

**The 737th Meeting  
of  
The Board of Trustees  
October 16, 2018**



## Mission, Vision, and Values Statements

### Mission

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

### Vision

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

### Values

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

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

*Approved by the Board of Trustees, March 21, 2017*

**ILLINOIS PUBLIC  
COMMUNITY COLLEGE  
DISTRICT 535**

**THE 737th MEETING  
of  
THE BOARD OF TRUSTEES  
OCTOBER 16, 2018**

**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 22 and September 25, 2018
  - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

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

**AGENDA**

- Call to Order and Roll Call
- Pledge of Allegiance
- V Approval of Minutes of the September 25, 2018 Board of Trustees Meeting
- Statement by the President
- Finance Committee Report
- Educational Foundation Liaison Report
- Update on Landscape Master Plan
- Student Trustee Report
- Comments by the Chair

Report: Audit Report

Report: Counseling, Health and Wellness

Public Participation

## **NEW BUSINESS**

### CONSENT AGENDA

10/18-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 10/18-2 through 10/18-7

10/18-2 Ratification of Payment of Bills for September 2018

10/18-3 Acceptance of Treasurer's Report for September 2018

10/18-4 Acceptance of Quarterly Report on Investments

10/18-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

10/18-6 Supplemental Authorization to Pay Professional Personnel – Fall 2018

10/18-7 Approval of a Clinical Practice Agreement

### OTHER AGENDA ITEMS

V 10/18-8 Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinion)

R 10/18-9 Approval of Estimate of Levy for 2018 and Announcement Thereof

R 10/18-10 Authorization to Approve October Purchases

- a. Central Dispatch Pilot Implementation Program - One Year Contract
- b. Consultant Services for Energy Management and Commodities Procurement  
Four Year Contract
- c. Apple iMac Computers
- d. Edge Network Equipment
- e. UPS System Computer Equipment for the West End Remodeling Project

10/18-11 Preview and Initial Discussion of Upcoming Purchases

R 10/18-12 Acceptance of Faculty Retirements

R 10/18-13 Acceptance of a Faculty Resignation

V 10/18-14 Acceptance of Grants

## **ADJOURNMENT**

**Minutes of the Oakton Community College Board Meeting  
September 25, 2018**

The 736th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, September 25, 2018, at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

**Closed Session – Call to Order and Roll Call**

At 6:55 p.m. in room 1502, Chair Joan DiLeonardi called the meeting to order. Acting Board Secretary William Stafford called the roll:

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

Trustee Burns was absent for the meeting.

Chair DiLeonardi 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; and pending litigation. Trustee Salzberg made the motion, seconded by Trustee Kotowski.

Trustee Stafford called the roll:

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

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

At 7:15 p.m., Chair DiLeonardi asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion; seconded by Trustee Kotowski; a voice vote was called and the meeting adjourned.

**Open Session and Roll Call**

Chair DiLeonardi called the regular meeting of the Board of Trustees to order at 7:30 p.m. in room 1506.

Trustee Stafford called the roll:

Dr. DiLeonardi	Chair	Present
Mr. Salzberg	Vice Chair	Present
Ms. Burns	Secretary	Absent
Mr. Frank		Present
Mr. Kotowski		Present
Ms. Tennes		Present
Mr. Stafford		Present
Mr. Timperley		Present

Trustee Martha Burns was absent for the meeting.

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

**Pledge of Allegiance** – Ms. Bonnie Lucas

#### **Approval of Minutes**

Chair DiLeonardi asked for a motion for the approval of the minutes of the August 21, 2018 Board meeting. Trustee Tennes made the motion, which was seconded by Trustee Kotowski; a voice vote was called, and the minutes were unanimously approved.

#### **Statement by the President**

Dr. Smith asked for introductions:

Full-time Faculty present included: Gregory Hamill, President of the Full-time Faculty Association, and Professor, Sociology; Donovan Braud, Professor, English; Lisa Cherivtch, Professor, Business; Julia Fraas, Professor, Library Services; Margaret Gas, Professor, Nursing; Michael Farquhar, Professor, Mathematics; Daniel Roth, Associate Professor, English; and Kristie Zenchak, Professor, Biology.

Classified Staff present included: Kathleen De Courcey, President of the Classified Staff Association, and College Relations; Philip Cronin, Media Services; Eileen Cukierski, President's Office; Simi Khurana, Student Life; Jon McFarlane, Media Services; and Larry Williams, Information Technology.

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

Dr. Smith welcomed Joe Scifo, the new Director of Facilities to his first Board meeting.

Other administrators present included: May Alimboyoguen, Assistant Dean, Health Careers; Robyn Bailey, Director, Operations and Administration; Anne Brennan, Assistant Vice President of Academic Affairs, College Transitions; Michele Brown, Director, Student Recruitment and Outreach; Colette Hands, Associate Vice President, Chief Human Resources Officer; Ruben Howard, Director, Workforce and Continuing Education; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Renee Kozimor, Director, Software and User Services; Raymond Lawson, Dean, Online Learning; Juletta Patrick, Assistant Vice President, Student Affairs/Dean, Access, Equity and Diversity; Doreen Schwartz, Director, Business Services; Cheryl Warmann, Director, Enrollment Services; Andy Williams, Controller, Budget and Accounting Services; and Ruth Williams, Dean, Curriculum and Instruction.

Guests: Ms. Genevieve Bookwalter, Chicago Tribune and Mr. Wayne Serbin

### **Statement by the President**

Dr. Smith began by offering condolences to Al Grippe, Director of Grant Strategy and Development, on the passing of her father-in-law, Anthony Vivirito. Congratulations to Kristen Shedroff, Early Childhood Education teacher, on the birth of her son Dylan; to Katie Anastasiadis, Special Needs Advisor, on the birth of her daughter Demetra Tasia. Congratulations were also offered to May Alimboyoguen and her husband Mike Battung on their recent marriage, and to Sebastian Contreras, Jr. and his husband Sean O'Shea on their recent marriage. Congratulations to Edwin Chandrasekar, Andy Williams, and the Budget and Accounting Services team, for earning two prestigious awards from the Government Finance Officers Association (GFOA) for their Comprehensive Annual Financial Report (CAFR), and for the Popular Annual Financial Report (PAFR).

Congratulations were offered to Bakahia Reed-Madison, Professor of Human Services and Psychology, for receiving the Mark Sanders Commitment to Advocacy Award, from the Illinois Association of Addiction Professionals. Congratulations to Leslie Dubin, Adjunct Faculty member in Business, for receiving the Outstanding Gold Alumni Award from Northeastern Illinois University. Dr. Smith gave an update on the college's progress towards our WIG (Wildly Important Goal). We have been focusing on our fall-to-fall persistence rate, and have moved from forty-five, to forty-eight, to fifty, and this year, to fifty-one percent; we are slowly getting closer to our goal of fifty-four percent. September is Hispanic Heritage Month and we are celebrating Hispanic and Latino heritage and culture through mid-October with workshops, speakers, films and activities. The Oakton Educational Foundation will be hosting Art for Education's Sake, a benefit reception and art auction on October 12, beginning at 6:00 p.m. at the Skokie campus; contact the Educational Foundation office for ticket information. In the Koehnline Museum of Art, 'Nevertheless She Persisted: Women of Courage, Tenacity and Strength', a juried exhibition of art by women, will run from September 27 through October 19. Oakton's Day of Service is scheduled for September 28. President Smith bid farewell to Bonnie Lucas, Vice President of Data and Analytics. Ms. Lucas served the college with distinction for twenty-one years; and she will be greatly missed. We are appreciative for all the gifts that she has given to Oakton Community College.

### **ICCTA Liaison Report**

Trustee Frank reported that he and Trustee DiLeonardi attended the ICCTA meeting on September 14-15 in Peoria, Illinois. Per Trustee Frank, the highlight of the meeting was the seminar on legal updates. Chair DiLeonardi said that often the highlights at the meetings are on legislation, but because of the upcoming election, there is very little going on in the legislature. There will be more to report after the next quarterly meeting.

### **Student Trustee Report**

Student Trustee Jack Timperley reported that the fall semester is in full thrust. The Student Government Association (SGA) clubs, organizations, and departments are hosting events and activities to get students engaged with the college. The SGA has been hosting brand new events this semester including networking meetings for leaders of clubs and organizations; Q & A with the President; and a lip sync battle that had fifteen students competing. Thanks to faculty, staff and administrators who contributed to this amazing event and to those who participated in the promotional video. Phi Theta Kappa is also partnering with Be the Match, for a semester long campaign in efforts to register as many people as possible for the National Bone Marrow Donor Registry. Other spectacular student events included Fall Fest, LatinX – the kickoff to Hispanic Heritage Month, and outdoor movie night in Skokie. The SGA would like to formally invite all Trustees and members of the President's Council, to an SGA meeting this semester on Wednesdays from 3:00 – 5:00 p.m. in room 2139 at the Des Plaines campus or room C40 at the Skokie campus. Mr. Timperley said that he was proud to have represented the college at the IBHE-ISAC's first meeting in Springfield and looks forward to many more opportunities to show off our college. He quoted a fellow student who said "building a sense of community is worth fighting for; we are headed in the right direction."

### **Comments by the Chair**

Chair DiLeonardi commented that the college will miss Bonnie Lucas. We appreciate all of the service she has given to the college, and how she has helped each new Secretary of the Board, find their way through the Board book! Ms. Lucas is an amazing guide for all of us in many ways. At this time, Chair DiLeonardi presented a bouquet of flowers to Ms. Lucas.

### **Report: Access, Equity and Diversity at Oakton Community College**

Ms. Juletta Patrick, Assistant Vice President of Student Affairs, and Dean of Access, Equity and Diversity, and Dr. Colette Hands, Associate Vice President, Chief Human Resources Officer, presented the report on Access, Equity and Diversity to the Board. Dr. Smith commented that the Board of Trustees had a retreat on September 22 that focused on the Board's role in advancing the college's equity agenda. This report will show some of the ways that the college is working on those goals.

Ms. Patrick began by thanking the Board and Dr. Smith for allowing her and Dr. Hands to present on access, equity and diversity at Oakton Community College. The objectives of the presentation are to speak on Oakton's institutional equity agenda; discuss Oakton's strategic response to this agenda from both the student and employee perspective; discuss how Oakton will measure success; and discuss next steps to continue to support our equity agenda. Our institutional strategic plan is Success Matters. There are four major components of the plan, one of them being Equity Matters. It outlines our commitment, our work going forward that we pledge to do when it comes to our commitment to equity. We hope to create an environment that supports inclusion, engagement and learning for all students. We have to address our opportunity gaps, we will engage in a more robust evidence-based examination to scrutinize institutional and societal barriers to equity; we will invest in equity minded policies, practices, and behaviors that lead to success for all students, and we hope to explore models that increase faculty participation in high impact practices that diminish opportunity gaps, and the Persistence Project is one of those high impact practices. At Oakton, we have quite a diverse student body. Our enrollment consists of forty-five percent of racially ethnic diversity, which is nearly half of our student body. How do we support our diverse students and what are the strategies that we employ in order to support our equity agenda?

Our strategies are comprehensive. There are strategies that are organizational in nature; strategies that are strategic in nature; we have programmatic strategies that we employ; and we have collaborative strategies where we partner with external constituents. Our academic programs support equity. We have programs related to global studies, women and gender studies, Jewish studies, peace and social justice studies, modern languages, and much more. We offer a host of diverse oriented courses that support our equity agenda. We also have several councils, teams, work groups, and our anti-racism team. The team prepares for a future without systemic racism that empowers all members of our community to use their creativity in an inclusive anti-racism and anti-oppressive environment. Our Diversity Council strives to make the college a more inclusive, diverse and anti-biased institution. The Diversity Council engages the college community in raising awareness about the importance of creating an inclusive collegiate environment. At Oakton, we recognize the need for a welcoming campus where members of the diverse LGBTQ+ community are respected, valued and are supported. The mission that the LGBTQ+ working group has is achieved through many educational and informative training opportunities, services, and resources. Our undocumented DACA Student Support Group is a very strong group that provides advocacy training, and employee education related to DACA and undocumented students. Lots of work is being done in that effort. We are putting together with the help of our College Relations team, a resource document that will help others around the college to understand how they can support our undocumented and DACA community of students. The plan is to have one of these resource booklets in every office and department at the Des Plaines and Skokie campuses. The Access and Disability Resource Center (ADRC) is extremely important to our organizational structure; their mission is to provide access to education for all students as they provide a range of accommodations and services for students with documented disabilities.



Ms. Patrick commented that she does not know of many community colleges that have an entire subdivision that is devoted to equity, diversity and inclusion. It is a structural piece that is significant in order to employ an equity agenda. We have that here at Oakton, and it is the division for which Ms. Patrick has leadership and responsibility. Regarding the Strategic Enrollment Management (SEM) plan, the Board has learned about some of the strategies that are part of our SEM plan, which have all of us working towards our equity agenda. Our project, Oakton's Voices, is a project that is arts based, developed by the creative writing program. The goal of this project is to use the literary and dramatic arts as a social justice tool to amplify voices that are not always heard, in hopes of ushering the Oakton community towards more complex, sometimes difficult conversations, and to foster understanding, deep reflection, and a sense of community. It is about listening and understanding the voices that go unheard and understanding what those voices are and how sometimes our systems and our structures do not allow for success, whether it is for students, faculty or staff. This project is extremely important, it is a piece of the larger puzzle that we are creating to support the equity agenda.

Ms. Juletta remarked that in March 2018, the college opened the Center for Campus Inclusion and Diversity (CCID). This is a safe space for students to come, to learn, to receive services, and to participate in programs and presentations. It is a workspace for clubs and organizations; it is a place where our students can gather, where they can feel comfortable and just engage one another, and be who they are. The hope is to have many more safe spaces like this. Ms. Patrick talked about the Care Closet, which will stock items such as non-perishable food items and personal care items. When we talk about equity, the Care Closet is the type of thing that we need to have to support and care for our students. Our Andale! program (Association to Nurture and Develop the Advancement of Latino in Education) is a particular group that has several types of services and programs that are offered to our LatinX community of students. Because we have one-on-one advising and personalized and engaging services and programs, the persistence rates for the LatinX students have increased. To ensure that our LGBTQ+ diverse community feels welcome and supported on campus, we started an initiative to have gender inclusive restrooms for our LGBTQ+ students, which we have nine. Finally, as Dr. Smith articulated earlier, we went from forty-five percent to fifty-one percent in terms of our fall-to-fall persistence, and we are very proud of that. We have seen some gains in our LatinX students that have participated in this project. Our black students have remained the same when it comes to persistence. Consequently, we have some work to do in trying to employ and reach the goals of our equity agenda for that population.

Next, Dr. Colette Hands talked about the equity agenda as it relates to the employee perspective. In September 2017, Oakton was recognized by CUPA-HR, which is the College and University Professional Association for Human Resources, for getting it right in leadership, diversity and equity. Oakton was cited as one of eleven top performing institutions in four areas within the administrative ranks. Those four areas include women's pay equity; minority pay equity; women's representation; and minority representation. Often institutions can obtain one or two of those factors, but it is less often that an institution can succeed in all four of those areas. Over the past several years, Oakton has made strides in employee diversity. We have made progress in our employee groups over the past four years in employees of color: administrators have increased from thirty-three to forty percent; classified staff, thirty-five to thirty-seven percent; full-time faculty, fifteen to seventeen percent; part-time faculty, twenty-one to twenty-five percent; and our police department has hovered around twenty to twenty-five percent, over the past five years. We do recognize that we have more work to do in our faculty ranks so that we can mirror our student body, but that sometimes is challenging when you do not have a lot of turnover in your faculty ranks. In terms of employee diversity by gender, for females, Oakton continues to be a female dominated institution. The police department does continue to be male dominated, which mirrors police departments across the county, as it is a predominantly male workforce. In terms of males, we do have fewer males at this campus, but our employee body does resemble that of our student body as we do have more female than male students.

In our hiring practices, we are committed to cultural competency training as part of our process. Our Search Committees are cross-functional teams of seven to nine individuals from across the college. They provide different perspectives and input on the positions and the hires that we are making. We value the fact that we have these interdisciplinary teams because they represent the diversity of Oakton. Part of the training is to help us eliminate bias in our hiring processes, so we have hired a training specialist that supports working with our search committees and helps eliminate the process of inserting bias into that search. Research tells us that we can make our hiring decisions within five to ten minutes of seeing somebody, and usually that is based on bias. What we want to do is make sure that we are intentional in talking about the elimination and the management of that bias in the hiring practice, and we do that through training and education. The college works with both internal and external training groups. We partner with the Kaleidoscope Group, an organization that trains employees on how the selection and hiring process connects to organizational commitment of cultural competence, diversity and inclusion. Internally, our Center for Professional Development conducts training on microaggressions, and how to conduct an effective search process. An employee that is interested in serving on a search committee at Oakton has to go through the cultural competency training. To date, we have trained 226 employees and provided the refresher course to 79 employees. Dr. Hands acknowledged that this is a true time commitment from our employees. Every person's contribution is important. Each committee gets a customized guideline booklet that identifies what the specific search needs; goes through a matrix process in developing what the qualifications are that we are seeking in order to stay true to what we have put in our job descriptions. They discuss the process and the criteria used to evaluate the nominees before we review the applicants because we do not want bias to enter into creating a matrix or looking at resumes. Committee members discuss the top candidates and create a short list using inclusive practices rather than exclusive. We want to ensure that every committee member's voice is heard. The committee interviews candidates and recommends finalists to the hiring manager, who ultimately makes that hiring decision. We have an intentional process in terms of hiring at the college.

Lastly, Dr. Hands talked about the college's recruitment and retention efforts. We are committed to this process. It is not perfect, but we work on it every time we have a hire, making sure that we are getting it right, because hiring is hard. We will continue to promote Oakton's commitment to diversity and inclusion. We will continue to be proactive and do outreach to underrepresented populations; we want to make sure we talk about our shared governance process, mentoring programs within our diverse faculty groups, and how can we retain our diverse faculty. In addition, we want to be intentional about providing more leadership opportunities to diverse faculty. We continue to examine where we are advertising; continuing to look at how we market the college to different groups as an employer, and we want to ensure that we are staying committed to cultural competency and making sure that we are making good hires.

Ms. Patrick talked about measuring success. Some ways that we want to measure success, is that we want to have pre and post climate survey data to measure effectiveness or a need for improvement. Whenever we gather data, we want to make sure that it is disaggregated. It is extremely important in understanding how the various groups are doing and it helps us to determine whether we are meeting our equity goals. We want to employ equity focus groups for students and employees to gather data, qualitative and quantitative. We want to exercise evaluations for our programs and services, and look at good evaluation tools to understand how we are doing and what we need to do better. We want to continue those strategies that have proven to be successful, and sunset those that are not effective to help us meet our equity agenda goals. Finally, we want to implement new strategies that are aligned with our equity agenda and that will help accomplish our goals.

Trustee Frank asked how we are helping the people in the Evanston community. Ms. Patrick replied that we have formulated a recruitment and retention team that consists of faculty, staff and administrators from around the college, some of who are Evanston graduates, to discuss strategies to help Evanston students of color, as well as

other districts that we service, to access and move through the institution. We have had a few meetings and we have determined strategies around recruitment, retention and marketing. We want to get out into the Evanston community, promoting an awareness and recruit students of color to Oakton, let them know our value; make them aware of all the things that we have that would help them be successful. Trustee Tennes asked for a description of the Care Closet and whether there will be one at the Skokie campus as well. Ms. Patrick said that we are in the process of implementing the Care Closet, which will be opened at the Des Plaines campus mid to late October and at the Skokie campus in the near future. With the renovations at the Skokie campus, there is no dedicated space for which to put the Care Closet at this time. At the Des Plaines campus, the Care Closet is a space that is inside the CCID, where students can find access to self-care resources such as non-perishable food items, soap, deodorant, etc. The Care Closet is intended to serve students who are in need. Trustee Salzberg inquired how are we going to market the Care Closet that will be opened first at the Des Plaines campus, to the Skokie campus students to make them aware that they can come to Des Plaines for assistance. Ms. Patrick said that we will collaborate with our College Relations department to make sure that we have information available through flyers, and Oakton Matters so that the faculty and staff are aware and can relay the message about the Care Closet to students. We also have our Student Life staff that is stationed at the Skokie campus that would be able to get the word out to the students that attend that campus. We have a student newsletter that goes out to the student population that will contain information as well. Chair DiLeonardi asked if there is a target date for the opening of the Care Closet in Skokie, Ms. Patrick answered that she does not have a date at this time. Trustee Tennes noted that she would like to know when a date has been decided on, as she is interested in campus equity.

Trustee Tennes also talked about the issue of diversity among the faculty, specifically, what the strategy is for diversifying the faculty, and whether the training specialist works with all committees, including the faculty hiring committees. Dr. Hands replied that in terms of the training specialist, yes that person actually works with all of the search committees, specifically the administrative committees and all of our faculty committees. That position was actually built out of faculty hiring and the faculty hiring process. It was a demonstration of the commitment from faculty to want to diversify the faculty so that we could match our student body. Have we the numbers that we want, no, but are we committed to continuing to try to diversify our faculty. We have our vice president of Academic Affairs who participates in those search committees. When we have the faculty searches, we have individuals from within the department as well as from external departments, to get different perspectives as well. We also try to ensure that our advertising and outreach is sent to different outlets so that we can attract more diverse faculty. Trustee Tennes suggest that it should be a goal for the institution to see some growth in those numbers. We did have a number of faculty retirements in the not so distant past, and to not have growth or change is disappointing. Trustee Salzberg noted that he supported the comments Trustee Tennes has made. Trustee Tennes suggested that until there is a suitable space for the Care Closet at the Skokie campus, perhaps there could be a space, albeit a scaled down version, in the Student Life office at that campus that could provide the same types of services to the Skokie students. Ms. Patrick thought that was an excellent suggestion that this is something that is certainly doable. Lastly, Trustee Tennes suggested that perhaps the Educational Foundation be tapped to provide funds for such a project.

#### **Public Participation – None**

#### **New Business**

**9/18-1a**

#### **Approval of Consent Agenda**

Student Trustee Timperley offered:

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

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

**9/18-1b Approval of Consent Agenda Items 9/18-2 through 9/18-7**

Trustee Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/18-2 through 9/18-7 as listed in the Consent Agenda.”

**9/18-2 Ratification of Payment of Bills for August 2018 (Including Approval of Travel)**

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,356,502.03 for all check amounts and for all purposes as appearing on a report dated August 2018.”

**9/18-3 Acceptance of Treasurer’s Report for July 2018**

“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 2018.”

**9/18-4 Acceptance of Treasurer’s Report for August 2018**

“Be it resolved that the Board of Trustees of Community College District 535 receive for filing as a part of the College’s official records, the report of the Treasurers for the month of August 2018.”

**9/18-5 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 \$107,082.08 for all funds listed in item a.”

a. Salary payments in the amount of \$107,082.08 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.

b. Salary rescinds in the amount of \$65.00 for part-time teaching services for the Alliance for Lifelong Learning Summer 2018.

**9/18-6 Ratification of Payment of Professional Personnel – Fall 2018**

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, 2018; the total payment amounting to \$3,457,623.21.”

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, 2018; the total payment amounting to \$369,507.60.”

**9/18-7 Approval of Clinical Practice Agreements**

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

Early Childhood Education: Winnetka Public School Nursery

Health Information Technology: OSF HealthCare System, Saint Anthony Medical Center

Health Information Technology, Physical Therapy, and Medical Assistant

Northwest Community Hospital

Medical Assistant: NorthShore University Health System

Nursing: Northern Suburban Special Education District

Pharmacy Technician: Care One Pharmacy.”

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

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

The motion carried; Student Trustee Timperley favored the resolution.

**9/18-8 Affirmation of Mission, Vision, and Values**

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby affirms the Mission, Vision, and Values Statement.”

Trustee Stafford seconded the motion.

Chair DiLeonardi noted that this statement was approved by the Board in March 2017 and feels that it is important to affirm it again. Trustee Tennes noted that the three components of the statement: Mission, Vision, and Values, and under Values, the key words are ‘a focus on students is at the core of those values and the key words are responsibility, diversity, equity, integrity, compassion and collaboration’. Trustee Kotowski asked if the language that is stated is any different from the one that was affirmed last year. Per Dr. Smith, the language is the same, and it is best practice to annually affirm that we are still committed to our Mission, Vision, and Values Statement.

Trustee Stafford called the roll:

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

The motion carried; Student Trustee Timperley favored the resolution.

**9/18-9 Ratification of Board of Trustees Scholarships for 2018-2019**

Student Trustee Timperley offered:

“Be it resolved that the Board of Trustees of Community College District 535 ratify the Board of Trustees’ Scholarships for the academic year 2018-2019 to Alicia Gonzalez, Miqdad Haji, Rafael Hernandez, Angela Koshy, and Raanan Simand.”

Trustee Salzberg seconded the motion.

Chair DiLeonardi noted that this is an important distinction for students who are high achievers and the Board is more than happy to award these scholarships.

A voice vote was called and the motion passed.

**9/18-10 Authorization to Approve September Purchases**

Trustee Kotowski offered:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
9/18-10a	1	Microscopes	W. Nuhsbaum, Inc.	\$ 92,500.00
9/18-10b	1 - 2	Xerographic Paper	Midland Paper	\$ 55,321.20
9/18-10c	1 - 2	Data Warehouse Software - Three-Year Contract	ZogoTech	\$ 550,150.00
9/18-10d	1 - 2	Customer Relations Management System - Three-Year Contract	TargetX	\$ 292,450.00
			Salesforce	\$ 135,135.00
Grand Total				\$ 1,125,556.20.”

Trustee Tennes seconded the motion.

Chair DiLeonardi commented that she had asked for more background on the software purchases. She stated that the Board is used to getting comparable amounts. There was a very thorough explanation of the process that they went through for the selection vendors, but not financial detail. Upon Chair DiLeonardi’s request, Ms. Lucas provided comprehensive details so that the Board can do their due diligence regarding these purchases, which is much appreciated. Trustee Stafford said that both the data warehouse system and the customer relations purchase brings the college into the 21<sup>st</sup> century in terms of being data driven and having data to support our decisions. Trustee Frank noted that he is glad that the amount of xerographic paper being purchased is going down.

Trustee Stafford called the roll:

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

The motion carried; Student Trustee Timperley favored the resolution.

**9/18-11 Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Central Dispatch Pilot Implementation Program; b) Apple Macintosh Computers; and c) Edge Network Equipment.

9/18-12

**Resolution Designating Date, Time and Place for Filing Board of Trustees Nominating Petitions**

Trustee Kotowski offered:

“WHEREAS, an election is to be held in Community College District 535 on April 2, 2019, for the election of three members of the Board of Trustees, each to serve for a term of six years; and, WHEREAS, the Election Code and the Public Community College Act direct the Board Secretary to perform certain functions with respect to the receipt and filing of nominating petitions and statements of candidacy, or to designate a representative to perform such functions; and, WHEREAS, the Board finds it convenient and necessary to designate a member of the College staff to represent the Board Secretary in the performance of such functions, and at the request of and with the concurrence of the Board Secretary, the Board desires to designate the Secretary to the Board of Trustees as such representative;”

“NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

Section 1. The place for receiving and filing nominating petitions and for the election to be held on April 2, 2019 is hereby designated Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois 60016, in room 1500.

Section 2. Pursuant to the authority conferred by the Public Community College Act, the Board hereby designates Eileen Cukierski, Secretary to Board of Trustees of Oakton Community College, to represent the Board Secretary in the performance of the Board Secretary's duties with respect to the receipt and filing of nominating petitions.

Section 3. The first day for candidates to file nominating petitions is December 10, 2018. The designated representative's office will be open for the receipt of the documents between 8:00 a.m. and 5:00 p.m., December 10 through December 14, 2018, and between 8:00 a.m. and 5:00 p.m. on December 17, 2018, the last day to file nominating petitions.

Section 4. The procedure to be followed by the designated representative of the Board Secretary for the receipt and filing of said documents shall be substantially as follows:

a) The designated representative of the Board Secretary shall receive petitions in the order presented. All petitions filed by persons waiting in line as of 8:00 a.m. on December 10, 2018, shall be deemed filed as of 8:00 a.m. Petitions filed by mail and received after midnight on December 10, 2018, are deemed filed as of 8:00 a.m. on December 10, 2018. All petitions received thereafter shall be deemed filed in the order of actual receipt.

b) Where two or more petitions are received simultaneously at the opening hour of the filing period, or if two or more petitions are received within the last hour of the filing period, the designated representative of the Board Secretary shall determine the order of filing by means of a lottery, as provided by the Election Code.”

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

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

The motion carried; Student Trustee Timperly favored the resolution.

**Adjournment**

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, October 16, 2018, beginning at 7:30 p.m. at the Skokie campus of Oakton Community College, 7701 N. Lincoln Avenue, Skokie, in room P104.

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

---

Joan W. DiLeonardi, Chair

---

William Stafford, Acting Board Secretary

ec  
9/2018

A video recording of the meeting was made and is available 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 10/18-2 through 10/18-7**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/18-2 through 10/18-7 as listed in the Consent Agenda.

- 10/18-2 Ratification of Payment of Bills for September 2018
- 10/18-3 Acceptance of Treasurer's Report for September 2018
- 10/18-4 Acceptance of Quarterly Report on Investments
- 10/18-5 Ratification of Actions of the Alliance for Lifelong Learning  
Executive Board
- 10/18-6 Supplemental Authorization to Pay Professional Personnel – Fall 2018
- 10/18-7 Approval of a Clinical Practice Agreement.”

**Ratification of Payment of Bills for September 2018**

The check register detailing the regular monthly bills for September 2018 was sent out on October 12, 2018. The totals by fund are on page 2. This includes approval of travel reimbursements for September 2018.

---

Board Chair

---

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,514,369.00 for all check amounts as listed and for all purposes as appearing on a report dated September, 2018."

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for September 2018, represented by checks on pages 1-67 numbered 136538-136551, 136553-136585, 136587-136609, 136611-136615, 136617-136793, 136795-136801, 136803-136845, 136847-136873, 136877-136908, 136910-136924, 136926-136927, 136929-137081 and 137083-137101 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,444,747.00	\$ 442,813.55	\$ 3,887,560.55	\$ (325.96)	\$ 3,887,234.59
Operations, Building and Maintenance Fund	\$ 324,646.91	\$ 143,699.58	\$ 468,346.49	-	\$ 468,346.49
Maintenance Fund (Restricted)	-	\$ 539,303.60	\$ 539,303.60	-	\$ 539,303.60
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 208,505.41	\$ 127,958.76	\$ 336,464.17	-	\$ 336,464.17
Restricted purposes	\$ 138,926.74	\$ 78,071.35	\$ 216,998.09	-	\$ 216,998.09
Working Cash	-	-	-	-	-
Trust/Agency	\$ 457.10	\$ 5,822.20	\$ 6,279.30	-	\$ 6,279.30
Audit	-	-	-	-	-
Liability, Protection & Settlement	-	\$ 52,125.00	\$ 52,125.00	-	\$ 52,125.00
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 4,117,283.16	\$ 1,389,794.04	\$ 5,507,077.20	\$ (325.96)	\$ 5,506,751.24
Student Government	-	\$ 7,291.80	\$ 7,291.80	-	\$ 7,291.80
TOTAL PER REPORT	\$ 4,117,283.16	\$ 1,397,085.84	\$ 5,514,369.00	\$ (325.96)	\$ 5,514,043.04

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 1-67 numbered 136552, 136586, 136610, 136616, 136794, 136802, 136846, 136874, 136875, 136876, 136909, 136925, 136928 and 137082 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 \$7,291.80 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, 2018.



\_\_\_\_\_  
Student Government Association

**Acceptance of Treasurer's Report for September 2018**

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

EC: mw

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

That the Board adopts the following resolution:

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

**OAKTON COMMUNITY COLLEGE**  
**COMMUNITY COLLEGE DISTRICT 535**  
**TREASURER'S REPORT**

September 2018

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

Treasurer's Comments on September 2018 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$1.1 million in tuition and fees, \$237,000 in FY 2018 state base operating grant payments, \$171,000 in FY 2018 state basic and performance grant payments for adult education, \$127,000 in interest earnings, and \$70,000 in property taxes received. Net cash and investments decreased by \$4.3 million from the previous month as expected.

Financial position of funds as of September 30, 2018 includes the new Retiree Health Insurance Fund established to account for the Other Postemployment Benefits (OPEB) liability.

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

**Revenues**

At the end of September, revenues were \$29.3 million or 96% of the prorated budget, compared to \$29.9 million, or 100% for the previous year. Tuition and fees totaled \$15.5 million year to date, or 91% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures of \$15.6 million are attributed to expected operating costs. The operating expenditures are \$0.1 million (0.6%) below prior year's actual expenditures of \$15.7 million for the same period. Net transfers total \$2.5 million as budgeted.



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

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins. Fund	Total All Funds
<b>ASSETS</b>										
Cash	\$ 1,786	\$ 79	\$ 343	\$ 3,135	\$ -	\$ 2,013	\$ -	\$ 571	\$ (40)	\$ 7,887
Taxes Receivable	1,036	220	-	88	-	-	-	1	-	1,345
Student Tuition Receivable	4,763	1	-	-	-	182	-	-	-	4,946
Government Funds Receivable	-	-	-	-	-	671	-	-	-	671
Accrued Interest	537	76	101	-	-	35	-	4	50	803
Other Receivables	574	-	-	-	-	189	-	-	-	763
Investments										
Short-term	72,600	10,563	12,645	-	-	4,470	-	442	1,493	102,213
Long-term	16,655	2,423	2,901	-	-	1,025	-	101	6,507	29,612
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	271	-	-	-	26	761	-	-	-	1,058
Total Current Assets	83,722	13,362	15,990	3,223	26	23,846	-	1,119	8,010	149,298
Net Investment in Plant	-	-	-	-	-	-	114,508	-	-	114,508
Total Assets	\$ 83,722	\$ 13,362	\$ 15,990	\$ 3,223	\$ 26	\$ 23,846	\$ 114,508	\$ 1,119	\$ 8,010	\$ 263,806
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,351	1,351
Total Assets and Deferred Outflows of Resources	\$ 83,722	\$ 13,362	\$ 15,990	\$ 3,223	\$ 26	\$ 23,846	\$ 114,508	\$ 1,119	\$ 9,361	\$ 265,157
<b>LIABILITIES AND NET POSITION</b>										
Payables	\$ 314	\$ 3	\$ -	\$ -	\$ -	\$ 96	\$ -	\$ -	\$ -	\$ 413
Accrued Interest Payable	-	-	-	-	119	-	-	-	-	119
Deferred Tuition Revenue	1	-	-	-	-	427	-	-	-	428
Accruals	2,024	240	32	-	-	244	-	-	-	2,540
Bonds Payable	-	-	-	-	36,915	-	-	-	-	36,915
Net OPEB Liability	-	-	-	-	-	-	-	-	41,985	41,985
Total Liabilities	2,339	243	32	-	37,034	767	-	-	41,985	82,400
Deferred Inflows of Resources - Property Taxes	10,064	2,019	-	835	-	-	-	13	-	12,931
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	3,469	3,469
Total Liabilities and Deferred Inflows of Resources	12,403	2,262	32	835	37,034	767	-	13	45,454	98,800
Net Position										
Unrestricted	71,319	11,100	15,958	-	-	6,519	-	-	(36,093)	68,803
Restricted	-	-	-	-	-	16,560	-	1,106	-	17,666
Debt Service	-	-	-	2,388	(37,008)	-	-	-	-	(34,620)
Plant	-	-	-	-	-	-	114,508	-	-	114,508
Total Net Position	71,319	11,100	15,958	2,388	(37,008)	23,079	114,508	1,106	(36,093)	166,357
TOTAL LIABILITIES & NET POSITION	\$ 83,722	\$ 13,362	\$ 15,990	\$ 3,223	\$ 26	\$ 23,846	\$ 114,508	\$ 1,119	\$ 9,361	\$ 265,157

**OAKTON COMMUNITY COLLEGE**  
**EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**THREE MONTHS ENDED SEPTEMBER 30, 2018**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes (accrual basis)	\$ 48,256	\$ 12,064	\$ 12,152	101%	100%
Replacement Tax	1,000	250	171	68%	91%
State Revenue	2,680	670	857	128%	273%
Tuition and Fees	24,794	17,077	15,477	91%	94%
Other	1,697	424	632	149%	123%
<b>TOTAL REVENUES</b>	<b>\$ 78,427</b>	<b>\$ 30,485</b>	<b>\$ 29,289</b>	<b>96%</b>	<b>100%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 32,728	\$ 8,182	\$ 7,323	90%	91%
Academic Support	18,192	4,548	3,836	84%	90%
Student Services	6,772	1,693	1,327	78%	69%
Public Services	1,333	333	283	85%	77%
Operations and Maintenance	8,603	2,151	1,479	69%	64%
General Administration	5,853	1,463	1,068	73%	75%
General Institutional	667	167	332	199%	239%
Contingency	570	143	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,718</b>	<b>\$ 18,680</b>	<b>\$ 15,648</b>	<b>84%</b>	<b>86%</b>
Revenues over (under) expenditures	3,709	11,806	13,641		
<b>Net Fund transfers</b>					
To Operations & Maintenance (Restricted)	(6,311)	(1,578)	(1,578)		
To Auxiliary Fund and Alliance	(2,177)	(544)	(544)		
To Restricted Purpose Fund	(100)	(25)	(25)		
To Liability, Protection & Settlement Fund	(575)	(144)	(144)		
To Social Security/Medicare Fund	(946)	(237)	(237)		
From Working Cash Fund: Interest	26	7	7		
Total Transfers	<b>\$ (10,083)</b>	<b>\$ (2,521)</b>	<b>\$ (2,521)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ (6,374)</b>	<b>\$ 9,285</b>	<b>\$ 11,120</b>		

**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
THREE MONTHS ENDED SEPTEMBER 30, 2018**

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
<b>REVENUES</b>				
Construction Fee	\$ 335	\$ 186	56%	
Interest and Investments Gain/Loss	41	75	183%	
Other Revenue	-	-	0%	
<b>Total revenues</b>	<b>376</b>	<b>261</b>	<b>69%</b>	
<b>EXPENDITURES</b>				
Student Street Renovation	1,695	428	25%	
Sanitary Lift Station	460	1	0%	
RHC HVAC System	578	174	30%	
West End Remodeling - A/E Fees	8,207	544	7%	
Natural Area Restoration	150	12	8%	
Supplementary Water Connection	0	8		
Landscape Improvements	2,672	11	0%	
Capital Equipment	556	26	5%	
Check Valve	60	-	0%	
Backup Generator - DP	50	-	0%	
Switchgear Upgrades - DP	1,120	-	0%	
Elevator Upgrades	500	-	0%	
Athletics Remodeling	375	-	0%	
Interior Remodeling	125	-	0%	
Domestic Water Pump	100	-	0%	
Fire Alarm Panel Replacement	250	40	16%	
Flooring - Carpet Replacement	250	-	0%	
Cabbling Upgrade	150	-	0%	
Wifi and Cellular Upgrades	400	-	0%	
Skokie Classroom Furniture	150	-	0%	
Lee Center Vestibule Curtain	70	-	0%	
Hardware Replacement/Master Keying	500	-	0%	
Baseball Field Fence Replacement	65	-	0%	
Exterior Envelope/Window Replacement	750	-	0%	
Project Management Services	260	26	10%	
<b>Total expenditures</b>	<b>19,493</b>	<b>1,270</b>	<b>7%</b>	
Transfer in	6,311	1,578	25%	
<b>Net</b>	<b>\$ (12,806)</b>	<b>\$ 569</b>	<b>(4%)</b>	

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 2,109	\$ 595	28%	30%
Workforce Development	140	10	7%	12%
Copy Center	230	29	13%	14%
Travel	10	11	110%	18%
Athletics	20	74	370%	270%
Child Care	392	122	31%	40%
PAC Operations	16	1	6%	0%
Other	142	94	66%	95%
Interest and Investments Gain/Loss	75	24	32%	3%
<b>Total revenues</b>	<b>3,134</b>	<b>960</b>	<b>31%</b>	<b>34%</b>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	2,076	479	15%	19%
Workforce Development	199	33	17%	14%
Copy Center	356	73	21%	19%
Travel	10	-	0%	0%
Athletics	1,101	279	25%	24%
Child Care	537	96	18%	18%
PAC Operations	90	23	26%	14%
Other	163	20	12%	9%
<b>Total expenditures</b>	<b>4,532</b>	<b>1,003</b>	<b>22%</b>	<b>24%</b>
Transfers in (out)	1,339	335		
<b>Net</b>	<b>\$ (59)</b>	<b>\$ 292</b>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
THREE MONTHS ENDED SEPTEMBER 30, 2018**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a% Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 370	\$ 93	\$ 137	37%	77%
Tuition and Fees	1,015	254	462	46%	49%
Sale of Materials	63	16	7	11%	3%
Institutional Support					
Evening High School	100	25	-	0%	62%
Interest	8	2	-	0%	0%
Other Revenues	80	20	20	25%	25%
	<u>1,636</u>	<u>409</u>	<u>626</u>	<u>38%</u>	<u>53%</u>
Total revenues	<u>1,636</u>	<u>409</u>	<u>626</u>	<u>38%</u>	<u>53%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	1,621	405	234	14%	15%
Instructional Programs					
Allied Health	202	51	33	16%	14%
Job-related	197	49	10	5%	28%
Home Related	7	2	-	0%	0%
Personal	36	9	6	17%	9%
Community Service	41	10	2	5%	2%
High School Programs	124	31	11	9%	9%
GED Programs	4	1	-	0%	25%
Kids/Youth Program	32	8	15	47%	76%
ESL Programs	151	38	31	21%	23%
Total Programs	<u>794</u>	<u>199</u>	<u>108</u>	<u>14%</u>	<u>19%</u>
	<u>2,415</u>	<u>604</u>	<u>342</u>	<u>14%</u>	<u>16%</u>
Total expenditures	<u>2,415</u>	<u>604</u>	<u>342</u>	<u>14%</u>	<u>16%</u>
Revenue over (under) expenditures	<u>\$ (779)</u>	<u>\$ (195)</u>	<u>\$ 284</u>		
Transfer in	779	195	195		
Net	0	0	479		

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

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 276,187				
Interest income	1,278				
Sub total revenues	<u>277,465</u>				
369901 Student Government Association	135	-	135	(4,994)	(4,859)
369919 Skokie Events Team	215	-	215	(7,331)	(7,116)
369920 SGA College Program Board	-	-	-	(9,654)	(9,654)
369923 Global Health and Sustainability	-	-	-	(307)	(307)
369928 African Student Club	80	-	80	-	80
369932 Ceramics Club	-	-	-	(20)	(20)
369934 Hillel	135	-	135	-	135
369944 South Asian Club	40	-	40	-	40
369946 Phi Theta Kappa (PTK)	299	-	299	(870)	(571)
369950 Hispanic Club	-	-	-	(49)	(49)
369952 Student Nurses May 2019	693	-	693	-	693
369954 Kpop Club	115	-	115	-	115
369957 Student Nurses Dec 2018	695	-	695	-	695
369959 Black Student Union	80	-	80	-	80
369960 Muslim Student Association	-	-	-	(14)	(14)
369963 Art Club	80	-	80	-	80
369964 Oakton Helping Others	158	-	158	-	158
369971 Habitat for Humanity	200	-	200	-	200
369976 ROTO Club	-	-	-	(300)	(300)
Sub Totals	<u>2,925</u>	<u>-</u>	<u>2,925</u>	<u>(23,539)</u>	<u>(20,615)</u>

**Fund Summary**

Total Revenues	\$ 280,390
Total Expenditures	(23,539)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>256,850</u>
Net Position 6/30/18	<u>473,434</u>
Net Position, end of period	<u>\$ 730,284</u>

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

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
9/13/2018	35,348.00			\$ 35,348.00					
9/21/2018	663,182.60				\$ 663,182.60				
9/26/2018	27,179.66					\$ 27,179.66			
<b>TOTAL</b>	<b>\$ 690,362.26</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 663,182.60</b>	<b>\$ 27,179.66</b>	<b>\$ -</b>		

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
9/8/2018	\$ 242,009.64	\$ 242,009.64			
9/8/2018	84,482.06		\$ 84,482.06		
9/8/2018	174,001.99			\$ 174,001.99	
9/8/2018	66,407.70				\$ 66,407.70
9/21/2018	239,407.62	239,407.62			
9/21/2018	85,241.87		85,241.87		
9/21/2018	176,205.19			176,205.19	
9/21/2018	64,922.71				64,922.71
<b>TOTAL</b>	<b>\$ 1,132,678.78</b>	<b>\$ 481,417.26</b>	<b>\$ 169,723.93</b>	<b>\$ 350,207.18</b>	<b>\$ 131,330.41</b>

**Acceptance of Quarterly Report on Investments**

Quarter ended September 30<sup>th</sup>, 2018

At the end of September 2018, the fair market value of investments totaled \$131.8 million compared to \$120.2 million at the end of June and \$123.6 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 1.93% and 0.98% respectively.

Interest income for the twelve months ending September 2018 and 2017, before fair market value adjustment, was \$1,642,570 and \$914,073, respectively.

The year to date fair market value adjustment is an unfavorable \$72,011 compared to an unfavorable \$44,727 for the same period last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<b><u>Investments</u></b>	<b><u>FY2018</u></b>	<b><u>FY2017</u></b>
Certificates of Deposit	\$ 83,641	\$ 59,038
Illinois Funds	2,420	659
ISDLAF- Liquid and Max General Fund	1	2
Chase	138	40
PMA LGIP SDA	13,209	28,843
Treasury Notes	8,396	12,960
U.S. Treasury Obligations (GNMA's)	2,100	2,248
U.S. Treasury Obligations (FNMA's)	4,632	4,660
Federal Agency Bonds	1,971	2,174
Local Government Bonds	632	436
PMA First American MM	135	6
ISDLAF Term Series	14,550	9,050
2017 Debt Certificates	-	2
<b>Total</b>	<b><u>131,825</u></b>	<b><u>120,116</u></b>

<b><u>Fair Market Value Adjustment</u></b>	<b><u>FY2019</u></b>	<b><u>FY2018</u></b>
1 <sup>st</sup> Quarter	\$ (72,011)	\$ (44,727)
2 <sup>nd</sup> Quarter		
3 <sup>rd</sup> Quarter		
4 <sup>th</sup> Quarter		
Year to Date	<b><u>\$ (72,011)</u></b>	<b><u>\$ (44,727)</u></b>

**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.”

**REPORT ON INVESTMENTS**  
1st Quarter 2018-2019

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	Interest Accrued (A)
<b>GENERAL FUNDS</b>									
C-D	1.4543%	2,978,900	2,978,900	12-22-16	12-23-19	1.45%	10,686	-	75,751
C-D	1.2800%	8,500,000	8,500,000	12-22-16	06-21-19	1.28%	26,827	-	190,177
C-D	1.1547%	4,738,200	4,738,200	12-22-16	12-24-18	1.15%	13,491	-	95,634
C-D	1.7250%	494,000	494,000	12-29-16	12-29-19	1.73%	2,101	-	2,101
C-D	1.3000%	249,246	249,246	12-30-16	12-31-18	1.30%	1,114	847	533
C-D	1.3213%	-	-	11-08-17	09-05-18	1.32%	5,702	24,517	-
C-D	1.2710%	-	-	11-08-17	08-08-18	1.27%	3,287	21,385	-
C-D	1.3900%	-	-	11-16-17	08-13-18	1.39%	433	2,544	-
C-D	1.3900%	-	-	11-16-17	08-08-18	1.39%	386	2,497	-
C-D	1.3800%	-	-	11-24-17	08-24-18	1.38%	717	2,679	-
C-D	1.4900%	-	-	12-13-17	09-05-18	1.49%	707	2,686	-
C-D	1.8710%	240,600	240,600	01-11-18	01-13-20	1.87%	1,110	-	3,194
C-D	1.6900%	-	-	03-16-18	07-11-18	1.69%	1,810	16,256	-
C-D	1.8680%	-	-	03-22-18	09-19-18	1.87%	5,824	11,581	-
C-D	1.8700%	2,500,000	2,500,000	03-22-18	10-03-18	1.87%	11,527	-	23,055
C-D	1.8700%	1,250,000	1,250,000	03-22-18	10-17-18	1.87%	5,764	-	11,527
C-D	1.8210%	244,900	244,900	03-26-18	10-17-18	1.82%	1,100	-	2,199
C-D	1.9410%	1,742,400	1,742,400	03-26-18	01-09-19	1.94%	8,339	-	16,678
C-D	1.7750%	-	-	03-21-18	07-11-18	1.78%	1,337	6,808	-
C-D	1.7950%	-	-	03-21-18	07-25-18	1.80%	3,986	13,945	-
C-D	1.8270%	-	-	03-21-18	08-22-18	1.83%	8,009	19,271	-
C-D	1.8580%	-	-	03-21-18	09-19-18	1.86%	17,568	34,748.43	-
C-D	1.9110%	2,250,000	2,250,000	04-05-18	01-09-19	1.91%	10,602	-	21,204
C-D	2.1100%	600,000	600,000	04-19-18	04-03-19	2.11%	3,122	-	5,584
C-D	2.0100%	900,000	900,000	04-19-18	01-09-19	2.01%	4,461	-	7,979
C-D	1.9100%	3,750,000	3,750,000	04-24-18	10-17-18	1.91%	17,661	-	29,435
C-D	1.9520%	1,500,000	1,500,000	04-24-18	10-31-18	1.95%	7,220	-	12,033
C-D	2.1810%	1,750,000	1,750,000	04-24-18	04-03-19	2.18%	9,411	-	15,685
C-D	1.9820%	247,500	247,500	04-30-18	10-31-18	1.98%	1,210	-	2,016
C-D	1.9430%	-	-	05-16-18	08-22-18	1.94%	715	1,297.09	-
C-D	2.0193%	1,979,100	1,979,100	06-25-18	12-26-18	2.02%	9,854	-	9,854
C-D	2.2596%	977,500	977,500	06-25-18	06-25-19	2.26%	5,446	-	5,446
C-D	2.4123%	1,206,300	1,206,300	06-25-18	12-23-19	2.41%	7,175	-	7,175
C-D	2.5150%	951,800	951,800	06-25-18	06-24-20	2.52%	5,903	-	5,903
C-D	2.7500%	249,242	249,242	06-29-18	06-29-20	2.75%	1,729	1,165	563
C-D	2.1003%	1,986,900	1,986,900	07-12-18	02-20-19	2.10%	8,918	-	8,918
C-D	2.0923%	3,250,000	3,250,000	07-12-18	02-01-19	2.09%	14,531	-	14,531
C-D	2.4115%	487,900	487,900	07-12-18	07-12-19	2.41%	2,514	-	2,514
C-D	2.4231%	481,800	481,800	07-12-18	01-13-20	2.42%	2,495	-	2,495
C-D	2.6960%	500,000	500,000	07-12-18	07-13-20	2.70%	2,881	-	2,881
C-D	2.7500%	246,000	246,000	07-19-18	07-20-20	2.75%	1,316	-	1,316
C-D	2.0600%	2,750,000	2,750,000	07-19-18	01-17-19	2.06%	11,020	-	11,020
C-D	2.0090%	248,000	248,000	07-25-18	12-12-18	2.01%	819	-	819
C-D	2.1229%	1,975,900	1,975,900	07-30-18	02-20-19	2.12%	6,895	-	6,895
C-D	2.1532%	1,232,500	1,232,500	07-30-18	03-20-19	2.15%	4,362	-	4,362
C-D	2.2303%	3,245,800	3,245,800	07-31-18	05-01-19	2.23%	11,900	-	11,900
C-D	2.1300%	1,000,000	1,000,000	07-31-18	02-20-19	2.13%	3,501	-	3,501
C-D	2.1500%	4,250,000	4,250,000	07-31-18	03-20-19	2.15%	15,021	-	15,021
C-D	2.1800%	750,000	750,000	07-31-18	04-01-19	2.18%	2,688	-	2,688
C-D	2.1800%	750,000	750,000	07-31-18	04-16-19	2.18%	2,688	-	2,688
C-D	2.3500%	244,200	244,200	07-31-18	08-01-19	2.35%	943	-	943
C-D	2.3720%	244,100	244,100	08-06-18	08-06-19	2.37%	857	-	857
C-D	2.3513%	488,200	488,200	08-03-18	08-05-19	2.35%	1,793	-	1,793
C-D	2.3500%	244,100	244,100	08-13-18	08-02-19	2.35%	896	-	896
C-D	2.2300%	1,233,400	1,233,400	08-13-18	05-15-19	2.23%	3,542	-	3,542
C-D	2.1900%	4,750,000	4,750,000	08-13-18	04-16-19	2.19%	13,395	-	13,395
C-D	2.1400%	247,000	247,000	08-13-18	03-01-19	2.14%	681	-	681
C-D	2.1110%	247,200	247,200	08-22-18	03-01-19	2.11%	543	-	543
C-D	2.2130%	492,000	492,000	08-24-18	05-15-19	2.21%	895	-	895
C-D	2.2000%	4,500,000	4,500,000	09-04-18	04-16-19	2.20%	7,052	-	7,052
C-D	2.2400%	2,750,000	2,750,000	09-04-18	05-15-19	2.24%	4,388	-	4,388
C-D	2.2501%	996,100	996,100	09-05-18	05-15-19	2.25%	1,535	-	1,535
C-D	2.0700%	4,750,000	4,750,000	09-19-18	12-12-18	2.07%	-	-	-



REPORT ON INVESTMENTS  
1st Quarter 2018-2019

Type of Security	Coupon	Fair Market	Par	Purchase	Maturity	Rate of	Interest	Interest	Interest
OCC FUNDS	Rate	Value *6	Value	Date	Date	Interest	Y-T-D	Received	Accrued (A)
SUBTOTAL		83,640,788	83,640,788				344,400	162,227	671,795
MONEY MARKET									
ILLINOIS FUNDS									
		2,420,257	2,420,257	DAILY	DAILY	*1	9,036	9,036	-
		137,701	137,701	DAILY	DAILY	*2	135	135	-
		502	502	DAILY	DAILY	*3	4,491	4,491	-
IMET LIQ TRUST									
		13,209,038	13,209,038	DAILY	DAILY	*4	94,203	94,203	-
		135,014	135,014	DAILY	DAILY	*5	290	290	-
		14,550,000	14,550,000	Varies	Varies	Varies	64,368		72,701
SUBTOTAL		30,452,511	30,452,511				172,523	108,155	72,701
T-NOTE	3.3750%	1,037,484	1,030,000	12-28-09	11-15-19	3.79%	8,691	-	11,587
T-NOTE	1.3750%	4,911,915	5,000,000	12-23-16	01-31-20	1.41%	17,188	34,375	11,458
T-NOTE	1.7500%	475,840	500,000	10-18-17	01-31-23	1.77%	2,188	4,375	1,458
T-NOTE	2.2500%	211,007	225,000	10-17-17	08-15-27	2.28%	1,266	2,531	422
T-NOTE	1.1250%	475,510	500,000	10-24-17	08-31-21	1.16%	1,406	2,813	469
T-NOTE	1.0000%	-	-	11-15-17	08-15-18	1.37%	2,500	7,500	-
T-NOTE	1.1250%	287,919	300,000	12-14-17	02-28-21	1.16%	844	1,688	281
T-NOTE	0.7500%	-	-	12-15-17	08-31-18	1.50%	313	938	-
T-NOTE	0.7500%	-	-	12-14-17	08-31-18	1.48%	1,875	5,625	-
T-NOTE	1.3750%	-	-	12-14-17	07-31-18	1.42%	2,292	13,750	0
TNOTE	1.5000%	-	-	01-10-18	08-31-18	1.57%	750	2,250	0
TNOTE	1.5000%	748,638	750,000	08-01-18	12-31-18	2.05%	1,875		1,875
TNOTE	0.8750%	247,930	250,000	08-22-18	04-15-19	2.16%	182		182
SUBTOTAL		8,396,243	8,555,000				41,368	75,844	27,733
GNMA GROUP	8.0000%	41,976	37,341	1995-1997	2025-2027	7.75%	789	805	255
GNMA	7.5000%	8,529	7,792	04-20-98	04-20-28	6.99%	147	151	50
GNMA	7.5000%	12,279	10,976	05-20-98	05-20-28	7.05%	211	217	69
GNMA	7.0000%	8,990	8,034	08-20-98	05-20-28	6.77%	145	148	47
GNMA	6.5000%	10,901	10,095	10-21-98	04-20-28	6.37%	167	170	50
GNMA	6.5000%	14,089	12,683	11-18-98	11-20-28	6.89%	210	214	65
GNMA	6.5000%	13,466	12,185	11-18-98	10-20-28	6.34%	201	203	56
GNMA	6.5000%	18,358	16,479	01-21-99	01-20-29	6.31%	270	273	88
GNMA	6.5000%	13,573	12,257	03-23-99	03-20-29	6.90%	202	205	66
GNMA	7.0000%	14,453	12,789	06-23-99	05-20-29	7.28%	225	229	75
GNMA	7.5000%	9,321	8,114	08-24-99	08-20-29	7.49%	154	158	51
GNMA	8.0000%	6,696	5,712	05-22-00	04-20-30	8.22%	115	116	38
GNMA	7.0000%	8,424	7,341	02-20-01	02-20-31	6.86%	131	133	43
GNMA	7.0000%	14,685	12,748	05-21-01	04-20-31	7.00%	225	227	73
GNMA	6.5000%	17,062	15,151	09-24-01	08-15-31	6.17%	248	250	81
GNMA	6.5000%	15,872	14,060	06-18-02	04-20-32	6.50%	232	236	76
GNMA	6.5000%	6,562	5,982	06-20-02	06-15-32	6.38%	98	98	32
GNMA	6.0000%	20,761	19,042	09-23-02	07-20-31	5.87%	287	292	95
GNMA	5.5000%	53,534	49,678	12-19-02	12-20-32	5.44%	692	700	228
GNMA	5.5000%	58,181	53,995	01-22-03	01-20-33	5.40%	754	763	247
GNMA	5.0000%	86,944	81,584	06-19-03	05-20-33	4.87%	1,037	1,054	340
GNMA	5.5000%	106,219	98,589	08-20-03	08-20-33	5.50%	1,374	1,394	452
GNMA	6.0000%	103,593	69,283	09-23-03	08-20-33	5.92%	1,046	1,053	347
GNMA	5.5000%	75,682	96,146	11-19-03	10-20-33	5.46%	1,342	1,360	441
GNMA	4.0000%	-	(0)	03-18-04	08-20-18	3.98%	1	3	0
GNMA	5.0000%	158,460	148,663	03-23-04	02-20-34	4.93%	1,874	1,897	620
GNMA	4.5000%	118	118	04-20-04	10-28-18	4.43%	7	13	0
GNMA	5.0000%	94,260	88,481	04-20-04	03-20-34	4.97%	1,121	1,136	369
GNMA	4.5000%	10,069	9,922	05-18-04	04-15-19	4.51%	159	201	37
GNMA	6.0000%	35,196	32,577	06-22-04	04-15-29	5.90%	491	494	163
GNMA	4.5000%	8,607	8,468	07-20-04	06-15-19	4.53%	112	129	32
GNMA	5.0000%	12,319	11,918	12-16-04	11-20-19	4.89%	162	177	50
GNMA	1.7320%	189,248	193,294	10-19-17	05-16-42	1.74%	819	852	279
GNMA	2.1050%	473,442	480,456	10-24-17	03-16-37	2.10%	2,542	2,555	843
GNMA	2.6000%	378,034	384,611	11-20-17	12-16-45	2.59%	2,691	2,820	833
SUBTOTAL		2,099,901	2,036,562				20,281	20,726	6,589

**REPORT ON INVESTMENTS**  
**1st Quarter 2018-2019**

Type of Security	Coupon	Fair Market	Par	Purchase	Maturity	Rate of	Interest	Interest	Interest
OCC FUNDS	Rate	Value *6	Value	Date	Date	Interest	Y-T-D	Received	Accrued (A)
FNMA	2.3770%	340,540	350,000	10-17-17	05-25-22	2.36%	2,080	2,080	693
FNMA	2.6900%	454,250	466,203	10-18-17	07-01-22	2.63%	3,210	3,216	1,045
FNMA	2.3890%	393,318	407,377	10-18-17	01-25-23	2.37%	2,444	2,455	811
FNMA	2.5000%	372,362	380,175	10-20-17	04-25-28	2.48%	2,394	2,477	792
FNMA	3.1200%	485,797	487,909	10-20-17	05-01-22	3.01%	3,897	3,904	1,269
FNMA	1.8750%	453,405	500,000	10-19-17	09-24-26	1.97%	2,344	4,688	156
FNMA	2.5320%	476,345	500,000	10-25-17	09-24-24	2.54%	3,165	3,165	1,055
FNMA	2.5610%	483,165	500,000	10-26-17	07-25-24	2.55%	3,272	3,273	1,067
FNMA	2.7800%	433,665	448,372	11-14-17	05-01-25	2.74%	3,190	3,196	1,039
FNMA	2.7230%	144,894	150,000	01-11-18	10-25-24	2.73%	1,021	1,021	340
FNMA	2.9610%	476,130	500,000	03-28-18	02-25-27	3.04%	3,800	3,800	1,234
FNMA	2.9900%	80,412	85,000	06-29-18	01-25-28	3.12%	638	432	206
FNMA	2.9610%	38,090	40,000	07-27-18	02-25-27	3.07%	197	13	184
<b>SUBTOTAL</b>		<b>4,632,373</b>	<b>4,815,036</b>				<b>31,653</b>	<b>33,719</b>	<b>9,891</b>
FED AGENCY	1.5000%	370,481	375,000	10-13-17	10-21-19	1.50%	1,563	630	2,807
FED AGENCY	1.6800%	488,555	500,000	10-18-17	10-13-20	1.68%	2,100	-	4,200
FED AGENCY	1.8690%	461,666	467,499	10-26-17	11-25-19	1.87%	2,460	2,541	730
FED AGENCY	2.5000%	325,586	337,175	10-27-17	05-15-29	2.48%	2,157	2,209	702
FED AGENCY	2.3560%	79,761	81,813	12-05-17	08-25-22	2.36%	490	498	161
FED AGENCY	3.4980%	126,110	125,000	03-27-18	08-25-22	3.43%	1,093	1,093	364
FED AGENCY	2.7500%	118,525	120,000	06-11-18	06-19-23	2.77%	825		999
<b>SUBTOTAL</b>		<b>1,970,684</b>	<b>2,006,487</b>				<b>10,688</b>	<b>6,971</b>	<b>9,964</b>
LOCAL GOV	2.2500%	239,930	250,000	10-24-17	11-01-22	2.26%	1,406		2,422
LOCAL GOV	2.7200%	194,200	200,000	12-05-17	05-01-23	2.72%	1,360		2,267
LOCAL GOV	3.6960%	198,242	200,000	08-30-18	08-01-28	3.70%	616		616
<b>SUBTOTAL</b>		<b>632,372</b>	<b>650,000</b>				<b>3,382</b>	<b>-</b>	<b>5,305</b>
<b>Total Investments</b>		<b>131,824,873</b>	<b>132,156,385</b>				<b>624,295</b>	<b>407,641</b>	<b>803,978</b>

(A) GNMA , FNMA, and other Government bonds pay interest based on previous months but 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 09/30/18 was 2.020%

\*2 Average yield as of 09/30/18 was 0.620%

\*3 Average yield as of 09/30/18 was 1.950%

\*4 Average yield as of 09/30/18 was 2.05%

\*5 Average yield as of 09/30/18 was 1.720%

\*6 Source: Bank Investment Report

**Earnings Report  
Three Months Ended September 30th, 2018 and 2017**

Security	Quarter				Year -to-Date			
	2018		2017		2018		2017	
	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield
<b>GENERAL FUNDS</b>								
Certificate of Deposit	\$ 344,400	1.95%	\$ 95,564	1.05%	\$ 344,400	1.95%	\$ 95,564	1.05%
Money Market								
Illinois Funds	9,036	1.97%	11,363	0.84%	9,036	1.97%	11,363	0.84%
Chase Savings	135	0.57%	14,129	0.26%	135	0.57%	14,129	0.26%
ISDLAF - Liq+Max Fund	4,491	1.94%	357	0.94%	4,491	1.94%	357	0.94%
IMET								
PMA LGIP -SDA	94,203	2.02%	77,567	1.04%	94,203	2.02%	77,567	1.04%
PMA Bank 7 SDA			50,395	1.04%			50,395	1.04%
PMA First American	290	1.69%			290	1.69%		
PMA Term Series	64,368	2.07%			64,368	2.07%		
ISDLAF 2017 Debt Cert								
Treasury Notes	41,368	1.75%	25,416	1.70%	41,368	1.75%	25,416	1.70%
GNMA	20,281	3.94%	18,112	4.81%	20,281	3.94%	18,112	4.81%
FNMA	31,653	2.64%			31,653	2.64%		
Other Fed Agency Bonds	10,688	2.03%			10,688	2.03%		
Municiple and other Bonds	3,382	2.84%			3,382	2.84%		
<b>Total</b>	<b>\$ 624,295</b>	<b>2.02%</b>	<b>\$ 292,903</b>	<b>0.98%</b>	<b>\$ 624,295</b>	<b>2.02%</b>	<b>\$ 292,903</b>	<b>0.98%</b>
Fair Mkt Value Adj.	\$ (72,011)	(0.36%)	\$ (44,727)	(0.60%)	\$ (72,011)	(0.36%)	\$ (44,727)	(0.60%)

**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 - No Current investment balance-received distribution of liquidating trust proceeds
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

**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 \$160,257.69 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.
- b. Salary rescinds in the amount of \$3,962.82 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.

CH:nmi  
10/9/2018

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$160,257.69 for all funds listed in item a.”

**Supplemental Authorization to Pay Professional Personnel – Fall 2018**

Comparative figures:

**Fall 2018 Part-Time**  
**\$3,947,573.36**

**Fall 2017 Part-Time**  
**\$4,028,544.42**

**Fall 2018 Overload**  
**\$427,006.80**

**Fall 2017 Overload**  
**\$397,265.18**

IL:sp  
10/2018

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$489,950.15 to the total amount of part-time teaching salaries paid during the fall semester 2018; the revised, total payment amount is \$3,947,573.36."

2. "Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$57,499.20 to the total amount of faculty overload salaries paid during the fall semester 2018; the revised, total payment amount is \$427,006.80."

**Approval of a Clinical Practice Agreement**

That the Board adopt the following resolution:

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

**Nursing:**

Amended:

**Lincolnwood Place:**

This is an amended agreement for the following program: Nursing.  
This has been reviewed and approved by the College faculty and administration.  
This is a five-year agreement which is effective October 16, 2018 and will terminate October 16, 2023.

IL/sp  
10/2018

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

That the Board adopt the following resolution:

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

**Nursing:**

Lincolnwood Place.”

**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, 2018 was included in the October 12 weekly Board packet. It includes an unmodified opinion concerning the College’s Fiscal Year 2018 Audit. An unmodified opinion is an opinion that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles. 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 16, 2018 regarding the report.

AW:mw  
10/10/18

**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 2018 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2018.”

**Approval of Estimate of Levy for 2018 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 2018 be as follows:

	<u>Recommendation</u>
	<u>2018 Levy</u>
Education Purposes	\$43,487,059
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	100,000
Total	<u>\$51,587,259</u>

The \$51,587,259 estimate of levy (excluding debt service) represents a 4.5% increase over the extended 2017 tax levy. The College’s 2018 levy will be collected in calendar year 2019.

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 2018, 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 2018 aggregate tax levy be set at an amount 4.5% higher than the total amount of 2017 property taxes extended for the College. Because the proposed 2018 tax increase will not be more than 5.0% 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 2018 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 3.1%, which includes projected new property of \$175.0 million.

Preliminary calculations with estimated overall equalized assessed valuation levels and new property additions indicate that the College’s tax rate would be 0.226 as compared to the 2017 rate of 0.225. 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 \$5.60. In 2017, the College's share of the homeowner's taxes was about 3.0% 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 2018 tax levy, amounts effectively levied for these funds were added to the Education Fund Levy.

The Audit Fund levy for 2018 will increase from \$50,000 for the 2017 levy to \$100,000 for the 2018 levy.

As a component of approving the issuance of General Obligation Limited Tax Bonds, Series 2011, 2014, and 2018, 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 2018 tax levy, such amount will be \$3,634,404. 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 2018 to be collected in calendar year 2019 as follows:

the sum of \$43,487,059 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 \$100,000 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 13, 2018, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2018. The above estimated amounts for the 2018 tax levy may be changed by the Board in adopting the final 2018 levy, subject to statutory notice and publication requirements.”

**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, c, and d” were previewed at the September 2018 Board of Trustees Meeting. Items “b and e” were previewed at the August 2018 Board of Trustees meeting.

DLS:kr  
10/10/18

**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:

<b><u>Agenda Item</u></b>	<b><u>Page(s)</u></b>	<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Amount</u></b>
10/18-10a	1 - 2	Central Dispatch Pilot Implementation Program - One Year Contract	National Association of Campus Security Administrators	\$ 40,000.00
10/18-10b	1 - 2	Consulting Services for Energy Management and Commodities Procurement - Four Year Contract	Alfa Energy, LLC	\$ 60,000.00
10/18-10c	1	Apple iMac Computers	Apple, Inc.	\$ 25,606.00
10/18-10d	1 - 2	Edge Network Equipment for the West End Remodeling Project	AKA Comp Solutions, Inc.	\$ 26,400.13
10/18-10e	1 - 2	UPS System Computer Equipment for the West End Remodeling Project	Trups Distributing, Inc.	\$ 48,086.28
<b>GRAND TOTAL</b>				<b>\$ 200,092.41.”</b>

**Authorization to Purchase Central Dispatch Pilot Implementation Program - One Year Contract**

Essential to emergency preparedness is the ability to communicate effectively. Employees and students frequently communicate with the Oakton Police Department (PD) by telephone for emergency assistance. There is an existing gap in timely response to such situations when officers are on patrol or when public safety guards are working solo conducting building inspections. As such, there are no individuals staffing the PD front desk to answer phone calls or monitor radio traffic. Municipalities and county PDs operate a formal communications (dispatch) center; however, these services incur significant costs due to the manpower required for round-the-clock, full-time trained dispatchers. The Administration is requesting to enter into a pilot dispatch program with the National Association of Campus Security Administrators (NACSA). NACSA is an organization of college police departments that has established a consolidated dispatch center that functions in the same manner as larger consolidated or municipal dispatch centers.

NACSA's central dispatch center is staffed 24 hours/day, 7 days/week, 365 days/year. Dispatchers answer emergency and routine calls for service from institutions participating in the program. The dispatchers will receive calls from the emergency phones at both campuses, make notifications during emergencies, and provide after-hours routing of calls for urgent issues. All dispatchers at NACSA undergo intensive field training and have received standard training for emergency dispatchers.

The Administration is seeking approval to enter into a one year pilot dispatch program with NACSA to provide centralized dispatch services to the Oakton PD. The contract is billed month-to-month and the College may cancel this service with a 30 day notice. During this year, the program will be evaluated to determine the effectiveness and to assess feasibility for continuation. The annual cost for this program will not exceed \$40,000. The system will be operational once all implementation and testing has been completed. Based on the nature of the time sensitive and life-safety considerations, the College's attorneys have provided an opinion that this service meets the criteria as a bid-exempt purchase under Illinois Public Community College Act Chapter 110, Act 805 (110ILCS 805/3-27.1).

Scope of services to be provided shall include:

- a) Staffing a communications center 24 hours a day, 7 days a week, in a center owned and maintained by the service provider.
- b) Answering the emergency telephone number, the non-emergency police telephone number, and the police radios used by police and security personnel.

- c) Triage each telephone call, and if appropriate, transfer the call to the appropriate 911 center for EMS or fire dispatch and then provide notification of the incident to the officer on duty.
- d) Obtain critical information, enter it into the computer aided dispatch system, and dispatch an officer to the location while providing pre-arrival information as needed for police related calls.
- e) Use best efforts to provide emergency mass notifications to the affected campus, with clearance from the officer on duty, using a template established and agreed to by the Parties at the direction of the officer in charge and/or the established policy of Oakton Community College.
- f) Maintain the radio patch that will make it possible to communicate using an IP site connect via portable radios.
- g) Receive and route calls for service as appropriate for Oakton PD.
- h) Dispatch log record will be generated and will be maintained on a Computer Aided Dispatch (CAD) system.
- i) Collect the following information for dispatched calls for service including; date of call, nature of call as given by the caller, time of call, time of dispatch, time of arrival on scene, time the unit clears the scene, obtaining a call back number.

The Administration eagerly looks forward to providing this enhancement to the College's emergency management plan.

EC:kr  
10/9/18

**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 Central Dispatch Pilot Implementation Program - One Year Contract from National Association of Campus Security Administrators, 909 W. Maumee St., G#5, Angola, IN 46703 for a total not to exceed \$40,000.00 per a Joint Dispatch Agreement.”

**Authorization to Purchase Consulting Services for Energy Management and Commodities Procurement - Four Year Contract**

The College's annual spending for utilities is approximately \$1.1 million dollars for electricity and natural gas. In 2016, the Administration entered into a three year contract with Alfa Energy to serve as the College's energy consultant, to assist in identifying solutions to efficiently manage the College's energy consumption, and to serve as the broker for competitive purchases of electricity and natural gas. Over the past three years, the use of the energy consultant has proven beneficial for the College. The current three year contract will expire in February 2019.

The Administration issued a Request for Information (RFI) to invite proposals from qualified firms to serve in this role from March 2019 to February 2023. The request was sent to 21 (four in district) firms. The College received five (one in district) responses.

The primary scope of services includes:

- Assisting in review and audit of the College's monthly utility and commodity supply costs.
- Assisting in preparing quarterly reports comparing actual costs and usage to budget and utility benchmarks.
- Developing a commodity supply strategy identifying price targets and fuel switching opportunities.
- Managing requests for natural gas and electricity bids.
- Developing bid evaluation criteria and essential terms and conditions.
- Preparing financial analysis of supplier bids for the College Administration.
- Providing independent advisement on energy-related programs e.g. energy conservation, equipment retrofits, participation in demand response programs, renewable energy installations, energy efficiency improvements, etc.
- Assisting with peak load reduction strategies.

Proposals were evaluated on the following capabilities by the Director of Facilities, Vice President for Administrative Affairs, and Director of Business Services:

- Company's overall services and major markets including information on company history, number of years in business, ownership, clients served, staffing levels, etc.
- Understanding of energy markets.
- Company's process to establish and manage energy strategy, procurement, contract implementation, and reporting.
- Company's management team.
- Current reporting programs and any specific reporting applicable to the College's energy management program.
- Company's existing relationships or alignments with specific energy suppliers.
- Proposed pricing structure.

Proposals were received from the following companies:

- Progressive Energy Group, Aurora, IL = \$4,500 per year
- Prospect Resources, Skokie, IL = \$9,000 per year
- Alfa Energy, Chicago, IL = \$15,000 per year
- Satori Energy, Chicago, IL = \$19,000 per year
- Aramark Management, Philadelphia, PA – Did not provide annual dollar total, instead provided hourly fees ranging from \$105 to \$155 per hour, but did not include an estimate of the number of hours.

Based on a detailed and thorough evaluation of all the proposal information, the Administration is recommending Alfa Energy, LLC. Alfa Energy is an independent consulting firm founded in 1995 with more than 100 employees and over 4,000 clients. The company was named Broker of the Year in 2012 and 2014 at the Energy Awards in the UK, as well as Consumer Champion at the 2016 Energy Live Consulting Awards in the UK.

Alfa Energy has served as Oakton's energy consultant since 2016 and the College's experience with the company has been positive. Most recently, in June 2018, Alfa Energy assisted the College in taking advantage of historically low electricity and gas pricing to lock in rates through 2022. In addition, they introduced the College to an innovative energy management program called "demand-side response" which allows the College to play a role in balancing the power grid by shifting demand during peak hours, and thereby facilitating the reduction in carbon emissions while earning a financial incentive for the load reduction.

The Administration is highly confident that Alfa Energy will continue to provide the needed services and be an exceptional partner for the College. The Administration recommends that the College contract with Alfa Energy for energy consulting for a total not to exceed \$60,000 over the four year contract.

EC:kr  
10/10/18

**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 Consulting Services for Energy Management and Commodities Procurement - Four Year Contract from Alfa Energy, LLC, 440 North Wells St., Suite 640, Chicago, IL 60654 for a total not to exceed \$60,000 for a four year contract per their response to Request for Information #1."

**Authorization to Purchase Apple iMac Computers**

The Graphic Design academic program has two classroom computer labs; room 1104 at the Des Plaines campus and room P105 at the Skokie campus. The labs are equipped with both Windows and Macintosh computers. The FY19 capital equipment budget includes \$27,000 to replace fourteen older Macintosh Mini computers with new iMacs. Twelve iMacs will be used in the labs and two will be used by the IT department for software testing and support of all Macs across both campuses.

Historically, Apple computers were only available directly from Apple. Recently, Apple gave other companies authorization to sell specific Apple bundled computer systems. Therefore, in order to obtain the best price available, the IT department and the Purchasing office worked collaboratively to issue a bid for the Apple iMac 27” systems. The bid was sent to four (one in district) authorized Apple dealers. However, because the labs require a wired Apple mouse and keyboard, the system is considered a custom bundled package, and custom bundled packages are only available as a sole source purchase from Apple. Therefore, the College received only one response from Apple, Inc.

The unit cost for the iMac computers is \$1,829 for a total cost of \$25,606. Apple, Inc. has been a long-standing vendor for the College. The Administration is confident they will continue to meet the College’s product and delivery needs. Delivery will be made within two weeks of receipt of order.

JMW:kr  
10/2/18

**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 Apple iMac Computers from Apple, Inc., 12545 Riata Vista Circle, Austin, TX 78727 for a total of \$25,606.00 per their response to Invitation to Bid #0911-18-05 and Apple quote number 2205015876.”

**Authorization to Purchase Edge Network Equipment for the West End Remodeling Project**

The College's local area networks and wide area networks are built with a combination of four core switch/routers, 123 edge switches, and two border routers providing over 6,000 network ports for computers, phones, wireless access points, digital signs, building management system controllers, security cameras, and numerous other network devices. The West End phase one remodeling project includes a new network closet/IDF to support all of the users and devices in the remodeled area.

This purchase includes seven 48-port gigabit Ethernet POE edge switches with ten gigabit uplinks and associated optical and stacking modules. The seven edge switches are necessary to support the added capacity specified in phase one of the West End project. The other needed network switches will be moved from existing network closets.

The IT department and the Purchasing office worked collaboratively to issue a bid for this equipment. The bid was sent to 51 (none in district) vendors. The College received eight responses. The low bid was submitted by AKA Comp Solutions of Chicago for a total of \$26,400.13. AKA Comp Solutions is a certified Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and a Disadvantaged Business Enterprise (DBE). They have been in business for twelve years. Their references include the Chicago Housing Authority, Metra Railroad Corporation, Pace Suburban Bus Board, and the State of Illinois - Central Management Services. The Administration is confident that AKA Comp Solutions will meet the College's needs. Delivery will be made by November 30<sup>th</sup>.

JMW:kr

10/4/18

**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 Edge Network Equipment for the West End Remodeling Project from AKA Comp Solutions, Inc., 5875 N. Lincoln Ave., Suite 132, Chicago, IL 60659 for a total of \$26,400.13 per their response to Invitation to Bid #0919-18-07.”



<b>Edge Network Equipment</b>	
<b>Bid # 0919-18-07</b>	
	<b>TOTAL</b>
<b>AKA Comp Solutions Chicago, IL</b>	<b>\$ 26,400.13</b>
Zones Auburn, WA	\$ 35,782.47
IT Savvy Addison, IL	\$ 35,996.64
Heartland Business Systems Lisle, IL	\$ 37,319.52
Sentinel Technologies Downer's Grove, IL	\$ 37,496.00
Logicalis Tempe, AZ	\$ 37,567.87
Netrix Bannockburn, IL	\$ 39,424.00
CCT Powertech Schaumburg, IL	\$ 39,852.86

**Authorization to Purchase UPS System Computer Equipment for the West End Remodeling Project**

The West End remodeling construction project currently underway at the Des Plaines campus includes a new Data/Computer Center as well as a new network closet. As part of this project, the College needs to purchase a new 30kVA Schneider Uninterruptable Power Supply (UPS) System with a maintenance bypass, six equipment racks, and twelve three-phase managed power distribution units. The College also needs to purchase two smaller 3kVA UPSs for the new network closet and for an additional network closet.

The IT department and the Purchasing office worked collaboratively to issue a bid for this equipment. The bid was sent to nine (one in district) Schneider resellers. The College received three (none in district) bids. The low bid was submitted by Trups Distributing, Inc. for a total of \$48,086.28. Trups has supplied computer equipment to the College for many years. The Administration is confident that they can continue to meet the College's needs.

Delivery, and installation by Oakton personnel, will be coordinated with the West End construction project calendar.

JMW:kr  
10/10/18

**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 UPS System Computer Equipment for the West End Remodeling Project from Trups Distributing, Inc., 375 Haynes Drive, Wood Dale, IL 60191 for a total of \$48,086.28 per their response to Invitation to Bid #0913-18-06.”

<b>Bid #0913-18-06</b>	
<b>Schneider Electric UPS Equipment</b>	<b>TOTAL</b>
<b>Trups Distributing, Inc.</b>	
<b>Wood Dale, IL</b>	<b>\$ 48,086.28</b>
Power Systems Engineering	
Orland Park, IL	\$ 49,741.00
Johnstone Supply	
Naperville, IL	\$ 55,620.65

**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 Interim 2019 Field Study in Peru** – In 2015, Oakton Community College received a Fulbright-Hays Group Projects Abroad grant to fund a group of fourteen community college faculty members and local high school teachers to participate in a five week seminar in Bolivia and Peru over the summer of 2015. One planned outcome of the Fulbright Hays project was to make contacts in Peru so that Oakton could develop a short-term international field study course for students. The 2019 course will be offered June 6 to June 19 in Cusco, Peru.

Katherine Schuster, PhD, Distinguished Professor of Education will accompany the students and provide instruction in a three credit course EDN 290: Peruvian Educational System and Indigenous Influences.

For the Fulbright Hays grant, Oakton worked with Mr. Hugo Pepper, Director of Kipachi Travel, a successful ecotourism company in Peru, located in Cusco. Mr. Pepper did a wonderful job in organizing the entire 2 ½ weeks when the faculty traveled to Peru. This positive working relationship will serve the College well for this student trip to Peru. Kipachi Travel will provide airport transfers, tours, guides, transportation, and entrance fees for all cultural excursions, both within Cusco and throughout the Sacred Valley of the Incas, including a day-long visit to Machu Picchu. Also, Kipachi will provide student housing, most breakfasts and lunches, as well as a farewell dinner. The cost of the Kipachi services is \$2,030 per student. Based on a maximum of twelve participants, plus one instructor, the Administration is requesting an amount not to exceed \$26,390.

The Business Office will contact travel service companies to obtain competitive airfare prices. An average price of \$1,000 would bring an estimated total for international travel for twelve students, plus one accompanying faculty member to \$13,000. As travel dates get closer, the faculty leader will choose the exact flights and travel times that are in the best interests of the travelers. The students will fly from Chicago/O'Hare to Lima to Cusco, Peru.

Students must also pay for a portion of the travel fees for the faculty leader, an insurance fee, an Oakton administrative fee, and cost of dinners during the two-week stay. The estimated cost per student is:

\$ 2,030.00	for Kipachi Travel arrangements
\$ 1,000.00	for airfare
\$ 408.75	for tuition (3 credits, fees waived)
\$ 50.00	for insurance
\$ 50.00	for Oakton administrative fee
<u>\$ 500.00</u>	for faculty leader fees and incidentals (currently based on the minimum enrollment of 6 students)
\$ 4,038.75	Total per student
\$ 48,465.00	Total pass-through amount (based on the max of 12 students)

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

**b) Travel Services for Interim 2019 Field Study in Seville, Spain** - In the spring of 2016, Professor Lisa Cherivtch spent her sabbatical teaching at the International College of Seville for one semester. One of the planned outcomes of the semester long sabbatical was to create a short-term field study course for students; made possible by making contacts within academia and the business community. These contacts have led to the creation of GBS 101: Introduction to Global Business which will be offered during summer interim I session from May 18 to June 1, 2019 in Seville, Spain.

The International College of Seville (ICS) will be facilitating the arrangement of lodging in homestay for the students and one accompanying faculty member in Seville, Spain for thirteen nights. Included in the students' fees will be a classroom for in-class meetings, speakers for class meetings, transportation to local day trips to Cordoba, and a welcome orientation. The cost of the ICS services is \$1,066 per student. Based on a maximum of twenty students, plus one instructor the Administration is requesting an amount paid to ICS not to exceed \$22,386. 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 \$54 per student.

Professor Cherivtch will accompany the students and teach the three credit course, GBS 101: Introduction to Global Business. Included in this course is a one day field trip to Cordoba, four site visits to businesses, and local cultural field trips and programs in Seville. All costs of the field trips (tours / guides / transportation / entrance fees) and

cultural events are included in the cost of the program. The homestay includes breakfasts and dinners for thirteen days. Other meals not provided by ICS will be covered by the students individually.

The Business office will contact travel service companies to obtain airfare prices. An average price of \$1,100 would bring an estimated total for international travel for twenty students, plus one accompanying faculty member to \$23,100. As the travel dates get closer, the faculty leader will choose the exact flights and travel times that are in the best interests of the travelers. The group will fly from Chicago to Madrid to Seville. 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 is:

\$ 1,066.00	for program fees, housing, most meals, field trips, site visits and excursions from ICS
\$ 1,100.00	airfare
\$ 408.75	for in-district tuition, three credits
\$ 54.00	for insurance
\$ 50.00	for Oakton administrative fee
<u>\$ 250.00</u>	for faculty leader fees and incidentals (currently based on an enrollment of ten students)
\$ 2,928.75	Total per student
\$ 58,575.00	Total pass-through amount (based on the max of twenty students)

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

**c) Annual Maintenance Contract and System Upgrades for Document Imaging and Management System** - Document imaging hardware and software are used to scan, capture, index, retrieve, process, and archive digital images of documents and forms. In June 2013, the Board of Trustees approved 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 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,

Alliance Payroll, and Accounting have migrated documents. Current projects include articulation requests and multiple position tracking.

Annual maintenance for the next contract year, which begins in December, is approximately \$50,000. The College will also be acquiring additional licenses, hardware, and training as the platform is further developed. The College is seeking approval to expend up to \$90,000 with Hyland Software, Inc. to cover the cost of FY 2019 - 2020 maintenance and additional professional licenses and services. The annual maintenance, licenses, hardware, and training are only available through Hyland Software, Inc., the manufacturer of the system, thereby, making this a sole source purchase. In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process." The Administration plans to present this sole source item to the Board for purchase approval at the November Board meeting.

**d) Cloud Based Video On Demand System - Three Year Contract** - The FY 2019 capital equipment budget includes funds for the purchase of a continued Cloud based Video On Demand system that allows videos to be streamed to classrooms, offsite locations, and personal computing devices. The service also integrates with the College's online learning environment, D2L.

The Media Services department and the Purchasing office will work collaboratively to issue a Request for Proposal for a three-year contract which is budgeted at \$27,500 per year. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**e) Continuation of Employee Medical, Dental, and Vision Insurance** - Oakton is a member of the Community College Health Consortium (CCHC). The College's medical, dental, and vision plans are administered through CCHC and Hub Inc. which serves as the Consortium's brokers. Premiums run for the calendar year, January to December. CCHC currently has six participating institutions - College of DuPage, McHenry Community College, Moraine Valley Community College, Oakton Community College, Triton College, and Illinois Valley Community College. The Consortium insured an average of 2,775 employees and 6,468 members in calendar year 2017. For the calendar year January to December 2019, the College has received preliminary renewal rates for the following:

	<u>Provider</u>	<u>Estimated 2019 Annual Premiums</u>
Medical	Blue Cross & Blue Shield of Illinois	\$6,713,000
Dental	Delta Dental	\$452,000
Vision	VSP Inc	Pending

The Administration is working to finalize the 2019 premiums and plans to present this item to the Board for purchase approval at the November Board meeting.

**f) Supplemental Cooling System for Northwest Municipal Conference** - Currently, the campus main building’s heating/ventilation/air conditioning (HVAC) system supplies the heat and cooling for the Northwest Municipal Conference (NWMC) located on the lower level of the Des Plaines campus. The NWMC still occupies this area while the College is closed on Fridays during the summer months.

Currently, in order to provide air conditioning to this area, the College has to run the cooling system that controls a large portion of the main building. The College has contracted with Kluber Engineers to design a “Stand Alone” cooling system for this small area in the basement. This will allow the College to fully shut down the main building cooling system and conserve significant energy, while the new smaller cooling system will provide cooling to the NWMC area.

Kluber Engineering, one of the College’s QBS approved engineers, provided complete engineering plans and specifications for this project. With this information, the Facilities office and Purchasing office worked together to issue a bid. The bid was sent to 28 (two in district) HVAC contractors and twelve (one in district) attended the pre-bid meeting. Bids are due at the end of the October. Work is scheduled to begin mid-December 2018 with substantial completion by mid-April 2019. The College has budgeted \$60,000 in the FY 2019 - 2022 Capital Improvement Plan for this project. The Administration plans to present this item to the Board for purchase approval at the November Board meeting.

**g) Water Pressure Booster System** - The Des Plaines campus currently has a multiple pump pressure booster system for the domestic water supply. This pump system takes in the constantly fluctuating city’s water pressure and stabilizes it to a level that will supply adequate water supply volume and pressure to every plumbing fixture throughout the campus. The pumps operate 24 hours per day, 365 days per year, and were installed approximately 40 years ago as a part of the original building construction. The pumps have been rebuilt several times throughout the years. At this time, the equipment has outlived its life expectancy and performance standards. In the event of a pump system failure, the campus would not be able to supply domestic water to the various areas of the



campus and would have to close the building until the pumps were repaired or replaced. New replacement pumps will operate more efficiently and lessen the likelihood of failure.

Kluber Engineering, one of the College's QBS approved engineers, provided complete engineering plans and specifications for this project. With this information, the Facilities office and Purchasing office worked together to issue a bid. The bid was sent to thirty (two in district) plumbing contractors and four (none in district) attended the pre-bid meeting. Bids are due at the end of the October. Work is scheduled to begin mid-December 2018, with substantial completion by the end of April 2019. The College has budgeted \$70,000 in the FY2019 - 2022 Capital Improvement Plan for this project. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**h) Printing of the Oakton Non-Credit Class Schedule** - The Administration will be recommending a change to the past practice of printing the credit class schedules, moving from a mass distribution of these schedules to a targeted approach aimed at traditional and adult students that utilizes direct mail (magazines and postcards), email, social media, and digital advertising to replace district-wide credit schedule distribution.

The Administration still believes that it is in the best interests of the College to continue printing the non-credit class schedule. The Administration plans to issue the bid for printing the non-credit class schedule that is synchronized with the annual postal permit on the calendar year, January-December, for the non-credit class schedules with a distribution to all residences within the district (approximately 217,000), according to the following schedule:

- Late Spring (February)
- Summer (March)
- Fall (June)
- Spring (November)

The College Relations Department has provided the following print specifications and will work with the Purchasing department to issue a bid for the printing of four non-credit class schedules. Changes to the non-credit class schedules include:

- Four color cover on coated paper instead of two colors on 50# white paper.
- Inside pages will be printed on 50#white paper instead of 30# newsprint.
- Internal page count will likely increase by 10 percent to give content room to breathe and to add more photos. Based on finished pieces for 2018, estimated page counts would be:
  - Late Spring - estimate 40 internal pages
  - Summer - estimate 40 internal pages
  - Fall - estimate 48 internal pages
  - Spring - estimate 56 internal pages

The price range per issue is approximately \$20,000 to \$25,000, based on the number of pages. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**i) Transportation/Planning Management Consulting Services** - Oakton's mission, vision, and values statement clearly states the following value - *We advance equity by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.* In addition, the College's strategic plan commits to supporting *Equity Matters - We will engage in a more robust evidence-based examination to scrutinize institutional and societal barriers to equity so we may develop a college equity plan that identifies opportunities and establishes priorities to address the barriers.*

With this value and strategic commitment in mind, the Business Services office proposes issuing a Request for Proposal in order to contract with a transportation/planning management firm to determine if the lack of adequate transportation for the College's environmental justice/under represented population is a barrier to College attendance. It is believed that potential students may not be able to attend classes at either campus due inadequate transportation resources. The Administration intends to contract with a firm to survey, assess, and analyze the district demographics, current travel patterns, transportations deficiencies and barriers, planned public transportation improvements, possible community partnerships and collaborations, and available funding sources. It is hoped that by providing better transportation solutions, the College's enrollment and persistence rates will increase which supports the *Strategic Enrollment Management and Persistence* institutional initiative.

Based on research noted in several transportation journals, there is a consensus that transportation inequities in environmental justice populations does exist. By working with a transportation/planning management firm, the Administration proposes to;

- 1) Survey current students, incoming students, high school counselors, community members, and employees of Oakton counseling/advising/student affairs/enrollment services to obtain feedback regarding transportation services and issues.
- 2) Determine the data collection methodology and analyze/compare US census information and district demographics to determine the College's environmental justice population and determine which area students are and are not coming from.

- 3) Analyze current travel patterns and routes, transportation deficiencies and barriers, planned public transportation improvements, available transportation programs to determine areas of focus.
- 4) Identify possible community partnerships and collaborations including Metra, PACE bus/ride share/van pool, the Northwest Municipal Conference transportation division, Chicago Metropolitan Agency for Planning, Illinois Department of Transportation (IDOT), Illinois Tollway, Regional Transportation Authority (RTA), Cook County Highway Department.
- 5) Identify possible available funding sources including PACE, the Surface Transportation Program through the Northwest Council of Mayors and the North Shore Council of Mayors, Illinois Transportation Enhancement Program which provides funding for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic, and environmental aspects of the transportation infrastructure.
- 6) Prepare a comprehensive report and plan of action using best practices and methods in transportation planning and management to meet the stated goals and objectives.

Once the transportation management report is complete, the College can use the information to determine the necessary work to improve the transportation options for the district's environmental justice population.

Contracting with a transportation/planning management firm is estimated at \$75,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

**j) Furniture for West End Offices** - The West End CIP approved remodeling work is currently under way. The first section, for Health and Wellness Services, is complete and the new furniture has been installed. The Administration is currently working with Perkins+Will Architects and Cotter Consulting to finalize the furniture specifications in order to prepare an Invitation to Bid. New furniture will be installed in the following offices/departments:

Police Department – 3 workstations, chairs, files, storage cabinets

Human Resources – 10 workstations, chairs, files, storage cabinets, conference tables

Center for Professional Development and Online Learning – 10 workstations, chairs, files, storage cabinets, conference tables

Administrative Affairs – 26 workstations, chairs, files, storage cabinets, conference tables

College Relations – 6 workstations, chairs, files, storage cabinets, conference table

This new furniture is estimated at \$350,000. The Administration plans to present this item for new furniture to the Board for approval at the November Board meeting. Installation is scheduled to coincide with the completion of the construction, near the end of January 2019.

In addition to the new furniture, many of the workstations currently in use by the Instructional Technology (IT) department will be re-purposed into the remodeled offices for IT on the second floor of the west end. Also, other soon-to-be-vacated workstations will be used in the IT department. Coordinating all of the various pieces into each individual office will take a detailed plan from a vendor that is very familiar with Oakton's previous furniture designs and installation. As many as twenty offices will receive this re-purposed furniture. The Administration is recommending that the College work directly with Forward Space for this workstation re-purpose project. The work will include an inventory of all pieces, workstation design for each office space, disassembly of current workstations, and moving/re-assembly/installation in the new second floor offices. These services are estimated at \$35,000 to \$50,000.

The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting once the project price has been finalized. Installation is scheduled to coincide with the completion of the construction of the IT area, most likely, in February 2019.

**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-IEANEA), the following faculty members have applied for retirement:

<b><u>Faculty Member</u></b>	<b><u>Discipline</u></b>	<b><u>Retirement Date</u></b>
Richard Stacewicz	Professor, Social Sciences, History	July 31, 2019
Ronald Thomas	Chair, Distinguished Professor, Business, Marketing, Management, Global Business Studies and Financial Services	July 31, 2019

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

We congratulate Professor Stacewicz and Professor Thomas for their many years of exemplary service to the College and wish them well in their future endeavors.

CH:nmi  
10/9/2018

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Richard Stacewicz and Ronald Thomas.”

**Acceptance of a Faculty Resignation**

Ms. Mary-Elizabeth Strebel, Instructor of Nursing, has provided notice of resignation to Oakton Community College, effective October 17, 2018. We wish her well in her future endeavors.

CH:nmi  
10/9/2018

**President's Recommendation:**

That the Board adopt the following resolution:  
"Be it resolved that the Board of Trustees of Community College District 535 accepts the resignation of Ms. Mary-Elizabeth Strebel, effective October 17, 2018."

**Acceptance of Grants**

Funding totaling \$254,640.79 has been made available to Oakton Community College, subject to acceptance at the October 16, 2018, 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.

AG  
10/08/2018

**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 attached resolutions, 10/18-14a through 10/18-14d, for the following grants:

a. National Science Foundation ATE Collaboration of Midwest Professionals for Logistics Engineering Technology Education Project grant in the amount of.....	\$149,998.00
b. Illinois Secretary of State/Illinois State library Literacy Office Volunteers in Teaching Literacy grant in the amount of .....	\$91,946.00
c. Illinois Secretary of State/Illinois State library Literacy Office Workplace Skills Enhancement grant in the amount of.....	\$11,899.00
d. Department of Justice Bullet Proof Vest grant in the amount of.....	\$797.79
for a total of \$254,640.79	

**Acceptance of National Science Foundation ATE Grant**

The National Science Foundation has awarded Oakton Community College \$149,998.00 in grant funds to support the collaborative Advanced Technological Education (ATE) partnership between Oakton Community College, Columbus State Community College, and Sinclair Community College. Funds will support the expansion of pathways for next-generation logistics engineering technicians in the region. The grant period is October 1, 2018 through September 30, 2021. Bob Sompolski, Dean of Science, Technology, Engineering and Mathematics (STEM) and Health Careers, will administer the grant.

AG  
10/10/2018

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$149,998.00 from the National Science Foundation to support the Advanced Technological Education (ATE) partnership.”



**Acceptance of Illinois Secretary of State/Illinois State library Literacy Office Adult Literacy- Volunteers in Teaching Adults Grant**

The Illinois Secretary of State/Illinois State Library Literacy Office Adult Literacy Program has awarded Oakton Community College a Volunteers in Teaching Adults Grant in the amount of \$91,946.00 to support the Volunteers in Teaching Adults (VITA) Program which helps ABE and ESL learners develop their English language skills. This grant period is July 1, 2018 to June 30, 2019. Linda Davis, Adult Education Senior Manager, will manage the grant and Ileo Lott, Vice President of Academic Affairs, will administer the grant.

AG  
10/10/2018

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$91,946.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Volunteers in Teaching Adults program.”

**Acceptance of Illinois Secretary of State/Illinois State Library Literacy Office - Workplace Enhancement Grant**

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton Community College a Workplace Enhancement Grant in the amount of \$11,899.00. Funds will support customized workplace English language program offerings for employees of LSG SkyChefs. The grant period is July 1, 2018 through June 30, 2019. Eilish McDonagh Hermer, Senior Manager, Workforce Solutions will manage the grant, and Ruben Howard, Director of Workforce & Continuing Education Alliance for Lifelong Learning, will administer the grant.

AG  
10/10/2018

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 accepts \$11,899.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Workplace skills enhancement grant in partnership with LSG Sky Chefs."

**Acceptance of United States Department of Justice - Bulletproof Vest Grant**

The United States Department of Justice has awarded Oakton Community College a Bulletproof Vest grant in the amount of \$797.97 to support the purchase of bulletproof vests for Oakton police officers. The grant period is 2018 through 2019. The Chief of Police will administer the grant.

AG  
10/10/2018

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 accepts \$797.97.00 from the U.S. Department of Justice to support the purchase of bulletproof vests for Oakton police officers."