

**The 680th Meeting  
of  
The Board of Trustees  
September 17, 2013**



## **OUR VISION, MISSION AND VALUES**

### **We are the community's college.**

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

### **We are a community of learners.**

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

### **We are a 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 680th MEETING  
of  
THE BOARD OF TRUSTEES  
SEPTEMBER 17, 2013**

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

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

**Closed Session  
6:00 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 20, 2013
  - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
  - potential litigation
  - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

**AGENDA**

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of August 20, 2013

Statement by the President

Report: Achieving the Dream

Public Participation

Comments by the Chair

**NEW BUSINESS**

CONSENT AGENDA

9/13-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 9/13-2 through 9/13-6

9/13-2 Ratification of Payment of Bills for August 2013

9/13-3 Acceptance of Treasurer's Report for August 2013

9/13-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board

9/13-5 Authorization to Pay Professional Personnel

9/13-6 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

V 9/13-7 Ratification of Board of Trustees' Scholarships for 2013-2014

R 9/13-8 Authorization to Approve September Purchases 9/13-8a and 8b  
a. Microsoft Licenses  
b. Furniture with Design and Installation Services

9/13-9 Preview and Information regarding October 2013 Purchases

V 9/13-10 Acceptance of Grants

R 9/13-11 Approval to Hire Director of Budget and Accounting Services

R 9/13-12 Approval of Collective Bargaining Agreement with Adjunct Faculty Association

R 9/13-13 Approval of Policy Revision

**ADJOURNMENT**

**Minutes of the Oakton Community College Board Meeting  
August 20, 2013**

The 679th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 20, 2013 at the Oakton Community College Des Plaines campus.

**Call to Order and Roll Call**

Chair Joan DiLeonardi called the meeting to order at 6:35 p.m. in room 1502; Secretary Patricia Harada called the roll:

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

**Closed Session**

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

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

Also present Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Information Technology; Mr. Robert Nowak, Vice President, Business and Finance; Mr. Arnie Oudenhoven, Associate Vice President, Human Resources; Mum Martens, Senior Manager, Human Resources; and Rachel Lutner, Robbins, Schwartz, Ltd.

At 7:45 p.m., Ms. Harada made a motion to adjourn the session, seconded by Ms. Tennes.

**Call to Order and Roll Call**

Chair DiLeonardi called the open session to order at 7:50 p.m. in room 1506; Secretary Harada called the roll:

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

## **Pledge of Allegiance**

### **Approval of the Minutes**

Dr. DiLeonardi asked for a motion for the approval of the minutes of the June 25, 2013 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

### **Statement by the President**

In the absence of President Margaret Lee and in her stead, Chair DiLeonardi introduced Dr. Joianne Smith, Vice President for Student Affairs, who read a statement on behalf of Dr. Lee, which addressed the beginning of the new semester and the Annual All College Breakfast. Dr. Lee thanked all who had a part in the programming and the video that were presented, and she expressed the College's commitment to student success. Dr. Lee was also very grateful for the many different expressions of support she has received as she recovers from her recent injury. Dr. Lee also relayed that while not here physically, she is with us in spirit and looks forward to the day she can return to campus.

At this time, Dr. Smith asked for introductions of those in attendance:

Kathleen DeCoursey, College Advancement, and Classified Staff Union President, presented the classified staff in attendance: Philip Cronin, Media Services; Eileen Cukierski, President's Office; John Curtis, Media Services; Karen Epps, Budget Office; Mum Martens, Human Resources; and Richard Schwass, Facilities.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented the full-time faculty in attendance: Vicki Giambrone, Professor, Anthropology and Geography; Dawn Kuerschner, Associate Professor, Nursing; Joo Lee, Associate Professor, Humanities and Philosophy; Jane Malik, Associate Professor, Library Services; Rose Novil, Professor, Library Services; Julie Shotsberger, Professor, Mathematics; and Amy Zumfelde, Professor, German and Humanities.

Jason Nwosu, Student trustee presented the student in attendance: Shawn Liu.

David Arieti, Lecturer of Biology, introduced the adjunct faculty in attendance: Barbara Dayton, Adjunct Faculty President; Barbara Cohen, Lecturer, English; Barry Dayton, Lecturer, Mathematics; Cindy Del Medico, Lecturer, Business; Robin Dillow, Librarian; Dan Filipek, Lecturer, Mathematics; Keith Johnson, Lecturer, Sociology; Russell Kracke, Librarian; Rebecca Sedam, Librarian; Ruth Whitney, Librarian; and Cathy Willis, Lecturer, Human Services and Psychology.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity and Diversity; Ann Marie Barry, Director, Student Life; Trudy Bers, Executive Director, Institutional Research, Curriculum and Strategic Planning; Michael Carr, Assistant Dean, Academic Affairs; Sebastian Contreras, Jr., Director, Student Success; Leana Cuellar, Assistant Director, Student Success; Carlee Drummer, Executive Director, Educational Foundation and College Advancement; Adam Hyashi, Dean, Science and Health Careers; Merrill Irving, Associate Vice President, Continuing Education, Training and Workforce Development; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Arnie Oudenhoven, Associate Vice President, Human Resources; Nancy Prendergast, Assistant Vice President for Academic Affairs, Dean of the Skokie campus; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics and Technology; Leah Swanquist, Director, Facilities; and Brad Wooten, Dean, Social Sciences and Business.

Other attendees: Brad Booker, Michael Lundeen, and Wayne Serbin.

Dr. Smith welcomed everyone back to the new academic year. The halls and parking lots are filled with students. To date, enrollment was down three and one-half percent, which is better than anticipated, and better than many of our peer institutions around the state who are experiencing about a five percent decline in enrollment. Dr. Smith thanked everyone who played a part in orientation week events, especially the All College Breakfast, where we kicked off the theme 'Achieving the Dream'. The video that was shown at the breakfast was a clear and powerful reminder of the obstacles students face and the ways in which we impact them in overcoming those obstacles to achieve their dream.

Dr. Smith offered congratulations to Cary Schawel, Professor of Student Development and Psychology, who received the Ray Hartstein Award for Teaching Excellence for full-time faculty; Cari Paterno, Lecturer of Psychology, who received the Ray Hartstein Award for Teaching Excellence for part-time faculty; and Anthony Silmon, Division of Science and Health Careers, who received the Classified Staff Excellence Award; all of the awards were presented at the College Breakfast. Dr. Smith offered condolences to Dennis Nolan, Public Safety Chief, on the passing of his wife; Lucille Kasch, Alliance for Lifelong Learning, on the passing of her mother; and trustee Bill Stafford, on the passing of his brother-in-law. Dr. Smith acknowledged trustee Theresa Bashiri-Remetio who was contacted by Elmhurst College and asked to contribute to their first on-line business journal. Dr. Smith also noted that this is Arnie Oudenhoven's, the Associate Vice President of Human Resources, last official Board meeting. Dr. Smith thanked Mr. Oudenhoven for his years of good work and service to the College. An award for Outstanding Achievement in Popular Annual Financial Reporting for Fiscal Year ended June 30, 2012, from the GFOA (Government Finance Officers Association), was presented to Carlee Drummer and her staff. Dr. Smith reminded everyone that the Educational Foundations's ScholarChips event will take place at the Rivers Casino on August 23<sup>rd</sup>.

The first report of the evening was a construction update. Robert Nowak, Vice President of Business and Finance, introduced Leah Swanquist, Director of Facilities, who gave a brief overview of the agenda for the report. Ms. Swanquist introduced Brad Booker from Turner Construction, who began by giving updates on the projects that are completed and those that are underway; all three phases of the classroom renovations; the Energy Center Renovation; the building automation systems at both campuses; and the Science and Health Careers building. Next, Michael Lundeen from Legat Architects, addressed the Board and gave an update of the Northwest Municipal Conference (NWMC) renovation. Currently, the NWMC has been housed on the second floor in the MEC building. As part of the Master Plan, the NWMC will be moved out of that space, which will free it up for the new Enrollment Center. Mr. Nowak thanked Mr. Lundeen for his report and Mr. Richard Schwass for working very closely with Legat Architects on this renovation. Ms. Swanquist thanked Mr. Booker and Mr. Lundeen for their support and service to the College. Next, Ms. Swanquist discussed the design of parking lot D. The parking lot will have new asphalt that will allow for 937 parking spaces. The work is to be completed May through August 2014, and will be done in phases to allow enough parking places for students during the summer session. Also discussed was the preparation taking place for the move to the Science and Health Careers building. In wrapping up, Ms. Swanquist relayed information, subject to funding, about a proposed bike path from Central Road to the College in late 2014 or early 2015.

Trustee Tennes asked a question related to the 937 parking spaces. Does that number represent a net gain or loss of spaces? Ms. Swanquist replied that prior to construction there were 1,042 spaces. Currently we have 722, it is a net loss, but not as substantial as it seems. Spaces previously were measured at nine feet. The new spaces will be 8.6 inches so when the lots are restriped, the size of the stalls will be reduced, which will help us not to lose so many spaces. Mr. Nowak thanked Ms. Swanquist, Mr. Lundeen, and Mr. Booker for their reports.

Dr. Smith next introduced Michael Carr and Sebastian Contreras, Jr., co-chairs of the Student Success Working Group (SSWG), and the Achieving the Dream (AtD) initiative. Mr. Contreras thanked the Board for the opportunity to present along with Dr. Carr, an update on the work that has been done with the SSWG, and how that work is going to transition into the work for AtD. Mr. Contreras stated that one of the initial tasks of the SSWG was to define what student success means to the institution. After having conversations with the divisions and departments around campus, all worked together to contribute to this definition of student success: "attainment of academic, personal, and career outcomes that are identified and developed through collaboration between the student and the College." In addition, the SSWG helped identify how we are going to measure student success. Student success indicators consist of learning outcomes, individual qualities, course completion, progress through course sequences, transfer to a senior institution; persistence, and completion of an associate degree or certificate. In October 2012, the SSWG made public a five-year student success plan that focused on five priority populations: new students; students in developmental education; students on academic probation; students with 45+ credits, and students in Gateway Courses. This plan outlined various initiatives to help improve student success for those five priority populations.

Following Mr. Contreras, Dr. Carr, began by stating the Achieving the Dream Principles; committed leadership, use of evidence to improve programs and services; broad engagement; systematic institutional improvement; and equity. Dr. Carr explained what AtD is going to mean for us as an institution. It is a process that we are going to incorporate into existing structures so that we can execute the student success plan most effectively. The first year of the three year commitment will take a look at the entire college campus as far as where we are by having discussions and obtaining information about our students. When we talk about data it is not just numbers, we are listening to student experiences as well. Dr. Carr announced that the two AtD coaches designated to assist Oakton in this endeavor will visit the College in September; Leadership Coach, David Hartleb, Retired President of Northern Essex Community College; and Data Coach, Dr. Brad Phillips, President and Chief Executive Officer for the Institute for Evidence-Based Change.

Trustee Wadhwa applauded the evenings' reports and the presentation at the College Breakfast that Dr. Carr and Mr. Contreras presented. Mr. Wadhwa spoke about how crucial internships are to our students, and how those internships can help bridge the gap between academics and the working world. Mr. Wadhwa hopes that the College will continue to foster strong partnerships with the businesses in the community. Dr. Carr replied that in fact one of his newest responsibilities is overseeing the internship program. The program is going to be reassessed, and Dr. Carr assured Mr. Wadhwa that the Board will be updated on the program. Per Mr. Contreras, Career Services will be working closely with Dr. Irving's area which includes Community and Workforce Development. We will be reorganizing and creating a job developer position that will be able to work on internships in order to create much more of a connection and alignment with what our students' degrees and certificates are, and help them to be able to find jobs in the community. Trustee Stafford noted that while Achieving the Dream is a great initiative, and in addition to such ideas, students need to get connected while they are in college and be in an environment where there is more time on task. Mr. Stafford believes that the graduation rates of community colleges in this country are not acceptable where they are today. Dr. DiLeonardi also said that she appreciated the evenings' presentation and hopes the AtD initiative and the work of the SSWG will result in better graduation rates.

**Public Participation** – Des Plaines resident Wayne Serbin expressed his hope that in the near future, Dr. Lee will meet with the newly elected mayor of Des Plaines, Matt Bogusz, as he feels it is important for the College to maintain good relationships with our local governments.



Before beginning the New Business portion of the agenda; Trustee Wadhwa asked Chair DiLeonardi, if he may make a motion to remove agenda item number 8/13-17, 'Approval of Collective Bargaining Agreement with Adjunct Faculty Association' from the agenda. Dr. DiLeonardi agreed; Mr. Wadhwa made the motion, which was seconded by Trustee Tennes; Chair DiLeonardi asked for a roll call:

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

The motion carried; Student Trustee Nwosu favored the resolution.

## **New Business**

### **8/13-1a Approval of Adoption of Consent Agenda**

Ms. Tennes offered:

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

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

### **8/13-1b Approval of Consent Agenda Items 8/13-2 through 8/13-10**

Mr. Stafford offered:

"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/13-2 through 8/13-10 as listed in the Consent Agenda."

#### **8/13-2 Ratification of Payment of Bills for June 2013**

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$11,515,077.19 for all check amounts as listed and for all purposes as appearing on a report dated June 2013."

#### **8/13-3 Ratification of Payment of Bills for July 2013**

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$10,855,433.39 for all check amounts as listed and for all purposes as appearing on a report dated July 2013."

#### **8/13-4 Acceptance of Treasurer's Report for June 2013**

"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 June 2013."

#### **8/13-5 Acceptance of Treasurer's Report for July 2013**

"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 June 2013."

- 8/13-6 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 Statutes 110 ILCS 805/3-20, as listed originally in the FY2013 Budget approved by the Board in June 2012.”
- 8/13-7 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.”
- 8/13-8 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 \$40,826.97 for all funds listed in item a.”
- a. Salary payments in the amount of \$40,826.97 for part-time teaching services for the Alliance for Lifelong Learning Summer, 2013.
  - b. Salary rescinds in the amount of \$3,284.50 for part-time teaching services for the Alliance for Lifelong Learning Summer, 2013.
- 8/13-9 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 2013 summer semester salaries in the amount of \$188,058.27, resulting in a revised total of \$1,882,359.88."
  2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustments of full-time faculty 2013 summer semester salaries in the amount of \$76,152.08, resulting in a revised total of \$1,860,078.49."
  3. "Be it further resolved that the Board of Trustees of Community College District 535 approves the payment of stipends, during the summer 2013 semester, not to exceed \$30,415.68."
- 8/13-10 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 Basic Nurse Assistant Training Program  
 Lieberman Center for Health and Rehabilitation – Skokie  
 Presbyterian Homes – Evanston  
For the Early Childhood Education Program  
 Children’s Care and Development Center (affiliation and practicum) – Lincolnwood  
 Glenview Methodist Preschool (affiliation and practicum) – Glenview  
 Rubber Ducky Home Day Care (affiliation and practicum) – Des Plaines  
 The Infant Welfare Society of Evanston, Inc. and Its Affiliates,  
     Baby Toddler Nursery and Teen-Baby Nursery (affiliation) – Evanston  
For the Health Information Technology Program  
 Care Communications, Inc. – Chicago  
 Presbyterian Homes and Its Affiliates – Evanston  
 Rockford Health System – Rockford  
For the Human Services Program  
 Advocate Health and Hospitals Corporation d/b/a  
 Advocate Lutheran General Hospital – Park Ridge  
For the Medical Laboratory Technology Program  
 LifeSource – Rosemont  
For the Nursing Program  
 Brandel Health and Rehab of Covenant Village – Northbrook

Oakton Pavillion, Inc. – Des Plaines  
 Presbyterian Homes – Evanston  
 Presence Saints Mary and Elizabeth Medical Center – Chicago  
For the Physical Therapist Assistant Program  
 Illinois Bone and Joint Institute, LLC – Grayslake  
For the Substance Abuse Counseling Program  
 OMNI Youth Services – Buffalo Grove.”

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

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

The motion carried; Student Trustee Nwosu favored the resolution.

**8/13-11 Authorization to Approve August Purchase**

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolution as stipulated in the following agenda item:

Recycled Xerographic Paper from Midland Paper, 101 E. Palatine Road, Wheeling, Illinois 60090, for a total of \$47,480.40, in accordance with their low bid in response to Invitation to Bid #0718-13-01.”

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

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

The motion carried; Student Trustee Nwosu favored the resolution.

**8/13-12 Preview and Information Regarding September 2013 Purchases**

The following purchases will be presented for approval at the September 2013 Board of Trustees meeting: Microsoft Licenses and furniture with Design and Installation Services.

**8/13-13 Acceptance of Grants**

Ms. Tennes offered:

"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 8/13-13a through 8/13-13e, for the following grants:

a. Illinois Science and Technology Institute Emerging Technological Enterprises sub-grant in the amount of \$500,000;

- b. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of \$1,228,155;
  - c. Illinois Community college Board Carl D. Perkins Career and Technical Education Improvement Act Grant in the amount of \$262,421;
  - d. Illinois Community College Board Program Improvement Grant in the amount of \$26,690;
  - e. Illinois Secretary of State Adult Volunteer Literacy grant in the amount of \$73000;
- for a total of \$2,00,266.”

Mr. Wadhwa seconded the motion. A voice vote was called and the resolution passed unanimously.

**8/13-14**

**Award of Tenure**

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the Fall 2013 semester, to the following faculty: Victoria Fils, Professor of Health Information Technology.”

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

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

The motion carried; Student Trustee Nwosu favored the resolution.

**8/13-15**

**Authorization to Hire Director of Research and Planning**

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Dr. Maya Evans as the Director of Research and Planning effective September 1, 2013 at an annual salary of \$98,500.”

Ms. Bashiri-Remetio seconded; Ms. Harada called the roll:

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

The motion carried; Student Trustee Nwosu favored the resolution.

**8/13-16 Acceptance of Faculty Retirements**

Mr. Stafford offered:  
“Be it resolved that the Board of Trustees of Community College District 535 accept the retirements of Rose Novil, Cary Schawel, and Lynn Woodbury.”

Mr. Frank seconded; Ms. Harada called the roll:

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

**8/13-17 Approval of Collective Bargaining Agreement with Adjunct Faculty Association**

Item tabled earlier in the meeting

**8/13-18 First Read of Policy**

Ms. Tennes offered:  
“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed Policy 1112, attached hereto, with action to take place at the next regularly scheduled Board meeting, September 17, 2013.”

Mr. Wadhwa seconded the motion. A voice vote was called and the resolution passed unanimously.

**Adjournment**

Chair DiLeonardi announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, September 17, 2013 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

There being no further business before the Board, Dr. DiLeonardi 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.

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Joan W. DiLeonardi, Chair

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Patricia N. Harada, Secretary

ec  
8/2013

A video recording of the August 20, 2013 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 9/13-2 through 9/13-6**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/13-2 through 9/13-6 as listed in the Consent Agenda.

- 9/13-2      Ratification of Payment of Bills for August 2013
- 9/13-3      Acceptance of Treasurer's Report for August 2013
- 9/13-4      Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 9/13-5      Authorization to Pay Professional Personnel
- 9/13-6      Approval of Clinical Practice Agreements

**Ratification of Payment of Bills for August 2013**

The check register detailing the regular monthly bills for August, 2013 was sent out on September 13, 2013. The totals by fund are on page 2.

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Board Secretary

RJN:vb

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$11,704,630.39 for all check amounts as listed and for all purposes as appearing on a report dated August, 2013."



OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1-108 numbered 94533-94569, 94571, 94573-94607, 94609-94698, 94700-94921, 94923-94979, 94981, 94983-95008, 95010-95024, 95028-95032, 95034-95037, 95039-95058, 95060-95079, 95081-95106, 95108-95110, 95112, 95114-95138, 95140-95178, 95180-95188, 95190-95215, 95217-95223, 95226-95240, 95242-95255 and 95257-95319 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

	<u>Gross Checks Issued</u>			
<u>Fund</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$396,650.48	\$4,954,953.42		\$4,954,953.42
Operations, Building and Maintenance Fund	140,550.12	584,270.32		584,270.32
Maintenance Fund (Restricted)	3,612,150.98	3,622,004.93		3,622,004.93
Bond & Interest				
Auxiliary Enterprise	1,380,190.86	2,134,869.91	(504.00)	2,134,365.91
Restricted Purposes	208,175.24	383,811.49		383,811.49
Working Cash				
Trust/Agency		2,995.83		2,995.83
Audit				
Liability, Protection & Settlement				
Social Security/Medicare				
Loan				
<b>TOTALS</b>	<u>\$5,740,516.58</u>	<u>\$11,682,905.90</u>	<u>\$(504.00)</u>	<u>\$11,682,401.90</u>
Student Government	<u>18,493.88</u>	<u>21,724.49</u>		<u>21,724.49</u>
<b>TOTAL PER REPORT</b>	<u>\$5,759,010.46</u>	<u>\$11,704,630.39</u>	<u>\$(504.00)</u>	<u>\$11,704,126.39</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 1-108 numbered 94570, 94572, 94608, 94699, 94922, 94980, 94982, 95009, 95025, 95026, 95027, 95033, 95038, 95059, 95080, 95107, 95111, 95113, 95139, 95179, 95189, 95216, 95224, 95225, 95241 and 95256 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 \$21,724.49 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, 2013.



Student Government Association

**Acceptance of Treasurer's Report for August 2013**

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

RJN: vb

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

That the Board adopts the following resolution:

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

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535  
TREASURER'S REPORT

August 2013

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

Treasurer's Comments on August 2013 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

The net cash and investments increased by \$6.2 million from the previous month. The monthly collections include \$442 thousand in state funding, \$923 in bookstore sales, and \$2.3 million tuition and fees, and \$12.1 million in property taxes.

The balance due from the State has decreased to \$.4 million, which is the May installment of the Base Operating Grants. One month of the Base Operating Grant remains outstanding from fiscal year 2013.

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

**Revenues**

At the end of August, revenues were \$22 million or 98% of the pro-rata budget, compared to the \$21.6 million or 96% for the previous year. Property taxes (recorded on an accrual basis) were \$7.5 million or 104% of the pro-rata budget. Tuition and fees totaled \$13.9 million year to date, or 95% of the pro-rata budget. Revenues from tuition and fees are recorded as billed; other revenue includes interest income and fair market value adjustments to our investments. The year-to-date interest income in the operating funds is \$124 thousand or 27.43% of the budget.

**Expenditures**

The current year's total actual operating expenditures of \$10.4 million are attributed to expected operating costs. The operating expenditures are below prior year's actual expenditures of \$10.9 million for the same period. Current year's operating expenditures are in line with the budget with a reported 91% of the pro-rata budget spent.

OAKTON COMMUNITY COLLEGE  
 EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
 SUMMARY OF REVENUES AND EXPENDITURES  
 TWO MONTHS ENDED AUGUST 31, 2013

	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)	\$ 43,027	\$ 7,171	\$ 7,456	104%	101%
Replacement Tax	1,024	171	215	126%	131%
Chargebacks	103	17	30	175%	216%
State Revenue	3,673	612	367	60%	0%
Tuition and Fees	21,128	14,552	13,863	95%	98%
Other	453	76	104	139%	99%
<b>TOTAL REVENUES</b>	<b>69,408</b>	<b>22,598</b>	<b>22,035</b>	<b>98%</b>	<b>96%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	34,633	5,772	6,186	107%	100%
Academic Support	10,306	1,718	1,337	78%	172%
Student Services	6,797	1,133	1,024	90%	95%
Public Service	596	99	77	78%	49%
Operations and Maintenance	7,760	1,293	935	72%	79%
General Administration	5,252	875	816	93%	98%
General Institutional	1,710	285	30	11%	69%
Contingency	1,089	182	-	0%	0%
Chargebacks	150	25	4	16%	3%
<b>TOTAL EXPENDITURES</b>	<b>68,293</b>	<b>11,382</b>	<b>10,409</b>	<b>91%</b>	<b>99%</b>
Revenues over (under) expenditures	1,115	11,216	11,626		
<b>Net Fund transfers</b>					
To Operation & Maintenance (Rest.) Fund	(7,150)	(1,192)	(1,192)		
To Auxiliary Fund and ALLiance	(284)	(47)	(47)		
From Restricted Fund	360	60	60		
From Working Cash Fund	32	5	5		
To Liability, Protection & Settlement Fund	(400)	(67)	(67)		
To Social Security/Medicare Fund	(780)	(130)	(130)		
Total Transfers	<b>(8,222)</b>	<b>(1,370)</b>	<b>(1,370)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ (7,107)</b>	<b>\$ 9,846</b>	<b>\$ 10,256</b>		

**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
TWO MONTHS ENDED AUGUST 31, 2013**

OPERATIONS AND MAINTENANCE	Budget (000)	Actual (000)	Actual as a % of Budget
<b>FUND (Restricted)</b>			
<b>REVENUES</b>			
Construction fee	\$ 432	\$ 202	47%
Interest and Investments Gain/Loss	40	19	48%
Other Revenue	10,000	-	0%
Total revenues	<u>10,472</u>	<u>221</u>	<u>2%</u>
<b>EXPENDITURES</b>			
Science & Careers Building	27,466	2,623	10%
HVAC Upgrades	5,700	171	3%
Phone Upgrades	300	34	11%
Relocate NWMC	470	(18)	(4%)
Classroom Remodeling	982	716	73%
Cell Phone WI FI	500	-	0%
Enrollment Center (DP)	2,371	(15)	(1%)
Construction Administration	166	17	10%
Lavatory Remodeling	1,141	-	0%
Parking Lot Improvements	1,575	1	0%
MP-Building Automation Sys	2,800	248	9%
MP-Electrical Delivery Sys Upgrades	370	-	0%
Site and Construction	541	-	0%
Office and Other Remodeling	821	-	0%
Other Projects	955	16	2%
Total expenditures	<u>46,158</u>	<u>3,793</u>	<u>8%</u>
State capital contribution	741	-	0%
Transfer in	7,150	1,192	17%
Net	<u>\$ (27,795)</u>	<u>\$ (2,380)</u>	<u>9%</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
<b>REVENUES</b>				
Bookstore Sales	\$ 3,103	\$ 949	31%	35%
Instructional Technology	5,653	914	16%	14%
ITFS Lease	920	604	66%	57%
Business Inst./Conference Center	80	-	0%	7%
Copy Center	312	31	10%	13%
Telecommunications	518	88	17%	17%
Travel	68	15	22%	9%
Athletics	19	49	258%	168%
Child Care	508	123	24%	22%
PAC Operations	16	1	6%	0%
Other	252	238	94%	81%
Interest and Investments Gain/Loss	96	16	17%	12%
Total revenues	<u>11,545</u>	<u>3,028</u>	<u>26%</u>	<u>25%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	3,324	852	26%	34%
Instructional Technology	6,490	1,657	26%	45%
ITFS Lease	142	7	5%	7%
Business Inst./Conference Center	181	29	16%	30%
Copy Center	446	37	8%	13%
Telecommunications	325	39	12%	23%
Travel	68	1	1%	0%
Athletics	1,015	160	16%	34%
Child Care	832	108	13%	32%
PAC Operations	101	10	10%	13%
Contingency	755	-	0%	0%
Other	438	54	12%	17%
Total expenditures	<u>14,117</u>	<u>2,954</u>	<u>21%</u>	<u>33%</u>
Transfers in (out)	<u>(62)</u>	<u>(10)</u>		
Net	<u>\$ (2,634)</u>	<u>\$ 64</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
TWO MONTHS ENDED AUGUST 31, 2013**

	<u>Operating Budget (000)</u>	<u>Prorata Budget (000)</u>	<u>Actual (000)</u>	<u>Actual As a % Budget</u>	<u>Last Year</u>
<b><u>REVENUES</u></b>					
State Revenue	\$ 483	\$ 81	\$ 81	17%	0%
Tuition and Fees	752	125	278	37%	37%
Sale of Materials	59	10	8	14%	15%
Institutional Support					
Oakton Contribution	222	37	37	17%	17%
Evening High School	100	17	-	0%	0%
Interest	13	2	2	15%	16%
Other Revenues	84	14	4	5%	13%
Total revenues	<u>1,713</u>	<u>286</u>	<u>410</u>	<u>24%</u>	<u>17%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	743	124	44	6%	41%
Instructional Programs					
Allied Health	566	94	84	15%	28%
Job-related	232	39	25	11%	16%
Home Related	23	4	2	9%	15%
Personal	100	17	16	16%	16%
Physical Fitness	15	3	2	13%	25%
Community Service	104	17	12	12%	14%
NIPSTA	37	6	6	16%	33%
Other Programs	899	150	117	13%	18%
Total Programs	<u>1,976</u>	<u>329</u>	<u>264</u>	<u>13%</u>	<u>20%</u>
Total expenditures	<u>2,719</u>	<u>454</u>	<u>308</u>	<u>11%</u>	<u>25%</u>
Revenue over (under) expenditures	<u>\$ (1,006)</u>	<u>\$ (169)</u>	102		
Fund balance 6/30/13			2,888		
Fund balance end of period			<u>\$ 2,990</u>		



**OAKTON COMMUNITY COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
TWO MONTHS ENDED AUGUST 31, 2013**

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 323,489				
Interest income	226				
Sub total revenues	<u>323,715</u>				
369901 Student Government Association	\$ 24,378	\$ -	\$ 24,378	\$ (15,793)	\$ 8,585
369902 SGA Special Allocations	-	-	-	(2,582)	(2,582)
369910 Occurrence	769	-	769	(3,849)	(3,080)
369919 Skokie Student Leaders	-	-	-	(3,455)	(3,455)
369920 SGA College Program Board	-	-	-	(5,060)	(5,060)
369923 Students Helping Honduras	-	-	-	-	-
369924 Hawaiian Music Club	-	-	-	-	-
369926 Seeds	-	-	-	-	-
369927 Cheer & Dance Team	-	-	-	-	-
369928 AITP	-	-	-	-	-
369929 India Club	-	-	-	-	-
369930 Early Childhood Education Club	-	-	-	-	-
369931 Students for Social Justice	-	-	-	-	-
369932 Ceramic Club	-	-	-	-	-
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)	75	-	75	(887)	(812)
369947 Oakton Pride	-	-	-	-	-
369948 Campus Crusade For Christ	-	-	-	-	-
369949 Mission Bible Club	-	-	-	-	-
369950 Hispanic Club	-	-	-	(361)	(361)
369952 Student Nurses May 2012	-	-	-	-	-
369954 Stem Club	-	-	-	-	-
369955 Ecology Club	-	-	-	-	-
369956 Doctor Clown Club	-	-	-	-	-
369957 Student Nurses Dec. 2012	-	-	-	-	-
369959 Black Student Union	-	-	-	(200)	(200)
369960 Muslim Student Association	-	-	-	-	-
369961 Engineering & Physics Club	-	-	-	-	-
369963 Art Club	-	-	-	-	-
369964 Oakton Helping Others	-	-	-	-	-
369966 Oakton's Economic Club	-	-	-	-	-
369967 Student Nurses May 2011	-	-	-	-	-
369968 Medical Lab Tech Club	-	-	-	-	-
369969 European Culture Club	-	-	-	-	-

**OAKTON COMMUNITY COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES (Continued)  
TWO MONTHS ENDED AUGUST 31, 2013**

	<b>Program Generated Revenue</b>	<b>Revenue Allocated to Programs</b>	<b>Total Revenue and Allocation</b>	<b>Expenditures</b>	<b>Program Net Fav (Unfav)</b>
369970 Fit Club	-	-	\$ -	\$ -	\$ -
369971 Habitat for Humanity	-	-	-	-	-
369972 PAYO	-	-	-	-	-
369973 Korean Campus Crusade For Christ	-	-	-	-	-
369975 Indo-Pak Club	-	-	-	-	-
369977 Indo-Pak Club	-	-	-	-	-
369981 Chicago Computer Society	-	-	-	-	-
369992 Performing Arts Society	-	-	-	-	-
Sub Totals	\$ 25,222	\$ -	\$ 25,222	\$ (32,187)	\$ (6,965)
<b><u>Fund Summary</u></b>					
Total Revenues	\$ 348,937				
Total Expenditures	(32,187)				
Total Transfers to other funds	(249,900)				
Excess revenue over expenditures	66,850				
Fund balance 6/30/13	275,397				
Fund balance, end of period	\$ 342,247				

OAKTON COMMUNITY COLLEGE  
 FINANCIAL POSITION OF FUNDS AS OF  
 AUGUST 31, 2013  
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Total	Total All Funds
						Auxiliary Agency Restricted				
<b>ASSETS</b>										
Cash	\$ 2,393	\$ 1,035	\$ 159	\$ 1,315	\$ -	\$ -	\$ 2,257	\$ -	\$ 272	\$ 7,431
Taxes Receivable	1,196	650	-	319	-	-	-	-	6	2,171
Student Tuition Receivable	4,847	4	-	-	-	-	139	-	-	4,990
Government Funds Receivable	714	7	-	-	-	-	409	-	-	1,130
Accrued Interest	142	27	30	2	-	-	31	-	2	234
Other Receivables	97	-	-	-	-	-	320	-	-	417
Investments										
Short-term	69,384	11,057	8,221	677	-	-	10,939	-	545	100,823
Long-term	17,812	4,303	2,543	291	-	-	3,781	-	210	28,940
Due from (to) Other Funds	(14,500)	-	-	-	-	-	14,500	-	-	-
Inventories - Prepaids	58	-	1,334	-	-	-	1,593	-	-	2,985
Total Current Assets	82,143	17,083	12,287	2,604	-	-	33,969	-	1,035	149,121
Net Investment in Plant	-	-	-	-	-	-	-	81,994	-	81,994
<b>TOTAL ASSETS</b>	<b>\$ 82,143</b>	<b>\$ 17,083</b>	<b>\$ 12,287</b>	<b>\$ 2,604</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,969</b>	<b>\$ 81,994</b>	<b>\$ 1,035</b>	<b>\$ 231,115</b>
<b>LIABILITIES AND FUND BALANCE</b>										
Payables	\$ 339	\$ 1	\$ 2	\$ -	\$ 87	\$ -	\$ 209	\$ -	\$ -	\$ 638
Accrued Interest Payable	-	-	-	174	-	-	-	-	-	174
Accruals	7,255	202	2,055	-	-	-	570	-	-	10,082
Deferred Revenue	11,722	2,591	-	1,055	-	-	45	-	25	15,438
Bond Payable	-	-	-	-	28,240	-	-	-	-	28,240
Total Liabilities	19,316	2,794	2,057	1,229	28,327	-	824	-	25	54,572
Fund Balance										
Unrestricted	62,827	14,289	10,230	-	-	-	15,980	-	1,010	104,336
Restricted	-	-	-	-	-	-	17,165	-	-	17,165
Debt Service Plant	-	-	-	1,375	(28,327)	-	-	-	-	(26,952)
Total Fund Balance	62,827	14,289	10,230	1,375	(28,327)	-	33,145	81,994	1,010	81,994
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 82,143</b>	<b>\$ 17,083</b>	<b>\$ 12,287</b>	<b>\$ 2,604</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,969</b>	<b>\$ 81,994</b>	<b>\$ 1,035</b>	<b>\$ 231,115</b>

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

**GENERAL FUND TRANSFERS/PAYMENTS**

DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	MISC
8/22/2013	\$ 2,074.00			\$ 2,074.00		
8/26/2013	530,973.17				\$ 530,973.17	
8/26/2013	13,493.30					\$ 13,493.30
<b>TOTAL</b>	<b>\$ 546,540.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,074.00</b>	<b>\$ 530,973.17</b>	<b>\$ 13,493.30</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
8/2/2013	\$ 373,516.68	\$ 373,516.68			
8/2/2013	98,761.72		\$ 98,761.72		
8/2/2013	192,582.39			\$ 192,582.39	
8/2/2013	99,218.14				\$ 99,218.14
8/16/2013	237,378.00	237,378.00			
8/16/2013	66,765.25		66,765.25		
8/16/2013	134,823.98			134,823.98	
8/16/2013	115,455.36				115,455.36
8/30/2013	272,375.30	272,375.30			
8/30/2013	82,722.90		82,722.90		
8/30/2013	163,918.63			163,918.63	
8/30/2013	72,686.86				72,686.86
<b>TOTAL</b>	<b>\$ 1,910,205.21</b>	<b>\$ 883,269.98</b>	<b>\$ 248,249.87</b>	<b>\$ 491,325.00</b>	<b>\$ 287,360.36</b>

**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 \$208,490.60 for part-time teaching services for the Alliance for Lifelong Learning Fall 2013.

MLI:sk  
9/5/2013

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the action of the Executive Board in item “a” as stipulated above, and hereby approves the expenditures in the amount not to exceed \$208,490.60 for all funds listed in item a.”

**Authorization to Pay Professional Personnel - Fall 2013****Comparative figures:**

**Fall 2013 Part-Time**  
**\$ 3,530,340.45**

**Fall 2012 Part-Time**  
**\$ 3,856,946.83**

**Fall 2013 Full-Time**  
**\$ 271,282.60**

**Fall 2012 Full-Time**  
**\$ 307,446.80**

**September 2013 Stipends**  
**None**

**September 2012 Stipends**  
**\$ 21,517.20**

TPH/vag  
 9/2013

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, 2013; the total amounting to \$3,530,340.45."
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, 2013; the total payment amounting to \$271,282.60."
3. There are no stipends to report this month. Due to changes in the pending adjunct faculty contract, stipends will now be limited to full-time Faculty, administrators, and staff in limited situations.

**Approval of Clinical Practice Agreements**

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

- Early Childhood Education  
Renewal: **Northbrook Community Nursery School** – This is the College’s standard agreement for a five-year period.
- Nursing  
Renewal: Each of the following is the Presence agreement that has been reviewed and approved by the College administration and faculty. These agreements are for an initial term of one year, automatically renewable for successive one-year terms.  
**Presence Our Lady of the Resurrection Medical Center**  
**Presence Resurrection Medical Center**  
**Presence Saint Francis Hospital**  
**Presence Saint Joseph Hospital**
- Physical Therapist Assistant  
New: **Woodward Medical Center** – This is the College’s standard agreement for a four-year, eight-month period.
- Substance Abuse Counseling  
Renewal: **Hazelden Chicago** – This is the College’s standard agreement for a five-year period.

TH/md  
09/12/2013

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

That the Board adopt the following resolution:

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

**For the Early Childhood Education Program**

Northbrook Community Nursery School (affiliation) – Northbrook

**For the Nursing Program**

Presence Our Lady of the Resurrection Medical Center – Chicago

Presence Resurrection Medical Center – Chicago

Presence Saint Francis Hospital – Evanston

Presence Saint Joseph Hospital – Chicago

**For the Physical Therapist Assistant Program**

Woodward Medical Center – Woodridge

**For the Substance Abuse Counseling Program**

Hazelden – Chicago.”

**Ratification of Board of Trustees' Scholarships for 2013-2014**

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, Don Fisher, Sylvia Footlik, Barbara Groshon, Don Koop, Brian Little, Vicki Prot, Gus Schaefer, Gene Slade, and Stan Stevens from the Oakton Community College Educational Foundation; Aaron Alaniz, Michael Anthony, Michele Brown, Luis Caballero, Dale Cohen, Alison Conner, Elena Couto, Joan DiLeonardi, Amy Donash, Carlee Drummer, Roxanne Escobar, Lauren Hackett, Krissie Harris, Maureen Jancila, Sameksha Khurana, Linda Korbel, Tamara Laws, Laurie Marmel, Danielle Nightingale, Jamie Petersen, Stella Pillay, Nancy Prendergast, Jill Salas, Gretchen Schneider, Janet Spector-Bishop, June Sproat, Kate Tillotson and Cheryl Warmann.

The following Scholarship recipients will be honored on November 14, 2013 at a recognition banquet:

Erika Alexander	Certificate-Paraprofessional Educator
James Hora	Associate in Applied Science-Substance Abuse
Samuel Lee	Associate in Applied Science-Nursing
Christopher Okechukwu	Associate in Applied Science-Accounting
Edgar Rojas Herbas	Associate in Arts-Liberal Arts

JLS:csw  
9/13/2013

**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 2013-2014 to Erika Alexander, James Hora, Samuel Lee, Christopher Okechukwu and Edgar Rojas Herbas.”



**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 September Board of Trustees meeting.

ws  
9/3/2013

**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>
9/13-8a	1 & 2	Microsoft License Agreement Renewal	OM Office Supply, Inc.	\$ 50,746.50
9/13-8b	1 & 2	Furniture with Design and Installation Services	Office Concepts, Inc.	\$ 137,380.00
<b>GRAND TOTAL</b>				<b>\$ 188,126.50.”</b>

**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.). Because, in the past, Microsoft pricing has escalated at approximately 3-4% per year, in 2012-2013, the College entered into a three year licensing agreement, which locked in, per FTE, pricing for the three year period. The College is requesting authorization to renew the Open Value Subscription Agreement with Microsoft for the second year of a three year agreement at a cost of \$50,746.50

The Open Value Subscription 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 120 licenses of Windows Server Standard, six licenses of Windows Server DataCenter, and twenty 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.

Starting in September of 2012, the College was licensed for a three year period for all upgrades of the licensed software. This September, the College will enter the second year of the three year agreement and 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.

In order to obtain the best price available, in August of 2012 the IT and the Purchasing departments issued a Request for Proposal (RFP). The RFP was sent to 36 potential vendors (none in district). The College received ten replies. The low proposal was submitted by OM Office Supply, Inc. of Mechanicsburg, PA. OM Office Supply, Inc. has been providing computer equipment and related electronics to federal, state, and local governments, school districts, and universities for eighteen years. Some of their clients include Texas A&M University, Wake Technical Community College in Raleigh, NC, and Duval County Public Schools in Jacksonville, FL. They are a Microsoft Authorized Education Reseller. The Administration is confident that they will continue to meet the needs of the College.

JW:ws  
9/3/2013

**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 \$50,746.50 for the second year of the three year agreement.”

**Authorization to Purchase Furniture with Design and Installation Services**

The FY 2013-2014 equipment and special supplies budget includes Steelcase office furniture for various offices throughout the College. This includes workstations, chairs, bookcases, and file cabinets as noted below, for a total approved amount of \$137,380.

Project #	Campus	Department	Description	Qty	Price	Extended Price
1	RHC	Fire Science	Desk Chair with Arms	1	\$ 460	\$ 460
2	DP	Faculty	Workstations	8	\$4,000	\$ 32,000
3	DP	Library	Desk Chair with Arms	1	\$ 460	\$ 460
4	DP	Learning Center	Bookcase	1	\$ 630	\$ 630
			Desk Chair with Arms	1	\$ 460	\$ 460
			Workstation	1	\$4,000	\$ 4,000
			Lateral File	1	\$ 920	\$ 920
5	DP	Health	Bookcase	1	\$ 630	\$ 630
			Lateral File	2	\$ 920	\$ 1,840
6	DP	Enrollment Services	Desk Chair with Arms	1	\$ 460	\$ 460
			High Stools	2	\$ 500	\$ 1,000
7	DP	Human Resources, Business/Finance, Accounting, Business Services	Workstations – Admin.	3	\$5,000	\$ 15,000
			Workstations - Staff	14	\$4,000	\$ 56,000
8	DP	IT Administration	Workstation & Bookcase	1	\$4,550	\$ 4,550
9	DP	IT Labs	Replacement Chairs	70	\$ 225	\$ 15,750
10	DP	Food Service	Desk Chair with Arms	3	\$ 460	\$ 1,380
11	DP	Book Store	Desk Chair with Arms	1	\$ 460	\$ 460
12	DP	Athletics	Desk Chair with Arms	3	\$ 460	\$ 1,380
<b>TOTAL</b>						<b>\$137,380</b>

The College is a member of many educational purchasing consortiums that have already bid Steelcase furniture based on the anticipated volume purchases of the many consortium members. If the College were not a part of a consortium, our discount would be approximately 40%. This is 36% less than consortium pricing based on our low volume which is spread over a number of projects, with multiple purchase orders between now and the end of the fiscal year.

The Illinois Public Higher Educational Cooperative (IPHEC) offers the largest discount at 62.5% and the budget prices noted above reflect this discount. Because all Steelcase dealers are offered this same pricing structure, the College only needs to partner with a dealer to provide design, order entry, delivery, set up, and installation services. For almost twenty years, the College has worked with Office Concepts of Lake Forest, IL. They are a top Steelcase dealer in the Chicagoland area and have more customers than

any other area dealer. They have extensive knowledge of the College's requirements and have successfully designed and installed 98% of the office furniture installations on campus. They are one of the College's top vendor partners.

Of the \$137,380 budgeted, \$119,520 is designated for the actual furniture and approximately 13% or \$17,860 is related to design, order entry, delivery, set up, and installation services. The Administration firmly believes that partnering with Office Concepts is in the College's best interests. There are no Steelcase dealers located in Oakton's district.

DS:ws  
9/3/2013

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Furniture with Design and Installation Services from Office Concepts, Inc., 13820 West Business Center Drive, Lake Forest, IL 60045 for a total not to exceed \$137,380.”

**Preview and Information Regarding October 2013 Purchases**

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

**a) Projectors** - The new Science and Health Careers Center will be equipped with 43 new multimedia projectors. Every regular classroom will be equipped with at least one ceiling mounted projector allowing instructors to project computer information and video onto the screen. Most science labs will be equipped with two projectors. In order to obtain the most current projector model and the best pricing, the purchase of this equipment was unbundled from the main construction project. As a result, these projectors will be purchased directly by the College and then delivered to Turner Construction to be installed by a subcontractor on the project. In order to obtain competitive pricing, the College will issue a RFP to resellers of three manufacturers: Hitachi, Epson, and NEC. A final vendor decision and pricing results will be brought to the October Board meeting. This purchase is budgeted at \$252,000.

**b) Travel Services for Summer 2014 Study Abroad Program in India** - Oakton is offering, for the fourth time, a summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India. Though the study abroad program did not run in the summer 2013 due to low enrollment, the College has confidence that there will be a full enrollment (at least ten students) in the program this year. As a sustained outcome of Pathways to South Asia, Oakton's Title VI-A grant from the US Department of Education, the continuation of the program is a central component to our on-going collaboration with our partner institution, EFLU. Students will be accompanied by an Oakton Professor, to be chosen during the month of September, who will teach one course; the second course will be taught by Hrishikesh Ingle, Ph.D., a faculty member at EFLU. Room and board is provided in student housing at the university, where students from many countries come to study English and other languages each year. Students are responsible for all costs associated with their academic program and travel, so the expenditures to be authorized are pass-through transactions, as students will pay Oakton and Oakton will disburse the funds to the appropriate entities. The Oakton Educational Foundation has approved the funding of \$1,000 scholarships to twelve eligible students.

All of the in-country arrangements for the study abroad program will be provided by the English and Foreign Languages University in Hyderabad, including double occupancy accommodations, three meals per day, tuition for three credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of \$1,400 per student. Based on the maximum of 18 students, the Administration is requesting an amount not to exceed \$25,200 for the services provided by the English and Foreign Languages University. Students will pay for their insurance which will be purchased

from HTH Worldwide at an average cost of \$70 per student for a total of \$1,260. The actual costs depend on the age of the student. HTH Worldwide specializes in providing health insurance for students engaged in international educational activities in study abroad programs.

The Business Office will contact three travel service companies to obtain competitive airfare prices. Past prices have ranged from \$1,475 to \$2,291. The average price of \$1,880 would bring an estimated total for international travel for 18 students to \$33,840. The students will fly from Chicago/O’Hare to Delhi to Hyderabad.

Students must also pay for a three credit hour Oakton course, a portion of the travel fees for the faculty leader, and “incidentals” such as local transportation during the month long trip. The estimated cost per student is:

\$1,400	Program fees/tuition from the English and Foreign Languages University.
\$ 150	Local transport and incidentals budget
\$ 70	Insurance
\$1,880	Airfare
\$ 286	Three credit hours of Oakton tuition (all fees are waived)
\$ 540	Faculty leader fees and incidentals (currently based on the minimum enrollment of 8 students)
\$4,326.00	Total

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program.

**c) Grounds Equipment** - The College desires to purchase a John Deere 2013 Gator utility vehicle for the Des Plaines campus. The current utility vehicle is used twelve months of the year. During the warm weather months, the vehicle provides transportation of supplies and materials for maintenance of planting beds, and during the winter months, the vehicle is used for sidewalk snow removal and salting operations for the Facilities/Grounds department.

With the opening of the new building comes additional planting beds and sidewalk areas to maintain. To assist with this, an upgraded utility vehicle that is larger and with more horse power is needed. The Des Plaines campus currently uses a 2009 John Deere Gator utility vehicle. Upon receipt of the 2013, the 2009 will be sent to the Skokie campus as that campus does not have a utility vehicle. Currently at Skokie, during warm weather months, the golf cart belonging to Public Safety is borrowed. During the winter months, sidewalk snow removal is done with a 1999 John Deere 1145 tractor prone to frequent breakdowns due to the age.

The College has found John Deere products to be very reliable and long lasting. The College will be able to obtain competitive bids, as multiple equipment distributors carry this brand. The College has budgeted \$28,000 for this expenditure in the current fiscal year's Capital Equipment budget.

In addition to the unit mentioned above, the College will be purchasing a John Deere TS Gator vehicle to be used by the Central Receiving/Mailroom department to make deliveries to the new Science and Health Careers Center. The Receiving Department will not have personnel stationed at the new building. Therefore, all incoming packages and mail will continue to be delivered to the primary loading dock in the main building. Mail will be sorted, packages will be verified against purchase orders, supply orders will be filled, and all of these items will be loaded onto the Gator for delivery to the various labs and departments in the Science and Health Careers Center. The FY 13-14 capital equipment budget has \$9,000 allocated for the purchase of this vehicle. Delivery is scheduled for mid-February 2014 so that the vehicle is on campus and ready to make any deliveries prior to opening the building. The Administration is hoping to receive a larger discount by bidding and ordering both vehicles at the same time.

**d) Performing Arts Center Equipment** - As the Performing Arts Center (PAC) lighting inventory continues to move into intelligent and LED lighting, the ability to control these modern instruments is increasingly difficult. A conventional fixture requires one channel which controls the intensity of the lamp much like a residential dimmer. An intelligent fixture or LED light uses up to 25 channels each controlling things like color, intensity, position, and pattern. The GrandMA is a modern console with the ability to control and integrate newer, energy efficient, lighting instruments that are currently in our inventory and will eventually replace most of our conventional fixtures in the next five to ten years. This console will serve as a modern control surface, supporting all events and productions in the PAC, as well as a growing number of sections in stagecraft and technical theater practicums. A bid is being prepared for the console. The FY 13-14 capital equipment budget has \$26,500 allocated for the purchase of this equipment.

**e) Grant Funded Nanotechnology Equipment** - The College was recently awarded the Illinois Science and Technology Institute grant. Over the next few months, the College will be purchasing various pieces of nanotechnology equipment for the nanotechnology lab which is located at the Illinois Science and Technology Park in Skokie. This equipment will duplicate some of the existing NanoInk/NanoProfessor equipment that was also purchased with grant funds in October, 2012. The following four new pieces of equipment are currently being planned for purchase:



**Nanosurf easyScan 2 Atomic Force Microscope**

This is a very high-resolution microscope that forms images of surfaces using a physical probe to scan the specimen. It provides demonstrated resolution on the order of fractions of a nanometer, more than 1000 times better than the optical diffraction limit. This microscope is used for basic nanotechnology with some industrial applications and is required for all courses. This sole source purchase, estimated at \$110,000, includes a scanning probe image academic package, Nanosurf scripting interface, and lithography package.

**iZon qNano System**

This package is used for basic nanotechnology with some industrial applications. It is required for entry level courses. The system allows users to measure the size of nanoparticles and their concentration in solutions. This sole source purchase, estimated at \$26,100, includes an upgrade package for the current unit for better pressure control.

**Zeiss Axio.A1 Fluorescence Microscope**

This is an optical microscope that uses fluorescence and phosphorescence in addition to reflection and absorption to study properties of organic or inorganic substances. Light with varying energies is used to view objects and observe how certain objects absorb and emit light. The microscope is used for basic nanotechnology with some industrial applications and is required for all nanotechnology courses. The purchase will also include an Infinity 1.4 mp color digital camera. The College will request quotes for this purchase which is estimated at \$23,600.

**Carbon Nanotube Synthesis Unit**

This equipment provides a manufacturing process at the nanoscale. Carbon nanotubes consist of various cylindrical arrangements of carbon atoms and are valuable for electronics, optics, and other fields of materials science. They are commonly discussed structures of the nanoscale and the ability to create and analyze them aids the understanding of fundamental nanoscale concepts. This will be a sole source purchase estimated at \$19,900.

Supporting duplicate equipment allows classes to be split into more manageable groups. This decreases the student per instrument ratio and provides students more opportunity to work directly with the instrument. It also provides off-site remote-access clients an opportunity to use the first instrument while others (on or off site) are using the second unit.

There are currently sixteen students enrolled in nanotechnology courses.

**Acceptance of Grants**

Funding totaling \$286,546 has been made available to Oakton Community College, subject to acceptance at the September 17, 2013 Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

RM:al  
9/11/2013

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accept the attached resolutions, 9/13-10a through 9/13-10c, for the following grants:

a. U.S. Department of Education Student Support Services Grant – year three funding in the amount of.....	\$277,496
b. Illinois Arts Council Visual Arts Program Grant in the amount of.....	\$3,025
c. Illinois Arts Council Presenters’ Development Program Grant in the amount of .....	\$6,015
...for a total of \$286,536	

**Acceptance of Year Four Funding for U.S. Department of Education Student Support Services Grant**

In August 2010, the U.S. Department of Education awarded Oakton Community College a five-year \$1.5 million Student Support Services grant, one of the federal government's educational opportunity outreach programs, universally known as TRiO, designed to motivate and support students from disadvantaged backgrounds. The program, which has operated successfully at Oakton for nearly 20 years, offers academic advising, tutoring, mentoring, financial aid assistance, transfer assistance, laptop and calculator loans, and opportunities to attend cultural events to more than 200 low-income, first generation and/or disabled students each year. The College will receive \$277,496 in Year Four, which represents a five percent reduction over last year's funding due to the Federal sequester, and a reduction of eight percent from the originally awarded annual amount. The grant period for Year Four is September 1, 2013, to August 31, 2014. The Student Support Services program is managed by Michael Houlahan, and administered by the Director of Student Success, Sebastian Contreras, Jr.

RM:al  
8/26/2013

**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 \$277,496 from the U.S. Department of Education for operation of Year Four of the College's five-year Student Support Services program, from September 1, 2013 to August 31, 2014."

**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 \$3,025 to support the Koehnline Museum of Art for the period September 15, 2012 through August 31, 2013. Nathan Harpaz, Manager of the Koehnline Museum of Art, will manage the grant and Gary Newhouse, Dean of Library and Media Services, will administer the grant.

RM:al  
8/26/13

**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 \$3,025 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 \$6,015 for operating support of the Performing Arts Center for the period September 15, 2012 through August 31, 2013. 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  
8/26/13

**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 \$6,015 from the Illinois Arts Council to support the Performing Arts Center operations.”

**Approval to Hire Director of Budget and Accounting Services**

In August of 2013, the Director of Accounting Services position became vacant. At that time, Ms. Karen Epps was named the Acting Director of Budget and Accounting Services. Ms. Epps has been the Manager of Budget and Financial Analysis since November of 2004. While at Oakton, Ms. Epps' responsibilities have expanded. Her work at the College has included the annual budget but has extended to various Master Plan initiatives including her work on the \$30 million General Obligation bond issuance. This was the first issuance of debt in well over a decade and her performance was exemplary.

During her nine years of service as the Manager of Budget and Financial Analysis, members of the College community have had many opportunities to work with her and to observe the qualities which recommend her for the directorship. She has the qualifications and abilities that will serve the College well. Her appointment will be effective October 1, 2013. Board approval at this time will allow us to begin the search for a new Manager of Budget and Financial Analysis.

MRM:vb  
9/06/2013

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorize the appointment of Karen Epps as Director of Budget and Accounting Services effective October 1, 2013 at an annual salary of \$125,000.”

**Approval of Collective Bargaining Agreement with Adjunct Faculty Association**

The College has completed the negotiation of a four-year agreement with the Oakton Community College Adjunct Faculty Association (OCC-AFA-IEA/NEA). The agreement was approved and ratified by the OCC-AFA-IEA/NEA on September 11, 2013 and is effective for the period of August 11, 2013 through August 11, 2017.

MRM:vb  
9/11/2013

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the four-year agreement with the Oakton Community College Adjunct Faculty Association (OCC-AFA-IEA/NEA) effective August 11, 2013 through August 11, 2017.”

**Approval of Policy Revisions**

At the August 20, 2013 meeting of the Board of Trustees draft revision to Policy 1112 was accepted for review. In accordance with Policy 1000, the Board should act on the proposals at this time, the next regularly scheduled meeting of the Board.

JLS  
9/6/2013

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves and adopts the revisions to the Policies in the form attached hereto.”



1112

12/11/07

Renumbered 12/15/09

Revised 09/17/2013

**COLLEGE WIDE POLICIES**

**Compliance with Smoke Free Illinois Act**

Effective January 1, 2008, the College will comply with the Smoke Free Illinois Act (410 ILCS 82/1) in regard to smoking in and around any College owned building and in any College owned vehicle, including but not limited to the following:

- Smoking is prohibited within a minimum exterior distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve the College buildings or enclosed areas
- The College may designate with posted signage, specific outside areas beyond the 15 foot limitation as non-smoking such as courtyards and outdoor classroom space
- The College may assess monetary fines in relation to non-compliance of the Smoke Free Illinois Act

**Effective September 17, 2013 the College will restrict the use of e-cigarette products to designated smoking areas. Violation of this restriction will result in monetary fines consistent with those assessed for tobacco violations.**