	2,628,766	DAILY	DAILY	*3	357	357	-
PMA Bank 7 SDA		30,186,687	30,186,687	DAILY	DAILY	*4	77,567	77,567	-
		19,612,101	19,612,101	DAILY	DAILY	*5	50,395	50,395	-
SUBTOTAL		79,773,284	79,773,284				153,811	153,811	-
T-NOTE	3.3750%	1,070,234	1,030,000	12-28-09	11-15-19	3.79%	8,691	-	11,587
T-NOTE	1.3750%	4,981,835	5,000,000	12-23-16	01-31-20	1.41%	16,725	34,375	11,458
SUBTOTAL		6,052,069	6,030,000				25,416	34,375	23,046

REPORT ON INVESTMENTS
1st Quarter 2017-2018

Type of Security	Coupon Rate	Fair Market Value *6	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
OCC FUNDS									
GNMA GROUP	8.0000%	55,102	47,685	1995-1997	2025-2027	7.75%	990	1,001	324
GNMA	7.5000%	11,198	9,891	04-20-98	04-20-28	6.99%	187	188	63
GNMA	7.5000%	16,353	13,817	05-20-98	05-20-28	7.05%	263	267	86
GNMA	7.0000%	11,151	9,566	08-20-98	05-20-28	6.77%	170	172	56
GNMA	6.5000%	13,835	12,336	10-21-98	04-20-28	6.37%	207	211	62
GNMA	6.5000%	17,611	15,186	11-18-98	11-20-28	6.89%	252	257	79
GNMA	6.5000%	16,831	14,606	11-18-98	10-20-28	6.34%	240	243	69
GNMA	6.5000%	22,457	19,317	01-21-99	01-20-29	6.31%	318	321	104
GNMA	6.5000%	17,130	14,839	03-23-99	03-20-29	6.90%	244	246	80
GNMA	7.0000%	17,994	15,287	06-23-99	05-20-29	7.28%	269	272	89
GNMA	7.5000%	11,859	9,907	08-24-99	08-20-29	7.49%	188	189	62
GNMA	8.0000%	7,756	6,395	05-22-00	04-20-30	8.22%	130	132	42
GNMA	7.0000%	10,062	8,460	02-20-01	02-20-31	6.86%	149	151	49
GNMA	7.0000%	17,157	14,369	05-21-01	04-20-31	7.00%	257	262	82
GNMA	6.5000%	20,189	17,297	09-24-01	08-15-31	6.17%	288	296	92
GNMA	6.0000%	20,037	17,198	06-18-02	05-20-17	5.90%	285	291	93
GNMA	6.5000%	6,940	6,288	06-20-02	06-15-32	6.38%	103	103	34
GNMA	6.0000%	25,223	22,447	09-23-02	07-20-31	5.87%	352	362	112
GNMA	5.5000%	64,778	58,022	12-19-02	12-20-32	5.44%	811	826	266
GNMA	5.5000%	71,630	64,145	01-22-03	01-20-33	5.40%	896	911	294
GNMA	5.0000%	110,126	100,781	06-19-03	05-20-33	4.87%	1,293	1,323	420
GNMA	5.5000%	131,474	117,579	08-20-03	08-20-33	5.50%	1,644	1,670	539
GNMA	6.0000%	127,685	79,361	09-23-03	08-20-33	5.92%	1,218	1,245	398
GNMA	5.5000%	90,771	114,381	11-19-03	10-20-33	5.46%	1,601	1,628	524
GNMA	4.0000%	5,647	5,493	03-18-04	08-20-18	3.98%	60	66	18
GNMA	5.0000%	201,097	184,018	03-23-04	02-20-34	4.93%	2,343	2,392	767
GNMA	4.5000%	10,136	10,079	04-20-04	10-28-18	4.43%	125	137	38
GNMA	5.0000%	114,943	105,194	04-20-04	03-20-34	4.97%	1,339	1,362	438
GNMA	4.5000%	49,401	48,338	05-18-04	04-15-19	4.51%	613	669	181
GNMA	6.0000%	39,056	34,651	06-22-04	04-15-29	5.90%	522	525	173
GNMA	4.5000%	32,449	31,703	07-20-04	06-15-19	4.53%	383	413	119
GNMA	5.0000%	29,241	28,356	12-16-04	11-20-19	4.89%	372	390	118
SUBTOTAL		<u>1,397,318</u>	<u>1,256,991</u>				<u>18,112</u>	<u>18,521</u>	<u>5,874</u>
Total Investments		<u>123,643,439</u>	<u>123,481,044</u>				<u>292,903</u>	<u>227,290</u>	<u>298,152</u>

(A) GNMA investments pay interest based on previous months balances. Balances continuously decrease as principal is repaid. Therefore interest received during any given time period will be higher than interest recorded, due to the return of principal.

*1 Average yield as of 09/30/17 was 1.048%

*2 Average yield as of 09/30/17 was 0.270%

*3 Average yield as of 09/30/17 was 0.960%

*4 Average yield as of 09/30/17 was 1.050%

*5 Average yield as of 09/30/17 was 1.050%

*6 Source: Bank Investment Report

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$145,642.35 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.
- b. Salary rescinds in the amount of \$906.76 for part-time teaching services for the Alliance for Lifelong Learning Fall 2017.

CH:nmi
10/4/2017

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 b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$146,549.11 for all funds listed in items a and b.”

Supplemental Authorization to Pay Professional Personnel – Fall 2017

Comparative figures:

Fall 2017 Part-Time	Fall 2016 Part-Time
\$ 4,028,544.42	\$ 4,097,035.69
Fall 2017 Overload	Fall 2016 Overload
\$ 397,265.18	\$ 343,859.50

IL:pt
10/2017

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 2017 fall semester salaries in the amount of (\$15,718.84), resulting in a revised total of \$4,028,544.42."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of overload faculty 2017 fall semester salaries in the amount of \$66,216.49, resulting in a revised total of \$397,265.18."

Approval of Clinical Practice Agreements

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

Physical Therapy Assistant

- Amendment: **Genesis Eldercare Rehabilitation Services, LLC DBA Genesis Rehab Services**
This is an amendment to the main Genesis Eldercare Rehabilitation Services agreement. This has been reviewed and approved by the College faculty and administration.
- New: **Pain Relief Institute**
This is the hospital's (3) three year agreement and is to be renewed again on August 1, 2020. It has been reviewed and approved by the College faculty and administration.
- Amendment: **Advocate Condell Medical Center**
This is an amendment to the main Advocate Services agreement. This has been reviewed and approved by the College faculty and administration.
- Memorandum: **Northshore University HealthSystem**
This is a memorandum to the Master Northshore University HealthSystem agreement to continue this from October 15, 2017 and terminate on October 14, 2019.

Early Childhood Education

- New: **Reba Early Learning Center**
This is to offer practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a five-year period and will terminate on August 1, 2022.
- Renewal: **JCYS Northwest Family Center**
This is to offer practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a five-year period and will terminate on August 1, 2022.
- Renewal: **Glenview Community Church Nursery School**
This is to offer practicum opportunities for students in our Early Childhood Education program. This has been reviewed and approved by the College faculty and administration. This is in effect for a five-year period and will terminate on August 1, 2022.

Human Services

Renewal: **Leyden Family Service & Mental Health Center (Leyden Aftercare Program)**

This is to offer practicum opportunities for students in our Human Services Education program. This has been reviewed and approved by the College faculty and administration. This is an annual renewal of the original agreement and will terminate on October 31, 2018.

Nursing

Memorandum: **Northshore University HealthSystem**

This is a memorandum and is subject to all the terms and conditions of the Master Affiliation Agreement dated July 1, 2017, the ASM contract is extended to cover the Basic Nurse Assistant Training Program for a five (5) year period and will terminate October 18, 2022.

IL/pt
10/17/2017

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:

Physical Therapy Assistant and Health Information Technology

Genesis Eldercare Rehabilitation Services, LLC DBA Genesis Rehab Services

Pain Relief Institute

Advocate Condell Medical Center

Human Services Program

Leyden Family Service & Mental Health Center (Leyden Aftercare Program)

For the Nursing Program

Northshore University HealthSystem

For the Early Childhood Education Program

Reba Early Learning Center

JCYS Northwest Family Center

Glenview Community Church Nursery School.”

Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinion)

A copy of the final audited Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2017 was included in the October 13, 2017 weekly Board packet. It includes an unmodified opinion concerning the College’s Fiscal Year 2017 Audit. An unmodified opinion, an opinion that the financial statements are presented, in all material respects, in accordance with the applicable financial reporting framework, is equivalent to what was previously referred to as an “unqualified” opinion. The CAFR is designed to provide financial information that is easily readable, efficiently organized, and presented in the spirit of transparency and full disclosure.

The CAFR is designed to emulate corporate presentations whereby assets are capitalized, depreciation is reported as an operating expense, and property taxes are recorded on a full accrual basis rather than a modified accrual basis. The College has received the *Certificate of Achievement for Excellence in Financial Reporting* award from the Government Finance Officers Association since 1991 and anticipates receiving another award this year. The Accounting Office and the Administrative Affairs team have done an excellent job on the report and deserve our congratulations. Mr. Anthony Cervini, Manager from Sikich LLP, will be present to make some comments to the Board of Trustees on October 17, 2017, regarding the report.

AW:vb
10/10/2017

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017.”

Approval of Estimate of Levy for 2017 and Announcement Thereof

The Truth in Taxation Law requires that not less than twenty days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money estimated to be necessary to be raised by taxation for that year upon the taxable property in its district.

In order to fund the College operating program, including salaries, supplies, and utilities, it is recommended that the College's levy for 2017 be as follows:

	<u>Recommendation</u>
	<u>2017 Levy</u>
Education Purposes	\$42,098,144
Operation & Maintenance Purposes	8,000,000
Liability, Protection and Settlement (Includes Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance)	100
Medicare and Social Security Contributions	100
Audit	50,000
Total	<u>\$50,148,344</u>

The \$50,148,344 estimate of levy (excluding debt service) represents a 4.7% increase over the extended 2016 tax levy. The College's 2017 levy will be collected in calendar year 2018.

The Property Tax Extension Limitation Law (PTELL) caps the annual growth in the total amount of property taxes extended for the College and other taxing districts which are subject to its provisions. In general, the PTELL limiting rate as calculated annually for each taxing district allows for a limited inflationary increase in tax extensions on existing property, plus an additional amount for new property (i.e., new construction). The increase is pegged to the percentage rise in the Consumer Price Index (CPI) for the 12-month period preceding the levy year. For tax year 2017, the percentage increase in the CPI is 2.1%.

To ensure that the College realizes as much additional revenue as the PTELL formula allows from new property, the Administration is recommending that 2017 aggregate tax levy be set at an amount 4.7% higher than the total amount of 2016 property taxes extended for the College. Because the proposed 2017 tax increase will not be more than 5% above the prior year tax extension, the College will not be required to publish a Truth in Taxation notice or conduct a public hearing on the proposed 2017 levy.

We do not expect that the College will receive the full proposed amount based on the operation of the limiting rate. The projected increase in property tax after the impact of the limiting rate is 2.8%, which includes projected new property of \$100 million.

Preliminary calculations with estimated overall equalized assessed valuation levels and new property additions indicate that the College's tax rate would be 0.225 as compared to the 2016 rate of 0.215. It is estimated that the typical owner of a home with a market value of \$250,000 can expect to see the College portion of the taxes increase by approximately \$5.00. In 2016, the College's share of the homeowner's taxes was about 3% of the total bill.

The \$100 levies in the Medicare and Social Security Fund and Liability, Protection, and Settlement Fund serve as placeholders and ensure the College will not need a referendum to reinstate these levies in the future if desired. In conjunction with the 2017 tax levy, amounts effectively levied for these funds were added to the Education Fund Levy.

The Audit Fund levy for 2017 has been reduced to \$50,000 in order to spend down an accumulated fund balance, which was \$139,000 as of June 30, 2017. The 2016 audit levy was \$110,000.

As a component of the Approval of Issuance of General Obligation Limited Tax Bonds, Series 2011 and 2014, the Board adopted a resolution directing the County to levy a direct annual tax to pay the principal and interest on such bonds. For the 2017 tax levy, such amount will be \$3,406,788. Based upon documents filed with Cook County at the time the Bonds were issued, it is not necessary for the Board to annually approve the portion of the tax levy applicable to debt service.

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2017 to be collected in calendar year 2018 as follows:

The sum of \$42,098,144 to be levied as a tax for educational purposes; and

the sum of \$8,000,000 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 \$50,000 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 November 14, 2017, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2017. The above estimated amounts for the 2017 tax levy may be changed by the Board in adopting the final 2017 levy, subject to statutory notice and publication requirements.”

Resolution Expressing Official Intent Regarding Certain Capital Expenditures to be Reimbursed from Proceeds of an Obligation to Be Issued by the College

In June 2017 the Board approved the College's FY2018-FY2022 Master Plan totaling \$53.0 million. The Master Plan provides a comprehensive framework for addressing the facilities' needs of the College for the benefit of its students, dedicated faculty and staff, and the people in the diverse communities served by the College. This plan will assist in building and maintaining a sustainable infrastructure that provides an optimal learning environment for students, an inspiring place in which to teach and learn, and a valuable resource for the community at large. The Board also approved a funding plan from a combination of sources comprised of debt issuances, fund balance reserves, student fees and interest income.

This resolution sets forth and describes the outstanding claims against the College, declaring the intention to issue debt certificates in an amount not to exceed \$5,000,000. Following approval of this resolution, the College will work with its financial advisors, PMA Securities, to issue debt certificates not to exceed \$5,000,000. This action is necessary because state statutes permit the College to use tax bonds to refund an existing obligation (debt certificates) but not to fund construction. The debt certificates create an obligation that the Board has the authority to refund by issuing bonds which will eliminate the debt certificates and leave the College with bonded indebtedness.

EC:aw
10/11/2017

President's Recommendation:

That the Board adopt the following:

“RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District 535, County of Cook and State of Illinois.”

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District 535, County of Cook and State of Illinois.

* * *

“WHEREAS, the Board of Trustees (the “*Board*”) of Community College District 535, County of Cook and State of Illinois (the “*District*”), has developed a list of capital projects described in *Exhibit A* hereto (the “*Projects*”); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “*Expenditures*”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District 535, County of Cook and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

Section 3. Maximum Amount. The maximum principal amount of the obligation expected to be issued for the Projects is \$5,000,000.

Section 4. Ratification. All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 5. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted October 17, 2017.”

Chairman, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

DESCRIPTION OF CAPITAL PROJECTS

Build additions to, renovate, repair and equip the Des Plaines campus.

MINUTES of a regular public meeting of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, held in Room P104 at the Skokie Campus, 7701 North Lincoln Avenue, Skokie, Illinois in said Community College District at 7:30 o'clock p.m., on the 17th day of October 2017.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, _____, the Chairman, and the following Trustees were physically present at said location: _____

The following Trustees were allowed by a majority of the Trustees of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was prohibited from attending the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that the District has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of an obligation and that the Board of Trustees would consider the adoption of a resolution expressing its official intent with regard to such expenditures.

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented and read by title be adopted.

Whereupon Trustee _____ presented and the Secretary read by title a resolution, a copy of which was provided to each Trustee of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois (the “*Board*”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of October 2017, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District 535, County of Cook and State of Illinois, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of October 2017.

Secretary, Board of Trustees

Authorization to Approve October Purchases

Any purchase exceeding \$25,000 requires Board approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution.

Items “a through e” were previewed at the September 2017 Board of Trustees meeting. Item “f” was previewed at the March 2017 Board of Trustees meeting.

DLS:kr 9/29/2017

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>
10/17-11a	1	Strategic Planning Online - Three Year Contract	Strategic Planning Online, LLC	\$ 42,500.00
10/17-11b	1-2	Supplementary Water Main	Pirtano Construction, Inc. Forest Preserve District of Cook County, IL	\$ 652,762.40 \$ 138,087.60
10/17-11c	1	Domestic Water Line Connection	DK Contractors, Inc.	\$ 81,576.00
10/17-11d	1	Engineering Services for Emergency Power Backup Generator System	Kluber, Inc.	\$ 41,860.00
10/17-11e	1	Universal Robot	DEPCO Enterprises, LLC	\$ 49,945.00
10/17-11f	1	Engineering Services for Fire Alarm System Replacement	Kluber, Inc.	\$ 90,370.00
GRAND TOTAL				\$ 1,097,101.00

Authorization to Purchase Strategic Planning Online - Three Year Contract

Strategic Planning Online (SPOL) is a cloud-based and interactive web-based tool that facilitates institutional planning and assessment activities across and within planning units by providing a customized, standardized, accessible, easy to use lens for specifying the planning elements of goals, activities, outcomes, documentation of the extent of implementation of activities, and reflection on progress toward outcomes.

To facilitate implementation of the FY 2018-2022 Strategic Plan, the Administration is recommending the use of SPOL to document and track progress on the four strategic commitments (Equity Matters, Teaching and Learning Matters, Community Matters, Planning Matters) and associated measurable outcomes. The system will be launched to promote transparency and integration of the planning and accreditation processes.

SPOL will help to facilitate shared understanding of and accountability to outcomes and continuous improvement. In addition to its utility for planning and management purposes, SPOL also supports the integration of department-level planning and continuous improvement with the accreditation process. It is a place to organize planning, build on evidence effectiveness, and highlight continuous improvement in one place. This approach will better position stakeholders across the College to collaborate more effectively to improve institutional and program/service outcomes as well as more intentionally align human and other resources to support achieving the desired outcomes.

With this agenda item, the Administration is seeking to purchase a three-year license to use SPOL for two Modules (Planning and Accreditation) for a total cost of \$42,500. This cost is comprised of the annual license fee of \$14,000 per year for three years and a one-time setup fee of \$500. It will include unlimited user accounts, unlimited technical support, advanced reporting, and program standards.

MAE:kr
9/28/2017

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 Strategic Planning Online - Three Year Contract from Strategic Planning Online, LLC, 5411 N. University Drive, Suite 203, Coral Springs, FL 33067 for a contract sum of \$42,500.00 per their Service Agreement dated July 27, 2017.”

Authorization to Purchase Supplementary Water Main

The FY 2018-2020 Capital Improvement Plan (CIP) notes that the supplementary water service project needs to commence immediately. It was discovered that the water pressure at the Des Plaines campus is insufficient to provide adequate water supply from the campus hydrants in the event of a fire. The CIP proposed budget for the supplementary water service is \$850,000. At the June 27, 2017 meeting, the Board approved the \$59,150 engineering contract with Manhard. The Administration then worked with Manhard Consulting and representatives from the Cook County Forest Preserve District to develop the project specifications which includes work in adjacent Forest Preserve property. In addition to the actual water main work, there will also be a \$138,087.60 payment made to the Cook County Forest Preserve District which consists of 1) \$70,000.00 for assisting in the completion of a phase one engineering study for a trail cross, or a public benefit of equivalent value in consultation with the Forest Preserve District and 2) \$68,087.60 for a one-time upfront fee for the term of the license which is continuous.

The Facilities office and the Purchasing department worked with Manhard Consulting to issue a bid. The bid was sent to 29 (two in district) companies. Eleven companies attended the mandatory pre-bid meeting. The College received seven responses (two in district). The low bid was submitted by Pirtano Construction, Inc. of Addison, IL for a total of \$600,300. Pirtano Construction, Inc. was founded in 1982. Their municipal references include the Village of Hinsdale, the Village of Libertyville, the Village of Mundelein, and Lake County Public Works. Other projects include The Residences at Hamilton Lakes in Itasca, Heritage of Highland Park, and Buckingham Place in Des Plaines. Based on a scope review and confirming recommendation from Manhard Consulting, the Administration is confident that Pirtano Construction, Inc. can meet the project requirements for the supplementary water main. Consistent with past practice, a contingency of \$52,462.40 is requested to be used in the event that any unforeseen issues arise. This brings the grand total to \$652,762.40. The work is scheduled to start immediately upon approval and with an estimated completion date of June 2018.

Project Summary			
<i>Company/Work</i>	<i>Amount</i>	<i>Contingency</i>	<i>TOTAL</i>
Manhard Consulting	\$ 59,150.00	\$ 0	\$ 59,150.00
Pirtano Construction	\$ 600,300.00	\$ 52,462.40	\$ 652,762.40
Cook County Forest Preserve District	\$ 138,087.60	\$ 0	\$ 138,087.60
TOTAL	\$ 797,537.60	\$ 52,462.40	\$ 850,000.00

EC:kr
9/29/2017

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 Supplementary Water Main from Pirtano Construction, Inc., 1766 Armitage Ct., Addison, IL 60101 for a contract sum of \$600,300.00 plus a contingency of \$52,462.40 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$652,762.40 per their response to Invitation to Bid #0913-17-08 and Forest Preserve District of Cook County, Illinois, 536 N. Harlem Ave., River Forest, IL 60305 to a total of \$138,087.60 per their File #17-0170, dated June 6, 2017.”

SUPPLEMENTARY WATER MAIN	
Bid #0913-17-08	
Vendor	TOTAL COST
Pirtano Construction Addison, IL	\$ 600,300.00
Contingency	\$ 52,462.40
TOTAL	\$652,762.40
Lenny Hoffman Excavating Wilmette, IL	\$606,908.10
Bolder Contractors Cary, IL	\$731,500.00
DK Contractors Pleasant Prairie, WI	\$815,030.00
Mauro Sewer Construction Des Plaines, IL	\$829,260.00
Berger Excavating Wauconda, IL	\$839,785.00
Martam Construction Elgin, IL	\$862,620.00

Authorization to Purchase Domestic Water Line Connection

The domestic water supply at the Des Plaines campus grounds/maintenance building is currently served by an underground natural well. This well is surrounded by a natural wetland area and a sanitary septic field/tank system. On many occasions, the Facilities staff has noticed the domestic water that comes out of the drinking fountain, washroom sink, and shower inside the maintenance building has had an unpleasant odor and color tint.

The FY 2018-2020 Capital Improvement Plan (CIP) outlines a specific \$70,000* project to direct underground bore a new water service line to the grounds/maintenance building and connect to the existing Des Plaines campus domestic water main that currently serves the campus main building and Lee Center facilities.

The Facilities office developed the project specifications and then worked with the Purchasing department to issue a bid. The bid was sent to 29 (two in district) companies. Five companies attended the mandatory pre-bid meeting. The College received two responses (one in district). The low bid was submitted by DK Contractors, Inc. of Pleasant Prairie, WI for a total of \$74,160. The other bid of \$99,960 was submitted by Mauro Sewer Construction, Inc. of Des Plaines. DK Contractors, Inc. has performed previous work at the College. Their references include Zion High School, Elk Grove High School, Lifetime Fitness, and McHenry Community College. The Administration is confident that DK Contractors, Inc. can meet the project requirements to connect an existing domestic water line to the Grounds building. Consistent with past practice, a contingency of \$7,416 is requested to be used in the event that any unforeseen issues arise. This brings the grand total to \$81,576. Work will be completed this fall.

Project Summary

<i>Company/Work</i>	<i>Amount</i>	<i>Contingency</i>	<i>TOTAL</i>
DK Contractors, Inc.	\$ 74,160.00	\$ 7,416.00	\$ 81,576

*Original CIP budget was \$70,000. Additional funds needed for this project will be taken from the CIP contingency.

EC:kr 10/1/2017

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 Domestic Water Line Connection from DK Contractors, Inc., 11013 122nd Street, Pleasant Prairie, WI 53158 for a contract sum of \$74,160.00 plus a contingency of \$7,416.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$81,576.00 per their response to Invitation to Bid #0913-17-07.”

Authorization to Purchase Engineering Services for Emergency Power Backup Generator System

The FY 2018-2020 Capital Improvement Plan (CIP) outlines the need to purchase an emergency power backup generator. The current backup generator at the Des Plaines campus is at its capacity for providing electrical power to various systems throughout the campus. At this time, there are many systems such as elevators and house pumps that are not connected to a backup system. In the event of a catastrophic power failure, these systems would not function. In order to design an appropriate system, the Administration is recommending that Kluber, Inc. provide the engineering services. This engineering work will result in an upcoming CIP approved purchase for an emergency power backup generator system estimated at \$598,000. The Administration will seek Board of Trustee approval to award the purchase of the emergency power backup generator system at an upcoming Board meeting.

Kluber, Inc. is one of the College's approved engineering firms based on the QBS process. They have an extensive knowledge of the College's multiple electrical and mechanical systems as they have completed many engineering projects for the College. The total engineering fees for this project will be \$41,860. The Administration is confident that Kluber will work collaboratively with College staff to complete the work necessary for this project.

EC:kr
10/1/2017

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College 535 authorizes the purchase of Engineering Services for Emergency Power Backup Generator System from Kluber, Inc., 10 S. Shumway Avenue, Batavia, IL 60510 for a total of \$41,860.00 per their Proposal #170830.02, dated August 30, 2017.”

Authorization to Purchase Universal Robot

The ABB IRB-2400L robotic arm that is used extensively for the Introduction to Robotics and Vision Systems course (MFG 140) malfunctioned last spring and requires repairs. The MFG 140 course is required for all three degrees and most certificates offered within the Manufacturing Technologies program. There are typically 18-25 students enrolled in this course at the Skokie campus.

The unexpected failure of the controller on the existing robotic arm forced the College to cancel a section of the MFG 140 course that was scheduled for the fall 2017 semester. Providing students with sufficient hands-on access to this device is challenging as it must be dedicated to one user at a time. The Administration is asking to repair the robotic arm on the existing machine for a total of \$15,545. In addition, a second refurbished ABB unit will be purchased for a total of \$34,400. This purchase will double the opportunity for hands on-access that students would experience during these classes. The FY2018 capital equipment budget includes \$50,000 for a universal robot.

The total for this sole source purchase is \$49,945 from DEPCO Enterprises, LLC, includes repairing the existing robotic arm, the purchase of an ABB IRB-2400L refurbished universal robot, a twelve month parts and labor warranty, delivery, and one day of training. DEPCO has been a long standing, reliable vendor for the College. Delivery will be made in time to schedule classes for the spring 2018 semester.

RPS:kr
10/1/2017

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of a Universal Robot from DEPCO Enterprises, LLC, P.O. Box 178, Pittsburg, KS 66762 for a total of \$49,945.00 per their Quote #17-526B, dated July 31, 2017.”

Authorization to Purchase Engineering Services for Fire Alarm System Replacement

The FY 2018-2020 Capital Improvement Plan (CIP) outlines the need to replace and upgrade the fire alarm panels at both the Des Plaines and Skokie campuses. The existing Siemens MXL system is being phased out. MXL system parts and components will no longer be available after October 1, 2018. In addition, current fire alarm detectors and devices will no longer be serviced in the near future. In order to develop the proper system replacement/upgrade plan and bid specifications, the Administration recommends contracting with Kluber, Inc. to provide the engineering services for this project at a total cost of \$90,370. This engineering work will result in an upcoming CIP approved purchase for the multi-year fire alarm system replacement budgeted at \$1,000,000. The Administration will seek Board of Trustee approval to award the fire alarm system replacement at an upcoming Board meeting.

Kluber, Inc. is one of the College's approved engineering firms based on the QBS process. They have an extensive knowledge of the College's multiple electrical and mechanical systems as they have completed many engineering projects for the College. The total engineering fees for this project will be \$90,370. The Administration is confident that Kluber will work collaboratively with College staff to complete the work necessary for this project.

EC:ds
10/1/2017

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College 535 authorizes the purchase of Engineering Services for Fire Alarm System Replacement from Kluber, Inc., 10 S. Shumway Ave, Batavia, IL 60510 for a total of \$90,370.00 per their Proposal #171004.01, dated October 4, 2017.”

Preview and Initial Discussion of Upcoming Purchases

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

a) Travel Services for Field Study in the Netherlands - Dr. Katherine Schuster participated in the Illinois Consortium for International Studies and Programs two-week international professional exchange in 2016 - 2017. One planned outcome of her two-week stay at a college in the Netherlands in May 2017 was to make contacts at Koning Willem I College in Den Bosch, so that Oakton could develop a short-term international field study course for students. Those contacts were made, and planning for the field study course has begun. It will be offered during the interim I session from June 1 to June 15, 2018 in Den Bosch, the Netherlands.

Koning Willem I (KWI) College will be facilitating local hotel lodging for the students and one accompanying faculty member in Den Bosch for thirteen nights and in Amsterdam for one night, breakfasts for eight days, lunches on three days, a classroom for in-class meetings, speakers for class meetings, transportation to local day trips to Tilburg and Vught, and a welcome orientation to the Netherlands. The cost of the KWI services is \$1,425 per student. Based on a maximum of twelve participants, the Administration is requesting an amount paid to KWI not to exceed \$17,100.

Professor Schuster will accompany the students and teach the three credit course, EDN 290: Dutch Educational System and Outcomes-Based Learning. Dr. Schuster, with the support of the International Programs Office at KWI, will organize one day-long field trip to The Hague, and two day-long field trips to Amsterdam, as well as local cultural field trips and programs in Den Bosch. All costs of the field trips (tours / guides / transportation / entrance fees) and cultural events are included in the cost of the program. Six lunches and eight dinners will be included in the cost of the program; other meals not provided by KWI will be covered by the students individually. The cost of these aspects of the study abroad program is \$680 per student. Based on a maximum of twelve participants, the Administration is requesting an amount not to exceed \$8,160.

The Business Office will contact travel service companies to obtain competitive airfare prices. An average price of \$900 would bring an estimated total for international travel for twelve students plus one accompanying faculty member to \$11,700. The students will fly directly from Chicago/O'Hare to Amsterdam.

Students must also pay for a portion of the travel fees for the faculty leader, an insurance fee, and an Oakton administrative fee. The estimated cost per student, based on 1€= \$1.146, is:

\$ 1,425.00	for program fees, housing and limited meals from the KWI
\$ 680.00	for field trips, cultural events, and most additional meal arrangements
\$ 900.00	for airfare
\$ 45.00	for insurance
\$ 408.75	for in-district tuition, three credits
\$ 50.00	for Oakton administrative fee
<u>\$ 375.50</u>	for faculty leader fees and incidentals (currently based on an enrollment of eight students)
\$ 3,884.25	Total per student
\$46,611.00	Total pass-through amount (based on the max of twelve students)

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program. The Administration plans to present this item to the Board for purchase approval at the November Board meeting.

b) Travel Services for Study Abroad Program in India - Oakton offers an annual summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India. This study abroad program will be offered during the summer semester, from July 14 through August 11, 2018. This program is recognized as a Sponsored Program in the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of Pathways to South Asia, Oakton's Title VI-A grant from the US Department of Education, the continuation of the program is a central component to our on-going collaboration with our partner institution, EFLU. Students will be accompanied by an Oakton or ICISP member institution professor, to be chosen during the month of October, who will provide guidance, help, and oversight for the students and accompany them on all local and overnight field trips; both courses will be taught by faculty members at EFLU. Room and board is provided in international student housing at the university. 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.

All of the in-country arrangements for the study abroad program will be provided by the English and Foreign Languages University in Hyderabad, including dorm accommodations, stipends for three meals per day, tuition for six credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of \$2,025 per student. Based on the maximum of twelve students and one faculty member, the Administration is requesting an amount not to exceed \$24,300 for the services provided by the English and Foreign Languages University. Students will pay for their insurance, which will be purchased from the insurance plan through the Illinois Consortium for International Studies and Programs, at an average cost of \$40 per student for a total of \$480. The actual costs depend on the age of the student.

The Business Office will contact travel service companies to obtain competitive airfare prices. The estimated price of \$1,800 would bring an estimated total for international air travel for twelve students to \$21,600. The students will fly one-stop from Chicago/O’Hare to Hyderabad.

Students must also pay a portion of the travel fees for the faculty leader, an Oakton administrative fee, and “incidentals” such as local transportation during the month long trip. Oakton Community College does not charge tuition for credits earned while studying abroad; however, the Oakton students will register for 6 credits at Oakton, and the institution will be able to claim those enrollments for apportionment from the State. The estimated cost per student, based on \$1 = 65.542 INR is:

\$ 2,025.00	for program fees/tuition from the English and Foreign Languages Univ.
\$ 50.00	for local transport and incidentals budget
\$ 40.00	for insurance
\$ 1,800.00	for airfare
\$ 50.00	Oakton administrative fee (\$150 for non-Oakton students)
<u>\$ 425.00</u>	for faculty leader fees and incidentals (currently based on the minimum enrollment of eight students)
\$ 4,390.00	Total per student (\$100 more for non-Oakton students)
\$ 53,880.00	Total pass-through amount (based on the max of twelve students at the non-Oakton rate)

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program. The Administration plans to present this item to the Board for purchase approval at the November Board meeting.

c) Document Imaging and Management System - Document imaging hardware and software is used to scan, capture, index, retrieve, process and archive digital images of documents and forms. In June 2013, the Board of Trustees gave approval for a three year contract for Oakton’s updated document imaging platform: OnBase by Hyland Software, Inc. Oakton’s need for digital imaging services continues to increase. 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 tools and enhanced security.

The College’s imaging system is essential to managing the information flow at the College. The Financial Aid office was the first area to migrate to OnBase, and the Registration and

Records office is also now fully operational on the new platform. Human Resources and the Alliance Payroll unit began migrating their documents in FY 2017. Other areas of the College to be addressed include Alliance student records, Travel records, Student employment, and other Business office processes.

Annual maintenance for the next contract year, which begins in December, is expected to be approximately \$45,000. The College will also be acquiring additional licenses, hardware and training as the platform is further developed. The Administration will seek approval to expend up to \$100,000 to Hyland, Inc. The Administration plans to present this sole source item to the Board for purchase approval at the November Board meeting.

d) Furniture for Student Street - Phase Two - At the upcoming November Board meeting, the Administration will be seeking Board approval for the construction work related to phase two of the Student Street Renovation project. Among other improvements, this work will extend the terrazzo floor from the cafeteria area to the beginning of the west end, near the main entrance doors. The project budget has \$60,000 allocated for the purchase of new furniture for the common areas of phase two. The Administration will work with the interior design team at Perkins+Will and Forward Space (the College's furniture design and installation partner) to evaluate the common area spaces in order to determine the appropriate configuration of furniture for each space. The style and color of the furniture will be a continuation of the blue/green/gray color palette used in phase one. Once the initial design concept is ready, the College's Common Areas committee will review and provide additional input. Current ideas include tables and chairs for events and activities on Student Street near the cafeteria, additional computer stations near the Alliance office, individual and collaborative seating along the windows overlooking the courtyard, and seating near the main staircase. The Administration plans to present this sole source purchase for furniture purchase, design, and installation services to the Board for purchase approval at the November or December Board meeting. Installation will occur at the end of the Student Street construction in March 2018.

e) Contracted Instructional Training - For over ten years, the Fire Science Program has been working with St. Francis Hospital in Evanston to provide emergency medical technician paramedic classes for the College. These classes are held in conjunction with the hospital's regional firefighting alliance. As has been the case in the past, Oakton's Fire Science Department has found St. Francis's instruction and training in keeping with the academic standards of its program. St. Francis' students will continue to benefit from college credit, which can be applied to Oakton's certificate and degree programs in Fire Science.

The College is negotiating a multi-year contract to replace the current contract that expires at the end of 2017. Costs are estimated to be \$270,000 for each year of the contract. Consistent with past practice, these costs will be completely offset by student tuition and fees. Final costs and terms will be included with the final Board Agenda item. The Administration plans to present this sole source item to the Board for purchase approval at the November Board meeting.

Authorization to Enter Into a Contract for Vending Services

When Food Services, Inc. (FSI) was selected as the College's food service provider in December of 2012, they were contracted to provide retail, catering, and vending services. The vending portion was designed to pay commission to the College for the purchases made at the various vending machines located throughout both the Des Plaines and Skokie Campuses. Over the years, providing consistent, quality vending services proved to be a challenge for FSI, and they decided to contract out the vending service for our account. Unfortunately, the vending company they hired has similar challenges. Recently, FSI approached the College with an offer to turn the vending services over to MarkVend Company. The College would be able to deal directly with MarkVend, and FSI would no longer be involved in the vending service. This is great news for the College as MarkVend is one of the top vending companies in the area. They are a family owned company that started in business in 1962 with their main office located in Northbrook. Their management team is very familiar with the College and the services we offer. Their state-of-the-art tracking devices can electronically transmit data from the vending machines to determine the inventory levels in each machine and schedule the machines to be refilled. In addition, the vending machines will now be able to accept credit cards (pending final IT approval). This will most likely increase our commission as research shows that almost 65% of vending purchases are made with a debit or credit card. It should be noted that Evanston High School, New Trier High School, Glenbrook North High School, and Glenbrook South High School all successfully contract with MarkVend, and students from these feeder schools to Oakton expect the same quality vending service and credit card acceptance when they arrive on Oakton's campus.

Commissions will be 15% to 20% for specific vending categories and will be paid based on the net sale price once all taxes have been subtracted. The Administration anticipates annual commissions to be approximately \$25,000 to \$30,000. These funds are used to support the food service operation through equipment purchases and repairs, smallwares/serving items for retail and catering, contracted maintenance services, etc. This will be a three year contract beginning on Monday, October 30, 2017.

EC:ds
10/12/2017

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 Enter into a Contract for Vending Services with MarkVend Company, 3000 MacArthur Blvd., Northbrook, IL 60062 for a three year period beginning on October 30, 2017 with commissions to be paid based on the Vending Services Agreement.”

Approval of a Settlement Agreement

On October 10, 2017, the College and former Public Safety Sergeant Ms. Joan Nebel participated in a settlement conference related to Ms. Nebel's April 25, 2016 complaint filed against the College regarding her separation from employment. An agreement was reached which provides for Ms. Nebel's dismissal of her complaint and waiver of all claims against the College in exchange for a monetary settlement payment.

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approve the Settlement Agreement entered into between the College and former employee Ms. Joan Nebel, which includes a one-time payment in exchange for dismissal of her complaint and waiver and release of all claims against the College."

Acceptance of Faculty Retirements

Under the provisions of the current Oakton Community College contract (Contract) between the Board of Trustees and the Oakton Community College Faculty Association (OCCFA-IEA-NEA), the following faculty members have applied for retirement:

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Paul Boisvert	Professor of Mathematics	December 31, 2017
Sue Cisco	Distinguished Professor of Marketing And Business	July 31, 2018
Virginia Gibbons	Professor of English	December 31, 2018
Virginia Rogers	Professor of Nursing	July 31, 2018
George Scharm	Professor of Law Enforcement	July 31, 2018
Laura Thelen	Professor of Nursing	July 31, 2018
Denise Top Rhine	Professor of Nursing	July 31, 2018

These faculty members have met all requirements for retirement under the Oakton Community College Faculty Association contract, Article 15.2.

Additionally, Paul Boisvert, Sue Cisco, George Scharm, Laura Thelen, and Denise Top Rhine, are eligible to participate in the Faculty Incentivized Retirement Program.

We congratulate all of these faculty for their many years of exemplary service to the College and wish them well in future endeavors.

CH:nmi
10/12/2017

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Paul Boisvert, Sue Cisco, Virginia Gibbons, Virginia Rogers, George Scharm, Laura Thelen, and Denise Top Rhine.”

Acceptance of Grants

Funding totaling \$59,420.80 has been made available to Oakton Community College, subject to acceptance at the October 17, 2017 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
10/12/2017

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, 10/17-17a through 10/17-17c, for the following grants:

a. Chicago Community Trust "Strengthening Artistic and Cultural Diversity".....	\$10,000
b. Dakota County Technical College Nano-Link Sub-award.....	\$16,420.80
c. National Science Foundation Advanced Technological Education Sub-award.....	\$33,000
for a total of \$59,420.80	

Acceptance of Chicago Community Trust Grant Award

Oakton Community College's Koehnline Museum of Art has received a \$10,000 grant from the Chicago Community Trust to support participation in "2018 Art Design Chicago." The Museum is one of more than 40 cultural organizations participating in the exhibition, initiated by the Terra Foundation for American Art, "a year-long initiative to explore Chicago's role as a catalyst for innovations in art and design." Oakton was awarded the funding under the Trust's "Strengthening Artistic and Cultural Diversity" program through the Lowell S. Hoit Fund. Oakton's exhibit, "Sculpting a Chicago Artist – Richard Hunt and His Teachers: Nelli Bar and Egon Weiner," focuses on the works of Nelli Bar and Egon Weiner, who came to Chicago to escape Nazi persecution, and their student at the Art Institute of Chicago, Richard Hunt, an African American from Chicago's South Side, who became one of the city's most prominent sculptors. Dr. Nathan Harpaz, Curator of the Koehnline Museum, is the project director, and Linda Korbel, Dean of Liberal Arts, is the grant administrator.

RM
10/12/2017

President's Recommendation: *(if not adopted en bloc)*

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accepts \$10,000 grant from Chicago Community Trust to support Oakton's participation in the 2018 Art Design Chicago Exhibition."

Acceptance of Dakota County Technical College Nano-Link Sub-Award

Dakota County Technical College, Rosemount, MN, operates the National Science Foundation's Midwest Regional Center for Nanotechnology Education, also known as Nano-Link. On behalf of Dakota County Technical College, the Minnesota State Colleges and Universities Board of Trustees has awarded Oakton Community College a sub-award in the amount of \$16,420.80 for Fiscal Year 2018 to continue work with Nano-Link to develop nanotechnology programs. Nano-Link provides resources and support to colleges in the Midwest to help grow a skilled nanoscience technician workforce. Funding will enable Oakton to host an industry summit and workshops for college and high school educators, support faculty in defining student competencies and course outcomes, and send faculty and students to professional development conferences. Dr. Robert Sompolski, Dean of Mathematics, Engineering, and Computer Sciences, will administer the grant.

RM

10/12/2017

President's Recommendation: *(if not adopted en bloc)*

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept a \$16,420.80 sub-award from the Midwest Regional Center for Nanotechnology Education, also known as Nano-Link, under Grant Award Number 1204918 awarded to Nano-Link by the National Science Foundation.”

Acceptance of National Science Foundation Advanced Technological Education Grant

Oakton Community College is a sub-awardee under a National Science Foundation Advanced Technological Education Grant awarded to Norco College (Riverside Community College District), Norco, California. This is the second year of a five-year grant award to continue the National Center of Excellence for Supply Chain Automation Education. The project is a partnership among three community colleges: Norco, Sinclair Community College in Dayton, OH; and Oakton. Oakton's allocation this year is \$33,000. Dr. Robert Sompolski, Dean of Mathematics, Engineering and Computer Science, is project co-principal investigator and will be responsible for disseminating best practices in supply chain automation education.

RM
10/10/2017

President's Recommendation: *(if not adopted en bloc)*

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$33,000 as a sub-awardee from the National Science Foundation Advanced Technological Education National Center of Excellence for Supply Chain Automation Education program.”