

**The 786<sup>th</sup> Meeting  
of  
The Board of Trustees  
March 21, 2023**



## 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.

*Ratified by the Board of Trustees on March 21, 2017 and reaffirmed on September 20, 2022.*

## Land Acknowledgment for Oakton

Oakton is the community's college. We recognize that our community embodies a network of historical connections and contemporary relationships with Native peoples, families, students, and alumni. We continue to live and work on the traditional homelands stolen from many different Native peoples, including but not limited to the **Bodéwadomi (Potawatomi)**, **Ojibwe (Chippewa)**, **Odawaa (Ottawa)**, **Kiikaapoi (Kickapoo)**, **Mamaceqtaw (Menominee)**, **Myaamiaki (Miami)**, **Thakiwaki (Sac and Fox)** and **Hoocągra (Ho-Chunk)** nations. Others have settled and cared for this land from time immemorial. The land of our Des Plaines campus nurtured a large Potawatomi settlement along the Des Plaines River. This was a site of trade, travel, and gathering for many Native people. With the lush forests and vibrant river, these communities flourished in this beautiful land of biodiversity and reciprocity. These lands are still home to many Native people of many nations.

*Approved by the Board of Trustees on December 13, 2022.*



1600 East Golf Road  
Des Plaines, Illinois 60016

**Closed Session**  
**5 p.m.**  
**Room 1502**

**AGENDA**

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
  - Review of closed session minutes of February 21, 2023
  - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session**  
**6 p.m.**  
**Room 1506**

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to [bsparks@oakton.edu](mailto:bsparks@oakton.edu) including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on March 21, 2023.

The meeting will be broadcast on Oakton TV: <https://bit.ly/3IH1AUA>

**AGENDA**

- Call to Order and Roll Call
- Pledge of Allegiance
- Land Acknowledgement
- V Approval of minutes of the February 21, 2023 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- ICCTA Liaison Report

Neurodiversity Liaison Report  
 Student Trustee Report  
 Student Spotlight  
 Comments by the Chair  
 Trustee Comments  
 Public Participation  
 Report: Workforce Equity Initiative (WEI) at Oakton College

## **NEW BUSINESS**

### CONSENT AGENDA

- |   |         |   |
|---|---------|---|
| V | 3/23-1a | Approval of Adoption of Consent Agenda  |
| R | 3/23-1b | Approval of Consent Agenda Items 3/23-2 through 3/23-7                                      |
|   | 3/23-2  | Ratification of Payment of Bills for February 2023  |
|   | 3/23-3  | Acceptance of Treasurer's Report for February 2023  |
|   | 3/23-4  | Ratification of Actions of the Alliance for Lifelong Learning Executive Board               |
|   | 3/23-5  | Supplemental Authorization to Pay Professional Personnel – Spring 2023                      |
|   | 3/23-6  | Approval of Clinical Practice Agreements  |
|   | 3/23-7  | Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines |

### OTHER ITEMS

- |   |         |  |
|---|---------|--|
| R | 3/23/8  | Resolution to Reject Bids Submitted for the Purchase of Pedestrian & Bicycle Pathway   |
| R | 3/23-9  | Authorization to Approve March Purchases <ul style="list-style-type: none"> <li>a. Dell Desktop Computers</li> <li>b. Digital and Traditional Marketing Services - One-Year Contract Extension</li> <li>c. Strategic Enrollment Management (SEM) Planning Consultant</li> <li>d. RHC Boilers and Heater Exchangers Replacement</li> <li>e. Audit Services</li> <li>f. Executive Search Recruitment Services</li> </ul> |
|   | 3/23-10 | Preview and Initial Discussion of Upcoming Purchases   |
| R | 3/23-11 | Authorization to Hire Director of Admission and Enrollment   |
| R | 3/23-12 | Acceptance of Faculty Retirement   |
| R | 3/23-13 | Approval of 2024-2025 Academic Calendar  |
| R | 3/23-14 | Approval of Revisions of Memorandum of Understanding between the Oakton Community College Educational Foundation and Oakton Community College District 535   |

- R 3/23-15 Approval of Settlement Agreement
- R 3/23-16 Preview of New Unit of Instruction
- R 3/23-17 Approval of Policy Revisions
- V 3/23-18 First Read of Policy
- V 3/23-19 Acceptance of Grants

**ADJOURNMENT**



**Minutes of the February 21, 2023 Regular Meeting of the Board of Trustees of Community College District 535**

The 785<sup>th</sup> meeting of the Board of Trustees of Community College District 535 was conducted on February 21, 2023 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

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

At 5:23 p.m. in room 1502, Chair Paul Kotowski called the meeting to order.

Trustee Bush called the roll:

Mr. Paul Kotowski	Chair	Present
Dr. Wendy Yanow	Vice Chair	Present
Dr. Gail Bush	Secretary	Present
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Absent
Mr. William Stafford		Present
Ms. Marie Lynn Toussaint		Present
Mr. Akash Patel	Student Trustee	Present

Chair Kotowski asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of January 17, 2023; and considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and pending litigation.

Student Trustee Patel made the motion, seconded by Trustee Kotowski.

Trustee Bush called the roll:

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

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Mr. Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; and Dr. Ileo Lott, Provost/Vice President for Academic Affairs.

At 5:50 p.m., Chair Kotowski asked for a motion to adjourn the closed session meeting. Student Trustee Patel made the motion, which was seconded by Trustee Kotowski. A voice vote was called and the closed session was adjourned.

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

Chair Kotowski called the regular meeting of the Board of Trustees to order at 6 p.m. in room 1506.

Trustee Bush called the roll:

Mr. Kotowski	Chair	Present
Dr. Yanow	Vice Chair	Present
Dr. Bush	Secretary	Present
Ms. Burns		Present
Mr. Salzberg		Absent
Mr. Stafford		Present
Ms. Toussaint		Present
Mr. Patel	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Mr. Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Katherine Sawyer, Chief Advancement Officer.

Administrators: May Alimboyoguen, Dean of Health Careers; Marc Battista, Associate VP of Workforce Education / Dean of Business and Career Technologies; Anne Brennan, Assistant VP for Academic Affairs and College Transitions; Leana Cuellar, Director of Student Learning and Engagement / Interim Dean of Student Success; Rick Daniels, Director of Student Life and Campus Inclusion; Jeff Hoffmann, Chief of Campus Police; Ruben Howard, Director of Workforce Curriculum and Instruction; Matthew Huber, Dean of Enrollment Management; Jake Jeremiah, Dean of Library; David Kendric, Director of Online Curriculum and Instruction; Linda Korbel, Dean of Liberal Arts; Andrea Lehmacher, Director of Marketing; Joseph Scifo, Director of Facilities; Ella Whitehead, Assistant Director of Enrollment for Equity Outreach; Ruth Williams, Assistant VP for Academic Affairs / Dean of Curriculum and Instruction; Andy Williams, Controller.

Union Leaders: Suzanne Ziegenhorn, Full-Time Faculty Association; Mary Hope Griffin, Adjunct Faculty Association; Heather Jakob-Short, Classified Staff Association.

Faculty: Jayne Blacker, Mathematics; Julio Capeles, Social Science; Steve Fix, Cannabis Studies; Carrie Kellie, Nursing; Wayne Marko, Earth Science; Lori Oster, English; Katherine Schuster, Education and Global Studies.

Staff: Beatriz Sparks, Special Assistant to the Board; Philip Cronin, Media Services; Jennifer Crowley, Health Careers; Kamari Jordan, Marketing and Communications; Kelsey Kapolnek, Marketing and Communications; Ewa Lyczewska, Communications; Gabrielle O'Connor, Student Life and Campus Inclusion; Ricardo Olave, Auxiliary Services; Maria Ross, Recruitment and Outreach; Kayla Ruchti, Marketing and Communications; Vinita Shah, Media Services.

Students: Tyson Dean.

**Pledge of Allegiance** – Chair Kotowski asked Trustee Stafford to lead the pledge

**Land Acknowledgment** – Trustee Yanow

### **Approval of Minutes**

Chair Kotowski asked for a motion for the approval of the minutes of the January 17, 2023 regular meeting of the Board of Trustees.

Student Trustee Patel made the motion which was seconded by Trustee Kotowski. A voice vote was called and the minutes were unanimously approved.

### **Statement by the President**

#### Condolences

- To Assistant Vice President for Academic Affairs and College Transitions, Anne Brennan on the passing of her brother on January 20.
- To Senior Manager of Software Services, Kathy Roberson on the passing of her mother Minnie on January 20 at the age of 88.
- To Continuing Ed Program Support Specialist, Beth DiGiacinto on the passing of her father on Jan. 28.
- To the family and colleagues of Adjunct Professor and President of the AFA, Dr. Cheryl Thayer who passed away on Jan. 28.

#### Congratulations

- Distinguished Professor of Education, Dr. Katherine Schuster was selected as the winner of CCID's 2023 Werner Kubsch Award. The Werner Kubsch award recognizes outstanding achievement in

international education at a community college or similar institution worldwide and career dedication to the field.

- Oakton received the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2022 (fiscal year ending June 30, 2021).
- Fall 2022 cumulative GPAs for 4 of our intercollegiate teams: women's tennis, men's and women's golf and men's basketball with cumulative GPA's above a 3.0. Overall, the cumulative GPA of all student athletes was 2.8. 14 Student athletes had a perfect term 4.0 GPA and 4 sophomores have a cumulative 4.0 GPA heading into their last spring semester.
- Oakton was recognized as a Leader College at the National Achieving the Dream conference last week in Chicago. This award is given to institutions who demonstrate increases in student success measures for all students and reduce equity gaps for students from historically minoritized groups. This is a recognition of the work that we have done and the work that we need to continue to do to ensure equitable student success.

### Happenings

- President Smith, Trustee Bush, Trustee Salzberg, Trustee Yanow, and Steve Butera attended the ACCT Legislative Summit in Washington, DC earlier this month. It was a good opportunity for leaders to advocate on behalf of community colleges and students in our communities.
- Village of Skokie residents, Oakton College students, local beekeepers and community organizations are invited to host beehives at the new apiary on Oakton College's Skokie campus. The initiative — in partnership with the Village of Skokie — aligns with Oakton's commitment to sustainability by supporting the declining honeybee population and educating community members and students about the importance of pollinators. For questions about the apiary at Oakton, please contact Charmaine John, Oakton's sustainability specialist ([greenteam@oakton.edu](mailto:greenteam@oakton.edu)).
- Oakton's Jewish Studies program has announced a series of free virtual events — open to the public — to highlight Jewish history and culture and contributions made by Jewish people. For more information about the events, please visit [events.oakton.edu](https://events.oakton.edu).
- This week-end in the Black Box theater are performances of *Let me Down Easy*, a staged reading about contemporary healthcare issues.
- Tomorrow, Feb. 22nd Oakton is hosting an early childhood and 1-12 career and transfer fair and we will be hosting the Infant Toddler Conference on March 4.
- February is Black History Month and there has been a range of events that will continue through the end of the month.

### **Educational Foundation Liaison Report**

The Educational Foundation has raised more than \$984,863 in private support so far this fiscal year, which is 63% to their goal of \$1.5M. Recent gifts of note include:

- \$10,000 gift from professor Mary Kakenmaster and her husband Mark to launch the *Woznicki Memorial Compassion Scholarship* for students in the second year of our nursing program who have demonstrated community service, volunteerism or express a heart for caring for others.
- \$12,500 gift from Jeff and Liz Coney to provide additional support for the *Coney Family Endowed Scholarship* and the Foundation's Annual Fund.
- \$15,000 gift from retiree Annette Prince to grow support for the *Annette Prince First Generation Scholarship Fund* she established in 2020.
- \$6,000 gift from the Seabury Family Foundation to renew support for their annual scholarship supporting returning adults.

The 2023 Building a Better Future employee giving campaign is winding to a close at the end of this month. To date, the campaign has attracted 71 payroll donors with total per pay period giving of \$1,113, a 20% increase from this time last year. Of this group, 12 employees are new supporters and 3 have increased their giving to the Foundation. Thank you to all employees who support the work of the Educational Foundation through their charitable contributions.

The Foundation elected Scott Hurwitz to join the Board of Directors. Mr. Hurwitz is an Evanston resident who recently retired from Deloitte where he served as Audit Managing Partner for the Chicago Region.



He has served as a volunteer leader on other charitable boards, including the Youth Job Center, Millennium Park Foundation, and the Jewish Federation of Chicago. With the addition of Scott Hurwitz, the Foundation Board stands at 22 voting Directors.

The Foundation Board's next quarterly meeting will take place next week on March 1.

### **ICCTA/ACCT Liaison Report**

Trustee Bush reiterated what President Smith said regarding attendance at the ACCT Legislative Summit in Washington, DC. President Smith and Oakton Trustees heard from Secretary Pete Buttigieg, and met with Representative Jan Schakowsky, Senators Richard Durbin and Tammy Duckworth, and Congressmen Mike Quigley and Raja Krishnamoorthi. Meetings were focused on short-term PELL. Trustee Bush thanked Director of Communications, Steve Butera for all his work coordinating meetings with legislators.

### **Neurodiversity Liaison Report**

Trustee Bush shared that the neurodiversity initiative team met on February 3, and continued working on a draft of the neurodiversity statement. Trustee Bush indicated that opinions and suggestions would be appreciated, and that the person to contact is Teresa O'Sullivan. Trustee Bush shared the draft:

*"Neurodiversity among students, faculty, administrators and staff is critical to enhance the educational experience of our students and provide a more inclusive learning and operating environment, which in turn provides benefits for the communities within District 535.*

*When neurodivergent people are understood, valued and empowered, we all stand to benefit from their important and unique contributions.*

*Oakton recognizes that conditions including, but not limited to, ADD/ADHD, Dyslexia and Dyspraxia are differences in individual brain function and behavioral traits and are part of normal variation within the population.*

*Further, Oakton recognizes many individuals in the community experience a variety of cognitive conditions and circumstances beyond their control including, but not limited to, depression, bipolar disorder, schizophrenia and traumatic brain injury. Such individuals make important and valuable contributions to the community and to society."*

There is a plan for an event with panelists from the community, and a survey developed by Dr. Kelly Becker and Teresa O'Sullivan that will be sent to students. The next meeting is scheduled for Feb. 24.

### **Student Trustee Report**

Student Trustee Patel reported that SGA will be hosting the monthly club and organization roundtable on Feb. 23 at both campuses and remotely via Zoom. Two weeks ago, the SGA executive board met with Vice President for Administrative Affairs, Mr. Edwin Chandrasekar, and Auxiliary Services Manager, Ricardo Olave to discuss food insecurities and a voucher plan which will be presented during a future Board meeting.

Elections are coming for the Student Government Association; there have been some adjustments made to the signature collection. Senators will need 15 signatures on a petition in order to qualify for the ballot, and executive members will need 25 signatures. Election packets were made available on Feb. 16 at the Office of Student Life and Campus inclusion on both campuses. The due date for candidates to submit their paperwork is March 6. A candidate forum will be held on March 29.

### **Student Spotlight**

Tyson Dean shared that his wonderful journey at Oakton began in the fall of 2018. Five years later, as he works through his last semester, he looks back and realizes that the confidence that he built throughout the years as a student have been shaped by his experiences at Oakton. Before the Covid-19 pandemic his source of confidence was his career; working full-time pushed him to want more for himself, and he knew the only way to level up in his corporate career was to enhance his education. While working full-time, Tyson decided to enroll as a full-time student at Oakton, and had to work on time management.

The pandemic swept through the country, and Tyson's plans to work toward a better future were halted; he lost his job, and the classes he was interested in moved to remote learning, and he felt he needed a break from school to gain some perspective. He returned to campus for the fall 2021 semester, and Tyson said that return came with opportunities and blessings. On his first day back, he met Stephanie Erner who, at the time, was an advocate for the BLACK Student Success Program and the Black Student Union. Tyson indicated that Stephanie showed genuine love and respect for his persistence, and explained how the BSS program prides itself in bringing minorities together to achieve maximum success. Tyson decided to join BSS and BSU where he met Equity Coordinator Danielle Terry. Tyson shared that Ms. Terry helped him to find resources such as tutoring, student employment, scholarship opportunities, grants, mental health sessions, and overall a second home. Tyson also shared that Ms. Terry provided a space where he can feel comfortable being himself without judgment, and where he feels included and supported. While participating in BSU/BSS, Ms. Terry introduced Tyson to more opportunities that would widen his horizon, including the Emory Williams Academy for Black Men where he had the chance to meet Director of Student Life and Campus Inclusion, Dr. Rick Daniels and Professor Mario Borha. Watching how they worked toward advocating and pushing for inclusion has inspired him to continue his path to obtaining his degree. Tyson shared that Ms. Terry also provided the opportunity to work with Marketing and Communications to develop one of the new Oakton TV ads; while filming the commercial he met Marketing Specialist Kamari Jordan who provided him with the chance to take a lead role, which gave him a sense of confidence to pursue acting in the future.

As he wraps up his journey at Oakton, Tyson realizes how much he has grown since his first semester. He came to Oakton with the plan to advance his career, and he is leaving with more than just a degree; he is leaving with the backbone that supports him in all aspects; he is leaving with his BSU/BSS and Emory Williams family on his shoulders; he is leaving with the confidence that he knows his future holds the value that he puts in it. Tyson thanked Ms. Danielle Terry for all her assistance throughout his journey, Professor Mario Borha for extending the invitation to join the Emory Williams Academy, Dr. Ruben Howard, Dr. Karl Brooks, Krissie Harris, Kamari Jordan (and the marketing team), and Stephanie Erner for approaching him and giving him the confidence to seek assistance.

**Comments by the Chair – None**

#### **Trustee Comments**

Student Trustee Patel shared that he had the opportunity to attend the Illinois Community College Student Activities Association Leadership Conference at the beginning of the month with a small delegation of the SGA, and it was a great way to network and connect with student leaders from other institutions. The SGA brought new ideas to implement at Oakton.

**Public Participation – None**

#### **Report: Caring Campus – Fostering a Culture of Belonging and Connectedness**

Dr. Colette Hands, Chief Human Resources Officer  
Maria Ross, Recruitment and Outreach Specialist  
Kamari Jordan, Marketing Specialist  
Gabrielle O'Connor, Coordinator of Student Life and Campus Inclusion  
Ricardo Olave, Senior Manager of Auxiliary Services

Student persistence at Oakton has been at the forefront of the work that we do. Over the past several years, the College has outlined our collective goal toward increasing student persistence, and as President Smith mentioned at the opening day, we all need to be Oakton ambassadors to the Oakton Experience. Oakton is an Achieving the Dream school, and was encouraged by ATD Coach Brad Philips to work toward institutional student success. The College has been disaggregating student success data to understand what sub-populations of students are at greater risk of not completing their educational goals.

In 2016 Oakton faculty began the Faculty Caring Campus initiative which is called the Persistence Project. The Institute for Evidence-Based Change (IEBC) worked with Oakton to identify best practices faculty could engage in to increase the persistence of students. Faculty participating in the project

committed to spending 15 minutes with students at the beginning of each semester to get to know more about their goals. Regardless of race and ethnicity, students who experience the Persistence Project in their first semester persist at the College at higher rates. Particularly notable is that Black students in the Persistence Project persisted at a rate that is 20% higher than the overall rate for Black students.

In 2021, IEBC approached President Smith to ask if Oakton would continue to participate in the Caring Campus initiative, this time with staff. Caring campus is an intentional effort to make students feel welcome and a sense of connectedness to their experience at Oakton, by continued effort in self-evaluation and reflecting on how we deliver services to students. The goal is to move from transactional encounters to engaging our students.

Oakton's Behavioral Commitments to create a culture of belonging require campus-wide participation, a student-centered approach, and ease of implementation. They include:

- Use of nametags – Students will know who to approach with questions
- Ten-foot rule – Take the initiative to approach a student in need of assistance
- Cross-department awareness
- Warm referrals – Maintaining accurate and up to date directories to refer students appropriately
- Welcoming students

The Caring Campus initiative connects to the strategic plan to:

- Strengthen Students' Oakton Experience.
- Enhance Workforce Readiness and Community Engagement.
- Advance Racial Equity

The implementation process includes coaching sessions, joint sessions with the College's leadership, working groups and institutionalization/sustainability. The core team is divided in sub-teams, each one with one commitment, and they all work to become Caring Campus ambassadors.

Next steps include:

1. Identify goals and timelines
2. Identify metrics for Oakton
3. Create a communications plan
4. Measure and celebrate success

## **NEW BUSINESS**

### **2/23-1a 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 Bush seconded the motion. A voice vote was called and the motion passed unanimously.

### **2/23-1b Approval of Consent Agenda Items 2/23-2 through 2/23-6**

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/23-2 through 2/23-6 as listed in the Consent Agenda."

### **2/23-2 Ratification of Payment of Bills for January 2023**

"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 \$4,675,667.15 for all check amounts as listed and for all purposes as appearing on a report dated January 2023."

**2/23-3 Acceptance of Treasurer's Report for January 2023**

"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 January 2023."

**2/23-4 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 to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$301,254.25 for all funds listed in items a and b."

**2/23-5 Ratification of Payment of Professional Personnel – Spring 2023**

"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 Spring semester 2023; the total payment amounting to \$2,804,797.74."

"Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the Spring semester 2023; the total payment amounting to \$499,124.76."

**2/23-6 Approval of Clinical Practice Agreements**

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

Cancer Registry Management program (1 agreement)  
Patient Care Technician program (1 agreement)  
Pharmacy Technician program (7 agreements)  
Physical Therapist Assistant program (3 agreements)  
Sterile Processing Technician program (1 agreement)."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-7 Resolution Designating Bank Depository for College Funds**

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the resolution designating Wintrust Bank as a depository of the funds of the College."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-8 Authorization to Enter into Space Rental Agreement for Commencement**

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to enter into a one-year license agreement with the Rosemont Theatre, Village of Rosemont, 5400 N. River Road, Rosemont, Illinois 60018, for a contract sum of \$46,500.00 plus a contingency of \$3,500.00 to be held by the College and used in the best interests of the College, for a total expenditure not to exceed \$50,000.00.”

Trustee Kotowski seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-9 Authorization to Approve February Purchases**

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
2/23-9a	2	Water Pressure Booster System	Cryer & Olsen Mechanical, Inc. Joliet, IL	\$126,500.00
2/23-9b	2	Courtyard Rehabilitation	CCC Holdings, Inc. Tinley Park, IL	\$720,688.00
2/23-9c	1	Ratification to Kluber Boilers Replacement Service Agreement	Kluber Architects & Engineers, Inc. Aurora, IL	\$30,000.00
2/23-9d	1	Laerdal’s TurnKey AV Bundle	Laerdal Medical Corporation Wappingers Falls, NY	\$94,894.00
			<b>GRAND TOTAL:</b>	<b>\$972,082.00.”</b>

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-10 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 (PATH Grant) Type 1 Ambulance Simulator
- b. Strategic Enrollment Management (SEM) Planning Consultant
- c. Digital and Traditional Marketing Services – One Year Contract Extension
- d. RHC Boilers and Heat Exchangers Replacement
- e. Replacement Desktop Computers for Computer Labs

**2/23-11 Authorization to Hire Registrar and Director of Registrar Services**

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Mr. Daniel Weber effective February 27, 2023 at an annual salary of \$125,000. That salary will be prorated for the period of February 27, 2023 through June 30, 2023.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-12 Approval of Sabbatical Leave – Administrative Personnel**

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves a sabbatical leave for Sebastian Contreras Jr., Dean of Student Success, February 22, 2023 to May 19, 2023.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-13 Approval of Award of Tenure**

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2023 semester, to the following faculty:

Stephen Fix	Assistant Professor, Cannabis Studies
Anna Hammer	Associate Professor, Mathematics
Matthew Lee	Assistant Professor, Mathematics
Sylvia Rosillo	Assistant Professor, Library.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-14 Acceptance of Faculty Retirements**

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Distinguished Professor of Psychology, Paul Johnson, and Distinguished Professor of Mechanical Design and Mathematics/Chair of Engineering, Joseph Kotowski."

Student Trustee Patel seconded the motion. A voice vote was called and the motion passed unanimously.

**2/23-15 Approval of Policy Revisions**

*Chair Kotowski made a motion to amend the resolution to omit policy 1013. The policy will be revised again for board approval at a future meeting.*

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby approves revisions to policies 1000, 1003, 1008, 1009, 1010 and 1018, attached hereto."

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

**2/23-16 Acceptance of the Music Performance Trust Fund Grant from the American Federation of Musicians of the U.S.A. & Canada, Chicago Federation of Musicians – Local 10-20B**

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts a grant from the American Federation of Musicians in support of the Jazz Appreciation Month Concert, in the amount of \$2,918.88."

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

**Adjournment**

Chair Kotowski announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, March 21, 2023 at the Des Plaines Campus.

Student Trustee Patel made a motion to adjourn the meeting, which was seconded by Trustee Kotowski. A voice vote was called and the meeting was adjourned at 7:14 p.m.

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Paul Kotowski, Board Chair

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Gail Bush, Board Secretary

Minutes recorded by:  
Beatriz Sparks  
2/2023

**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 3/23-2 through 3/23-7**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 3/23-2 through 3/23-7 as listed in the Consent Agenda:

- 3/23-2           Ratification of Payment of Bills for February 2023
- 3/23-3           Acceptance of Treasurer’s Report for February 2023
- 3/23-4           Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 3/23-5           Ratification of Payment of Professional Personnel – Spring 2023
- 3/23-6           Approval of Clinical Practice Agreements
- 3/23-7           Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines.”

**Ratification of Payment of Bills for February 2023**

The check register detailing the regular monthly bills for February 2023 was sent out March 17, 2023. The totals by fund are on page 2. This includes approval of travel reimbursements for February 2023.

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Board Chair

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Board Secretary

EC:mw  
3/2023

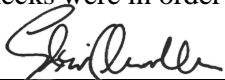
**President's Recommendation:**

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

“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 \$5,170,868.81 for all check amounts as listed and for all purposes as appearing on a report dated February 2023.”

OAKTON COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for February 2023, represented by checks on pages 1-13 numbered !0002257 - !0002272, !0002274 - !0002300, !0002302 - !0002314, !0002316 - !0002323, !0002325 - !0002326, A0159988 - A0160181, A0160183 - A0160289 and A0160291 - A0160342 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

<u>Fund</u>	<u>Gross Payroll</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$ 3,498,717.65	\$ 595,284.22	\$ 4,094,001.87	\$ (1,275.00)	\$ 4,092,726.87
Operations, Building and Maintenance Fund	\$ 339,740.35	\$ 141,129.04	\$ 480,869.39	\$ -	\$ 480,869.39
Maintenance Fund (Restricted)	\$ -	\$ 33,291.61	\$ 33,291.61	\$ -	\$ 33,291.61
Bond & Interest		\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 214,713.70	\$ 94,242.96	\$ 308,956.66	\$ -	\$ 308,956.66
Restricted purposes	\$ 217,683.39	\$ 18,380.72	\$ 236,064.11	\$ -	\$ 236,064.11
Trust/Agency	\$ -	\$ 2,527.53	\$ 2,527.53	\$ -	\$ 2,527.53
Audit		\$ 1,175.00	\$ 1,175.00		\$ 1,175.00
Liability, Protection & Settlement		\$ 5,124.12	\$ 5,124.12	\$ -	\$ 5,124.12
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan					
<b>TOTALS</b>	<b>\$ 4,270,855.09</b>	<b>\$ 891,155.24</b>	<b>\$ 5,162,010.29</b>	<b>\$ (1,275.00)</b>	<b>\$ 5,160,735.29</b>
Student Government	\$ -	\$ 8,858.52	\$ 8,858.52	\$ -	\$ 8,858.52
<b>TOTAL PER REPORT</b>	<b>\$ 4,270,855.09</b>	<b>\$ 900,013.76</b>	<b>\$ 5,170,868.81</b>	<b>\$ (1,275.00)</b>	<b>\$ 5,169,593.81</b>

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 1-13 numbered !0002266, !0002267, !0002290, !0002290, A0160007, A0160007, A0160023, A0160030, A0160293, A0160293 and A0160318 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 \$8,858.52 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 February 2023.

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

**Acceptance of Treasurer's Report for February 2023**

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  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"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 February 2023."

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

February 2023

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

Treasurer's Comments on February 2023 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$984,000 in tuition and fees, \$397,000 in property taxes, \$382,000 in adult education grants, \$322,000 in interest earnings \$320,000 for the credit hour grant, \$240,000 in PATH Workforce program grants, \$214,000 for the ICCB Career and Tech Ed grant, \$200,000 in ICCB Bridge and Transitions grants, \$5,300 from the state Monetary Assistance Program (MAP) grants, and \$3,300 for the Early Childhood Access Consortium for Equity (ECACE) grant.

Net cash and investments decreased \$2.7 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 February, revenues were \$70.3 million or 109% of the prorated budget, compared to \$67.0 million, or 104% for the previous year. Tuition and fees totaled \$22.9 million year to date, or 112% of the prorated budget. Tuition and fees will be adjusted for dual credit students in March, which will reduce tuition and fees by about \$1.4 million. Last year, tuition and fees totaled \$19.7 million or 91% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures were \$45.0 million. The operating expenditures are \$0.7 million (1.6%) above prior year's actual expenditures of \$44.3 million for the same period. Net transfers total \$4.2 million.

**OAKTON COMMUNITY COLLEGE**  
**FINANCIAL POSITION OF FUNDS AS OF**  
**February 28, 2023**  
**(IN THOUSANDS)**

	<b>Education</b>	<b>Operations &amp; Maintenance</b>	<b>Operations &amp; Maintenance (Restricted)</b>	<b>Bond And Interest</b>	<b>General Long term Debt</b>	<b>Working Cash Auxiliary Agency Restricted</b>	<b>Investment In Plant</b>	<b>Social Security Medicare Audit Tort</b>	<b>Retiree Health Ins.</b>	<b>Total All Funds</b>
<b>ASSETS</b>										
Cash	\$ (2,398)	\$ 1,701	\$ 1,450	\$ 836	\$ -	\$ 1,582	\$ -	\$ 1,329	\$ 486	\$ 4,986
Taxes Receivable	52,175	7,497	-	3,570	-	-	-	68	-	63,310
Student Tuition Receivable	7,968	-	5	-	-	693	-	-	-	8,666
Government Funds Receivable	(17)	-	-	-	-	445	-	41	-	469
Lease Receivable	14,271	-	-	-	-	-	-	-	-	-
Accrued Interest	251	32	35	-	-	7	-	1	91	417
Other Receivables	662	-	-	-	-	118	-	-	-	780
Investments										
Short-term	70,863	8,352	12,135	230	(67)	3,702	-	322	32,409	127,946
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(17,500)	-	-	(20)	(10)	14,500	-	-	-	(3,030)
Inventories - Prepays	281	-	-	-	56	341	-	-	-	678
Total Current Assets	<u>149,462</u>	<u>20,731</u>	<u>17,678</u>	<u>4,616</u>	<u>(21)</u>	<u>21,764</u>	<u>-</u>	<u>1,889</u>	<u>40,553</u>	<u>256,672</u>
Net Investment in Plant	-	-	-	-	-	-	104,996	-	-	104,996
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	<u>\$ 149,462</u>	<u>\$ 20,731</u>	<u>\$ 17,678</u>	<u>\$ 4,616</u>	<u>\$ (21)</u>	<u>\$ 21,764</u>	<u>\$ 105,554</u>	<u>\$ 1,889</u>	<u>\$ 40,553</u>	<u>\$ 362,226</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,585	1,585
Total Assets and Deferred Outflows of Resources	<u>\$ 149,462</u>	<u>\$ 20,731</u>	<u>\$ 17,678</u>	<u>\$ 4,616</u>	<u>\$ (21)</u>	<u>\$ 21,764</u>	<u>\$ 105,554</u>	<u>\$ 1,889</u>	<u>\$ 42,138</u>	<u>\$ 363,811</u>
<b>LIABILITIES AND NET POSITION</b>										
Payables	\$ 155	\$ 19	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ 203
Accrued Interest Payable	-	-	-	-	113	-	-	-	-	113
Deferred Tuition Revenue	-	-	-	-	-	(22)	-	-	-	(22)
Accruals	3,301	267	-	-	-	256	-	-	-	3,824
Bonds Payable	-	-	-	-	44,976	-	-	-	-	44,976
Lease Liability	-	-	-	-	347	-	-	-	-	347
OPEB Liability	-	-	-	-	-	-	-	-	39,740	39,740
Total Liabilities	<u>3,456</u>	<u>286</u>	<u>-</u>	<u>-</u>	<u>45,436</u>	<u>263</u>	<u>-</u>	<u>-</u>	<u>39,740</u>	<u>89,181</u>
Deferred Inflows of Resources - Property Taxes	42,653	6,416	-	2,660	-	-	-	80	-	51,809
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	10,670	10,670
Deferred Inflows - Leases	14,271	-	-	-	-	-	-	-	-	14,271
Total Liabilities and Deferred Inflows of Resources	<u>60,380</u>	<u>6,702</u>	<u>-</u>	<u>2,660</u>	<u>45,436</u>	<u>263</u>	<u>-</u>	<u>80</u>	<u>50,410</u>	<u>165,931</u>
Net Position										
Unrestricted	89,081	14,030	17,677	-	-	3,852	-	-	(8,272)	116,368
Restricted	-	-	-	-	-	17,650	-	1,808	-	19,458
Debt Service	-	-	-	1,956	(45,456)	-	-	-	-	(43,500)
Plant	-	-	-	-	-	-	105,554	-	-	105,554
Total Net Position	<u>89,081</u>	<u>14,030</u>	<u>17,677</u>	<u>1,956</u>	<u>(45,456)</u>	<u>21,502</u>	<u>105,554</u>	<u>1,808</u>	<u>(8,272)</u>	<u>197,880</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 149,461</u>	<u>\$ 20,732</u>	<u>\$ 17,677</u>	<u>\$ 4,616</u>	<u>\$ (20)</u>	<u>\$ 21,765</u>	<u>\$ 105,554</u>	<u>\$ 1,888</u>	<u>\$ 42,138</u>	<u>\$ 363,811</u>



**OAKTON COMMUNITY COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
EIGHT MONTHS ENDED FEBRUARY 28, 2023**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes (accrual basis)	\$ 58,154	\$ 38,769	\$ 37,712	97%	100%
Replacement Tax	1,400	933	2,102	225%	199%
State Revenue	3,928	2,619	4,085	156%	196%
Federal Revenue	1,800	1,200	1,862	155%	165%
Tuition and Fees	19,154	20,425	22,860	112%	91%
Other	1,009	673	1,712	255%	46%
<b>TOTAL REVENUES</b>	<b>\$ 85,445</b>	<b>\$ 64,619</b>	<b>\$ 70,333</b>	<b>109%</b>	<b>104%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 30,557	\$ 20,371	\$ 18,811	92%	96%
Academic Support	19,667	13,111	11,931	91%	87%
Student Services	8,388	5,592	4,406	79%	77%
Public Services	1,314	876	717	82%	78%
Operations and Maintenance	8,053	5,369	3,994	74%	74%
General Administration	7,026	4,684	4,257	91%	83%
General Institutional	310	207	841	407%	273%
Contingency	1,809	1,206	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 77,124</b>	<b>\$ 51,416</b>	<b>\$ 44,957</b>	<b>87%</b>	<b>87%</b>
Revenues over (under) expenditures	8,321	13,203	25,376		
<b>Net Fund transfers</b>					
To Retiree Health Insurance Fund	(2,000)	(1,333)	-		
To O & M Fund (Restricted)	(2,500)	(1,667)	(1,667)		
To Auxiliary Fund and Alliance	(2,474)	(1,649)	(1,649)		
To Restricted Purpose Fund	(100)	(67)	(67)		
To Liability, Protection & Settlement Fund	(713)	(475)	(475)		
To Social Security/Medicare Fund	(824)	(549)	(549)		
From Working Cash Fund: Interest	290	193	193		
<b>Total Transfers</b>	<b>\$ (8,321)</b>	<b>\$ (5,547)</b>	<b>\$ (4,214)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ -</b>	<b>\$ 7,655</b>	<b>\$ 21,162</b>		

**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
EIGHT MONTHS ENDED FEBRUARY 28, 2023**

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>
<b>REVENUES</b>			
Construction Fee	295	279	95%
Interest and Investments Gain/Loss	16	215	1344%
Total revenues	<u>311</u>	<u>494</u>	<u>159%</u>
<b>EXPENDITURES</b>			
Landscape Improvements	326	-	0%
Capital Equipment	881	207	23%
Hardware Replacement/Master Keying	750	-	0%
Camera Replacement	250	-	0%
Pedestrian Path	250	48	19%
Automatic Irrigation for Featured Zones	168	-	0%
Courtyards	750	69	9%
PharmaCann Cannabis Cultivation Lab	34	34	100%
Learning Commons RHC	1,600	-	0%
Boiler Replacement	494	-	0%
DP Workplace - Critical Adjacencies/Enabling Moves	1,300	-	0%
Learning Commons DP - Enabling Projects	700	-	0%
Plumbing	350	-	0%
Roofing Replacement-DP	120	-	0%
ADA Compliance	131	-	0%
BAS Upgrades - Skokie	174	-	0%
TenHoeve Wing Remodeling	750	-	0%
Domestic hot water pump	45	-	0%
Switchgear Upgrade	625	-	0%
Baseball Complex Renovations	900	-	0%
Exterior Envelope	110	-	0%
Grounds Roof Replacement	197	104	53%
Parking Lot Upgrades	153	153	100%
Contingency	241	-	0%
Site and Construction	-	65	0%
Master Plan Refresh 2022	-	3	0%
Total expenditures	<u>11,299</u>	<u>683</u>	<u>6%</u>
Transfer in	2,500	1,667	67%
Net	<u>\$ (8,488)</u>	<u>\$ 1,478</u>	<u>(17%)</u>

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 1,355	\$ 1,285	95%	75%
Workforce Development	60	16	27%	29%
Copy Center	150	46	31%	13%
Athletics	8	35	438%	200%
Child Care	405	288	71%	56%
PAC Operations	4	3	75%	0%
Campus Scheduling and Events	155	32	21%	0%
Other	118	102	86%	73%
Interest and Investments Gain/Loss	40	25	63%	7%
Total revenues	<u>2,295</u>	<u>1,832</u>	<u>80%</u>	<u>59%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	\$ 1,425	\$ 859	60%	54%
Workforce Development	302	147	49%	61%
Copy Center	415	261	63%	51%
Athletics	961	720	75%	0%
Child Care	535	334	62%	60%
PAC Operations	100	58	58%	49%
Campus Scheduling and Events	30	3	10%	0%
Auxiliary Services Administration	320	192	60%	52%
Other	479	128	27%	19%
Total expenditures	<u>4,567</u>	<u>2,702</u>	<u>59%</u>	<u>39%</u>
Transfers in (out)	2,272	1,515		
Net	<u>\$ -</u>	<u>\$ 645</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
EIGHT MONTHS ENDED FEBRUARY 28, 2023**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a% Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 529	\$ 353	\$ 407	77%	142%
Tuition and Fees	1,214	809	787	65%	50%
Sale of Materials	2	1	1	50%	0%
Institutional Support					
Evening High School	50	33	36	72%	46%
Other Revenues	85	57	20	24%	44%
Total revenues	<u>1,880</u>	<u>1,253</u>	<u>1,251</u>	<u>67%</u>	<u>70%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	\$ 1,221	814	\$ 547	45%	53%
Instructional Programs					
Allied Health	115	77	28	24%	41%
Job-related	470	313	112	24%	51%
Personal	12	8	10	83%	23%
Emeritus Programs	61	41	7	11%	10%
High School Programs	132	88	47	36%	40%
ESL Programs	70	47	37	53%	34%
Total Programs	<u>860</u>	<u>573</u>	<u>241</u>	<u>28%</u>	<u>42%</u>
Total expenditures	<u>2,081</u>	<u>1,387</u>	<u>788</u>	<u>38%</u>	<u>49%</u>
Revenue over (under) expenditure	<u>\$ (201)</u>	<u>\$ (134)</u>	<u>\$ 463</u>		
Transfer in	201	134	134		
Net	0	(0)	597		

**OAKTON COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES FUND**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**EIGHT MONTHS ENDED FEBRUARY 28, 2023**

	<b>Program Generated Revenue</b>	<b>Revenue Allocated to Programs</b>	<b>Total Revenue and Allocation</b>	<b>Expenditures</b>	<b>Program Net Fav (Unfav)</b>
Activity fees	\$ 373,743				
Interest income	-				
Sub total revenues	<u>373,743</u>				
369901 Student Government Association	(22,919)	45,000	22,081	(27,525)	(5,444)
369910 Occurrence	145	15,000	15,145	(1,407)	13,738
369919 Skokie Events Team	-	45,000	45,000	(31,029)	13,971
369922 IEEE	2,000	494	2,494	(341)	2,153
369923 Stud. Global Health & Sustainability	(54)	6,033	5,979	(2,131)	3,848
369930 Early Childhood Education Club	-	2,284	2,284	(168)	2,116
369932 Ceramics Club	-	927	927	(70)	856
369933 UNICEF	-	1,635	1,635	-	1,635
369935 Honors Student Organization	-	800	800	-	800
369937 Oakton Future Educators	-	400	400	(75)	325
369940 Card and Board Game Club	-	1,691	1,691	-	1,691
369942 Oakton Visual Organization	-	475	475	-	475
369943 Japanese Culture Club	67	525	592	(172)	419
369944 South Asian Club	-	940	940	(53)	887
369945 Physical Therapy Assist.	885	2,124	3,009	-	3,009
369946 Phi Theta Kappa (PTK)	3,240	10,000	13,240	(2,868)	10,372
369947 Oakton Pride Club	-	1,121	1,121	(112)	1,009
369949 Mission Bible Club	-	725	725	-	725
369950 Latinx Club	-	1,088	1,088	-	1,088
369951 Society of Women Engineers	-	972	972	-	972
369954 Korean Culture Club	-	768	768	(180)	588
369955 Environmental Club	-	1,011	1,011	-	1,011
369958 Coding Club	-	400	400	-	400
369959 Black Student Union	-	2,470	2,470	-	2,470
369960 Muslim Student Association	-	2,598	2,598	(338)	2,260
369961 DECA	-	584	584	-	584
369962 Artist Liberator's Club	-	400	400	-	400
369963 Fine Arts Club	-	1,020	1,020	(90)	930
369964 Oakton Helping Others	-	2,399	2,399	-	2,399
369967 Creative Writing Club	-	400	400	-	400
369968 Diverse D.U.R.A. Outreach	-	400	400	-	400
369969 Great Books Club	-	400	400	-	400
369970 Oakton Octaves Club	-	400	400	-	400
369971 Habitat for Humanity	81	1,707	1,788	-	1,788
369972 PAYO	153	3,035	3,188	(381)	2,806
369973 Oakton Student Dance Club	-	400	400	-	400
369977 Philosophy Club	-	400	400	-	400
369982 Graphic Design Club	-	400	400	-	400
Sub Totals	<u>6,138</u>	<u>45,000</u>	<u>45,000</u>	<u>(38,009)</u>	<u>63,588</u>
<b><u>Fund Summary</u></b>					
Total Revenues	\$ 379,881				
Total Expenditures	(38,009)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>341,872</u>				
Net Position 6/30/22	<u>1,283,191</u>				
Net Position, end of period	<u>\$ 1,625,063</u>				

**OAKTON COMMUNITY COLLEGE  
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS  
Feb-23**

**GENERAL FUND TRANSFERS/PAYMENTS**

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER &amp; MISC</u>
	\$ -					
2/7/2023	\$ 2,514.79					2514.79
2/14/2023	\$ 711,072.22			711,072.22		
2/17/2023	\$ 740,019.04			740,019.04		
2/15/2023			7,435.00			
<b>TOTAL</b>	<b>\$ 1,453,606.05</b>	<b>\$ -</b>	<b>\$ 7,435.00</b>	<b>\$ 1,451,091.26</b>	<b>\$ -</b>	<b>\$ 2,514.79</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
2/3/2023	\$ 591,224.87	\$ 252,621.72	\$ 87,413.81	\$ 179,708.35	\$ 71,480.99
2/17/2023	\$ 594,343.87	\$ 244,900.20	\$ 88,370.68	\$ 189,637.25	\$ 71,435.74
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
<b>TOTAL</b>	<b>\$ 1,185,568.74</b>	<b>\$ 497,521.92</b>	<b>\$ 175,784.49</b>	<b>\$ 369,345.60</b>	<b>\$ 142,916.73</b>

**Ratification of Actions of the Alliance for Lifelong Learning (ALL) Executive Board**

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$68,415.75 for part-time teaching services for the Alliance for Lifelong Learning spring 2023.
- b. Salary rescinds in the amount of \$7,862.25 for part-time teaching services for the Alliance for Lifelong Learning spring 2023.
- c. Payment for Fall 2022 Space Utilization and Classroom/Office Space rental as follows:

	<b>Rental</b>
District 202 (Evanston)	\$1,591.08
District 207 (Maine)	\$9,439.47
District 219 (Niles)	\$1,099.86
District 225 (Glenbrook)	\$168.99
<b>Total Payment</b>	<b>\$12,299.40</b>

MB:bd  
3/2023

**President’s Recommendation:**

That the Board adopts the following resolution (*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 \$80,715.15 for all funds listed in items a and c.”

**Supplemental Authorization to Pay Professional Personnel – Spring 2023**

Comparative figures:

<b>Spring 2023 Part-Time</b> <b>\$3,215,021.07</b>	<b>Spring 2022 Part-Time</b> <b>\$3,257,309.15</b>
<b>Spring 2023 Overload</b> <b>\$613,846.95</b>	<b>Spring 2022 Overload</b> <b>\$545,092.14</b>

IL:jg  
3/2023

**President’s Recommendation:**

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$410,223.33 to the total amount of part-time teaching salaries paid during the spring semester 2023; the revised, total payment amount is \$3,215,021.07.”

“Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$114,722.19 to the total amount of faculty overload salaries paid during the spring semester 2023; the revised, total payment amount is \$613,846.95.”

**Approval of Clinical Practice Agreements**

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

**Health Information Technology program:**

New: This is a new agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on March 21, 2023 and terminates on March 21, 2028.

Renewal: This is a renewal agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on March 21, 2023 and terminates on March 21, 2026.

**Health Information Technology, Medical Laboratory Technology, Nursing, Physical Therapy:**

Amended: This is an amended agreement for the Health Information Technology, Medical Laboratory Technology, Nursing, and Physical Therapist Assistant programs. It has been reviewed and approved by the College faculty and administration. This agreement will terminate on May 29, 2025.

**Physical Therapist Assistant program:**

New: This is a new agreement for the Physical Therapist Assistant program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on March 21, 2023 and terminates on March 21, 2026.

Renewal: This is a renewal agreement for the Physical Therapist Assistant program. It has been reviewed and approved by the College faculty and administration. This agreement commences on March 21, 2023 and terminates according to the terms stated in the agreement.

**Emergency Medical Technician program:**

Amended: This is an amended agreement for the Emergency Medical Technician program. It has been reviewed and approved by the College faculty and administration. This agreement will terminate on December 31, 2023.

IL:wh  
3/2023



**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 following cooperative agreements:

Health Information Technology program (2)  
HIT, MLT, Nursing and PTA programs (1)  
Physical Therapist Assistant program (2)  
Emergency Medical Technician (1)."

**Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines**

The City of Des Plaines will be hosting two events at the College: a fireworks display to celebrate the Independence Day holiday on July 2, 2023, and a fall celebration event on October 14, 2023. The agreements set forth each party's duties and responsibilities for the use of Oakton College property for these city-hosted events.

EC: mw  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"Be it resolved that the Board of Trustees of Community College 535 hereby approves the intergovernmental agreements between Oakton College and the City of Des Plaines, attached hereto."

**Contract for Use of Facilities between the  
City of Des Plaines  
and  
Oakton College**

**Agreement:**

The City of Des Plaines (the “City”) has permission to use the Des Plaines campus of Oakton College (“Oakton” or “the College”) (individually, the City and Oakton are a “Party” and, collectively, the City and Oakton are referred to as the “Parties”) for a fireworks display (the “Event”), at no cost to either the City or Oakton, subject to the terms contained herein.

Time and Place of Event:

The Event will take place on Sunday, July 2, 2023, from 5 p.m. until approximately 11 p.m. The fireworks will be set over the lake and viewed by the attendees from various points across the College campus. Fireworks will begin approximately at dusk on July 2 and will last no later than 11:00 p.m.

Limitations:

1. There is to be no access to or use of the acreage north of parking lot A (Oakton’s soccer fields).
2. There will be absolutely no access to Oakton’s indoor facilities for any reason. The City will notify Event participants, vendors and related personnel of this provision.

The map attached to this Agreement indicates the areas in which activities will take place.

Set-up:

Set-up of the Event will begin on July 2 in the morning.

The City will provide snow fencing around the perimeter of the fireworks and the City will provide personnel during the fireworks to ensure that this area is not used.

A meeting is to be arranged in mid-June with the City staff and members of the College Facilities staff and the Office of Public Safety before any set up activity begins. This will permit both parties to clarify expectations and to discuss detail regarding needs. Oakton’s Facilities staff must be consulted regarding the location of equipment in order to prevent damage to underground power sources and sprinklers. The Event organizers will contact the College to establish a date and time for this meeting.

Rain Date and Conditions:

In the event of rain and cancellation of fireworks, a rain date fireworks display scheduled within six months of July 2, 2023 has been authorized.

In the event that the City must postpone the Event, it is imperative that contact be made with the College immediately on July 1st. It is critical that this contact be made as quickly as possible so that personnel for the College can be coordinated for the rain date and so that the College is prepared to respond to questions of the public and media in regard to the rain date.

Under this circumstance, the City will be permitted to leave the set up in place through July 3. However, the College will not be held responsible for the safety of this property. Additional efforts to secure this property and equipment are the responsibility of the City and must be coordinated with and conducted with the approval of the Oakton College Department of Public Safety.

**Oakton Will:**

Personnel.

Oakton will provide:

- personnel to secure the interior of the building who are employees of the Oakton Police Department
- an electrician, available the day/night of the event at a time specified by the City.

Any additional Oakton personnel requested by the City (or as a result of an addition or change to this agreement) will be provided at the City's expense.

Available Services.

Oakton will provide limited power to the Campus' peninsula area to support the Event.

- Water will be available only from one outdoor faucet, and a hose will be provided.
- Oakton will activate the telephones located near the Lot D entrance doors outside the building so that Event patrons may make local calls at no charge.

The City will provide fencing around the fireworks area the City will provide personnel during the fireworks to ensure that this area is not used.

**The City Will:**

Traffic Control.

The City will be responsible for all aspects of traffic related to the Event, including orderly ingress and egress and parking. No one attending the Event will be allowed to park on the grass or any other unpaved areas, or on College or Circle Drives.

Toilet Facilities.

As there is no access to College buildings, the City will provide portable toilets and hand washing stations for Event patrons.

Post-Event Clean-Up.

The City will restore the Event site to a state comparable to its condition prior to the Event. The City will be responsible for removal of trash and debris after the Event; in addition, the City will survey the condition of the Event site early on the following day in the daylight. Any equipment that cannot be removed immediately after the Event, including but not limited to tents, tables and portable toilets, will be removed the day following the Event. Oakton's Campus must be in suitable condition for its students, employees and visitors when Oakton re-opens for classes and regular business at 7 a.m. on Monday, July 3, 2023.

Alcohol & Tobacco.

The City will not allow anyone to sell, serve or consume alcoholic or alcohol-like beverages at the Event. Publicity will advise Event patrons that consumption of alcoholic beverages anywhere on Oakton's Campus is prohibited.

Retention Pond Safety and Maintenance.

The City will be responsible for ensuring that all Event patrons, attendees and workers stay away from the retention pond on Oakton's Campus and refrain from throwing rocks and debris in the retention pond. Of primary concern is the safety of Event patrons who may fall into or attempt to swim in the pond.

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Hold Harmless and Insurance.

The City agrees to defend, indemnify and hold harmless Oakton, its Trustees, officers, employees and agents, from and against any claims, suits, liabilities, costs and damages, including, without limitation, attorneys' fees, arising out of or related to the use of Oakton's Campus for the Event.

The City and the pyrotechnician retained for the Event will each provide a Certificate of Insurance to Oakton, verifying that Oakton (properly known as "The Board of Trustees of Community College District No. 535, County of Cook, State of Illinois, a body politic and corporate") is an additional insured under a general liability policy of at least \$1 million with an insurance company acceptable to Oakton, insuring all parties against claims for bodily injury or death to any person who is on Oakton's Campus as a result of the Event.

College Contact and Coordinator:

The City's primary contact at the College will be Joe Scifo, Director of Facilities (847-635-1784) and the alternative contact will be Jeff Hoffmann, Chief of Police and Emergency Management (847-635-1881).

Signature:

On behalf of the City and the College the signatures below signify agreement to adhere to the conditions as set forth above and attached hereto.

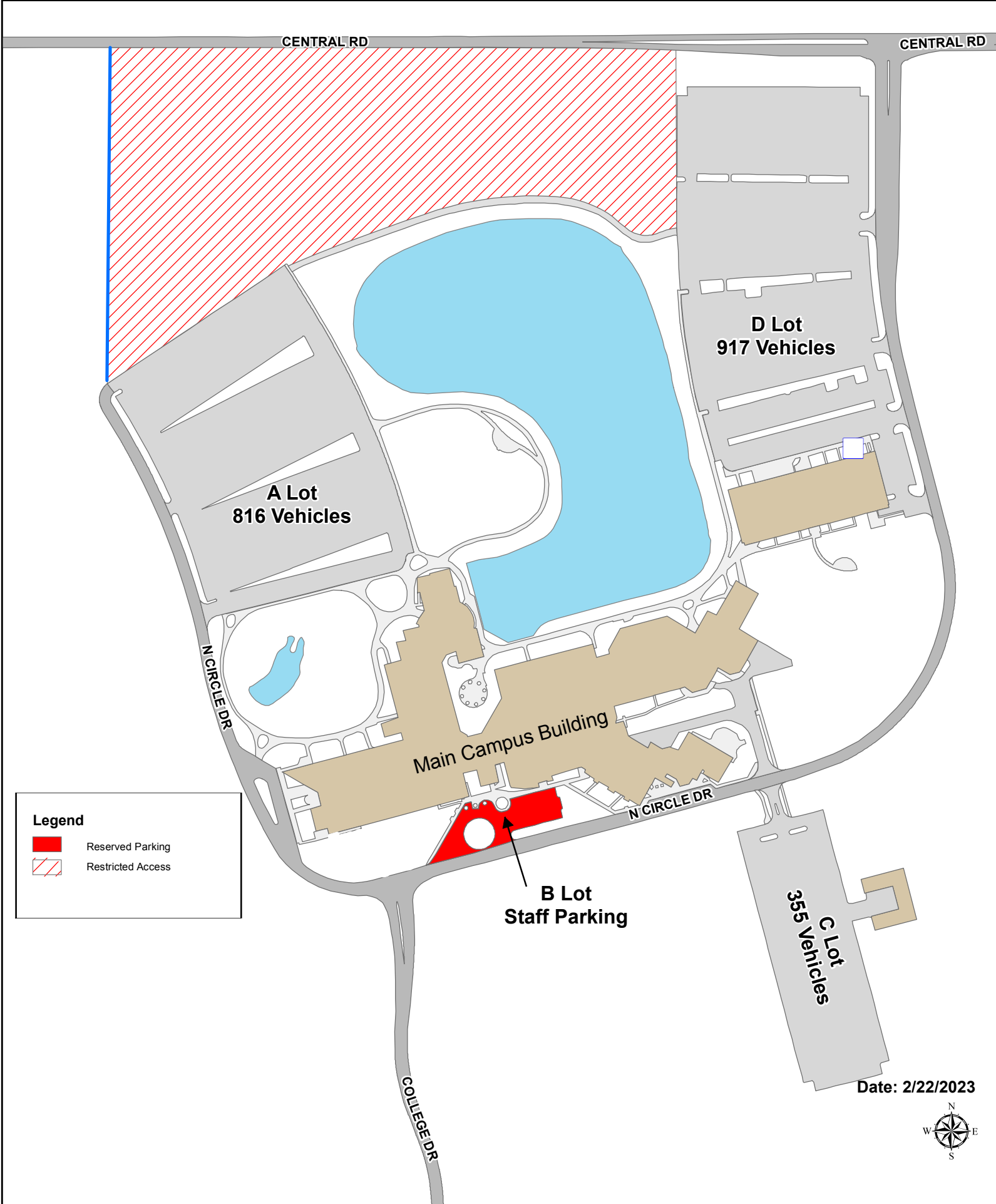
OAKTON COLLEGE

ACCEPTED:

\_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Michael Bartholomew  
For the City of Des Plaines

Attachment: Map of Oakton College Des Plaines Campus



Date: 2/22/2023



**Contract for Use of Facilities between the  
City of Des Plaines  
and  
Oakton College**

**Agreement:**

The City of Des Plaines (the “City”) has permission to use the Des Plaines campus of Oakton College (“Oakton” or “the College”) (individually, the City and Oakton are a “Party” and, collectively, the City and Oakton are referred to as the “Parties”) for a fall celebration event (the “Event”), at no cost to either the City or Oakton, subject to the terms contained herein.

Time and Place of Event:

The Event will take place on Saturday, October 14, 2023, from 11 a.m. until approximately 5 p.m. The event will be set in the parking lots and grassy area next to the pond.

Limitations:

1. There is to be no access to or use of the acreage north of parking lot A (Oakton’s soccer fields).
2. There will be absolutely no access to Oakton’s indoor facilities for any reason. The City will notify Event participants, vendors and related personnel of this provision.

The map attached to this Agreement indicates the areas in which activities will take place.

Set-up:

Set-up of the Event will begin on October 13 in the morning.

The City will provide barricades around the perimeter of the soccer fields north of Lot A to limit access during the event to ensure that this area is not used.

A meeting is to be arranged in mid-September with the City staff and members of the College Facilities staff and the Office of Public Safety before any set up activity begins. This will permit both parties to clarify expectations and to discuss detail regarding needs. Oakton’s Facilities staff must be consulted regarding the location of equipment in order to prevent damage to underground power sources and sprinklers. The Event organizers will contact the College to establish a date and time for this meeting.

Rain Date and Conditions:

In the event that the City must postpone or cancel the Event, it is imperative that contact be made with the College immediately. It is critical that this contact be made as quickly as possible so that personnel for the College can be coordinated for the rain date and so that the College is prepared to respond to questions of the public and media in regard to the rain date.

Under this circumstance, the City will be permitted to leave the set up in place through October 16. However, the College will not be held responsible for the safety of this property. Additional efforts to secure this property and equipment are the responsibility of the City and must be coordinated with and conducted with the approval of the Oakton College Department of Public Safety.

**Oakton Will:**

Personnel:

Oakton will provide:

- personnel to secure the interior of the building who are employees of the Oakton Police Department
- an electrician, available the day/night of the event at a time specified by the City.

Any additional Oakton personnel requested by the City (or as a result of an addition or change to this agreement) will be provided at the City's expense.

Available Services.

Oakton will provide limited power to the Campus' peninsula area to support the Event.

- Water will be available only from one outdoor faucet, and a hose will be provided.
- Oakton will activate the telephones located near the Lot D entrance doors outside the building so that Event patrons may make local calls at no charge.

The City will provide signage around the pond area the City will provide personnel during the event to ensure that this area is not used.

**The City Will:**

Traffic Control.

The City will be responsible for all aspects of traffic related to the Event, including orderly ingress and egress and parking. No one attending the Event will be allowed to park on the grass or any other unpaved areas, or on College or Circle Drives.

Toilet Facilities.

As there is no access to College buildings, the City will provide portable toilets and hand washing stations for Event patrons.

Post-Event Clean-Up.

The City will restore the Event site to a state comparable to its condition prior to the Event. The City will be responsible for removal of trash and debris after the Event; in addition, the City will survey the condition of the Event site early on the following day in the daylight. Any equipment that cannot be removed immediately after the Event, including but not limited to tents, tables and portable toilets, will be removed the day following the Event. Oakton's Campus must be in suitable condition for its students, employees and visitors when Oakton re-opens for classes and regular business at 7 a.m. on Monday, October 16, 2023.

Alcohol & Tobacco.

The City will not allow anyone to sell, serve or consume alcoholic or alcohol-like beverages at the Event. Publicity will advise Event patrons that consumption of alcoholic beverages anywhere on Oakton's Campus is prohibited.

Retention Pond Safety and Maintenance.

The City will be responsible for ensuring that all Event patrons, attendees and workers stay away from the retention pond on Oakton's Campus and refrain from throwing rocks and debris in the retention pond. Of primary concern is the safety of Event patrons who may fall into or attempt to swim in the pond.

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Hold Harmless and Insurance.

The City agrees to defend, indemnify and hold harmless Oakton, its Trustees, officers, employees and agents, from and against any claims, suits, liabilities, costs and damages, including, without limitation, attorneys' fees, arising out of or related to the use of Oakton's Campus for the Event.

The City will provide a Certificate of Insurance to Oakton, verifying that Oakton (properly known as "The Board of Trustees of Community College District No. 535, County of Cook, State of Illinois, a body politic and corporate") is an additional insured under a general liability policy of at least \$1 million with an insurance company acceptable to Oakton, insuring all parties against claims for bodily injury or death to any person who is on Oakton's Campus as a result of the Event.

College Contact and Coordinator:

The City's primary contact at the College will be Joe Scifo, Director of Facilities (847-635-1784) and the alternative contact will be Jeff Hoffmann, Chief of Police and Emergency Management (847-635-1881).

Signature:

On behalf of the City and the College the signatures below signify agreement to adhere to the conditions as set forth above and attached hereto.

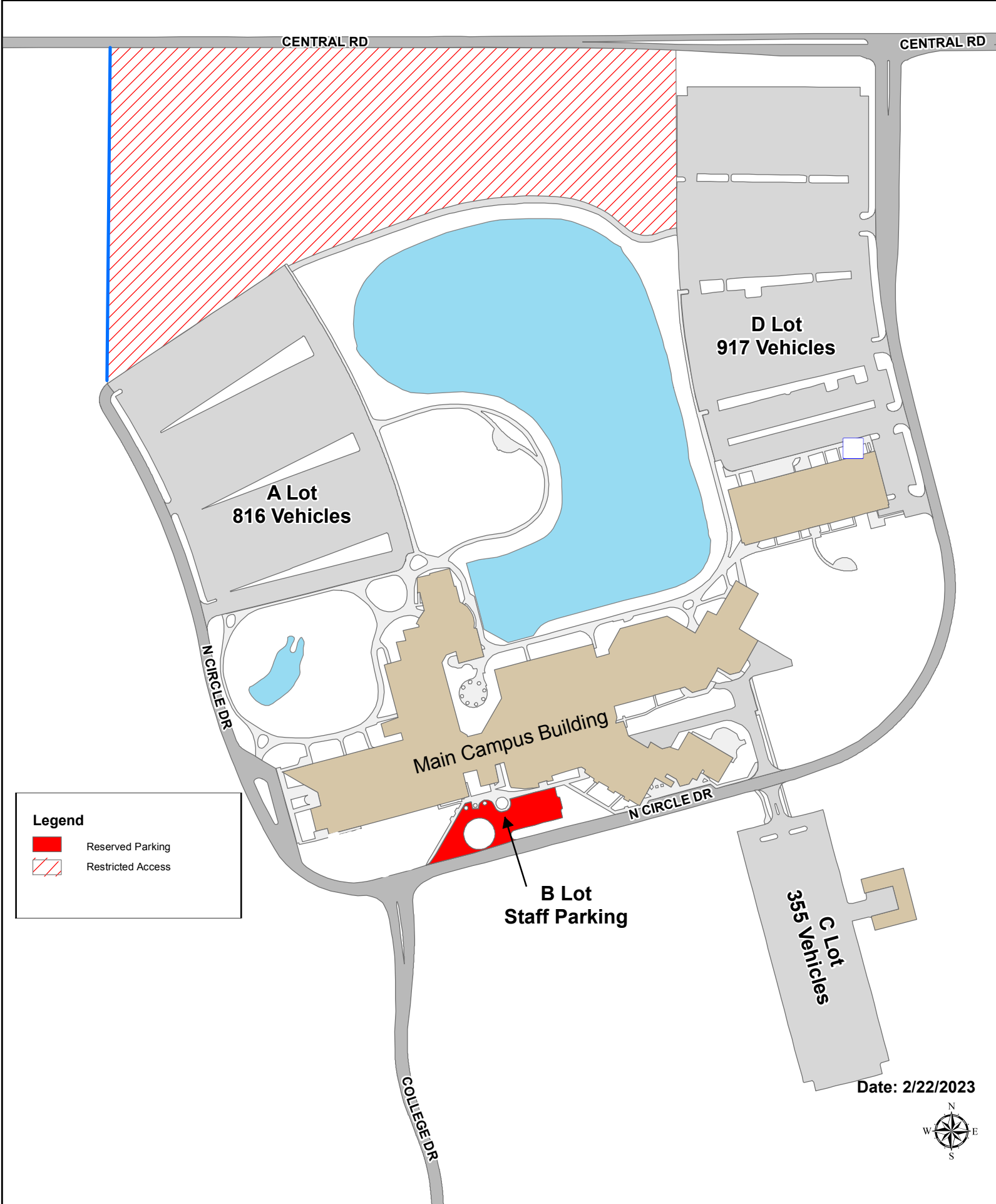
OAKTON COLLEGE

ACCEPTED:

\_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Michael Bartholomew  
For the City of Des Plaines

Attachment: Map of Oakton College Des Plaines Campus



Date: 2/22/2023



**Resolution to Reject Bids Submitted for the Purchase of Pedestrian & Bicycle Pathway**

Pedestrians and bicycle riders are currently using the shoulder area of the College Drive roadway when traveling between Golf Road and the main building of the Des Plaines Campus. The multiple curves and surface grade elevation changes on the College Drive roadway create hazardous vehicle and pedestrian traffic conditions. With the concern for the safety of the students and employees, the College issued a bid to resolve the state of the road. The plan includes a solid surface pathway that runs separately along the current route of College Drive. This pathway will create a comfortable pedestrian route connecting the main Des Plaines campus building to the Golf Road public sidewalk.

In hopes of expediting this project, the Pedestrian & Bicycle Pathway project went through a public bid issuance in February 2022 with no bid submissions being received. The College re-issued the bid in February 2023.

As a result of reissuing of the bid, the following sealed bids were received:

<b>Vendor</b>	<b>Bid Price</b>
Pan-Oceanic Engineering Co	\$958,688.35
Maneval Construction Co	\$1,568,773.70

However, the bids submitted exceeded the projected budget allocated for the project. The Administration, therefore, requests that the Board reject all bids submitted for the Pedestrian & Bicycle Pathway bid.

This purchase will be re-bid at a later date.

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 rejects all bids submitted for the purchase of Pedestrian & Bicycle Pathway bid in response to Bid# 0208-23-03.”

**Authorization to Approve March 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 - d" were previewed at the February 2023 Board of Trustees Meeting. Item "e" was previewed at the January 2023 Board of Trustees Meeting. Item "f" has not been previewed.

EC:tt  
3/2023

**President’s Recommendation:**

That the Board adopts the following resolution:

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

<b><u>Item</u></b>	<b><u>Page(s)</u></b>	<b><u>Description</u></b>	<b><u>Vendor and Location</u></b>	<b><u>Amount</u></b>
3/23-9a	1	Dell Desktop Computers	JensenIT, Inc. Des Plaines, IL	\$423,500.00
3/23-9b	2	Digital & Traditional Marketing Services – One-Year Contract Extension	Carnegie Dartlet, LLC Westford, MA	\$210,000.00
			Marketing Partnerships International, Inc. Chicago, IL	\$190,000.00
3/23-9c	1	Strategic Enrollment Management Planning Consultant	Ruffalo Noel Levitz Oakbrook Terrace, IL	\$157,100.00
3/23-9d	1	RHC Boilers and Heat Exchangers Replacement	Premier Mechanical, Inc. Addison, IL	\$1,361,800.00
3/23-9e	1	Audit Services	Crowe LLC Oakbrook Terrace, IL	\$298,250.00
3/23-9f	1	Executive Search Recruitment Service	Careers In Nonprofits Chicago, IL	\$45,000.00
<b>GRAND TOTAL:</b>				<b>\$2,685,650.00.”</b>

IN DISTRICT	\$ 423,500.00
CONSORTIUM	\$ 0.00
BID	\$1,660,050.00
BID EXEMPT	\$ 602,100.00
QBS	\$ 0.00

**Authorization to Purchase Dell Desktop Computers**

A subset of the current desktop computers located in offices, classrooms, and computer labs are Dell Optiplex 7010 which are not compatible with the newer Microsoft Windows 11 operating system, and therefore need to be replaced. There are approximately 2,096 active desktop computers in the College, and 1,314 desktop computers have already been replaced with upgraded computers during the past 2 years.

This purchase will allow the additional replacement of 500 desktop computers with the Windows 11 operating system. Competitive quotes were requested from multiple vendors; and the College received four proposals. JensenIT, Inc provided the lowest price quote with a unit price of \$865.00 for a total of \$432,500.00.

JensenIT, Inc is an authorized reseller that the College has used for several recent purchases, and the Administration is confident they can meet the College's needs.

The purchase is bid-exempt in accordance with ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

PS:lvm  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Dell Desktop Computers from JensenIT, Inc, 1689 Elk Blvd, Des Plaines, Illinois 60016, for a total of \$432,500.00, per their price quote #OAKT591 – Dell Optiplex 7000 – Small Form Factor dated February 7, 2023."

**Authorization to Purchase Digital and Traditional Marketing Services – One-Year Contract Extension**

In May 2020, the Board approved three-year contracts for advertising placements with Carnegie Dartlet for digital media, and Marketing Partnerships International (MPI) for traditional media. The contracts were awarded through a competitive RFP process for an initial period of one-year from July 1, 2020 to June 30, 2021, with the option to renew for two additional years (July 1, 2021 to June 30, 2023). Both contracts are set to expire in June 2023, and the College is seeking a one-year extension through June 2024.

The Marketing department’s staffing and program resources have been heavily utilized for the brand relaunch and renaming since January 2023. These activities have placed constraints on the department’s ability to prepare a new RFP. Furthermore, with the relaunch campaign in its first six months of execution, transitioning to a new agency in July 2023 would disrupt this momentum as the College expands its reach and frequency into new channels, such as broadcast TV.

At this time, the College is seeking board approval to extend both the digital media and traditional agreements for one additional year through June 2024. This will allow sufficient time to prepare and issue a new RFP and conduct thorough evaluation proposals for brand awareness and relevance, integrated marketing and communication campaigns, and lead generation strategies to impact new student enrollment and retention of current students.

Both Carnegie Dartlet and MPI have delivered high-quality expertise and services in planning, negotiating, implementing advertising purchases, and placement for traditional and digital campaigns, as shown in the table below which summarizes work from July 2022 through February 2023:

<b>Type of services</b>	<b>Results</b>
<b>Digital Campaign</b>	
Impressions	7,606,798
Clicks on ads	35,041
Click on Apply Button or submitted an application	1,337
Lead generated	1,685
<b>Traditional Exposure</b>	
Billboards, bus tails, bus shelters, TV and Streaming Commercials	9,000,000

The cost breakdown for FY2024 is as follows:

<b>Type of Marketing services</b>	<b>Vendor</b>	<b>Amount</b>
Digital Campaign	Carnegie Dartlet, LLC	\$210,000.00
Traditional Exposure/ Media	Marketing Partnerships International, Inc.	\$190,000.00

The College’s Administration requests approval for a one-year contract extension, from July 1, 2023 to June 30, 2024, to purchase the digital and traditional marketing services for a total of \$400,000.00.

AL:tt  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of digital and traditional marketing services for the period July 1, 2023 to June 30, 2024, from:

Carnegie Dartlet, LLC, 210 Littleton Road, Suite 100, Westford, MA 01886, for a total not to exceed \$210,000.00,

Marketing Partnerships International, Inc. 20 N. Wacker Drive, Suite 1622, Chicago, IL 60606, for a total not to exceed \$190,000.00."



**Authorization to Contract with Strategic Enrollment Management (SEM) Planning Consultant**

The College last created a Strategic Enrollment Management (SEM) plan in 2018. The higher education sector in the U.S. is projected to see a “demographic cliff” beginning in 2025 (and likely continuing over a decade. This “cliff” will result in a dramatic drop in the traditional, college-aged population, and is a result of declines in the U.S. birthrate that began during the Great Recession in 2007-2008, and the birthrate is down nearly 20% from 2007-2020.

In light of this, the College has been strengthening its preparedness to disrupt further enrollment declines, and is targeting multiple strategies to enhance its brand, including academic offerings, campus life, and delivering customized value propositions for students. The College is seeking board approval to engage Ruffalo Noel Levitz (RNL) to assist the College in refreshing the SEM plan, including Identification of custom enrollment strategies, action plan formation, and implementation assistance. This will include identification of key performance indicators and data analysis of client-provided enrollment and market data, strategy development and prioritization of potential SEM initiatives, including consideration of return on investment for each potential initiative, enrollment goal setting and plan finalization; and advising on plan implementation and modification.

The cost for this consulting engagement with RNL is for an amount not to exceed \$157,100.00, and is estimated to be completed within ten months. The College is confident RNL will be able to carry out the work to meet the needs and expectations of the College.

This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item (a) for consulting and professional contracts for services.

EC:tt  
3/2023

**President’s Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of strategic enrollment management consulting services from Ruffalo Noel Levitz, 18W140 Butterfield Rd, Suite 1500, Oakbrook Terrace, IL 60181 for an amount not to exceed \$157,100.00.”

**Authorization to Purchase RHC Boilers and Heater Exchangers Replacement**

At the September 2022 and February 2023 board meetings, the Trustees approved engineering services pertaining to the replacement of boilers at the Skokie campus. A public bid was subsequently issued with the scope of work to include the construction of the replacement of the campus heating system. The new system includes high-efficiency condensing boilers, plate and frame heat exchangers, pumps, piping, ventilation, controls, and electrical work.

Kluber Engineering provided complete engineering plans and specifications for this project. With this information, the Facilities and Procurement offices worked together to issue a bid. The bid was sent to 10 (two in-district) contractors. The College received 3 bids.

<b>RHC Boilers &amp; Heat Exchangers Replacement</b>	
<b>Bid# 0208-23-04</b>	
<b>Vendor</b>	<b>Total Price</b>
<b>Premier Mechanical, Inc.</b>	<b>\$1,238,000.00</b>
Helm Mechanical	\$1,421,000.00
C. Acitelli Heating & Piping Contractors, Inc.	\$1,645,000.00

The responsible and responsive low bid of \$1,238,000.00 was submitted by Premier Mechanical, Inc. of Addison, IL. Kluber conducted a bid/project scope review meeting with the College’s construction manager and Premier to assure all bid specifications would be met. Kluber has qualified Premier in meeting all project specifications.

In addition to the base bid of \$1,238,000.00, the Administration is requesting a project contingency of \$123,800.00 (10%) to be held by the College as a contingency. This brings the grand total to \$1,361,800.00. Work will be scheduled to begin in May 2023, with substantial completion by September 2023.

RS:tt  
3/2023

**President’s Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of RHC Boilers and Heat Exchangers Replacement from Premier Mechanical, Inc., 130 South Fairbank St, Addison, IL 60101 for a contract sum of \$1,238,000.00, plus a project contingency of \$123,800.00 to be held by the College and used in the best interest of the College, for a total not to exceed \$1,361,800.00 in accordance with their low bid in response to Invitation to Bid # 0208-23-04.”

**Authorization to Purchase Audit Services – Three-Year Contract**

Best practices in audit procurement from the Government Finance Officers Association recommend that community colleges undertake a full-scale competitive process for the selection of independent auditors at the end of each audit contract term. The audit firm is expected to deliver a thorough, complete, and accurate annual audit for the College. A competitive RFP (Request for Proposal) was sent to 31 auditing firms. Five firms attended an optional pre-submission meeting, and the College received 5 proposals from Clifton Larson Allen LLP, Crowe LLP, Forvis, RSM US LLP, and Sikich LLP.

Following an internal review of the proposal submissions and costs, the review team invited 2 firms (Sikich and Crowe) for onsite interviews. The review team consisted of members from the Accounting, Oakton Foundation and Student Affairs Admissions and Financial Aid departments.

The review team evaluated firms on a number of factors including pricing, experience auditing Illinois community colleges, conducting single audits, preparing annual comprehensive financial reports and exhibits, expected audit hours, and the firm’s commitment to keeping up with standards and new accountability requirements.

Pricing includes the following:

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>Total</b>
Financial Audit	\$69,500	\$71,600	\$73,700	\$214,800
ACFR Preparation	\$5,000	\$5,150	\$5,300	\$15,450
Single Audit	\$22,000	\$22,700	\$23,300	\$68,000
<b>Total</b>	<b>\$96,500</b>	<b>\$99,450</b>	<b>\$102,300</b>	<b>\$298,250</b>

The Administration is requesting to contract with Crowe LLP as the College’s auditing firm for FY2023, FY2024, and FY2025, for a total of \$298,250.00, with the option to renew for two additional years (FY 2026 and FY 2027). The Administration is confident that Crowe LLP will meet the College’s auditing needs.

This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item (a) for consulting and professional contracts for services.

AW:tt  
3/2023

**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 Auditing Services – Three-Year Contract, with the option to extend for two additional years, from Crowe LLP, One Mid America Plaza, Suite 500, Oakbrook Terrace, Illinois 60181-4705 for a total of \$298,250.00 in accordance with their response to Request for Proposal #1.”

**Authorization to Purchase Executive Search Recruitment Services**

The College has a current vacancy for the Director of Major and Planned Giving/Associate Director of the Foundation. The position has been posted on the College's Employment Website since February 6, 2023, with no successful candidate pool.

The College is seeking approval to contract with Careers In Nonprofits to expedite the hiring process to fill the currently vacant position. Careers In Nonprofits has served the nonprofit sector since 2006, serving more than 150 non-profits. The firm will assist the College with broader access to a pool of candidates that considers the objective requirements of the position and the qualifications of the candidates.

The Administration is requesting approval to contract with Careers In Nonprofits for an amount not to exceed \$45,000.00 for their executive search services. The Administration is confident that Careers in Nonprofits can meet the College's needs.

The purchase is bid-exempt in accordance with ILCS-805/3-27.1 item (a) for consulting and professional contracts for services.

CH:tt  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase for Executive Search Services from Careers In Nonprofits, 33 North Dearborn St, Suite 1610, Chicago, IL 60602, for an amount not to exceed \$45,000.00."

## **Preview and Initial Discussion of Upcoming Purchases**

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

### **a) Desire2Learn Management System – Three-Year Renewal**

The College has been using Desire2Learn (D2L) as its learning management system (LMS) platform since 2010. The LMS is a set of programs that support online, on-campus, and hybrid courses. LMS provides faculty with a group of tools to construct online classes. These tools manage the class content, enrollments, assessments, and allow instructors to efficiently handle grade books, test creation, threaded discussions, rosters, and student communications.

At the June 2020 Board of Trustees meeting, the Board approved a three-year contract renewal for D2L. The College is working with D2L on a proposal for a three-year renewal which is expected to be \$511,732.72. The Administration will present this for Board approval at the April Board meeting.

### **b) Google Workspace for Education Plus – Three-Year Renewal**

In August 2020, the Board approved a three-year contract for Google Enterprise License with CDW-G, LLC. The College uses Google Workspace for Education as its enterprise-wide communication and collaboration tool. Its features include the Gmail email platform, Calendar, Meet, Docs, Sheets, Drive, and Jamboard, among others.

Google Workspace Plus for Higher Education is a premium version of the Google Workspace suite of productivity and collaboration tools, and has been designed specifically for colleges and universities. It offers a range of advanced features and security measures that are tailored to the needs of higher education institutions, including:

- 24/7 support: Google Workspace Plus provides dedicated support from Google experts that are available around the clock to help address any technical issues or questions.
- Enterprise-grade communication and collaboration tools: Workspace Plus provides access to enterprise-grade communication and collaboration tools such as Meet, Drive, and Docs, which allow students and faculty to work together seamlessly from anywhere at any time.
- Enhanced security features and advanced data protection.

Google Workspace Plus provides a comprehensive suite of tools and features designed to help higher education institutions collaborate more effectively, improve productivity, and protect their sensitive data and information.

The Administration will present this to the Board for approval in April for a three-year renewal for a total of \$77,325.00.

### **c) Zoom Video Communication – Three-Year Renewal**

In August 2020, the Board approved a three-year contract with Zoom Video Communication, Inc.

Zoom is a video conferencing tool that has become popular in higher education due to its ability to remotely connect faculty members and students. Some of the features that make Zoom useful include the following:

- Video Conferencing: Zoom allows faculty members to conduct live video conferences with students, enabling them to communicate and interact as if they were in the same room.

- **Screen Sharing:** Faculty members can share their screens with students, which helps display presentations, videos, and other multimedia content.
- **Breakout Rooms:** Zoom enables faculty members to create breakout rooms, which are small groups of students that can work together on a specific task or discussion. This feature is helpful for group work and interactive discussions.
- **Recording:** Zoom allows faculty members to record their classes, which can be helpful for students who miss a class or for reviewing content later.
- **Chat:** The chat feature in Zoom allows students to ask questions or make comments without interrupting the class. This feature can also be used for online discussions or sharing links and resources.
- **Polling:** Zoom enables faculty members to create polls, which can be used to gather feedback or assess student understanding of a topic.

Faculty members extensively utilize zoom to deliver online lectures. Its features make it possible for faculty members to create engaging and interactive online learning experiences that can be accessed from anywhere in the world.

The College Administration will present this for approval for a three-year renewal in April. The cost is expected to be \$131,400.00.

**d) Multifactor Authentication Services Renewal**

The College uses Duo Multifactor Authentication (MFA) for almost all systems. As information technology security threats have increased and the College has moved to more cloud-hosted services, it became critical to move beyond passwords. With Duo multifactor authentication, users continue to use a password but can flexibly add additional authentication mechanisms such as a linked mobile device push/ One Time Password (OTP) application or a hardware security key. This is critical protection to prevent attacks using compromised credentials.

The College's IT department evaluated several different applications and services from various vendors and selected Duo Security in 2020. Duo is purchased using a Software as a Service (SaaS) model, and the current one-year contract is up for renewal on May 21, 2023.

Given the current requirements for MFA from the revised safeguards rule for the Gramm-Leach-Bliley Act and our cybersecurity, the College is reviewing options for MFA. This will be presented to the Board for approval in April.

**e) WAN/Internet Services and Telephony Services**

The college uses WAN and Internet services from multiple vendors to provide high-speed, highly available connections between the campuses and to the Internet. The college also purchases local and long-distance telephony services for both campuses with failover. The college is requesting quotations for three sets of services to renew or replace existing services: Telephony services for both campuses, Internet services from the Skokie Campus, and backup Intranet/Private link services between the campuses. Results from the vendors and a recommendation will be presented to the Board in April.

**f) Chromebook Computers for ECE Students [Grant Funded - Early Childhood Access Consortium for Equity]**

In September 2022, the College was awarded grant dollars to support early childhood education (ECE) students in their pursuit of ECE credentials. As part of this grant, the ECE Department seeks to procure Chromebook devices for students within the program who qualify for these technology supports. These technology resources are essential for student success as most ECE courses are online, and all classes, even those which are face-to-face or hybrid, require students to submit their assignments electronically. These Chromebook devices will ensure that students have the necessary technical resources to engage in their ECE coursework and ultimately earn ECE credentials at Oakton and beyond.

The College intends to purchase 200 Chromebooks at the cost of \$330.76 per Chromebook for a total cost of \$66,152.00. The Administrators will present this purchase for approval in April.

**Authorization to Hire Director of Admission and Enrollment**

The administration is recommending the hire of Ms. Lindsey Hunter for the Director of Admission and Enrollment position. The search began on November 14, 2022 with postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO -- National Association of College & University Business Officers, and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were sixty-eight applicants for the Director of Admission and Enrollment position. The search committee conducted seven semi-finalist interviews, and selected four candidates for on campus interviews with a number of employee groups, including the CHRO, the Enrollment Management Administrative Team, the Admission and Enrollment Services staff, the Dean of Enrollment Management, and the Vice President for Student Affairs, as well as an open forum session for college administrators, faculty, and staff.

Ms. Hunter is currently the Associate Dean of Admission at Emory University in Atlanta, Georgia where she has been able to enhance existing diversity initiatives by implementing quarterly staff trainings, mentorship, oversight of recruitment and strategic planning for project-based programming which resulted in a 13% increase in admitted students of color over three years, as well as assist in developing, implementing, and evaluating recruitment and selection strategies for academic programs for the university as a member of the Recruitment Planning Team and Selection Working Group. Ms. Hunter received her M.S. Ed., Higher Education Leadership & Policy Studies from Hofstra University.

CH:vb  
3/2023

**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 appointment of Ms. Lindsey Hunter as Director of Admission and Enrollment effective April 24, 2023 at an annual salary of \$120,000. That salary will be prorated for the period of April 24, 2023 through June 30, 2023.”





**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535  
COUNTY OF COOK AND STATE OF ILLINOIS  
ADMINISTRATOR'S EMPLOYMENT CONTRACT**

This agreement, entered into by and between the Board of Trustees of Community College District 535, County of Cook and State of Illinois, a body politic and corporate, hereinafter referred to as the "Board" and Lindsey Hunter hereinafter referred to as the "Administrator;"

**WITNESSETH:**

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Director of Admission and Enrollment of the Board's College, and the Board has approved such recommendation;

Now, therefore, it is agreed by and between the Board and the Administrator as follows:

1. The Administrator is appointed Director of Admission and Enrollment of the Board's College from April 24 to June 30, 2023. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$120,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period April 24 through June 30, 2023.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this \_\_\_\_\_ day of \_\_\_\_\_ 2023 by:

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on March 21, 2023.  
(Agenda Item 3/23-11)

Board of Trustees of Community College  
District 535, County of Cook, State of Illinois

\_\_\_\_\_  
President

Oakton College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, sex, marital status, military status, socioeconomic status, sex or gender, gender identity, or sexual orientation in admission to and participation in its educational programs, college activities and services, or in its employment practices.

Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the Assistant Vice President, Student Affairs/Dean, Access, Equity and Diversity, Oakton College, 1600 East Golf Road, Des Plaines, Illinois, 60016, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

**Acceptance of Faculty Retirement**

Under the provisions of the current contract (Contract) between the Board of Trustees and the Oakton Community College Faculty Association (OCCFA-IEANEA), the following faculty member has submitted her intent to retire:

<b>Faculty Member</b>	<b>Discipline</b>	<b>Retirement Date</b>
Doris Gronseth	Distinguished Professor, Computer Technologies Information Systems Professor, Business	December 31, 2024

The faculty member has met the requirements for retirement under the Oakton Community College Faculty Association contract, Article 15.2. Additionally, Professor Doris Gronseth is eligible to participate in the Faculty Incentivized Retirement Program. We congratulate Professor Doris Gronseth for her many years of exemplary service to the College and wish her well in her future endeavors.

CH:nm  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Doris Gronseth.”

**Approval of 2024-2025 Academic Calendar**

A working group co-chaired by the Provost/Vice President for Academic Affairs and the Vice President for Student Affairs developed the 2024-2025 Academic Calendar.

Input was gathered from all areas of the college. The calendar provides the appropriate number of instructional days and minutes as stipulated by the Illinois Community College Board. The calendar dates are consistent with the schedules used in faculty and staff contracts, support student planning, and enable efficient management of the College.

In accordance with the Board's request, this calendar is modeled from an academic year (August-July) rather than a calendar year (January-December).

IL/KB:cw  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535, approves and adopts the 2024-2025 Academic Calendar, attached hereto, as part of the office records of the College."

**Oakton College**  
**FALL 2024 ACADEMIC CALENDAR**

*April 1 to first class meeting – Registration for fall 2024 Semester*

**AUGUST 2024**

S	M	T	W	R	F	S			
				1	X	X	August	12	Faculty return for Fall 2024 Semester
X	5	6	7	8	9	10	August	19	Fall 2024 Semester Classes begin
11	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	17	August	26	Last day to submit proof of residency, business service agreements and joint agreements
18	<b>S</b>	20	21	22	23	24			
25	<b>26</b>	27	28	29	30	31			

**SEPTEMBER 2024**

							September	02	Labor Day holiday, College closed
1	<b>H</b>	3	4	5	6	7	September	16	Last day to drop from 16 week courses and have course removed from record*
8	9	10	11	12	13	14	September	16	Last day to change to Audit for 16 week courses*
15	<b>16</b>	17	18	19	<b>20</b>	21	September	20	Last day for filing Graduation Petitions
22	<b>23</b>	24	25	26	27	28	September	20	Incomplete (I) grades from Summer 2024 semester due
29	30						September	23	Any remaining incomplete (I) grades from Summer 2024 semester becomes an F**

**OCTOBER 2024**

		1	2	3	4	5			
6	7	8	9	10	11	12	October	21	Last day to withdraw with a “W” from 16 week courses* <i>Students will receive a grade in all courses that they are enrolled after October 21</i>
13	14	15	16	17	18	19			
20	<b>21</b>	22	<b>23</b>	24	25	26	October	23	All College Learning Day ( <i>No Classes scheduled, College is closed for students and public</i> )
27	28	29	30	31					

**NOVEMBER 2024**

					1	2			
3	4	5	6	7	8	9	November	11	Veterans Day Holiday; College closed
10	<b>H</b>	12	13	14	15	16	November	18-20	Priority Registration for Spring 2025 Semester
							November	21	Open Registration for Spring 2025 Semester
17	<b>18</b>	19	20	<b>R</b>	22	23	November	28, 29	Thanksgiving Recess, College closed
24	25	26	27	<b>H</b>	<b>H</b>	<b>A</b>	November	30-12/1	Thanksgiving Recess, no classes, College open (most offices closed)

**DECEMBER 2024**

<b>A</b>	2	3	4	5	6	7	December	10, 11	Evaluation days***
8	9	<b>E</b>	<b>E</b>	12	13	14	December	11	Last day of student attendance
15	<b>G/S</b>	<b>17</b>	18	19	20	21	December	16	Spring 2025 3 & 4 week Winterim Classes begin*
22	23	<b>H</b>	<b>H</b>	X	X	X	December	16	Grading Day
X	X	<b>H</b>					December	16	Grades due
							December	24, 25	Christmas holiday, College closed
							December	26-30	Winter break, College closed
							December	31	New Year’s Eve holiday, College closed

**KEY**

- A* = Academic day off, no
- D* = Staff Development
- E* = Evaluation day
- G* = Grading day
- H* = Holiday (College closed)
- R* = Registration
- S* = Start of classes
- X* = College closed
- Y* = Holiday observance (College closed)

\* Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.

\*\* Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.

\*\*\* Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction or final student evaluations or culminating course activities.

# Oakton College

## SPRING 2025 ACADEMIC CALENDAR

*November 18 to first class meeting – Registration for Spring 2025 Semester*

### JANUARY 2025

S	M	T	W	R	F	S	January	01	New Year's Day holiday, College closed
							January	03	Winterim Classes End
			<b>H</b>	2	3	4	January	06	Faculty return for spring 2025 Semester
							January	13	Spring 2025 Semester Classes begin
5	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	11	January	14	Winterim Grades due (Winterim grades are due on Tuesday when Spring semester classes begin).
12	<b>S</b>	14	15	16	17	18	January	20	Martin Luther King Holiday, College closed
19	<b>H</b>	21	22	23	24	25	January	21	Last day to submit proof of residency, business service agreements and joint agreements
26	27	28	29	30	31				

### FEBRUARY 2025

						1	February	10	Last day to drop from 16-week courses and have course removed from record*
2	3	4	5	6	7	8	February	14	Last day to change to Audit for 16 week courses*
9	<b>10</b>	11	12	13	<b>14</b>	15	February	14	Last day for filing Graduation Petitions
16	<b>H</b>	18	19	20	21	22	February	17	Presidents' Day holiday, College closed
23	<b>24</b>	25	26	<b>27</b>	28		February	24	Incomplete (I) grades from Fall 2024 semester due
							February	27	Any remaining incomplete (I) grades from Fall 2024 semester become an F**

### MARCH 2025

							March	03-05	Priority Registration opens for Summer 2025 sessions
						1	March	06	Open Registration for Summer 2025 sessions
2	<b>3</b>	4	5	<b>R</b>	7	8	March	10-16	Spring Break
9	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	March	17	Classes resume after Spring Break
<b>B</b>	17	18	19	20	21	22	March	24	Last day to withdraw with a "W" from 16-week courses* <i>Students will receive a grade in all courses that they are enrolled after March 24</i>
23	<b>24</b>	25	26	<b>R</b>	28	29			
30	31						March	24-26	Priority Registration opens for Fall 2025 Semester
							March	27	Open Registration for fall 2025 Semester

### APRIL 2025

		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30						

### MAY 2025

							May	08, 09	Evaluation days***
							May	09	Last day of Students attendance
				1	2	3	May	12	Summer 2025 3 & 4 week Interim Classes begin*
4	5	6	7	<b>E</b>	<b>E</b>	10	May	12	Grading Day
11	<b>G/C</b>	13	14	15	16	17	May	12	Commencement
18	19	20	21	22	<b>X</b>	<b>X</b>	May	12	Grades due
<b>X</b>	<b>H</b>	27	28	<b>29</b>	<b>X</b>	<b>X</b>	May	26	Memorial Day holiday, College closed
							May	29	3 week Interim Classes End

**KEY**

**A** = Academic day off, no classes, (College open)  
**B** = Spring Break  
**C** = Commencement  
**D** = Staff Development  
**E** = Evaluation day  
**G** = Grading day  
**H** = Holiday (College closed)  
**R** = Registration  
**S** = Start of classes  
**X** = College closed  
**Y** = Holiday observance (College closed)

\* Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.

\*\* Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.

\*\*\* Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction or final student evaluations or culminating course activities.

**Oakton College**  
**Summer Session 2025 7 & 8-week Session ACADEMIC CALENDAR**

*March 03 to first class meeting – Registration for Summer 2025 – 7 & 8 week Session*

**JUNE 2025**

S	M	T	W	R	F	S			
							June	02	Summer 2025 8-week session classes begin
							June	02	3 week Interim grades due
<i>X</i>	<i>S</i>	3	4	5	<i>X</i>	<i>X</i>	June	05	4 week Interim Classes End
<i>X</i>	<i>S</i>	10	11	12	<i>X</i>	<i>X</i>	June	09	Summer 2025 7-week session classes begin
<i>X</i>	<i>S</i>	10	11	12	<i>X</i>	<i>X</i>	June	09	4 week Interim grades due
<i>X</i>	<i>16</i>	17	18	<i>H</i>	<i>X</i>	<i>X</i>	June	16	Last day to drop and have course removed from record
<i>X</i>	<i>23</i>	24	25	26	<i>X</i>	<i>X</i>	June	16	Last day to change to Audit
<i>X</i>							June	19	Juneteenth holiday, College Closed
<i>X</i>							June	23	Last day for filing Graduation Petitions
<i>X</i>	30								

**JULY 2025**

		1	2	3	<i>X</i>	<i>X</i>	July	07	Independence Day holiday observance, College closed
<i>X</i>	<i>Y</i>	8	9	10	<i>X</i>	<i>X</i>	July	08	Incomplete (I) grades from Spring 2025 semester due
<i>X</i>		14	15	16	17	<i>X</i>	July	08	Last day to withdraw with a “W” [no withdrawals after mid-term] <i>Students will receive a grade in all courses that they are enrolled after July 8.</i>
<i>X</i>		14	15	16	17	<i>X</i>	July	10	Any remaining incomplete (I) grades from Spring 2025 semester become an F**
<i>X</i>		21	22	23	24	<i>X</i>	July	10	
<i>X</i>	<i>G</i>	29	30	31			July	24	Classes End
							July	28	August Interim Classes begin
							July	28	Grades due

**AUGUST 2025**

<i>X</i>	4	5	6	7	<i>X</i>	<i>X</i>	August	09	August Interim classes end
10	11	12	13	14	15	16	August	16	August Interim grades due
17	18	<i>G</i>	20	21	22	23			
24	25	26	27	28	29	30			
31									

**KEY**

*A* = Academic day off, no classes, College open

*G* = Grades due

*H* = Holiday (College closed)

*S* = Start of classes

*X* = College closed

*Y* = Holiday observance (College closed)

Oakton Community College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform instructors in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a make-up test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again. Instructors should inform students of this practice at the beginning of the semester so that arrangements can be made accordingly. Similar consideration is accorded to faculty, staff and administrators and is provided for in the respective contracts.

**\*\* Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.**

**Approval of Revisions of Memorandum of Understanding between the Oakton Community College Educational Foundation and Oakton Community College District 535**

The Oakton Community College Educational Foundation was organized at the direction of the Oakton Community College District 535 Trustees in 1977 to secure and provide support to the institution and its students through private philanthropy. The Oakton Community College Educational Foundation operates as a separate, 501(c)(3) non-profit organization with an independent Board of Directors to forward the mission of enabling student success by raising funds for scholarship and programmatic support for the benefit of the College and its students.

On March 18, 2021 the College and the Educational Foundation entered into a Memorandum of Understanding (MOU) that describes the relationship between the entities and the roles and responsibilities that emerge from this relationship. The final recital in Article I indicates that the College and the Foundation will make every effort to jointly review this MOU, and amend as needed, at least every two (2) years after the effective date.

Representative leadership from the Foundation and the College reviewed the full agreement and recommend minor updates for approval considering the transfer of ownership of the art collection to the College in September 2022. While Oakton has modified its public name to Oakton College as “doing business as” reference, Oakton Community College was retained since no modifications have been made to the legal name of the institution or the Foundation.

The Educational Foundation approved the attached revisions at their quarterly Board of Director’s Meeting on March 1, 2023.

JS  
3/2023

**President’s Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of revisions of the Memorandum of Understanding with the Oakton Community College Educational Foundation, attached hereto.”

OAKTON COMMUNITY COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS  
AND  
OAKTON COMMUNITY COLLEGE EDUCATIONAL FOUNDATION  
MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) was entered into on March 18, 2021 and is amended -as of this \_\_\_\_\_ day of \_\_\_\_\_, ~~2021~~2023, (the Effective Date) by and between The Board of Trustees of Oakton Community College, County of Cook, State of Illinois (The College) and the Oakton Community College Educational Foundation (The Foundation) in the spirit of cooperation and collaboration and with the shared vision of establishing the Oakton Community College Educational Foundation as one of the premier philanthropic leadership groups in the region.

ARTICLE I: RECITALS

- A. The Foundation was organized and incorporated on April 14, 1977, to raise and manage private resources supporting the mission and priorities of The College, provide opportunities for students, and contribute to College excellence.
- B. The Foundation's mission is to enable student success. Its vision is to make exceptional educational opportunities available to all, while positioning The College to be a premier community partner.
- C. The Foundation is a separately incorporated 501(c)(3) Type III functionally integrated supporting organization responsible for identifying and nurturing relationships with potential donors and other friends of The College; soliciting cash, securities, real, personal, and intellectual property, and other private, and public resources for the support of The College; and acknowledging and stewarding such gifts in accordance with donor intent and fiduciary responsibilities.
- D. The College designates The Foundation as the sole repository of private gifts made in support of The College unless otherwise specified by the donor.
- E. The Foundation may, at the written request of The College Board of Trustees, and subject to all requirements of the Public Community College Act, 110 ILCS 805/1-1, et seq., serve as an instrument for entrepreneurial activities for The College, such as purchasing or developing real estate or issuing debt when such activities are in keeping with its mission and charitable purposes.
- ~~F. The Foundation may, at the request of The College Board of Trustees, serve as the depository of the art collection of The College; for purposes of securing, maintaining, and cataloging such art under such agreements as may be made from time to time between The College and The Foundation.~~

~~G.F.~~ Consistent with its mission to help to advance the plans and objectives of The College, The



Foundation is allowed to associate the name Oakton Community College in connection with the operations of The Foundation; however, The Foundation will operate under its own seal and logotype and shall not use The College seal or other identifying marks in the promotion of its business or activities.

H.G. \_\_\_\_\_ To ensure effective achievement of the items of this MOU, The College and Foundation officers and board representatives shall hold periodic meetings to foster and maintain productive relationships between The College and The Foundation and to ensure open and continuing communications and alignment of priorities.

H.H. The College and The Foundation will make every effort to jointly review this MOU, and amend as needed, at least every two (2) years after the Effective Date.

In consideration of these recitals and the mutual commitments herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

## ARTICLE II: COLLEGE RESPONSIBILITIES

- A. The Board of Trustees of The College (The Board of Trustees) is responsible for overseeing the mission, leadership, and operations of The College.
- B. The Board of Trustees is responsible for determining the strategic priorities of The College, communicating those to The Foundation, and collaborating with The Foundation to determine philanthropic priorities.
- C. The College President and The Board of Trustees' Liaison to The Foundation are responsible for providing regular updates to The Foundation on The College's educational plans, financial needs, and priorities.
- D. The College recognizes that The Foundation is a separate, private not-for-profit corporation with authority to keep all records and data confidential, consistent with and subject to the law; and The College will establish and enforce policies that support The Foundation's ability to respect the privacy and confidentiality of donor records.
- E. The College Board of Trustees shall include The Foundation as an active and prominent participant in the strategic planning process for The College.
- F. The College shall ensure that gift funds and other privately and publicly contributed resources which may be transferred to The College are used in compliance with donor intent.
- G. The President and other senior administrators of The College will work in conjunction with the leadership of The Foundation Board of Directors and the Executive Director to identify, cultivate, and solicit prospects for private gifts and to support other fundraising activities.

## ARTICLE III: FOUNDATION RESPONSIBILITIES

- A. The Foundation shall maintain its status as a separately incorporated 501(c)(3) nonprofit organization created to raise, manage, distribute, and steward private resources to support the

various priorities of The College.

- B. The Foundation Board of Directors shall include a representative of the Board of Trustees as an active and prominent participant in the strategic planning process for The Foundation.
- C. The Foundation Board of Directors is responsible for the control and management of all assets of The Foundation, including the prudent management of all gifts, consistent with donor intent.
- D. The Foundation is responsible for the performance and oversight of all aspects of its operations, based on a comprehensive set of bylaws that clearly addresses the Board's fiduciary responsibilities, including expectations of individual Board members based upon ethical guidelines and policies. The Foundation will apprise The College President of changes made to the bylaws.
- E. The Foundation shall establish and enforce policies and procedures to identify and manage potential conflicts of interest and ensure that The Foundation's assets do not directly or indirectly indiscriminately benefit any member of the Board of The Foundation, or third-party.
- F. The Foundation will respond in a timely manner to all requests for data and records made by The College in accordance with applicable laws, Foundation policies, and guidelines. To the extent of any conflict between applicable law, The Foundation's policies or guidelines, and the provisions of this MOU, applicable law shall control.

#### **SECTION 1: Fundraising**

- 1) The Foundation is responsible for planning and executing comprehensive fundraising and donor-acquisition programs in support of the strategic priorities identified by The College's President and The College Board of Trustees. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.
- 2) The Foundation will work with The College to create an environment conducive to increasing levels of support for the mission and priorities of The College.
- 3) The Executive Director of The Foundation will oversee and coordinate cultivation and solicitation strategies for major gift prospects by collaborating closely with The College's administrators and faculty in developing proposals and solicitation strategies.
- 4) The Foundation will adhere to a gift acceptance policy developed collaboratively with The College's administrators and jointly approved by The College's Board of Trustees and The Foundation Board of Directors.
- 5) The Foundation will document donor intent, maintain records of such, and ensure that The College's personnel responsible for the administration or expenditure of gift funds are informed of donor restrictions.
- 6) The Foundation will promptly acknowledge and issue receipts for all gifts and provide appropriate recognition and stewardship of such gifts.
- 7) The Foundation may accept grants from state or federal agencies, but only after written pre-approval from The College's Board of Trustees.
- 8) To the fullest extent permitted by law, The Foundation shall establish and enforce policies to

protect donor confidentiality and rights and ensure compliance with donor intent.

## SECTION 2: Asset Management

- 1) The Foundation will receive, hold, manage, invest, and disburse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.
- 2) The Foundation will establish prudent asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws, including the Uniform Prudent Investor Act (UPIA) and the Illinois Uniform Prudent Management of Institutional Funds Act (UPMIFA, 760 ILCS 51/1).
- 3) The Foundation, in collaboration with The College where appropriate, will establish internal controls, security and data protection procedures, and other enterprise risk management practices commensurate with the Board's fiduciary responsibility and in accordance with applicable law.

## ARTICLE IV: Finances and Administration

### SECTION 1: Transfer of Funds Raised by the Foundation to the College

- 1) The Foundation will transfer funds to The College in compliance with donor intent, applicable laws, and College and Foundation policies.
- 2) The Foundation will disclose to The College in writing any terms, conditions, or limitations imposed by donor or legal determination on the gift. The College will abide by such restrictions and provide appropriate documentation.
- 3) The Foundation's disbursements to third parties on behalf of The College must be reasonable business expenses that fulfill charitable purposes, support The College, are consistent with donor intent, and do not conflict with applicable law or regulation.
- 4) All requests for The Foundation's funds, other than regular disbursements and expense reimbursements to vendors, must be submitted to The Foundation by the President of The College or his or her designee.

### SECTION 2: Funding of Foundation Operations

- 1) The Foundation, in collaboration with The College, will develop a budget for Foundation programs, operations, and services. It is understood that Foundation personnel, regardless of funding source, are College employees whose salaries and benefits are governed by The College's Board policies, administrative procedures, and human resources practices.
- 2) In consideration of The Foundation's services, The College will provide in-kind support to The Foundation's Board members, officers, and personnel, including office space, information technology resources, and support from The College's marketing and communications, financial aid, and finance staff.
- 3) The Foundation has the right to use a reasonable percentage of unrestricted gift funds and assess fees for services; or assess fees on gifts, endowed funds, and other investments.

- 4) The Foundation, on a regular basis, will provide copies to The College of its annual report and other information that may be publicly released.

### SECTION 3: Financial Reporting

- 1) The Foundation will engage an independent accounting firm annually to conduct an audit of The Foundation's financial and operational records and will provide The College with a copy of the annual audited financial statements, including management letters.
- 2) The College is required by Government Accounting Standards to report The Foundation's summary financial statements as a component unit in The College's annual audit.

### ARTICLE V: Collaboration and Joint Responsibilities

While The Foundation Board of Directors, Foundation Executive Director, and College President provide primary leadership for fundraising, a robust culture of philanthropy requires the engagement and support of The College's Board of Trustees, administrators, and faculty. Recognizing that close collaboration and ongoing, transparent communication are essential to effective fundraising, stewardship, and fiduciary oversight, the Board of Trustees, Foundation Board of Directors, and The College and The Foundation administrators will collaborate in the following ways.

- A. The Foundation and The College will collaborate on the identification of fundraising priorities aligned with the strategic priorities of The College.
- B. While The College's Board of Trustees is responsible for charging The College President with the development of strategic plans for The College and approving such plans, The College will actively engage The Foundation Board of Directors and Executive Director in The College's strategic planning processes.
- C. The Foundation Board of Directors, Executive Director, and administrators of The College will collaborate on the identification and cultivation of major gift prospects. While the Executive Director will be responsible for oversight of solicitation strategies, The College President, other College administrators, and faculty will play an active role in the development of gift proposals and solicitations.
- D. The Foundation will collaborate with The College administrators in the development of a foundation budget, plans for the funding of campaigns, and in decisions regarding the implementation of gift fees and other funding sources.
- E. The Foundation and The College will jointly establish gift-acceptance policies, naming policies, and provisions for the establishment of scholarships, chairs, and other endowed purposes.
- F. The Foundation will develop benchmarking reports on fundraising activity to be shared with The College President and Board of Trustees.
- G. The President of The College shall serve as an ex-officio member of The Foundation Board of Directors and shall assume a prominent role in fundraising activities.

- H. The Executive Director of The Foundation shall be included as a member of the President's cabinet and senior administrative team.
- I. The Board of Trustees and The Foundation Board of Directors will conduct at least one joint meeting annually, which shall occur and be held after appropriate notice and in accordance with the Open Meetings Act.
- J. The Chair of the Board of Trustees, the Chair of The Foundation Board of Directors, The College President, and the Executive Director of The Foundation will meet quarterly.

#### ARTICLE VI: CONFLICT RESOLUTION

This MOU is intended to set forth policies and procedures that will contribute to the coordination of the mutual activities of The College and The Foundation.

In the event that serious concerns arise on the part of The College or The Foundation regarding failure to fulfill obligations or honor the terms of this MOU, The College or The Foundation may request in writing that the other party participate in an informal resolution process to be determined by the parties, and upon such request, the parties shall in good faith attempt to resolve the issue.

Should either party submit written notice of intent to terminate this MOU, representatives of both parties shall immediately convene and discuss potential resolution of any and all conflicts. Both parties shall negotiate in good faith and put forth their best efforts to preserve both this MOU and the relationship between The College and The Foundation, recognizing it is in the best interests of the residents of District 535 to do so.

The parties may, upon agreement, utilize alternative dispute resolution options, including nonbinding mediation or nonbinding arbitration conducted by a third-party neutral.

Notwithstanding the foregoing, either party may terminate this MOU in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving a written show cause notice to the Chief Executive and Board Chair of the defaulting party.

Should The College choose to terminate this MOU, The Foundation may require The College to pay, within 180 days of written notice, all debt incurred by The Foundation on The College's behalf, including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives. Should The Foundation choose to terminate this MOU, The College may require The Foundation to pay debt it holds on behalf of The Foundation in like manner.

Consistent with provisions appearing in The Foundation's bylaws and its articles of incorporation, should The Foundation cease to exist or cease to be an Internal Revenue Code 501(c)(3) nonprofit corporation, The Foundation will transfer its assets and property to The College or its successor, or to a reincorporated successor Foundation.

THE BALANCE OF THIS PAGE IS LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

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Chair, Board of Trustees  
Oakton Community College  
County of Cook, State of Illinois

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President, Board of Directors  
Oakton Community College  
Educational Foundation

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President  
Oakton Community College  
County of Cook, State of Illinois

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Executive Director  
Oakton Community College  
Educational Foundation

**Approval of Settlement Agreement**

This legal matter has been discussed by the Board of Trustees in closed session.

JLS:bs  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 does hereby accept the Settlement Agreement with Laub Construction, Inc. pursuant to the terms of an Agreement between Laub Construction, Inc. and Oakton College executed on March 10, 2023, and further authorizes and directs the College administration and attorneys to fulfill the College's obligations as stipulated in the Agreement.”

### **Preview of New Unit of Instruction**

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College is proposing a new Law Enforcement and Criminal Justice certificate, a 5-credit hour **Drone Pilot Operator Certificate**.

The Drone Pilot Operator Certificate provides training for employment positions that utilize small Unmanned Aerial Vehicles (sUAV) and enable Federal Aviation Administration (FAA) certification for legal operation of sUAV’s (drones). Employment positions that utilize drone technology include public safety (police, fire, security) at the municipal, county, state, and federal levels. Public safety sUAV uses include crime scene and traffic crash mapping/documentation, and search and rescue operations. Other Career and Technical Education (CTE) sUAV employment opportunities include photography, real-estate, maintenance, and land surveyors.

This is an emerging field in public safety. As such, labor market data is limited. The national demand for drone pilots is expected to grow 51% in the next five years (Association for Unmanned Vehicle Systems International). According to Glassdoor, the average salary for a drone pilot operation in the United States is \$54,128 (Vaughn College, 2023).

#### **Drone Pilot Operator Certificate, 5 credit hours**

LAE 147 Basic Recreational Drone Pilot	2
LAE 247 Advanced Commercial Drone Pilot	3



**Approval of Policy Revision**

Policy 1013 was proposed for revision at the December 13, 2022, and required additional discussion during the January 17, 2023 Committee of the Whole meeting, and the February 21, 2023 regular meeting of the Board. In accordance with College Policy, action on the proposed revisions will take place at the next regular meeting of the Board of Trustees.

JLS:bs  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby approves revisions to policy 1013 attached hereto."

Deleted Text = ~~strikeout~~  
New Text = ***Bold italics***

**Policy No. 1013**  
Revised 9/21/1993  
Renumbered 7/1/2001  
Revised 3/19/2002  
Reviewed 2/17/2015  
Reviewed 12/15/2020  
***Revised 3/21/2023***

## **BOARD OF TRUSTEES**

### **Board Appointments and/or Reviews**

Periodically the Board will make the following appointments ~~or~~, ***and every 5-7 years*** review the performance of each for reappointment:

#### **Attorney(s)**

- The Board will appoint legal counsel who, by direction of the Board, will act as its counsel in legal and related matters.

#### **Auditor(s)**

The Board will appoint a licensed accountant or accounting firm who will audit the financial and enrollment records of the district in compliance with the Public Community College Act.

**First Read of Policy**

It is a best practice for governing boards to have a standards of practice policy. At the February 21, 2023 Committee of the Whole Meeting, the Board of Trustees reviewed and discussed a model policy.

The attached first read of policy incorporates feedback from that discussion in order to develop a standards of practice policy for the Board of Trustees of Community College District 535.

JLS:bs  
3/2023

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policy 1027, attached hereto, with action to take place at the next regularly scheduled Board meeting.”

## **BOARD OF TRUSTEES**

### **Standards of Practice**

Members of the Oakton College Board of Trustees acknowledge and accept responsibility to uphold and support Standards of Practice that promote an environment of respectful, effective and accountable governance.

- A. The primary focus of the board is to support a teaching and learning environment that welcomes and promotes the success of the diverse communities that compose District 535.
- B. The board sets the tone of the college. Trustees will follow all college policies. Board decisions and interactions should reflect the mission, vision and values of the college.
- C. Trustees commit to developing and maintaining positive relations with fellow board members. Trustees will respect the opinions of others and work together to achieve common goals.
- D. The board derives authority from and is accountable to the community as a whole. Trustees will seek the well-being of the entire community and represent the community in their board decisions.
- E. The board's primary function is to establish the policies by which the college shall be administered. Authority to initiate policy recommendations, administer academic programs, conduct college business and implement board actions is delegated to the college president. Trustees will respect the delegation of authority to the president to administer the college.
- F. Authority rests with the entire board. The board's voice is expressed through the policies and actions it takes in its official meetings. Once the board has decided on a policy or position, a trustee must be prepared to support it publicly. As individuals, trustees have no legal authority to determine policies, programs or procedures or to direct staff.
- G. Trustees will demonstrate a commitment to informed, ethical decision-making by reviewing board materials provided, attending scheduled meetings, and requesting data and information through protocols established by the board and president.
- H. The board shall fulfill the fiduciary responsibility for sound fiscal management by reviewing financial reports and following established procedures to allow staff to address questions accurately. Trustees will demonstrate personal accountability and transparency in incurring and submitting reimbursement requests for trustee expenses.
- I. Deliberations of the board, particularly items discussed in closed session, are confidential and not for release or discussion in public. Trustees will establish and maintain the trust of fellow board members by maintaining confidentiality.
- J. Trustees will communicate and promote the needs of the community to the college and the needs of the college to the community. Trustees direct all media requests to the Director of Communications and External Relations to ensure a unified voice. Additionally, all follow-up with community members will go through appropriate channels.

- K. The board is responsible for creating and maintaining a spirit of cooperation and a mutually supportive relationship with its president. Trustees will promote a healthy working relationship with the college president through respectful, supportive, open and honest communication. Trustees will refer contacts from employees, students and community residents to the president.
- L. Trustees will devote time to activities that will enhance knowledge of the college, the community college system and higher education issues. Trustees will engage in a regular and ongoing process of professional development and continuous improvement. Further, trustees will participate in college events and work collaboratively to ensure board presence at important college events and programs as appropriate.
- \* *This Standards of Practice policy was adapted from the Waubonsee Community College Standards of Practice, adopted in April, 2021.*

**Acceptance of Grants**

Funding totaling \$405,050.00 has been made available to Oakton College, subject to acceptance at the March 21, 2023 Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

AG:sm  
3/2023

**President’s Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 3/23-19a through 3/23-19e, for the following grants:

a. ICCB Mental Health Early Action on Campus Grant.....	\$ 39,950.00
b. IGEN Green HVAC Curriculum Subaward .....	\$ 1,600.00
c. IGEN General Membership Subaward .....	\$ 5,000.00
d. IGEN EV Charging Station Subaward .....	\$ 8,500.00
e. ICCB Workforce Equity Initiative (WEI) Continuation Grant.....	\$350,000.00
<b>TOTAL:</b>	<b>\$405,050.00.”</b>

**Acceptance of Illinois Community College Board Mental Health Early Action on Campus Act Grant**

The Illinois Community College Board has appropriated Oakton College a \$39,950.00 Mental Health Early Action on Campus Grant for calendar year 2023. The Mental Health Early Action on Campus Grant funds will provide funding for activities required under the Mental Health Early Action on Campus Act (110 ILCS 58) that addresses gaps in mental health services on college campuses across Illinois.

These funds are intended to support several required activities as per provisions of act 110 ILCS58/15, undertaken at the College including:

- Further identify students with mental health needs and connect them to services
- Increase access to support services on college campuses
- Increase access to clinical mental health services on college campuses and in the surrounding communities for college students
- Empower students through peer-to peer support and training on identifying mental health needs and resources
- Reduce administrative policies that put an undue burden on students seeking leave for their mental health conditions through technical assistance and training

The grant period is July 1, 2023 through October 31, 2023. The grant will be led by Dr. Mark Kiel, Dean of Counseling, Health and Wellness Services. Dr. Karl Brooks, Vice President for Student Affairs will administer the grant.

AG  
3/2023

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$39,950.00 in state funding through the Illinois Community College Board to support the Mental Health Early Action on Campus Grant.”

**Acceptance of Illinois Secretary of State sub-award through Illinois Green Economy Network (IGEN) – Green HVAC Curriculum Grant**

The Illinois Secretary of State, through a subaward agreement with Illinois Green Economy Network (IGEN), has awarded Oakton College a General Members Grant in the amount of \$1,600.00 to support Chair and Professor of AHR/FME Larry Penar’s development of green HVAC curriculum.

The grant period is July 1, 2022 through June 30, 2023. Director of Facilities Joseph Scifo will administer the grant.

AG:gl  
3/2023

**President’s Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$1,600.00 from the Illinois Secretary of State Illinois Green Economy Network (IGEN) to the development of green HVAC curriculum at Oakton College.”



**Acceptance of Illinois Secretary of State Subaward through Illinois Green Economy Network (IGEN) – General Members Subaward Grant**

The Illinois Secretary of State, through a subaward agreement with Illinois Green Economy Network (IGEN), has awarded Oakton College a General Members Grant in the amount of \$5,000.00 to support activities, programs, and projects related to renewable energy and energy efficiency technology-related education and training programming.

The grant period is July 1, 2022 through June 30, 2023. Director of Facilities Joseph Scifo will administer the grant.

AG:gl  
3/2023

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$5,000.00 from the Illinois Secretary of State Illinois Green Economy Network (IGEN) to support activities, programs, and projects related to renewable energy and energy efficiency technology-related education and training programming at Oakton College.”

**Acceptance of Illinois Secretary of State Subaward through Illinois Green Economy Network (IGEN) – General Members Subaward Grant**

The Illinois Secretary of State, through a subaward agreement with Illinois Green Economy Network (IGEN) has awarded Oakton College an EV Charging in the amount of \$8,500.00 to install a Level 2 electric vehicle charging station.

The grant period is July 1, 2022 through June 30, 2023. Director of Facilities Joseph Scifo will administer the grant.

AG:gl  
3/2023

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$8,500.00 from the Illinois Secretary of State Illinois Green Economy Network (IGEN) to install a Level 2 electric vehicle charging station at Oakton College.”

**Acceptance of Illinois Community College Board Workforce Equity Initiative (WEI) Continuation Grant**

The Illinois Community College Board has awarded Oakton College a Workforce Equity Initiative (WEI) Intergovernmental Grant Agreement in the amount of \$350,000.00 to create, support &/or expand short-term (1 year or less) workforce (Credit &/or Non-Credit) training opportunities in high-need communities focused on specific sectors with identified workforce gaps.

The grant period is July 1, 2022 through December 31, 2023. Dean of Adult & Continuing Education, Dr. Jesse Ivory will administer the grant.

AG:gl  
3/2023

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$350,000.00 from the Illinois Community College Board Workforce Equity Initiative Intergovernmental Grant Agreement to create, support, and/or expand short-term workforce training opportunities in high-need communities focused on specific sectors with identified workforce gaps at Oakton College.”