



Minutes of the October 19, 2021 Regular Meeting of the Board of Trustees of Community College District 535

The 770th meeting of the Board of Trustees of Community College District 535 was conducted on October 19, 2021 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois

Closed Session – Call to Order and Roll Call

At 5:15 p.m. in room 1275, Chair Martha Burns called the meeting to order.

Trustee Kotowski called the roll:

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

Chair Burns asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiating matters; and litigation.

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

Trustee Kotowski called the roll:

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

Also present in room 1275 were Dr. Joianne Smith, President; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Karl Brooks, Vice President for Student Affairs; and Mr. Edwin Chandrasekar, Vice President for Administrative Affairs.

At 5:56 p.m., Chair Burns asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion, which was seconded by Student Trustee Patel. A voice vote was called and the closed session was adjourned.

Open Session and Roll Call

Chair Burns called the regular meeting of the Board of Trustees to order at 6:13 p.m. in room 1606.

Trustee Kotowski called the roll:

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

Dr. Bush		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Dr. Yanow		Present
Mr. Patel	Student Trustee	Present

Also present in room 1606 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs, Mr. Edwin Chandrasekar, Vice President for Administrative Affairs, Dr. Colette Hands, CHRO; Dr. Ileo Lott, Vice President for Academic Affairs; Ms. Melissa Kitzmiller, Procurement Manager; Mr. Larry Ivory, Chairman of the Board of the National Black Chamber of Commerce; Mr. Anthony Cervini, Auditor; Officer Tom Cierniak, Campus Police, and Mr. Philip Cronin, Senior Media Services Technician; and Ms. Beatriz Sparks, Special Assistant to the Board of Trustees.

Pledge of Allegiance – Chair Burns asked Trustee Toussaint to lead the pledge.

Approval of Minutes

Chair Burns asked for a motion for the approval of the minutes of the September 21, 2021 regular meeting of the Board of Trustees, and the September 21 joint meeting of the Board of Trustees, and the Oakton Educational Foundation Board of Directors. Trustee Salzberg made the motion which was seconded by Student Trustee Patel. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences:

- To Accounting Services Supervisor, Les Pauls, on the passing of his father on October 2.

Congratulations:

- The Oakton marketing and communications teams won a Silver award from NCMPR Medallion District Awards for the following category: Government or Community Relations Campaign for our Legislative Newsletter. Congratulations to Dr. Andrea Lehmacher and Mr. Steve Butera and their teams for their collaborative efforts.
- At the October 4, 2021 Village Board meeting, the Skokie Health and Human Services Department and Board of Health recognized Oakton as one of six important community partners with the Public Health Partners in Excellence Award for their exceptional support of public health initiatives in the community. Oakton's Nursing program students provided countless volunteer hours administering vaccinations.

Happenings:

- This month there have been a number of programs as we continue to celebrate Latinx Heritage Month.
- October is LGBTQIA+ Awareness Month. The Center for Campus Inclusion and Diversity, along with the LGBTQIA+ Working Group have put together a series of programs –both virtual and in person throughout the month.
- October is Depression Awareness Month. The Wellness Department had Information tables on Student Street to provide resources on depression and suicide awareness during the first week of October.
- The annual women's art show Bad@ssery: Women Creating a Just Environment and World – runs Oct. 4 through Nov. 1, and can be viewed online on the Koehonline Museum's webpage. There will be a virtual opportunity to meet the artists next Tuesday at 7:00 p.m.

- This is National Transfer Student Week. Under the leadership of Dr. Angelyn Anderson, the Career and Transfer Center is hosting a number of transfer events and workshops. There are also fun giveaways (which the Board members have at their place at the Board table).
- Oakton's Week of Service will take place next week Oct. 25-30. During the week, students will have the opportunity to engage in community service in a variety of ways including remote, contact-free and/or community partner options. This event is sponsored by the Service Learning committee, and The Office of Student Life and Campus Inclusion.
- Next Wednesday is also Learning Day where Oakton employees will engage in the development of the next strategic plan, deepening their collective understanding of the 3 big ideas that will help shape the College's future.
- On October 11, Oakton commemorated Indigenous Peoples' Day for the 3rd year. The Elevating Indigenous Voices at Oakton Working Group has drafted a Land Acknowledgement as well as a call to action. President Smith ended her report by reading the working draft of this Land Acknowledgement, which will be shared with a variety of stakeholders before bringing back to the Board for formal approval.

Part 1: Land Acknowledgement 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 (Potawatomi), (Chippewa), (Ottawa), (Kickapoo), (Menominee), (Miami), (Sac and Fox) and (Ho-Chunk) nations. Others have settled and cared for this land from time immemorial. The land of our Des Plaines campus nurtured a large Bodéwadmikiwen 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.

Part 2: A Call to Action

As an institution with an educational mission, we ask everyone to commit to continue learning how to be better stewards of the land we inhabit and the water we all share and depend on for life. We call on everyone to build relationships of inclusion with Native communities and to nurture respectful partnerships and meaningful collaborations. We stand as allies of the people we encounter, and protectors of these natural gifts and resources. We remember and honor the ancestors of this place and do this for the sake of all our relatives.

Educational Foundation Liaison Report

The Educational Foundation is off to a good start this year having raised nearly \$530,000 in monetary support since July 1. Recent gifts of note include:

- A \$10,000 gift from alumnae Kathy Lichtenstein to launch the Robert E. Welsh Endowed Scholarship in memory of her late friend and supporting students in Oakton's paralegal program.
- A \$5,000 gift from an Anonymous donor benefiting the Robin Vivona Memorial Scholarship for students pursuing a liberal arts degree.
- A \$1,000 pledge from Dr. Peg Lee to continue her support of the Student Success Emergency Fund.

250 individualized stewardship reports are being mailed this month to donors who have launched named funds and scholarships, including thank you notes from students.

The annual Donor Appreciation Event will take place virtually on Saturday, November 6 at 10 a.m. There is no cost to attend, but pre-registration is required. Please call the Foundation Office or register online at oakton.edu/donors.

The Foundation Board will hold their next quarterly meeting on December 1.

ACCT Liaison Report

Trustee Yanow thanked the College and District 535 for providing trustees with the opportunity to engage in professional development by attending the ACCT Leadership Congress last week. She appreciated the space to reflect on what's working and what can be improved. Trustee Yanow mentioned that the conference was focused on equity which aligned with current Oakton initiatives. As a fairly new board member, Trustee Yanow recognized this event allowed for reflection on how the Board can support the President, and what are the best practices:

- 1) Reviewing the Board policies and making sure they are up to date.
- 2) Including a policy about holding at least 2 Board retreats per year in order to onboard new members and work on self-assessment. The Board should work on the agenda for these retreats in a collective manner, and a Committee of the Whole should be scheduled to begin that process.
- 3) The Board should create their own orientation for new members which provides an opportunity to review policies.
- 4) The Board should engage in periodic self-assessment. This would allow the opportunity for individual members to reflect on the functioning of the Board as a whole.

Trustee Kotowski shared this was his fourth time attending the ACCT Leadership Congress, and that it was a good opportunity to speak with other trustees and presidents from across the nation and realize Oakton has a good reputation. There was a lot of discussion about the future of colleges after the COVID pandemic, and the challenges it will involve.

Trustee Salzberg indicated that he was the voting delegate for Oakton, and appreciated the chance to elect the ACCT leadership. It takes time to see what is going on, and what trustees should be doing. His biggest takeaways were a reflection on how Oakton can proceed into the future, what colleges are doing to help students get out of financial debt, how colleges are reformatting their spaces after COVID, and the importance of partnerships with local companies for learning opportunities.

Trustee Toussaint shared that she especially enjoyed a session about how other colleges affirm and implement their commitment to diversity and inclusion. This is not an easy process, and there is usually push-back, which makes the action plan very difficult. This was a learning stance, and it helped her understand that Oakton has work to do, but the process has started.

Master Plan Steering Committee Update

The Master Plan Steering Committee met on October 14. The current Facilities Master Plan covers 2017 through 2022. Information about the master plan can be found on the Oakton website under the 'About' tab.

As Trustee Stafford reported in September, the Steering Committee for the Campus Master Plan Update is meeting monthly. Trustee Stafford and Trustee Bush represent the Board on this committee. Trustee Stafford was the representative on the 2016-2017 committee as well.

At the October meeting, our Perkins + Will colleagues reported on the surveys and the two Town Hall meetings held with employees and with students – They were very pleased with the attendance and with the input:

- The **Library/Learning Commons** was a focus for both campuses to serve as an Oakton learning hub including all relevant services and a need for meeting spaces equipped with technology for small groups to gather.
- **Enrollment Services** also requires that same manner of attention to bring all services in proximity to expedite the student's experience through enrollment, financial advising, registration, student support services, etc.
- Of particular note was the need to move **ADRC**, the Access and Disability Resource Center from the second floor to the first floor.
- And a focus on **Recreation / Wellness / and Athletics**, and the current condition of our athletic facilities and fields – in consideration of course of our location in the flood plain. The potential for an athletic dome was resurrected. Our role as a community partner in recreation was noted.

It was stated that most of our student athletes coming to us from our in district high schools have experiences in their athletic programs with facilities that far exceed what we have to offer them at the collegiate level.

- The other major focus was on the **Landscape**, on Green Open Spaces, on outdoor classrooms, meeting spaces, and walking trails; on our asset of residing within this habitat with our intentional art and nature attention.

Additionally, as we consider these exciting exterior possibilities, recognize that we currently reside as a commuter campus hidden in a forest with minimal local off-campus signage. (True for both campuses)

- Regarding our interior surroundings, there was a call for more of our community marketing to be reflected within the walls of our campuses.
- It was acknowledged that the Skokie campus still needs electrical upgrades, and the Des Plaines campus needs duct work in the 1600 wing.

Finance Committee Report

Trustee Stafford shared that the Finance Committee met today (October 19), and the meeting was chaired by Trustee Salzberg. They reviewed three reports: audit report, single audit and annual comprehensive financial report. Trustee Stafford indicated that he would include his comments during the report made by Mr. Anthony Cervini from Sikich during this meeting.

Student Trustee Report

Student Trustee Patel shared the Center for Campus Inclusion and Diversity has a few events to celebrate Indigenous People's month, and the student association has also put together programs related to this. Mr. Patel is leading the programming for Disability Awareness Month, including a hybrid/virtual panel discussion on disability services with different students who expressed an interest in participating. The focus of this panel will be to discuss what peers and educators need to look up to assist students with special needs to adjust their comfort level.

SGA still has the treasurer position open, and they are meeting on October 21 with the participation of President Smith.

Mr. Patel brought forward the need for an online platform. This is a conversation that has taken place for the past seven years. Different platforms have been suggested and demoed, without approval. There's a need to communicate to students about events on campus; flyers, tables and classroom announcements haven't proved effective.

The food service committee has been formed.

Student Spotlight – Luis Toro

Luis Toro is a sophomore, and the captain of the debate team at Oakton. He shared how being part of the debate team has impacted his experience. When he started attending Oakton, he was the only debater on the team, but now they have 18 members thanks to being able to be on campus. He believes that being part of the debate team promotes civic mindedness, helping him being able to be part of the SGA to discuss policies. On campus, the debate team has been working with several organizations to promote events, and is planning to do public debates on different issues. He is proud of bringing debate awards to Oakton, and he thinks incoming high school students should be encouraged to join the debate team to increase its numbers.

Being part of the debate team has allowed Luis to work on research to a higher level and read critical literature, which has helped him flourish in his college career. He was offered a university scholarship, and he's aware of the excellent education he has received from a community college, making him able to compete with 4-year institutions and be better than them. He is grateful for his debate coach's help.

Comments by the Chair

Trustee Burns thanked Dr. Ileo Lott and his team for the work done in the Black Academy, and she asked members of the Board to consider naming the academy after former Board member Emory Williams who was committed to students, and helped many to enroll at Oakton.

Trustee Burns also shared her positive experience during the ACCT Leadership Congress, and thanked Oakton for the opportunity. She attended the Chair Academy which allowed her to reflect on her comments during the August 17 meeting. She indicated that she recognizes that she is comfortable talking to each one of her colleagues, and would like to increase the number of opportunities to discuss issues with Board members. She is looking forward to a meeting with Mr. James Reed, Executive Director of the Illinois Community Colleges Trustee Association on November 16, where they will discuss Board relationships.

To end her comments, Trustee Burns thanked the full time faculty, adjunct faculty and the 365 Black Employees group for their letters regarding her comments from August 17. She shared the Board has a diversity and equity training scheduled for November 2 at the Skokie campus, facilitated by LR Consulting.

Trustee Comments

Trustee Stafford indicated he served with Emory Williams on the Board, and he supports naming the academy after him. He also shared he appreciated Trustee Yanow's comments on the importance of scheduling Committee of the Whole meetings to review policies and discuss strategic planning. He suggested we schedule one in November or December.

Trustee Toussaint talked about the Trustee Ambassador program in which the Board communicates with trustees from other high school districts. Enrollment is down, and the Board could create opportunities to meet with high school districts to have a conversation about what Oakton is doing; trustees could share information on initiatives like the debate team, stackable credentials, excellence in programs, etc.

Report: FY2021 Financial Audit

Trustee Stafford introduced Mr. Anthony Cervini who represents Oakton in the audit firm Sikich LLP, and reiterated that the College is required by law to perform an extensive audit every year. Trustee Stafford, Trustee Salzberg and President Smith went through the audit reports earlier today. Mr. Cervini provided a quick update on their findings for fiscal years ending June 30, 2020 and June 30, 2021. Sikich did a detailed and thorough review of the audit documents.

Three documents were issued for consideration:

1. Annual Comprehensive Financial Report which is now focused on equity, and listening to stakeholders and the community.
2. Single Audit Report which is required for institutions that receive more than \$750,000 of federal claims on an annual basis.
3. Auditor's Communication to the Board of Trustees

Mr. Cervini commended the College for investing the time, the energy and resources into preparing an annual comprehensive financial report. The comprehensive piece includes various additional components that the College is not required to present, both for the State of Illinois, and the Illinois Community College Board. He encouraged the College to continue preparing these reports, as they are well received.

The College remains well positioned for operating in a long-term perspective. The impact of COVID-19 was visible in the College financial statements. There was a \$3.4 million decrease in operating revenues which was offset by an increase of \$2.3 million in federal grants from the various rounds of economic stimulus. Current ratio of assets/liabilities increased 7.2 to 9.7 which is considered healthy, and the College has a strong ratio. Sikich continues to report positive unrestricted assets. Assets increased approximately \$10 million, and overall assets increased about \$2 million. Liabilities reported by the College including insurance plan and CIP decreased from \$42.4 million to \$41.4 million, showing improvement in the liability balance. The College insurance plan still remains a negative funding position and it should continue to be monitored. Operating expenses in the fiscal year 2021 reflect a decrease of about 0.5%. The College spent approximately \$0.3 million in federal funds for FY21 – over 60% related to student financial aid dollars. The single audit report showed a significant deficiency related to return of Title IV which is a complex calculation, and there were two instances of non-compliance; the amounts are not critical to the College, but the Department of Education deems these numbers correct or incorrect. All the finance notes have been addressed and a plan of action has been set to address the non-compliant items. As mentioned before, the College remains in a very strong financial position. Mr. Cervini commended the Board of Trustees for providing leadership during the unique challenges of the COVID-19 pandemic.

Trustee Stafford made a statement regarding the State University Retirement System (SURS) which is at its lowest funding level in years (39.05%). Trustee Stafford expressed his concern, and referred to the report that states there is a \$376 million liability. Trustee Salzberg made comments related to student financial aid. President Smith joined Anthony Cervini in commending Mr. Edwin Chandrasekar and his team, and Dr. Cheryl Warmann and the Financial Aid team for their work.

Report: Building Community Ties That Bind Economic Inclusion and Equity in Procurement

Trustee Bush shared that Oakton Local Procurement is a Board of Trustees initiative aligning with the Success Matters Strategic Plan – Community Matters that states “We will develop stronger connections with business and industry partners.”

- The Board's fiduciary responsibility of approving purchases over \$25,000 and their experiences of acknowledging the locations of the vendors led them to this line of inquiry. (Approval for purchases under \$25,000 is delegated to staff.)
- The Board recognizes the distinction among those items that are bid, bid-exempt, consortium purchases, and QBS for professional services.

Here are the highlights:

- In December 2020, the Board sent President Smith a memorandum regarding District 535 Vendors with specific requests for information.
- In February 2021, 'Procurement: In-District Analysis Update' provided by Edwin Chandrasekar and Melissa Kitzmiller, indicated that approximately 5% of Oakton purchases were in-district.

- Additionally, it seems that the College is not fulfilling any W/MBE, Women and/or Minority Based Enterprises measures. (M/WBE certification requires at least 51% ownership by a minority or woman; at least 51% of their business controlled by one or more minority groups or women)

Chair Burns and Trustee Bush have met, along with President Smith and Mr. Chandrasekar, with Robbins-Schwartz attorney Sam Cavnar; and also with Purchasing Manager Melissa Kitzmiller.

Chair Burns has met with Cindy Veremis from the Board of Directors of the Educational Foundation, formerly Des Plaines Chamber of Commerce President, and Andrea Biewer, chamber executive director, and has been in contact with other chambers within the district including Skokie and Evanston.

Chair Burns indicated that procurement is important to her because it's related to economic development. It is our goal as a taxing body to determine who we spend money with, and we're not spending enough money in district 535 businesses and M/WBE businesses. Chair Burns shared that she finds it embarrassing, as an African American, to be considered as the lowest people on the totem pole across the board. She called attention to tonight's guest, who is an African American State of Illinois chamber of commerce president, and he also deals with procurement. Taxing bodies can help lift communities up by doing business with companies that have been affected by the pandemic. There is a growing, urgent crisis facing Black students and families in Illinois that requires the immediate attention of legislators, corporate, community and educational leaders. Illinois has failed Black students on every measure of college success from readiness, enrollment, retention, progression, graduation and earnings after college completion. According to the Illinois Board of Higher Education, Black students dropped college at a 34% rate between 2013 and 2019 (pre-pandemic).

Mr. Edwin Chandrasekar introduced Mr. Larry Ivory, President and CEO of the Illinois Black Chamber of Commerce which is the largest association for African American businesses in the State of Illinois. Mr. Ivory is chairman of the board of the National Black Chamber of Commerce which represents more than 2 million African American businesses in the United States. Mr. Ivory was appointed to serve as board member for the Illinois Policy Board which has authority and responsibility over the rules and practices of Illinois procurement code. He is the first African American to serve on this board.

Mr. Ivory talked about what has happened in the United States after the killing of George Floyd, an event that forced us to take an internal look at ourselves and our justice system, and the impact of other factors that create the problem. It was an opportunity to do an in-depth analysis. Data regarding social wrongs needs to make economic sense. Conversations have been had regarding social equity, and racism has cost Americans close to \$16 trillion in losses. JP Morgan made a commitment to spend over \$30 billion in the African American community-owned businesses, and to deal with the issue of the widening gap of economic disparity that exists within our state and the country. There are around 132,000 Black businesses owners in Illinois; the total revenue for the average African American business is about \$68,000 a year, \$168,000 for Hispanics, \$400,000 for Asians and Caucasians. There is a significant gap in terms of capacity in terms of revenue, and this speaks to the issue of the lack of participation. It is important to look at how to help businesses and examine the current situation.

If we were to do an in-depth dive right now into the activities of the institution, and factor in participation from an African American perspective, we would agree that African American businesses are not doing well. What do we need to do in order to make it better? Create a habit and a culture of inclusion. The state appropriates money to junior colleges, and it doesn't serve institutions well to be failing in certain areas. It is incumbent upon us collectively to help each other to make sure that our institution is an example for other community colleges. The pathway will take hard work, including a look at how we're spending money and being intentional about how money is spent, and finding out ways to do business with people who haven't had the opportunity to do business with the College in the past, so they won't bid. We have to begin to take steps in terms of professional services, construction, and celebrate winning.

When we take a look at African American males who went to junior colleges there was a correlation – the most unsuccessful group; significant failure was based upon the economics of their family. If we are

going to address that issue, we have to figure out how to give money back into the community. When businesses are only making \$68,000 a year, they're not building capacity. There is a procurement law called Sheltered Market, a program under which certain contracts are designated by the chief procurement officer for procurement from one or more classes of disadvantaged vendors. If you find discrimination, you shall establish a sheltered market to correct it. Any state agency can issue a sheltered market. This could be an opportunity for Oakton to improve its spend in areas like information technology and advertising. We must give people the opportunity to participate in the American economy, and work on policies that are not inclusive.

After Mr. Ivory's participation, Mr. Edwin Chandrasekar and Ms. Melissa Kitzmiller proceeded to do their presentation to the Board related to procurement. For every purchase made by the College, we have to talk about equity budget framework; it's about who is being helped, and who is being harmed by Oakton's initiatives. How do purchases contribute to the local tax base and local jobs? How do purchases augment growth in the local economy? The presentation touched different items, and included recommendations to share with the trustees to weigh in on strategies moving forward.

The Purchasing team conducted a quick environmental scan, and collected information from different community colleges related to targeted strategies for selecting local vendors (in-district). Peer colleges shared that they do not have these strategies in place, or have engagement strategies for less than \$1K, \$5K and \$10K. Joliet Junior College responded that they have a focus on strategies that target minority businesses within the district. This allows us to start work on campus, think through strategies unencumbered, and become pioneers with respect to community colleges.

Mr. Chandrasekar indicated that the College looked at its purchases. For the year 2019, prior to the COVID-19 pandemic, there was a total of \$7.9 million worth of purchases with some 709 unduplicated vendors. 355 (\$3.4 million) vendors were in-state and 82 vendors had a zip code listed in-district (\$0.5 million). Only about 5% of purchases come from in-district business, which presents the College with an opportunity to think about strategies that can be implemented to do better.

The College is focused on economic inclusion and equity. First we must determine criteria for "local." Currently, businesses are considered local when they are located within one of the district zip codes. For example, Grainger Inc. is headquartered in Lake Forest—which is not in district, however they have 750K sq. ft. warehouse in Niles which employs +/- 400 warehouse and logistic workers. In addition, Grainger also served on the Oakton Foundation and donated surplus furniture to the College. Based on the current criteria for determining who is in-district and who is not, Grainger would not be in district. In a case study, the city of Newark, NJ considers United Airlines a local vendor even if they are headquartered in Chicago, IL. United Airlines is considered a local vendor because of their large hub at the Newark Airport.

There are challenges with utilizing the zip code criteria. There are a number of large taxpayers that are contributing to Oakton's tax base. However, their business address is not local, but they own or lease a lot of property within our district, therefore they are paying property taxes on them. Using the zip code criteria would mean excluding those who actually contribute to our tax base.

There is a wide range of characteristics to define who is local with four different elements:

- 1) Geography (which would exclude businesses like Grainger);
- 2) Geography and ownership (presence within the district);
- 3) Geography, ownership and regulatory jurisdiction (businesses that have a license to operate within a municipality – they pay local property taxes);
- 4) Size of business (including number of employees) – information is not easy to obtain

A procurement path to economic inclusion and equity would implicate:

1. Transforming the procurement process and leveling the playing field for local businesses so they can access opportunities.

2. Building relationships with valued local vendors and business organizations to cultivate and expand local supplier networks.
3. Creating a local sourcing ecosystems with businesses owned by people of color, women and veterans.

Recommendations – Options Without LimitS (OWLS) Procurement Campaign

The initiative will help Oakton promote local vendors to become Oakton vendors. External engagement strategies would include:

- Determine criteria for local business vendor inclusion – work with Board of Trustees to identify local business vendors;
- Outreach and technical assistance to local business vendors – create a listserv of local business vendors;
- Supplement vendor application form with a “Supplier Gateway” portal – create file share portal for vendors to submit information on products and services.

Internal engagement strategies would include:

- Review purchases with high-volume internal College departments – to identify whether purchases are available from local vendors;
- Host workshops to educate internal constituencies on local buying – to create a greater understanding on local sourcing and economic benefits to the district.

Registering local business helps the College, employees and students make local buying decisions. A free marketing business directory will be shared on the College’s website and accessed by the general public.

Suggested criteria for local business inclusion:

Must have a physical presence (at least one of the following) within District 535 zip codes

- Business headquarters
- Distribution or warehouse facilities
- Satellite or local branch office

Must be in compliance with all applicable laws relating to licensing and not delinquent on any local municipal or Cook County taxes

Oakton vendor application form to be updated to collect this information

- Forms of proof upon request may include copy of Certificate of Occupancy or Business License for non-residential operations, or commercial property tax bill
- In completing form, vendor shall affirm it qualifies as a local business as defined above

Trustee Bush thanked Mr. Chandrasekar and Ms. Kitzmiller for the presentation. She indicated that this work has been done since the June 2021 meeting, and she finds the actions taken in reaching out to the community profoundly impressive. This is what she calls a good start, but it’s just a start. There are other ideas about creating community with businesses that become part of the OWLS procurement campaign, so they feel like they belong to the Oakton business community.

Chair Burns thanked the team for the thoughtfulness that they put into thinking about how the College can engage more businesses knowing that Oakton is here, and the mutual relationship that will allow Oakton to be recognized in the community. She indicated that Mr. Chandrasekar’s team has planted a seed that will support staff in their efforts in stretching themselves to imagine doing procurement in a different way. It is important to define local businesses. Mr. Chandrasekar added that the goal is to create capacity-building activities.

Trustee Kotowski asked which combination of the criteria the College would suggest. Mr. Chandrasekar indicated that the College is looking at geography, ownership and regulatory jurisdiction primarily because Oakton wants to include zip codes and ownership within the district, but also with regulatory

jurisdiction – looking at businesses that have a physical presence that adds to the tax base, and businesses that pay sales and excise tax which is part of the overall Cook County tax formula. Size of business is excluded for now to make sure small businesses don't encounter a cumbersome process.

Chair Burns indicated there was no discussion regarding professional services, and asked when the Board could expect to hear back from Mr. Chandrasekar in terms of how these services are acquired, and how the consortium works. Mr. Chandrasekar said this information can be provided within a week or two, including a list of businesses that Oakton has worked with.

Trustee Stafford suggested that the Board holds a Committee of the Whole to discuss the ideas presented by Mr. Chandrasekar and Ms. Kitzmiller before making them an agenda item.

Public Participation

Mr. Giacomo Cirrincione spoke as a community member and part of the Oakton staff. Mr. Cirrincione referred to a survey conducted by the Classified Staff Association, and shared concerns about a growing morale crisis affecting staff. A copy of the survey results and staff comments was provided to the Board, and the goal is to start a dialogue to improve working conditions and equity for staff at Oakton.

Ms. Jennifer Crowley, Health Career Advisor, spoke as a staff member and provided more information on staff responses that were collected in the survey, and indicated that low morale experiences are not directly related to the pandemic or the current conditions.

Mr. William Fratto, Head Baseball Coach, thanked the Board and President Smith for all the work done on campus, but wanted to bring attention to the state of athletic facilities, and the need for renovations. Mr. Fratto sent photos of what other colleges have done with their athletic facilities, and asked the Board to consider making things better at Oakton.

Ms. Missy Langan, in-district tax payer and alumni, expressed her disappointment in the neglected baseball facilities including parking and bleachers with no ADA access. Facilities do not reflect the success of the baseball program at Oakton, and the College should exhibit pride in the program and championship achievements by giving proper attention to the baseball field.

Mr. Daniel Dellaria, assistant coach and alumni, spoke on behalf of the baseball program, and referred to the successes of the baseball team starting with the national championship in 2018. He believes more needs to be done to upgrade facilities to help support the program especially in recruiting students to maintain a good status for the College, students and the community.

Mr. Abbood Abraham from Niles, Illinois spoke as a member of the community and expressed his concern regarding hiring practices at Oakton and the lack of representation for disabled people, especially those who need health insurance coverage and do not qualify for Medicaid.

Chair Burns thanked participants for their comments.

NEW BUSINESS

10/21-1a Approval of Consent Agenda

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

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

10/21-1b Approval of Consent Agenda Items 10/21-2 through 10/21-7

Trustee Toussaint offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/21-2 through 10/21-7 as listed in the Consent Agenda.”

10/21-2 Ratification of Payment of Bills for September 2021

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,239,293.03 for all check amounts as listed and for all purposes as appearing on a report dated September 2021.”

10/21-3 Acceptance of Treasurer’s Report for September 2021

“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 September 2021.”

10/21-4 Acceptance of Quarterly Report on Investments

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

10/21-5 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 \$259,621.75 for all funds listed in items a and b.”

10/21-6 Supplemental Payment of Professional Personnel – Fall 2021

1. “Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$740,854.26 to the total amount of part-time teaching salaries paid during the fall semester 2021; the revised total payment amount is \$3,773,987.33.”
2. “Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$65,586.56 to the total amount of faculty overload salaries paid during the fall semester 2021; the revised total payment amount is \$538,466.67.”

10/21-7 Acceptance of Clinical Practice Agreements

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

Physical Therapist Assistant

Symbria.”

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

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

Ms. Toussaint Aye
Dr. Yanow Aye

The motion carried. Student Trustee Patel favored the resolution.

10/21-8 Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinion)

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2021 Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021.”

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

10/21-9 Approval of Estimate Levy for 2021 and Announcement Thereof

Trustee Stafford offered: “Be it resolved hat the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2021 to be collected in calendar year 2022 as follows:

the sum of \$48,870,390 to be levied as a tax for educational purposes; and

the sum of \$8,000,000 to be levied as a tax for operations and maintenance purposes; and

the sum of \$100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers’ compensation, unemployment insurance, property insurance, and occupational diseases insurance; and

the sum of \$100 to be levied as a special tax for Social Security and Medicare insurance purposes; and

the sum of \$100,000 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled November 16, 2021, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2021. The above estimated amounts for the 2021 tax levy may be changed by the Board in adopting the final 2021 levy, subject to statutory notice and publication requirements.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

10/21-10 Authorization to Approve October Purchases

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
10/21-10a		Microsoft Campus One-Year Agreement	SHI International Corp. Somerset, NJ	\$77,462.62
10/21-10b		John Deere Gator and Accessories	Buck Bros, Inc. Wauconda, IL	\$35,756.01
10/21-10c		Classroom Technology Equipment	CDW-G, LLC Vernon Hills, IL	\$57,495.00
10/21-10d		Financial Aid Software Rescind	Ellucian Financial Aid Fairfax, VA	(\$165,000.00)
		Purchase	Strata Information Group Encino, CA	\$320,000
			GRAND TOTAL	\$325,713.63.”

Trustee Kotowski seconded the motion and called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

10/21-11 Preview and Initial Discussion of Upcoming Purchases

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

- a) Document Imaging and Management System Annual Maintenance Contract and System Upgrades
- b) Continuation of Employee Medical, Dental and Vision Insurance
- c) Microscopes

10/21-12 Preview of New Unit of Instruction

The Sterile Processing Technician Certificate is a 10 credit-hour certificate that provides entry level training for sterile processing technicians. The program provides the first 100 hours of the required 400 hours of training in sterile processing necessary for certification and continued employment. This program provides access to health care system employment exposing persons to career advancement pathways in the system including senior/lead/manager sterile processing technicians, supervisory medical supply technician, sterile processing coordinator, sterile processing educator, and surgical technology.

10/21-13 Acceptance of Faculty Retirement

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Judy Langston.”

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

10/21-14 Acceptance of Grants

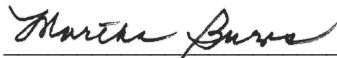
Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts \$78,600.00 from the Illinois Community College Board through the Federal Department of Labor to support Year 3 of the Customized Apprenticeship Programming - Information Technology (CAP-IT) apprenticeships project at Oakton Community College.”

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

Adjournment

Chair Burns announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, November 16, 2021 at the Des Plaines Campus.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Student Trustee Patel. A voice vote was called and the meeting was adjourned at 8:52 p.m.



Martha Burns, Board Chair



Paul Kotowski, Board Secretary

Minutes recorded by:



Beatriz D. Sparks
10/2021

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