

**The 806th Meeting
of
The Board of Trustees
January 21, 2025**



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 17, 2024.

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.

Adopted by the Board of Trustees on December 13, 2022.

Anti-Racism Statement

Oakton is an anti-racist, inclusive, transparent institution; invested in and accountable to the communities we serve. We are committed to transforming all curricula, policies, structures and practices to dismantle and eliminate racism and other forms of oppression so all members of our community thrive. Through reflection, empowerment, and accountability to anti-racist people of color, we model the socially just and equitable transformation that we want to see in the world.

Adopted by the Board of Trustees on February 15, 2022.

Neurodiversity Statement

Oakton College is committed to recognizing the neurodiversity of our community and developing equitable policies and procedures to enhance the Oakton experience for all students, employees, and community members.

Adopted by the Board of Trustees on August 15, 2023.



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 December 10, 2024
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiation matters; 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 including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on January 21, 2025.

The meeting will be broadcast on Oakton TV: <https://play.champds.com/oaktoncollegeil/live/5>

Agenda

- Call to Order and Roll Call
- Pledge of Allegiance and Land Acknowledgement
- V Approval of minutes of the December 10, 2024 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair
- Trustee Comments
- Public Participation
- Report: Marketing and Communications Update and Impact

New BusinessConsent Agenda

- V 1/25-1a Approval of Adoption of Consent Agenda
- R 1/25-1b Approval of Consent Agenda Items 1/25-2 through 1/25-9
- 1/25-2 Ratification of Payment of Bills for November 2024
- 1/25-3 Acceptance of Treasurer's Report for November 2024
- 1/25-4 Ratification of Payment of Bills for December 2024
- 1/25-5 Acceptance of Treasurer's Report for December 2024
- 1/25-6 Acceptance of Quarterly Report on Investments
- 1/25-7 Supplemental Authorization to Pay Professional Personnel – Fall 2024
- 1/25-8 Authorization to Pay Professional Personnel
- 1/25-9 Approval of Clinical Practice Agreements

Other Items

- R 1/25-10 Authorization to Approve January Purchases
- a. Leica Microscopes
 - b. Travel for Men's Baseball Team
 - c. Lattice Talent Management System – Three-Year Contract
 - d. Classroom Projectors
 - e. Backup Software Support and Maintenance – Three-Year Contract
 - f. IP Telephony Annual Maintenance and Software Assurance
 - g. Furniture for the Adjacencies Project – Phase 1
- 1/25-11 Preview and Initial Discussion of Upcoming Purchases
- R 1/25-12 Authorization to Hire Senior Director of Workforce Development
- R 1/25-13 Authorization to Appoint Director of Admissions and Equity Outreach
- R 1/25-14 Authorization to Appoint Director of Student Success and Academic Interventions
- R 1/25-15 Approval of Emeritus Appointments
- R 1/25-16 Approval of a New Unit of Instruction
- 1/25-17 Notification of Award of Grants

Adjournment



**Minutes of the December 10, 2024 Regular Meeting of the
Board of Trustees of Community College District 535**

The 805th meeting of the Board of Trustees of Community College District 535 was conducted on December 10, 2024 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Toussaint called the meeting to order at 5:28 p.m. in room 1502. Trustee Bashiri-Remetio called the roll:

Trustee Marie Lynn Toussaint	Chair	Present
Trustee Martha Burns	Vice Chair	Present
Trustee Theresa Bashiri-Remetio	Secretary	Present
Trustee Gail Bush		Present
Trustee Benjamin Salzberg		Absent
Trustee William Stafford		Present
Trustee Wendy Yanow		Present
Trustee Franklin Ocaña	Student Trustee	Present

Also present in room 1502 were Dr. Joianne Smith, President; Johanna Fine, Chief Human Resources Officer; Dr. Ashley Knight, Interim Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; and Michele Roberts, Vice President for Administrative Affairs.

Chair Toussaint 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 November 12, 2024; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and pending litigation.

Trustee Stafford made the motion, seconded by Trustee Yanow. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye
Trustee Ocaña	Aye

At 5:49 p.m., Trustee Yanow made a motion to adjourn the closed session meeting which was seconded by Trustee Stafford. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Toussaint called the regular meeting of the Board of Trustees to order at 6:05 p.m. in room 1506.

Trustee Bashiri-Remetio called the roll:

Trustee Marie Lynn Toussaint	Chair	Present
Trustee Martha Burns	Vice Chair	Present
Trustee Theresa Bashiri-Remetio	Secretary	Present
Trustee Gail Bush		Present
Trustee Benjamin Salzberg		Absent
Trustee William Stafford		Present
Trustee Wendy Yanow		Present
Trustee Franklin Ocaña	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Johanna Fine, Chief Human Resources Officer; Dr. Ashley Knight, Interim Vice President for Student Affairs; Dr. Ileo Lott, Provost and Vice President for Academic Affairs; Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Robyn Bailey, Director of Operations and Administration/Dean of Skokie Campus; Dr. Matthew Boutilier, Director of Online Curriculum and Instruction; Sarah George, Associate CIO; Dr. Mia Hardy, Dean of Liberal Arts; Dr. Ruben Howard II, Dean of Business and Career Technologies; Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships; Jacob Jeremiah, Dean of Library; Dr. Alauna McGee, Assistant Vice President for Academic Affairs and College Transitions; Christine Paciero, Director of Oakton Athletics; Dr. James Rabchuk, Dean of STEM; John Wade, Director of Systems and Network Services; Daniel Weber, Registrar/Director of Registrar Services; and Andy Williams, Controller.

Union Leaders: Jennifer Crowley, Classified Staff Association; Mary Hope Griffin, Adjunct Faculty Association; and Patrick O'Donnell, Full-Time Faculty Association.

Faculty: Paul Bialek, Mathematics; Brittany Coleman, Library; Michael Mauritzen, English; Patrick O'Donnell, Philosophy; Michelle Oh, Library; Naga Potluri, Mathematics; and Katherine Schuster, Education.

Staff: Steve Aguilar, TRIO; Ernest Gest, Facilities; Maurae Gilbert McCants, Small Business Development Center; Cecilia Gomez, Advising, Transitions and Student Success; Krissie Harris, Student Life and Campus Inclusion; Kushal Patel, Information Technology; and Beatriz Sparks, Office of the President.

Students: Emily Jaimes.

Guests: Cheryl Brown, Michele Hayes, Rene Mandin, and Donna Wang Su.

Pledge of Allegiance – Trustee Stafford led the pledge.

Land Acknowledgment – Trustee Burns read the Land Acknowledgment.

Approval of Minutes

Chair Toussaint asked a motion for the approval of the minutes of the November 12, 2024 regular meeting of the Board of Trustees. Trustee Stafford made the motion. Trustee Yanow seconded the motion. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Assistant Professor of Mechanical Design, Yong Yoo on the passing of his father in law on Nov. 19.

Congratulations

- Trustee Martha Burns was appointed to the ACCT Equity, Diversity and Inclusion Committee.

Employee Recognitions

- Congratulations to Cecilia Gomez who was selected to receive the prestigious ACPA Commission for Two-Year Colleges Service to the Profession Award. This honor recognizes her outstanding contributions to Student Affairs. A dedicated advisor for five years, Cecilia inspires others with her commitment to professional growth and dedication to serving Oakton's diverse student population. Additionally, Cecilia and her colleague Cameron Carrera will be presenting at the ACPA National Convention and the NACADA Region 5 Conference on a Trauma informed approach to developmental advising.
- Manager of the Early Childhood Education Center, Monique Hudson was recently appointed to the Board of the National Coalition for Campus Children's Center (N4C).

Student Recognitions

- The Oakton Jazz team, under the leadership of Mark Olen, performed at the Skyway Jazz Festival at Moraine Valley on Nov. 16 and walked away with the following recognitions:
 - Outstanding Soloists: Tom Bartlett, Trombone; Caleb Gudeman, Baritone Sax; Steve Prorak, Alto Sax; and Doug Sparks, Tenor Sax.

- Honorable Mentions: Brad Kolar, Trumpet; Dave Malatesta, Bass; Ed Stephens, Tenor Sax; and Paul Velez, Trumpet.
- The Oakton Owls Women's Basketball team is currently undefeated 11-0 and they are ranked 22nd in the NJCAA Division.

Happenings

- Last Saturday was the 20th Empty Bowls event at Oakton sponsored by the Ceramics Club. This year, the event raised over 25,000 this year benefitting 6 local food pantries. Since 2004, Empty Bowls has raised more than 453,000 to fight hunger in the community.
- Tomorrow is the last day of student attendance for the fall 2024 semester.
- The new exhibition at the Koehnline Museum of Art, "*Up to the Challenge*," features art produced during the Great Depression and World War II, a critical time in world history when artists faced dramatic challenges. A public reception will take place on Dec. 19, 2024, from 5 - 8 p.m. Viewings take place from Dec. 19, 2024, through Feb. 7, 2025.
- The College will be closed for winter break Dec. 24, 2024 through Jan. 1, 2025. Operations will resume on Thursday, Jan. 2, 2024. The Spring 2025 kick-off event will be held on Jan. 6, 2025. Dr. Smith wished everyone a happy holiday season.

Educational Foundation Liaison Report

The Foundation has raised nearly \$1 million this fiscal year to date.

Notable commitments received since the last update to the Trustees include:

- A \$184,000 gift from the Estate of Beverly Offen to build the Lynne Adams Library Endowment. Beverly was a professor in Oakton's library for more than 20 years. She passed away in 2021, leaving a \$300,000 gift from her estate to Oakton. This gift is the final distribution and has doubled the size of this endowment to provide a perpetual stream of funding. Resources from this endowment are currently being used to renew the library's ESL collection.
- A \$100,000 gift from Northfield Township to support scholarships for Oakton students from the township.
- A \$50,000 gift from the City of Evanston to augment support for the ASPIRE Community Healthcare Workforce Scholarship.
- A \$50,000 gift from retiree David Hilquist and his wife Karen to grow the Hilquist Family Nursing Scholarship Endowment.
- A \$25,000 gift from Rivers Casino to launch a student transportation pilot program.

The Foundation is actively soliciting and receiving end-of-year gifts and will match contributions to the General Scholarship Fund Endowment dollar-for-dollar up to \$100,000 thanks to the generosity of an anonymous donor earlier in the fiscal year. Gifts made online or postmarked by midnight on December 31 will be credited in 2024 for tax purposes.

The Foundation approved a new Board Director in November for a 3-year term. Patti Anderson is an Evanstonian and vice president with the small business finance team for First National Bank where she serves as an advocate for small and mid-sized businesses in our community to deliver thoughtful and creative financing solutions that meet their needs. With the addition of Patti, the Foundation Board hosts 24 voting Directors.

The Foundation held its quarterly meeting on December 4, accepting their audit report and approving the filing of their annual Form 990 Informational Return with the IRS and State of Illinois.

The Board's next quarterly meeting will take place on March 5, 2025.

Student Trustee Report

Students came together for the First-Generation College Student Week, and Student Trustee Ocaña thanked TRIO and the Career and Transfer Center for allowing students to share valuable resources for understanding the first-generation experience. International Education Week explored the theme of peace through citizen diplomacy. Trustee Ocaña also highlighted different events held at the Performance Arts Center, including music ensembles, improv and the speaker showcase.

The Student Government Association recently had a collaboration with Student Life and Campus Inclusion to host the second annual Winter Fest which had a good turnout on both campuses. Trustee Ocaña thanked the Oakton librarians for hosting different events to offer information on resources, and he wished good luck to his fellow students during finals week.

Student Spotlight

Emily Jaimes shared that this is her first semester at Oakton, and she is majoring in mechanical engineering. She graduated high school in 2022, and attended Northern Illinois University before taking a semester off. Emily said that Oakton was able to give her hope and motivation to achieve her goals, and she pointed out that the College is an affordable option. She is grateful for all her professors, specifically Safa Hamed, Eric Wold, Michael Mauritzen and Kayla Mitchell who cultivated a positive learning environment to allow her to thrive. She also expressed gratitude for TRIO and her advisor Steve Aguilar, and the Wellness Center for providing counseling that is needed by many students. In addition, Emily has joined different extracurricular activities that allowed her to find like-minded students which has helped her stay motivated and focused to reach her full potential.

Public Participation – None

Board Report: Illinois Small Business Development Center at Oakton College

Maurae Gilbert McCants – Oakton SBDC Director

Brittany Coleman – Engagement Librarian

SBDC Mission

Represent the collective interest of our members by promoting, informing, supporting and continuously improving the Small Business Development Center (SBDC) network, which delivers nationwide educational assistance to strengthen small/medium business management, thereby contributing to the growth of local, state and national economies.

Services

- Business Consulting
- Social Media Creation
- Needs Assessment
- Market Research/Projection
- Financial Analysis
- SWOT Analysis
- Strategic Planning
- Access to Capital
- GrowthWheel Assessment
- Business Specific Research

Top Industry Areas

- Logistics/Transportation
- Consumer Services
- Manufacturing
- Technology
- E-Commerce
- Telehealth Services
- Consulting

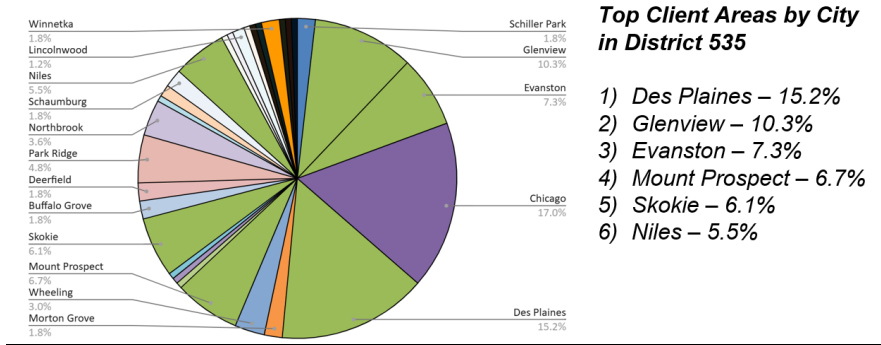
Client Makeup

45% - Minority Business Clients

23% - Women Business Clients

The First Year

- Engaged with more than 165 clients (students, faculty, staff, community members and leaders)
- Established a strategic partnership with Kellogg School of Management at Northwestern University which created additional capacity – 5 Advisors (MBA Students)
- Met with Library Districts, Chambers of Commerce, Community Officials and Business Owners in the District
- Developed relationships with community partners to create a mentorship program for budding entrepreneurs (SME's)
- Hosted 8 community/stakeholder events and hosted THRIVE Cohort in partnership with SBA
- Creating a pathway for entrepreneurship via Oakton Colleges CE Programs



A Look Ahead

- Advisory Council
- Hiring additional advisors
- More community partnerships
- More In-Person Events and Trainings
- Pathways to entrepreneurship via CE Programs
- Additional collaborations with Oakton departments

NEW BUSINESS

12/24-1a Approval of Consent Agenda

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

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

12/24-1b Approval of Consent Agenda Items 12/24-2 through 12/24-3

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/24-2 through 12/24-3 as listed in the Consent Agenda.”

12/24-2 Supplemental Authorization to Pay Professional Personnel – Fall 2024

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$4,958.56 to the total amount of part-time teaching salaries paid during the fall 2024 semester. The revised total payment amount is \$3,765,189.25.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$35,365.00 to the total amount of faculty overload salaries paid during the fall 2024 semester. The revised total payment amount is \$725,237.03.”

12/24-3 Approval of Clinical Practice Agreements

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

- Basic Nursing Assistant/Nursing/Patient Care Technician (1)
- Physical Therapy Assistant Program (1).”

Trustee Bush seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye

Trustee Yanow Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-4 Approval of Board Meetings Schedule for Calendar Year 2025

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2025 calendar year for public notice as follows: January 21, February 18, March 18, April 22, May 20, June 24, August 19, September 16, October 21, November 18, and December 16. Time and location of all meetings will be posted 48 hours before as required by law.”

Trustee Stafford seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio Aye
 Trustee Burns Aye
 Trustee Bush Aye
 Trustee Stafford Aye
 Trustee Toussaint Aye
 Trustee Yanow Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-5 Authorization to Approve December Purchases

Trustee Stafford 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>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
12/24-5a	1	Travel Services for Summer 2025 Study Abroad Program in Ghana	EDU Africa Cape Town, South Africa	\$60,000.00
12/24-5b	1	Printing of the Oakton Non-Credit Class Schedule – One-Year Renewal	KK Stevens Publishing Co. Astoria, IL	\$176,750.29
12/24-5c	1	Design and Engineering Services for Washroom Upgrades	Perkins + Will Chicago, IL	\$120,360.00
12/24-5d	1	High-Speed Internet Hotspot Data Plan – One-Year Renewal	T-Mobile USA, Inc. Bellevue, WA	\$51,660.00
12/24-5e	1	Ratification for the Purchase of Audiovisual Equipment for the Gymnasium	Full Compass Systems, LTD Madison, WI	\$33,763.97
GRAND TOTAL:				\$442,534.26.”

Trustee Bashiri-Remetio seconded the motion and called the roll:

Trustee Bashiri-Remetio Aye
 Trustee Burns Aye
 Trustee Bush Aye
 Trustee Stafford Aye
 Trustee Toussaint Aye
 Trustee Yanow Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-6 Preview and Initial Discussion of Upcoming Purchases

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

- a. Projector Refresh
- b. Leica Microscopes
- c. Travel for Men’s Baseball Team
- d. Performance Management System
- e. Founder’s Wall Design Consulting Services
- f. Backup Software Support and Maintenance Renewal

12/24-7 Approval of New Units of Instruction

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction: EPA Section 608 Certificate, and Artificial Intelligence and Machine Learning Certificate.”

Trustee Yanow seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye

The motion carried. Student Trustee Ocaña favored the resolution.

12/24-8 Preview of New Unit of Instruction

The following new units of instruction will be presented for Board approval in January 2025: Early Childhood Education (ECE) Endorsement for IL Professional Educator License (PEL) Holders Certificate. (18 semester credit hours; Curriculum: 0079)

12/24-9 Notification of Award of Grants

Funding has been made available to Oakton College:

- a. Illinois Department of Human Services Smart Start Workforce Grant.....\$12,000.00
(Managed by Monique Hudson / Administered by Dr. Ileo Lott)
- TOTAL: \$12,000.00**

Adjournment

Chair Toussaint 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, January 21, 2025 at the Des Plaines Campus.

Trustee Toussaint made a motion to adjourn the meeting, which was seconded by Trustee Burns. A voice vote was called and the meeting was adjourned at 7:17 p.m.

Marie Lynn Toussaint, Chair

Theresa Bashiri-Remetio, Secretary

Minutes recorded by:
Beatriz Sparks
12/2024

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 1/25-2 through 1/25-9

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items as listed in the Consent Agenda:

- 1/25-2 Ratification of Payment of Bills for November 2024
- 1/25-3 Acceptance of Treasurer’s Report for November 2024
- 1/25-4 Ratification of Payment of Bills for December 2024
- 1/25-5 Acceptance of Treasurer’s Report for December 2024
- 1/25-6 Acceptance of Quarterly Report on Investments
- 1/25-7 Supplemental Authorization to Pay Professional Personnel – Fall 2024
- 1/25-8 Authorization to Pay Professional Personnel
- 1/25-9 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for November 2024

The check register detailing the regular monthly bills for November 2024 was sent out January 17, 2025. The totals by fund are on page 2. This includes approval of travel reimbursements for November 2024.

Board Chair

Board Secretary

MR:js
1/2025

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 \$6,692,705.46 for all check amounts as listed and for all purposes as appearing on a report dated November 2024.”

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund; Operation and Maintenance Fund; Operation and Maintenance Fund; Operation and Maintenance Fund (Restricted); Bond and Interest Fund; Auxiliary Enterprises Fund; Restricted Purposes Fund; Working Cash Fund; Trust and Agency Fund; Audit Fund; Liability, Protection and Settlement Fund; Social Security/Medicare Fund; Loan fund; including approval of travel reimbursements to November 2024, represented by checks on pages 1-15 numbered !0004550 - !0004564, !0004566 - !0004578, !0004580 - !0004605, !0004607 - !0004647, !0004649 - !0004651, A0168870 - A0168871, A0168873 - A0168928, A0168930 - A0169177 and A0169179 - A0169272 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.

Michele C Roberts
Treasurer, Community College District 535

RECAPITULATION Fund	Gross Checks Issued					Total
	Payroll	Accounts Payable	Sub-Total	Voided Checks		
Education	\$ 4,218,473.44	\$ 837,471.23	\$ 5,055,944.67	\$ (619.72)	\$ 5,055,324.95	
Operation and Maintenance	\$ 315,822.13	\$ 256,448.19	\$ 572,270.32	\$ -	\$ 572,270.32	
Operation and Maintenance (Restricted)	\$ -	\$ 229,156.85	\$ 229,156.85	\$ -	\$ 229,156.85	
Bond and Interest	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	
Auxiliary Enterprises	\$ 258,403.57	\$ 102,141.72	\$ 360,545.29	\$ -	\$ 360,545.29	
Restricted Purposes	\$ 277,056.63	\$ 104,663.42	\$ 381,720.05	\$ -	\$ 381,720.05	
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -	
Trust and Agency	\$ -	\$ 2,558.55	\$ 2,558.55	\$ -	\$ 2,558.55	
Audit	\$ -	\$ 82,450.00	\$ 82,450.00	\$ -	\$ 82,450.00	
Liability, Protection and Settlement	\$ -	\$ 2,470.12	\$ 2,470.12	\$ -	\$ 2,470.12	
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 5,069,755.77	\$ 1,617,960.08	\$ 6,687,715.85	\$ (619.72)	\$ 6,687,096.13	
STUDENT GOVERNMENT	\$ -	\$ 4,989.61	\$ 4,989.61	\$ -	\$ 4,989.61	
TOTAL PER REPORT	\$ 5,069,755.77	\$ 1,622,949.69	\$ 6,692,705.46	\$ (619.72)	\$ 6,692,085.74	

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-15 numbered !0004550, !0004553, !0004557, !0004557, !0004561, !0004563, !0004589, !0004593, A016888, A0168965, A0169022, A0169059, A0169141, A0169179, A0169256, A0169256 and A0169256 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.

Michèle C Roberts
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$4,989.61 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 November 2024.

[Signature]
Student Government Association

Acceptance of Treasurer's Report for November 2024

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 or Controller for amplification.

MR:js
1/2025

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 November 2024."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

November 2024

Michele C Roberts
Vice President for Administrative Affairs/Treasurer
W. Andy Williams
Controller, Budget and Accounting Services

Treasurer's Comments on November 2024 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$1.2 million in tuition and fees, \$703,000 in interest earnings, \$379,000 for the credit hour grant, \$151,000 in property taxes, and \$63,000 for the MAP grant.

Net cash and investments decreased \$3.8 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 November, revenues were \$56.5 million or 119% of the prorated budget, compared to \$50.3 million, or 106% for the previous year. Effective July 1st, property taxes are being recorded on a cash basis instead of an accrual basis for monthly reporting. Property taxes will be adjusted to accrual basis for fiscal year-end reporting. Tuition and fees totaled \$19.7 million year to date, or 108% of the prorated budget. Last year, tuition and fees totaled \$19.7 million or 107% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$33.9 million. The operating expenditures are \$1.2 million (3.7%) above prior year's actual expenditures of \$32.7 million for the same period. Net transfers total \$2.7 million as budgeted.

OAKTON COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 November 30, 2024
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 1,243	\$ 203	\$ 873	\$ 135	\$ -	\$ 2,073	\$ -	\$ 570	\$ 586	\$ 5,683
Taxes Receivable	27,610	3,878	-	1,918	-	-	-	50	-	33,456
Student Tuition Receivable	8,509	1	5	-	-	1,004	-	-	-	9,519
Government Funds Receivable	(5)	-	-	-	-	988	-	7	-	990
Lease Receivable	12,938	-	-	-	-	-	-	-	-	12,938
Accrued Interest	746	115	316	-	-	27	-	5	289	1,498
Other Receivables	716	1	-	-	-	293	-	-	-	1,010
Investments										
Short-term	76,070	12,184	47,119	4,555	(2,094)	1,552	-	517	35,172	175,075
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	557	(1)	-	-	(419)	90	-	-	-	227
Total Current Assets	136,790	19,530	52,366	6,608	(2,513)	20,903	-	1,277	43,614	278,575
Net Investment in Plant	-	-	-	-	-	-	101,060	-	-	101,060
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 136,790	\$ 19,530	\$ 52,366	\$ 6,608	\$ (2,513)	\$ 20,903	\$ 101,618	\$ 1,277	\$ 43,614	\$ 380,193
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	940	940
Total Assets and Deferred Outflows of Resources	\$ 136,790	\$ 19,530	\$ 52,366	\$ 6,608	\$ (2,513)	\$ 20,903	\$ 101,618	\$ 1,277	\$ 44,554	\$ 381,133
LIABILITIES AND NET POSITION										
Payables	\$ 420	\$ 12	\$ -	\$ -	\$ -	\$ 42	\$ -	\$ -	\$ -	\$ 474
Accrued Interest Payable	-	-	-	-	186	-	-	-	-	186
Deferred Tuition Revenue	-	-	-	-	-	12	-	-	-	12
Accruals	2,818	252	-	-	-	253	-	-	-	3,323
Bonds Payable	-	-	-	-	57,974	-	-	-	-	57,974
Lease Liability	-	-	-	-	154	-	-	-	-	154
Subscriptions Liability	-	-	-	-	2,257	-	-	-	-	2,257
OPEB Liability	-	-	-	-	-	-	-	-	15,817	15,817
Total Liabilities	3,238	264	-	-	60,571	307	-	-	15,817	80,197
Deferred Inflows of Resources - Property Taxes	28,762	4,002	-	1,945	-	-	-	48	-	34,757
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	21,460	21,460
Deferred Inflows - Leases	12,938	-	-	-	-	-	-	-	-	12,938
Total Liabilities and Deferred Inflows of Resources	44,938	4,266	-	1,945	60,571	307	-	48	37,277	149,352
Net Position										
Unrestricted	91,851	15,262	52,365	-	-	4,250	-	-	7,277	171,005
Restricted	-	-	-	-	-	16,344	-	1,229	-	17,573
Debt Service	-	-	-	4,662	(63,084)	-	-	-	-	(58,422)
Plant	-	-	-	-	-	-	101,618	-	-	101,618
Total Net Position	91,851	15,262	52,365	4,662	(63,084)	20,594	101,618	1,229	7,277	231,774
TOTAL LIABILITIES & NET POSITION	\$ 136,789	\$ 19,528	\$ 52,365	\$ 6,607	\$ (2,513)	\$ 20,901	\$ 101,618	\$ 1,277	\$ 44,554	\$ 381,126

OAKTON COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2024

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes	\$ 62,753	\$ 24,822	\$ 30,369	122%	97%
Replacement Tax	2,000	833	687	82%	130%
State Revenue	5,270	2,196	2,703	123%	147%
Tuition and Fees	20,621	18,344	19,730	108%	107%
Other	3,160	1,317	2,983	227%	161%
TOTAL REVENUES	\$ 93,804	\$ 47,512	\$ 56,472	119%	106%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,314	\$ 13,464	\$ 14,216	106%	103%
Academic Support	21,912	9,130	9,526	104%	99%
Student Services	9,300	3,875	3,187	82%	83%
Public Services	1,455	606	512	84%	83%
Operations and Maintenance	9,130	3,804	2,941	77%	88%
General Administration	9,142	3,809	3,205	84%	88%
General Institutional	664	277	281	102%	444%
Contingency	2,146	894	-	0%	0%
TOTAL EXPENDITURES	\$ 86,063	\$ 35,860	\$ 33,868	94%	96%
Revenues over (under) expenditures	7,741	11,652	22,604		
Net Fund transfers					
To O & M Fund (Restricted)	(2,500)	(1,042)	(1,042)		
To Auxiliary Fund and Alliance	(2,500)	(1,042)	(1,042)		
To Restricted Purpose Fund	(100)	(42)	(42)		
To Liability, Protection & Settlement Fund	(880)	(367)	(367)		
To Social Security/Medicare Fund	(904)	(377)	(377)		
From Working Cash Fund: Interest	290	121	121		
Total Transfers	\$ (6,594)	\$ (2,748)	\$ (2,748)		
Net Revenue over (under) expenditures	\$ 1,147	\$ 8,905	\$ 19,857		

OAKTON COLLEGE
REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2024

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	243	82%
Interest and Investments Gain/Loss	25	931	3724%
Total revenues	320	1,174	367%
EXPENDITURES			
Project Management Service	-	172	0%
Learning Commons RHC	750	465	62%
Boiler Replacement	150	-	0%
Des Plaines Workplace - Critical Adjacencies	2,305	588	26%
Learning Commons DP - Enabling Project	-	98	0%
TenHoeve Wing Remodeling	-	-	0%
Oakton College Health Education Center	350	-	0%
Exterior Lighting Project	900	-	0%
Learning Commons - Des Plaines	2,700	-	0%
Baseball Parking Lot	250	-	0%
Capital Equipment	633	32	5%
Hardware Replacement/Master Keying	500	-	0%
Landscape Improvement	715	-	0%
Pedestrian Path	250	-	0%
Camera Replacement	150	13	9%
Washroom Upgrades Phase I	1,306	-	0%
Baseball Complex Renovation	1,145	618	54%
Courtyards	16	-	0%
Site and Construction	200	67	34%
Contingency	-	-	0%
Total expenditures	12,320	2,053	17%
Transfer in	2,500	1,042	42%
Net	\$ (9,500)	\$ 163	(2%)

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 1,368	103%	96%
Workforce Development	210	20	10%	2%
Copy Center	110	45	41%	52%
Athletics	42	29	69%	65%
Child Care	397	218	55%	61%
PAC Operations	-	3	0%	200%
Other	69	59	86%	89%
Interest and Investments Gain/Loss	188	41	22%	20%
Total revenues	2,348	1,783	76%	74%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,772	\$ 329	19%	27%
Workforce Development	200	51	26%	23%
Copy Center	431	167	39%	39%
Athletics	1,302	616	47%	44%
Child Care	570	206	36%	40%
PAC Operations	105	58	55%	40%
Auxiliary Services Administration	341	145	43%	42%
Other	479	59	12%	14%
Total expenditures	5,200	1,631	31%	34%
Transfers in (out)	2,272	947		
Net	\$ (580)	\$ 1,099		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2024**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 243	\$ 254	43%	47%
Tuition and Fees	2,934	1,223	704	24%	46%
Sale of Materials	1	0	-	0%	0%
Institutional Support					
Evening High School	133	55	49	37%	33%
Other Revenues	45	19	18	40%	22%
Total revenues	<u>3,697</u>	<u>1,540</u>	<u>1,025</u>	<u>28%</u>	<u>45%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,428	595	\$ 471	33%	28%
Instructional Programs					
Allied Health	192	80	21	11%	17%
Job-related	1,692	705	120	7%	23%
Personal	28	12	10	36%	46%
Emeritus Programs	63	26	15	24%	45%
High School Programs	133	55	26	20%	21%
ESL Programs	63	26	26	41%	33%
Total Programs	<u>2,171</u>	<u>905</u>	<u>218</u>	<u>10%</u>	<u>25%</u>
Total expenditures	<u>3,599</u>	<u>1,500</u>	<u>689</u>	<u>19%</u>	<u>27%</u>
Revenue over (under) expenditures	<u>\$ 98</u>	<u>\$ 41</u>	<u>\$ 336</u>		
Transfer in	53	22	22		
Net	151	63	358		

OAKTON COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2024

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 361,136				
Interest income	-				
Sub total revenues	<u>361,136</u>				
369901 Student Government Association	10,750	50,000	60,750	(46,620)	14,130
369910 Occurrence	0	10,000	10,000	0	10,000
369919 Campus Activities Board	-	70,000	70,000	(24,933)	45,067
369920 Star Wars Club	-	650	650	-	650
369922 IEEE	-	2,703	2,703	-	2,703
369923 Stud for Global Health Sustain	-	3,182	3,182	(115)	3,067
369924 Anime Club	-	600	600	-	600
369925 Biology Club	-	1,000	1,000	-	1,000
369926 Diversability Club	-	600	600	(160)	440
369932 Ceramics Club	-	1,131	1,131	(47)	1,083
369935 Honors Student Organization	-	1,400	1,400	-	1,400
369937 Oakton Future Educators	-	602	602	-	602
369940 Card and Board Game Club	-	2,191	2,191	-	2,191
369941 Oakton Math Team	-	500	500	-	500
369943 Japanese Culture Club	-	872	872	(100)	772
369944 South Asian Club	-	890	890	-	890
369945 Physical Therapy Assist.	-	2,857	2,857	-	2,857
369946 Phi Theta Kappa (PTK)	2,225	17,000	19,225	(1,226)	17,999
369947 Oakton Pride Club	-	1,498	1,498	-	1,498
369949 Mission Bible Club	-	629	629	(16)	613
369951 Society of Women Engineers	350	1,648	1,998	-	1,998
369955 Environmental Club	-	2,033	2,033	(601)	1,432
369959 Black Student Union	-	3,015	3,015	(363)	2,652
369960 Muslim Student Association	120	500	620	(122)	498
369961 DECA	-	500	500	(10)	490
369962 Artist Liberator's Club	-	500	500	-	500
369963 Fine Arts Club	-	1,430	1,430	(28)	1,402
369964 Oakton Helping Others	-	2,899	2,899	-	2,899
369967 Creative Writing Club	-	900	900	-	900
369968 Diverse D.U.R.A. Outreach	-	1,115	1,115	-	1,115
369969 Great Books Club	-	884	884	-	884
369970 Oakton Octaves Club	-	960	960	(19)	941
369971 Habitat for Humanity	-	2,288	2,288	-	2,288
369972 PAYO	83	2,502	2,585	(131)	2,454
369973 Oakton Student Dance Club	-	777	777	-	777
Sub Totals	<u>13,528</u>	<u>70,000</u>	<u>70,000</u>	<u>(74,491)</u>	<u>111,491</u>

Fund Summary

Total Revenues	\$ 374,664
Total Expenditures	(74,491)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>300,172</u>
Net Position 6/30/24	<u>1,600,187</u>
Net Position, end of period	<u>\$ 1,900,359</u>

OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
Nov-24

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC			
	\$ -								
11/15/2024	\$ 877,718.43			\$ 877,718.43					
	\$ -								
11/18/2024	\$ 1,996.00	\$	1,996.00						
	\$ -								
TOTAL	\$ 879,714.43	\$ -	\$ 1,996.00	\$ 877,718.43	\$ -	\$ -			

PAYROLL TAXES - TRANSFERS/PAYMENTS									
DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS				
11/8/2024	\$ 714,528.21	\$ 291,751.54	\$ 104,611.19	\$ 246,623.59	\$ 71,541.89				
	\$ -								
11/22/2024	\$ 709,599.72	\$ 288,180.59	\$ 104,505.43	\$ 245,866.96	\$ 71,046.74				
	\$ -								
	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	\$ 1,424,127.93	\$ 579,932.13	\$ 209,116.62	\$ 492,490.55	\$ 142,588.63				

Ratification of Payment of Bills for December 2024

The check register detailing the regular monthly bills for December 2024 was sent out January 17, 2025. The totals by fund are on page 2. This includes approval of travel reimbursements for December 2024.

Board Chair

Board Secretary

MR:js
12/2024

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 \$7,388,962.74 for all check amounts as listed and for all purposes as appearing on a report dated December 2024.”

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund; Operation and Maintenance Fund; Operation and Maintenance Fund; Operation and Maintenance Fund (Restricted); Bond and Interest Fund; Auxiliary Enterprises Fund; Restricted Purposes Fund; Working Cash Fund; Trust and Agency Fund; Audit Fund; Liability, Protection and Settlement Fund; Social Security/Medicare Fund; Loan fund; including approval of travel reimbursements to December 2024, represented by checks on pages 1-11 numbered !0004652 - !0004665, !0004667 - !0004694, !0004696 - !0004726, !0004728, A0169273 - A0169405 and A0169557 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.

Michele C Roberts

Treasurer, Community College District 535

RECAPITULATION Fund	Gross Checks Issued						Total
	Payroll	Accounts Payable	Sub-Total	Voided Checks			
Education	\$ 4,470,885.67	\$ 539,676.79	\$ 5,010,562.46	\$ (19,424.08)	\$	\$ 4,991,138.38	
Operation and Maintenance	\$ 325,275.86	\$ 346,622.94	\$ 671,898.80	\$	\$	\$ 671,898.80	
Operation and Maintenance (Restricted)	\$ -	\$ 719,646.51	\$ 719,646.51	\$	\$	\$ 719,646.51	
Bond and Interest	\$ -	\$ -	\$ -	\$	\$	\$ -	
Auxiliary Enterprises	\$ 249,498.25	\$ 369,767.41	\$ 619,265.66	\$	\$	\$ 619,265.66	
Restricted Purposes	\$ 279,492.09	\$ 75,863.14	\$ 355,355.23	\$	\$	\$ 355,355.23	
Working Cash	\$ -	\$ -	\$ -	\$	\$	\$ -	
Trust and Agency	\$ -	\$ 874.63	\$ 874.63	\$	\$	\$ 874.63	
Audit	\$ -	\$ -	\$ -	\$	\$	\$ -	
Liability, Protection and Settlement	\$ -	\$ -	\$ -	\$	\$	\$ -	
Social Security/Medicare	\$ -	\$ -	\$ -	\$	\$	\$ -	
Loan	\$ -	\$ -	\$ -	\$	\$	\$ -	
TOTALS	\$ 5,325,151.87	\$ 2,052,451.42	\$ 7,377,603.29	\$ (19,424.08)	\$	\$ 7,358,179.21	
STUDENT GOVERNMENT	\$ -	\$ 11,359.45	\$ 11,359.45	\$	\$	\$ 11,359.45	
TOTAL PER REPORT	\$ 5,325,151.87	\$ 2,063,810.87	\$ 7,388,962.74	\$ (19,424.08)	\$	\$ 7,369,538.66	

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-11 numbered 10004655, 10004688, A0169352, A0169352, A0169352, A0169357, A0169370, A0169389, A0169511 and A0169529 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.

Michele C Roberts

Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$11,359.45 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 December 2024.

Robert J. Walter

Student Government Association

Acceptance of Treasurer's Report for December 2024

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 or Controller for amplification.

MR:js
1/2025

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 December 2024."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

December 2024

Michele C Roberts
Vice President for Administrative Affairs/Treasurer
W. Andy Williams
Controller, Budget and Accounting Services

Treasurer's Comments on December 2024 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.6 million for Adult Education grants, \$2.2 million in tuition and fees, \$941,000 for the WEI grant, \$820,000 in interest earnings, \$379,000 for the credit hour grant, \$243,000 in property taxes, and \$84,000 for replacement taxes.

Net cash and investments increased \$263,000 from the previous month, as expected.

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

Revenues

At the end of December, revenues were \$60.2 million or 120% of the prorated budget, compared to \$59.3 million, or 108% for the previous year. Effective July 1st, property taxes are being recorded on a cash basis instead of an accrual basis for monthly reporting. Property taxes will be adjusted to accrual basis for fiscal year-end reporting. Tuition and fees totaled \$22.1 million year to date, or 110% of the prorated budget. Last year, tuition and fees totaled \$22.3 million or 111% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$41.1 million. The operating expenditures are \$2.6 million (6.8%) above prior year's actual expenditures of \$38.5 million for the same period. Net transfers total \$4.5 million as budgeted.

OAKTON COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
December 31, 2024
(IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 1,094	\$ 130	\$ 686	\$ 150	\$ -	\$ 2,083	\$ -	\$ 729	\$ 821	\$ 5,693
Taxes Receivable	27,610	3,878	-	1,918	-	-	-	50	-	33,456
Student Tuition Receivable	8,820	1	5	-	-	1,015	-	-	-	9,841
Government Funds Receivable	(5)	-	-	-	-	437	-	7	-	439
Lease Receivable	12,938	-	-	-	-	-	-	-	-	12,938
Accrued Interest	706	109	304	-	-	25	-	5	279	1,428
Other Receivables	801	1	-	-	-	305	-	-	-	1,107
Investments										
Short-term	73,291	11,751	47,121	4,555	(2,094)	5,097	-	435	35,172	175,328
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	561	(1)	-	-	(419)	113	-	-	-	254
Total Current Assets	134,222	19,018	52,169	6,623	(2,513)	23,951	-	1,354	43,839	278,663
Net Investment in Plant	-	-	-	-	-	-	101,102	-	-	101,102
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 134,222	\$ 19,018	\$ 52,169	\$ 6,623	\$ (2,513)	\$ 23,951	\$ 101,660	\$ 1,354	\$ 43,839	\$ 380,323
Deferred Outflows - CJP and College Plan	-	-	-	-	-	-	-	-	940	940
Total Assets and Deferred Outflows of Resources	\$ 134,222	\$ 19,018	\$ 52,169	\$ 6,623	\$ (2,513)	\$ 23,951	\$ 101,660	\$ 1,354	\$ 44,779	\$ 381,263
LIABILITIES AND NET POSITION										
Payables	\$ 1,292	\$ 1	\$ 30	\$ -	\$ -	\$ (20)	\$ -	\$ -	\$ -	\$ 1,303
Accrued Interest Payable	-	-	-	-	186	-	-	-	-	186
Deferred Tuition Revenue	-	-	-	-	-	2	-	-	-	2
Accruals	2,998	252	-	-	-	260	-	-	-	3,510
Bonds Payable	-	-	-	-	57,974	-	-	-	-	57,974
Lease Liability	-	-	-	-	154	-	-	-	-	154
Subscriptions Liability	-	-	-	-	2,257	-	-	-	-	2,257
OPEB Liability	-	-	-	-	-	-	-	-	15,817	15,817
Total Liabilities	4,290	253	30	-	60,571	242	-	-	15,817	81,203
Deferred Inflows of Resources - Property Taxes	28,762	4,002	-	1,945	-	-	-	48	-	34,757
Deferred Inflows - CJP and College Plan	-	-	-	-	-	-	-	-	21,460	21,460
Deferred Inflows - Leases	12,938	-	-	-	-	-	-	-	-	12,938
Total Liabilities and Deferred Inflows of Resources	45,990	4,255	30	1,945	60,571	242	-	48	37,277	150,358
Net Position										
Unrestricted	88,233	14,762	52,140	-	-	4,181	-	-	7,501	166,817
Restricted	-	-	-	-	-	19,529	-	1,305	-	20,834
Debt Service	-	-	-	4,677	(63,084)	-	-	-	-	(58,407)
Plant	-	-	-	-	-	-	101,660	-	-	101,660
Total Net Position	88,233	14,762	52,140	4,677	(63,084)	23,710	101,660	1,305	7,501	230,904
TOTAL LIABILITIES & NET POSITION	\$ 134,223	\$ 19,017	\$ 52,170	\$ 6,622	\$ (2,513)	\$ 23,952	\$ 101,660	\$ 1,353	\$ 44,778	\$ 381,262

OAKTON COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2024

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes	\$ 62,753	\$ 24,890	\$ 30,598	123%	97%
Replacement Tax	2,000	1,000	771	77%	122%
State Revenue	5,270	2,635	3,047	116%	138%
Tuition and Fees	20,621	20,045	22,081	110%	111%
Other	3,160	1,580	3,664	232%	215%
TOTAL REVENUES	\$ 93,804	\$ 50,149	\$ 60,161	120%	108%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,314	\$ 16,157	\$ 17,105	106%	102%
Academic Support	21,912	10,956	10,917	100%	96%
Student Services	9,300	4,650	3,863	83%	83%
Public Services	1,455	728	587	81%	79%
Operations and Maintenance	9,130	4,565	3,688	81%	85%
General Administration	9,142	4,571	3,841	84%	86%
General Institutional	664	332	1,121	338%	395%
Contingency	2,146	1,073	-	0%	0%
TOTAL EXPENDITURES	\$ 86,063	\$ 43,032	\$ 41,122	96%	94%
Revenues over (under) expenditures	7,741	7,118	19,039		
Net Fund transfers					
To O & M Fund (Restricted)	(2,500)	(1,250)	(1,250)		
To Auxiliary Fund and Alliance	(2,500)	(1,250)	(1,250)		
To Restricted Purpose Fund	(100)	(50)	(50)		
To Liability, Protection & Settlement Fund	(880)	(440)	(440)		
To Social Security/Medicare Fund	(904)	(452)	(452)		
From Working Cash Fund: Interest	290	145	145		
Total Transfers	\$ (6,594)	\$ (3,297)	\$ (3,297)		
Net Revenue over (under) expenditures	\$ 1,147	\$ 3,821	\$ 15,742		

**OAKTON COLLEGE
REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2024**

**AGENDA ITEM 1/25-5
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	270	92%
Interest and Investments Gain/Loss	25	1,178	4712%
Total revenues	<u>320</u>	<u>1,448</u>	<u>453%</u>
EXPENDITURES			
Project Management Service	-	172	0%
Learning Commons RHC	750	465	62%
Boiler Replacement	150	-	0%
Des Plaines Workplace - Critical Adjacencies	2,305	843	37%
Learning Commons DP - Enabling Project	-	348	0%
TenHoeve Wing Remodeling	-	-	0%
Oakton College Health Education Center	350	-	0%
Exterior Lighting Project	900	29	3%
Learning Commons - Des Plaines	2,700	-	0%
Baseball Parking Lot	250	-	0%
Rm 2446 Remodel CURIC FY25	16	-	0%
Capital Equipment	633	32	5%
Hardware Replacement/Master Keying	500	-	0%
Landscape Improvement	715	86	12%
Pedestrian Path	250	-	0%
Camera Replacement	150	13	9%
Washroom Upgrades Phase I	874	-	0%
Baseball Complex Renovation	1,145	635	55%
Courtyards	16	-	0%
Site and Construction	200	67	34%
Contingency	-	-	0%
Total expenditures	<u>11,904</u>	<u>2,690</u>	<u>23%</u>
Transfer in	<u>2,500</u>	<u>1,250</u>	<u>50%</u>
Net	<u>\$ (9,084)</u>	<u>\$ 8</u>	<u>(0%)</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 1,528	115%	96%
Workforce Development	210	20	10%	2%
Copy Center	110	61	55%	52%
Athletics	42	26	62%	65%
Child Care	397	251	63%	61%
PAC Operations	-	4	0%	200%
Other	69	61	88%	89%
Interest and Investments Gain/Loss	188	49	26%	20%
Total revenues	<u>2,348</u>	<u>2,000</u>	<u>85%</u>	<u>74%</u>
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,772	\$ 416	23%	27%
Workforce Development	200	61	31%	23%
Copy Center	431	185	43%	39%
Athletics	1,302	711	55%	44%
Child Care	570	249	44%	40%
PAC Operations	105	65	62%	40%
Auxiliary Services Administration	341	166	49%	42%
Other	479	69	14%	14%
Total expenditures	<u>5,200</u>	<u>1,922</u>	<u>37%</u>	<u>34%</u>
Transfers in (out)	<u>2,272</u>	<u>1,136</u>		
Net	<u>\$ (580)</u>	<u>\$ 1,214</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2024**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 292	\$ 254	43%	53%
Tuition and Fees	2,934	1,467	788	27%	52%
Sale of Materials	1	1	-	0%	0%
Institutional Support					
Evening High School	133	67	49	37%	33%
Other Revenues	45	23	21	47%	27%
Total revenues	<u>3,697</u>	<u>1,849</u>	<u>1,112</u>	<u>30%</u>	<u>50%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ -	-	\$ 35	#DIV/0!	34%
Instructional Programs					
Allied Health	192	96	28	15%	19%
Job-related	1,692	846	310	18%	25%
Personal	28	14	14	50%	77%
Emeritus Programs	63	32	15	24%	45%
High School Programs	133	67	35	26%	27%
ESL Programs	63	32	32	51%	41%
Total Programs	<u>2,171</u>	<u>1,086</u>	<u>434</u>	<u>20%</u>	<u>28%</u>
Total expenditures	<u>2,171</u>	<u>1,086</u>	<u>469</u>	<u>22%</u>	<u>31%</u>
Revenue over (under) expenditures	<u>\$ 1,526</u>	<u>\$ 763</u>	<u>\$ 643</u>		
Transfer in	53	27	27		
Net	1,579	790	670		

OAKTON COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
SIX MONTHS ENDED DECEMBER 31, 2024

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 401,132				
Interest income	-				
Sub total revenues	<u>401,132</u>				
369901 Student Government Association	11,580	50,000	61,580	(46,934)	14,646
369910 Occurrence	-	10,000	10,000	-	10,000
369919 Campus Activities Board	20	70,000	70,020	(35,770)	34,250
369920 Star Wars Club	-	650	650	(100)	550
369922 IEEE	-	2,703	2,703	-	2,703
369923 Stud for Global Health Sustain	-	3,182	3,182	(115)	3,067
369924 Anime Club	-	600	600	-	600
369925 Biology Club	-	1,000	1,000	-	1,000
369926 Diversability Club	-	600	600	(348)	252
369932 Ceramics Club	-	1,131	1,131	(47)	1,083
369935 Honors Student Organization	-	1,400	1,400	-	1,400
369937 Oakton Future Educators	-	602	602	-	602
369940 Card and Board Game Club	-	2,191	2,191	-	2,191
369941 Oakton Math Team	-	500	500	-	500
369943 Japanese Culture Club	-	872	872	(100)	772
369944 South Asian Club	-	890	890	-	890
369945 Physical Therapy Assist.	1,100	2,857	3,957	-	3,957
369946 Phi Theta Kappa (PTK)	2,225	17,000	19,225	(1,226)	17,999
369947 Oakton Pride Club	-	1,498	1,498	-	1,498
369949 Mission Bible Club	-	629	629	(16)	613
369951 Society of Women Engineers	350	1,648	1,998	-	1,998
369955 Environmental Club	199	2,115	2,314	(628)	1,686
369959 Black Student Union	-	3,015	3,015	(363)	2,652
369960 Muslim Student Association	285	500	785	(122)	663
369961 DECA	261	500	761	(16)	745
369962 Artist Liberator's Club	-	500	500	-	500
369963 Fine Arts Club	-	1,430	1,430	(28)	1,402
369964 Oakton Helping Others	-	2,899	2,899	-	2,899
369967 Creative Writing Club	-	900	900	-	900
369968 Diverse D.U.R.A. Outreach	-	1,115	1,115	-	1,115
369969 Great Books Club	-	884	884	-	884
369970 Oakton Octaves Club	-	960	960	(19)	941
369971 Habitat for Humanity	-	2,288	2,288	-	2,288
369972 PAYO	83	2,502	2,585	(131)	2,454
369973 Oakton Student Dance Club	-	777	777	-	777
Sub Totals	<u>16,103</u>	<u>70,000</u>	<u>70,020</u>	<u>(85,963)</u>	<u>102,256</u>

Fund Summary

Total Revenues	\$ 417,235
Total Expenditures	(85,963)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>331,272</u>
Net Position 6/30/24	<u>1,600,187</u>
Net Position, end of period	<u>\$ 1,931,459</u>

OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
Dec-24

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC			
	\$ -								
12/16/2024	\$ 888,038.55			\$ 888,038.55					
	\$ -								
12/18/2024	\$ 637.00	\$	637.00						
	\$ -								
TOTAL	\$ 888,675.55	\$ -	\$ 637.00	\$ 888,038.55	\$ -	\$ -			

PAYROLL TAXES - TRANSFERS/PAYMENTS									
DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS				
12/6/2024	\$ 767,352.65	\$ 305,761.90	\$ 107,138.83	\$ 255,854.92	\$ 98,597.00				
	\$ -								
12/20/2024	\$ 760,499.20	\$ 320,741.98	\$ 112,123.34	\$ 262,770.74	\$ 64,863.14				
	\$ -								
	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	\$ 1,527,851.85	\$ 626,503.88	\$ 219,262.17	\$ 518,625.66	\$ 163,460.14				

Acceptance of Quarterly Report on Investments

Quarter ended December 31, 2024.

At the end of December 2024, the fair market value of investments totaled \$211.8 million compared to \$223.5 million at the end of September and \$195.3 million for the same month of the previous year. The average yield for this quarter (before fair value adjustment) of this year and last year are 3.69% and 2.56%, respectively.

Interest income for the three months ending December 31, 2024 and 2023, before fair market value adjustment was \$2,446,928 and \$1,487,424, respectively.

The year-to-date fair market value adjustment is a favorable \$1,045,716 compared to a favorable \$408,123 for the same period last year. Fair market adjustment reflects current economic conditions and fluctuating interest rates.

<u>Investments (000)'s</u>	Dec. 31, 2024	Sept. 30, 2024
Certificates of Deposit	\$ 30,174	\$ 38,324
Illinois funds	83,384	75,866
ISDLAF - Liquid and Max General Fund	13,892	11,327
PMA 2023 Debt Certificates	6,223	6,152
Chase Savings	2,198	2,121
Treasury Notes	55,676	69,647
U.S. Treasury Obligations (GNMA's)	259	279
U.S. Treasury Obligations (FNMA's)	5,060	5,120
Federal Agency Bonds	1,127	1,180
Local Government Bonds	2,783	2,836
Corporate Issues	1,039	825
PMA NEXBANK SSB-ICS	1,119	1,106
PMA MainStreet Bank	-	-
PMA First American MM	39	17
Huntington MMAX	5,492	5,436
Wintrust Bank	3,289	3,249
Total	<u>\$ 211,753</u>	<u>\$ 223,484</u>

<u>Fair Market Value Adjustment</u>	FY 2025	FY 2024
1st Quarter	663,398	(79,314)
2nd Quarter	382,318	487,437
3rd Quarter		
4th Quarter		
Year to Date	<u>\$ 1,045,716</u>	<u>\$ 408,123</u>

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 accepts the Quarterly Report on Investments for filing.”

Earnings Report
Three Months Ended December 31st, 2024 and 2023

Security	2nd Quarter - Fiscal Year				Fiscal Year to Date			
	2025		2024		2025		2024	
	Earnings	Avg Yield	Earnings	Avg Yield	Earnings	Avg Yield	Earnings	Avg Yield
GENERAL FUNDS								
Certificate of Deposit	\$ 460,922	4.68%	\$ 57,370	1.74%	\$ 920,408	4.68%	\$ 72,808	1.74%
Illinois Funds	954,953	4.73%	547,534	3.47%	1,948,045	4.99%	737,465	2.82%
Chase Savings	14,465	2.64%	5,439	0.94%	30,834	2.86%	7,038	0.68%
ISDLAF - Liq+Max Fund	76,732	3.86%	129,864	2.45%	242,556	5.06%	169,199	2.38%
2020 Bond Series B	71,290	4.56%	259,479	3.37%	183,431	4.88%	347,171	2.55%
PMA Perferred Bank	12,904	4.59%	-	0.00%	27,677	4.95%	-	0.00%
PMA First American	911	6.15%	2,556	4.06%	1,362	5.62%	2,949	2.81%
PMA MainStreet Bank	-	0.00%	-	0.00%	-	0.00%	197,454	0.00%
Huntington MMAX	56,053	4.06%	36,010	2.00%	119,928	4.37%	96,643	1.42%
Wintrust Bank	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Treasury Notes	728,702	2.98%	329,666	1.51%	1,518,922	4.37%	485,849	1.65%
GNMA	3,704	6.71%	11,522	6.75%	7,636	6.71%	17,424	6.75%
FNMA	36,902	2.86%	60,986	2.39%	75,102	3.16%	90,186	2.45%
Other Fed Agency Bonds	5,690	1.93%	16,424	2.07%	11,557	1.93%	25,302	2.20%
municipal and other Bonds	13,686	1.80%	30,574	1.59%	28,045	1.97%	46,352	1.62%
Corporate Issues	10,014	3.62%	0	0%	16,902	3.70%	0	0
Total	\$ 2,446,928	3.69%	\$ 1,487,424	2.56%	\$ 5,132,405	3.90%	\$ 2,295,839	2.60%
Fair Mkt Value Adj.	\$ 382,318	-0.92%	\$ 156,305	0.90%	\$ 1,045,716	1.54%	\$ (298,917)	-0.60%

Codes:

Certificate Of Deposit	PMA Financial Network- short term certificates of deposit
Money Market	Illinois School District Liquid Asset Fund
ISDLAF - Citibank	Illinois School District Liquid Asset Fund
ISDLAF - Liq + Max Fund	Illinois School District Liquid Asset Fund
Illinois Funds	Illinois Public Treasurer's Investment Pool
IMET	Illinois Metropolitan Inv. Fund - No Current balance-received distribution of liquidating trust proceeds
Chase	JP Morgan Chase High Yield Account
T-Notes	U.S. Treasury Notes; 2-10 year maturity.
Gnma, Fnma & Fed Agency	A share of pooled mortgages guaranteed by the Federal Government
municipal And Other Bonds	Bonds issued by local government agencies
Corporate Issues	Investments in Corporate securities
PMA - Prudent Man Advisor	PMA Financial Network- Local Government Investment Pool Savings Deposit Accounts
Huntington Mmax	Huntington Bank Money Market

Supplemental Authorization to Pay Professional Personnel – Fall 2024

Comparative figures:

**Fall 2024 Part-Time
\$3,801,864.39**

**Fall 2023 Part-Time
\$3,764,330.72**

**Fall 2024 Overload
\$882,417.95**

**Fall 2023 Overload
\$705,190.20**

IL:yg
1/2025

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 \$36,201.39 to the total amount of part-time teaching salaries paid during the fall 2024 semester. The revised total payment amount is \$3,801,864.39.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$157,180.92 to the total amount of faculty overload salaries paid during the fall 2024 semester. The revised total payment amount is \$882,417.95.”

Authorization to Pay Professional Personnel

The 2025 spring semester classes will begin on January 13, 2025. The first payroll for the 2025 spring semester part-time faculty and adjunct faculty is January 31, 2025, and full-time overload payments will be February 14, 2025. Since the list of the 2025 spring semester professional personnel will not be available until after the January 21, 2025 Board meeting, the Treasurer is requesting the authority to pay the 2025 spring semester part-time and adjunct faculty on January 31, 2025, and full-time overload payments on February 14, 2025.

MR:mw
1/2025

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 authorizes the Treasurer of the College to pay 2025 spring semester part-time faculty and adjunct faculty on January 31, 2025, and full-time overload payments on February 14, 2025, with ratification at the February Board meeting.”

Approval of Clinical Practice Agreements

The College would like to execute the following clinical practice agreements:

Basic Nursing Assistant

- New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on January 21, 2025 and terminates on January 21, 2030.
- New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on January 21, 2025 and terminates on January 21, 2030.
- New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on January 21, 2025 and terminates on January 21, 2030.
- New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on January 21, 2025 and terminates on January 21, 2030.
- New: This is a new agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on January 21, 2025 and terminates on January 21, 2030.
- Renewal: This is a renewal agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on January 21, 2025 and terminates on January 21, 2028.

Basic Nursing Assistant/Nursing

- Addendum: This is an addendum agreement for the Basic Nursing Assistant/Nursing Program. It has been reviewed and approved by the College faculty and administration. This is an auto renewal agreement which commences on January 21, 2025.

Early Childhood Education

- New: This is a new agreement for the Early Childhood Education Program. It has been reviewed and approved by the College faculty and administration. This is a one-year agreement which commences on January 21, 2025 and terminates on January 21, 2026.

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 the following cooperative agreements:

Basic Nursing Assistant (6)
Basic Nursing Assistant/Nursing (1)
Early Childhood Education (1)."

Authorization to Approve January 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 – e” were previewed at the December 2024 Board of Trustees Meeting. Item “f” was previewed at the November 2024 Board of Trustees Meeting. Item “g” has not been previewed.

MR:tt
1/2025

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:

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
1/25-10a	1	Leica Microscopes	North Central Instruments, Inc Brooklyn Park, MN	\$45,722.52
1/25-10b	2	Travel for Men’s Baseball Team	Academy Bus, LLC Winter Garden, FL	\$7,000.00
			Southwest Airlines Dallas, TX	\$20,000.00
			Enterprise Rent-A-Car Orlando, FL	\$1,500.00
			Encore Resort Kissimmee, FL	\$12,500.00
			Springhill Suites Marriott Kissimmee, FL	\$1,000.00
			Russ Matt Baseball Stratham, NH	\$4,000.00
			Meals Per Diem	\$11,000.00

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
1/25-10c	1	Lattice Talent Management System – Three-Year Contract	Degree, Inc dba Lattice San Francisco, CA	\$100,800.00
1/25-10d	1	Classroom Projectors	JensenIT, Inc Des Plaines, IL	\$37,438.20
1/25-10e	1	Backup Software Support and Maintenance Renewal – Three-Year Contract	JensenIT, Inc Des Plaines, IL	\$141,354.00
1/25-10f	1	IP Telephony Annual Maintenance and Software Assurance	Telcom Innovations Group Itasca, IL	\$38,875.80
1/25-10g	1	Furniture for the Adjacencies Project – Phase 1	Forward Space, LLC Wood Dale, IL	\$369,876.86

GRAND TOTAL: \$791,067.38.”

IN DISTRICT	\$178,792.20
CONSORTIUM	\$369,876.86
BID	\$0.00
BID EXEMPT	\$242,398.32
QBS	\$0.00
CERT. MBE	\$0.00
CERT. WBE	\$369,876.86
NON-CERT. MBE	\$0.00
NON-CERT. WBE	\$0.00

Authorization to Purchase Leica Microscopes

The FY25 capital equipment budget includes funds to purchase 29 new microscopes for the biology labs at the Skokie campus. The biology department uses microscopes in most of the lab-based courses that we offer at Oakton, from the non-major Bio 101 (Introduction to Life Science) to major level Bio 121 (General College Biology) and healthcare track classes such as Bio 231/232 (Anatomy and Physiology) and Bio 251 (Microbiology). On average, healthcare track classes use microscopes biweekly. In contrast, the major and non-major biology courses use microscopes bimonthly. Each of the College's ten laboratories has as many as three to four sections per day, and each section has as many as 24-26 students using microscopes per class. This equates to over ninety hours of use per microscope every week. The microscopes are a must-have for the biology labs.

Currently, the biology department labs have the same model microscope in all its labs, allowing students to have a more consistent experience throughout their academic tenure at the college. The College seeks approval to purchase 29 Leica DM500 microscopes for a total amount of \$45,722.52. These cost-efficient microscopes are ideal because of their robust build and minimal moving parts, which can withstand constant use in the labs daily. Purchasing new microscopes is less expensive than repairing the old ones. These microscopes come assembled and ready to use out of the box with no extra costs for installation or setup.

Leica Microsystems is the only manufacturer of the Leica DM500 microscopes. Leica uses exclusive distributors for specific states, and North Central Instruments, Inc. (NCI, A Thomas Scientific, LLC Company) is the only authorized distributor for Illinois purchases.

This is a bid-exempt purchase according to ILCS-805/3-27.1 item I, "goods or services which are economically procurable from only one source."

NP:tt
1/2025

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 Leica Microscopes from North Central Instruments, Inc, 7125 Northland Terrace N, Suite 100, Brooklyn Park, MN 55428, for a total not to exceed \$45,722.52."

Authorization to Purchase Travel for Men’s Baseball Team

The Oakton Men’s Baseball program schedules a spring training team trip to Florida each year. This trip is an integral part of the baseball program and provides opportunities for team-building activities and competition with many of the best community college baseball programs in the country.

The baseball team plans to travel to Florida for seven days to participate in the Russ Matt Baseball tournament. This organization is the largest operator of college baseball spring break tournaments in the United States, with over 230 college baseball teams participating in three locations. Oakton’s team would be scheduled to play six games during the trip, with some additional time for team-building activities. The trip cost will be paid for through fundraising efforts by the Athletic Department and the Oakton Baseball Team, so the net expenditure to Oakton will be zero. Although the individual payment to each vendor is less than \$25,000, the College is seeking board approval as the nature of the total expenditures is related to a single activity. The trip will be canceled if adequate funds are not raised by February 2025 to cover these costs.

The team will travel from Chicago, IL, on March 8, 2025, and return from Orlando, Florida, on March 14, 2025. Approximately 44 individuals, including coaches, trainers, and players, will attend the tournament.

The cost of the trip breaks down as follows:

Cost Category	Cost	Description
Academy Bus, LLC, 1155 Elboc Way, Winter Garden, FL 34787	\$7,000.00	Bus transportation for the team while in Florida.
Southwest Airlines 2702 Love Field Dr, Dallas, TX, 75235	\$20,000.00	Round Trip Flights for the team from Chicago to Florida
Enterprise Rent-A-Car, 9400 Airport Boulevard, Orlando, FL, 32827	\$1,500.00	Florida on-site travel costs for head coach and athletic trainer
Encore Resort, 101 Lasso Drive, Kissimmee, FL 34747	\$12,500.00	Rental of home facilities for team housing, secured by Russ Matt Tournament
Springhill Suites Marriott, 4991 Calypso Cay Way, Kissimmee, FL, 34746	\$1,000.00	Hotel room for athletic trainer
Russ Matt Baseball 6 Lehigh Circle, Stratham, NH 03885	\$4,000.00	Game fees
Estimated Meals Per Diem	\$11,000.00	Daily meals for the team
TOTAL	\$57,000.00	

Meals per Diem Breakdown

		<u>Total</u>
Athletes	\$30/day x 7 days = \$210.00 \$210 x 38 (athletes) = \$7980.00	\$7,980.00
Coaches and Trainer	\$69/day x 7 days = \$483.00 \$483 x 6 (5 coaches + 1 trainer) = \$2898.00	\$2,898.00
	Total	\$10,878.00
	Rounded to	\$11,000.00

CP:tt
1/2025

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 Travel for Men's Baseball Team for a grand total not to exceed \$57,000.00."

Authorization to Purchase Lattice Talent Management System – Three-Year Contract

It is a best practice to conduct fair and relevant performance evaluations for staff and administrators. The College requires a tool to manage performance evaluations and other feedback methods to maintain employee engagement with efficiency, flexibility, and equity. Our current method of performance management limits flexibility and does not fully support ongoing feedback, professional growth, or alignment with institutional goals. A multi-departmental task force has been working since this past summer to develop requirements for a performance management system based on industry standards and interviews with the college leadership.

The team evaluated systems provided by five vendors that would provide the necessary functionality. The task force interviewed customers of the top two chosen systems, which both passed a review by Oakton’s Information Technology Security team.

Based on the College’s needs, the Administration recommends purchasing Lattice Talent Management System, a highly regarded performance management platform. Its tools support continuous feedback, goal-setting, and performance reviews within a framework that aligns with Oakton’s values and strategic objectives.

The Administration seeks approval to contract with Degree, Inc. (dba Lattice) for a total amount of \$100,800.00 over a three-year period. The breakdown of the cost is as follows:

Term	Cost
Year 1	\$33,600.00
Year 2	\$33,600.00
Year 3	\$33,600.00
Total	\$100,800.00

This 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.”

MF:tt
1/2025

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District No. 535 authorizes the purchase of Lattice Talent Management System - Three-Year Contract from Degree, Inc. dba Lattice, 360 Spear Street, Floor 4, San Francisco, CA 94105, for a total amount of \$100,800.00.”

Authorization to Purchase Classroom Projectors

The capital equipment budget includes funds to purchase 25 replacement multimedia projectors. The projectors are part of the annual 7-year refresh lifecycle for classroom projectors. This purchase will replace 7-year-old and older classroom projectors. The College currently has 220 projectors in total. Every classroom has at least one ceiling-mounted projector, allowing instructors to project computer information and video onto the screen.

The IT Media Services and Procurement departments worked collaboratively to issue a request for quotes for the replacement of fifteen projectors. The College has historically used the NEC/Sharp brand lampless laser projectors. Laser projectors turn on much more quickly and do not require bulb replacement.

The College obtained quotes from multiple distributors, with the lowest price quote submitted by JensenIT, Inc., Des Plaines, IL. The cost for the equipment is \$37,438.20. JensenIT, Inc. is an in-district reseller that the College has used for recent purchases, and the Administration is confident they can meet the College's needs.

This 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."

JC:tt
1/2025

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 Classroom Projectors from JensenIT, Inc, 1689 Elk Boulevard, Des Plaines, Illinois 60016, for a total of \$37,438.20, per their price quote #005276."

Authorization to Purchase Backup Software Support and Maintenance Renewal – Three-Year Contract

For disaster recovery, data protection, and archiving purposes, the College uses a Commvault Simpana enterprise backup system to back up the data and configurations of the 34 physical servers and 288 virtual servers that provide services to more than 2,800 computers and approximately 8,000 network computer users at both campuses, as well as online users. The current maintenance software upgrade, support, and maintenance agreement expires in February 2025.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has selected and identified the supplier.

In addition, according to 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.” For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller, JensenIT, Inc., to secure pricing.

The Administration is seeking board approval to purchase the Backup Software Support and Maintenance Agreement in the amount of \$141,354.00.

JMW:tt
1/2025

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 Backup Software Support and Maintenance Renewal – Three-Year Contract from JensenIT, Inc., 1689 Elk Boulevard, Des Plaines, Illinois 60016, for a total of \$141,354.00, per their price quote #002663.”

Authorization to Purchase IP Telephony Annual Maintenance and Software Assurance

The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by annual support and software assurance contracts that expire on March 1, 2025. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email-based support, and access to software patches and upgrades for all of the College's telephony systems.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has selected and identified the supplier.

In addition, according to 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." For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller, Telcom Innovations Group (TIG), to secure pricing.

The Administration is seeking board approval to purchase the IP Telephony Annual Maintenance and Software Assurance Agreement in the amount of \$38,875.80.

JMW:tt
1/2025

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 IP Telephony Annual Maintenance and Software Assurance Agreement from Telcom Innovations Group, LLC, 125 N Prospect Avenue, Itasca, Illinois 60143, for a total of \$38,875.80".

Authorization to Purchase Furniture for the Adjacencies Project – Phase 1

As part of the approved Master Plan, multiple enabling projects must be completed in preparation for the Learning Commons at Des Plaines. The project includes interior build-out and renovations of an existing classroom and office areas to accommodate a new Access and Disability Resource Center (ADRC) and Testing Center on the 1st floor, and IT Computer Labs on the 2nd floor. Oakton College will procure furniture from Forward Space, LLC, to outfit these areas. The furnishings will support flexible and productive work and learning environments for students, faculty, and staff.

The College's primary manufacturer for office, classroom, and lounge furniture is Steelcase, which has been supplied by Forward Space, LLC for more than thirty years. Forward Space is one of Steelcase's only premier dealers in Illinois, and there are no Steelcase dealers in the College's district. Forward Space has been an exceptional partner for the College. Forward Space participates in the Educational and Institutional (E & I) Cooperative consortium, which offers special consortium pricing on Steelcase furniture. In addition, Forward Space is a certified Women-Owned Business (WBE).

The Administration seeks approval to purchase Steelcase Furniture for \$369,876.86. The breakdown is as follows:

Location	Cost
Testing	\$166,031.29
ADRC	\$58,256.15
Tech Hub	\$145,589.42
Grand Total	\$369,876.86

This purchase is bid-exempt in accordance with the Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), which states that purchases made through a consortium are exempt from formal bidding. Through the Consortium, no further advertisement, public notice, or competition is required because the Consortium has already conducted the bidding process.

JS:tt
1/2025

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 Furniture for the Adjacencies Project - Phase 1 from Forward Space, LLC, 650 N Wood Dale Road, Wood Dale, IL 60191, for a total of \$369,876.86."

Preview and Initial Discussion of Upcoming Purchases

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

- a. **Digital and Traditional Marketing Services** – The Marketing and Communications Department supports the College’s strategic goals and priorities outlined in our strategic plan’s three pillars: strengthening the Oakton experience, Workforce Readiness, and Advancing Racial Equity. Oakton supports the College’s brand refresh and the new SEM plan to strengthen our relevance, drive demand, grow our programmatic focus, and impact new student enrollment by reaching prospective adult students, traditional students, parents and influencers, and our business partners.

Paid advertising purchases are administered through an agency that lends expertise to campaign strategy, management, and optimization through data and analytics, campaign and platform recommendations, and buying power to identify digital and traditional channels.

A Request for Proposal was issued last year, and VisionPoint Marketing, LLC was awarded the contract. The contract expires on June 30, 2025.

This purchase will be presented to the Board at the February 2025 meeting.

- b. **Des Plaines Library and Learning Commons** – One of the projects identified in the new Master Plan refresh is remodeling the Des Plaines Library to become the “Learning Commons.” This project combines the Library and Learning Center into one centrally located space. The Learning Commons will enhance the student academic support experience by integrating the library, learning center, and student educational computing services into one location that offers an engaging space for quiet study, collaboration, creativity, and the latest technology. Plans and specifications have been prepared by Urban Works, the College’s selected QBS architects.

A public bid has been issued, and the result will be presented to the Board for approval in February.

- c. **Storage Area Network Software and Hardware Support and Maintenance** – The College uses Storage Area Network (SAN) systems in the computer centers at both the Des Plaines and Skokie Campuses. A SAN provides backend disk storage for the College’s private cloud with scalability, performance, manageability, and disaster recovery capabilities. The College purchased Pure Storage SANs in 2019, and essentially all of the College’s data, server operating systems, and IP telephony system are stored on these SANS. The arrays were purchased with a 5-year support contract, which was renewed with an Evergreen forever support contract in May 2023, which provides for periodic upgrades of the array hardware at the same capacity. After 6 years, growth in data at the Skokie campus has led to the need to purchase additional storage capacity. This purchase would add Non-Volatile Memory Express (NVMe)-based Flash storage data packs to the Skokie array, and support and maintenance would be coterminous with the College's existing support contract.

This purchase will be presented to the Board at the February 2025 meeting.

- d. **RedHat Enterprise Linux Annual Maintenance and Software Assurance** – The College uses RedHat Enterprise Linux to host a wide range of applications for both administrative and academic purposes, including Banner enterprise software, the College website, and many other applications and infrastructure services. In total, the College has over 90 Linux servers. While Linux is an open-source operating system, the College uses licensed and supported RedHat (RedHat Enterprise

Linux) versions that provide stable and updated versions of the Linux kernel and all the libraries' applications and enterprise management tools. The College has contracted with RedHat annually for upgrades and licenses for 19 years. This year, due to changes in the licensing model, growth in the number of servers, and price increases, the total costs are expected to be above the \$25,000 threshold, requiring the approval of the Board of Trustees.

This purchase will be presented to the Board at the February 2025 meeting.

- e. **Internet Service for the Evanston Health Careers Education Center** – To support the new Evanston Health Careers Education Center, the College needs to purchase Wide Area Network (WAN)/internet services for the site. The College has already signed an agreement with Comcast to provide asymmetric internet services at the site. However, to support the seamless use of resources and technology at the site, this needs to be upgraded to a fiberoptic-based service with symmetrical upload and download speeds.

This purchase will be presented to the Board at the February 2025 meeting.

- f. **Customer Relations Management Software Additional Licenses** – In September 2021, the Board approved a five-year contract to purchase Customer Relations Management Software. Since then, additional licenses have been purchased and are still needed due to increased usage of the TargetX application. The Administration recommends purchasing 100 additional Service Cloud - Unlimited Edition (Restricted-Use) licenses used by the enrollment team and the advisors. In addition, due to the restricted-use licenses, the College recommends the purchase of 12,000 additional community licenses for students' use. This access allows students to apply to the College and schedule appointments with advisors.

This purchase will be presented to the Board at the February 2025 meeting.

- g. **Consulting Services for Master Plan Implementation** – Oakton College has worked with Cotter Consulting to implement the 2022-2027 Master Plan, as part of a contract previously approved by the Board. Cotter's original contract with the College is set to expire, and Oakton wishes to continue consulting with Cotter through the remainder of the current Master Plan.

The purchase for additional consulting services will be presented to the Board at the February 2025 meeting.

Authorization to Hire Senior Director of Workforce Development

The administration is recommending the hire of Mr. Nathan Norman for the Senior Director of Workforce Development position. The search began on October 18, 2024, 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 forty-three applicants for the Senior Manager of Workforce Development position. The search committee conducted five semi-finalist interviews and selected three for on campus interviews with a number of employee groups, including President’s Council, Council of Deans, the Assistant Vice Presidents, Workforce Development Team, the Assistant Vice President of Workforce Innovation and College Partnerships, as well as an open forum session for college administrators, faculty, and staff.

Mr. Norman is currently a Human Services Reentry Director at the Illinois Department of Human Services. In his role, Mr. Norman is overseeing statewide initiatives aimed at reducing recidivism and improving reintegration for returning residents across Illinois. Mr. Norman is an Oakton College alumnus and a Distinguished Alumnus honoree in 2023. Mr. Norman earned his M.A. in Public Policy and Administration/Government Management from Northwestern University in Evanston, IL.

JF:vb
1/2025

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 hire of Mr. Nathan Norman as Senior Director of Workforce Development effective January 27, 2025, at an annual salary of \$125,000. That salary will be prorated for the period of January 27, 2025 through June 30, 2025.”



**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 Nathan Norman 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 Senior Director of Workforce Development 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 Senior Director of Workforce Development of the Board's College from January 27, 2025 to June 30, 2025. 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 \$125,000 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 January 27, 2025 through June 30, 2025.
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 _____ 2024 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on January 21, 2025.
(Agenda Item 1/25-12)

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 Director of Institutional Equity and Inclusion, 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.

Authorization to Appoint Director of Admissions and Equity Outreach

The College Administration is recommending the appointment of Ms. Ella Whitehead as Director of Admission and Equity Outreach.

Ms. Whitehead currently serves as the Assistant Director of Enrollment for Equity Outreach. A reorganization of the Enrollment Management area of the College provided an opportunity to strategically align the work of Admission and Equity Outreach, which already partner in a variety of functions, and to intentionally embed equity into our admission strategy, rather than remaining ancillary. Ms. Whitehead is well-positioned to take on this expanded role given her commitment to creating equitable educational opportunities for all prospective students.

JLS:bs
1/2025

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. Ella Whitehead as Director of Admissions and Equity Outreach effective February 10, 2025, at an annual salary of \$124,200. That salary will be prorated for the period of February 10, 2025 through June 30, 2025.”



**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 Ella Whitehead 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 Admissions and Equity Outreach 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 Admissions and Equity Outreach of the Board's College from February 10, 2025 to June 30, 2025. 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 \$124,200 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 February 10, 2025 through June 30, 2025.
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 _____ 2024 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on January 21, 2025.
(Agenda Item 1/25-13)

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 Director of Institutional Equity and Inclusion, 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.

Authorization to Appoint Director of Student Success and Academic Interventions

The College Administration is recommending the appointment of Mr. Thomas Hicks Jr. as Director of Student Success and Academic Interventions.

The Learning Center functions have been reorganized to ensure a more integrated and comprehensive approach to academic support and interventions for first year students and students most at-risk academically. Mr. Hicks has served as the Acting Director of Student Learning and Engagement since December 4, 2023. Appointing him to the Director of Student Success and Academic Interventions role ensures the continued, successful, and uninterrupted management of the Learning Center, Testing Center, and College Studies operations. Not only has Mr. Hicks served in the interim role with distinction for over a year, he has also played and continues to play a significant role in the successful construction of the Skokie and Des Plaines Learning Commons.

JLS:bs
1/2025

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 Mr. Thomas Hicks Jr. as Director of Student Success and Academic Interventions effective February 10, 2025, at an annual salary of \$120,000. That salary will be prorated for the period of February 10, 2024 through June 30, 2025.”



**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 Thomas Hicks Jr. 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 Student Success and Academic Interventions 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 Student Success and Academic Interventions of the Board's College from February 10, 2025 to June 30, 2025. 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 February 10, 2025 through June 30, 2025.
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 _____ 2024 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on January 21, 2025.
(Agenda Item 1/25-14)

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 Director of Institutional Equity and Inclusion, 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.

Approval of Emeritus Appointments

Full-time faculty who retire from the College with at least ten years of full-time service, and Adjunct faculty who retired after at least 22 semesters of service may request a Faculty Emeritus appointment within four years of the effective date of retirement as stipulated in the Agreement between the College and the Full-time Faculty and Adjunct Faculty Associations.

Faculty Emeritus members will be entitled to have their name listed in a section of the College catalog, to receive tuition waivers for three courses or nine credit hours, whichever is greater, during an academic year, including summer, to access full library services, and to have online access to the College, providing such access complies with Board policy 1106.

Cheryl Brown, Senior Lecturer of Business and Computer Applications for Business; Doris Gronseth, Distinguished Professor of Computer Technologies and Information Systems; Paul Johnson, Distinguished Professor of Psychology; Joseph Kotowski, Distinguished Professor of Mechanical Design and Mathematics; and Joann Stavropoulos, Lecturer of Computer Applications for Business, who retired at the end of the 2024, have requested and meet the requirements for Emeritus appointments.

Applications for re-appointment to Emeritus may be made at the end of the ten-year term of Emeritus appointment. George C. Klein, Professor Emeritus of Sociology and Anthropology; and Helen B. Ward Page, Professor Emerita of English have applied for Emeritus re-appointment. They meet the requirements for Emeritus reappointment.

IL:ds
1/2025

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus appointments for Cheryl Brown, Doris Gronseth, Paul Johnson, Joseph Kotowski, and Joann Stavropoulos.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus re-appointments for George C. Klein and Helen B. Ward Page.”

Approval of a New Unit of Instruction

The Illinois Community College Board (ICCB) System Rules require Colleges to submit documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College proposes a new early childhood education credential, an 18-credit hour **Early Childhood Education (ECE) Endorsement for IL Professional Educator License (PEL) Holders Certificate**.

The ECE Endorsement for IL PEL Holders certificate allows current Illinois Professional Educator License holders in Elementary Education to complete coursework requirements for their IL State Board of Education (ISBE) endorsement in Early Childhood Education. Coursework will be offered in each of the following areas: Child Growth and Development, Planning and Assessment, Methods and Content Pedagogy, Literacy Methods, and Collaborative Relationships with Family or Communities. The proposed program will help meet the need for additional Illinois Professional PEL teachers who hold the Early Childhood Education endorsement.

According to currently posted data from the Illinois Career Information System (CIS-IL Department of Employment Security), the demand for kindergarten qualified teachers [AS1] in Cook County is expected to grow by 11.8% (compared to 9.2% for all occupations). An estimated 1,372 annual openings are expected in Cook County. Many openings will occur as current teachers retire. New hires into kindergarten teaching positions MUST hold an IL PEL with an ECE Endorsement.

ECE Endorsement for IL Professional Educator License Holders Certificate
18 Semester Credit Hours; Curriculum: 0079

Courses for a Certificate:	Credit Hours
ECE 104 Introduction to Early Childhood Education	3
ECE 107 Observation & Assessment of the Young Child	3
ECE 226 Language Arts and Social Studies for the Young Child OR ECE 227 Math and Science for the Young Child	3
ECE 230 Literacy Methods for Preschool-Second Grade	3
ECE 255 Curriculum Design for Early Childhood Programs	3
ECE 270 Child, Family and Community Relations	3
Total Semester Credit Hours for a Certificate:	18

MB:bs
1/2025

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 new unit of instruction: ECE Endorsement for IL Professional Educator License Holders Certificate.”

Notification of Award of Grants

Funding has been made available to Oakton College:

- a. ICCB Mental Health Early Action on Campus Support Expansion \$100,280.00
(Manager: Dr. Mark Kiel / Administrator: Al Grippe)
- b. Increased Allocation ICCB Adult Education and Family State Performance \$15,070.00
(Manager: Elena Smoukova / Administrator: Delia Rodriguez)
- TOTAL: \$115,350.00**

a. Mental Health Early Action on Campus Support Expansion

The Illinois Community College Board has awarded Oakton College \$100,280 for January 1st, 2025 through December 31st, 2025 to extend the current full time Interim Counseling position ending in December to a Full Time Grant Funded position for the 2025 calendar year. In addition to generalist counseling duties, this position will establish and coordinate a peer support pilot.

Grant Manager: Dr. Mark Kiel, Dean of Counseling, Health and Wellness
Grant Administrator: Al Grippe, Director of Grant Strategy and Development

b. Illinois Community College Board Adult Education and Family Literacy Federal and State Grant Funds

The Illinois Community College Board has awarded Oakton College an additional \$15,070 in state I Adult Education and Family Literacy funding for fiscal year 2025. These funds provide educational opportunities for adult learners who participate in English as a Second Language, Literacy, Family Literacy, GED, and Evening High School. This funding is for the period July 1, 2024 to June 30, 2025.

The updated award amount consists of the following allocations:

- Federal Basic: \$610,553
- State Basic: \$807,438
- State Performance: \$502,380

Grant Manager: Elena Smoukova, Sr. Manager of Adult Education
Grant Administrator: Delia Rodriguez, Dean of Adult and Continuing Education