

**The 747th Meeting
of
The Board of Trustees
September 17, 2019**



**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 747th MEETING
of
THE BOARD OF TRUSTEES
SEPTEMBER 17, 2019**

**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 20, 2019
 - 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 20, 2019 Board of Trustees Meeting

Statement by the President

ICCTA Liaison Report

Educational Foundation Liaison Report

Student Trustee Report

Comments by the Chair

Update: Skokie Student Center and Student Street Renovations

Report: The Oakton Experience and Student Success: The Past, Present, and Future Work of the Career and Transfer Center

Public Participation

UNFINISHED BUSINESS: Athletic Infrastructure Opportunity

NEW BUSINESS

CONSENT AGENDA

9/19-1

V a. Approval of Adoption of Consent Agenda

R b. Approval of Consent Agenda Items 9/19-2 through 9/19-6

9/19-2 Ratification of Payment of Bills for August 2019

9/19-3 Acceptance of Treasurer's Report for July 2019

9/19-4 Acceptance of Treasurer's Report for August 2019

9/19-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

9/19-6 Ratification of Payment of Professional Personnel – Fall 2019

OTHER AGENDA ITEMS

R 9/19-7 Affirmation of Mission, Vision, and Values

V 9/19-8 Ratification of Pride, Passion and Promise Board of Trustees Scholarships for 2019-2020

R 9/19-9 Authorization to Open a Trust Account Agreement with the Capital Development Board

R 9/19-10 Resolution to Transfer Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims

- R 9/19-11 Authorization to Approve September Purchases
a. Grant Funded Nursing Anne Simulator
b. Compensation Study Consulting Services
c. McAfee Antivirus Software Gold Business Support Agreement
d. Steelcase Furniture and Installation for West End Phase 2 Renovation
- 9/19-12 Preview and Initial Discussion of Upcoming Purchases
- R 9/19-13 Approval of Administrator's Resignation
- V 9/19-14 Acceptance of Grants

ADJOURNMENT

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

**Minutes of the Oakton Community College Board of Trustees Meeting
August 20, 2019**

The 746th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, August 20, 2019, at the Oakton Community College Des Plaines Campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 6:50 p.m. in room 1502, Chair Salzberg called the meeting to order. Board Secretary Paul Kotowski called the roll:

Mr. Benjamin Salzberg	Chair	Present
Ms. Martha Burns	Vice Chair	Present
Mr. Paul Kotowski	Secretary	Present
Dr. Gail Bush		Present
Mr. William Stafford		Present
Ms. Marie Lynn Toussaint		Present
Dr. Wendy Yanow		Present
Ms. Adisa Ozegovic		Present

Chair Salzberg 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 Kotowski made the motion, seconded by Trustee Bush.

Trustee Kotowski called the roll:

Mr. Stafford	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Ms. Burns	Aye
Ms. Toussaint	Aye
Mr. Kotowski	Aye
Dr. Yanow	Aye
Ms. Ozegovic	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; and Dr. Ileo Lott, Vice President, Academic Affairs.

At 7:35 p.m., Chair Salzberg asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion; seconded by Trustee Yanow; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

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

Trustee Kotowski called the roll:

Mr. Salzberg	Chair	Present
Ms. Burns	Vice Chair	Present
Mr. Kotowski	Secretary	Present

Ms. Toussaint	Present
Dr. Bush	Present
Dr. Yanow	Present
Mr. Stafford	Present
Ms. Ozegovic	Present

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

Pledge of Allegiance – Trustee Bill Stafford

Approval of Minutes

Chair Salzberg asked for a motion for the approval of the minutes of the June 25, 2019 Regular Board and Committee of the Whole meetings, and the July 18, 2019 Special Meeting of the Board. Trustee Kotowski made the motion, which was seconded by Trustee Stafford; a voice vote was called, and the minutes were unanimously approved.

Statement by the President

Dr. Smith asked for introductions of those present:

Classified Staff present included: Kathleen De Courcey, Web Communications Coordinator and President of the Classified Staff Association; Philip Cronin, Senior Media Services Technician; Eileen Cukierski, Senior Executive Assistant to the President, Secretary to the Board of Trustees; Amy Finkenbine, Student Employment Specialist; Krissie Harris, Manager, Student Life and Campus Inclusion; Simi Khurana, Program Coordinator, Student Life; Jon McFarlane, Media Services Integration Technician; Ricardo Olave, Senior Manager, Auxiliary Services; Robin Sluzas, Telecommunications Receptionist; Rose Wagner, Senior Business Analyst and Software Developer; and Ella Whitehead, Manager, Career and Transfer Services.

Full-time Faculty present included: Gregory Hamill, Professor, Sociology and President of the Full-time Faculty Association; John Carzoli, Distinguished Professor, Physics; Tina Fakhrid-Deen, Associate Professor, English; Doris Gronseth, Distinguished Professor, Computer Technologies and Information Systems; Paula Luszcz, Professor, Early Childhood Education; Kristin McCartney, Associate Professor, Philosophy; Chris Saunders, Associate Professor, Mathematics; Hassan Sayeed, Professor, Computer Technologies and Information Systems, and Psychology; and Ivan Temesvari, Associate Professor, Mathematics and Computer Science.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; and Cindy Del Medico, Lecturer, Business.

Students present included: Amelia Baldwin, Jessica Kaur, Alexander Kostiv, Andrew Kostiv, Gaby Lopez, Janleigh Lundang and Robin Sluzas.

Oakton Alumni: Joshua Rodriguez and Jack Timperley

Administrators present included: May Alimboyoguen, Assistant Dean, Health Careers; Marc Battista, Associate Vice President, Workforce Education and Dean of Business and Career Technologies; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Kelly Iwanaga Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning; Al Grippe, Director, Grant Strategy and Development; Colette Hands, Associate Vice President, Chief Human Resources Officer; Sebastian Contreras, Jr., Dean, Student Success; Ruben Howard, Director, Workforce and Strategic Partnerships; Jacob Jeremiah, Assistant Dean, Library; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Katherine Sawyer,

Associate Vice President of Marketing and Communications, Chief Advancement Officer; Joe Scifo, Director, Facilities; Prashant Shinde, Chief Information Officer; Bob Sompolski, Dean, STEM and Health Careers; Andy Williams, Controller, Budget and Accounting Services; Ruth Williams, Assistant Vice President, Academic Affairs, Dean, Curriculum and Instruction; and Brad Wooten, Dean, Skokie Campus and Dean, Adult and Continuing Education.

Guests: Michael Nguyen, Zogotech and Wayne Serbin, Community Member

Police Officer: Thomas Cierniak

Media: Mr. Steve Sadin – Pioneer Press

Statement by the President

Dr. Smith welcomed everyone to the meeting and the new academic year, and thanked the Board members who attended the Annual College kickoff breakfast on August 12 and to everyone who played a part in organizing the breakfast as we continue to celebrate our 50th anniversary year reflecting on our Pride, Passion, and Promise.

Dr. Smith offered condolences to Nathan Harpaz, Koehline Museum Manager, on the passing of his wife Miriam; Ray Shelton, Facilities, on the passing of his mother Carol Wilson; Jaimee Machaj, Business & Career Technologies, on the passing of her father, Richard; Lauren Hackett, Scholarship Coordinator, on the passing of her father; and Lyttleton Callender, Academic Advisor, on the passing of his father, Lyttleton. Congratulations were offered to Peter Kolos, adjunct faculty in Accounting, and his wife, Veronica on the birth of their daughter, Emily. Dr. Smith congratulated the winners of the excellence awards that were announced at the College breakfast: Mary Kakenmaster, Professor of Nursing, received the Ray Hartstein Award for Teaching Excellence for Full-time faculty; Richard Trent, Lecturer of Chemistry, received the Ray Hartstein Award for Teaching Excellence for Part-time faculty; Debra Kutska, Sustainability Specialist, received the Classified Staff Excellence Award; and Teresa O’Sullivan, Manager of the Access and Disability Resource Center, received the Living Diversity Award. The College’s annual Fall Fest will be held on September 11 at the Skokie campus and September 12 at the Des Plaines campus. Dr. Smith congratulated Oakton student Janleigh Lundang, who, because of her outstanding academic achievements and leadership potential, was selected as a 2019 Coca-Cola Leaders of Promise Scholar who received a \$1,000 scholarship by the Leaders of Promise. Former Oakton student Andrea Cisneros, was selected as the recipient of the Chicagoland Transfer Award awarded by Columbia College Chicago. In her essay, Andrea indicated that Oakton truly allowed her the space to discover her motivations and take ownership of her trajectory. Columbia’s Associate Provost Holly Herrera complimented Oakton for truly living our mission and empowering the transformation of all who walk through our doors.

Oakton was selected by the Central Region of the American Association of Community College Trustees (ACCT) as the recipient of the Central Region Equity Award. The Board will be recognized at the annual convention in October. The College was also recognized at the Illinois Community College Trustees Association for the equity award. Lastly, Oakton received an award for Best Practices in Community College Budgeting, from the GFOA (Government Finance Officers Association) for fiscal year ending June 30, 2018. Beginning in FY18, a new budget program was introduced specific to community colleges called the Award for Best Practices in Community College Budgeting. This new best practice award advocates for resourced alignment to student outcomes as well as criteria by which colleges can demonstrate budget process excellence. Andy Williams, Controller of the College, accepted the award from Dr. Smith and Chair Salzberg. The College’s annual Fall Fest will be held on September 11 at the Skokie campus; and September 12 at the Des Plaines campus, both of which are fun events where we welcome students to the College displaying all the ways that they can get involved in student life. On September 19, the Oakton Educational Foundation will be hosting its’ fall fundraising event,

“Art for Education’s Sake”, at the Des Plaines campus beginning at 6 p.m., tickets are \$50 and can be purchased through the Educational Foundation. This also will be the final evening for the 50th anniversary exhibit in the Koehnline Art Museum.

Educational Foundation Liaison Report

Trustee Stafford reported that the Educational Foundation added a new director to the Board in early-July by approving Cindy Veremis, the Regional Human Resources Director for LSG Sky Chefs and resident of Des Plaines; the Foundation Board now has seventeen voting members. The Foundation Board met for a half-day retreat on June 28 to orient all members and work on an update to their mission statement. At their meeting on July 31, the Foundation approved a new slate of officers, including vice chairs, for all committees to aid in succession planning. They also approved three policies related to Gift Acceptance, Code of Ethics and Conflict of Interest. These are best practices and is exciting in terms of the Board and its’ transformation. Lastly, the Foundation Board is hosting a social on Sunday, August 25; all Trustees and their guests are invited to attend.

Student Trustee Report

Student Trustee Adisa Ozegovic reported that classes started on August 19. There are a number of welcome back activities that are hosted by Student Life to integrate students into the Oakton community. Likewise, members of the Student Government Association (SGA) and Phi Theta Kappa (PTK), along with a number of wonderful staff and faculty, have been staffing information tables. These tables are at the entrances at both campuses and aim to help new students in finding their classes, introducing them to new clubs and activities, and providing them with any other important information about Oakton that they might need. Throughout the month of July, students spent their summer completing classes, working, interning, volunteering, winning awards, and enjoying well-deserved time off. The SGA and PTK in particular have had numerous training sessions in which leadership was a primary component. Critical dates to keep in mind as we officially start the school year: September 10-Suicide Prevention Day; September 11-Fall Fest at Skokie; September 12-Fall Fest at Des Plaines; and September 18-a scheduled outdoor movie in Des Plaines. Ms. Ozegovic offered an invitation to all to attend to welcome students back to the Oakton community.

Comments by the Chair

Chair Salzberg thanked everyone involved for getting the new school year off to a great start. He thanked those for choosing Oakton Community College. Chair Salzberg thanked all the Trustees for giving of their time and efforts to make this year a great one. Last month we had a kickoff to our 50th anniversary of the College with Founders Day. Chair Salzberg encouraged everyone to talk to their friends, neighbors, business associates, about what Oakton is all about, and what it brings and has brought to our communities for the past 50 years.

Chair Salzberg referred to the August 20 Board meeting where he raised the question about whether the College should consider removing ‘Community’ from its name. Chair Salzberg commented that ‘Community’ has been part of the name since the beginning, but there are aspects about removing it and what that might mean to the College that should be explored. So that the Trustees can discuss at length, a special meeting of the Board has tentatively been scheduled for Tuesday, September 24, 2019, from 2 – 5 p.m., details will be posted per our usual procedure. Chair Salzberg opened the floor to the Trustees for any comments. Trustee Burns asked that information regarding the upcoming Evanston CommUNITY Picnic event on August 25, be put on the College’s website. Trustees will attend that event from noon to 4 p.m., ready to promote and pass out literature to people in the community to let them know that Oakton is available and it is a great option. The Trustees will also be on hand on September 7 from 7 a.m. – 1 p.m. at the Farmer’s Market in Evanston. Trustee Burns asked all those in attendance to pass the word to their families, friends and neighbors. Chair Salzberg commented on the ongoing construction at the Des Plaines campus and that the second phase is almost complete. He thanked everyone who has been involved in all the hard work that has been done to this point, with more to come.

Report: Data Dashboards

Dr. Smith prefaced the report by noting that the College has been talking about the data warehouse for a number of years. Last year the Board approved the purchase of Zogotech, our current data warehouse supplier. Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness & Strategic Planning, was joined by Mr. Michael Nguyen, Vice President of Services from Zogotech to provide some background and information on their partnership with Oakton.

Dr. Becker thanked the Board for the opportunity present an updated report on data dashboards. In 2017, Achieving the Dream (ATD) coaches visited the College and after their assessment, provided us with a primary piece of feedback, which was that Oakton needed to have a way to more easily, efficiently and accurately, use data to inform and support our institutional goals. As part of our ATD affiliation, we also completed the institutional capacity assessment tool, which included a number of questions around data and technology, such as do we have relevant and reliable data to inform our decision-making, are measures of student success defined, documented and used, is data relatively accessible to those who need it. This data and technology area was where we scored the lowest, identifying a need for a data warehouse. In 2018, the Board approved a three-year contract with Zogotech. They were chosen because of their offerings of prebuilt modules, but also opportunities for customization. This current year has been about implementation, Dr. Becker thanked the IT, and Zogotech teams who have been implementing the data warehouse. We are now at the point where we are starting to use the warehouse and starting to build those dashboards. Mr. Nguyen explained that their company's mission is to get more low-income first generation students on the path to the middle class. Mr. Nguyen thanked the Board for their interest as he relayed that he came from a low income, first generation background, the measures that say you should not be successful. He overcame those challenges because of the great work that is done at community colleges. He said that the software is designed to get actionable data into the hands of people who can improve students' outcomes. Mr. Nguyen provided numbers relating to retention and persistence. Dr. Becker said that persistence, more broadly and nationally, is often referred to as retention, students who we retain and come back to Oakton. The data warehouse gives us an opportunity to redefine and build a data dictionary about what we mean by these terms. Dr. Becker mentioned why numbers can be different specifically, the data that we pulled for the report related to all students, whereas President Smith's Wildly Important Goal, relates specifically to new incoming students. As we think about what definitions and metrics we are using, we must make sure that we are consistent and understand why the data might look different depending on which population is being referenced. Mr. Nguyen provided a demonstration of how the data dashboard software performs by providing general information about one specific student, personal information removed, and adding filters along the way, which provided additional data related to that filter. This gives an ability to see how easily we can drill down into a particular population so we can then create particular communication plans and decide how we will intervene so that they can persist to completion. All of this work is in service to our institutional priorities. Dr. Becker referenced a slide that from previous reports related to marketing and budget presentations, as we talk about strategic enrollment management and the loss momentum framework. Previously discussed has been how connection, entry and progress to completion pathways are the key things that we look at as we talk about implementing the Oakton experience and using the pathways language, clarifying the path, entering the path, and staying on the path. Dr. Becker talked about the metrics that are being used to measure the progress on the institutional priorities, key metrics that were created in conjunction with our ATD coaches. Mr. Nguyen provided a slide with data relating to how successful students are in classes, drilling down to subjects, specific courses, section numbers, looking at variables where there are gaps and success rates, also ethnicity, which will help to reduce the equity gap and level the playing field.

Dr. Becker said that the data warehouse allows us to think through our equity commitment without pulling different data from different sources, we can quickly look at breakdowns by modality as we think about our commitment to first generation students, to gender equity, to racial and ethnic equity, and for students with disabilities or learning differences. We are able to do a number of those things in the data warehouse that is much quicker, more efficient and more accurate than what we were doing previously. Dr. Becker displayed a chart that

showed the relationship between gateway courses and earning an associate's degree. She stated that you can look at the links between success in particular courses and earning an associate's degree or earning a particular number of credits, and this gives us an opportunity to then determine what kinds of interventions are useful in helping our students reach their academic goals. In terms of next steps, we will continue training and we will continue to build data dashboards for both reporting purposes and to inform action on our institutional priorities. Relating to next steps, the data warehouse and the dashboards are giving us the ability to have consistent and reliable data to describe what happened, what we need to be able to document, and where we are at right now. As a college, we are developing the habit of using data to make decisions and build a data driven culture where it is going to help us meet our goals and those of our strategic plan, strategic enrollment management plan and other institutional priorities. As we move forward, we want to be able to use our dashboard in a predictive way. We want to look ahead and think about what will happen, what are the changes that we can make so that more students are successful in achieving their goals, whether those be transfer or degree completion leading to entering the workforce.

Trustee Kotowski asked how far back does our data go in the warehouse. Mr. Nguyen replied that data can be pulled from 1997, anything that is in the Banner system. Trustee Stafford asked what the plan in terms of implementation and training as he feels that this is only going to work if two key groups become superusers, the counselors and the teachers and department heads. Dr. Becker replied that she would be meeting with chairs and coordinators in September to roll out and give an overview of the data warehouse. As we move through the year, we will be working with particular areas and departments to continue the roll out, making sure that what we are building is the data that they need and that they understand how to interpret and use it. Trustee Stafford commented that we may need more personnel to implement this, but we are not going to know that until we begin and if it takes more resources and people, then that is what we will need to provide. Chair Salzberg commented that he likes data, specifically quantitative data. He asked if there is any Artificial Intelligence (AI) built into any of the data warehouses. Mr. Nguyen replied that yes they were able to use some of the same AI algorithms that Facebook and Google use to predict things and that is part of the work that we intend to do. Chair Salzberg said that would possibly eliminate some of the taskforce that Trustee Stafford mentioned. Mr. Nguyen replied that it is twofold, it is technology and people; we need to have both in tandem to make all of this work. If we can have that, we will have good results. Trustee Burns asked about the information that showed students that have over 100 credits and no degree, how do you plan to deal with that? Dr. Becker said that became known as they were preparing the presentation and they have not had a chance to talk to our partners about what are the appropriate actions to take, but this will definitely be a conversation. She said that digging deeper into what are those student's programs of study and how long has it been since they have been enrolled. We can start to dig further into that data to determine are there priorities for who we might want to reach out to first. Dr. Smith commented that one of the things that the data warehouse will allow us to do is to see that data so that we can have those questions, which is one of the things that we have struggled with institutionally, that we have not had access to data that way. So often, we see the data and then we have more questions and need to dig deeper. We have been limited in our ability to do that because we have not had a tool like the data warehouse. Trustee Yanow asked if there is an overall strategy about how to use the data. For example, is the plan to identify a particular strategic direction to focus on an area or simply training faculty to use this and allow them to effect change within their departments. Dr. Becker said that it is a mix of both. Certainly, on a larger scale we are looking at using this as we think about large-scale metrics that we need to be tracking that we have not in the past. That is one way that we will be using the tool to pull consistent data for both internal and external reporting. That has been phase one of the thinking about this. As we move forward, we will be working with departments, specifically Institutional Research along with IT, to be thinking about what kinds of tools do we need to put in the hands of chairs versus faculty versus others who need access and what kind of access do they need. There is also the question of how much needs to be a prebuilt dashboard that people can go in and look at, but how much control should people have to build their own. Trustee Yanow stated that it is not just about who is doing well in class, but with that structure in mind, focusing on how you understand the data. Mr. Nguyen replied that for

example, Odessa College in Odessa, Texas, focused on one indicator, keep the students in courses, and they increased their enrollment and their graduation tripled in ten years. He feels that if we focus strategically on one or two leading indicators, Oakton will see the same results.

Trustee Bush noted that data will bring up a multitude of questions and issues that need to be faced that will be wonderful problems to have. Now that we are part of the Zogotech community who have other clients, colleges that are not very dissimilar to Oakton, who were new once and have their success stories. Are those stories available to us so that we might be able to use patterns, rubrics or strategies that other clients, colleges have used so that we can see what might or might not fit for our purposes once we start to unpack some of this data? Mr. Nguyen said that yes, they work with ATD and have templates and rubrics as well as dashboards and scorecards that are prebuilt into the system. Trustee Bush said that they must have some outlier colleges that have stride somehow using this data warehouse. Mr. Nguyen said yes, and that Odessa College and City Colleges have done a good job using it. He noted that Zogotech works with sixty-plus community colleges and they are hoping to take that knowledge and share it amongst all the community colleges. Dr. Becker said that with the training and the work that we are going to be doing, we are starting to think about what they already have prebuilt, what have they done with other colleges, and what do we need to do to make this Oakton specific as our priorities and commitments might be different from other colleges. Trustee Stafford asked if Zogotech has an annual user conference where they get their customers/clients together. Mr. Nguyen replied that they have had small regional meetings, five to ten colleges, and they are hoping to have a larger conference in the next year. He stated that they do attend national conferences such as ATD and AACC. All of the Trustees commented on the excellence of the report and thanked Dr. Becker and Mr. Nguyen for their presentation.

Public Participation

Joshua Rodriguez, a former Oakton student, revisited the wage raise initiative by expressing congratulations and concerns regarding the aspect of the motion to increase student wages.

Wayne Serbin, a community member, discussed a new TIF district in Des Plaines.

New Business

8/19-1a Approval of Consent Agenda

Trustee Stafford offered:

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

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

8/19-1b Approval of Consent Agenda Items 8/19-2 through 8/19-9

Trustee Stafford offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/19-2 through 8/19-9 as listed in the Consent Agenda.”

8/19-2 Ratification of Payment of Bills for June 2019 (Including Approval of Travel)

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,813,950.41 for all check amounts and for all purposes as appearing on a report dated June 2019.”

8/19-3 Ratification of Payment of Bills for July 2019 (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 \$9,596,035.24 for all check amounts and for all purposes as appearing on a report dated July 2019.”

8/19-4 Acceptance of Treasurer’s Report for June 2019

“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 2019.”

8/19-5 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 FY2019 Budget approved by the Board in June 2018:

Education Fund-01: \$1,566,984 to and from 01 accounts as listed on pages 3-14 of item 8/19-5 in the August 2019 agenda book.

Operations & Maintenance Fund-02: \$1,508,869

to and from 02 accounts as listed on pages 14-16 of item 8/19-6 in the August 2019 agenda book.

O & M Fund (Restricted)-03: \$3,120,016 to and from 03 accounts as listed on page 17 of item 8/19-5 in the August 2019 agenda book.

Auxiliary Enterprises Fund-05: \$282,899 to and from 05 accounts as listed on pages 17-20 of item 8/19-6 in the August 2019 agenda book.

Total: \$6,478,768.”

8/19-6 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.”

8/19-7 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 \$62,108.89 for all funds listed in item a.”

a. Authorization to pay part-time faculty in the amount of \$62,108.89 for the summer 2019 term.

b. Authorization to rescind payment for part-time faculty in the amount of \$996.76 for the summer 2019 term.

8/19-8 Supplemental Payment of Pay Professional Personnel – Summer 2019

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$112,613.78 to the total amount of part-time teaching salaries paid during the summer semester, 2019; the revised, total payment amount is \$1,664,508.62."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$492,325.31 to the total amount of faculty overload salaries paid during the summer semester, 2019; the revised, total payment amount is \$1,927,099.57.”

8/19-9 Approval of Clinical Practice Agreements

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

Health Information Technology: Northwestern University Health Service; Rainbow Hospice and Palliative Care

Health Information Technology and Physical Therapy Assistant:

Advocate Good Samaritan Hospital

Nursing:

Warren Barr North Shore; Ann & Robert H. Lurie Children’s Hospital of Chicago; Chalet Living and Rehab Center; Journey Care; and Lieberman Center

Physical Therapist Assistant:

Avanti Wellness and Rehab; Glenview Terrace; Lake County Physical Therapy, LLC; North Shore Spinal & Sports Rehabilitation; Stay Fit Physical Therapy & Core Wellness, Inc.; and Whitehall of Deerfield

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

Emergency Medical Technician: Advocate Lutheran General Hospital

Human Services: Maryville Academy.”

Trustee Kotowski seconded the motion and called the roll:

Ms. Toussaint	Aye
Dr. Yanow	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye
Mr. Kotowski	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

8/19-10 Authorization to Approve August Purchases

Trustee Yanow offered:

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

Agenda

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
8/19-10a	1	Utility Vehicle for Grounds Maintenance	Arends Hogan W Walker, LLC	\$ 29,904.00
8/19-10b	1 - 2	Main Entrance Renovations at Both Campuses	Laub Construction, Inc.	\$ 1,775,550.00
8/19-10c	1	Consulting Services for Marketing and Communications	Onward Search, LLC	\$ 50,000.00
8/19-10d	1	Ratification of Flood Insurance Premium Coverage	Marsh USA, Inc.	\$ 103,576.00
		Grand Total		\$ 1,959,030.00.”

Trustee Kotowski seconded the motion.

Trustee Stafford inquired whether the canopy at the main entrance of the Skokie campus would be kept and repainted. The answer was that there will be structural work done on the canopy along with new signage.

Mr. Kotowski called the roll:

Ms. Burns	Aye
Dr. Bush	Aye
Mr. Kotowski	Aye
Ms. Toussaint	Aye

Mr. Stafford	Aye
Dr. Yanow	Aye
Mr. Salzberg	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

8/19-11 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Grant Funded Nursing Anne Simulator; b) Compensation Study Consulting Services; c) Website Redesign; and d) Furniture for West End Phase 2 Renovation.

8/19-12 Authorization to Hire a Chief of Police and Emergency Management

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Mr. Jeffrey Allen Hoffman as Chief of Police and Emergency Management, effective September 30, 2019 at an annual salary of \$100,000. That salary will be prorated for the period of September 30, 2019 through June 30, 2020.”

Trustee Yanow seconded the motion.

Mr. Chandrasekar, Vice President of Administrative Affairs, commented that this was a very competitive selection process and we are very excited to have Mr. Hoffman join us. He is experienced with community policing strategies and will be a real asset to the College.

Trustee Kotowski called the roll:

Ms. Burns	Aye
Mr. Kotowski	Aye
Ms. Toussaint	Aye
Mr. Stafford	Aye
Dr. Yanow	Aye
Mr. Salzberg	Aye
Dr. Bush	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

8/19-13 Acceptance of Grants

Trustee Stafford offered:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grants:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| a. Illinois Community College Board- Career and Technical Education-Perkins Postsecondary Grant in the amount of..... | \$235,716.00 |
| b. Google Tides Foundation Grant sub-award through Jobs for the Future, Inc. (JFF) -Google IT Support Professional Certificate Implementation project in the amount of..... | \$5,500.00 |
| c. Illinois Secretary of State sub-award through Illinois Green Economy Network (IGEN) - General Members Grant..... | \$5,000.00 |
| | for a total of \$246,216.00.” |

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

8/19-14 Approval of a Policy Revision

Trustee Ozegovic offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the revisions to Policy 4401.”

Trustee Bush seconded the motion.

Student Trustee Ozegovic asked for clarification regarding a salary schedule for students, specifically how would students be made aware of any changes to the student employment wage, and how will that be implemented over time. Amy Finkenbine, the Student Employment Specialist, commented that currently there is a memo drafted that if approved, will be communicated out by the end of the week, outlining the fact that the actual wage increase will be implemented in the first possible payroll period this specific semester with the programmatic changes such as the limitation in number of hours, the enrollment requirement, etc., to be in effect spring 2020 to not interrupt any student scheduling, staffing operations, things of that nature, and that the implementation will be done in phases.

Trustee Kotowski called the roll:

Mr. Kotowski	Aye
Dr. Yanow	Aye
Mr. Stafford	Aye
Dr. Bush	Aye
Ms. Toussaint	Aye
Ms. Burns	Aye
Mr. Salzberg	Aye

The motion carried; Student Trustee Ozegovic favored the resolution.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, September 17, 2019, beginning at 7:30 p.m. at the Des Plaines Campus, 1600 E. Golf Road in room 1506.

Trustee Kotowski made the motion to adjourn the meeting, which was seconded by Trustee Burns; a voice vote was called and the meeting was adjourned at 8:55 p.m.

Benjamin Salzberg, Chair

Paul Kotowski, Board Secretary

ec
8/2019

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 9/19-2 through 9/19-6

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/19-2 through 9/19-6 as listed in the Consent Agenda.

- 9/19-2 Ratification of Payment of Bills for August 2019
- 9/19-3 Acceptance of Treasurer’s Report for July 2019
- 9/19-4 Acceptance of Treasurer's Report for August 2019
- 9/19-5 Ratification of Actions of the Alliance for Lifelong Learning
Executive Board
- 9/19-6 Ratification of Payment of Professional Personnel – Fall 2019.”

Ratification of Payment of Bills for August 2019

The check register detailing the regular monthly bills for August 2019 was sent out on September 13, 2019. The totals by fund are on page 2. This includes approval of travel reimbursements for August 2019.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,600,789.05 for all check amounts as listed and for all purposes as appearing on a report dated August, 2019."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for August 2019, represented by checks on pages 1-71 numbered 143154-143309, 143311-143422, 143424-143473, 143475-143493, 143495-143512, 143514-143589, 143591-143599, 143601-143612, 143614-143639, 143641-143658, 143660-143690, 143693-143712 and 143714-143717 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION


Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,353,125.77	\$ 683,375.20	\$ 4,036,500.97	-	\$ 4,036,500.97
Operations, Building and Maintenance Fund	\$ 367,140.19	\$ 92,830.29	\$ 459,970.48	\$ (100.00)	\$ 459,870.48
Maintenance Fund (Restricted)	-	\$ 484,136.95	\$ 484,136.95	-	\$ 484,136.95
Bond & Interest	-	\$ 1,500.00	\$ 1,500.00	-	\$ 1,500.00
Auxiliary Enterprise	\$ 219,749.88	\$ 269,266.98	\$ 489,016.86	\$ (2,297.70)	\$ 486,719.16
Restricted purposes	\$ 97,027.87	\$ 18,865.30	\$ 115,893.17	-	\$ 115,893.17
Working Cash	-	-	-	-	-
Trust/Agency	-	\$ 4,760.04	\$ 4,760.04	-	\$ 4,760.04
Audit	-	-	-	-	-
Liability, Protection & Settlement	-	-	-	-	-
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 4,037,043.71	\$ 1,554,734.76	\$ 5,591,778.47	\$ (2,397.70)	\$ 5,589,380.77
Student Government	\$ 6.30	\$ 9,004.28	\$ 9,010.58	-	\$ 9,010.58
TOTAL PER REPORT	\$ 4,037,050.01	\$ 1,563,739.04	\$ 5,600,789.05	\$ (2,397.70)	\$ 5,598,391.35

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 1-71 numbered 143310, 143423, 143474, 143494, 143513, 143590, 143600, 143613, 143640, 143659, 143691, 143692 and 143713 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 \$9,010.58 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, 2019.

Student Government Association

Acceptance of Treasurer's Report for July 2019

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 2019."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

July 2019

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

Treasurer's Comments on July 2019 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$11.5 million in property tax, \$3.0 million in tuition and fees, \$772,000 in FY2020 base operating grant payments, \$184,000 in interest earnings, and \$163,000 in replacement tax.

Net cash and investments increased by \$5.5 million from the previous month as expected.

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

Revenues

At the end of July, revenues were \$13.1 million or 74% of the prorated budget, compared to \$12.8 million, or 75% for the previous year. Tuition and fees totaled \$11.9 million year to date, or 92% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$6.0 million are attributed to expected operating costs. The operating expenditures are \$0.1 million (1.6%) below prior year's actual expenditures of \$6.1 million for the same period. Net transfers total \$0.6 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 JULY 31, 2019
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 2,717	\$ 1,728	\$ 213	\$ 2,380	\$ -	\$ 1,118	\$ -	\$ 367	\$ 153	\$ 8,676
Taxes Receivable	11,332	2,288	-	979	-	-	-	29	-	14,628
Student Tuition Receivable	5,401	1	-	-	-	282	-	-	-	5,684
Government Funds Receivable	-	-	266	-	-	1,610	-	-	-	1,876
Accrued Interest	447	60	75	-	-	28	-	2	43	655
Other Receivables	589	-	-	-	-	(5)	-	-	-	584
Investments										
Short-term	76,090	8,712	9,852	-	-	3,995	-	416	6,470	105,535
Long-term	13,211	2,144	2,684	-	-	993	-	103	1,530	20,665
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepays	616	-	35	-	26	926	-	-	-	1,603
Total Current Assets	95,903	14,933	13,125	3,359	26	23,447	-	917	8,196	159,906
Net Investment in Plant	-	-	-	-	-	-	116,369	-	-	116,369
Total Assets	\$ 95,903	\$ 14,933	\$ 13,125	\$ 3,359	\$ 26	\$ 23,447	\$ 116,369	\$ 917	\$ 8,196	\$ 276,275
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,122	2,122
Total Assets and Deferred Outflows of Resources	\$ 95,903	\$ 14,933	\$ 13,125	\$ 3,359	\$ 26	\$ 23,447	\$ 116,369	\$ 917	\$ 10,318	\$ 278,397
LIABILITIES AND NET POSITION										
Payables	\$ 256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 256
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	1	-	-	-	-	58	-	-	-	59
Accruals	2,540	258	32	-	-	251	-	-	-	3,081
Bonds Payable	-	-	-	-	34,639	-	-	-	-	34,639
OPEB Liability	-	-	-	-	-	-	-	-	43,729	43,729
Total Liabilities	2,797	258	32	-	34,750	309	-	-	43,729	81,875
Deferred Inflows of Resources - Property Taxes	-	-	-	-	-	-	-	-	-	-
Deferred Inflows of Resources - CIP	20,964	4,038	-	1,781	-	37	-	51	-	26,871
Total Liabilities and Deferred Inflows of Resources	23,761	4,296	32	1,781	34,750	346	-	51	5,360	114,106
Net Position										
Unrestricted	72,142	10,637	13,093	-	-	6,310	-	-	(38,771)	63,411
Restricted	-	-	-	-	-	16,791	-	866	-	17,657
Debt Service	-	-	-	1,578	(34,724)	-	-	-	-	(33,146)
Plant	-	-	-	-	-	-	116,369	-	-	116,369
Total Net Position	72,142	10,637	13,093	1,578	(34,724)	23,101	116,369	866	(38,771)	164,291
TOTAL LIABILITIES & NET POSITION	\$ 95,903	\$ 14,933	\$ 13,125	\$ 3,359	\$ 26	\$ 23,447	\$ 116,369	\$ 917	\$ 10,318	\$ 278,397

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TWELVE MONTHS ENDED JULY 31, 2019

	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)	\$ 50,183	\$ 4,182	\$ 120	3%	0%
Replacement Tax	950	79	163	206%	187%
State Revenue	4,708	392	667	170%	292%
Tuition and Fees	24,316	12,981	11,884	92%	93%
Other	2,140	178	287	161%	139%
TOTAL REVENUES	\$ 82,297	\$ 17,813	\$ 13,121	74%	75%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,060	\$ 2,672	\$ 2,876	108%	106%
Academic Support	17,486	1,457	1,382	95%	105%
Student Services	7,134	595	310	52%	48%
Public Services	1,286	107	45	42%	56%
Operations and Maintenance	8,018	668	274	41%	33%
General Administration	5,308	442	263	59%	51%
General Institutional	2,303	192	874	455%	1412%
Contingency	956	80	-	0%	0%
TOTAL EXPENDITURES	\$ 74,551	\$ 6,213	\$ 6,024	97%	98%
Revenues over (under) expenditures	7,746	11,601	7,097		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,500)	(375)	(375)		
To Auxiliary Fund and Alliance	(2,059)	(172)	(172)		
To Restricted Purpose Fund	(100)	(8)	(8)		
To Liability, Protection & Settlement Fund	(581)	(48)	(48)		
To Social Security/Medicare Fund	(796)	(66)	(66)		
From Working Cash Fund: Interest	290	24	24		
Total Transfers	\$ (7,746)	\$ (646)	\$ (646)		
Net Revenue over (under) expenditures	\$ -	\$ 10,955	\$ 6,452		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TWELVE MONTHS ENDED JULY 31, 2019**

**AGENDA ITEM 9/19-3
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Debt Certificates 2020	\$ 20,000	\$ -	0%
Construction Fee	335	\$ 140	42%
Interest and Investments Gain/Loss	41	26	63%
Total revenues	<u>20,376</u>	<u>166</u>	<u>1%</u>
EXPENDITURES			
Student Street Renovation	1,000	-	0%
Sanitary Lift Station	10	-	0%
RHC HVAC System	50	-	0%
West End Remodeling - A/E Fees	1,000	-	0%
West End Remodeling - Phase 2	3,500	-	0%
Natural Area Restoration	224	-	0%
Supplementary Water Connection	50	-	0%
Landscape Improvements	250	-	0%
Capital Equipment	800	-	0%
Switchgear Upgrades - DP	150	-	0%
Interior Remodeling	21	-	0%
Fire Alarm Panel Replacement	80	-	0%
Flooring - Carpet Replacement	750	1	0%
Skokie Classroom Furniture	25	-	0%
Lee Center Vestibule Curtain	70	-	0%
Hardware Replacement/Master Keying	450	-	0%
Baseball Field Fence Replacement	61	-	0%
Exterior Envelope/Window Replacement	680	-	0%
Skokie Remodeling Projects	5,345	-	0%
Field Irrigation	100	-	0%
Cafeteria Remodeling - DP	1,981	-	0%
Camera Replacement	500	-	0%
Main Entrances & Monument Signs	1,535	3	0%
Project Management Services	225	-	0%
Total expenditures	<u>18,857</u>	<u>4</u>	<u>0%</u>
Transfer in	-	-	0%
Net	<u>\$ 1,519</u>	<u>\$ 162</u>	<u>11%</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,417	\$ 274	19%	5%
Workforce Development	140	7	5%	4%
Copy Center	230	8	3%	5%
Travel	10	11	110%	100%
Athletics	20	8	40%	370%
Child Care	334	97	29%	20%
PAC Operations	16	-	0%	0%
Other	142	21	15%	135%
Interest and Investments Gain/Loss	75	9	12%	11%
Total revenues	<u>2,383</u>	<u>435</u>	<u>18%</u>	<u>15%</u>
EXPENDITURES				
Bookstore Operating Expenses	1,365	22	1%	1%
Workforce Development	300	6	2%	4%
Copy Center	335	17	5%	10%
Athletics	1,283	77	6%	7%
Child Care	465	22	5%	4%
PAC Operations	99	3	3%	3%
Other	340	7	2%	1%
Total expenditures	<u>4,187</u>	<u>154</u>	<u>4%</u>	<u>4%</u>
Transfers in (out)	1,645	137		
Net	<u>\$ (159)</u>	<u>\$ 418</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TWELVE MONTHS ENDED JULY 31, 2019**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 680	\$ 57	\$ 106	16%	28%
Tuition and Fees	1,082	90	271	25%	25%
Sale of Materials	49	4	3	6%	0%
Institutional Support					
Evening High School	100	8	-	0%	0%
Other Revenues	101	8	4	4%	0%
Total revenues	<u>2,012</u>	<u>168</u>	<u>384</u>	<u>19%</u>	<u>22%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,443	120	49	3%	3%
Instructional Programs					
Allied Health	204	17	12	6%	4%
Job-related	238	20	3	1%	1%
Home Related	7	1	-	0%	0%
Personal	36	3	1	3%	8%
Community Service	43	4	-	0%	2%
High School Programs	118	10	-	0%	0%
GED Programs	3	0	-	0%	0%
Kids/Youth Program	27	2	6	22%	25%
ESL Programs	147	12	8	5%	5%
Total Programs	<u>823</u>	<u>69</u>	<u>30</u>	<u>4%</u>	<u>4%</u>
Total expenditures	<u>2,266</u>	<u>189</u>	<u>79</u>	<u>3%</u>	<u>3%</u>
Revenue over (under) expenditures	<u>\$ (254)</u>	<u>\$ (21)</u>	<u>\$ 305</u>		
Transfer in	414	35	258		
Net	160	13	563		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TWELVE MONTHS ENDED JULY 31, 2019**

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 209,060				
Interest income	507				
Sub total revenues	209,567				
369919 Skokie Events Team	-	-	-	(1,317)	(1,317)
369920 SGA College Program Board	-	-	-	(1,892)	(1,892)
369924 Hawaiian Music Club	-	-	-	(366)	(366)
369946 Phi Theta Kappa (PTK)	470	-	470	-	470
Sub Totals	605	-	605	(3,575)	(2,970)
<u>Fund Summary</u>					
Total Revenues	\$ 210,172				
Total Expenditures	(3,575)				
Total Transfers to other funds	-				
Excess revenues over expenditures	206,597				
Net Position 6/30/19	671,235				
Net Position, end of period	\$ 877,832				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
JULY , 2019**

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
7/12/2019	\$ 694,551.28				\$ 694,551.28				
7/12/2019	148,536.64		\$ 148,536.64						
7/12/2019	8,855.00			\$ 8,855.00					
7/25/2019	26,137.10					\$ 26,137.10			
TOTAL	\$ 878,080.02	\$ -	\$ 148,536.64	\$ 8,855.00	\$ 694,551.28	\$ 26,137.10	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
7/12/2019	\$ 332,536.53	\$ 332,536.53			
7/12/2019	99,399.69		\$ 99,399.69		
7/12/2019	201,132.86			\$ 201,132.86	
7/12/2019	77,611.02				\$ 77,611.02
7/26/2019	326,411.35	326,411.35			
7/26/2019	97,570.06		97,570.06		
7/26/2019	194,703.04			194,703.04	
7/26/2019	78,131.06				78,131.06
TOTAL	\$ 1,407,495.61	\$ 658,947.88	\$ 196,969.75	\$ 395,835.90	\$ 155,742.08

Acceptance of Treasurer's Report for August 2019

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 2019."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

August 2019

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

Treasurer's Comments on August 2019 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$13.3 million in property tax, \$3.0 million in tuition and fees, \$423,000 in restricted grant payments (FY2019 adult education and Perkins), \$272,000 in FY2020 base operating grant payments, and \$253,000 in interest earnings.

Net cash and investments increased by \$12.1 million from the previous month as expected.

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

Revenues

At the end of August, revenues were \$25.4 million or 96% of the prorated budget, compared to \$25.0 million, or 96% for the previous year. Tuition and fees totaled \$15.1 million year to date, or 90% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$10.3 million are attributed to expected operating costs. The operating expenditures are \$0.5 million (4.6%) below prior year's actual expenditures of \$10.8 million for the same period. Lower expenses are shown because the August health insurance payment for \$693,000 was paid in September instead of August and will be reflected in the September Treasurer's Report. Net transfers total \$1.3 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 AUGUST 31, 2019
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 1,473	\$ 85	\$ 48	\$ 3,267	\$ -	\$ 945	\$ -	\$ 627	\$ 20	\$ 6,465
Taxes Receivable	1,204	243	-	104	-	-	-	3	-	1,554
Student Tuition Receivable	6,005	-	-	-	-	304	-	-	-	6,309
Government Funds Receivable	-	-	266	-	-	1,167	-	-	-	1,433
Accrued Interest	448	60	75	-	-	28	-	2	43	656
Other Receivables	589	-	-	-	-	59	-	-	-	648
Investments										
Short-term	83,261	11,839	9,602	-	-	2,376	-	353	12,370	119,801
Long-term	13,211	2,144	2,684	-	-	993	-	103	1,530	20,665
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepays	358	-	23	-	28	830	-	-	-	1,239
Total Current Assets	92,049	14,371	12,698	3,371	28	21,202	-	1,088	13,963	158,770
Net Investment in Plant	-	-	-	-	-	-	116,369	-	-	116,369
Total Assets	\$ 92,049	\$ 14,371	\$ 12,698	\$ 3,371	\$ 28	\$ 21,202	\$ 116,369	\$ 1,088	\$ 13,963	\$ 275,139
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,122	2,122
Total Assets and Deferred Outflows of Resources	\$ 92,049	\$ 14,371	\$ 12,698	\$ 3,371	\$ 28	\$ 21,202	\$ 116,369	\$ 1,088	\$ 16,085	\$ 277,261
LIABILITIES AND NET POSITION										
Payables	\$ 275	\$ 65	\$ 1,439	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ -	\$ 1,823
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	1	-	-	-	-	42	-	-	-	43
Accruals	1,757	258	32	-	-	257	-	-	-	2,304
Bonds Payable	-	-	-	-	34,583	-	-	-	-	34,583
OPEB Liability	-	-	-	-	-	-	-	-	43,729	43,729
Total Liabilities	2,033	323	1,471	-	34,694	343	-	-	43,729	82,593
Deferred Inflows of Resources - Property Taxes	13,977	2,692	-	1,187	-	-	-	34	-	17,890
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	5,360	5,360
Total Liabilities and Deferred Inflows of Resources	16,010	3,015	1,471	1,187	34,694	343	-	34	49,089	105,843
Net Position										
Unrestricted	76,039	11,356	11,227	-	-	4,059	-	-	(33,004)	69,677
Restricted	-	-	-	-	-	16,800	-	1,054	-	17,854
Debt Service	-	-	-	2,184	(34,666)	-	-	-	-	(32,482)
Plant	-	-	-	-	-	-	116,369	-	-	116,369
Total Net Position	76,039	11,356	11,227	2,184	(34,666)	20,859	116,369	1,054	(33,004)	171,418
TOTAL LIABILITIES & NET POSITION	\$ 92,049	\$ 14,371	\$ 12,698	\$ 3,371	\$ 28	\$ 21,202	\$ 116,369	\$ 1,088	\$ 16,085	\$ 277,261

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TWELVE MONTHS ENDED AUGUST 31, 2019**

	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)	\$ 50,183	\$ 8,364	\$ 8,641	103%	101%
Replacement Tax	950	158	185	117%	103%
State Revenue	4,708	785	901	115%	146%
Tuition and Fees	24,316	16,748	15,140	90%	91%
Other	2,140	357	566	159%	165%
TOTAL REVENUES	\$ 82,297	\$ 26,411	\$ 25,433	96%	96%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,060	\$ 5,343	\$ 4,899	92%	93%
Academic Support	17,486	2,914	2,754	94%	93%
Student Services	7,134	1,189	909	76%	76%
Public Services	1,286	214	145	68%	86%
Operations and Maintenance	8,018	1,336	955	71%	64%
General Administration	5,308	885	789	89%	72%
General Institutional	2,303	384	(138)	(36%)	210%
Contingency	956	159	-	0%	0%
TOTAL EXPENDITURES	\$ 74,551	\$ 12,425	\$ 10,313	83%	87%
Revenues over (under) expenditures	7,746	13,986	15,120		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,500)	(750)	(750)		
To Auxiliary Fund and Alliance	(2,059)	(343)	(343)		
To Restricted Purpose Fund	(100)	(17)	(17)		
To Liability, Protection & Settlement Fund	(581)	(97)	(97)		
To Social Security/Medicare Fund	(796)	(133)	(133)		
From Working Cash Fund: Interest	290	48	48		
Total Transfers	\$ (7,746)	\$ (1,291)	\$ (1,291)		
Net Revenue over (under) expenditures	\$ -	\$ 12,695	\$ 13,829		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TWELVE MONTHS ENDED AUGUST 31, 2019**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Debt Certificates 2020	\$ 20,000	\$ -	0%
Construction Fee	335	180	54%
Interest and Investments Gain/Loss	41	55	134%
Total revenues	<u>20,376</u>	<u>235</u>	<u>1%</u>
EXPENDITURES			
Student Street Renovation	1,000	-	0%
Sanitary Lift Station	10	-	0%
RHC HVAC System	50	-	0%
West End Remodeling - A/E Fees	1,000	27	3%
West End Remodeling - Phase 2	3,500	32	1%
Natural Area Restoration	224	2	1%
Supplementary Water Connection	50	-	0%
Landscape Improvements	250	19	8%
Capital Equipment	800	12	2%
Switchgear Upgrades - DP	150	35	23%
Interior Remodeling	21	15	71%
Fire Alarm Panel Replacement	80	-	0%
Flooring - Carpet Replacement	750	134	
Skokie Classroom Furniture	25	-	0%
Lee Center Vestibule Curtain	70	-	0%
Hardware Replacement/Master Keying	450	-	0%
Baseball Field Fence Replacement	61	-	0%
Exterior Envelope/Window Replacement	680	-	0%
Skokie Remodeling Projects	5,345	14	0%
Field Irrigation	100	-	0%
Cafeteria Remodeling - DP	1,981	-	0%
Camera Replacement	500	-	0%
Main Entrances & Monument Signs	1,535	3	0%
Project Management Services	225	37	16%
Total expenditures	<u>18,857</u>	<u>330</u>	<u>2%</u>
Transfer in	-	-	0%
Net	<u>\$ 1,519</u>	<u>\$ (95)</u>	<u>(6%)</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,417	\$ 619	44%	24%
Workforce Development	140	7	5%	5%
Copy Center	230	19	8%	13%
Travel	10	11	110%	110%
Athletics	20	8	40%	370%
Child Care	334	122	37%	27%
PAC Operations	16	-	0%	13%
Other	142	40	28%	139%
Interest and Investments Gain/Loss	75	19	25%	23%
Total revenues	<u>2,383</u>	<u>845</u>	<u>35%</u>	<u>30%</u>
EXPENDITURES				
Bookstore Operating Expenses	1,365	299	9%	11%
Workforce Development	300	20	7%	10%
Copy Center	335	53	16%	16%
Athletics	1,283	167	13%	17%
Child Care	465	62	13%	11%
PAC Operations	99	11	11%	11%
Other	340	20	6%	8%
Total expenditures	<u>4,187</u>	<u>632</u>	<u>15%</u>	<u>16%</u>
Transfers in (out)	1,645	274		
Net	<u>\$ (159)</u>	<u>\$ 487</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TWELVE MONTHS ENDED AUGUST 31, 2019**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a % Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 680	\$ 113	\$ 143	21%	28%
Tuition and Fees	1,082	180	380	35%	37%
Sale of Materials	49	8	4	8%	3%
Institutional Support					
Evening High School	100	17	-	0%	0%
Other Revenues	101	17	15	15%	18%
Total revenues	<u>2,012</u>	<u>335</u>	<u>542</u>	<u>27%</u>	<u>30%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,443	241	180	12%	10%
Instructional Programs					
Allied Health	204	34	21	10%	9%
Job-related	238	40	6	3%	4%
Home Related	7	1	-	0%	0%
Personal	36	6	3	8%	14%
Community Service	43	7	2	5%	5%
High School Programs	118	20	2	2%	2%
GED Programs	3	1	-	0%	0%
Kids/Youth Program	27	5	17	63%	44%
ESL Programs	147	25	24	16%	14%
Total Programs	<u>823</u>	<u>137</u>	<u>75</u>	<u>9%</u>	<u>9%</u>
Total expenditures	<u>2,266</u>	<u>378</u>	<u>255</u>	<u>11%</u>	<u>9%</u>
Revenue over (under) expenditures	<u>\$ (254)</u>	<u>\$ (42)</u>	<u>\$ 287</u>		
Transfer in	414	69	258		
Net	160	27	545		

OAKTON COMMUNITY COLLEGE
 STUDENT ACTIVITIES FUND
 SUMMARY OF REVENUES AND EXPENDITURES
 TWELVE MONTHS ENDED AUGUST 31, 2019

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 266,415				
Interest income	1,079				
Sub total revenues	<u>267,494</u>				
369901 Student Government Association	-	-	-	(3,034)	(3,034)
369910 Occurrence	-	-	-	(415)	(415)
369919 Skokie Events Team	-	-	-	(5,113)	(5,113)
369920 SGA College Program Board	-	-	-	(998)	(998)
369924 Hawaiian Music Club	-	-	-	(366)	(366)
369933 UNICEF	171	-	171	-	171
369946 Phi Theta Kappa (PTK)	470	-	470	(70)	400
Sub Totals	<u>641</u>	<u>-</u>	<u>641</u>	<u>(9,995)</u>	<u>(9,354)</u>
<u>Fund Summary</u>					
Total Revenues	\$ 268,135				
Total Expenditures	(9,995)				
Total Transfers to other funds	-				
Excess revenues over expenditures	258,141				
Net Position 6/30/19	<u>671,235</u>				
Net Position, end of period	<u>\$ 929,375</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
AUGUST, 2019**

GENERAL FUND TRANSFERS/PAYMENTS							
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
8/16/2019	\$ 1,142.00			\$ 1,142.00			
8/16/2019	239.00	\$	239.00				
8/27/2019	33,770.53					\$ 33,770.53	
TOTAL	\$ 35,151.53	\$ -	\$ 239.00	\$ 1,142.00	\$ -	\$ 33,770.53	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS					
DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
8/9/2019	\$ 342,626.04	\$ 342,626.04			
8/9/2019	100,321.16		\$ 100,321.16		
8/9/2019	200,905.58			\$ 200,905.58	
8/9/2019	77,933.32				\$ 77,933.32
8/23/2019	204,850.86	204,850.86			
8/23/2019	68,633.30		68,633.30		
8/23/2019	145,357.75			145,357.75	
8/23/2019	64,188.16				64,188.16
TOTAL	\$ 1,204,816.17	\$ 547,476.90	\$ 168,954.46	\$ 346,263.33	\$ 142,121.48

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 \$54,751.38 for part-time teaching services for the Alliance for Lifelong Learning fall, 2019.
- b. Salary payments in the amount of \$1,866.00 for part-time teaching services for the Alliance for Lifelong Learning summer, 2019.
- c. Salary rescinds in the amount of \$65.00 for part-time teaching services for the Alliance for Lifelong Learning summer, 2019.

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c as stipulated above, and hereby approves the expenditures in the amount not to exceed \$56,617.38 for all funds listed in items a and b.”

Ratification of Payment of Professional Personnel – Fall 2019

Comparative figures:

Fall 2019 Part-Time
\$3,302,239.95

Fall 2018 Part-Time
\$3,457,623.21

Fall 2019 Overload
\$427,476.40

Fall 2018 Overload
\$369,507.00

IL:jg
9/2019

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, 2019; the total payment amount is \$3,302,239.95."
2. "Be if 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, 2019; the total payment amount is \$427,476.40."

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
9/2019

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

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

Ratification of Pride, Passion and Promise Board of Trustees' Scholarships for 2019-2020

The Board of Trustees established the Trustees' Scholarships in 1988 to recognize academic excellence and demonstrated leadership. This year, these scholarships commemorate Oakton Community College's golden anniversary. The 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.

Scholarship applications were reviewed by a Scholarship Committee that included readers from the Oakton Board of Trustees, Oakton Educational Foundation, Oakton Alumni Council, and Oakton faculty, staff, and administrators.

Students selected to receive the Scholarships are as follows:

<u>Student Name</u>	<u>Academic Program of Study</u>
Scot Barnett	Associate in Applied Science—Computer Networking & Systems
Kathryn Calalay	Associate in Applied Science—Physical Therapist Assistant
Von Vic Cayas	Associate in Science—Science or Mathematics
Diana Stanila	Associate in Applied Science—Nursing
Amar Suljic	Associate in Arts—Liberal Arts

KB:cw
9/9/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the Pride, Passion, and Promise Board of Trustees' Scholarships for the academic year 2019-2020 to Scot Barnett, Kathryn Calalay, Von Vic Cayas, Diana Stanila, and Amar Suljic.”

Authorization to Open a Trust Account Agreement with the Capital Development Board

In July 2019, the Capital Development Board (CDB) approved special funding for Project #810-073-001, to replace the exterior metal wall panel system at the Skokie campus. The exterior metal wall panel system consists of approximately 14,500 square feet of embossed aluminum metal wall panels located at 14 different locations throughout the entire building structure exterior. This panel system is failing and allowing air and moisture infiltration along with energy loss. The removal and replacement of the existing wall panel system allows for the inspection of the underlying framing, waterproofing, air barrier and thermal insulation. It also allows for the proper installation of a backup wall sheathing, in-wall flashings, moisture management system, proper venting, increased thermal insulation and air barrier house wrap which would ensure a watertight and durable exterior wall cladding system along with increasing the exterior wall thermal R-value which will reduce annual heating and cooling costs.

The total project cost is \$2,000,000 and the CDB requires the College to contribute \$500,000, or 25.0% of the total project cost prior to the availability of State funding. The State then pays the remaining 75.0% of the project after the College has spent down its funds. The project is currently scheduled to be presented for architect/engineering approval by the CDB in November 2019.

The College Administration is recommending Board approval to open a trust account agreement with the CDB and deposit funds up to \$500,000 to pay for expenses as required by the CDB.

EC:mw
9/6/2019

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to transfer up to \$500,000 to setup a trust account with the Capital Development Board to cover anticipated costs for Project #810-073-001.”

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

Oakton participates in the State of Illinois College Insurance Program (CIP), which provides primarily medical and prescription drug and vision benefits for retired community college employees and their spouses who are receiving pension benefits under the State Universities Retirement System of Illinois (SURS). These benefits are referred to as “Other Post-Employment Benefits,” or OPEB.

OPEB liabilities are reported on the face of the financial statements. The share of Oakton’s liability in the CIP was \$42.0 million as of June 30, 2019. Oakton’s individual OPEB plan liability was \$1.7 million as of June 30, 2019. The total OPEB liability as of June 30, 2019 was \$43.7 million.

The Administration is recommending a resolution to set aside funding for the OPEB liability that is the College’s responsibility under the CIP. Consistent with accounting standards, the Administration proposes to transfer \$2.5 million from the Education Fund and \$2.5 million from the Auxiliary Fund for a total transfer of \$5.0 million to the Retiree Health Insurance Fund. The Fund is set aside for the future payment of OPEB costs and claims. Together with last year’s transfer of \$8.0 million, total accumulated transfers to the Retiree Health Insurance Fund will be \$13.0 million, as reflected in the Fiscal Year 2019 Comprehensive Annual Financial Report. The report is scheduled for approval at the October 2019 board meeting. Authorization by the Board for the \$5.0 million transfer will provide a mechanism to ensure that these resources only be used for the specific purpose stipulated in this resolution, In addition, this resolution further establishes a best practice to create a funding plan to address the College’s liabilities.

AW:mw
9/9/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfers effective for Fiscal Year 2019: \$2.5 million from the Education Fund to the Retiree Health Insurance Fund and \$2.5 million from the Auxiliary Fund to the Retiree Health Insurance Fund. The total transfer to the Retiree Health insurance Fund is \$5.0 million for the future payment of OPEB costs and claims.”

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.

Items “a, b, and d” were previewed at the August 2019 Board of Trustees meeting. Item “c” was previewed at the June 2019 Board of Trustees meeting.

EC:kr
9/16/2019

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>
9/19-11a	1	Grant Funded Nursing Anne Simulator	Laerdal Medical Corporation	\$ 29,262.80
9/19-11b	1 - 2	Compensation Study Consulting Services	Korn Ferry	\$ 115,000.00
9/19-11c	1 - 2	McAfee Antivirus Software Gold Business Support Agreement	CTG Inc. of Illinois, dba Novanis	\$ 36,520.30
9/19-11d	1	Steelcase Furniture and Installation for West End Phase 2 Renovation	Forward Space, LLC	\$ 185,421.78
GRAND TOTAL				\$ 366,204.88.”

Authorization to Purchase Grant Funded Nursing Anne Simulator

The Nursing program has used simulators to provide experiential learning to students for decades. The Nursing Anne Simulator (NAS) is the most innovative and realistic nursing simulator currently available. The NAS allows students to learn and practice essential skills, enhance clinical knowledge, and experience highly realistic patient encounters that will ultimately prepare students for providing the highest levels of care.

The National League of Nursing predicts that simulation will replace up to 55% of clinical time, mostly due to the difficulties in securing hospital sites and the increased demand from surrounding colleges. Hospitals are also limiting the skills students can perform at the bedside, even if a clinical instructor is present in the room. Employers are expecting nursing graduates to be competent at the bedside upon graduation as hospitals are no longer providing months of costly orientation.

At Oakton, simulators are used by more than 300 students each fall and spring semester in the following classes; with each student receiving over 100 hours of contact time training with the simulators.

Nursing Concepts 1A	NUR 103
Nursing Concepts 1B	NUR 104
Nursing Concepts 2A	NUR 109
Nursing Concepts 2B	NUR 110

These courses are all major requirements for the Nursing A.A.S. Degree (Curriculum 0320).

The Nursing Anne Simulator is a sole source purchase from the Laerdal Medical Corporation, the leader in simulation manikins. The \$29,262.80 total includes the cost of the simulator, patient and faculty monitors, a three year warranty, and one full day of training for up to eight faculty. Oakton's Educational Foundation will provide a grant for this purchase. Oakton has conducted business with Laerdal for many years and is confident they will continue to meet the College's needs. Delivery will be made by the end of October.

RS:kr
8/30/2019

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 Grant Funded Nursing Anne Simulator from Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Falls, NY 12590 for a total of \$29,262.80 per their quote #Q-305903, dated July 17, 2019.”

Authorization to Purchase Compensation Study Consulting Services

The College is seeking to conduct a comprehensive compensation study to support decision making in aligning pay structures with institutional goals, stakeholder interests, market data, and regulatory requirements. A robust compensation study will support the College in making and communicating pay decisions with transparency while also staying consistent and up-to-date with competitive market rates.

The College has applied the Hay System for over twenty years, which is a job performance evaluation methodology widely used in North America. This job evaluation criteria focuses on knowledge, problem solving, and accountability and is proprietary to the Hay Group, which was acquired in 2015 and is now part of Korn Ferry. Korn Ferry is one of the largest management consulting firms, with 106 offices in the United States including Chicago.

The scope of this study will focus on Administrator and Classified Staff positions and will address the following components:

- Job Evaluations - to include an analysis and the ranking and assignment of each position to an appropriate salary grade level to ensure fairness and internal equity. Recommendations will also be provided for positions deemed to be undervalued, or overvalued by the current classification system.
- Salary Structure – to include a salary structure, which provides fair and equitable compensation for all Administrator and Classified Staff positions.
- Advancement Between Salary Ranges - to include recommended procedures for implementing advancement within and between salary ranges resulting from transfers, promotions, or demotions.
- External Competitiveness – to include a compensation philosophy to ensure external competitiveness so that the College can attract and retain well-qualified employees which may include a separate ranking system for highly competitive, market-driven positions.
- Maintenance Process – to include recommended procedures to assure that results of the compensation study may be maintained and updated appropriately

The College is seeking to engage Korn Ferry to conduct the study for up to sixteen weeks for an amount not to exceed \$115,000. This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1 - Contracts, item (a) which states an exemption for “contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.”

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 Compensation Study Consulting Services from Korn Ferry, 233 S. Wacker Dr., Ste. 700, Chicago, IL 60606 for an amount not to exceed \$115,000.00 per their proposal dated May 15, 2019.”

Authorization to Purchase McAfee Antivirus Software Gold Business Support Agreement

The College licenses 2,750 copies of the McAfee Complete EndPoint Protection Enterprise to provide a comprehensive anti-virus solution for both servers and desktop computers with centralized administration and reporting. For Macintosh computers, the College uses McAfee Virus Scan for Macs. Due to the constantly changing nature of virus threats, anti-virus software requires frequent updates, and thus the College is renewing its Gold Business Support agreement which provides updates and 24x7 telephone/web based support for one year.

The Information Technology and Purchasing office worked collaboratively to issue a proposal for the McAfee Gold Business Support. The proposal was sent to 24 (none in district) authorized McAfee resellers. The College received eight responses. The low proposal was submitted by CTG Inc. of Illinois, dba Novanis of Springfield, IL for a total of \$36,520.30. CTG is a minority-owned business enterprise (MBE) and a female-owned business enterprise (FBE), registered with the Illinois Central Management Services Business Enterprise Program (BEP) and has been in business for over thirty years. CTG offers this price based on the Illinois Department of Central Management Services (CMS) consortium. They are also a current vendor for the College. Their references include the University of Illinois, Illinois State University, and Northeastern University. The contract will be effective September 29, 2019 to September 28, 2020. The Administration is confident that they can continue to meet the College's needs.

JMW:kr
8/28/2019

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 McAfee Antivirus Software Gold Business Support Agreement from CTG Inc. of Illinois, dba Novanis, 3161 W. White Oaks Drive, Springfield, IL 62704 for a total of \$36,520.30 in accordance with their response to Request for Proposal #1.”

McAfee Gold Business Support	
Proposal #1	
Vendor	TOTAL
CTG of Illinois, dba Novanis Springfield, IL	\$ 36,520.30
Zones, Inc. Auburn, WA	\$ 37,558.00
Hypertec USA Buffalo Grove, IL	\$ 37,949.00
SCW Marietta, GA	\$ 38,170.20
ACPCreativIT Buffalo Grove, IL	\$ 38,309.78
Counter Trade Arvado, IL	\$ 38,447.75
SHI International Corp. Somerset, NJ	\$ 38,475.25
PGMG Dayton, OH	\$ 39,218.00

Authorization to Purchase Steelcase Furniture and Installation for West End Phase 2 Renovation

The Master Plan's West End Phase 2 Renovation project is nearly 100% complete. Furniture is needed to fill the newly renovated spaces which includes three primary areas; 1) Art and Photography including the ceramics studio, art storage room, photography classroom, dark room, and office space for lab professionals, 2) Adjunct Faculty areas including a second floor large office with eleven standard office cubicles and three "touchdown" spaces for use with laptops, a four person conference room, an eight person conference room, and a combination kitchen/breakroom/ lounge, and 3) Main student street/hallway which will include a variety of lounge furniture and collaborative gathering spaces.

The College's primary manufacturer for office, classroom, and lounge furniture is Steelcase. For the past 30+ years, Forward Space, LLC has been the College's primary dealer for Steelcase brand furniture. The Des Plaines Student Center and Student Street and West End Phase 1 are their most recent installations. Forward Space participates in the Educational and Institutional Cooperative Consortium which offers consortium pricing on Steelcase furniture. In accordance with Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), purchases made through a consortium are exempt from formal bidding. Through the Consortium, no further advertisement, public notice or competition is required because the Consortium has already conducted the bidding process. In addition, there are no Steelcase dealers within the College's district. It should be noted that Forward Space is a certified Women Owned Business (WBE), and they have installed 99% of the College's furniture at both campuses. The Administration is confident they will continue to meet the College's sales, design, service, and installation needs.

The grand total for the West End Phase 2 furniture for the first and second floor is \$185,421.78 which is less than the \$200,000 budget for this project. Delivery and installation is scheduled for mid-November.

kar
9/6/2019

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 Steelcase Furniture and Installation for West End Phase 2 Renovation from Forward Space LLC, 1142 N. North Branch St., Chicago, IL 60642 for a total of \$185,421.78 per their quotes #393837 dated September 5, 2019 and #393796 dated September 10, 2019."

Preview and Initial Discussion of Upcoming Purchases

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

a) Flexible Registration Software - The Adult and Continuing Education/Alliance program is currently using Flexible Registration Software which is a module of the Ellucian (Banner) software suite. Ellucian notified the College that this software is at its end-of-life and will no longer be supported beyond December 2020. As the result, the administration and staff members in the Alliance program and Information Technology have been evaluating various software applications that will meet the needs of the Alliance program and potentially replace the current Flexible Registration Software.

Four leading vendors who provide such software applications are being evaluated. Additionally, demonstration sessions will be scheduled to allow the Oakton evaluation team to more closely review and analyze the software's capabilities by focusing on the technical discussions regarding functionality, security, and data integration.

The goal is to select to partner with a vendor who will meet the needs of the Alliance program. With that in mind, the formal Request for Proposal (RFP) process will not be used because this purchase is exempt from bidding per the 110 Illinois Compiled Statutes ILCS 805/3-27.1, item (f) which states an exemption for "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services." Implementation of the product is currently planned to be completed by summer 2020. The contract for this project will not exceed \$100,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

b) Consulting Services for Long-Range Strategic Technology Plan - Oakton's Information Technology (IT) department is responsible for supporting the technology needs, including software/hardware, network connectivity, telecommunications, audio-visual operations, information management systems, and databases, for the entire College. The technology infrastructure and systems consist of a variety of network technologies, computer hardware, operating systems, and software applications for administrative and programmatic work.

In the course of implementing the outcome areas and strategies outlined in the institution's current *Success Matters* Strategic Plan, staff have begun identifying opportunities, needs, and specific requirements for information systems and technology. To unearth and delve deeper into future needs and opportunities to better serve students and staff, the College issued a Request for Proposal (RFP) seeking to engage a qualified and experienced consultant to drive an internal assessment process to help create a long-range strategic technology plan. Through a comprehensive assessment using quantitative surveys, qualitative interviews among students

and staff, as well as external data benchmarks, the consultant will assist the Administration in developing preliminary recommendations for a long-range 2030 IT Strategic Plan. The College expects that the IT Strategic Plan will include, but not limited to; IT governance, replacement hardware and software planning, project prioritization, cybersecurity, resources required for implementation, collaboration platforms, and other technologies. The eleven month contract for this project will not exceed \$150,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

c) Cloud-Based Math Placement Exams and Online Instruction – Three years ago, the College moved to use of the Assessment and Learning in Knowledge Spaces (ALEKS) Math placement exam and online instruction modules provided by McGraw-Hill Education. This was in response to the discontinued offering of the former math placement test provided by the ACT organization in 2016. The College has utilized ALEKS as a math placement exam for these past three years and is seeking a renewal of the contract.

ALEKS is a web-based, artificially intelligent assessment and learning system that uses adaptive questioning to determine exactly what a student knows and doesn't know in a course. It then instructs the student on the topics that they are most ready to learn by providing 24/7 access from virtually any web-based computer.

The \$15 cost per student provides;

- 1) five assessments available to be taken over one year's time
- 2) a customized learning module that responds to those areas where a student performed poorly on an assessment which is available to the students for six months after the completion of the first assessment
- 3) database tools to analyze results and provide evidence to reconfigure the software.

During the 2017 and 2018 calendar years, the Testing Center administered an average of 2500 exams using the ALEKS placement tool.

This is a sole source purchase from McGraw-Hill Education. McGraw-Hill Education is a current vendor of the College. Other area colleges purchasing ALEKS include; College of DuPage, McHenry County College, South Suburban College, Sauk Valley Community College, Joliet Junior College, and Elgin Community College. McGraw-Hill is a well-established publisher of education materials. They partner with more than 14,000 authors and educators in various fields of study. In 2018, there were 4.4 million users of ALEKS and 9.7 billion activations since 2010.

The College will be seeking a three year contract at \$15 per student for 3000 students per year for a total of \$45,000 per year. The total not to exceed price for the three year contract is \$135,000. The Administration plans to present this item to the Board for purchase approval at the October Board meeting.

d) Microscopes - The FY20 capital equipment budget includes \$39,150 to purchase new microscopes for the Biology labs at the Des Plaines campus. 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, which will allow the students a more consistent experience throughout their academic tenure at the College. The College will be purchasing the Leica DM500 microscopes which are approximately \$1,250 each. 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. The Administration plans to present this item to the Board for purchase approval at the October Board meeting.

e) Space Rental Agreement for Commencement – Commencement is a time for students to be recognized for their hard work, persistence, and success. This important milestone is a reason for students to celebrate with their friends and family members. Unfortunately, students are limited to the number of guests who can attend the ceremony due to the capacity of the TenHoeve Center. Based on the set-up for Commencement, the location of video feed cameras, and the closed caption screens the maximum capacity in the TenHoeve center is 1200 total people. Hundreds of guests must “attend” the ceremony by watching on video screens at numerous locations throughout the campus. Based on these space limitations, members of the Commencement Committee are currently reviewing offsite space to accommodate the annual ceremony. The College has identified the Rosemont Theatre as a viable site to host future commencement ceremonies. The Rosemont Theatre has a seating capacity of 4400 which is more than triple the campus seating capacity. The Administration anticipates a minimum two year commitment and will continue to review and analyze the contract details. The rental costs for this period is likely to exceed \$25,000. The Administration plans to present this item to the Board for purchase approval at the October Board meeting.

Approval of Administrator's Resignation

Mr. Bradley Wooten, Dean, Skokie Campus/Dean, Adult and Continuing Education Alliance for Lifelong Learning/Academic Affairs, provided notice of his intent to resign from his position at the College, effective December 31, 2019.

Mr. Wooten has served Oakton Community College in an exemplary manner and we wish him well in his future endeavors.

CH/nmi
9/9/2019

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the resignation of Mr. Bradley Wooten, Dean, Skokie Campus/Dean, Adult and Continuing Education Alliance for Lifelong Learning/Academic Affairs, effective December 31, 2019.”

Acceptance of Grants

Funding totaling \$28,210.00 has been made available to Oakton Community College, subject to acceptance at the September 17, 2019 Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

KT on behalf of AG
9/11/2019

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 9/19-14a and 9/19-14b, for the following grants:

a. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement grant in the amount of.....	\$19,500.00
b. Illinois Secretary of State/Illinois State Library Literacy Office Workplace Skills Enhancement grant in the amount of.....	\$8,710.00
for a total of \$28,210.00."	

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

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton Community College a Workplace Enhancement Grant in the amount of \$19,500.00. Funds will support customized workplace English language program offerings for employees of LSG Sky Chefs. The grant period is July 1, 2019 through June 30, 2020. Eilish McDonagh-Hermer, Senior Manager of Workforce Solutions will manage the grant, and Ruben Howard, Director of Workforce & Continuing Education, Alliance for Lifelong Learning, will administer the grant.

KT on behalf of AG
9/11/2019

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$19,500.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Workplace Skills Enhancement grant in partnership with LSG Sky Chefs.”

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

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton Community College a Workplace Enhancement Grant in the amount of \$8,710.00. Funds will support customized workplace English language program offerings for employees of Trim-Tex Dry Wall Products. The grant period is July 1, 2019 through June 30, 2020. Eilish McDonagh-Hermer, Senior Manager of Workforce Solutions, will manage the grant, and Ruben Howard, Director of Workforce & Continuing Education, Alliance for Lifelong Learning, will administer the grant.

KT on behalf of AG
9/11/2019

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$8,710.00 from the Illinois Secretary of State/Illinois State Library Literacy Office to support the Workplace Skills Enhancement grant in partnership with Trim-Tex Dry Wall Products.”