

**The 736th Meeting
of
The Board of Trustees
September 25, 2018**



Mission, Vision, and Values Statements

Mission

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

Vision

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

Values

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

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

Approved by the Board of Trustees, March 21, 2017

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 736th MEETING
of
THE BOARD OF TRUSTEES
SEPTEMBER 25, 2018**

**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 21, 2018
 - 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 21, 2018 Board of Trustees Meeting
- Statement by the President
- ICCTA Liaison Report
- Student Trustee Report

Comments by the Chair

Report: Access, Equity and Diversity at Oakton Community College

Public Participation

NEW BUSINESS

CONSENT AGENDA

9/18-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 9/18-2 through 9/18-7

9/18-2 Ratification of Payment of Bills for August 2018

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

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

9/18-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

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

9/18-7 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

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

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

R 9/18-10 Authorization to Approve September Purchases

- a. Microscopes
- b. Xerographic Paper
- c. Data Warehouse Software – Three Year Contract
- d. Customer Relations Management System – Three Year Contract

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

R 9/18-12 Resolution Designating Date, Time and Place for Filing Board of Trustees Nominating Petitions

ADJOURNMENT

**Minutes of the Oakton Community College Board Meeting
August 21, 2018**

The 735th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 21, 2018, at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 7:00 p.m. in room 1502, Chair Joan DiLeonardi called the meeting to order. Board Secretary Martha Burns called the roll:

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

Chair DiLeonardi asked for a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment; employment; compensation; discipline; performance; dismissal of employees; and pending litigation. Trustee Salzberg made the motion, seconded by Trustee Kotowski.

Trustee Burns called the roll:

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

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

At 7:30 p.m., Chair DiLeonardi asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion; seconded by Trustee Kotowski; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

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

Trustee Burns called the roll:

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

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

Pledge of Allegiance – Trustee Martha Burns

Approval of Minutes

Chair DiLeonardi asked for a motion for the approval of the minutes of the June 26, 2018 Board meeting. Trustee Tennes made the motion, which was seconded by Trustee Salzberg; a voice vote was called, and the minutes were unanimously approved.

Statement by the President

Dr. Smith began by acknowledging that this is the first meeting for Professor Gregory Hamill, as the new President for the Full-time Faculty Association, Other full-time faculty included: Jane Malik, Professor, Library Services; Melissa Mendoza, Professor, Physical Therapist Assistant; Lori Oster, Associate Professor, English; Ciaran O’Sullivan, Professor, Nursing; Mark Palmeri, Professor, Art; Larry Penar, Professor, Air Conditioning, Heating and Refrigeration; Lou Pierozzi, Professor, Art; Lee Resurreccion, Professor, Nursing; and Leslie Van Wolvelear, Professor, Accounting.

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

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts, and President of the Adjunct Faculty Association; John Bishop, Lecturer, Liberal Arts; Cindy Del Medico, Lecturer, Business and Career Technologies; and Chuck Garrett, Lecturer, STEM and Health Careers.

Administrators present included: May Alimboyoguen, Assistant Dean, Health Careers; Robyn Bailey, Director, Operations and Administration; Marvin Bornschlegl, Chief of Police and Emergency Management; Anne Brennan, Assistant Vice President of Academic Affairs, and College Transitions; Michele Brown, Director, Student Recruitment and Outreach; Colette Hands, Associate Vice President, Chief Human Resources Officer; Sebastian Contreras, Jr., Dean, Student Success; Maya Evans, Executive Director, Research and Planning; Ruben Howard, Director, Workforce and Continuing Education; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Renee Kozimor, Director, Software and User Services; Raymond Lawson, Dean, Online Learning; Paul Palian, Director, College Relations; Juletta Patrick, Assistant Vice President, Student Affairs/Dean, Access, Equity and Diversity; Katherine Sawyer, Chief Advancement Officer; Doreen Schwartz, Director, Business Services; Cheryl Warmann, Director, Enrollment Services; Andy Williams, Controller, Budget and Accounting Services; Ruth Williams, Dean, Curriculum and Instruction; and Brad Wooten, Dean, Skokie Campus/Dean, Adult and Continuing Education, and Interim Dean of Business and Career Technologies.

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

Statement by the President

Dr. Smith began by offering condolences to Jim Humenik, Assistant Professor of Law Enforcement, on the passing of his father John Humenik; Jennifer Jennings, Academic Affairs, on the loss of her grandmother Gloria Moyer; Al Grippe, Director of Grant Strategy and Development, on the tragic loss of her cousin, Alyssa Lendino; and to Bruce Oates, Director of Athletics and Registrar Services, on the passing of his mother-in-law, Mary Jo Gannon. Congratulations to Danielle Aquiline, Assistant Professor of English, and her wife Sona on the birth of their son, Elias Lake on July 31.

Dr. Smith welcomed everyone to a new academic year and to the start of a great semester. She thanked everyone who played a part in organizing the breakfast and program, 'Voices, Ignite Understanding, Drive Progress', as well as the Trustees who attended. Dr. Smith congratulated the following who received awards at the breakfast: Tina Fakhrid-Deen, the Ray Hartstein Award for Teaching Excellence for Full-time faculty; Youngcock Lee, the Ray Hartstein Award for Teaching Excellence for Part-time faculty; Jeff Hawkinson, the Classified Staff Excellence Award; and Jordana Lambropoulos, the Living Diversity Award. The College's Annual Fall Fest will be held on September 5 at the Skokie campus and September 6 at the Des Plaines campus.

Educational Foundation Liaison Report

Trustee Ann Tennes reported that on July 18, Dr. Smith hosted the Foundation Board meeting at her home. At that meeting, the Board conferred Emeritus Director status to Harry Tankus, who had served as a Board Director for more than forty years. Mr. Tankus has been very generous to the college with his time and resources. The Foundation also approved twenty-nine faculty grant requests for projects that will take place in the 2018-2019 academic year. Funding for these grants total approximately \$230,000 and will support some interesting and innovative programs. More than \$1 million has been made available by the Foundation to the college year to date, through a combination of grants, scholarships and program support. The scholarship allocation includes \$150,000 specifically earmarked for high school seniors. The Foundation currently hosts sixteen voting members and manages \$15.9 million in assets. The next fundraising event, Oakton's Finest: Art for Education's Sake, which is being coordinated by Alyse Burman, will take place on October 12 at 6:00 p.m. at the Skokie campus.

Student Trustee Report

Student Trustee Jack Timperley reported that with the start of the new semester, the events and activities that were being planned by student government all summer are beginning to take place. Student government will be hosting their meetings in the Student Center on September 19, October 24 and November 21, which we hope will get students more engaged with student government. Fall Fest dates are coming up quickly, September 5 at the Skokie campus and September 6 at the Des Plaines campus. In the coming months, students can also participate in many events including, Oakton's Day of Service, September 28; lip sync battles; and career and transfer events. Mr. Timperley extended a welcome to all the new students at Oakton on both campuses and online as well.

Comments by the Chair - None

Report: Update on Strategic Enrollment Management Planning Activities

The report on Strategic Enrollment Management was presented to the Board by Dr. Cheryl Warmann, Director of Enrollment Services and Ms. Michele Brown, Director of Student Recruitment and Outreach. Dr. Warmann began by talking about continuing enrollment challenges. A year ago, data was presented on how enrollment had declined significantly since fall 2010. One of those reasons is the growing competition from four-year institutions both within and outside of the state of Illinois. Another reason is unemployment is very low. Nationally, there is data that shows there are more jobs available than there are people qualified or interested to take them. Therefore,

that notion of recruiting and finding adults who are interested in coming to the college for retraining does become a challenge. Those challenges led to supporting and creating the Strategic Enrollment Management (SEM) team.

Initially, the team spent time learning more about Oakton's enrollment. We embraced different ideas and new opportunities. In that work, we also spent time looking at other community colleges' SEM plans. It helped to shape what we wanted to organize, how information should be presented, what goes into a plan, what goes in an appendix. Nationally there is no real model of what that looks like; we had to create something that would fit within the context of Oakton, and something that would be appropriate for our audience. In the data analysis, we looked at institutional data, state data and national data. New students are more likely to enroll full-time and are more likely to be financial aid recipients. We also considered high school market share, the percentage of high school graduating classes and their likelihood of coming to Oakton. On average, sixteen to eighteen percent of the high school students in our district choose to attend Oakton. This is comparable to other community colleges in the area. We really appreciated the growth in online learning and the dual credit program over the last few years. In addition, the persistence and completion rates are showing positive trends. The new student enrollment funnel illustrates the process from the early opportunity of someone enrolling and how they work through that pipeline to become an admitted student. Within that funnel, some students make it through, some stop out; some by choice because they become frustrated with the process. Dr. Warmann noted that once this data was analyzed, they came up with a list of approximately thirty issues. Within the work plan, we talk about each issue, have goals that align with each of those issues, and strategies to help support achievement of those goals. Amongst the issues, we talked about marketing. Historically, Oakton has always embraced brand marketing, but we also thought there were opportunities to consider, such as marketing to different audience segments based on age, location and academic interest. Within that high school yield or market share, we recognize that Evanston Township High School (ETHS) had the third lowest yield rate for our all-public high school districts in Oakton's district, after Glenbrook North and New Trier. We set a goal to increase that rate to eleven percent by expanding recruitment and outreach efforts. We realize some student's struggle getting through enrollment steps. This issue led to creating new goals around simplification and communication. Communication is one of the strategies we are looking at specifically, purchasing Customer Relationship Management (CRM) software. It is one of the strategies that is associated with improving our communication to targeted audiences. We are planning to bring forth that CRM recommendation as a purchase to the Board at the September meeting. When the Board does review the draft plan, you will see a work plan that will talk about the issues, goals and strategies. We are in a low unemployment period right now. One of the things that we have realized is that our adult students are more likely to make a decision to enroll just prior to the start of the semester, and it can be difficult for them to get through all of the enrollment steps in that timeframe. Our goal was to design a quicker process for adult students during this peak registration period. Lessons that the team has learned is that enrollment is not exclusively about access; it is more than new students; it includes student success. We needed to align that plan with the college's Strategic Plan and its institutional priorities. We considered our culture, structures and abilities to accomplish that work. The SEM team also talked about leadership. We as a team cannot get it done alone, it will take the entire college community to look forward in ways to implement the plan and carry out the work. Finding solutions to hard problems takes time. It takes calculated risks and we will need to continue to analyze and reevaluate the plan that we have through 2023.

Ms. Brown stressed the importance of looking at Oakton's SEM plan by utilizing the student experience framework. The reason that is important is that it makes it clear to understand what is in the SEM plan. The framework is built around the student experience; we are focusing on the student, not the needs of the institution or individuals within it, but the student's needs. The framework shapes what we include in our SEM plan. At each of the four points of the student experience, there are college activities that we create at Oakton that allow students to either build connections and persist, or possibly for some to leave the institution because they are frustrated. Ms. Brown talked through the four areas of the student experience: Connection, Entry, Progress, and Completion, and Oakton's SEM plan goals, priority/immediate goals, and aspirational/long term goals. All of the goals were based on research and on issues that we identified from the data. Insights gained are: 1) That we need

to make sure that we align our goals with the college's equity goals; 2) We need to prioritize our goals and set a timeline, which the SEM team knew was going to be necessary, but were affirmed by the community conversations; 3) We need to engage the entire Oakton community, especially faculty, because they touch the students more than anyone else at the institution on a regular basis; 4) We need to support the institutions priorities and the Strategic Plan through the Persistence Project, First Year Experience and Curricular Pathways; 5) In addition, we need to increase our high school partnerships so that we can build those connections and increase that market share; and 6) We need to examine the needs of our district and align our academic offerings with those needs and promote the market value of Oakton. Oakton has a huge value that we know about, but we need to convince our community.

This paradigm shift is in progress and we have been observing it. We are seeing departments move away from individual goals on what they can do as a department, and looking more at college wide enrollment initiatives. This has forced some open and honest conversations amongst departments, but also has forced more collaboration, which we are excited to see in moving forward. Enrollment is everyone's business. We are excited to launch these SEM-tember Community Conversations, which will be held at both campuses, where we will actually have the SEM draft plan and supporting documents on myOakton for the college community to review. We will be asking them to participate in these community conversations and give feedback to what they have reviewed in the SEM plan. We also hope that the Board will provide feedback as well, through President Smith. Lastly, once we gather our feedback, we will incorporate that feedback into the SEM plan. We know that we need to add parts to our work plan. We are going to be adding resources where needed for some of these initiatives. How are we going to assess our initiatives? Everything is going to be measurable so we can evaluate the success of the initiatives. We will assess and then reevaluate because SEM will be continual and ongoing. In spring 2019, we will communicate the updated plan and start implementing, monitoring and assessing the strategies within the plan. The CRM system, which will track students from the first time they inquire about the institution, all the way through application and enrollment and through graduation and alumni status. We are excited about this system and hope for the Board's support next month when we bring that proposal forward because that is going to help us look at the data more closely on where we are losing students. Another big initiative that is coming soon is an open house that we will be having on October 25. It is going to be called Discover Oakton, Find Your Future. This open house will be in the evening for prospective students and their influencers. We are also having a component of the open house during the day which is called a Major and Career Fair, and that will be for our current students, because we know that we have to recruit our students every single day. We cannot assume they are going to come here and stay here.

Chair DiLeonardi thanked Dr. Warmann and Ms. Brown for their presentation. Trustee Frank mentioned that at a recent ICCTA meeting, there was discussion that for profit colleges have flexible scheduling, which is appealing to a certain demographic. Ms. Brown responded that that is one of many things that we are going to be looking into. With the data that we reviewed, we saw that enrollments in our online courses were increasing; therefore, there is a demand for those types of classes. Chair DiLeonardi commented that underemployment is an issue as well, and we should be looking at targeting underemployed people who are in the service sector and want to get a job that requires more skill and provides them with a more reasonable salary. Ms. Brown said that our adult market is the hardest to reach because they are everywhere, but it is a marketing opportunity. Trustee Tennes relayed a conversation she had with a potential Oakton student, who was interested in enrolling in the Physical Therapist Assistant (PTA) program, and how the admission process seemed to be a frustrating experience for him. Dr. Warmann said that admission processes had recently been reviewed, and she provided a timeline for the process and did note that the PTA program is a limited enrollment program. Trustee Tennes was grateful for the explanation. Trustee Stafford inquired about what the strategies are for increasing the nine percent enrollment into Oakton from Evanston Township High School (ETHS) students. Ms. Brown said that in past years what was done with ETHS is what we did with our other high schools, one or two school visits every semester; we would have college days, college night programs; and any special presentations and programs that the high schools requested. This summer, the Recruitment and Outreach team met with the counselors at ETHS to come up with a

strategy on how we could do more to help the Evanston students learn about Oakton. A couple of the things that we are implementing, one starting in the fall, we will be at ETHS every other Monday morning. A recruitment and outreach specialist will be in the counseling center and the counselors are going to be helping that recruiter as far as making appointments with their students, and helping them through the enrollment process. We will be hosting a Black Teen College Success Program. Trustee Stafford commented that if we are going to jumpstart this plan, one of the things that we might have to do is bring money to the table, has that been considered, and if so, what would that look like? Ms. Brown mentioned that the Education Foundation approved additional dollars for high school senior scholarships, and we are sharing that with the counselors at the high schools. Trustee Stafford noted that part of the issue is the parents, how do we get this information to the parents.

Trustee Tennes asked where the Black Teen College Success Program will that held. Ms. Brown replied that this year, the event will be held at the Des Plaines campus, but there are discussions about holding future programs at the Skokie campus. Trustee Tennes suggested that having these initiatives at the Skokie campus as well is important. Ms. Brown agreed, although an interesting fact is that feedback from Evanston tells us that their students want to come to the Des Plaines campus because ETHS is such a huge high school, the students feel that the Skokie campus is small, smaller than their high school, consequently, it does not feel like a college to them. Trustee Tennes said that the Board has been discussing transportation and the limits of transportation between the East end of the district to the Des Plaines campus for years. Ms. Brown said that they understand that this has been an issue and they hope to gather data to support strategies to help solve that problem. Trustee Tennes said that it is vital and suggested that it needs to be looked at closely in tandem, because it does not make sense to do all this seed work to increase enrollment if the students are going to have difficulty getting here. That could be an area for the Foundation to possibly support. Dr. Smith added that as part of our strategic budget planning, we have allocated for a transportation study to begin to explore our options for what are the barriers and what are the options. Trustee Burns asked if there was a quantifiable measure that was being used to gauge how many students we would like to have in terms of enrollment, or is that something ongoing. Ms. Brown replied that we have that information in the complete SEM plan. Trustee Burns offered that in preparation for the meeting, she asked twenty people in Evanston, ranging from eighteen to seventy years of age, about what they knew about Oakton Community College. Ninety-five percent of the people could not tell me anything that would make me want to come here, which was surprising to her. Ms. Burns noted that there are a lot of places that young people convene in Evanston, for example the Youth Jobs Center, domestic violence shelters, recreation departments, etc. Young people do have jobs, but those jobs pay between \$10-15 an hour and are not sustainable. Trustee Burns suggested looking at agencies in Evanston that are working with young people, particularly where they are funneling them into low paying jobs. We need to help these young people to understand that they can go to college and have a job as well. Trustee Burns encouraged everyone to read a book that was written by the president of Governors State University, Elaine Maimon, 'Leading Academic Change', where she writes about higher education and that there is a lot of snobbery in it, junior colleges are low on the totem pole, and in the book, she asks for people to rethink about how we talk about our junior colleges. Trustee Burns said that there are many people out there that are nowhere and are doing nothing. Are we getting the best value for the money that we are spending? There is a great need in all of our communities. Dr. Smith noted that the Board would receive a copy of the full draft of the plan and looks forward to the Board's feedback.

Public Participation – Mr. Wayne Serbin talked about the national anthem of the United States

New Business

8/18-1a Approval of Consent Agenda

Trustee Frank offered:

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

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

- 8/18-1b Approval of Consent Agenda Items 8/18-2 through 8/18-9**
Trustee Stafford offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/18-2 through 8/18-9 as listed in the Consent Agenda.”
- 8/18-2 Ratification of Payment of Bills for June 2018 (Including Approval of Travel)**
“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$7,894,020.37 for all check amounts and for all purposes as appearing on a report dated June 2018.”
- 8/18-3 Ratification of Payment of Bills for July 2018 (Including Approval of Travel)**
“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$8,538,842.16 for all check amounts and for all purposes as appearing on a report dated July 2018.”
- 8/18-4 Acceptance of Treasurer’s Report for June 2018**
“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of June 2018.”
- 8/18-5 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 FY2018 Budget approved by the Board in June 2017:
Education Fund-01: \$ 1,870,234 to and from 01 accounts as listed on pages 3-13 of item 8/18-6 in the August 2018 agenda book
Operations & Maintenance Fund-02: 240,269 to and from 02 accounts as listed on pages 14-15 of item 8/18-6 in the August 2018 agenda book
O & M Fund (Restricted)-03: 3,234,851 to and from 03 accounts as listed on pages 15-16 of item 8/18-6 in the August 2018 agenda book
Auxiliary Enterprises Fund-05: 236,404 to and from 05 accounts as listed on pages 16-19 of item 8/18-6 in the August 2018 agenda book,
Total: \$ 5,581,758.”
- 8/18-6 Acceptance of Quarterly Report on Investments**
“Be it resolved that the Board of Trustees of Community College District 535 authorizes the acceptance of the Quarterly Report on Investments for filing.”
- 8/18-7 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 \$68,530.29 for all funds listed in item a.”
a. Salary payments in the amount of \$68,530.29 for part-time teaching services for the Alliance for Lifelong Learning Summer 2018.
b. Salary rescinds in the amount of \$1,589.37 for part-time teaching services for the Alliance for Lifelong Learning Spring 2018.
- 8/18-8 Ratification and Supplemental Payment of Pay Professional Personnel – Spring and Summer 2018**
1. “Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the Summer semester, 2018; the total payment amounting to \$1,774,421.47.”

2. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the Summer semester, 2018; the total payment amounting to \$1,876,022.31."

3. "Be it further resolved that the Board of Trustees of Community College District 535 approves the adjustment of overload faculty 2018 Spring semester salaries in the amount of \$28,028.46, resulting in a revised total of \$568,044.05."

8/18-9

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant Training: Manor Care

Basic Nursing Assistant Training, Health Information Technology, and Nursing: Westminster Place

Basic Nursing Assistant Training and Nursing: Clark Manor

Health Information Technology and Physical Therapy Assistant:

Advocate Condell Medical Center

Health Information Technology, Human Services, Medical Laboratory Technology, and Therapy Assistant: Advocate Lutheran General

Health Information Technology: Aligned Modern Health

Medical Assisting: Associates in Nephrology; North Shore University Health System; Oak Mill Medical Associates; The Foot and Ankle Treatment Center

Nursing: Brandel Care Center; Community Consolidated School District 62; Generations HealthCare Network; Rainbow Hospice and Palliative Care."

Physical

Trustee Frank seconded the motion; Trustee Burns called the roll:

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

The motion carried.

8/18-10

Resolution to Transfer Operating Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims

Trustee Frank offered:

"Be it resolved that the Board of Trustees of Community College District 535 hereby approves the transfer of up to \$8,000,000.00 from operating funds to a fund for the future payment of OPEB costs and claims."

Trustee Tennes seconded the motion.

Trustee Tennes commented that this is an important and prudent move on the part of the College to mitigate future liability. Trustee Stafford agreed and said that we are going to be discussing this because of the new GASB pension reporting. This kind of preventative action has kept this institution in good financial stead over the last years and Trustee Stafford commended President Smith and the finance team for this action.

Trustee Burns called the roll:

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

The motion carried.

8/18-11 Authorization to Approve August Purchases

Trustee Tennes offered:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
8/18-11a	1 - 2	Plagiarism Prevention Software – Three Year Contract	Turnitin, LLC	\$ 62,623.55
8/18-11b	1 - 2	Microsoft Campus Agreement – Three Year Contract	Crayon Software	\$ 189,770.58
8/18-11c	1 - 2	Network Associates/McAfee Antivirus Software Updates/Support	Connection Public Sector Solutions	\$ 32,707.25
8/18-11d	1 - 2	Lift Station Electrical Feeder	Airport Electric Company	\$ 75,350.00
8/18-11e	1 - 2	Waste Removal, Recycling Services, and Organics Collection – Four Year Contract	Lakeshore Recycling Systems	\$ 157,191.80
Grand Total:				\$ 517,643.18.”

Trustee Kotowski seconded the motion.

Trustee Tennes said that she takes pride in the fact that the contract for ‘Waste Removal, Recycling Services, and Organics Collection’ is going to Lakeshore Recycling Systems as they are an in-district vendor. We need to go through the competitive proposal process and it is always a great occurrence when through that process, the award goes to a local vendor. Chair DiLeonardi also liked the fact that it is a green way of taking care of our waste. Student Trustee Timperley was in full support of the purchase as well.

Trustee Burns called the roll:

Dr. DiLeonardi	Aye
Mr. Kotowski	Aye

Mr. Stafford	Aye
Mr. Frank	Aye
Mr. Salzberg	Aye
Ms. Tennes	Aye
Ms. Burns	Aye
Mr. Timperley	Aye

The motion carried.

8/18-12 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Consulting Services for Energy Management and Commodities Procurement-Four Year Contract; b) Computer Related Equipment for the West End Remodeling Project; c) Network Cabling and Installation; and d) Microscopes.

8/18-13 Authorization to Hire a Director of Facilities

Trustee Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 approve the appointment of Mr. Joseph Scifo, Director of Facilities, effective September 17, 2018 at an annual salary of \$118,000. That salary will be prorated for the period of September 17, 2018 through June 30, 2019.”

Trustee Tennes seconded the motion.

Mr. Chandrasekar, Vice President of Administrative Affairs, commented that the college is very excited to have Mr. Scifo on board. He has tremendous experience in facilities management and is a licensed architect, and he also has higher education experience. Mr. Scifo will be a great asset to the college.

Trustee Burns called the roll:

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

Motion carried.

8/18-14 Acceptance of Administrator Resignation

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the resignation of Dr. Maya Evans, Executive Director of Research and Planning, effective August 30, 2018.”

Trustee Salzberg seconded the motion.

The Board congratulated Dr. Evans on her new position at the University of Wisconsin/Madison and wished her well on her new endeavor.

Trustee Burns called the roll:

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

Motion carried.

8/18-15

Approval of Award of Tenure

Trustee Kotowski 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 2018 semester, to Dr. Melissa Mendoza, Professor of Physical Therapy Assistant, and Ms. Cheryl Joseph, Assistant Professor of Early Childhood Education.”

Trustee Tennes seconded the motion.

Dr. Ileo Lott, Vice President of Academic Affairs, said that he was happy to acknowledge the accomplishments of those faculty members.

Trustee Burns called the roll:

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

Motion carried.

8/18-16

Acceptance of a Grant

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grant: Illinois Board of Higher Education Cooperative Work Study Grant for a total of \$36,677.61.”

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

8/18-17 Approval of Policy Revision

Trustee Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the revisions to Policy 3022.”

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

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

Motion carried.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, September 25, 2018, beginning at 7:30 p.m. at the Des Plaines Campus, 1600 E. Golf Road in room 1506.

Trustee Tennes made the motion to adjourn the meeting, which was seconded by Trustee Salzberg; a voice vote was called and the meeting was adjourned at 8:50 p.m.

Joan W. DiLeonardi, Chair

Martha Burns, Board Secretary

ec
8/2018

A video recording of the meeting was made and is available by calling the Media Services office at (847) 635-1998.

Approval of Adoption of Consent Agenda

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

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

That the Board adopt the following resolution:

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

- 9/18-2 Ratification of Payment of Bills for August 2018
- 9/18-3 Acceptance of Treasurer’s Report for July 2018
- 9/18-4 Acceptance of Treasurer's Report for August 2018
- 9/18-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 9/18-6 Ratification of Payment of Professional Personnel – Fall 2018
- 9/18-7 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for August 2018

The check register detailing the regular monthly bills for August 2018 was sent out on September 21, 2018. The totals by fund are on page 2. This includes approval of travel reimbursements for August 2018.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for August 2018, represented by checks on pages 1-85 numbered 135873-135909, 135911-136008, 136010-136048, 136050-136112, 136115-136129, 136131-136150, 136152-136295, 136297-136343 and 136345-136537 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

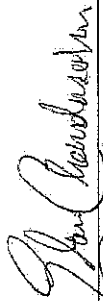
RECAPITULATION

Fund	Gross Checks Issued				Total
	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	
Education	\$ 3,212,416.07	\$ 1,134,826.54	\$ 4,347,242.61	\$ (229.00)	\$ 4,347,013.61
Operations, Building and Maintenance Fund	\$ 339,659.16	\$ 174,468.12	\$ 514,127.28	-	\$ 514,127.28
Maintenance Fund (Restricted)	-	\$ 731,865.01	\$ 731,865.01	-	\$ 731,865.01
Bond & Interest	-	\$ 750.00	\$ 750.00	-	\$ 750.00
Auxiliary Enterprise	\$ 191,494.23	\$ 358,089.66	\$ 549,583.89	-	\$ 549,583.89
Restricted purposes	\$ 99,130.85	\$ 81,458.53	\$ 180,589.38	-	\$ 180,589.38
Working Cash	-	-	-	-	-
Trust/Agency	\$ 543.58	\$ 6,077.80	\$ 6,621.38	-	\$ 6,621.38
Audit	-	\$ 5,600.00	\$ 5,600.00	-	\$ 5,600.00
Liability, Protection & Settlement	-	\$ 9,564.50	\$ 9,564.50	-	\$ 9,564.50
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 3,843,243.89	\$ 2,502,700.16	\$ 6,345,944.05	\$ (229.00)	\$ 6,345,715.05
Student Government	-	\$ 10,557.98	\$ 10,557.98	-	\$ 10,557.98
TOTAL PER REPORT	\$ 3,843,243.89	\$ 2,513,258.14	\$ 6,356,502.03	\$ (229.00)	\$ 6,356,273.03

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 1-85 numbered 135910, 136009, 136049, 136113, 136114, 136130, 136151, 136296 and 136344 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 \$10,557.98 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, 2018.



Student Government Association

Acceptance of Treasurer's Report for July 2018

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

EC: mw

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

That the Board adopts the following resolution:

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

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

July 2018

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

Treasurer's Comments on July 2018 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$14 million in property tax, \$156,000 in replacement tax, \$757,000 in FY2019 base operating grant payments, \$171,000 in ICCB Performance and State Basic grant payments, \$3.1 million in tuition and fees, and \$151,000 in interest earnings.

Net cash and investments increased by \$9.3 million from the previous month as expected.

The September 2018 financial statements will include the new Retiree Health Insurance Fund established to account for the Other Postemployment Benefits (OPEB) liability.

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

Revenues

At the end of July, revenues were \$13.3 million or 75% of the prorated budget, compared to \$12.8 million, or 42% for the previous year. Tuition and fees totaled \$12.3 million year to date, or 93% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$6.1 million are attributed to expected operating costs. The operating expenditures are \$0.6 million (11%) above prior year's actual expenditures of \$5.5 million for the same period. Net transfers total \$840,000 as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 JULY 31, 2018
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Total All Funds
ASSETS									
Cash	\$ 3,506	\$ 2,485	\$ 239	\$ 2,508	\$ -	\$ 926	\$ -	\$ 343	\$ 10,007
Taxes Receivable	8,337	1,769	-	710	-	-	-	11	10,827
Student Tuition Receivable	5,469	1	-	-	-	193	-	-	5,663
Government Funds Receivable	-	-	-	-	-	1,673	-	-	1,673
Accrued Interest	447	55	87	-	-	28	-	3	620
Other Receivables	459	-	-	-	-	157	-	-	616
Investments									
Short-term	77,728	7,808	11,276	-	-	3,986	-	418	101,216
Long-term	17,148	2,543	3,993	-	-	1,310	-	153	25,147
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-
Inventories - Prepaids	341	-	-	-	29	688	-	-	1,058
Total Current Assets	98,935	14,661	15,595	3,218	29	23,461	-	928	156,827
Net Investment in Plant	-	-	-	-	-	-	114,471	-	114,471
TOTAL ASSETS	\$ 98,935	\$ 14,661	\$ 15,595	\$ 3,218	\$ 29	\$ 23,461	\$ 114,471	\$ 928	\$ 271,298
LIABILITIES AND NET POSITION									
Payables	\$ 262	\$ 2	\$ -	\$ -	\$ -	\$ 115	\$ -	\$ -	\$ 379
Accrued Interest Payable	-	-	-	-	129	-	-	-	129
Deferred Tuition Revenue	45	-	-	-	-	438	-	-	483
Accruals	6,204	210	32	-	-	215	-	-	6,661
Bonds Payable	-	-	-	-	36,953	-	-	-	36,953
Total Liabilities	6,511	212	32	-	37,082	768	-	-	44,605
Deferred Inflows of Resources - Property Taxes	20,128	4,038	-	1,669	-	33	-	25	25,893
Total Liabilities and Deferred Inflows of Resources	26,639	4,250	32	1,669	37,082	801	-	25	70,498
Net Position									
Unrestricted	72,296	10,411	15,563	-	-	6,006	-	-	104,276
Restricted	-	-	-	-	-	16,654	-	903	17,557
Debt Service	-	-	-	1,549	(37,053)	-	-	-	(35,504)
Plant	-	-	-	-	-	-	114,471	-	114,471
Total Net Position	72,296	10,411	15,563	1,549	(37,053)	22,660	114,471	903	200,800
TOTAL LIABILITIES & NET POSITION	\$ 98,935	\$ 14,661	\$ 15,595	\$ 3,218	\$ 29	\$ 23,461	\$ 114,471	\$ 928	\$ 271,298

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2018

	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)	\$ 48,256	\$ 4,021	\$ (19)	(0%)	(1%)
Replacement Tax	1,000	83	156	187%	204%
State Revenue	2,680	223	653	292%	0%
Tuition and Fees	24,794	13,237	12,317	93%	48%
Other	1,697	141	197	139%	76%
TOTAL REVENUES	78,427	17,706	\$ 13,304	75%	42%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,728	\$ 2,727	\$ 2,897	106%	105%
Academic Support	18,192	1,516	1,589	105%	90%
Student Services	6,772	564	270	48%	42%
Public Services	1,333	111	62	56%	42%
Operations and Maintenance	8,603	717	236	33%	33%
General Administration	5,853	488	251	51%	43%
General Institutional	667	56	785	1412%	693%
Contingency	570	48	-	0%	0%
TOTAL EXPENDITURES	74,718	6,227	6,090	98%	90%
Revenues over (under) expenditures	3,709	11,480	7,214		
Net Fund transfers					
To Operations & Maintenance (Restricted)	(6,311)	(526)	(526)		
To Auxiliary Fund and Alliance	(2,177)	(181)	(181)		
To Restricted Purpose Fund	(100)	(8)	(8)		
To Liability, Protection & Settlement Fund	(575)	(48)	(48)		
To Social Security/Medicare Fund	(946)	(79)	(79)		
From Working Cash Fund: Interest	26	2	2		
Total Transfers	(10,083)	(840)	(840)		
Net Revenue over (under) expenditures	\$ (6,374)	\$ 10,639	\$ 6,374		

OAKTON COMMUNITY COLLEGE
 REVENUES AND EXPENDITURES
 ONE MONTH ENDED JULY 31, 2018

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as	
			a % of Budget	
REVENUES				
Construction Fee	\$ 335	\$ 146	44%	
Interest and Investments Gain/Loss	41	26	63%	
Other Revenue	-	-	0%	
Total revenues	<u>376</u>	<u>172</u>	<u>46%</u>	
EXPENDITURES				
Student Street Renovation	1,695	-	0%	
Sanitary Lift Station	460	-	0%	
RHC HVAC System	578	-	0%	
West End Remodeling - A/E Fees	8,207	-	0%	
Natural Area Restoration	150	-	0%	
Landscape Improvements	2,672	-	0%	
Capital Equipment	556	-	0%	
Check Valve	60	-	0%	
Backup Generator - DP	50	-	0%	
Switchgear Upgrades - DP	1,120	-	0%	
Elevator Upgrades	500	-	0%	
Athletics Remodeling	375	-	0%	
Interior Remodeling	125	-	0%	
Domestic Water Pump	100	-	0%	
Fire Alarm Panel Replacement	250	-	0%	
Flooring - Carpet Replacement	250	-	0%	
Cabling Upgrade	150	-	0%	
Wifi and Cellular Upgrades	400	-	0%	
Skokie Classroom Furniture	150	-	0%	
Lee Center Vestibule Curtain	70	-	0%	
Hardware Replacement/Master Keying	500	-	0%	
Baseball Field Fence Replacement	65	-	0%	
Exterior Envelope/Window Replacement	750	-	0%	
Project Management Services	260	-	0%	
Total expenditures	<u>19,493</u>	<u>-</u>	<u>-</u>	
Transfer in	6,311	526	8%	
Net	<u>\$ 6,427</u>	<u>\$ 698</u>	<u>11%</u>	

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 2,109	\$ 101	5%	63%
Workforce Development	140	5	4%	38%
Copy Center	230	11	5%	77%
Travel	10	10	100%	18%
Athletics	20	74	370%	115%
Child Care	392	79	20%	172%
PAC Operations	16	-	0%	94%
Other	142	191	135%	146%
Interest and Investments Gain/Loss	75	8	11%	26%
Total revenues	<u>3,134</u>	<u>479</u>	<u>15%</u>	<u>93%</u>
EXPENDITURES				
Bookstore Operating Expenses	2,076	39	1%	60%
Workforce Development	199	7	4%	67%
Copy Center	356	36	10%	88%
Travel	10	-	0%	0%
Athletics	1,101	78	7%	80%
Child Care	537	19	4%	87%
PAC Operations	90	3	3%	69%
Other	163	2	1%	82%
Total expenditures	<u>4,532</u>	<u>184</u>	<u>4%</u>	<u>78%</u>
Transfers in (out)	1,339	112		
Net	<u>\$ (59)</u>	<u>\$ 407</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2018**

	<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	\$ 370	\$ 31	\$ 105	28%	0%
Tuition and Fees	1,015	85	254	25%	26%
Sale of Materials	63	5	-	0%	2%
Institutional Support					
Evening High School	100	8	-	0%	0%
Interest	8	1	-	0%	0%
Other Revenues	80	7	-	0%	5%
	<u>1,636</u>	<u>136</u>	<u>359</u>	<u>22%</u>	<u>104%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,621	135	44	3%	3%
Instructional Programs					
Allied Health	202	17	8	4%	4%
Job-related	197	16	2	1%	2%
Home Related	7	1	-	0%	0%
Personal	36	3	3	8%	7%
Community Service	41	3	1	2%	0%
High School Programs	124	10	-	0%	0%
GED Programs	4	0	-	0%	0%
Kids/Youth Program	32	3	8	25%	41%
ESL Programs	151	13	7	5%	5%
Total Programs	<u>794</u>	<u>66</u>	<u>29</u>	<u>4%</u>	<u>4%</u>
	<u>2,415</u>	<u>201</u>	<u>73</u>	<u>3%</u>	<u>3%</u>
Revenue over (under) expenditures	<u>\$ (779)</u>	<u>\$ (65)</u>	<u>\$ 286</u>		
Transfer in	779	65	65		
Net	0	0	351		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED JULY 31, 2018**

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 216,783				
Interest income	-				
Sub total revenues	<u>216,783</u>				
369901 Student Government Association	135	-	135	(138)	(3)
369919 Skokie Events Team	215	-	215	(3,473)	(3,258)
369920 SGA College Program Board	-	-	-	(1,100)	(1,100)
369923 Global Health and Sustainability	-	-	-	(500)	(500)
369928 African Student Club	80	-	80	-	80
369932 Ceramics Club	-	-	-	(20)	(20)
369934 Hillel	135	-	135	-	135
369944 South East Asian Club	40	-	40	-	40
369946 Phi Theta Kappa (PTK)	35	-	35	-	35
369950 Hispanic Club	-	-	-	(49)	(49)
369954 Stem Club	115	-	115	-	115
369959 Black Student Union	80	-	80	-	80
369963 Art Club	80	-	80	-	80
369964 Oakton Helping Others	158	-	158	-	158
Sub Totals	<u>1,073</u>	<u>-</u>	<u>1,073</u>	<u>(5,280)</u>	<u>(4,208)</u>
<u>Fund Summary</u>					
Total Revenues	\$ 217,856				
Total Expenditures				(5,280)	
Total Transfers to other funds				-	
Excess revenues over expenditures				<u>212,575</u>	
Net Position 6/30/18				473,434	
Net Position, end of period				<u>\$ 686,009</u>	

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

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
7/13/2018	\$ 668,793.60				\$ 668,793.60				
7/13/2018	13,024.00			\$ 13,024.00					
7/25/2018	25,902.15					\$ 25,902.15			
TOTAL	\$ 707,719.75	\$ -	\$ -	\$ 13,024.00	\$ 668,793.60	\$ 25,902.15	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
7/13/2018	\$ 308,859.15	\$ 308,859.15			
7/13/2018	95,105.15		\$ 95,105.15		
7/13/2018	192,928.09			\$ 192,928.09	
7/13/2018	69,730.99				\$ 69,730.99
7/27/2018	307,689.24	307,689.24			
7/27/2018	95,223.85		95,223.85		
7/27/2018	191,744.20			191,744.20	
7/27/2018	71,684.11				71,684.11
TOTAL	\$ 1,332,964.78	\$ 616,548.39	\$ 190,329.00	\$ 384,672.29	\$ 141,415.10

Acceptance of Treasurer's Report for August 2018

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

EC: mw

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

That the Board adopts the following resolution:

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

August 2018

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

Treasurer's Comments on August 2018 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$9.5 million in property tax, \$3.2 million in tuition and fees, \$132,000 in interest earnings, \$81,000 in FY18 ICCB Fed Basic and EL Civics grant payments, and \$16,000 in replacement tax.

Net cash and investments increased by \$7.6 million from the previous month as expected.

The September 2018 financial statements will include the new Retiree Health Insurance Fund established to account for the Other Postemployment Benefits (OPEB) liability.

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

Revenues

At the end of August, revenues were \$25.0 million or 96% of the prorated budget, compared to \$24.8 million, or 103% for the previous year. Tuition and fees totaled \$15.6 million year to date, or 91% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$10.8 million are attributed to expected operating costs. The operating expenditures are \$0.7 million (6.9%) above prior year's actual expenditures of \$10.1 million for the same period. Net transfers total \$1.7 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 AUGUST 31, 2018
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Total All Funds
ASSETS									
Cash	\$ 1,920	\$ 134	\$ 346	\$ 3,131	\$ -	\$ 1,724	\$ -	\$ 467	\$ 7,722
Taxes Receivable	1,096	233	-	93	-	-	-	1	1,423
Student Tuition Receivable	5,847	1	-	-	-	234	-	-	6,082
Government Funds Receivable	-	-	-	-	-	654	-	-	654
Accrued Interest	517	60	91	-	-	31	-	3	702
Other Receivables	479	-	-	-	-	203	-	-	682
Investments									
Short-term	83,742	10,968	11,553	-	-	4,394	-	483	111,140
Long-term	17,149	2,543	3,993	-	-	1,310	-	153	25,148
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-
Inventories - Prepaids	277	-	-	-	29	541	-	-	847
Total Current Assets	96,527	13,939	15,983	3,224	29	23,591	-	1,107	154,400
Net Investment in Plant	-	-	-	-	-	-	114,482	-	114,482
TOTAL ASSETS	\$ 96,527	\$ 13,939	\$ 15,983	\$ 3,224	\$ 29	\$ 23,591	\$ 114,482	\$ 1,107	\$ 268,882
LIABILITIES AND NET POSITION									
Payables	\$ 299	\$ -	\$ -	\$ 1	\$ -	\$ 63	\$ -	\$ -	\$ 363
Accrued Interest Payable	-	-	-	-	129	-	-	-	129
Deferred Tuition Revenue	1	-	-	-	-	370	-	-	371
Accruals	5,870	210	32	-	-	223	-	-	6,335
Bonds Payable	-	-	-	-	36,897	-	-	-	36,897
Total Liabilities	6,170	210	32	1	37,026	656	-	-	44,095
Deferred Inflows of Resources - Property Taxes	13,419	2,692	-	1,113	-	-	-	17	17,241
Total Liabilities and Deferred Inflows of Resources	19,589	2,902	32	1,114	37,026	656	-	17	61,336
Net Position									
Unrestricted	76,938	11,037	15,951	-	-	6,280	-	-	110,206
Restricted	-	-	-	-	-	16,655	-	1,090	17,745
Debt Service	-	-	-	2,110	(36,997)	-	-	-	(34,887)
Plant	-	-	-	-	-	-	114,482	-	114,482
Total Net Position	76,938	11,037	15,951	2,110	(36,997)	22,935	114,482	1,090	207,546
TOTAL LIABILITIES & NET POSITION	\$ 96,527	\$ 13,939	\$ 15,983	\$ 3,224	\$ 29	\$ 23,591	\$ 114,482	\$ 1,107	\$ 268,882

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED AUGUST 31, 2018**

	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)	\$ 48,256	\$ 8,043	\$ 8,132	101%	100%
Replacement Tax	1,000	167	171	103%	137%
State Revenue	2,680	447	653	146%	82%
Tuition and Fees	24,794	17,077	15,559	91%	89%
Other	1,697	283	467	165%	139%
TOTAL REVENUES	78,427	26,016	\$ 24,982	96%	103%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,728	\$ 5,455	\$ 5,090	93%	90%
Academic Support	18,192	3,032	2,822	93%	101%
Student Services	6,772	1,129	862	76%	63%
Public Services	1,333	222	191	86%	66%
Operations and Maintenance	8,603	1,434	923	64%	59%
General Administration	5,853	976	702	72%	72%
General Institutional	667	111	233	210%	11%
Contingency	570	95	-	0%	0%
TOTAL EXPENDITURES	74,718	12,453	10,823	87%	90%
Revenues over (under) expenditures	3,709	13,563	14,159		
Net Fund transfers					
To Operations & Maintenance (Restricted)	(6,311)	(1,052)	(1,052)		
To Auxiliary Fund and Alliance	(2,177)	(363)	(363)		
To Restricted Purpose Fund	(100)	(17)	(17)		
To Liability, Protection & Settlement Fund	(575)	(96)	(96)		
To Social Security/Medicare Fund	(946)	(158)	(158)		
From Working Cash Fund: Interest	26	4	4		
Total Transfers	<u>(10,083)</u>	<u>(1,681)</u>	<u>(1,681)</u>		
Net Revenue over (under) expenditures	\$ (6,374)	\$ 11,882	\$ 12,479		

OAKTON COMMUNITY COLLEGE
 REVENUES AND EXPENDITURES
 ONE MONTH ENDED AUGUST 31, 2018

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as	
			a % of Budget	
REVENUES				
Construction Fee	\$ 335	\$ 186	56%	
Interest and Investments Gain/Loss	41	55	134%	
Other Revenue	-	-	0%	
Total revenues	<u>376</u>	<u>241</u>	<u>64%</u>	
EXPENDITURES				
Student Street Renovation	1,695	-	0%	
Sanitary Lift Station	460	-	0%	
RHC HVAC System	578	-	0%	
West End Remodeling - A/E Fees	8,207	-	0%	
Natural Area Restoration	150	-	0%	
Landscape Improvements	2,672	-	0%	
Capital Equipment	556	-	0%	
Check Valve	60	-	0%	
Backup Generator - DP	50	-	0%	
Switchgear Upgrades - DP	1,120	-	0%	
Elevator Upgrades	500	-	0%	
Athletics Remodeling	375	-	0%	
Interior Remodeling	125	-	0%	
Domestic Water Pump	100	-	0%	
Fire Alarm Panel Replacement	250	-	0%	
Flooring - Carpet Replacement	250	-	0%	
Cabling Upgrade	150	-	0%	
Wifi and Cellular Upgrades	400	-	0%	
Skokie Classroom Furniture	150	-	0%	
Lee Center Vestibule Curtain	70	-	0%	
Hardware Replacement/Master Keying	500	-	0%	
Baseball Field Fence Replacement	65	-	0%	
Exterior Envelope/Window Replacement	750	-	0%	
Project Management Services	260	-	0%	
Total expenditures	<u>19,493</u>	<u>-</u>	<u>0%</u>	
Transfer in	6,311	1,052	17%	
Net	<u>\$ (12,806)</u>	<u>\$ 1,293</u>	<u>(10%)</u>	

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 2,109	\$ 497	24%	25%
Workforce Development	140	7	5%	12%
Copy Center	230	29	13%	10%
Travel	10	11	110%	18%
Athletics	20	74	370%	270%
Child Care	392	105	27%	30%
PAC Operations	16	2	13%	0%
Other	142	198	139%	96%
Interest and Investments Gain/Loss	75	17	23%	3%
Total revenues	<u>3,134</u>	<u>940</u>	<u>30%</u>	<u>29%</u>
EXPENDITURES				
Bookstore Operating Expenses	2,076	367	11%	15%
Workforce Development	199	19	10%	8%
Copy Center	356	56	16%	13%
Travel	10	-	0%	0%
Athletics	1,101	189	17%	13%
Child Care	537	61	11%	11%
PAC Operations	90	10	11%	9%
Other	163	13	8%	2%
Total expenditures	<u>4,532</u>	<u>715</u>	<u>16%</u>	<u>17%</u>
Transfers in (out)	1,339	223		
Net	<u>\$ (59)</u>	<u>\$ 448</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED AUGUST 31, 2018**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 370	\$ 62	\$ 105	28%	16%
Tuition and Fees	1,015	169	373	37%	42%
Sale of Materials	63	11	2	3%	2%
Institutional Support					
Evening High School	100	17	-	0%	62%
Interest	8	1	-	0%	0%
Other Revenues	80	13	14	18%	9%
	<u>1,636</u>	<u>273</u>	<u>494</u>	<u>30%</u>	<u>35%</u>
Total revenues					
<u>EXPENDITURES</u>					
Administrative Support	1,621	270	155	10%	10%
Instructional Programs					
Allied Health	202	34	19	9%	9%
Job-related	197	33	8	4%	6%
Home Related	7	1	-	0%	0%
Personal	36	6	5	14%	7%
Community Service	41	7	2	5%	2%
High School Programs	124	21	3	2%	1%
GED Programs	4	1	-	0%	25%
Kids/Youth Program	32	5	14	44%	59%
ESL Programs	151	25	21	14%	16%
Total Programs	<u>794</u>	<u>132</u>	<u>72</u>	<u>9%</u>	<u>9%</u>
Total expenditures	<u>2,415</u>	<u>403</u>	<u>227</u>	<u>9%</u>	<u>10%</u>
Revenue over (under) expenditures	<u>\$ (779)</u>	<u>\$ (130)</u>	<u>\$ 267</u>		
Transfer in	779	130	130		
Net	0	0	397		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
ONE MONTH ENDED AUGUST 31, 2018

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 275,758				
Interest income	-				
Sub total revenues	275,758				
369901 Student Government Association	135	-	135	(1,246)	(1,111)
369919 Skokie Events Team	215	-	215	(7,113)	(6,898)
369920 SGA College Program Board	-	-	-	(6,785)	(6,785)
369923 Global Health and Sustainability	-	-	-	(307)	(307)
369928 African Student Club	80	-	80	-	80
369932 Ceramics Club	-	-	-	(20)	(20)
369934 Hillel	135	-	135	-	135
369944 South East Asian Club	40	-	40	-	40
369946 Phi Theta Kappa (PTK)	35	-	35	(10)	25
369950 Hispanic Club	-	-	-	(49)	(49)
369952 Student Nurses May 2019	693	-	693	-	693
369954 Stem Club	115	-	115	-	115
369957 Student Nurses Dec 2018	695	-	695	-	695
369959 Black Student Union	80	-	80	-	80
369960 Muslim Student Association	-	-	-	(14)	(14)
369963 Art Club	80	-	80	-	80
369964 Oakton Helping Others	158	-	158	-	158
Sub Totals	2,461	-	2,461	(15,544)	(13,084)
<u>Fund Summary</u>					
Total Revenues	\$ 278,219				
Total Expenditures				(15,544)	
Total Transfers to other funds				-	
Excess revenues over expenditures			262,674		
Net Position 6/30/18			473,434		
Net Position, end of period			\$ 736,108		

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

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
8/10/2018	679,681.70				\$ 679,681.70				
8/14/2018	1,457.00			\$ 1,457.00					
8/22/2018	134,934.87		\$ 134,934.87						
8/24/2018	33,529.46					\$ 33,529.46			
TOTAL	\$ 849,603.03	\$ -	\$ 134,934.87	\$ 1,457.00	\$ 679,681.70	\$ 33,529.46	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
8/10/2018	\$ 301,048.76	\$ 301,048.76			
8/10/2018	93,473.43		\$ 93,473.43		
8/10/2018	190,181.47			\$ 190,181.47	
8/10/2018	70,859.11				\$ 70,859.11
8/24/2018	198,261.14	198,261.14	66,985.81		
8/24/2018	66,985.81			140,405.32	
8/24/2018	140,405.32				59,111.06
8/24/2018	59,111.06				
TOTAL	\$ 1,120,326.10	\$ 499,309.90	\$ 160,459.24	\$ 330,586.79	\$ 129,970.17

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 \$107,082.08 for part-time teaching services for the Alliance for Lifelong Learning Fall 2018.
- b. Salary rescinds in the amount of \$65.00 for part-time teaching services for the Alliance for Lifelong Learning Summer 2018.

CH:nmi
9/17/2018

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$107,082.08 for all funds listed in items a.”

Ratification of Payment of Professional Pay – Fall 2018

Comparative figures:

Fall 2018 Part-Time

\$3,457,623.21

Fall 2017 Part-Time

\$3,572,837.12

Fall 2018 Overload

\$369,507.00

Fall 2017 Overload

\$331,048.69

IL:sp
9/2018

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the fall semester 2018; the total payment amounting to \$3,457,623.21."
2. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the fall semester 2018; the total payment amounting to \$369,507.60."

Approval of Clinical Practice Agreements

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

Early Childhood Education:

New: **Winnetka Public School Nursery:**

This is a new agreement for the following Program: Early Childhood Education. This has been reviewed and approved by the College faculty and administration. This is a five year agreement which is effective on September 25, 2018 and terminates September 1, 2023.

Health Information Technology:

Amended: **OSF HealthCare System, Saint Anthony Medical Center:**

This is an amended agreement for the following Program: Health Information Technology. This has been reviewed and approved by the College faculty and administration. This is a four year agreement which is effective on September 25, 2018 and terminates September 25, 2022.

Health Information Technology, Physical Therapy, and Medical Assistant:

Amended: **Northwest Community Hospital:**

This is an amended agreement for the following Programs: Health Information Technology, and Physical Therapy Assistant, and Medical Assistant. This has been reviewed and approved by the College faculty and administration. This is a two year agreement which is effective on September 25, 2018 and terminates August 1, 2020.

Medical Assistant:

Amended: **NorthShore University Health System:**

This is an amended agreement for the following Programs: Medical Assistant. This has been reviewed and approved by the College faculty and administration. This is a two year agreement extension which is effective on September 25, 2018 and terminates September 30, 2020.

Nursing:

New: **Northern Suburban Special Education District:**

This is a new agreement for the following Programs: Nursing. This has been reviewed and approved by the College faculty and administration. This is a five year agreement which commences on September 25, 2018 and terminates on September 25, 2023.

Pharmacy Technician:

New: **Care One Pharmacy:**

This is a new agreement for the following Programs: Pharmacy Technician. This has been reviewed and approved by the College faculty and administration. This is a five year agreement which commences on September 25, 2018 and terminates on September 25, 2023.

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:

Early Childhood Education:

Winnetka Public School Nursery

Health Information Technology:

OSF HealthCare System, Saint Anthony Medical Center

Health Information Technology, Physical Therapy, and Medical Assistant:

Northwest Community Hospital

Medical Assistant:

NorthShore University Health System

Nursing:

Northern Suburban Special Education District

Pharmacy Technician:

Care One Pharmacy.”

Affirmation of Mission, Vision, and Values

In March 2017, the Board of Trustees approved a revised Mission, Vision and Values Statement that had been developed as part of the 2018-2022 strategic planning process. Oakton's Mission, Vision, and Values serve as the foundation for the college's identity, purpose and work. It is both best practice, and a requirement of the Higher Learning Commission, to affirm an institution's Mission, Vision, and Values statement annually.

JLS/jls

President's Recommendation:

That the Board adopt the following resolution:

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

Mission, Vision, and Values Statement

Proposed Mission

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

Proposed Vision

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

Proposed Values

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

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

Approved by the Board of Trustees, March 21, 2017

Ratification of Board of Trustees’ Scholarships for 2018-2019

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: Kyle Frank, from the Oakton Community College Board of Trustees; Alyse Burman, Arnold Cowen, Kathy McGrath, Jeff Rodriguez, Gus Schaefer, Barbara Sipe, and Murray Sprung from the Oakton Community College Educational Foundation; Theresa Bashiri-Remetio and Patrick Dunne from the Oakton Alumni Association; Akhila Abraham, Aaron Alaniz, Katie Anastasiadis, Brian Bacon, Rebel Barber, Michelle Blum, Josh Budruweit, Ashley Burnett, Nicci Cisarik, Allison Conner, Elena Couto, Jennifer Crowley, Carol Di Cola, Anca Dobocan, Lawrence Don, Amy Donash, Genna Dueball, Jorell Espinosa, Amy Finkenbine, Mindy Finnigan, Daisy Flores, Elizabeth Gilbert, Evelia Giraldo, Erica Gonzalez, Lauren Hackett, Stephanie Herrera, Jennifer Jennings, Amanda Johnson, Simi Khurana, Angela Koenigs, Linda Korbel, Debra Kutska, Jordana Lambropoulos, Tamara Laws, Connie Negron, Javier Padilla, Kristine Panopio, Jamie Petersen, Stella Pillay, Beverly Projansky, Jose Rodriguez, Brooke Roche, Anu Seth, Nini Tella, Cynthia Townsend, Sheila Tsatsakis, Cheryl Valloni, Cheryl Warmann, Ella Whitehead, Ruth Williams, Rebecca Wojcicki, and Beth Wrobel from the College.

Students selected to receive the Board of Trustee Scholarships are as follows:

Alicia Gonzalez	Associate in Arts-Liberal Arts
Miqdad Haji	Associate in Arts-Liberal Arts
Rafael Hernandez	Associate in Arts-Liberal Arts
Angela Koshy	Associates in Science
Raanan Simand	Associate in Applied Science-Nursing

KB:csw
8/31/2018

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 2018-2019 to Alicia Gonzalez, Miqdad Haji, Rafael Hernandez, Angela Koshy, and Raanan Simand.”

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.

Item “a” was previewed at the August 2018 Board of Trustees Meeting. Item “b” was previewed at the June 2018 Board of Trustees meeting. Item “c” was previewed at the March 2018 Board of Trustees meeting and item “d” was previewed at the April Board of Trustees meeting.

DLS:kr
9/11/2018

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>
9/18-10a	1	Microscopes	W. Nuhsbaum, Inc.	\$ 92,500.00
9/18-10b	1 - 2	Xerographic Paper	Midland Paper	\$ 55,321.20
9/18-10c	1 - 2	Data Warehouse Software - Three Year Contract	ZogoTech	\$ 550,150.00
9/18-10d	1 - 2	Customer Relations Management System - Three Year Contract	TargetX Salesforce	\$ 292,450.00 \$ 135,135.00
GRAND TOTAL				\$ 1,125,556.20.”

Authorization to Purchase Microscopes

The FY19 capital equipment budget includes \$92,800 to purchase 64 new microscopes for the Biology labs at both campuses. The Biology department uses microscopes for all disciplines from Introduction to Life Science to Anatomy and Physiology. Each of these courses requires the students to use microscopes on a regular basis. Each of the College's ten laboratories has as many as four to six courses per day and each course has as many as 24-26 students using microscopes per class. This equates to over ninety hours of use per microscope every week.

Currently, the Biology department uses four different models of microscopes. With the purchase of new microscopes, the College will have the same model microscope in all the Biology labs; therefore, the students will have a more consistent experience throughout their academic tenure at the College. After a thorough review of different manufacturers and models, it was determined by the Biology department that the Leica DM500 was the best unit. These cost efficient scopes are ideal because of their robust build and minimal moving parts which can withstand every day, constant use in the labs. Purchasing new microscopes is less expensive than the cost of repairing the old microscopes. These microscopes come already assembled and ready to use out of the box with no extra costs added for installation or setup.

The sole source provider for the Leica scopes is W. Nuhsbaum, Inc. from McHenry, IL. W. Nuhsbaum is also a current vendor of the College. They have offered the College a significant discount on the microscopes that would allow the College to purchase 83 microscopes instead of 64, for a total cost of \$92,500. The Administration is confident that W. Nuhsbaum will continue to meet the College's sales, service, and delivery needs.

Delivery will be made in mid-October.

BPS:kr
9/10/2018

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 Microscopes from W. Nuhsbaum, Inc., 760 Ridgeview Drive, McHenry, IL 60050 for a total of \$92,500.00 per their quote number 0069741 dated August 6, 2018.”

Authorization to Purchase Xerographic Paper

For more than 25 years, the College has issued an Invitation to Bid for Xerographic Paper. In FY13, the College used 8.8 million sheets (1760 cases) within twelve months. In FY14, the same amount of paper lasted thirteen months, and in FY15, FY16, and FY17 the paper lasted fifteen months. The College continues to concentrate on decreasing paper usage by a) recycling and waste reduction, b) an increase in double sided printing and copying, and c) a reduction in printed materials due to various online learning systems.

In March of 2017, the Board approved the most recent purchase of 8.8 million sheets (two full truckloads) of recycled xerographic paper at a total cost of \$45,738 or \$25.99 per case. As in past years, vendors were invited to submit pricing for both regular and recycled paper. The paper will be used in the two Copy Center production copiers, all multifunction office copy/fax/print units, and all laser printers on campus. Throughout the year, the paper will be released and delivered to the Skokie and Des Plaines campuses as needed.

The bid was issued to seventeen (two in district) potential bidders of which four (none in district) submitted responses. One of the four was a “No Bid.” In previous years, the College received more bid responses, but the decrease and merging of companies selling xerographic paper has affected the number of responses received. The low bid for recycled paper was submitted by Midland Paper of Wheeling, IL at a total cost of \$56,628 or \$32.17 per case. Fortunately, Midland Paper also holds the State of Illinois contract for xerographic paper and this cost is slightly less than their bid price at \$55,321.20 or \$31.75 per case. Both prices include a 1% discount for payment received within 30 days. According to the State contract, Midland Paper can pass on a price change once a year based on the Producer Price Index (PPI). In the past six or seven years, the PPI variation has been very minimal. Based on this information, the Administration recommends purchasing recycled xerographic paper from Midland Paper utilizing State contract #19-416CMS-BSSS4-P-3270. Midland Paper has supplied xerographic paper, as well as other types of paper, to the College for many years. The Administration is confident they can continue to meet the College’s needs.

Delivery will be made to both campuses on an ongoing basis throughout the contract.

DLS:kr
9/11/2018

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 Recycled Xerographic Paper from Midland Paper, 101 E. Palatine Road, Wheeling, IL 60090 for a total of \$55,321.20 in accordance with the State of Illinois Contract #19-416CMS-BSSS4-P-3270.”

Xerographic Paper	
Bid #0816-18-04	
	TOTAL
Recycled Xerographic Paper	
8,800,000 Total Sheets	
Midland Paper* - State Contract Price	
Wheeling, IL	\$ 55,321.20
Midland Paper *	
Wheeling, IL	\$ 56,628.00
Murnane Paper Company	
Elmhurst, IL	\$ 61,248.00
Lindmeyer Monroe* (for one payment in full)	
Carol Stream, IL	\$ 64,294.56
School Specialty	
Greenville, WI	No Bid
*Includes 1% 10/Net 30 discount	

Authorization to Purchase Data Warehouse Software – Three Year Contract

Heightened accountability in higher education requires that institutions leverage data to measure their performance and effectiveness. The College understands the value of using data to demonstrate commitment to the College’s mission, to document performance, to substantiate the resources used, to ensure the quality of programs and services, and to show that Oakton serves the public need. Data warehouses and business intelligence tools help to accomplish this goal. These systems store and analyze data to reveal trends, patterns, and correlations, and they increase user access to research, custom reporting, strategic decision-making, and performance dashboards across the institution.

On a regular basis, Information Technology (IT) and Research and Planning (R&P) work collaboratively to disseminate official information to the College community, external agencies, the Illinois Community College Board, and the U.S. Department of Education. IT and R&P generate official college data reports and state and federal required reports, as well as fulfill research requests and anticipate research needs that respond to institutional priorities. With an ongoing commitment to Achieving the Dream and data-informed decision-making, Oakton users continue to seek ease of access to data and timely insights on enrollment and student success that support their job functions at the College. Due to the importance of providing and sharing this valuable data, the Administration is looking to acquire data warehouse and business intelligence software to support data informed decision-making.

Data warehouse and business intelligence tools will reduce system silos and allow users to access metrics and analytics from multiple systems. The data warehouse will allow the College to improve the quality and consistency of data. These tools will also reduce the timeline to fulfill research requests by increasing responsible self-service access to data. This will allow the Administration to direct research resources to more complex research studies such as longitudinal cohort tracking for student success that will move Oakton toward its student success goals. Overall, the data warehouse and business intelligence tools will improve data quality, reduce the time to fulfill research requests, increase access to data, and facilitate and enhance decision-making, strategic planning, and student success. Data properly analyzed on a timely basis provides the insight necessary to make well-informed decisions and achieve a competitive advantage.

A Request for Proposal was issued in May 2018 to fourteen (none in district) potential bidders of which seven submitted responses. The review team, consisting of the Information Technology and Research and Planning departments considered functionality, implementation, training, ongoing support, software integration, and costs. Based on a detailed and analytical review, the Administration is recommending that the College contract with ZogoTech, a vendor prominent in community college research and an active, approved provider with Achieving the Dream.

References provided include Johnson County Community College in Kansas, City Colleges of Chicago, College of Lake County, and Waubonsee Community College.

The Administration is seeking approval for a three year contract, including software licensing costs for ZogoTech analytics, student engagement, predictive analytics, client site licenses, and professional implementation services for setup, training, and support. In addition to the project total of \$386,500, the Administration is requesting approval for a project contingency of \$38,650 (10%) to be used for unforeseen startup costs. In light of the recent departure of the Executive Director of Research and Planning, the Administration would like to include an additional \$125,000 for contract and consulting services, should they be needed to insure the timeliness and success of the project implementation. This brings the total cost of the ZogoTech Data Warehouse purchase to an amount not to exceed \$550,150.

Project planning and implementation will begin shortly after Board approval, with a projected timetable of approximately nine months, and College wide availability in summer 2019.

BL:kr
9/11/2018

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 Data Warehouse Software - Three Year Contract from ZogoTech, 4514 Cole Ave., Dallas, TX 75205 for a contract sum of \$386,500.00, plus a project contingency of \$38,650.00, and an additional \$125,000.00 for the potential need for contract and consulting services to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$550,150.00 in accordance with their response to Request for Proposal #8.”

Authorization to Purchase Customer Relations Management System - Three Year Contract

In alignment with Oakton's FY 2018-2022 Strategic Plan *Success Matters*, and in support of the College's Institutional Priority *Strategic Enrollment Management and Persistence*, the College seeks to purchase and implement a Customer Relations Management (CRM) system that enhances the College's communication and tracks our students as they move through the prospective, applicant, current, and alumni stages at Oakton.

A Request for Proposal was issued in April 2018 to twenty (none in district) potential bidders of which nine submitted responses. The proposals were reviewed by a project team consisting of the Director of Enrollment Services, Director of Software and User Services, Director of Student Recruitment and Outreach, and the Senior Specialist in Student Recruitment and Outreach. The project team considered functionality, implementation, training, ongoing support, software integration, and costs. The team invited four vendors to present their product in June 2018. The invited vendors included Elevation Solutions, Engage2Serve, Radius by Campus Management, and TargetX. Presentations, held in July 2018, were attended by employees in College Relations, Continuing Education/Training and Workforce Development, Enrollment Services, Information Technology, Student Financial Assistance, Student Recruitment and Outreach, and Student Success. Attendees provided written and verbal feedback.

Based on the onsite presentations and a review of the feedback, the project team selected TargetX, which is built on a Salesforce platform. Technical calls were conducted to review security, interfaces, and implementation schedule. Reference calls were made to College of Lake County and Kalamazoo Community College.

The TargetX Salesforce platform will allow for focused communication, including the tracking of all outbound and incoming student communication, to all students and targeted student populations. The TargetX CRM system allows for:

- messaging and cultivating prospective students from time of inquiry to admission, through the enrollment process;
- customizing forms including an online admission application and a student dashboard of items needed for admission/enrollment;
- interacting with student via e-mail and text messaging;
- tracking communication methods and messages to students;
- automating communication based on enrollment stages, student interests, and/or enrollment goals;
- surveying students;
- capturing event registrations such as campus visits and special admission programs;
- customizing reports including communication success rates, trend analysis, time invested in interactions, and departmental ad-hoc reports;

- encouraging students to communicate with Oakton employees through a mobile student app; and
- creating security that limits employees to data necessary for their work.

TargetX/Salesforce supports communication in many industries including banking, government, healthcare, education, and retail. TargetX has been in business for twenty years and has served over 350 college and universities during this time. TargetX will integrate with the College's Banner® by Ellucian student information system. The software is used by other community colleges including College of Lake County, Delaware County Community College, Kalamazoo Valley Community College and four-year universities such as Arizona State University, George Mason University, Illinois Institute of Technology, and University of Washington. The Administration is confident that TargetX will meet the College's needs.

Implementation will begin in conjunction with the Banner 9 upgrade. Detailed project planning will be needed to determine the project timetable, with initial tools for prospects and applicants targeted for late FY19 and early FY20.

This project will be a two-part collaborative contract/purchase with certain products and payments to both TargetX and Salesforce.

BL:kr
9/5/2018

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 Customer Relations Management Software - Three Year Contract from TargetX, 1001 E. Hector Street, Suite 110, Philadelphia, PA 19428 for an amount not to exceed \$292,450.00 and Salesforce, Department 34293, PO Box 39000, San Francisco, CA 94139 for an amount not to exceed \$135,135.00, for a total expenditure not to exceed \$427,585.00 in accordance with their response to Request for Proposal #5.”

Preview and Initial Discussion of Upcoming Purchases

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

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

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

The Administration is seeking to enter into a one year contract with NACSA to provide centralized dispatch services to the Oakton PD. During this year, the program will be evaluated to determine the effectiveness and to assess feasibility for continuation. The annual cost for this program is approximately \$40,000. The Administration plans to present this item to the Board for purchase approval at the October meeting.

b) Apple Macintosh Computers - The Graphic Design department has two classroom computer labs (1104 at the Des Plaines campus and P105 at the Skokie campus). The labs are equipped with both Windows and Macintosh computers. The FY19 capital equipment budget includes \$27,000 to replace the older Macintosh Mini computers with iMacs.

The IT department and the Purchasing office worked collaboratively to issue a bid for fourteen Apple iMac 27" systems. Twelve will be used in the labs and two will be used by the IT department for software testing and support of all Macs across both campuses. The computer systems being purchased will have a one-year warranty. The Administration plans to present this item to the Board for purchase approval at the October Board meeting.

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

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

The IT department and the Purchasing office will work collaboratively to issue a bid for this equipment which is estimated at \$36,200. The Administration plans to present this item to the Board for purchase approval at the October Board meeting.

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 2019 election of community college district trustees.

Petitions may be circulated as of September 18, 2018, and forms may be requested through the Office of the President.

JLS:ec
9/2018

President's Recommendation:

That the Board adopt the following Resolution:

“WHEREAS, an election is to be held in Community College District 535 on April 2, 2019, for the election of three members of the Board of Trustees, each to serve for a term of six years; and,

WHEREAS, the Election Code and the Public Community College Act direct the Board Secretary to perform certain functions with respect to the receipt and filing of nominating petitions and statements of candidacy, or to designate a representative to perform such functions; and,

WHEREAS, the Board finds it convenient and necessary to designate a member of the College staff to represent the Board Secretary in the performance of such functions, and at the request of and with the concurrence of the Board Secretary, the Board desires to designate the Secretary to the Board of Trustees as such representative;

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

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

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

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

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

- a) The designated representative of the Board Secretary shall receive petitions in the order presented. All petitions filed by persons waiting in line as of 8:00 a.m. on December 10, 2018, shall be deemed filed as of 8:00 a.m. Petitions filed by mail and received after midnight on December 10, 2018, are deemed filed as of 8:00 a.m. on December 10, 2018. All petitions received thereafter shall be deemed filed in the order of actual receipt.
- b) Where two or more petitions are received simultaneously at the opening hour of the filing period, or if two or more petitions are received within the last hour of the filing period, the designated representative of the Board Secretary shall determine the order of filing by means of a lottery, as provided by the Election Code.”