

**The 754th Meeting
of
The Board of Trustees
April 21, 2020**



Mission, Vision, and Values Statements

Mission

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

Vision

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

Values

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

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

Approved by the Board of Trustees, March 21, 2017

**Oakton Community College
1600 E. Golf Road
Des Plaines, Illinois 60016**

**Closed Session
3:00 p.m.**

NOTICE

Due to Governor Pritzker's extension of the Stay at Home Executive Order of March 20, 2020, this closed session meeting of the Board of Trustees will be a virtual meeting.

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:
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, pending litigation, purchase or lease of real property for the use of the public body, and collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
4:00 p.m.**

NOTICE

Due to Governor Pritzker's extension of the Stay at Home Executive Order of March 20, 2020, this meeting of the Board of Trustees will be held via teleconference utilizing the link or numbers listed below.

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to eileen@oakton.edu including your name, town/affiliation, and the item you wish to address to the Board, no later than Tuesday, April 21, 2020 at 2:00 p.m.

To join via tablet or computer:

<https://oakton.zoom.us/j/99982121748>

To join via telephone:

1-312-626-6799

Meeting ID: 999 8212 1748

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of April 7, 2020 Board of Trustees Meeting

Statement by the President

Educational Foundation Liaison Report

Student Trustee Report

V 4/20-1 Recommendation for Seating of Student Member of the Board of Trustees

R Call to Order and Roll Call with New Student Member

R 4/20-2 Resolution Organizing the Board of Trustees for the Term Commencing April 21, 2020

R Call to Order and Roll Call

Comments by the Chair

Trustee Comments

Report: Strategic Planning Update

Public Participation

NEW BUSINESS

CONSENT AGENDA

4/20-3 V a. Approval of Adoption of Consent Agenda

R b. Approval of Consent Agenda Items 4/20-4 through 4/20-8

4/20-4 Ratification of Payment of Bills for March 2020 (Including Travel)

4/20-5 Acceptance of Treasurer's Report for March 2020

4/20-6 Acceptance of Quarterly Report on Investments

4/20-7 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

4/20-8 Supplemental Authorization to Pay Professional Personnel – Spring 2020

OTHER AGENDA ITEMS

- R 4/20-9 Authorization to Schedule Budget Hearing and Publish a Notice Placing Fiscal Year 2021 on Public Display
- R 4/20-10 Authorization to Approve Purchases
 - a. Emergency Purchases Related to COVID-19 Disaster Proclamation by the State of Illinois
 - b. Wayfinding and Signage Consultant
- 4/20-11 Preview and Initial Discussion of Upcoming Purchases
- R 4/20-12 Approval of Academic Calendar for 2022
- R 4/20-13 Authorization to Hire a Dean of Enrollment Management
- R 4/20-14 Acceptance of a Faculty Retirement
- V 4/20-15 Acceptance of a Grant

ADJOURNMENT



**Minutes of the Oakton Community College Board of Trustees Meeting
April 7, 2020**

The 753rd meeting of the Board of Trustees of Community College District 535 was held virtually on Tuesday, April 7, 2020, at the Oakton Community College Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

Open Session and Roll Call

At 3:10 p.m., Chair Salzberg called the meeting of the Board of Trustees to order. Chair Salzberg noted that this was a unique and historic time as this was the first virtual Board meeting ever held at the College.

Trustee Kotowski called the roll:

Mr. Salzberg	Chair	Present - virtual
Ms. Burns	Vice Chair	Present - virtual at 3:25 p.m.
Mr. Kotowski	Secretary	Present - in person
Dr. Bush		Present - virtual
Dr. Yanow		Present - virtual
Mr. Stafford		Present - virtual
Ms. Toussaint		Present - virtual
Ms. Ozegovic		Present - virtual

Also present in person, Dr. Joianne Smith, President; and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs.

Pledge of Allegiance – Trustee Paul Kotowski

Approval of Minutes

Chair Salzberg asked for a motion for the approval of the minutes of the regular meeting of the Board of Trustees that was held on February 21, 2020. Trustee Yanow made the motion, which was seconded by Trustee Bush; a voice vote was called, and the minutes were unanimously approved as presented.

Statement by the President

Dr. Smith welcomed everyone who was attending the meeting virtually which included administrators, faculty and staff. She thanked everyone for their ongoing support as the Colleges manages through this unprecedented time in our history. Dr. Smith thanked the IMS team for helping to coordinate the virtual meeting so that it complied with the Open Meetings Act requirements. Dr. Smith offered condolences to Colette Hands on the passing of her mother. Congratulations were offered to Prashant Shinde, Chief Information Officer, and his wife on the birth of their son, Arjun, and to Eileen Cukierski, President’s Office, and her husband Joe on the birth of their second grandchild Amelia Agnes.

ICCTA Liaison Report

Trustee Bush, as the Illinois Community College Trustees Association (ICCTA) representative, reported that on March 11, 2020, ICCTA Executive Director Jim Reed facilitated an Oakton Board of Trustees retreat that had been convened by President Smith and Chair Salzberg. The ICCTA meeting scheduled for March 13-14 at

Heartland Community College was cancelled due to coronavirus safety measures. The ICCTA meeting scheduled for April 29 in Springfield in connection with Lobby Day has been rescheduled for that morning as a virtual meeting. Lobby Day has been cancelled as well. The ICCTA annual convention, which is their 50th anniversary, is scheduled for June 4-5 in Chicago; there has been no indication whether that will be rescheduled at this time.

Educational Foundation Liaison Report

Trustee Stafford reported that the Oakton Educational Foundation has raised to date, \$664,422 this fiscal year. In light of the global coronavirus pandemic and the College's need to move student learning and services to remote delivery while closing the campuses and computer labs, the Educational Foundation approved a \$50,000 emergency grant to underwrite the acquisition of 200 Chromebooks for Oakton to deploy to students who need a computer to stay in school. The Foundation has also launched a campaign to grow the Student Success Fund, which serves as an emergency fund for Oakton students. Administered by the Student Affairs team, the Student Success Fund provides financial resources to remove barriers that may cause a student to stop attending college before reaching their educational goals. The Foundation is providing a dollar-for-dollar match to all funds donated to the student success fund between now and April 15. Donations can be made securely online at www.oakton.edu/giving. The Foundation is launching a Board portal to facilitate their interaction and grow Board engagement. The Foundation's committees will continue to meet virtually until the campus reopens. There are currently sixteen voting members; the next Foundation Board meeting will take place on June 3, 2020.

Student Trustee Report

Student Trustee Adisa Ozegovic reported that this is the second week of online classes. Students have "come back" to their classes using online formats (Blue Button and Zoom) to participate and join into class lectures. There are some student concerns with the transition to online and the school closing. A primary concern is that a number of students feel that they did not sign up or pay for online classes. They are concerned that the level of education might be too difficult in terms of time management. There are also concerns about teachers who are not as adaptable or accommodating with the new format, but overall, a number of students feel that their professors have adapted their classes to fit with the new format. There were concerns regarding technology availability, which administration has been taking steps to address. A petition was started in late March to encourage Oakton to move to a pass/fail grading system. It received hundreds of signatures. Oakton has already moved toward this and students are grateful. Students are disappointed about the number of events that have been cancelled. In particular, Habitat for Humanity is one of these that was incredibly upsetting for students, as well as the annual SGA Banquet. Despite this, student organizations are still finding ways to meet. To name a few, the OCCurrence is still publishing online and meets weekly for story ideas. The SGA is running elections right now throughout April 15 for new leadership for next year. At the moment, ten students are running for various positions, doing all their campaigning online. Emerging Leaders are meeting, and PTK is preparing to run elections for the new year. Overall, the administration has done a great job at updating and taking a number of steps to support the students such as the optional pass/fail, the movement of tuition payments and the steps toward ensuring every student has access to internet through Oakton-provided laptops and hotspots.

Comments by the Chair

Chair Salzberg thanked Dr. Smith, for everything she has done in leading the College during this Covid-19 pandemic. He also thanked everyone involved, faculty and staff, in getting all of the platforms set up to aid students during this time of crisis. Chair Salzberg noted that his heart goes out to the entire student population,

who have had to adapt their paths somewhat, as well as the cancellation of their banquets and commencement. He thanked the entire community for coming together, and all of the trustees for coming together at this unique time, and he believes that we will get through this, cope with this, but to learn from this as well, a true learning, teaching moment. He asked everyone to keep positive, keep strong and healthy.

Trustee Comments

Trustee Kotowski thanked President Smith and the administration for how they have handled this crisis. This is a historical situation, a nightmare scenario, which is being dealt with extremely well. In perspective, two and one-half years ago there was a flood at the Des Plaines campus, which was an emergency, but this is astronomically worse. In closing, he thanked the students, faculty, staff, for all doing an admirable job. On the positive side, Trustee Kotowski feels that once when we get through this, Oakton will be a stronger and tighter community.

Report: Update COVID-19 Pandemic Response

Dr. Smith presented a PowerPoint presentation on how the College has been responding to the pandemic. She said that she has been inspired by the many ways the College community has stepped up to respond to this unprecedented time in our history, and how faculty, staff, and administration, have worked collaboratively and have done a remarkable job of taking care of each other and making sure that our students are at the forefront of all decisions. Dr. Smith said that she is grateful to lead an institution where people have stepped up to do what is needed in a time of crisis. Dr. Smith gave an overview of the response and current operations at the College in the areas of instruction, Student Services, Business Operations, Human Resources, communication plans, community support, student needs assessment, purchases for future ratification, Educational Foundation Support, and near and longer term planning.

Trustee Kotowski asked if the state of Illinois or the federal government imposed any legal obligations on the College that we have to meet be it a report or some sort of program that we have to implement in terms of the operation of the College. Dr. Smith said that we have to follow the shelter in place guidelines, which includes closing the building except for essential operations. Higher education is considered an essential business and employees are able to come to campus to support remote learning. Those are the basic guidelines from the state. Trustee Bush commented that construction is considered essential, and asked if construction was continuing on the Skokie campus. Dr. Smith noted that yes, infrastructure improvements are considered essential, so the entrance renovations at both campuses are continuing as is the Skokie interior construction. Chair Salzberg asked if there are marketing efforts being thought up for the summer and fall to make students less anxious of what Oakton is doing to offer classes and meet the needs of the marketplace. Dr. Smith replied that we are promoting our online summer and fall courses. There is much more digital marketing because that is the virtual environment. Post cards were delivered to every household in the district promoting our summer instruction, so we are definitely promoting enrollment as we would in any time, but especially during this new normal. Trustee Stafford commented that we have to pass our budget by July 1 and he is sure that Dr. Smith and Mr. Chandrasekar, Vice President of Administrative Affairs, as well as the administrative team, are going to be looking at that budget and how next year, things could look very different. In that vein, Trustee Stafford suggested that one way to get an idea or preview of where we think the issues are and will be, is before the May 12 Board meeting, to think about having a Finance Committee meeting prior to that meeting, to go through the budget with an eye toward the areas that we think could be of more concern. For instance, are we going to have to add more money to the IT area, and to Chair Salzberg's point, do we have to do more marketing. Trustee Stafford thinks it would be good for the Board so they know where the hot issues are and what areas the administration thinks the budget might have to change in light of the new terrain. It would also give the Board a better understanding of what is going on because the budget does represent our game plan for the year.

Dr. Smith replied that there is a plan to give the Board a budget preview in May because prior to the start of this pandemic, as we normally would be, we were in the middle of our regular budget planning. Mr. Chandrasekar and his team have been looking at the budget that we had been tentatively putting together and obviously, there

are new parameters now with this crisis that we are going to have to consider. Enrollment is one, as when we build the budget, we always have certain assumptions built in that, but in this case, we anticipate that our enrollment will likely take a hit, more than we were planning. We already know from the state that we are going to have delayed payments. We know that Governor Pritzker had a proposed budget in February that included some increases for education, and he has already said that budget is out the window. We have no idea what the state's budget situation will be like when you take into account the decrease in sales tax revenues and increased costs that they are going to have in responding to this pandemic. There are a number of factors that need to be considered and Dr. Smith thinks it is wise for the Board to think through those together in May.

Public Participation – None

New Business

Chair Salzberg stated that later this month at the April 21, 2020 meeting, it will be time for the Board to reorganize. He said that a question was raised whether the officers (Chairman, Vice Chair, Secretary) of the Board should hold a one or two-year term as the current policy states that 'each officer shall be elected for a term of one (1) year'. He opened the floor for a discussion among the Board members to gain insight on their thoughts about changing the current policy to a two-year term for officers. Trustee Bush commented that she understands the issue that the Illinois Public Community College Act allows for a two-year term; Oakton has always had one-year terms, as that is how it is written in the policy. She noted that if we choose to review our policies, of which there are twenty-five, and were last reviewed February 17, 2015, it is a whole process. Trustee Bush's recommendation would be to put a pin in this for now as it is not urgent or immediate, it does not change the nature of what we are dealing with now, referring to the Covid-19 pandemic. We are so concerned about our students and equity and how they are getting through their courses and this semester because of the pandemic, that if we could put a pin until maybe the fall, and at that time perhaps have a subcommittee or a task force look at each of the twenty-five policies.

Trustee Toussaint commented that she knows that historically, Oakton has always had a one-year term for their officers. Her personal opinion in being a Board member for one year, she still feels green, still learning all the processes, and a two-year term makes better sense whatever the position is, it gives time to get work done, time to adjust to being in that position. In addition, with this particular situation it would make sense that if we were going to change it a two-year term, now would be the time, to keep the same people in their current positions. The process is the process, but there are exceptions to rules. Dr. Smith commented that in a recent packet she did include the Board policy that Trustee Bush was referencing which talks about the organization of the Board that needs to take place at the regularly scheduled meeting in April and that the Board officer terms are for one-year. As Trustee Bush mentioned earlier, it is a two-step process when there are new Board policies. The policy/policies are brought to the Board as a first read for discussion and evaluation, and are acted upon at the second meeting. If there were a recommendation from the Board to change the policy to make it a two-year term, the soonest that we could move on that process would be a first read at the April 21 meeting and the second read at the May 12 meeting. In order to comply with our current policy, the Board organization will be on the April 21 agenda. The Board can always choose at any time to vote to keep the current officers in their current positions, or elect different officers. Even though the policy states a one-year term, if the Board should choose to vote to have people stay in their office for a second terms, that would be the Board's prerogative. Trustee Yanow commented that she appreciates both perspectives that have been shared and that this is a challenging moment in the College's history. On the one hand, she can certainly understand the notion of changing the policy and leaving the officers in their current positions because we have enough on our plates, but she does not think that is the way to do this. Trustee Yanow thinks that the Board needs to maintain the process. They should understand very significantly and seriously what the process for change is and that the Board engage in a thoughtful discussion and think about it maybe as a future change. It is not her impression that is something that would benefit the Board to do very quickly right now. She also stated that she would feel uncomfortable about making a change and enacting it in the same year. Trustee Yanow thinks a better process is to be thoughtful about the change, to understand the policy, to

discuss it, consider why that change might be appropriate for the Board. Trustee Stafford commented that it is worth consideration, but he supports the proposal that Trustee Bush made, that as a Board to look at it, but that would we need more time to consider making any change in a deliberative way.

Trustee Kotowski commented that it seems to be that the consensus that at the April meeting, by statute the Board has to install officers and reorganize, and that after such time, the Board can revisit the matter and then make the determination whether a one or two-year term is best. Chair Salzberg commented that this discussion had come up before any of the new members came onboard. He stated that he has been in the role of Chair for one year and because it does take a while to get things done, he thinks that going forward, a two-year term for officers is the way to go. Trustee Burns commented that she supports a two-year term. She said that she has a comparison, as she had been a member of the Evanston Township High School board and when she joined this Board, it was a surprise to her that the officers had one-year terms. Trustee Burns noted that she is not opposed to revisiting this topic down the road, and does support the idea of two-year terms, but given the current situation, she feels the Board warrants leadership that can respond to many different situations. Trustee Burns feels that in the near future, the community will be asking a little bit more of us.

Dr. Bush noted that there must be a reason that Oakton chose along the way to have one-year terms, and as part of the investigation, she asked if Dr. Smith would ask Oakton's previous president, Dr. Margaret Lee, as to how that decision came about, as there are good points on both sides of this issue. Chair Salzberg commented on the voting process that will take place during the April 21 meeting.

3/20-1a Approval of Adoption of Consent Agenda

Trustee Stafford offered:

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

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

3/20-1b Approval of Consent Agenda Items 3/20-2 through 3/20-6

Trustee Stafford offered:

"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 3/20-2 through 3/20-6 as listed in the Consent Agenda."

3/20-2 Ratification of Payment of Bills for February 2020 (Including Approval of Travel)

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,757,190.70 for all check amounts and for all purposes as appearing on a report dated February 2020."

3/20-3 Acceptance of Treasurer's Report for February 2020

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as part of the College's official records, the report of the Treasurer for the month of February 2020."

3/20-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b, and hereby approves the expenditures in the amount not to exceed \$17,040.63 for all funds listed in item a."

- a. Salary payments in the amount of \$17,040.63 for part-time teaching services for the Alliance for Lifelong Learning, spring 2020

b. Salary rescinds in the amount of \$8,409.86 for part-time teaching services for the Alliance for Lifelong Learning, spring 2020.

3/20-5 Supplemental Authorization to Pay Professional Personnel – Spring 2020

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$468,454.00 to the total amount of part-time teaching salaries paid during the spring semester, 2020; the revised, total payment amount is \$3,773,189.43."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$65,561.00 to the total amount of faculty overload salaries paid during the spring semester, 2020; the revised, total payment amount is \$552,286.80."

3/20-6 Approval of Clinical Practice Agreements

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

Physical Therapist Assistant: Energize Rehab; Remedy Therapy Services; and Mercy Hospital and Medical Center

Emergency Medical Technician: Advocate Lutheran General Hospital."

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

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

Motion carried; Student Trustee Ozegovic favored the resolution.

3/20-7 Authorization to Approve March Purchase

Trustee Kotowski offered:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of recycled Xerographic Paper from Midland Paper 101 E. Palatine Road Wheeling, Illinois 60090, for a total of \$55,321,110, in accordance with the State of Illinois Contract #19-416CMS-BSSS4-P-3270."

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

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

Motion carried; Student Trustee Ozegovic favored the resolution.

3/20-8 Preview and Initial Discussion of Upcoming Purchases – Discussion Only

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Digital and Traditional Media Advertising Services; b) Food Service – Retail and

Catering; Multifactor Authentication Software or Services; and d) Great America Tickets on Consignment. Dr. Smith commented that there will also be emergency purchases from the COVID-19 pandemic.

3/20-9

Resolution Authorizing an Intergovernmental Agreement with the Village of Skokie for a Community Apiary

Trustee Bush offered:

“Be it resolved by the Board of Trustees of Oakton Community College District 535, that the Intergovernmental Agreement between the College and the Village of Skokie for the establishment of a community apiary at the Skokie campus location is hereby approved, in substantially the form attached to this Resolution as Exhibit 1, subject to approval by the Village of Skokie; and

Be it further resolved, that the President of Oakton Community College District 535 is hereby authorized and directed to execute and seal, on behalf of the College, the Agreement and all necessary documentation related execute said intergovernmental agreement.”

Trustee Yanow seconded the motion.

Dr. Smith commented that this has been an ongoing discussion with the Village of Skokie for several years and it is a wonderful opportunity for collaboration with the Village, community members and our sustainability commitment. Mr. Chandrasekar commented that the Skokie Health Department will administer the licenses and has been very good in working with the College to move this forward and it is a priority for them as it is for us.

Trustee Kotowski called the roll:

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

Motion carried; Student Trustee Ozegovic favored the resolution.

3/20-10

Acceptance of a Grant

Trustee Toussaint offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$15,000 from the Illinois Community College Board to support the Transitional Instruction Math and English project at Oakton Community College.”

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

Adjournment

Chair Salzberg thanked everyone for participating in this meeting. It was definitely a different experience for everyone and he appreciated the patience that everyone exhibited. He wished everyone a Happy Passover and Easter and to stay safe.

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held virtually on Tuesday, April 21, 2020, time to be determined.

Trustee Toussaint made a motion to adjourn the meeting, which was seconded by Trustee Stafford; a voice vote was called and the meeting was adjourned at 4:10 p.m.

Benjamin Salzberg, Chair

Paul Kotowski, Board Secretary

ec
4/2020

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

Recommendation for Seating of Student Member of the Board of Trustees

SECTION 1: An election for the Student Member of the Board of Trustees was held April 7-15, 2020. The election was conducted in all respects as provided by law and according to Policy 1005. The election was conducted online, using the Simply Voting software purchased by the Student Government Association. Currently enrolled students were provided a ballot via email and Simply Voting provided a secure method to permit students to vote from their computer or mobile device; 632 students cast ballots in the election.

The returns of the election have been duly canvassed by the Judges of Election. The student meets all qualifications for Trustees as specified in Policy 1004.

SECTION 2: The Board of Trustees declares that Karen Suarez Dixon who ran uncontested and received 518 votes (93% of all votes cast) for the office of Student Member of the Board of Trustees, was selected to serve as the Student Trustee with a term commencing on April 21, 2020 and concluding at the Board of Trustees meeting in April 2021.

SECTION 3: This resolution shall be effective from and after its passage as provided by law.

ADOPTED THIS 21st DAY OF APRIL 2020

AYES: _____

NAYS: _____

ABSENT: _____

Board Chair

Board Secretary

SD
4/2020

Resolution Organizing the Board of Trustees for the Term Commencing April 21, 2020

According to Board Policy 1011 and in conformance with the Illinois Public Community College Act, Chapter 110, Act 805, Section 3-8 (110 ILCS 805/3-8), the Board of Trustees of Community College District 535 elects its officers, comprised of a Chair, Vice Chair, and Secretary, from its membership, and appoints a Treasurer, not a member of the Board, at its organizational meeting held in April. Board policy provides that each officer shall serve for a term of one year. Also at the organizational meeting, the Board establishes a calendar of meetings for the ensuing calendar year in accordance with 110 ILCS 805/3-8, to be made available to the public the following January in accordance with the Open Meetings Act, Chapter 5, Act 120, Section 2.03 (5 ILCS 120/2.03).

JLS/ec
4/2020

President's Recommendation:

That the Board adopt the following resolution:

“WHEREAS, pursuant to College policy and in accordance with the Illinois Public Community College Act, as amended (110 ILCS 805/3-8), the Board of Trustees of Community College District 535 elects its officers comprised of a Chair, Vice Chair and Secretary, from its membership, and appoints a Treasurer, not a member of the Board, at its annual organizational meeting held in April.”

Nomination of Officers: The Chair will ask for nominations for each individual office:

Nominations for the Office of CHAIR of the Board;

Nominations for the Office of VICE CHAIR of the Board;

Nominations for the Office of SECRETARY of the Board;

continued....

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

1. The Board is hereby organized for the term commencing April 21, 2020.
2. The time and place for the regular meetings of the Board for the calendar year 2021 shall be fixed as follows:

January 19, February 16, March 16, April 27, May 25, June 29, August 17, September 21, *October 19, November 16, and December 14.

Beginning at 7:30 p.m. in the Board room, 1506, at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois, which times and places will be published and proper notice and agenda to be posted as required by law.

*The October 19 meeting will be held at the Skokie campus of Oakton Community College, 7701 N. Lincoln Avenue, Skokie, Illinois, beginning at 7:30 p.m. in room P104, which times and places will be published and proper notice and agenda to be posted as required by law.

3. All Board rules, policies, and procedures in effect during the previous year shall remain in effect.
4. Edwin Chandrasekar is hereby appointed Treasurer to serve at the pleasure of the Board for no additional compensation, provided that before entering upon his duties, the Treasurer shall execute and deliver to the Board a bond, as required by the Illinois Public Community College Act.”

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 4/20-4 through 4/20-8

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 4/20-4 through 4/20-8 as listed in the Consent Agenda.

- 4/20-4 Ratification of Payment of Bills for March 2019 (Including Travel)
- 4/20-5 Acceptance of Treasurer’s Report for March 2019
- 4/20-6 Acceptance of Quarterly Report on Investments
- 4/20-7 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 4/20-8 Supplemental Authorization to Pay Professional Personnel – Spring 2019.”

Ratification of Payment of Bills for March 2020

The check register detailing the regular monthly bills for March 2020 was sent out on April 17, 2020. The totals by fund are on page 2. This includes approval of travel reimbursements for March 2020.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,369,353.64 for all check amounts as listed and for all purposes as appearing on a report dated March, 2020."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for March 2020, represented by checks on pages 1-52 numbered 147236-147284, 147285-147341, 147343-147399, 147401-147412, 147414-147430, 147432-147433, 147435-147498 and 147496-147657 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

<u>Fund</u>	<u>Gross Payroll</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$ 3,830,772.76	\$ 526,523.67	\$ 4,357,296.43	\$ (845.27)	\$ 4,356,451.16
Operations, Building and Maintenance Fund	\$ 347,124.00	\$ 68,681.68	\$ 415,805.68	-	\$ 415,805.68
Maintenance Fund (Restricted)	-	\$ 1,053,763.43	\$ 1,053,763.43	-	\$ 1,053,763.43
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 237,344.49	\$ 109,226.22	\$ 346,570.71	-	\$ 346,570.71
Restricted purposes	\$ 160,601.76	\$ 23,476.59	\$ 184,078.35	\$ (1,000.00)	\$ 183,078.35
Working Cash	-	-	-	-	-
Trust/Agency	\$ 125.00	\$ 5,240.00	\$ 5,365.00	\$ (755.00)	\$ 4,610.00
Audit	-	\$ 2,000.00	\$ 2,000.00	-	\$ 2,000.00
Liability, Protection & Settlement	-	-	-	-	-
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 4,575,968.01	\$ 1,788,911.59	\$ 6,364,879.60	\$ (2,600.27)	\$ 6,362,279.33
Student Government	\$ 694.50	\$ 3,779.54	\$ 4,474.04	-	\$ 4,474.04
TOTAL PER REPORT	\$ 4,576,662.51	\$ 1,792,691.13	\$ 6,369,353.64	\$ (2,600.27)	\$ 6,366,753.37

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-52 numbered 147285, 147342, 147400, 147413, 147431, 147434 and 147495 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$4,474.04 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 March 2020.

Student Government Association

Acceptance of Treasurer's Report for March 2020

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

EC: mw

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

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of March 2020."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

March 2020

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

Treasurer's Comments on March 2020 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$21.1 million in property taxes, \$867,000 in tuition and fees, a \$272,000 state base operating grant payment, \$233,000 in interest earnings, and \$34,000 for replacement tax.

Net cash and investments increased by \$17.5 million from the previous month as expected.

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

Revenues

At the end of March, revenues were \$70.2 million or 103% of the prorated budget, compared to \$69 million, or 103% for the previous year. Tuition and fees totaled \$25.2 million year to date, or 101% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$50.7 million are attributed to expected operating costs. The operating expenditures are \$1.2 million (2.4%) above prior year's actual expenditures of \$49.5 million for the same period. Net transfers total \$5.8 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 MARCH 31, 2020
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
						Auxiliary Agency Restricted					
ASSETS											
Cash	\$ 1,941	\$ 3,660	\$ 166	\$ 2,276	\$ -	\$ 999	\$ -	\$ 886	\$ 439	\$ 10,367	
Taxes Receivable	23,116	4,100	-	1,861	-	-	-	51	-	29,128	
Student Tuition Receivable	2,883	-	-	-	-	177	-	-	-	3,060	
Government Funds Receivable	-	-	-	-	-	771	-	-	-	771	
Accrued Interest	331	44	38	-	-	14	-	2	51	480	
Other Receivables	349	-	-	-	-	247	-	-	-	596	
Investments											
Short-term	70,762	7,541	3,991	-	-	1,188	-	351	12,830	96,663	
Long-term	26,312	2,804	1,296	-	-	442	-	131	4,771	35,756	
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-	
Inventories - Prepays	591	-	23	-	29	794	-	-	-	1,437	
Total Current Assets	111,785	18,149	5,514	4,137	29	19,132	-	1,421	18,091	178,258	
Net Investment in Plant	-	-	-	-	-	-	116,464	-	-	116,464	
Total Assets	\$ 111,785	\$ 18,149	\$ 5,514	\$ 4,137	\$ 29	\$ 19,132	\$ 116,464	\$ 1,421	\$ 18,091	\$ 294,722	
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,122	2,122	
Total Assets and Deferred Outflows of Resources	\$ 111,785	\$ 18,149	\$ 5,514	\$ 4,137	\$ 29	\$ 19,132	\$ 116,464	\$ 1,421	\$ 20,213	\$ 296,844	
LIABILITIES AND NET POSITION											
Payables	\$ 278	\$ -	\$ 182	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ 485	
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111	
Deferred Tuition Revenue	-	-	-	-	-	28	-	-	-	28	
Accruals	2,917	237	32	-	-	223	-	-	-	3,409	
Bonds Payable	-	30	-	-	32,255	-	-	-	-	32,285	
OPEB Liability	-	-	-	-	-	-	-	-	43,729	43,729	
Total Liabilities	3,195	267	214	-	32,366	276	-	-	43,729	80,047	
Deferred Inflows of Resources - Property Taxes	-	-	-	-	-	-	-	74	-	41,854	
Deferred Inflows of Resources - CIP	33,228	5,880	-	2,672	-	-	-	-	5,360	5,360	
Total Liabilities and Deferred Inflows of Resources	36,423	6,147	214	2,672	32,366	276	-	74	49,089	127,261	
Net Position											
Unrestricted	75,362	12,002	5,300	-	-	4,081	-	-	(28,876)	67,869	
Restricted	-	-	-	-	-	14,775	-	1,347	-	16,122	
Debt Service	-	-	-	1,465	(32,337)	-	-	-	-	(30,872)	
Plant	-	-	-	-	-	-	116,464	-	-	116,464	
Total Net Position	75,362	12,002	5,300	1,465	(32,337)	18,856	116,464	1,347	(28,876)	169,583	
TOTAL LIABILITIES & NET POSITION	\$ 111,785	\$ 18,149	\$ 5,514	\$ 4,137	\$ 29	\$ 19,132	\$ 116,464	\$ 1,421	\$ 20,213	\$ 296,844	

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
NINE MONTHS ENDED MARCH 31, 2020

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 50,183	\$ 37,637	\$ 38,506	102%	102%
Replacement Tax	950	713	721	101%	68%
State Revenue	4,708	3,531	3,174	90%	168%
Tuition and Fees	24,316	24,997	25,177	101%	98%
Other	2,140	1,605	2,620	163%	183%
TOTAL REVENUES	\$ 82,297	\$ 68,482	\$ 70,198	103%	103%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,060	\$ 24,045	\$ 23,184	96%	94%
Academic Support	17,486	13,115	11,354	87%	81%
Student Services	7,134	5,351	4,601	86%	89%
Public Services	1,286	965	864	90%	96%
Operations and Maintenance	8,018	6,014	5,182	86%	83%
General Administration	5,308	3,981	4,068	102%	85%
General Institutional	2,303	1,727	1,437	83%	158%
Contingency	956	717	-	0%	0%
TOTAL EXPENDITURES	\$ 74,551	\$ 55,913	\$ 50,690	91%	88%
Revenues over (under) expenditures	7,746	12,569	19,508		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,500)	(3,375)	(3,375)		
To Auxiliary Fund and Alliance	(2,059)	(1,544)	(1,544)		
To Restricted Purpose Fund	(100)	(75)	(75)		
To Liability, Protection & Settlement Fund	(581)	(436)	(436)		
To Social Security/Medicare Fund	(796)	(597)	(597)		
From Working Cash Fund: Interest	290	218	218		
Total Transfers	\$ (7,746)	\$ (5,810)	\$ (5,810)		
Net Revenue over (under) expenditures	\$ -	\$ 6,760	\$ 13,699		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
NINE MONTHS ENDED MARCH 31, 2020**

**AGENDA ITEM 4/20-5
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget	
REVENUES				
Debt Certificates 2020	\$ 20,000	\$ -	0%	
Construction Fee	335	\$ 329	98%	
Interest and Investments Gain/Loss	41	259	632%	
Total revenues	<u>20,376</u>	<u>588</u>	<u>3%</u>	
EXPENDITURES				
Student Street Renovation	1,000	96	10%	
Sanitary Lift Station	25	41	164%	
RHC HVAC System	50	-	0%	
West End Remodeling - A/E Fees	1,000	337	34%	
West End Remodeling - Phase 2	3,500	2,683	77%	
Natural Area Restoration	224	75	33%	
Supplementary Water Connection	50	84	168%	
Landscape Improvements	250	75	30%	
Capital Equipment	800	88	11%	
Switchgear Upgrades - DP	150	35	23%	
Interior Remodeling	21	15	71%	
Fire Alarm Panel Replacement	80	-	0%	
Flooring - Carpet Replacement	735	305	41%	
Skokie Classroom Furniture	25	24	96%	
Lee Center Vestibule Curtain	70	-	0%	
Hardware Replacement/Master Keying	450	-	0%	
Baseball Field Fence Replacement	61	-	0%	
Exterior Envelope/Window Replacement	680	-	0%	
Skokie Remodeling Projects	5,345	1,339	25%	
Field Irrigation	100	-	0%	
Cafeteria Remodeling - DP	1,981	-	0%	
Camera Replacement	500	18	4%	
Main Entrances & Monument Signs	1,535	55	4%	
Project Management Services	225	147	65%	
Total expenditures	<u>18,857</u>	<u>5,417</u>	<u>29%</u>	
Transfer in	-	-	0%	
Net	<u>\$ 1,519</u>	<u>\$ (4,829)</u>	<u>(318%)</u>	

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,417	\$ 1,294	91%	60%
Workforce Development	140	50	36%	44%
Copy Center	230	115	50%	63%
Travel	10	11	110%	110%
Athletics	20	11	55%	125%
Child Care	334	329	99%	81%
PAC Operations	16	6	38%	56%
Other	142	83	58%	85%
Interest and Investments Gain/Loss	75	84	112%	119%
Total revenues	<u>2,383</u>	<u>1,983</u>	<u>83%</u>	<u>65%</u>
EXPENDITURES				
Bookstore Operating Expenses	1,365	911	28%	32%
Workforce Development	300	136	45%	63%
Copy Center	335	240	72%	77%
Travel	-	-	-	0%
Athletics	1,283	766	60%	73%
Child Care	465	336	72%	63%
PAC Operations	99	69	70%	70%
Other	340	113	33%	64%
Total expenditures	<u>4,187</u>	<u>2,571</u>	<u>61%</u>	<u>60%</u>
Transfers in (out)	<u>1,645</u>	<u>1,234</u>		
Net	<u>\$ (159)</u>	<u>\$ 646</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
NINE MONTHS ENDED MARCH 31, 2020**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 680	\$ 510	\$ 504	74%	138%
Tuition and Fees	1,082	812	661	61%	88%
Sale of Materials	49	37	34	69%	52%
Institutional Support					
Evening High School	100	75	38	38%	0%
Other Revenues	101	76	42	42%	63%
Total revenues	<u>2,012</u>	<u>1,509</u>	<u>1,279</u>	<u>64%</u>	<u>91%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,443	1,082	903	63%	54%
Instructional Programs					
Allied Health	204	153	122	60%	60%
Job-related	238	179	38	16%	27%
Home Related	7	5	2	29%	43%
Personal	36	27	19	53%	67%
Community Service	43	32	27	63%	24%
High School Programs	118	89	52	44%	48%
GED Programs	3	2	-	0%	0%
Kids/Youth Program	27	20	19	70%	59%
ESL Programs	147	110	86	59%	68%
Total Programs	<u>823</u>	<u>617</u>	<u>365</u>	<u>44%</u>	<u>49%</u>
Total expenditures	<u>2,266</u>	<u>1,700</u>	<u>1,268</u>	<u>56%</u>	<u>53%</u>
Revenue over (under) expenditures	<u>\$ (254)</u>	<u>\$ (191)</u>	<u>\$ 11</u>		
Transfer in	414	311	258		
Net	160	120	269		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
NINE MONTHS ENDED MARCH 31, 2020

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 442,448				
Interest income	5,943				
Sub total revenues	<u>448,390</u>				
369901 Student Government Association	53,552	139,620	193,172	(117,693)	75,479
369910 Occurrence	-	-	-	(5,072)	(5,072)
369919 Skokie Events Team	-	35,000	35,000	(18,135)	16,865
369920 SGA College Program Board	-	-	-	(1,115)	(1,115)
369922 IEEE	-	345	345	-	345
369923 Global Health and Sustainability	2,865	3,832	6,697	(764)	5,933
369924 Hawaiian Music Club	180	371	551	(366)	185
369930 Early Childhood Education Club	75	1,909	1,984	-	1,984
369931 Students for Social Justice	140	419	559	-	559
369932 Ceramics Club	150	761	911	(384)	527
369933 UNICEF	1,446	289	1,735	-	1,735
369940 Card and Board Game Club	244	1,297	1,541	-	1,541
369942 Oakton Visual Organization	-	175	175	-	175
369943 Japanese Culture Club	219	-	219	(94)	125
369944 South Asian Club	566	350	916	(376)	540
369945 Physical Therapy	1,462	1,467	2,929	(1,205)	1,724
369946 Phi Theta Kappa (PTK)	4,481	-	4,481	(5,047)	(566)
369947 Oakton Pride Club	162	809	971	-	971
369949 Mission Bible Club	-	575	575	-	575
369950 Hispanic Club	262	1,043	1,305	(617)	688
369951 Society of Women Engineers	120	702	822	(20)	802
369952 Student Nurses May 2019	565	4,792	5,357	-	5,357
369954 Kpop Club	-	469	469	(21)	447
369955 Sustainability Club	289	-	289	-	289
369957 Student Nurses Dec 2018	2,049	1,285	3,334	(1,252)	2,082
369959 Black Student Union	75	2,130	2,205	(135)	2,070
369960 Muslim Student Association	200	2,198	2,398	(200)	2,198
369961 DECA	-	290	290	(106)	184
369964 Oakton Helping Others	-	2,099	2,099	-	2,099
369965 Law Enforcement Club	-	250	250	-	250
369971 Habitat for Humanity	662	645	1,307	(300)	1,007
369974 Veterans Club	438	1,271	1,708	(400)	1,308
Sub Totals	<u>70,201</u>	<u>204,391</u>	<u>274,592</u>	<u>(153,302)</u>	<u>121,290</u>
<u>Fund Summary</u>					
Total Revenues	\$ 518,591				
Total Expenditures	(153,302)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>365,289</u>				
Net Position 6/30/19	671,235				
Net Position, end of period	<u>\$ 1,036,524</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
MARCH, 2020**

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES AND I.D.E.S. TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
3/6/2020	\$ 644,293.39				\$ 644,293.39				
3/20/2020	8,512.00			\$ 8,512.00					
3/20/2020	109,551.16	\$ 109,551.16							
3/25/2020	39,801.56					\$ 39,801.56			
TOTAL	\$ 802,158.11	\$ -	\$ 109,551.16	\$ 8,512.00	\$ 644,293.39	\$ 39,801.56	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
3/6/2020	\$ 267,746.87	\$ 267,746.87			
3/6/2020	93,189.63		\$ 93,189.63		
3/6/2020	190,173.54			\$ 190,173.54	
3/6/2020	82,125.13				\$ 82,125.13
3/20/2020	271,042.47	271,042.47			
3/20/2020	94,663.58		94,663.58		
3/20/2020	191,849.36			191,849.36	
3/20/2020	81,534.18				81,534.18
TOTAL	\$ 1,272,324.76	\$ 538,789.34	\$ 187,853.21	\$ 382,022.90	\$ 163,659.31

Acceptance of Quarterly Report on Investments

Quarter ended March 31, 2020

At the end of March, 2020, the fair market value of investments totaled \$131.9 million compared to \$117.7 million at the end of December and \$131.7 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 1.50% and 2.30% respectively.

Interest income for the nine months ending March 2020 and 2019, before fair market value adjustment, was \$2,305,283 and \$1,888,760, respectively.

The year to date fair market value adjustment is a favorable \$317,328 compared to a favorable \$321,562 for the same period last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<u>Investments</u>	<u>March 31st, 2020</u>	<u>December 31st, 2019</u>
	(000)	(000)
Certificates of Deposit	\$ 64,052	\$ 46,642
Illinois Funds	11,871	9,848
ISDLAF- Liquid and Max General Fund	504	4,189
Chase Savings	725	594
PMA LGIP SDA	12,220	12,997
PMA Bank of China	18,177	18,107
Treasury Notes	2,310	13,546
U.S. Treasury Obligations (GNMA's)	1,133	1,344
U.S. Treasury Obligations (FNMA's)	6,988	6,135
Federal Agency Bonds	1,667	2,999
Local Government Bonds	1,277	1,249
PMA First American MM	49	11
ISDLAF Term Series	10,950	-
Total	131,922	117,661
<u>Fair Market Value Adjustment</u>	<u>FY2020</u>	<u>FY2019</u>
1 st Quarter	\$ 97,412	\$ (72,012)
2 nd Quarter	(65,789)	191,736
3 rd Quarter	285,704	201,838
4 th Quarter		
Year to Date	<u>\$ 317,328</u>	<u>\$ 321,562</u>

President' Recommendation

That the Board adopts the following resolution:

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

REPORT ON INVESTMENTS
3rd Quarter 2019-2020

AGENDA ITEM 4/20-6

Type of Security OCC FUNDS	Coupon Rate	Fair Market Value *7	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
GENERAL FUNDS									
C-D	1.4543%	-	-	12-22-16	12-23-19	1.45%	22,275	130,084	-
C-D	1.7250%	-	-	12-29-16	12-29-19	1.73%	4,342	8,545	-
C-D	1.8710%	-	-	01-11-18	01-13-20	1.87%	2,542	9,067	-
C-D	2.4123%	-	-	06-25-18	12-23-19	2.41%	14,830	43,529.30	-
C-D	2.5150%	951,800	951,800	06-25-18	06-24-20	2.52%	17,708	-	41,318
C-D	2.7500%	249,242	249,242	06-29-18	06-29-20	2.75%	5,272	5,826	9
C-D	2.4115%	-	-	07-12-18	07-12-19	2.41%	548	11,766	-
C-D	2.4231%	-	-	07-12-18	01-13-20	2.42%	6,462	17,592	-
C-D	2.6960%	500,000	500,000	07-12-18	07-13-20	2.70%	9,972	-	22,824
C-D	2.7500%	246,000	246,000	07-19-18	07-20-20	2.75%	5,523	6,765	1,668
C-D	2.3500%	-	-	07-31-18	08-01-19	2.35%	566	5,754	-
C-D	2.3720%	-	-	08-06-18	08-06-19	2.37%	650	5,790	-
C-D	2.3513%	-	-	08-03-18	08-05-19	2.35%	1,258	11,542	-
C-D	2.3500%	-	-	08-13-18	08-02-19	2.35%	582	5,721	-
C-D	2.4710%	-	-	02-01-19	01-02-20	2.47%	40,925	73,708	-
C-D	2.5770%	240,700	240,700	02-13-19	08-12-20	2.58%	4,588	-	6,900
C-D	2.5370%	-	-	02-14-19	02-13-20	2.54%	23,775	37,850	-
C-D	2.5430%	-	-	02-20-19	02-20-20	2.54%	3,990	6,199	-
C-D	2.7880%	1,750,000	1,750,000	02-21-19	02-18-21	2.79%	36,091	-	53,335
C-D	2.4790%	-	-	02-28-19	11-25-19	2.48%	2,500	4,500	-
C-D	2.5370%	-	-	03-01-19	02-27-20	2.54%	16,891	25,231	-
C-D	2.4710%	-	-	03-05-19	09-18-19	2.47%	22,205	53,347	-
C-D	2.4710%	-	-	03-05-19	11-25-19	2.47%	49,183	85,198	-
C-D	2.4806%	-	-	03-08-19	03-04-20	2.48%	42,481	61,505	-
C-D	2.4700%	-	-	03-08-19	08-07-19	2.47%	2,030	7,715	-
C-D	2.4700%	-	-	03-08-19	10-02-19	2.47%	11,369	24,632	-
C-D	2.4900%	-	-	03-11-19	07-24-19	2.49%	3,104	16,117	-
C-D	2.4900%	-	-	03-11-19	08-07-19	2.49%	2,728	10,164	-
C-D	2.5000%	-	-	03-11-19	10-02-19	2.50%	4,932	10,531	-
C-D	2.5000%	-	-	03-11-19	12-11-19	2.50%	14,212	23,545	-
C-D	2.4902%	-	-	03-12-19	12-11-19	2.49%	33,978	56,081	-
C-D	2.4902%	-	-	03-12-19	12-11-19	2.49%	19,738	32,223	-
C-D	2.5980%	-	-	03-20-19	03-18-20	2.60%	4,558	6,292	-
C-D	2.0563%	-	-	07-30-19	03-04-20	2.06%	15,126	15,126	-
C-D	2.0500%	-	-	07-30-19	02-05-20	2.05%	2,639	2,639	-
C-D	1.9508%	-	-	07-31-19	03-04-20	1.95%	17,194	17,194	-
C-D	1.8610%	245,300	245,300	08-08-19	08-10-20	1.86%	2,902	-	2,902
C-D	2.0875%	988,242	988,242	08-01-19	08-07-21	2.09%	13,850	10,459	3,391
C-D	1.7897%	7,485,900	7,485,900	08-05-19	08-04-20	1.79%	86,257	-	86,257
C-D	2.0390%	239,800	239,800	08-05-19	08-04-21	2.04%	3,148	-	3,148
C-D	1.9440%	240,600	240,600	08-06-19	08-06-21	1.94%	2,999	-	2,999
C-D	1.8500%	240,700	240,700	08-08-19	08-09-21	1.85%	2,830	-	2,830
C-D	1.8600%	247,146	247,146	08-16-19	02-16-21	1.86%	2,821	2,366	455
C-D	1.9100%	7,000,000	7,000,000	08-15-19	08-13-20	1.91%	82,418	-	82,418
C-D	1.8500%	247,242	247,242	08-23-19	08-23-21	1.85%	2,742	2,366	376
C-D	1.9100%	3,250,000	3,250,000	08-22-19	08-20-20	1.91%	35,714	-	35,714
C-D	1.6970%	247,200	247,200	09-03-19	04-29-20	1.70%	2,594	-	2,594
C-D	1.7000%	245,700	245,700	09-03-19	09-03-20	1.70%	2,661	-	2,661
C-D	1.6500%	245,241	245,241	09-11-19	09-10-20	1.65%	2,206	-	2,206
C-D	1.6592%	487,800	487,800	10-03-19	10-02-20	1.66%	3,925	-	3,925
C-D	1.6500%	245,238	245,238	10-02-19	10-07-20	1.65%	1,918	-	1,918
C-D	1.6500%	245,241	245,241	10-02-19	10-07-20	1.65%	1,907	-	1,907
C-D	1.6500%	494,486	494,486	10-01-19	10-02-20	1.65%	3,778	1,815	1,963
C-D	1.7000%	245,241	245,241	10-17-19	10-16-20	1.70%	1,850	-	1,850
C-D	1.6000%	249,369	249,369	10-21-19	04-21-21	1.60%	1,751	1,751	-
C-D	1.6000%	249,369	249,369	10-30-19	04-30-21	1.60%	1,794	2,122	(328)
C-D	1.5320%	246,200	246,200	11-01-19	11-02-20	1.53%	1,550	-	1,550
C-D	1.5000%	248,100	248,100	11-15-19	05-13-20	1.50%	1,376	-	1,376
C-D	1.5000%	173,086	173,086	11-22-19	05-22-20	1.50%	1,124	918	207
C-D	1.8000%	247,243	247,243	11-27-19	11-29-21	1.80%	1,463	-	1,463
C-D	1.5500%	247,122	247,122	11-27-19	05-27-20	1.55%	1,259	-	1,259
C-D	1.7500%	247,000	247,000	12-18-19	12-20-21	1.75%	1,208	-	1,208
C-D	1.6000%	247,123	247,123	12-18-19	06-18-20	1.60%	1,105	-	1,105
C-D	1.6000%	247,182	247,182	12-18-19	06-18-21	1.60%	1,105	-	1,105
C-D	1.6000%	249,245	249,245	12-18-19	12-17-21	1.60%	1,114	1,024	90
C-D	1.5500%	249,145	249,145	12-19-19	07-20-20	1.55%	1,342	1,024	317
C-D	1.5500%	4,000,000	4,000,000	12-19-19	06-18-20	1.55%	17,156	-	17,156
C-D	1.6000%	247,123	247,123	12-24-19	06-24-20	1.60%	975	-	975
C-D	1.6000%	249,145	249,145	12-27-19	07-27-20	1.60%	1,015	696	319
C-D	1.5500%	245,240	245,240	12-27-19	12-24-20	1.55%	937	-	937
C-D	1.6120%	246,000	246,000	01-06-20	01-05-21	1.61%	913	-	913
C-D	1.5000%	2,000,000	2,000,000	01-09-20	07-09-20	1.50%	6,658	-	6,658
C-D	1.5270%	1,500,000	1,500,000	01-09-20	04-09-20	1.53%	5,083	-	5,083
C-D	1.4810%	3,000,000	3,000,000	01-16-20	08-19-20	1.48%	9,008	-	9,008

REPORT ON INVESTMENTS
3rd Quarter 2019-2020

Type of Security	Coupon	Fair Market	Par	Purchase	Maturity	Rate of	Interest	Interest	Interest
OCC FUNDS	Rate	Value *7	Value	Date	Date	Interest	Y-T-D	Payments Received	Accrued (A)
C-D	1.5500%	245,241	245,241	01-17-20	01-15-21	1.55%	759	-	759
C-D	1.4880%	246,300	246,300	01-31-20	02-01-21	1.49%	602	-	602
C-D	1.5500%	245,241	245,241	02-05-20	02-04-21	1.55%	573	-	573
C-D	1.5000%	249,245	249,245	02-10-20	02-10-22	1.50%	614	307	307
C-D	1.6000%	249,184	249,184	02-10-20	08-10-21	1.60%	654	326	328
C-D	1.5000%	248,487	248,487	02-14-20	02-14-22	1.50%	470	-	470
C-D	1.4821%	731,800	731,800	02-14-20	02-16-21	1.48%	1,367	-	1,367
C-D	1.5000%	246,242	246,242	02-19-20	02-18-21	1.50%	415	-	415
C-D	1.5200%	249,295	249,295	02-20-20	08-20-21	1.52%	421	109	311
C-D	1.4750%	492,363	492,363	02-21-20	02-19-21	1.48%	776	-	776
C-D	1.4500%	248,244	248,244	02-21-20	02-22-22	1.45%	385	-	385
C-D	1.5000%	249,246	249,246	02-21-20	02-22-22	1.50%	614	307	307
C-D	1.4010%	246,500	246,500	02-20-20	02-22-21	1.40%	378	-	378
C-D	1.5500%	245,241	245,241	02-26-20	02-25-21	1.55%	312	-	312
C-D	1.5000%	249,248	249,248	02-26-20	02-26-21	1.50%	624	317	307
C-D	1.4610%	246,300	246,300	02-25-20	02-24-21	1.46%	296	-	296
C-D	1.3550%	246,600	246,600	02-26-20	02-26-21	1.36%	275	-	275
C-D	1.4500%	249,246	249,246	02-28-20	02-26-21	1.45%	604	307	297
C-D	1.3399%	739,800	739,800	02-27-20	03-01-21	1.34%	815	-	815
C-D	1.3470%	245,000	245,000	02-26-20	08-26-21	1.35%	271	-	271
C-D	1.4600%	249,331	249,331	02-28-20	08-27-21	1.46%	606	307	299
C-D	1.3212%	486,800	486,800	02-26-20	02-28-22	1.32%	529	-	529
C-D	1.4500%	248,244	248,244	02-28-20	02-28-22	1.45%	296	-	296
C-D	1.5000%	249,491	249,491	02-28-20	02-28-22	1.50%	624	317	308
C-D	1.1545%	488,500	488,500	03-02-20	02-28-22	1.15%	433	-	433
C-D	0.8289%	493,700	493,700	03-05-20	09-07-21	0.83%	280	-	280
C-D	0.8654%	990,500	990,500	03-02-20	03-05-21	0.87%	658	-	658
C-D	0.4490%	249,500	249,500	03-09-20	07-22-20	0.45%	77	-	77
C-D	1.4500%	248,244	248,244	03-09-20	03-09-22	1.45%	207	-	207
C-D	0.7500%	248,300	248,300	03-09-20	09-02-20	0.75%	107	-	107
C-D	1.0000%	249,000	249,000	03-11-20	03-11-22	1.00%	130	-	130
C-D	0.8500%	248,000	248,000	03-11-20	03-14-22	0.85%	104	-	104
C-D	0.5400%	249,138	249,138	03-16-20	09-16-20	0.54%	52	-	52
C-D	0.4000%	249,000	249,000	03-10-20	03-03-21	0.40%	49	-	49
C-D	0.4717%	497,900	497,900	03-10-20	01-04-21	0.47%	116	-	116
C-D	1.3500%	248,244	248,244	03-13-20	03-14-22	1.35%	156	-	156
C-D	0.5267%	747,401	747,401	03-18-20	09-18-20	0.53%	129	-	129
C-D	0.5100%	496,336	496,336	03-20-20	12-21-21	0.51%	69	-	69
C-D	0.3571%	498,600	498,600	03-18-20	12-09-20	0.36%	49	-	49
C-D	0.3600%	3,000,000	3,000,000	03-18-20	06-10-20	0.36%	296	-	296
C-D	0.3100%	2,250,000	2,250,000	03-18-20	09-02-20	0.31%	191	-	191
C-D	0.8000%	249,495	249,495	03-20-20	03-21-22	0.80%	55	-	55
C-D	0.5020%	1,242,600	1,242,600	03-23-20	03-03-21	0.50%	-	-	-
C-D	0.4200%	994,670	994,670	03-25-20	12-28-20	0.42%	-	-	-
C-D	1.0500%	248,000	248,000	03-27-20	03-28-22	1.05%	-	-	-
C-D	0.3400%	249,139	249,139	03-27-20	09-28-20	0.34%	-	-	-
C-D	0.6200%	498,299	498,299	03-30-20	12-30-20	0.62%	-	-	-
C-D	0.4000%	249,125	249,125	03-31-20	09-30-20	0.40%	-	-	-
C-D	0.8550%	249,441	249,441	03-20-20	02-26-21	0.86%	-	-	-
C-D	1.0000%	249,246	249,246	03-31-20	03-31-22	1.00%	-	-	-
SUBTOTAL		<u>64,051,578</u>	<u>64,051,578</u>				<u>797,660</u>	<u>858,613</u>	<u>430,110</u>

REPORT ON INVESTMENTS
3rd Quarter 2019-2020

Type of Security	Coupon Rate	Fair Market Value *7	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
MONEY MARKET									
ILLINOIS FUNDS									
		11,870,538	11,870,538	DAILY	DAILY	*1	119,435	119,435	
CHASE		724,696	724,696	DAILY	DAILY	*2	2,314	2,314	
ISDLAF-LIQ+MAX FUNI		503,636	503,636	DAILY	DAILY	*3	26,666	26,666	
IMET LIQ TRUST									
PMA BANK OF OZARKS		12,210,433	12,210,433	DAILY	DAILY	*4	383,847	383,847	
PMA BANK OF CHINA		18,177,391	18,177,391	DAILY	DAILY	*5	177,539	177,539	
PMA FIRST AMERICAN		49,452	49,452	DAILY	DAILY	*6	2,164	2,164	
ISDLAF TERM SERIES		-	-	Varies	Varies	Varies	7,091	46,871	-
ISDLAF TERM SERIES		-	-	Varies	Varies	Varies	4,364	13,164	-
ISDLAF TERM SERIES		10,950,000	10,950,000	Varies	Varies	Varies	6,253	-	6,253
SUBTOTAL		54,486,146	54,486,146				1,147,772	1,190,100	6,253
T-NOTE	3.3750%	-	-	12-28-09	11-15-19	3.79%	14,485	17,381	-
T-NOTE	1.3750%	-	-	12-23-16	01-31-20	1.41%	40,104	68,750	-
T-NOTE	1.7500%	-	-	10-18-17	01-31-23	1.77%	4,113	7,759	-
T-NOTE	2.2500%	-	-	10-17-17	08-15-27	2.28%	2,706	4,393	-
T-NOTE	1.1250%	455,976	450,000	10-24-17	08-31-21	1.16%	4,172	5,646	401
T-NOTE	1.1250%	302,814	300,000	12-14-17	02-28-21	1.16%	2,531	3,375	281
TNOTE	1.6250%	-	-	10-23-18	08-31-19	2.55%	8,802	26,406	-
TNOTE	1.7300%	-	-	09-05-19	03-05-20	1.73%	36,250	36,250	-
TNOTE	1.5000%	1,050,517	1,050,000	09-18-19	04-15-20	1.74%	9,037	1,162	7,875
TNOTE	1.7700%	-	-	09-18-19	01-16-20	1.77%	9,232	9,232	-
TNOTE	1.3750%	249,473	250,000	10-03-19	09-30-20	1.59%	1,691	1,691	-
TNOTE	1.6250%	251,568	249,000	12-03-19	11-30-20	1.53%	1,315	-	1,315
SUBTOTAL		2,310,348	2,299,000				134,437	182,044	9,873
GNMA GROUP	8.0000%	30,678	26,011	1995-1997	2025-2027	7.75%	1,766	1,801	181
GNMA	7.5000%	7,521	6,592	04-20-98	04-20-28	6.99%	385	389	42
GNMA	7.5000%	9,266	7,870	05-20-98	05-20-28	7.05%	476	483	49
GNMA	7.0000%	7,403	6,322	08-20-98	05-20-28	6.77%	354	360	37
GNMA	6.5000%	8,070	7,159	10-21-98	04-20-28	6.37%	381	383	39
GNMA	6.5000%	10,867	9,349	11-18-98	11-20-28	6.89%	491	495	50
GNMA	6.5000%	10,231	8,844	11-18-98	10-20-28	6.34%	478	477	48
GNMA	6.5000%	14,518	12,452	01-21-99	01-20-29	6.31%	651	661	67
GNMA	6.5000%	10,807	9,300	03-23-99	03-20-29	6.90%	491	500	50
GNMA	7.0000%	12,091	10,224	06-23-99	05-20-29	7.28%	566	573	60
GNMA	7.5000%	8,054	6,655	08-24-99	08-20-29	7.49%	394	398	42
GNMA	8.0000%	5,800	4,752	05-22-00	04-20-30	8.22%	295	297	32
GNMA	7.0000%	7,160	5,979	02-20-01	02-20-31	6.86%	328	332	35
GNMA	7.0000%	11,753	9,834	05-21-01	04-20-31	7.00%	551	557	57
GNMA	6.5000%	14,398	12,023	09-24-01	08-15-31	6.17%	621	629	65
GNMA	6.5000%	13,391	11,380	06-18-02	04-20-32	6.50%	581	588	62
GNMA	6.5000%	6,013	5,480	06-20-02	06-15-32	6.38%	273	274	30
GNMA	6.0000%	17,569	15,744	09-23-02	07-20-31	5.87%	730	737	79
GNMA	5.5000%	43,776	38,858	12-19-02	12-20-32	5.44%	1,698	1,722	178
GNMA	5.5000%	47,027	41,752	01-22-03	01-20-33	5.40%	1,833	1,861	191
GNMA	5.0000%	70,501	63,761	06-19-03	05-20-33	4.87%	2,535	2,571	266
GNMA	5.5000%	85,945	76,343	08-20-03	08-20-33	5.50%	3,364	3,415	350
GNMA	6.0000%	81,738	56,385	09-23-03	08-20-33	5.92%	2,654	2,687	283
GNMA	5.5000%	64,310	72,602	11-19-03	10-20-33	5.46%	3,196	3,248	333
GNMA	5.0000%	128,768	116,055	03-23-04	02-20-34	4.93%	4,609	4,683	484
GNMA	5.0000%	77,127	69,510	04-20-04	03-20-34	4.97%	2,760	2,801	290
GNMA	6.0000%	32,215	29,202	06-22-04	04-15-29	5.90%	1,349	1,358	146
GNMA	5.0000%	(0)	(0)	12-16-04	11-20-19	4.89%	17	29	-
GNMA	1.7320%	108,574	109,098	10-19-17	05-16-42	1.74%	1,712	1,766	157
GNMA	2.1050%	80,140	80,371	10-24-17	03-16-37	2.10%	2,994	3,655	141
GNMA	2.6000%	107,402	107,354	11-20-17	12-16-45	2.59%	3,628	4,027	233
SUBTOTAL		1,133,112	1,037,263				42,161	43,756	4,075

REPORT ON INVESTMENTS
3rd Quarter 2019-2020

Type of Security OCC FUNDS	Coupon Rate	Fair Market Value *7	Par Value	Purchase Date	Maturity Date	Rate of Interest	Interest Earnings Y-T-D	Interest Payments Received	Interest Accrued (A)
FNMA	2.3770%	304,097	298,855	10-17-17	05-25-22	2.36%	5,480	5,507	592
FNMA	2.6900%		0	10-18-17	07-01-22	2.63%	6,524	7,552	-
FNMA	2.3890%	292,498	284,661	10-18-17	01-25-23	2.37%	5,515	5,591	567
FNMA	2.5000%	246,676	240,409	10-20-17	04-25-28	2.48%	5,089	5,234	501
FNMA	1.8750%	319,149	300,000	10-19-17	09-24-26	1.97%	6,573	8,604	469
FNMA	2.5320%	526,520	500,000	10-25-17	09-24-24	2.54%	9,495	9,495	1,055
FNMA	2.5610%	520,570	500,000	10-26-17	07-25-24	2.55%	9,745	9,745	1,067
FNMA	2.7800%	467,610	434,647	11-14-17	05-01-25	2.74%	9,297	9,279	1,041
FNMA	2.7230%	151,767	148,073	01-11-18	10-25-24	2.73%	3,093	3,097	336
FNMA	2.9610%	550,025	500,000	03-28-18	02-25-27	3.04%	11,104	11,104	1,234
FNMA	2.9900%	91,691	85,000	06-29-18	01-25-28	3.12%	1,878	1,878	206
FNMA	2.9610%	44,002	40,000	07-27-18	02-25-27	3.07%	888	888	99
FNMA	2.7110%	184,903	175,000	11-06-18	06-25-25	2.93%	3,611	3,611	395
FNMA	2.5900%	110,907	106,533	01-25-19	12-25-24	2.66%	2,167	2,175	230
FNMA	3.1200%	112,486	100,000	03-27-19	07-01-29	3.09%	2,383	2,375	269
FNMA	3.0500%	384,620	360,028	04-30-19	12-01-25	3.06%	8,290	8,228	979
FNMA	2.5400%	256,249	246,623	05-06-19	07-01-24	2.60%	4,755	4,738	545
FNMA	3.1350%	85,419	75,000	07-05-19	10-01-32	3.03%	1,731	1,528	202
FNMA	2.8000%	386,446	350,000	07-26-19	07-01-29	2.74%	6,806	5,962	844
FNMA	2.5000%	195,819	188,768	09-17-19	09-01-34	2.49%	2,616	2,223	393
FNMA	2.6700%	106,808	99,250	09-26-19	09-01-26	2.57%	1,381	1,160	221
FNMA	2.6400%	272,848	250,000	10-25-19	09-01-29	2.58%	2,915	2,347	568
FNMA	2.1400%	512,700	496,869	12-03-19	11-01-23	2.14%	3,567	2,640	927
FNMA	2.3100%	202,905	197,697	01-14-20	08-01-22	2.31%	991	598	393
FNMA	2.6100%	212,861	203,016	01-14-20	08-01-23	2.61%	1,150	694	456
FNMA	2.4600%	137,481	132,589	01-27-20	01-01-23	2.46%	590	309	281
FNMA	2.5000%	154,657	150,000	03-12-20	03-01-35	2.44%	156		156
FNMA	2.3400%	156,433	150,000	03-16-20	08-01-24	2.31%	146		146
SUBTOTAL		6,988,146	6,613,017				117,936	116,560	14,173
FED AGENCY	1.5000%		-	10-13-17	10-21-19	1.50%	819	2,063	-
FED AGENCY	1.6800%	503,840	500,000	10-18-17	10-13-20	1.68%	6,300	4,200	4,200
FED AGENCY	1.8690%		-	10-26-17	11-25-19	1.87%	1,104	1,623	(0)
FED AGENCY	2.5000%	218,093	214,479	10-27-17	05-15-29	2.48%	4,499	4,622	447
FED AGENCY	2.3560%	53,806	52,369	12-05-17	08-25-22	2.36%	1,200	1,237	95
FED AGENCY	3.4980%	125,040	118,391	03-27-18	08-25-22	3.43%	3,413	3,432	345
FED AGENCY	2.7500%	128,558	120,000	06-11-18	06-19-23	2.77%	2,475	1,650	926
FED AGENCY	4.0000%	191,226	160,000	12-10-18	10-25-28	3.96%	4,872	4,872	541
FED AGENCY	3.0020%	132,231	125,000	05-30-19	01-25-24	2.94%	2,814	2,783	344
FED AGENCY	2.5100%	257,285	250,000	07-30-19	11-25-22	2.48%	4,183	3,643	540
FED AGENCY	1.7280%	-	-	09-18-19	03-18-20	1.73%	13,259	13,259	-
FED AGENCY	1.7660%	56,529	54,882	02-27-20	02-25-25	1.73%	92	11	81
SUBTOTAL		1,666,609	1,595,121				45,029	43,393	7,520
LOCAL GOV	2.2500%	252,365	250,000	10-24-17	11-01-22	2.26%	4,219	4,273	962
LOCAL GOV	2.7200%	208,474	200,000	12-05-17	05-01-23	2.72%	4,080	2,720	2,267
LOCAL GOV	3.6960%	223,104	200,000	08-30-18	08-01-28	3.70%	5,544	7,392	1,232
LOCAL GOV	3.2000%	53,365	50,000	03-07-19	01-01-25	3.20%	1,200	1,307	427
LOCAL GOV	2.9200%	106,257	100,000	03-07-19	01-01-25	2.92%	2,231	284	1,947
LOCAL GOV	2.6700%		-	08-28-19	09-26-19	2.57%	-	-	-
LOCAL GOV	2.1610%	141,310	140,000	11-26-19	01-01-23	2.16%	1,051	294	756
LOCAL GOV	2.3630%	103,697	100,000	11-30-19	04-01-27	2.36%	788	-	788
LOCAL GOV	2.0820%	101,664	100,000	11-30-19	09-15-24	2.08%	694	486	208
LOCAL GOV	2.2700%	86,276	85,000	12-19-19	02-15-25	2.27%	482	-	482
SUBTOTAL		1,276,512	1,225,000				20,288	16,755	9,068
Total Investments		131,912,449	131,307,125				2,305,283	2,451,221	481,071

(A) GNMA , FNMA , and other Government bonds pay interest based on previous months but continuously decrease as principal is repaid. Therefore interest received during any given time period will be higher than interest recorded, due to the return of principal

*1 Average yield as of 03/31/20 was 1.05%
 *2 Average yield as of 03/31/20 was 0.100%
 *3 Average yield as of 03/31/20 was 0.760%
 *4 Average yield as of 03/31/20 was 1.000%
 *5 Average yield as of 03/31/20 was 1.100%
 *6 Average yield as of 03/31/20 was 0.340%
 *7 Source: Bank Investment Report

Earnings Report
Nine months Ended March 31st, 2020 and 2020

Security	Quarter				Year -to-Date				
	2020		2019		2020		2019		
	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	Earnings	Ave. Yield	
GENERAL FUNDS									
Certificate of Deposit	\$ 235,574	1.49%	\$ 317,855	2.21%	\$ 797,660	2.10%	\$ 1,034,885	1.99%	
Money Market									
Illinois Funds	42,200	1.52%	12,616	2.44%	119,435	1.76%	31,845	2.26%	
Chase Savings	657	0.37%	499	0.83%	2,314	0.53%	946	0.69%	
ISDLAF - Liq+Max Fund	11,291	1.25%	5,768	2.30%	26,666	2.02%	12,411	1.77%	
IMET LIQ TRUST	0				418,101				
PMA LGIP -SDA	48,536	1.47%	142,836	2.47%	383,847	2.20%	303,310	2.20%	
PMA Bank of China SDA	70,210	1.50%			177,539	1.77%			
PMA First American	368	1.00%	251	2.19%	2,164	1.89%	1,023	1.62%	
PMA Term Series	6,253	0.52%	19,250	2.37%	17,707	1.85%	129,519	2.05%	
Treasury Notes	28,673	1.51%	69,609	2.14%	134,437	1.51%	175,586	2.03%	
GNMA	12,660	4.28%	18,413	3.90%	42,161	4.41%	57,997	3.94%	
FNMA	41,502	2.14%	32,695	2.62%	117,936	2.21%	96,235	2.64%	
Other Fed Agency Bonds	16,180	2.51%	11,098	2.21%	45,029	2.24%	32,240	2.29%	
Municiple and other Bonds	8,136	2.64%	4,768	2.87%	20,288	2.76%	12,765	2.79%	
Total	\$ 522,242	1.50%	\$ 635,658	2.30%	\$ 2,305,283	2.09%	\$ 1,888,760	2.03%	
Fair Mkt Value Adj.	\$ 285,704	1.34%	\$ 201,838	0.83%	\$ 317,328	1.49%	\$ 321,562	1.32%	

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 Investment Fund - No Current investment 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 and FNMA and Fed Agency	A share of pooled mortgages guaranteed by the Federal Government

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

- a. Authorization to pay part-time faculty in the amount of \$1,476.00 for the spring 2020 term.
- b. Authorization to rescind payment for part-time faculty in the amount of \$5,101.55 for the spring 2020 term.

Other items approved by the Alliance for Lifelong Learning Executive Board in April were the following:

- c. Recommend NO FY'21 tuition increase for general Alliance classes. The tuition for some specialized classes including: workforce related including CEHP, on-line, computer, Emeritus, Youth, reimbursable Alliance classes and fitness classes will vary from the approved rates due to increased vendor costs or based on competitive rates.
- d. Recommend the continuation of the professional services of the Adult Education educational specialists for the GED Program, Literacy Program, ESL Program and the Evening High School Program pending the receipt of adequate FY'21 ICCB Adult Education and Family Literacy grant funds.
- e. Recommend the continuation of professional services, effective July 1, 2020 through June 30, 2021 of the professionals who plan, develop and implement the Continuing Education for Health Professionals (CEHP) courses, seminars and activities. The amount to be paid will not exceed the following: Pam Mauro, LSW - \$35,000.
- f. Recommend the FY'21 classroom and office rental rates remain at the same level as the FY'20 rates unless otherwise reduced by individual districts.

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to f as stipulated above, and hereby approves the expenditures in the amount not to exceed \$36,476.00 for all funds listed in items a and e.”

Supplemental Authorization to Pay Professional Personnel – Spring 2020

Comparative figures:

Spring 2020 Part-Time
\$3,943,834.09

Spring 2019 Part-Time
\$4,107,851.98

Spring 2020 Overload
\$565,650.80

Spring 2019 Overload
\$507,099.78

IL:jg
4/2020

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$170,644.66 to the total amount of part-time teaching salaries paid during the 2020 spring semester; the revised total payment amount is \$3,943,834.09."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$13,364.00 to the total amount of faculty overload salaries paid during the 2020 spring semester; the revised total payment amount is \$565,650.80."

Authorization to Schedule a Budget Hearing and Publish a Notice Placing Fiscal Year 2021 Budget on Public Display

A copy of the notice placing the Fiscal Year 2021 budget document on display beginning on May 25, 2020 is presented for approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2021 budget will be held at 7:30 p.m. on June 30, 2020. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2021.

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, authorize the budget hearing and approval to publish the notice placing the Fiscal Year 2021 budget on public display.”

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, that commencing at 10:00 a.m. on May 25, 2020, a tentative budget for said District for the fiscal year beginning July 1, 2020 and ending June 30, 2021 will be on file and conveniently available for public inspection at the Finance Department of said District, 1600 E. Golf Road., Room 1220, Des Plaines, Illinois, during usual and customary business hours. If the Governor of Illinois extends the current, statewide stay-at-home period due to the COVID-19 pandemic beyond April 30, 2020, the Oakton campus could continue to be closed on May 25, 2020. Therefore, the tentative FY2021 budget will be posted to the public portion of the Oakton website at

https://www.oakton.edu/about/leadership/board_trustees.

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 7:30 p.m. on the 30th day of June 2020, at 1600 E. Golf Road, Room 1506, Des Plaines, Illinois.

DATED at Des Plaines, Illinois this 21st day of April 2020.

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

By: _____
Secretary

Authorization to Approve April Purchases

Any purchase exceeding \$25,000 requires Board approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution.

Item “a” was not previewed.

Items “b” was previewed at the February 2020 Board of Trustees meeting.

EC:kr
4/8/2020

President’s Recommendation:

That the Board adopt the following resolution:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
4/20-10a	1 - 2	Ratification for Emergency Purchases Related to the COVID-19 Disaster	SHI International Corporation	\$ 51,932.93
		Proclamation by the State of Illinois	T-Mobil USA, Inc.	\$ 66,124.80
4/20-10b	1 – 2	Signage and Wayfinding Consulting Services	Selbert Perkins Design Collaborative	\$ 115,000.00
GRAND TOTAL				\$ 233,057.73”

**Authorization to Purchase Ratification for Emergency Purchases Related to COVID-19
Disaster Proclamation by the State of Illinois**

The Governor of the State of Illinois issued a disaster proclamation for the entire state on March 9, 2020, due to the outbreak and spread of a novel coronavirus (COVID-19). Subsequently, a Stay-at-Home Executive Order was issued on March 20, 2020 and set to expire on April 7, 2020. The Illinois Community College Board (ICCB) then directed all community colleges to (1) move all instruction to an online, remote, or alternative approach; (2) move to utilizing only essential personnel on campus, with all non-essential work conducted remotely; and (3) engage in creative solutions that still enable students to receive credit for their work and the skills they need in the workplace. On April 1, 2020, the Governor further issued an extension of the Stay-at-Home Executive Order until April 30, 2020.

With the directives in place to move to remote instruction, it is critical to have the tools to ensure that student learning continues in a virtual learning environment. The College Administration has taken actions necessary to ensure the continuation of public education, and the health and safety of the students and staff within our District, including, but not limited to: remote learning and working for students and staff respectively, provision of alternative educational program options, provision of leave of absence to employees with pay due to quarantine or illness from COVID-19, and/or make alterations, repairs or improvements to the building facilities as deemed necessary.

The Administration is seeking Board approval for emergency purchases that were made in March 2020 to support students in need of technology to participate in online learning. The first purchase was with SHI International Corporation for \$51,932.93 for 200 Chromebooks. The Board of the Oakton Community College Educational Foundation has approved sponsorship to pay for the 200 Chromebooks. Two purchases for hotspots were made with T-Mobil USA, Inc. The first purchase, which will be paid by the College is for 142 hotspots for credit students at a cost of \$48,904.80. The second purchase with T-Mobil is for 50 hotspots for non-credit students at a cost of \$17,220 and will be paid by the Adult Education Grant.

EC:mw
4/7/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Ratification for Emergency Purchases Related to COVID-19 Disaster Proclamation by the State of Illinois from:

SHI International Corporation, 290 Davidson Ave., Somerset, NJ 08873 for a total of \$51,932.93 per their Invoices #11569841, B11573211, and 11572922,

T-Mobil USA, Inc., 12920 SE 38th Street, Bellevue, WA 98006 for a total of \$66,124.80 per their Educational Agreement dated March 30, 2020 and April 3, 2020, for a grand total of \$118,057.73.”

Authorization to Purchase Signage and Wayfinding Consulting Services

The FY 2020-2022 Capital Improvement Plan (CIP) includes funds for signage and wayfinding. Wayfinding for students, especially first generation students is critical to creating a welcoming environment at Oakton. In addition, signage is a key method of extending the College brand by creating a cohesive brand identity and feel to the campus. The College has an existing set of standards for signage and wayfinding which requires updating and expansion to improve interior way-finding and exterior identification for site circulation and building entrances. Cotter Consulting, the Facilities Office, and the Procurement Department worked collaboratively to issue a Request for Proposal for consulting services to assist with this project, which will include:

- Exterior signage at both campuses including parking lot identification, site circulation signs for navigation, and entrance identification to help communicate entrances and zones.
- Interior signage at both campuses including directories, directional, and overhead signage.
- Departmental display standards with components that can be customized to individual departmental needs.

The updated standards will provide the flexibility to adapt as departments may relocate within buildings and on campus throughout the life of the signage. All standards will also comply with applicable codes and ordinances, and compliance with the American with Disabilities Act (ADA).

Deliverables are to include:

- Conceptual design plans illustrating recommended locations, types of signage and displays.
- Schematic design documents, including plans, signage elevations and display options and a cost estimate detailed by component.
- Design development documents, including color, font, text type and size, material selections, attachment and installation details.
- Construction documents, including plans, elevations, details and specifications necessary for competitive bidding, fabrication, and installation.
- Construction Contract Administration including submittal review, RFP management, change order review, periodic site inspections, punch list, and closeout activities.

The proposal was issued to ten (none in district) vendors and three responses were received. The internal review team comprising of members from College Relations, Student Recruitment and Outreach, Humanities, Facilities, Procurement, and Cotter Consulting, reviewed the proposals and is recommending that the College contract with Selbert Perkins Design Collaborative for this design work for a total not to exceed \$105,600.

Selbert Perkins Design has over three decades of nation-wide design experience with many colleges and universities, municipalities, healthcare facilities, and more. Their local educational references include Northwestern University, Loyola University, Northeastern University, and Columbia College. Selbert Perkins is a Chicago-based Woman Business Enterprise (WBE) business registered with the State of Illinois Central Management Services.

In addition to the base price of \$105,600, the Administration is requesting approval for an 8.9% project contingency of \$9,400 to be used in the event that any unforeseen issues arise. This brings the grand total to \$115,000.

The project review team is confident that Selbert Perkins Design will meet the College’s requirements. The design project will begin in late April and is expected to take approximately six months to complete. This design work will result in an upcoming bid which will be issued to select a partner to fabricate and install the new signage and way-finding system at both of the College’s campuses.

JS:kr
4/7/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Signage and Wayfinding Consulting Services from Selbert Perkins Design Collaborative, 2 North Riverside Plaza, Suite 1475, Chicago, IL60606 for a contract sum of \$105,600.00 plus a project contingency of \$9,400.00 to be held by the College and used in the best interest of the College, for a total expenditure of \$115,000.00 in accordance with their response to Request for Proposal #8.”

Wayfinding and Signage Consulting Services RFP #8	
Company	TOTAL
Selbert Perkins Design Collaborative Chicago, IL	\$105,600.00
Contingency	\$9,400.00
GRAND TOTAL	\$115,000.00
Kiki-Obata St. Louis, MO	\$117,150.00
Cardosi-Kiper Design Group Chicago, IL	\$246,000.00

Preview and Initial Discussion of Upcoming Purchases

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

a) Service Agreement and Software Maintenance - Three-Year Contract for the Building Automation System - In January of 2013, the Board of Trustees approved the purchase of a single unified building automation system to operate the Skokie campus, the Lee Center, and the Des Plaines campus main building. The building automation system operates the heating and cooling systems and is highly computerized with software that drives the mechanical components to operate.

Automated Logic, the contractor awarded the bid, is also the sole source provider for the service agreement and software maintenance. The current five-year contract expires June 30, 2020. The Administration is recommending renewal of this contract for three years for the basic service. Basic service includes; software maintenance, data base protection, telephone support, on-line technical support, system and service documentation/logs, operator training, twelve monthly visits to the main Des Plaines building, twelve monthly visits to the Skokie campus, and four quarterly visits to the Lee Center. The cost for year one is \$41,832, year two is \$43,088, and year three is \$44,379, for a total of \$129,299. The Administration plans to present this item to the Board for purchase approval at the May Board meeting.

b) Grant Funded Truck Driver Training Courses - Two-Year Contract Extension - The Alliance for Lifelong Learning continues to see an increase in the number of students interested in the truck driving training courses. Funding from the Workforce Innovation Opportunity Act (WIOA) allows eligible students the opportunity to receive a tuition voucher to enroll in Commercial Driver's License (CDL) classes. At the June 2017 Board meeting, the Board approved a three-year contract with Viking Driving School and the Administration is currently negotiating to extend this contract for two more years.

As an educational institution, the main factor in determining to continue a partnership with an educational vendor/partner is student success. Specifically, we seek to determine which partnership structure yields the best opportunity for success given the students we typically serve and the barriers to access and persistence they face. Most students in this program are ethnic minority, male, and first-generation. Most are low-income, and in some cases Adult Education students, with 90+% of students qualifying for the Workforce Innovation Opportunity Act (WIOA) grant - a grant that provides funding for the unemployed and underemployed to participate in training that leads to jobs. Given that these students have compounding factors that can influence access and persistence, three main factors were considered when continuing to partner with Viking specifically:

- 1) **Cost of course:** WIOA reimburses the College for the cost of the program. This cost is set by Oakton with consideration of the cost that needs to be paid to the vendor. Students have the option to register as a participant in a cohort group or as independent study.
- 2) **What is included in the cost:** Based on past experience and research, Oakton has found that comprehensive tuition costs are best for student. No one wants to be surprised with additional fees. Comprehensive costs allow for the WIOA grant to cover tuition and other costs that would be a barrier to students. With this, Oakton requires that the IDOT Physical and Drug Exam (\$100+), the permit (up to three times), and the CDL exam be covered in addition to the cost of tuition.
- 3) **Ease of access to transportation and distance to training facilitates:** Students who are low-income are less likely to have access to a car. They also have limited funds for public transportation. With this, the less time and money students have to spend on a bus or train the more likely they are to complete the program.

As mentioned earlier, WIOA reimburses the College for the cost of the program for 90+% of the students at a rate of \$4,125.

The College's current provider is Viking, and based on their cost per student, the anticipated payments break down as follows:

\$3500 per cohort student
x 10 students per group
x 3 sessions per year
x 2 years of the contract.
\$210,000 paid to Viking for cohort group

Potential Revenue:

\$4125 Oakton charges per student and WIOA reimburses
\$3500 paid to Viking for cohort
\$ 625 amount Oakton keeps per student
x 60 cohort students over the 2 year contract
\$37,500 potential revenue

Other important factors to consider with maintaining our partnership with Viking's proposal is the ease of access to public transportation and the distance/travel time to training facilitates. Viking is

located in Oakton's district and is about six miles from the DP Campus. Ease of access is critical for the population being served.

In addition to the factors previously mentioned, Viking;

- 1) Has previously provided these services to the College.
- 2) They have been in business as a Female Business Enterprise for more than twenty years.
- 3) Ninety percent of their students pass the state driving test on their first try.
- 4) They provide students with job placement assistance through job fairs with national carriers.
- 5) Their main office is located in Park Ridge, within our district.
- 6) The Secretary of State administers its testing of Viking students at the Viking training yard where the students learn and practice their skill maneuvers.
- 7) The training yard is only blocks away from the Secretary of State's commercial driving license testing facility. Students are taught by Viking instructors on the exact route in which they will be tested by the Secretary of State.

The anticipated cost of this two year contract is \$220,000. The Administration plans to present this item to the Board for purchase approval at the May Board meeting.

c) Transportation Services for Athletic Teams - The College's transportation fleet has three twelve passenger vans and two seven passenger vans for use by College and student groups. The primary user is the Athletic department. However, these vehicles do not accommodate the transportation needs of the larger athletic teams such as soccer or baseball with rosters of between 15 and 40 students. Contracting with a transportation service company provides safe, single, appropriately sized vehicles with professional drivers for each team, in lieu of using multiple College vehicles, driven by team coaches.

The College's current transportation contract expires on June 30, 2020. The Athletic department and Procurement office will work collaboratively to issue a Request for Proposal (RFP) for a one year contract with the option to renew for two additional years. The RFP covers transportation for Men's and Women's Soccer, Men's and Women's Basketball, Women's Volleyball, Men's Baseball, and Women's Softball. Travel is primarily to Illinois Skyway Conference and NJCAA Region IV partner schools. To support student success the contracted company will be required to provide wireless routers and electrical outlets at seats to allow student-athletes to work on their coursework while en route.

For FY21, the estimated cost of bus services for our College athletes is \$45,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

Approval of 2022 Academic Calendar

The 2022 Academic Calendar was developed by a working group co-chaired by the Vice President of Academic Affairs and the Vice President of Student Affairs.

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

KB IL:cw
4/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, approves and adopts the 2022 Academic Calendar, attached hereto, as part of the office records of the College.”

Oakton Community College
SPRING 2022 ACADEMIC CALENDAR
November 17 to first class meeting – Registration for Spring 2022 Semester

JANUARY 2022							New Year's Day holiday, College closed	
S	M	T	W	R	F	S	01	Winterim Classes End
2	3	4	5	6	7	H	07	Faculty return for spring 2022 Semester
9	D	D	D	D	D	D	15	Martin Luther King Holiday, College closed
16	H	S	19	20	21	22	18	Winterim Grades due (Winterim Grades are due on Tuesday of Spring Semester Classes begin).
23	24	25	26	27	28	29	24	Spring 2022 Semester Classes begin
30	31	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements						
FEBRUARY 2022							14	Last day to drop from 16-week courses and have course removed from record*
6	7	8	9	10	11	12	18	Last day to change to Audit for 16 week courses*
13	14	15	16	17	18	19	18	Last day for filing Graduation Petitions
20	H	22	23	24	25	26	21	Presidents' Day holiday, College closed
27	28	Incomplete (I) grades from Fall 2021 semester for which faculty have not submitted final grades will become an F after this date**						
MARCH 2022							14-20	Spring Break
6	7	8	9	10	11	12	21	Classes resume after Spring Break
13	B	B	B	B	B	B	23	Registration opens for Summer 2022 Sessions
B	21	22	R	24	25	26	28	Last day to withdraw with a "W" from 16-week courses * Students will receive a grade in all courses in which they are enrolled after March 28
27	28	29	30	31	Registration opens for fall 2022 Semester			
APRIL 2022							06	
3	4	5	R	7	8	9	06	
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
MAY 2022							12, 13	Evaluation days***
1	2	3	4	5	6	7	13	Last day of student attendance
8	9	10	11	E	E	14	16	Summer 2022 3 & 4 week Interim Classes begin *
15	G/C	17	18	19	20	21	16	Grading Day
22	23	24	25	26	X	X	16	Commencement
X	H	31					17	Grades due
							30	Memorial Day holiday, College closed

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

* Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.
 ** Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.
 *** Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction or final student evaluations or culminating course activities.

Oakton Community College
Summer Session 2022 – 8-week Session ACADEMIC CALENDAR
March 23 to first class meeting – Registration for Summer 2022 – 8 week Session

JUNE 2022

S	M	T	W	R	F	S	June	02	3 week Interim Classes End
		1	2	X	X	X	June	06	Summer 2022 8-week session classes begin
							June	06	3 week Interim grades due
X	S	7	8	9	X	X	June	09	4 week Interim Classes End
X	S	14	15	16	X	X	June	13	Summer 2022 7-week session classes begin
							June	13	4 week Interim grades due
X	20	21	22	23	X	X	June	20	Last day to drop and have course removed from record
							June	20	Last day to change to Audit
X	27	28	29	30			June	23	Last day for filing Graduation Petitions

JULY 2022

					X	X	July	04	Independence Day holiday, College closed
X	H	5	6	7	X	X	July	07	Last day to withdraw with a "W" [no withdrawals after mid-term] <i>Students will receive a grade in all courses in which they are enrolled after July 7</i>
X	11	12	13	14	X	X	July	14	Incomplete (I) grades from Spring 2022 semester for which faculty have not submitted final grades will become an <i>F</i> after this date**
X	18	19	20	21	X	X	July	28	Classes End
X	25	26	27	28	X	X			

AUGUST 2022

							August	01	August Interim classes begin
					X	X	August	01	Grades due
X	8	9	10	11	12	13	August	19	August Interim classes end
14	15	16	17	18	19	20	August	23	August Interim grades due
21	22	G	24	25	26	27			
28	29	30	31						

KEY

- A = Academic day off, no classes, College open
- G = Grades due
- H = Holiday (College closed)
- S = Start of classes
- X = College closed
- Y = Holiday observance (College closed)

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

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

Oakton Community College
Summer Session 2022 – 7-week Session ACADEMIC CALENDAR
March 23 to first class meeting – Registration for Summer 2022 – 7 week Session

JUNE 2022

S	M	T	W	R	F	S	June 02	3 week Interim Classes End
							June 06	Summer 2022 8-week session classes begin
			1	2	X	X	June 06	3 week Interim grades due
X	S	7	8	9	X	X	June 09	4 week Interim Classes End
							June 13	Summer 2022 7-week session classes begin
X	S	14	15	16	X	X	June 13	4 week Interim grades due
X	20	21	22	23	X	X	June 20	Last day to drop and have course removed from record
							June 20	Last day to change to Audit
X	27	28	29	30			June 23	Last day for filing Graduation Petitions

JULY 2022

					X	X	July 04	Independence Day holiday, College closed
X	H	5	6	7	X	X	July 07	Last day to withdraw with a "W" [no withdrawals after mid-term] <i>Students will receive a grade in all courses in which they are enrolled after July 7</i>
X	11	12	13	14	X	X	July 14	Incomplete (I) grades from Spring 2022 semester for which faculty have not submitted final grades will become an F after this date**
X	18	19	20	21	X	X	July 28	Classes End
X	25	26	27	28	X	X		

AUGUST 2022

							August 01	August Interim classes begin
	G	2	3	4	X	X	August 01	Grades due
X	8	9	10	11	12	13	August 19	August Interim classes end
14	15	16	17	18	19	20	August 23	August Interim grades due
21	22	G	24	25	26	27		
28	29	30	31					

KEY
A = Academic day off, no classes, College open
G = Grades due
H = Holiday (College closed)
S = Start of classes
X = College closed
Y = Holiday observance (College closed)

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

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

Oakton Community College
FALL 2022 ACADEMIC CALENDAR
April 6 to first class meeting – Registration for fall 2022 Semester

AUGUST 2022

S	M	T	W	R	F	S	Notes
	1	2	3	4	X	X	Faculty return for Fall 2022 Semester
X	8	9	10	11	12	13	Fall 2022 Semester Classes begin
14	D	D	D	D	D	20	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements
21	S	23	24	25	26	27	
28	29	30	31				
SEPTEMBER 2022							
			1	2	3	05	Labor Day holiday, College closed
4	H	6	7	8	9	10	Last day to drop from 16 week courses and have course removed from record*
11	12	13	14	15	16	17	Last day to change to Audit for 16 week courses*
18	19	20	21	22	23	24	Last day for filing Graduation Petitions
25	26	27	28	29	30	26	Incomplete (I) grades from Summer 2022 semester for which faculty have not submitted final grades will become an F after this date**

OCTOBER 2022

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

NOVEMBER 2022

1	2	3	4	5	6	7	8	9	10	11	12	Notes
6	7	8	9	10	H	H	11	12	13	14	15	Veterans' Day holiday, College closed
13	14	15	R	17	18	19	16	17	18	19	20	Registration opens for Spring 2023 Semester
20	21	22	23	H	H	A	24, 25	26, 27	28	29	30	Thanksgiving Recess, College closed
A	28	29	30									Thanksgiving Recess, no classes, College open (most offices closed)

DECEMBER 2022

1	2	3	4	5	6	7	8	9	10	11	12	Notes
4	5	6	7	8	9	10	13, 14	15	16	17	18	Evaluation days***
11	12	E	E	15	16	17	14	15	16	17	18	Last day of student attendance
18	G/S	20	21	22	23	H	19	20	21	22	23	Winterm Classes Starts
H	X	X	X	X	X	X	19	20	21	22	23	Grading Day
							20	21	22	23	24	Grades due
							24, 25	26-30	31			Christmas holiday, College closed
							26-30	31				Winter break, College closed
							31					New Year's Eve holiday, College closed

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

* Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.
** Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.
*** Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction or final student evaluations or culminating course activities.

Authorization to Hire a Dean of Enrollment Management

The administration is recommending the hire of Mr. Matthew Huber as the Dean of Enrollment Management.

The search began on October 7, 2019 with postings on the Oakton Community College website, the Chicago Tribune's *careerbuilder.com*, *hbcuconnect.com* (Historically Black Colleges and Universities), *hacu.net* (Hispanic Association of Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*. The position was advertised in the *Chicago Tribune*, *Chronicle of Higher Education*, *Chicago Diversity and Compact for Faculty Diversity*.

There were 69 applicants for the Dean of Enrollment Management position. The search committee conducted eight on campus interviews and selected four finalists to bring to campus for interviews with a number of employee groups, including the Student Affairs Leadership Team; Strategic Enrollment Management Team; Council of Deans; Registrar, Director of Student Financial Support; Director of Admission and Enrollment; President's Council; an open session for college administrators, faculty and staff; and the Vice President for Student Affairs.

Mr. Huber earned his M.A. in Educational Administration from the University of Nebraska, and is currently completing his dissertation for a Doctor of Education from Northeastern University in Boston. Mr. Huber is currently the Director of Enrollment Management at St. Louis Community College. Mr. Huber provides overall leadership to the College's Strategic Enrollment Management (SEM) plan by leading district-wide enrollment efforts in Admissions/Recruitment and Enrollment Services, and working together with Academic Advising, Academic Affairs, Access, Assessment, Campus Life, Career Development, Finance, Financial Aid, and Marketing. He is also a member of the National Association for College Admission Counseling.

CH/vb
4/13/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Mr. Matthew Huber as Dean of Enrollment Management effective July 6, 2020 at an annual salary of \$120,000. That salary will be prorated for the period of July 6, 2020 through June 30, 2021.”



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 Matthew Huber 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 Dean of Enrollment Management 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 Dean of Enrollment Management of the Board's College from July 6, 2020 to June 30, 2021. 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 prorated for the period July 6, 2020 through June 30, 2021.
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 _____ 2020 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on April 21, 2020.
(Agenda Item 4/20-13)

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

President

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

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

Acceptance of a Faculty Retirement

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

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Maureen Carney	Distinguished Professor, Biology Division of STEM and Health Careers Division of Liberal Arts	July 31, 2020

This faculty member has met the requirements for retirement under the Oakton Community College Faculty Association contract, Article 15.2 A&C.

We congratulate Maureen Carney for her many years of exemplary service to the College and wish her well in her future endeavors.

CH:nmi
4/14/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Professor Maureen Carney.”

Acceptance of The State of Illinois, Department of Commerce and Economic Opportunity – Cannabis Regulation and Tax Act Social Equity Program Grant

The State of Illinois Department of Commerce and Economic Opportunity has awarded Oakton Community College a Cannabis Regulation and Tax Act Social Equity Program Grant in the amount of \$97,402.35. The funding at Oakton will be used to support applicants with professional and technical assistance services, and materials to build, operate and succeed in the Illinois regulated cannabis market. The grant period is February 1, 2020 through January 31, 2021. Ruth Williams, Assistant Vice President of Academic Affairs, Dean of Curriculum and Instruction, is the grant manager. Ileo Lott, Vice President of Academic Affairs, will administer the grant.

KT on behalf of AG
4/15/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$97,402.35 from the State of Illinois Department of Commerce and Economic Opportunity to support the Cannabis Regulation and Tax Act Social Equity program at Oakton Community College.”