

**The 691st Meeting
of
The Board of Trustees
September 16, 2014**



OUR VISION, MISSION AND VALUES

We are the community's college.

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

We are a community of learners.

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

We are a changing community.

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

Ratified by the Board of Trustees, October 20, 1998

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 691st MEETING
of
THE BOARD OF TRUSTEES
SEPTEMBER 16, 2014**

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

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

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

AGENDA

1. Call to Order and Roll Call room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of August 19, 2014
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - pending litigation
 - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of August 19, 2014

Statement by the President

Report: ADRC – Access and Disability Resource Center

Public Participation

Comments by the Chairman

NEW BUSINESS

CONSENT AGENDA

9/14-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 9/14-2 through 9/14-6

9/14-2 Ratification of Payment of Bills for August 2014

9/14-3 Acceptance of Treasurer's Report for August 2014

9/14-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board

9/14-5 Authorization to Pay Professional Personnel – Fall 2014

9/14-6 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

V 9/14-7 Ratification of Board of Trustees' Scholarships for 2014-2015

R 9/14-8 Authorization to Approve September Purchases

- a. Contracted Instructional Training
- b. Microsoft License Agreement Renewal
- c. Softball Field Renovation
- d. Softball/Baseball Field Irrigation Supply

9/14-9 Preview and Initial Discussion of October 2014 Purchases

V 9/14-10 Acceptance of Grants

R 9/14-11 Resolution Designating Date, Time and Place for Filing Board of Trustees Nominating Petitions

R 9/14-12 Authorization to Name the Science and Health Careers Center

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
August 19, 2014**

The 690th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 19, 2014 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call

Chairman Bill Stafford called the meeting to order at 6:25 p.m. in room 1502; Secretary Ann Tennes called the roll:

Mr. Stafford	Chairman	Present
Ms. Harada	Vice Chairman	Present
Ms. Tennes	Secretary	Present
Ms. Bashiri-Remetio		Present
Dr. DiLeonardi		Present
Mr. Frank		Present
Mr. Wadhwa		Present
Mr. Alferes		Present

Closed Session

Immediately after the roll call, Dr. DiLeonardi made a motion to go into Closed Session for the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, pending litigation, and collective negotiating matters. Ms. Bashiri-Remetio seconded the motion; Ms. Tennes called the roll:

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

Also present: Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Technology and Data Analytics; Mr. Robert Nowak, Vice President, Business and Finance; and Ms. Mum Martens, Executive Director, Human Resources.

At 7:30 p.m. Ms. Bashiri-Remetio made a motion to adjourn the session, seconded by Ms. Harada. A voice vote was called, and the meeting was adjourned.

Call to Order and Roll Call

Mr. Stafford called the open session to order at 7:40 p.m. in room 1506; Ms. Tennes called the roll:

Mr. Stafford	Chairman	Present
Ms. Harada	Vice Chairman	Present
Ms. Tennes	Secretary	Present
Ms. Bashiri-Remetio		Present
Dr. DiLeonardi		Present
Mr. Frank		Present
Mr. Wadhwa		Present
Mr. Alferes		Present

Pledge of Allegiance

Approval of the Minutes

Mr. Stafford asked for a motion for the approval of the minutes of the June 24, 2014 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

President Lee welcomed everyone back to another new academic year; and also asked introductions of those present:

Kathleen DeCoursey, College Advancement, and Classified Staff Union President, asked the staff in attendance to introduce themselves: Philip Cronin, Media Services; Elena Couto, Educational Foundation; Eileen Cukierski, President's Office; Linda Davis, Adult Education; Jamal Evans; Media Services; Patrick Cunniffe, Budget and Accounting Services; Shannon McKenzie, Academic Affairs; Ronald Smith, Alliance for Lifelong Learning; and Jesse Wallace, Media Services.

Katherine Schuster, Professor, Education, and Full-time Faculty Union President, asked the faculty in attendance to introduce themselves: Jinhee Canfield, Associate Professor, Mathematics; Tom Firak, Professor, Biology; Paul Gulezian, Assistant Professor, Biology; Stanley Kimura, Professor, Fire Science; Michael Nicholson, Associate Professor, History; Denise Top Rhine, Professor, Nursing; Bill Strond, Professor, Biology; Leslie Van Wolvelaar, Professor, Accounting; and Sheila Zabin, Associate Professor, Basic Nurses Assistance Training.

Barbara Dayton, Lecturer, Sociology, and Adjunct Faculty President, introduced: David Arieti, Lecturer, Biology; Kalyani Banerjee, Lecturer, Chemistry; Olga Cedrina, Lecturer, Mathematics; Barry Dayton, Lecturer, Mathematics; Randy Felsenthal, Lecturer, Business; and Wendy Wallace, Lecturer, Business.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity, and Diversity; Ann Marie Barry, Director, Student Life; Robin Bailey, Director, Operations and Administration; Michael Carr, Assistant Vice President, Academic Affairs; Sebastian Contreras, Jr., Director, Student Success; Leana Cuellar, Assistant Director, Student Success; Karen Epps, Director, Accounting and Budget Services; Maya, Evans, Director, Research and Planning; Colette Hands, Director, Workforce Development and Corporate Training; Adam Hayashi, Dean, Science and Health Careers; Merrill Irving, Associate Vice President, Workforce Education; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Mum Martens, Executive Director, Human Resources; Bruce Oates, Director, Athletics and Registrar Services; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics and Technologies; and Brad Wooten, Dean Social Sciences and Business.

Guests: Aney Abraham, Tammy Beckwith Schallmo, Hana Giangrosso, Adam Greenberg, Lisa Maass, Michael Lundeen, Tim Panfil, and Wayne Serbin.

Statement by the President

President Lee thanked everyone who helped shift the schedule so that we were able to have the annual kickoff breakfast at the start of Orientation Week. Special thanks to Tony Churchill, Steve Amari, Terri Quam, Maya Evans, Michael Carr, Sebastian Contreras, Leana Cuellar, Jesse Wallace, the student tech crew, and Mum Martens, who oversaw the entire event.

Dr. Lee offered condolences to Pam Drell, Peg Callahan, and Jo Cohen, who have recently lost their mothers; Victoria Fils, who lost her father; Helene Block-Fields on the passing of her husband; retired faculty Jim O'Shea, who lost his wife; deepest sympathy to the family, friends, to all of us on the passing of Julia Hassett, Chair of the Mathematics department. Her sudden passing saddened all of us.

Dr. Lee offered congratulations to George Lungu, Professor of Political Science, who received the Ray Hartstein Award for Teaching Excellence for full-time faculty; Leslie Dubin, Lecturer of Business, received the Ray

Hartstein Award for Teaching Excellence for part-time faculty; and Eileen Cukierski, President's Office, who received the Classified Staff Excellence Award.

Next, President Lee introduced Stanley Kimura, Professor and Chair of Fire Science Technology and EMT. Professor Kimura introduced representatives from Presence St. Francis Hospital, in recognition of the fortieth anniversary of their emergency medical services system. Adam Greenberg, EMS System Coordinator, Aney Abraham, Director of Patient Care Services, and Lisa Maass, Senior Secretary of the EMS program accepted a plaque from Chairman Stafford. Oakton's outstanding alumni, Mr. Tim Panfil, received a Distinguished Alumnus Nomination Award from the ICCTA. Mr. Panfil is the Director of Enrollment Management for the School of Professional Studies at Elmhurst College, where he teaches as well. Mr. Panfil is an active member of Oakton's alumni council. The Educational Foundation's ScholarChips event will be held on Friday, August 22, beginning at 5:00 p.m. at the Rivers Casino in Des Plaines. This is a private event to support student scholarships. Tickets are still available.

Next, the video 'Getting to Know Students for Student Success' that was shown at the kickoff breakfast, was shown to the audience. President Lee thanked Jesse Wallace, Media Services, for his work on the video. This is a great way to begin the academic year by focusing on our student's success, in their own words and stories.

Dr. Hamel next introduced Michael Carr, Assistant Vice President of Academic Affairs, and Shannon McKenzie, Internship Specialist, who presented a report on student internships. Ms. McKenzie began by describing the definition of an internship as any kind of short term experiential learning opportunity in a real world work environment that offers to serve our students a bridge between what they are learning in the classroom and what their future career goals are. Objectives of a student internship include building a student's resume; providing real world work experience; and developing effective strategies for seeking employment. There are different types of internships, paid, unpaid, and credit. The matching process begins with companies and students submitting applications. Students then will have an intake interview, after which the student and coordinator target possible companies. The companies make the decision on whom to interview and who to hire. Oakton's Internship program for 2013-2014 had twenty-six unpaid/credit internships and sixteen paid internships.

Ms. McKenzie introduced student Hana Giangrosso, who relayed her experience with Oakton's internship program. Ms. Giangrosso explained how her job at the bank at which she was employed, relocated to the state of Indiana. She took advantage of the Workforce Investment Act, which combines federally funded job training programs in Illinois into a workforce development system where individuals can find or train for a new career. Ms. Giangrosso qualified for a grant and applied for a CPA certificate program at Oakton. Ms. Giangrosso went through Oakton's internship application process, was hired for an internship, and eventually was offered a full-time job at Friedman & Huey. Ms. Giangrosso stated that she grew in both knowledge and application during her time at Oakton and with her internship at Friedman & Huey.

At the conclusion of the presentation, Trustee Wadhwa asked how many students had availed themselves to the internship program. Ms. McKenzie stated she usually works with about two hundred students in a given year. Last year fifty-two students applied to the program but for different reasons, we did not have placements for all of those who had applied. Mr. Wadhwa mentioned that using the businesses who are involved with the Education Foundation may be a good source for internships. Ms. McKenzie said that at any given time, there are usually more companies looking for students than students looking for companies. Last year we had fifty positions in companies that went unfilled. Trustee Harada asked Ms. McKenzie to talk about what the barriers are that prevent students and businesses from connecting. Ms. McKenzie said that some students and businesses can have very specific needs of what they are looking for, which can include location, skills, hours, and level of education, to name a few. Ms. Harada concluded that internships are such an excellent way for students to develop the soft skills, in addition to the substantive skills they are getting in the classroom, before they have to go into the real world.

Public Participation – Community member Wayne Serbin suggested that it would be helpful if a copy of the Board agenda book could be made available in the Board room before and during the meeting for members of the audience to peruse if they so desired.

Comments by the Chairman – Chairman Stafford welcomed everyone back to another academic year. He noted that Oakton continues to be a wonderful educational value.

New Business

8/14-1a Approval of Adoption of Consent Agenda

Mr. Wadhwa offered:

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

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

8/14-1b Approval of Consent Agenda Items 8/14-2 through 8/14-10

Dr. DiLeonardi offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/14-2 through 8/14-10, as listed in the Consent Agenda.”

8/14-2 Ratification of Payment of Bills for June 2014

“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 \$6,804,988.87 for all check amounts as listed and for all purposes as appearing on a report dated June 2014.”

8/14-3 Ratification of Payment of Bills for July 2014

“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 \$10,366,325.36 for all check amounts as listed and for all purposes as appearing on a report dated July 2014.”

8/14-4 Acceptance of Treasurer’s Report for June 2014

“Be it resolved that the Board of Trustees of Community College district 535 receives for filing as a part f the college’s official records, the report of the Treasurer for the month of June 2014.”

8/14-5 Acceptance of Treasurer’s Report for July 2014

“Be it resolved that the Board of Trustees of Community College district 535 receives for filing as a part f the college’s official records, the report of the Treasurer for the month of July 2014.”

8/14-6 Authorization of Budget Transfers

“Be it resolved that the Board of Trustees of Community College District 535 approves budget transfers in accordance with Illinois Compiled Statues 110 ILCS 805/3-20, as listed originally in the FY2014 Budget approved by the Board in June 2013.”

8/14-7 Acceptance of Quarterly Report on Investments

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

8/14-8 Ratification of Actions of 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 and hereby approves the expenditures in the amount not to exceed \$80,447.33.”

8/14-9 Supplementary Authorization to Pay Professional Personnel

1. “Be it resolved that the Board of Trustees of Community College District 535 approves the adjustments of part-time faculty 2014 summer semester salaries in the amount of \$916,390.17, resulting in a revised total of \$1,912,153.39”.

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of full-time faculty 2014 summer semester salaries in the amount of \$315,726.27, resulting in a revised total of \$1,800,261.01".

8/14-10

Approval of Clinical Practice Agreements

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

For the Early Childhood Education Program

One Hope United Child Development Centers (affiliation and practicum) – Des Plaines
Unity Preschool (affiliation and practicum) – Evanston

For the Health Information Technology Program

Marianjoy Rehabilitation Hospital – Wheaton

For the Medical Laboratory Technology Program

Advocate Health and Hospitals Corporation d/b/a

Advocate Lutheran General Hospital – Park Ridge

For the Nursing Program

Bethany Terrace Nursing Center – Morton Grove

Children’s Hospital of Chicago Medical Center d/b/a

Ann & Robert H. Lurie Children's Hospital of Chicago – Chicago

East Maine School District 63/Melzer School – Morton Grove

Glenview Terrace – Glenview

JourneyCare, Inc. – Barrington

Shriners Hospitals for Children – Chicago

Village of Skokie – Skokie

For the Physical Therapist Assistant Program

Advocate Health and Hospitals Corporation d/b/a Advocate Good Shepherd Hospital – Barrington

Advocate Health and Hospitals Corporation d/b/a

Advocate Lutheran General Hospital – Park Ridge

Glenview Terrace – Glenview

Lake County Physical Therapy LLC – Round Lake Beach

North Shore Spinal & Sports Rehabilitation – Lake Bluff

Therapy Masters and Its Health & Home Management Affiliates – Skokie

Whitehall of Deerfield – Deerfield

For the Substance Abuse Counseling Program

Relapse Prevention Counseling Center – Des Plaines

The Youth Center at Northwest Community Hospital/Northwest Community Healthcare – Arlington Heights.”

Ms. Tennes seconded the motion and called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

8/14-11

Authorization to Approve August Purchases

Ms. Tennes offered:

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
8/14-11a	1 & 2	Recycled Xerographic Paper	Murnane Paper	\$ 48,136.00
8/14-11b	1	Ratification of Ejector Pump Repairs	Illinois Pump, Inc.	\$ 27,400.00
8/14-11c	1 & 2	Emergency Roof Top Unit Compressor Repairs	Various vendors including: Hayes Mechanical Automated Logic	\$ 125,000.00
8/14-11d	1 - 3	Computers and Monitors for FY 2014-2015	Dell Marketing L.P.	\$ 459,758.68
Grand Total				\$ 660,294.68.”

Ms. Bashiri-Remetio seconded the motion.

Regarding the emergency repairs to the roof top unit compressors, Trustee Harada asked how many unit compressors there are. Robert Nowak, Vice President of Business and Finance, replied that there are twelve units at the Skokie campus and each of the units have two compressors. When they are overworked as has been the case this past winter and summer, they tend to deteriorate. The repairs were done to bring them back online. Mr. Nowak said that the repairs needed to be done quickly due to the upcoming cooling season. Trustee Tennes asked if there is a regular maintenance schedule for these units. Mr. Nowak said that routine maintenance is performed on the units, but as luck would have it, a number of them failed at the same time. Ms. Tennes asked if it would make sense for there to be a planned replacement schedule. Mr. Nowak replied that he is working with the Director of Facilities, Leah Swanquist, to come up with a multi-year replacement plan for various assets of the College. One of the reasons we are doing that now is for financial planning purposes. Also, Bond rating agencies appreciate preplanning rather than emergency type situations.

Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

8/14-12

Preview and Information Regarding September 2014 Purchases

The following purchases will be presented for approval at the September 2014 Board of Trustees meeting: Contracted Instructional Training; Microsoft Campus Agreement; Softball Field Renovation; Softball/Baseball Field Irrigation Supply; and Grant Funded Zeta 3D Optical Profiler.

8/14-13

Approval of Issuance of General Obligation Limited Tax Bonds, Series 2014

Ms. Tennes offered:

“Resolution providing for the issue of not to exceed \$15,000,000 General Obligation Limited Tax Bonds, Series 2014, of Community College District No. 535, County of Cook, and State of Illinois, and the levy of a direct annual tax to pay the principal of and interest on said bonds.”

Chairman Stafford said that it cannot be emphasized enough that the triple AAA bond rating that the College was awarded gives us, and the tax payers of the district, the lowest possible interest rates that we can get out on the open market, which is a tribute to the great financial management of the College.

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

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

The motion carried; Student Trustee Alferes favored the resolution.

8/14-14

Acceptance of Faculty Retirement

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept the retirement of Michele Reznick.”

Ms. Harada seconded the motion; Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

8/14-15

Authorization to Hire a Full-time, One-year Temporary Faculty Member

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full-time, one-year temporary faculty hire of Olga Cedrina for the 2014-15 academic year. She will receive the salary associated with the lane and step described as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Salary</u>
Olga Cedrina	Assistant Professor of Mathematics	A-5 \$51,927.”

Dr. DiLeonardi seconded the motion; Ms. Tennes called the roll:

Mr. Stafford	Aye
Ms. Tennes	Aye
Mr. Wadhwa	Aye

Mr. Harada	Aye
Ms. Bashiri-Remetio	Aye
Mr. Frank	Aye
Dr. DiLeonardi	Aye

The motion carried; Student Trustee Alferes favored the resolution.

8/14-16 Acceptance of Grants

Ms. Tennes offered:

"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 8/14-16a through 8/14-16e, for the following grants:

- a. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of \$1,338,141;
- b. Illinois Community College Board Carl D. Perkins Career and Technical Education Improvement Act Grant in the amount of \$261,529;
- c. Illinois Community College Board Program Improvement Grant in the amount of \$27,299;
- d. Illinois Secretary of State Workforce Skills Enhancement Grant in the amount of \$9,000;

for a total of \$1,710,229."

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

8/14-17 Introduction of Authorization to Name Science & Health Careers Building

Mr. Wadhwa offered:

"Be it resolved that in recognition of President Margaret B. Lee's thirty years of dedicated service to higher education in general and to Oakton Community College in particular, and in anticipation of her retirement on 30 June 2015, that the Board of Trustees expresses its intent to name the Science and Health Careers Building in her honor."

Trustee Harada noted that it is fitting that President Lee be honored this way. She stands for excellence in education at Oakton, and this building represents her vision of caring through her legacy of excellence for years to come. Dr. DiLeonardi told the audience that the Board nominated President Lee for the 2014 ACCT Regional Chief Executive Office Award. Unfortunately, she did not receive the award, although all of us here know that she deserves it.

Dr. DiLeonardi seconded the motion; Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.

Adjournment

Mr. Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, September 16, 2014 beginning at 7:30 p.m. at the College's Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

There being no further business before the Board, Mr. Stafford asked for a motion to adjourn the meeting. Ms. Tennes made the motion, which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the meeting was adjourned at 9:00 p.m.

William Stafford, Chairman

Ann E. Tennes, Secretary

ec
8/2014

A video recording of the August 19, 2014 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 9/14-2 through 9/14-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/14-2 through 9/14-6 as listed in the Consent Agenda.

- 9/14-2 Ratification of Payment of Bills for August 2014
- 9/14-3 Acceptance of Treasurer's Report for August 2014
- 9/14-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 9/14-5 Authorization to Pay Professional Personnel – Fall 2014
- 9/14-6 Approval of Clinical Practice Agreements

Ratification of Payment of Bills for August 2014

The check register detailing the regular monthly bills for August, 2014 was sent out on September 12, 2014. The totals by fund are on page 2.

Board Chairman

Board Secretary

RJN:vb


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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$9,421,070.50 or all check amounts as listed and for all purposes as appearing on a report dated August 2014."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1- 80 numbered, 103427-103438, 103440, 103442-103458, 103460-103463, 103465-103529, 103531-103539, 103541-103544, 103546-103628, 103630-103711, 103713-103792, 103794-103798, 103800-103836, 103838-103881, 103883-103900, 103902-103924, 103926-103931, 103933-103974, 103976-103986, 103988-103993, and 103995-104047 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.

 2/2/13
Treasurer, Oakton Community College District 535

RECAPITULATION

	<u>Gross Checks Issued</u>				
<u>Fund</u>	<u>Gross Payroll</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voiced Checks</u>	<u>Total</u>
Education	\$4,686,476.62	\$456,033.73	\$5,142,510.35	(583.23)	\$5,141,927.12
Operations, Building and Maintenance Fund	440,913.79	191,932.84	632,846.63		632,846.63
Maintenance Fund (Restricted)	10,147.62	1,724,730.05	1,734,877.67		1,734,877.67
Bond & Interest		750.00	750.00		750.00
Auxiliary Enterprise	756,312.24	889,749.47	1,646,061.71		1,646,061.71
Restricted Purposes	164,298.38	67,264.90	231,563.28		231,563.28
Working Cash					
Trust/Agency	431.61	14,329.48	14,761.09		14,761.09
Audit					
Liability, Protection & Settlement		4,585.05	4,585.05		4,585.05
Social Security/Medicare					
Loan					
TOTALS	<u>\$6,058,580.26</u>	<u>\$3,349,375.52</u>	<u>\$9,407,955.78</u>	<u>(583.23)</u>	<u>\$9,407,372.55</u>
Student Government	4,376.07	8,738.65	13,114.72		13,114.72
TOTAL PER REPORT	<u>\$6,062,956.33</u>	<u>\$3,358,114.17</u>	<u>\$9,421,070.50</u>	<u>(583.23)</u>	<u>\$9,420,487.27</u>

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

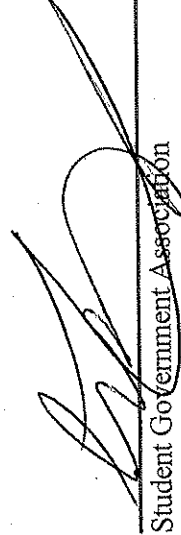
I hereby certify that materials and/or services represented by checks on pages 1-80 numbered 103439, 103441, 103459, 103464, 103530, 103540, 103545, 103629, 103712, 103793, 103799, 103837, 103882, 103901, 103925, 103932, 103975, 103987, and 103994 have been received, supporting invoices audited and that 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 \$13,114.72 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 August 2014.



Student Government Association

Acceptance of Treasurer's Report for August 2014

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

RJN: vb

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

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of August 2014."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

August 2014

Robert J. Nowak
Vice President for Business and Finance
Karen J. Epps
Director of Budget and Accounting Services

Treasurer's Comments on August 2014 Financial StatementsPage 4. Financial Position Statement**Cash and investments**

The net cash and investments increased by \$11.3 million from the previous month. The monthly collections include \$12.8 million in property taxes and PPRT, \$4.9 million in student tuition, \$956 thousand in state and federal grant funding, and \$1.1 million in auxiliary revenues from the bookstore, Alliance, ITFS lease, Early Childhood Centers and rental income.

Of the grant funding referred to above, \$880 thousand represents the May and June 2014 installments of the Base Operating Grant, and \$76 thousand represents the Perkins and NSF Nanotech grants.

The August 2014 cash disbursements included \$1.7 million for Master Plan Projects, and \$6.9 million for operating expenses.

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

At the end of August, revenues were \$22.6 million or 96% of the pro-rata budget, compared to the \$22 million, or 98% for the previous year. Tuition and fees totaled \$14.6 million year to date, or 96% of the pro-rata budget. Revenues from tuition and fees are generally recorded as billed; however, tuition and fees collected for the Summer and Fall 2014 semesters that were deferred at June 30, 2014, are now recognized in fiscal year 2015. Other revenue includes interest income.

Expenditures

The current year's total actual operating expenditures of \$10.1 million are attributed to expected operating costs. The operating expenditures are \$294 thousand (3%) below prior year's actual expenditures of \$10.4 million for the same period. Current year's operating expenditures are generally in line with the budget with a reported 88% of the pro-rata budget spent.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 AUGUST 31, 2014
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Total All Funds
ASSETS									
Cash	\$ 3,217	\$ 1,022	\$ 730	\$ 2,583	\$ -	\$ 5,509	\$ -	\$ 232	\$ 13,293
Taxes Receivable	1,904	433	-	180	-	-	-	6	2,523
Student Tuition Receivable	5,322	5	-	-	-	251	-	-	5,578
Government Funds Receivable	-	-	-	-	-	87	-	-	87
Accrued Interest	111	15	15	-	-	15	-	1	157
Other Receivables	59	-	-	-	-	136	-	-	195
Investments									
Short-term	72,963	10,430	5,160	-	-	6,867	-	539	95,959
Long-term	17,977	3,099	3,301	-	-	3,089	-	204	27,670
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-
Inventories - Prepaids	94	-	162	-	-	1,269	-	-	1,525
Total Current Assets	87,147	15,004	9,368	2,763	-	31,723	105,886	982	146,987
Net Investment in Plant	-	-	-	2,763	-	-	105,886	-	105,886
TOTAL ASSETS	\$ 87,147	\$ 15,004	\$ 9,368	\$ 2,763	\$ -	\$ 31,723	\$ 105,886	\$ 982	\$ 252,873
LIABILITIES AND NET POSITION									
Payables	\$ 456	\$ 5	\$ 10	\$ -	\$ 6	\$ 67	\$ -	\$ -	\$ 544
Accrued Interest Payable	-	-	-	161	80	-	-	-	241
Deferred Tuition Revenue	1	-	-	-	-	-	-	-	1
Accruals	7,474	216	1,947	-	-	577	-	-	10,214
Bond Payable	-	-	-	-	40,512	-	-	-	40,512
Total Liabilities	7,931	221	1,957	161	40,598	644	-	-	51,512
Deferred Inflows of Resources - Property Taxes	12,134	2,591	-	1,055	-	-	-	34	15,814
Total Liabilities and Deferred Inflows of Resources	20,065	2,812	1,957	1,216	40,598	644	-	34	67,326
Net Position									
Unrestricted	67,082	12,192	7,411	-	-	14,372	-	-	101,057
Restricted	-	-	-	-	-	16,707	-	948	17,655
Debt Service	-	-	-	1,547	(40,598)	-	-	-	(39,051)
Plant	-	-	-	-	(40,598)	-	105,886	-	105,886
Total Net Position	67,082	12,192	7,411	1,547	(40,598)	31,079	105,886	948	185,547
TOTAL LIABILITIES & NET POSITION	\$ 87,147	\$ 15,004	\$ 9,368	\$ 2,763	\$ -	\$ 31,723	\$ 105,886	\$ 982	\$ 252,873

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2014

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 44,606	\$ 7,434	\$ 7,639	103%	104%
Replacement Tax	1,070	178	192	108%	126%
Chargebacks	75	13	20	160%	175%
State Revenue	3,677	613	-	0%	60%
Tuition and Fees	22,210	15,297	14,626	96%	95%
Other	508	85	120	143%	139%
TOTAL REVENUES	72,146	23,620	22,597	96%	98%
EXPENDITURES (accrual basis)					
Instructional	34,847	5,808	5,847	101%	107%
Academic Support	10,198	1,700	1,321	78%	78%
Student Services	6,904	1,151	993	86%	90%
Public Services	536	89	67	75%	78%
Operations and Maintenance	8,767	1,461	952	65%	72%
General Administration	5,030	838	761	91%	93%
General Institutional	1,822	304	172	57%	11%
Contingency	1,090	182	-	0%	0%
Chargebacks	135	23	2	9%	16%
TOTAL EXPENDITURES	69,329	11,555	10,115	88%	91%
Revenues over (under) expenditures	2,817	12,065	12,482		
Net Fund transfers					
To Operation & Maintenance (Rest.) Fund	(4,850)	(808)	(808)		
To Auxiliary Fund and Alliance	(946)	(158)	(158)		
To Restricted Fund	(100)	(17)	(17)		
From Working Cash Fund	29	5	5		
To Liability, Protection & Settlement Fund	(510)	(85)	(85)		
To Social Security/Medicare Fund	(940)	(157)	(157)		
Total Transfers	<u>(7,317)</u>	<u>(1,220)</u>	<u>(1,220)</u>		
Net Revenue over (under) expenditures	\$ (4,500)	\$ 10,845	\$ 11,262		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2014**

OPERATIONS AND MAINTENANCE	Budget (000)	Actual (000)	Actual as a % of Budget
<u>FUND (Restricted)</u>			
REVENUES			
Construction Fee	\$ 394	\$ 224	57%
Interest and Investments Gain/Loss	45	16	36%
Other Revenue	-	-	0%
Total revenues	<u>439</u>	<u>240</u>	<u>55%</u>
EXPENDITURES			
Science & Health Careers Building	9,445	1,000	11%
HVAC Upgrades	695	4	1%
Enrollment Center (DP)	2,670	107	4%
Construction Administration	139	16	12%
Lavatory Remodeling	1,141	-	0%
Parking Lot Improvements	1,450	801	55%
MP-Building Automation Sys	1,000	36	4%
Site and Construction	531	-	0%
West End Remodeling	1,250	-	0%
Other Projects	923	-	0%
Total expenditures	<u>19,244</u>	<u>1,964</u>	<u>10%</u>
State capital contribution	1,241	-	0%
Transfer in	4,850	808	17%
Net	<u>\$ (12,714)</u>	<u>\$ (916)</u>	<u>7%</u>

<u>AUXILIARY ENTERPRISE FUND</u> (excluding Alliance)	Budget (000)	Actual (000)	<u>Actual as a % of Budget</u>	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 3,097	\$ 817	26%	31%
Instructional Technology	5,653	816	14%	16%
ITFS Lease	433	107	25%	66%
Business Inst./Career Training	298	12	4%	0%
Copy Center	312	26	8%	10%
Telecommunications	455	76	17%	17%
Travel	60	41	68%	22%
Athletics	19	60	316%	258%
Child Care	511	123	24%	24%
PAC Operations	16	1	6%	6%
Other	269	260	97%	94%
Interest and Investments Gain/Loss	75	12	16%	17%
Total revenues	<u>11,198</u>	<u>2,351</u>	<u>21%</u>	<u>26%</u>
EXPENDITURES				
Bookstore Operating Expenses	3,286	757	23%	26%
Instructional Technology	6,870	1,454	21%	26%
ITFS Lease	150	18	12%	5%
Business Inst./Career Training	384	23	6%	16%
Copy Center	458	37	8%	8%
Telecommunications	321	57	18%	12%
Travel	60	18	30%	1%
Athletics	2,368	197	8%	16%
Child Care	812	110	14%	13%
PAC Operations	105	10	10%	10%
Contingency	755	-	0%	0%
Other	409	40	10%	12%
Total expenditures	<u>15,978</u>	<u>2,721</u>	<u>17%</u>	<u>21%</u>
Transfers in (out)	642	106		
Net	<u>\$ (4,138)</u>	<u>\$ (264)</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2014**

	<u>Operating Budget (000)</u>	<u>Prorata Budget (000)</u>	<u>Actual (000)</u>	<u>Actual As a% Budget</u>	<u>Last Year</u>
<u>REVENUES</u>					
State Revenue	\$ 426	\$ 71	\$ -	0%	17%
Tuition and Fees	860	143	290	34%	37%
Sale of Materials	58	10	5	9%	14%
Institutional Support					
Oakton Contribution	304	51	51	17%	17%
Evening High School	100	17	-	0%	0%
Interest	11	2	2	18%	15%
Other Revenues	75	13	5	7%	5%
	<u>1,834</u>	<u>306</u>	<u>353</u>	<u>19%</u>	<u>24%</u>
<u>EXPENDITURES</u>					
Administrative Support	680	113	(8)	(1%)	6%
Instructional Programs					
Allied Health	652	109	101	15%	15%
Job-related	262	44	33	13%	11%
Home Related	21	4	2	10%	9%
Personal	109	18	16	15%	16%
Physical Fitness	16	3	2	13%	13%
Community Service	47	8	2	4%	12%
NIPSTA	42	7	6	14%	16%
Other Programs	1,009	168	156	15%	13%
Total Programs	<u>2,158</u>	<u>360</u>	<u>317</u>	<u>15%</u>	<u>13%</u>
Total expenditures	<u>2,838</u>	<u>473</u>	<u>309</u>	<u>11%</u>	<u>11%</u>
Revenue over (under) expenditures	<u>\$ (1,004)</u>	<u>\$ (167)</u>	44		
Net Position 6/30/14			<u>2,318</u>		
Net Position end of period			<u>\$ 2,362</u>		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TWO MONTHS ENDED AUGUST 31, 2014

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 332,876				
Interest income	-				
Sub total revenues	<u>332,876</u>				
369901 Student Government Association	\$ 18,969	\$ -	\$ 18,969	\$ (3,995)	\$ 14,974
369902 SGA Special Allocations	-	-	-	(2,559)	(2,559)
369903 SGA Computer Equipment	-	-	-	-	-
369910 Occurrence	6,392	-	6,392	(7,246)	(854)
369919 Skokie Student Leaders	-	46,519	46,519	-	46,519
369920 SGA College Program Board	-	-	-	(10,863)	(10,863)
369922 Lunabot NASA	-	-	-	-	-
369923 Students Helping Honduras	-	-	-	-	-
369924 Hawaiian Music Club	-	-	-	-	-
369925 Otaku Society	-	-	-	-	-
369926 Seeds	-	-	-	-	-
369927 Cheer & Dance Team	-	-	-	-	-
369928 African Student Club	-	-	-	-	-
369929 India Club	-	-	-	-	-
369930 Early Childhood Education Club	-	-	-	-	-
369931 Students for Social Justice	-	-	-	-	-
369932 Ceramics Club	125	-	125	-	125
369933 UNICEF	-	-	-	-	-
369934 Hillel	-	-	-	-	-
369935 Honors Student Organization	-	-	-	-	-
369936 Ultra	-	-	-	-	-
369938 Table Tennis Club	-	-	-	-	-
369939 French Club	-	-	-	-	-
369940 Trading Card Game Club	-	-	-	-	-
369941 Avanti Tutta	-	-	-	-	-
369942 Astronomy Club	-	-	-	-	-
369943 Japan Club	-	-	-	-	-
369944 South East Asian (SEA) Club	-	-	-	-	-
369945 Physical Therapy	-	-	-	-	-
369946 Phi Theta Kappa (PTK)	900	-	900	(661)	239
369947 Oakton Pride	-	-	-	-	-
369948 Campus Crusade For Christ	-	-	-	-	-
369949 Mission Bible Club	-	-	-	-	-
369950 Hispanic Club	-	-	-	(268)	(268)
369952 Student Nurses May 2012	-	-	-	-	-
369954 Stem Club	-	-	-	-	-
369955 Ecology Club	-	-	-	-	-
369956 Doctor Clown Club	-	-	-	-	-
369957 Student Nurses Dec. 2012	-	-	-	-	-
369959 Black Student Union	-	-	-	-	-
369960 Muslim Student Association	-	-	-	-	-
369961 Engineering & Physics Club	-	-	-	-	-
369962 Nurses Dec 2013	-	-	-	-	-
369963 Art Club	-	-	-	-	-
369964 Oakton Helping Others	-	-	-	-	-
369966 Oakton's Economic Club	-	-	-	-	-
369967 Student Nurses May 2011	-	-	-	-	-
369968 Medical Lab Tech Club	-	-	-	-	-

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES (Continued)
TWO MONTHS ENDED AUGUST 31, 2014

	<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>
369969 European Culture Club	\$ -	\$ -	\$ -	\$ -	-
369970 Fit Club	-	-	-	-	\$ -
369971 Habitat for Humanity	-	-	-	(18)	(18)
369972 PAYO	-	-	-	-	-
369973 Korean Campus Crusade For Christ	-	-	-	-	-
369974 Student Veterans Club	-	-	-	-	-
369975 Indo-Pak Club	-	-	-	-	-
369977 Chess Club	-	-	-	-	-
369980 Go Club	-	-	-	-	-
369981 Chicago Computer Society	-	-	-	-	-
369982 Graphic Design Club	-	-	-	-	-
369983 Korean Student Club	-	-	-	-	-
369989 Entrepreneur Club	-	-	-	-	-
369990 Improv Club	-	-	-	-	-
369991 Poetry Club	-	-	-	-	-
369992 Performing Arts Society	-	-	-	-	-
Sub Totals	<u>\$ 26,386</u>	<u>\$ 46,519</u>	<u>\$ 72,905</u>	<u>\$ (25,610)</u>	<u>\$ 47,295</u>

Fund Summary

Total Revenues	\$ 359,262
Total Expenditures	(25,610)
Total Transfers to other funds	(274,367)
Excess revenue over expenditures	59,285
Net Position 6/30/14	391,633
Net Position, end of period	<u>\$ 450,918</u>

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
AUGUST, 2014**

GENERAL FUND TRANSFERS/PAYMENTS		AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	BOND HOLDER & MISC
DATE							
8/1/2014	\$	29,254.79	\$ 29,254.79				\$ 1,836.67
8/1/2014		1,836.67					
8/14/2014		570,753.07				\$ 570,753.07	
8/14/2014		15,310.97	15,310.97				
8/21/2014		1,897.00			\$ 1,897.00		
8/27/2014		12,812.33	12,812.33				
TOTAL	\$	631,864.83	\$ 57,378.09	\$ -	\$ 1,897.00	\$ 570,753.07	\$ 1,836.67

PAYROLL TAXES - TRANSFERS/PAYMENTS		AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
DATE						
8/1/2014	\$	346,406.01	\$ 346,406.01			
8/1/2014		94,570.05		\$ 94,570.05		
8/1/2014		184,163.47			\$ 184,163.47	
8/1/2014		78,596.06				\$ 78,596.06
8/15/2014		347,942.63	347,942.63			
8/15/2014		94,955.85		94,955.85		
8/15/2014		188,887.18			188,887.18	
8/15/2014		75,300.51				75,300.51
8/29/2014		231,857.74	231,857.74			
8/29/2014		67,312.89		67,312.89		
8/29/2014		136,886.24			136,886.24	
8/29/2014		63,296.97				63,296.97
TOTAL	\$	1,910,175.60	\$ 926,206.38	\$ 256,838.79	\$ 509,936.89	\$ 217,193.54

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 \$959.50 for part-time teaching services for the Alliance for Lifelong Learning Summer, 2014.
- b. Salary payments in the amount of \$119,650.96 for part-time teaching services for the Alliance for Lifelong Learning Fall, 2014.
- c. Salary rescinds in the amount of \$90.75 for part-time teaching services for the Alliance for Lifelong Learning Summer, 2014.

MLI:sk
9/5/2014

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 action of the Executive Board in items a to c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$120,610.46 for all funds listed in items a and b.”

Authorization to Pay Professional Personnel - Fall 2014**Comparative figures:****Fall 2014 Part-Time****\$ 3,648,537.86****Fall 2013 Part-Time****\$ 3,530,340.45****Fall 2014 Overload****\$ 268,294.20****Fall 2013 Overload****\$ 271,282.60****September 2014 Stipends****None****September 2013 Stipends****None**

TPH/vg

9/2014

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 authorizes the payment of salaries for teaching on a part-time basis during the fall semester, 2014; the total payment amounting to \$3,648,537.86."

2. "Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of salaries for teaching on an overload basis during the fall semester, 2014; the total payment amounting to \$268,294.20."

3. There are no stipends to report this month.

Approval of Clinical Practice Agreements

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

- Health Information Technology
Renewal: **NorthShore University HealthSystem** – This is the hospital’s Program Memorandum for a five-year extension of the Master Affiliation Agreement to cover students in the HIT program. It has been reviewed and approved by the College administration and faculty.
Renewal: **OSF Saint Anthony Medical Center** – This is the College’s standard agreement for a five-year period.
- Physical Therapist Assistant
Renewal: **Advocate Illinois Masonic Medical Center** –This is the hospital’s agreement for a three-year period. It has been reviewed and approved by the College administration and faculty.
- Substance Abuse Counseling
New: **Gateway Lake Villa Treatment Center** – This is the College’s standard agreement for a five-year period.
Renewal: **Peer Services** – This is the College’s standard agreement for a five-year period.

TH/md
09/11/2014

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

That the Board adopt the following resolution:

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

For the Health Information Technology Program

NorthShore University HealthSystem – Evanston
OSF Saint Anthony Medical Center – Rockford

For the Physical Therapist Assistant Program

Advocate North Side Health Network d/b/a Advocate Illinois Masonic Medical Center – Chicago

For the Substance Abuse Counseling Program

Gateway Foundation/Gateway Lake Villa Treatment Center – Lake Villa
Peer Services, Inc. – Evanston.”

Ratification of Board of Trustees' Scholarships for 2014-2015

The Board of Trustees established the Trustees' Scholarships to recognize academic excellence and demonstrated leadership. These scholarships of \$2,574 are awarded to Oakton Community College students enrolled at least part time who completed 30 hours of Oakton courses with a minimum 3.5 GPA.

The Board of Trustees' Scholarship recipients were one of the scholarships selected by Scholarship Committee members who read and evaluated student essays. The members included Arnold Cowen, Sylvia Footlik, Barbara Groshon, Don Koop, Brian Little, Vicki Prot, Cindy Rawlings, Gus Schaefer, and Howard Singer from the Oakton Community College Educational Foundation; Aaron Alaniz, Theresa Bashiri-Remetio, Stacy Brill, Michele Brown, Karishma Kamath, Giacomo Cirrincione, Nicci Cisarik, Elena Couto, Alex DeLonis, Joan DiLeonardi, Beatriz Dominguez, Amy Donash, Shonta Durham, Carlee Drummer, Princess Escudero, Andriana Esparza, Elizabeth Gilbert, Lauren Hackett, Patricia Harada, Krissie Harris, Maureen Jancila, Sameksha Khurana, Linda Korbel, Anne Laurence, Maria Lazanyi, Tamara Laws, Cynthia Lynn, Laurie Marmel, Ashlee Mishler, Danielle Nightingale, Ramona Nitzchke, Lindy Oates, Joe Palencia, Kristine Panopio, Jamie Petersen, Stella Pillay, Nancy Prendergast, Laura Pristera, Leslie Robinson, Brooke Roche, Janet Spector-Bishop, Sheila Tsatsakis, Jillian Verstrate, Sandra Villanueva, Riddhi Wagadia and Cheryl Warmann.

The following Scholarship recipients will be honored on November 13, 2014 at a recognition banquet:

Alexander Anagnostopoulos	Associate in Arts-Business
Alla Glantsman	Associate in Applied Science-Physical Therapy Assistant
Elizabeth Juern	Associate in Applied Science-Substance Abuse
Carissa Mason	Associate in Arts-Liberal Arts
Nicholas Napravnik	Associate in Arts-Liberal Arts

JLS:csw
9/5/2014

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 ratify the Board of Trustees' Scholarships for the academic year 2014-2015 to Alexander Anagnostopoulos, Alla Glantsman, Elizabeth Juern, Carissa Mason, and Nicholas Napravnik.

Authorization to Approve September Purchases

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

All items were reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and were previewed at the August 19, 2014 Board of Trustees meeting.

DLS:ws
9/9/14

President's Recommendation:

That the Board adopt the following resolution:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
9/14-8a	1	Contracted Instructional Training	St. Francis School of Radiography	\$ 89,100.00
9/14-8b	1	Microsoft License Agreement Renewal	OM Office Supply, Inc.	\$ 52,245.75
9/14-8c	1 & 2	Softball Field Renovation	Landworks, LTD	\$ 383,889.00
9/14-8d	1 & 2	Softball/Baseball Field Irrigation Supply	Mid America Underground, LLC	\$ 66,999.00
GRAND TOTAL				\$ 592,233.75.”

Authorization to Purchase Contracted Instructional Training

The College offers an Associate of Applied Science Degree in Radiologic Technology through a unique partnership with St. Francis School of Radiography. Students enrolled in the program complete general education courses at Oakton before completing their specialized coursework in radiologic technology at St. Francis School of Radiography.

The School of Radiography has operated for more than 65 years. The school is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In 2007, St. Francis School of Radiography received the highest accreditation award of eight years. JRCERT specifically outlines the role of the radiographer in the clinical setting which is to provide a safe, structured, and supervised learning environment. Students in the program rotate through general radiography, fluoroscopy, trauma, surgery, computerized tomography (CT), magnetic resonance imaging (MRI), and ultrasound. After graduation, each student qualifies for the National Registry for Radiologic Technologists examination. With successful completion of the examination, the student is certified as a registered radiologic technologist.

In 2013, there were twenty students enrolled in the program. It is anticipated that 27 students will enroll in the program for 2014-2015 which is a 35% enrollment increase. The two year curriculum consists of six courses totaling sixty credit hours in addition to nineteen hours in general education credits needed to earn an associate degree.

Oakton charges students tuition and fees for the courses they take at St. Francis, and in return, Oakton pays fees to St. Francis to cover the cost of instruction. The estimated cost for 27 students enrolled for three trimesters in the program (fall, spring, and summer) is \$89,100. The College may receive State apportionment for these classes.

AAH:ws
9/9/14

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 Contracted Instructional Training from St. Francis School of Radiography, 355 Ridge Ave., Evanston, IL 60202 for a total not to exceed \$89,100.”

Authorization to Purchase Microsoft License Agreement Renewal

The College relies on Microsoft Windows as its standard desktop operating system and Microsoft Office as its standard productivity package. The College licenses Microsoft products through an annual program which Microsoft refers to as “Open Value Subscription Agreement for Education Solutions.” In the Open Value Subscription Agreement, the cost is based on the number of full and part time faculty, staff, and administrator Full Time Equivalents (FTEs.). The Agreement includes Microsoft Office Professional Editions (Windows and Macintosh), Windows desktop operating system upgrade (Windows XP, Vista, Windows 7 and Windows 8), SharePoint Designer, Back Office Client Access licenses (CALs), Microsoft Project, and Microsoft Visio Professional Edition. The agreement allows the College use of Windows server licenses which includes 131 licenses of Windows Server Standard, six licenses of Windows Server DataCenter, and 22 licenses of SQL Server Standard. It also includes the ability for employees of the College to purchase, at a reduced rate, licenses of Microsoft Office for home use.

In the past, Microsoft pricing has escalated at approximately 3-4% per year. With this in mind, the College issued a Request for Proposal (RFP) in September of 2012 and entered into a three year licensing agreement, which locked in, per FTE, pricing for the three year period. The RFP was sent to 36 potential vendors (none in district). The College received ten responses. The low proposal was submitted by OM Office Supply, Inc. of Mechanicsburg, PA. They have successfully fulfilled the first two years of the Agreement, and now the Administration is seeking approval for the third and final year at a cost of \$52,245.75. OM Office Supply is a Microsoft Authorized Education Reseller, and the Administration is confident they will continue to meet the needs of the College. At the end of the three years, the College can either renew the license agreement at an increased price or purchase the software.

Although this is an ongoing annual expense, a Microsoft “Open Value Subscription Agreement for Education Solutions” is the most cost effective way to purchase Microsoft products, This is based on Microsoft’s historic pattern of producing Windows upgrades once every three to four years and Office upgrades once every three years.

JMW:ws 9/9/14

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 Microsoft License Agreement Renewal from OM Office Supply, Inc., 5007 Carlisle Pike, Suite 101, Mechanicsburg, PA 17050 for a total of \$52,245.75 for the third year of the three year agreement.”

Authorization to Purchase Softball Field Renovation

The softball field is utilized for Intercollegiate Athletic competition, community groups, youth softball/baseball organizations, and Physical Education instructional activities. The College is undertaking a project to rebuild the existing softball field area to resolve field settling, drainage, and irrigation issues. The project includes: laser regrading of the existing field area to create a flat playing area, installing an automated sprinkling system, installation of a full field drainage system, reconstructing both the infield and outfield areas, and rebuilding the field dugouts and backstop. When completed, the field will be restored to NCAA field specifications.

The Purchasing Department, working closely with Athletics, Facilities, Legat Architects, and Manhard Consulting, issued a Request for Proposal (RFP) which was sent to twenty (none in district) potential vendors. Three responses were received and opened on August 28th. The base bid costs range from \$383,889 to \$464,369.04.

The low price of \$383,889 was submitted by Landworks, LTD of Bolingbrook, IL. Landworks has over 39 years of experience in the landscape industry. They are a landscape/site construction company and licensed landscape architects. Landworks, LTD has completed a number of projects at the College of DuPage, Gower School District 62 (Willowbrook, IL), and are also the landscape contractor chosen by Turner Construction for the College's Science and Health Careers Center. The Administration is confident that Landworks, LTD will provide the service and quality of work required for this project. Work is to begin in late September and be completed in early December.

LRS/BDO:ws
9/9/14

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 the Softball Field Renovation from Landworks, LTD, 751 North Bolingbrook Drive, Link 17, Bolingbrook, IL 60440 for a total of \$383,889 in accordance with their response to Request for Proposal #1.”

Softball Field Renovation	
Request for Proposal #1	
Responding Bidders (City & State)	Cost
Landworks, LTD.	\$ 383,889.00
Bolingbrook, IL	
Copenhaver Construction, Inc.	\$ 444,736.00
Gilberts, IL	
Team Reil, Inc.	\$ 464,369.04
Union, IL	

Authorization to Purchase Softball/Baseball Field Irrigation Supply

Currently, the College's baseball and softball fields are irrigated using water from the Des Plaines River. Because of contaminants in the river, these field areas do not receive healthy water which is needed to promote growth and creates a strong and safe playing area. The College is undertaking a project to connect the existing baseball and proposed softball irrigation systems to the City of Des Plaines water main located near the entrance to the College on the south side of Golf Road. This project will require the installation of a three inch water line to be bored under Golf Road connecting to the city main, terminating at a pump room located near the baseball and softball fields.

The Purchasing Department, working closely with Athletics, Facilities, Legat Architects, and Manhard Consulting, issued a Request for Proposal (RFP) which was sent to fourteen (none in district) potential vendors. Four responses were received and opened on August 28th. The base bid costs range from \$66,999 to \$112,380.

The low price of \$66,999 was submitted by Mid America Underground, LLC of Aurora, IL. Mid America Underground, LLC is a specialized underground contractor that has extensive horizontal directional drilling experience. They service municipalities, contractors, and utility operators and have experience in the water, sewer, electric, oil, gas, and communications industries. Their customers include NiCor, Nextel, ComEd/Exelon, BPAmoco, City of Alsip, and City of Oak Brook. The Administration is confident that Mid America Underground, LLC will provide the service and quality of work required for this project. Work is to begin in late September and be completed in early December.

LRS/BDO:ws
9/9/14

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 the Softball/Baseball Field Irrigation Supply from Mid America Underground, LLC, 901 Ridgeway Ave., Aurora, IL 605060 for a total of \$66,999 in accordance with their response to Request for Proposal #2.”

Softball/Baseball Irrigation Supply	
Request for Proposal #2	
Responding Bidders (City & State)	Cost
Mid America Underground, LLC	\$ 66,999.00
Aurora, IL	
Central Lawn Sprinklers, Inc.	\$ 74,255.00
Elk Grove Village, IL	
DeFranco Plumbing, Inc.	\$ 91,525.00
Palatine, IL	
Concept Plumbing, Inc.	\$ 112,380.00
Palatine, IL	

Preview and Initial Discussion of October 2014 Purchases

The following purchases will be presented for approval at the October 2014 Board of Trustees meeting:

a) Laptop Computers - The College uses laptop computers to enhance instruction and learning. The equipment requests for the new Science & Health Careers Center include 57 laptops to be used to support the Physics, Biology, Chemistry, and Information Technology departments.

All but one of the 57 laptops will be for academic use that will be stored in laptop carts and delivered to the appropriate science labs and classrooms. Of the 56, 24 will be used by the Biology department, 24 will be used by the Chemistry department, and eight will be used by the Physics department. The remaining laptop will be for the Information Technology department to be used for support of the networking equipment installed in the Science and Health Careers (SHC) Center.

The College issued a Request for Proposal (RFP) which was sent to 42 (two in district) potential vendors. Three responses were received (none in district). The proposals are currently being evaluated. The grand total of the purchase of the 57 laptops is estimated at \$85,500. The purchase is expected to be brought to the Board of Trustees for approval at the October Board meeting.

b) John Deere Gator Utility Vehicle – With the opening of the new SHC Center, comes the need to purchase a second utility vehicle to be used by the maintenance staff to transport supplies, materials, and equipment between both buildings. The new utility vehicle will also be equipped with a snow plow and salt box and will be used for sidewalk snow removal and salting operations.

The FY 2014-15 capital equipment requests include the purchase of a second John Deere 2014 Gator utility vehicle for the Des Plaines Campus. The current utility vehicle is used year round by the Grounds department. During the warm weather months, the vehicle provides transportation of supplies and materials for maintenance of planting beds. During the winter months, the vehicle is used for sidewalk snow removal and salting operations.

The College has found John Deere products to be very reliable and long lasting. The College will issue an Invitation to Bid for this purchase that is budgeted at \$28,000.

c) Moving Services – Many months ago, the Administration formed a Moving Task Force Committee to coordinate the move to the new SHC Center. The committee has been meeting on a regular basis and consists of representatives from IT, the Division of Science and Health Careers, Registrar Services, Facilities, Business Services, and the Vice President for Business and Finance. It was decided that Oakton's IT staff will move the computers and related equipment, and the Facilities staff will move the boxes, files, and personal belongings for the employees. No furniture will be moved as the purchase of new furniture was approved at the December 2013 Board of Trustees meeting. Furniture installation for the second and third floors will start in mid October. First floor furniture will be installed in December 2014 to be ready for the start of the spring 2015 semester.

As we compiled information for the Request for Proposal (RFP), we discovered that there are some special categories that will not be included in the RFP. The College's microscope service company, the Scope Shoppe, will pack, move, and set up all of the microscopes at no charge. In addition, the gas cylinder supplier, Airgas, will disconnect, relocate, and re-connect the eight gas cylinders for a nominal fee of \$100. Lastly, the College will contract with a specialty moving company to transport the cadaver tanks.

The RFP is currently being prepared and will include one section for scientific and health related equipment and supplies and another section for the chemicals. Legat Architects and Turner Construction have provided an estimated price of \$175,000 to \$200,000 for a project of this size. The final information will be presented at the October or November Board meeting. The move is scheduled for January 5-7, 2015.

d) Lab Stools - The Administration has been working with the science and health careers departments and the interior designer at Legat Architects to select a height adjustable stool to use in the labs in the new Science and Health Careers (SHC) Center. Durability, comfort, adjustability, and price are the primary factors being considered in order to select the stools. Once a stool has been chosen, the Purchasing Department will prepare an Invitation to Bid to obtain competitive prices. The bid will include delivery, set up, and installation services for the 330 lab stools needed throughout the various labs in the SHC Center. The estimated price per stool is \$300, which brings the estimated total to \$99,000. The Administration will seek Board approval at the October or November Board of Trustees meeting. Delivery and installation of the lab stools will coincide with the opening of the SHC Center.

e) Automatic Transfer Switch – Over the years, the frequency of power interruptions and power outages has increased at the Des Plaines Campus. In order to provide and maintain an uninterrupted electrical supply, the Administration is recommending the purchase of an automatic transfer switch. The primary power feed for the Des Plaines Campus building is located near Golf Road and the transformer is located on the south

side of the main building. The primary power feed for the Science and Health Careers (SHC) Center is located near Central Road and the transformer is located at the southeast corner of the SHC Center. The new switch will automatically transfer power from one transformer to the other in the event of a power interruption or outage. The work needed for this project includes directional boring and possible spot trenching and installation of a 5" underground conduit/raceway that will run approximately 1000 feet from the SHC transformer to the main campus transformer. Once the selected contractor completes this work, ComEd will then provide and install the electrical switch gear and cabling necessary to complete the project at a cost of \$115,000.

The College's Project Manager is currently working with Kluber Engineering to complete the final project specifications for the underground work. The specifications will be e-mailed to prospective bidders on September 30, there will be a mandatory pre-bid meeting during the week of October 6 (date yet to be determined), and bid responses will be due back on October 16. In order for the work to begin in early November, Administration will seek Board approval at the October 21, 2014 Board meeting. However, due to the need to review and qualify the bids upon their receipt on October 16, it may be necessary for the final agenda item for this purchase to be "carried in" to the meeting on the 21st. Administration will seek Board approval in October due to the uncertain weather conditions that are experienced during fall and the need to complete the work prior to the onset of winter frost. Once the conduit/raceway is in place, ComEd will run the power according to their installation schedule. There is \$160,000 budgeted for this project which includes ComEd's charge of \$115,000.

Acceptance of Grants

Funding totaling \$24,597.95 has been made available to Oakton Community College, subject to acceptance at the September 16, 2014, Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

RM:al
9/11/2014

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 9/14-10a through 9/14-10e, for the following grants:

a. U.S. Department of Justice Bulletproof Vests Partnership Program grant in the amount of.....	\$4,343.95
b. Illinois Arts Council Visual Arts Program Grant in the amount of.....	\$6,000.00
c. Illinois Arts Council Presenters' Development Program Grant in the amount of	\$6,250.00
d. Illinois Community College Board Programs of Study Grant in the amount of.....	\$4,987.00
e. Illinois Community College Board Externship Grant in the amount of.....	\$3,017.00
...for a total of \$24,597.95."	

Acceptance of U.S. Department of Justice Bulletproof Vests

The U.S. Department of Justice, through its The Bureau of Justice Assistance, has awarded Oakton Community College's Public Safety Department a \$4,343,95 award under the fiscal year 2014 Bulletproof Vest Partnership Program. This initiative reimburses states, counties, federally recognized tribes, cities, and local jurisdictions up to fifty percent of the cost of body armor vests purchased for law enforcement officers. This award is a reimbursement for items purchased in fiscal year 2014, so Oakton's Accounting Department will handle the transaction and no grant account will need to be set up.

RM:al
9/11/2014

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 accept \$4,343.95 from the U.S. Department of Justice under the fiscal year 2014 Bulletproof Vest Partnership Program."

Acceptance of Illinois Arts Council Visual Arts Program Grant

The Illinois Arts Council has awarded Oakton Community College a Visual Arts Program grant in the amount of \$6,000 to support the Koehnline Museum of Art for the period September 15, 2014 through August 31, 2015. Nathan Harpaz, Manager of the Koehnline Museum of Art, will manage the grant and Gary Newhouse, Dean, Library and Online Learning, will administer the grant.

RM:al
9/11/2014

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 accept \$6,000 from the Illinois Arts Council to support the Koehnline Museum of Art.”

Acceptance of Illinois Arts Council Presenters' Development Program Grant

The Illinois Arts Council Presenters' Development Program has awarded Oakton Community College a grant in the amount of \$6,250 for operating support of the Performing Arts Center for the period September 15, 2014 through August 31, 2015. Daniel Cunningham, Production Coordinator for the Performing Arts Center, will manage the grant and Linda Korbel, Dean of the Division for Languages, Humanities and the Arts, will administer the grant.

RM:al
9/11/2014

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 accept \$6,250 from the Illinois Arts Council to support the Performing Arts Center operations.”

Acceptance of Illinois Community College Board Programs of Study Local Implementation Grant

The Illinois Community College Board has awarded Oakton Community College a grant in the amount of \$4,987 to assist in reviewing processes that contribute to the success of the Career and Technical Education Programs of Study using the “Pathways to Results” process. “PTR” is a five-phase, continuous improvement process focused on outcomes and equity. Oakton will work with our district high schools to ensure smooth transition from high school to Oakton in designated CTE programs. Michael Carr, Assistant Vice President for Academic Affairs, will administer the grant.

RM:al
9/11/2014

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 accept \$4,987 from the Illinois Community College Board to support the Programs of Study process for Career and Technical Education programs.”

Acceptance of Illinois Community College Board Externship Grant

The Illinois Community College Board has awarded Oakton Community College a grant in the amount of \$3,017 to enable two Oakton Career and Technical Education faculty to participate in real world work experiences in fields in which they teach. Faculty will be able to observe and perform work duties at area businesses in order to keep abreast of current industry standards and practices. Oakton faculty participating in this grant are Lisa Cherivtch, Associate Professor of Business; and Larry Penar, Chair and Professor of Air Conditioning, Heating & Refrigeration Technology and Facilities Management & Engineering. Michael Carr, Assistant Vice President for Academic Affairs, will administer the grant.

RM:al
9/11/2014

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 accept \$3,017 from the Illinois Community College Board to support the faculty Externship Grant program.”

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

The attached resolution designating date, time and place for filing nominating petitions, and designating the Secretary's representative to receive and file nominating petitions, conforms to guidelines established for the 2015 election of community college district trustees.

Petitions may be circulated as of September 23, 2014, and forms may be requested through the Office of the President.

MBL:ec
9/2014

President's Recommendation:

That the Board adopt the following Resolution:

“WHEREAS, an election is to be held in Community College District No. 535 on April 7, 2015, for the election of two 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 NO. 535, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

Section 1. The place for receiving and filing nominating petitions and statements of candidacy for the election to be held on April 7, 2015 is hereby designated as Room Number 1500, Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois 60016.

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 and statements of candidacy.

Section 3. The first day for filing petitions for positions on the Board of Trustees of Oakton Community College is Monday, December 15, 2014. The designated representative's office will be open for the receipt and filing of nominating petitions and statements of candidacy between 8:00 a.m. and 5:00 p.m., Monday, December 15 through Friday, December 19, 2014, and between 8:00 a.m. and 5:00 p.m. on Monday, December 22, 2014, 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 nominating petitions and statements of candidacy shall be substantially as follows:

- a) The designated representative of the Board Secretary shall receive petitions in the order presented. She will mark upon each the date and hour received and the numerical order in which they were received. All petitions filed by persons waiting in line as of 8:00 a.m. on December 15, 2014, shall be deemed filed as of 8:00 a.m. Petitions filed by mail and received after midnight on December 15, 2014, and in the first mail delivery to Oakton Community College on December 15, 2014 shall be deemed filed as of 8:00 a.m. on December 15, 2014. 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, the designated representative of the Board Secretary shall break ties and determine the order of filing by means of a lottery, as provided by the Election Code.”

Authorization to Name the Science and Health Careers Center

At the meeting of the Board of Trustees of Oakton Community College on 19 August 2014, the Board of Trustees expressed its intent to name the Science and Health Careers Center in honor of President Margaret B. Lee, for her thirty years of dedicated service to higher education in general, and to Oakton Community College in particular, in anticipation of her retirement on 30 June 2015.

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that in recognition of President Margaret B. Lee’s thirty years of dedicated service to higher education in general and to Oakton Community College in particular, and in anticipation of her retirement on 30 June 2015, the Board of Trustees authorizes the naming of the Science and Health Careers Center in her honor.”