

**The 752nd Meeting
of
The Board of Trustees
February 18, 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

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 752nd MEETING
of
THE BOARD OF TRUSTEES
FEBRUARY 18, 2020**

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

**Dinner
6:00 p.m.
Room 1502**

**Closed Session
6:30 p.m.
Room 1502**

AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - review closed session minutes of January 21, 2020
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - pending litigation
 - leasing of real property for the use of the public body; setting of a price for sale or lease of property owned by the public body
 - collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
7:30 p.m.
Room 1506**

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

- V Approval of Minutes of the January 21, 2020 Meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ICCTA Liaison Report

ACCT Trustee Report

Student Trustee Report

Comments by the Chair

Trustee Comments

Report: Information Technology Update

Public Participation

NEW BUSINESS

CONSENT AGENDA

2/20-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 2/20-2 through 2/20-5

2/20-2 Ratification of Payment of Bills for January 2020

2/20-3 Acceptance of Treasurer's Report for January 2020

2/20-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

2/20-5 Ratification of Payment of Professional Personnel – Spring 2020

OTHER AGENDA ITEMS

- R 2/20-6 Authorization to Approve February Purchases
- a. Website Redesign and Development Services
 - b. Evisions Subscription Renewal – Three-Year Contract
 - c. Classroom Projectors
 - d. Security Camera Assessment Consulting Services
 - e. Ratification of Ellucian Consulting Services

2/20-7 Preview and Initial Discussion of Upcoming Purchases

- R 2/20-8 Approval of Award of Tenure

- R 2/20-9 Authorization to Hire a Dean of Adult and Continuing Education and Dean of the Skokie Campus

- R 2/20-10 Acceptance of Faculty Retirements

ADJOURNMENT



**Minutes of the Oakton Community College Board of Trustees Meeting
January 21, 2020**

The 751st meeting of the Board of Trustees of Community College District 535 was held on Tuesday, January 21, 2020, at the Oakton Community College Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 6:55 p.m. in room 1502, Chair Salzberg called the meeting to order. Trustee Kotowski called the roll:

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

Trustee Kotowski made a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, pending litigation, lease of property, and review of closed session minutes, which was seconded by Trustee Yanow. Trustee Stafford was absent for the meeting.

Trustee Kotowski called the roll:

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

Also present Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; Dr. Colette Hands, Associate Vice President, Chief Human Resources Officer; Dr. Ileo Lott, Vice President, Academic Affairs, and Sam Cavnar, legal counsel.

At 7:45 p.m., Chair Salzberg asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion; seconded by Trustee Yanow; a voice vote was called and the meeting adjourned.

Open Session and Roll Call

Chair Salzberg called the regular meeting of the Board of Trustees to order at 7:50 p.m. in room 1506.

Trustee Kotowski called the roll:

Mr. Salzberg	Chair	Present
Ms. Burns	Vice Chair	Present
Mr. Kotowski	Secretary	Present
Dr. Bush		Present
Dr. Yanow		Present
Ms. Toussaint		Present
Ms. Ozegovic		Present

Also present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; and Dr. Ileo Lott, Vice President, Academic Affairs. Trustee Stafford was absent for the meeting.

Pledge of Allegiance – Trustee Toussaint

Approval of Minutes

Chair Salzberg asked for a motion for the approval of the minutes of the regular meeting of the Board of Trustees on December 10, 2019; Trustee Burns made the motion, which was seconded by Trustee Kotowski.

A voice vote was called, and the minutes were unanimously approved as presented.

Statement by the President

Dr. Smith welcomed everyone and asked for introductions of those present:

Classified Staff present included: John Donoghue, Skilled Maintenance, and Vice President of the Classified Staff Association; Stephen Butera, Senior Manager, Media Relations and Communications; Philip Cronin, Senior Media Services Technician; Eileen Cukierski, Senior Executive Assistant to the President, Secretary to the Board of Trustees; Krissie Harris, Manager, Student Life and Campus Inclusion; and Jon McFarlane, Media Services Integration Technician.

Full-time Faculty present included: Greg Hamill, Professor, Sociology and President of the Full-time Faculty Association; Melodie Graber, Professor, Chemistry; Cheryl Joseph, Assistant Professor, Early Childhood Education; Teresa Kirwan, Instructor, Nursing; Gary Mines, Professor, Chemistry; Ji-Hyae Park, Associate Professor, English; Lynne Steele, Distinguished Professor, Medical Laboratory Technology; and Hanna Wierzchowski, Professor, Health Information Technology.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; and David Arieti, Biology.

Administrators present included: Marc Battista, Associate Vice President, Workforce Education and Dean of Business and Career Technologies; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Rick Daniels, Director, Student Life and Campus Inclusion; Kelly Iwanaga Becker, Assistant Vice President, Institutional Effectiveness and Strategic Planning; Colette Hands, Associate Vice President, Chief Human Resources Officer; Jeffrey Hoffmann, Chief of Police and Emergency Management; Ruben Howard, Director, Workforce Development and Strategic Partnerships; Jacob Jeremiah, Assistant Dean, Library; Mark Kiel, Dean, Counseling, Health and Wellness Services; Raymond Lawson, Dean, Online Learning; Juletta Patrick, Assistant Vice President, Student Affairs and Dean of Access, Equity and Diversity; Katherine Sawyer, Associate Vice President of Marketing and Communications, and Chief Advancement Officer; Joe Scifo, Director, Facilities; Prashant Shinde, Vice President, Information Technology; Bob Sompolski, Dean, Science,

Technology, Engineering, Mathematics, and Health Careers; Andy Williams, Controller, Budget and Accounting Services; and Ruth Williams, Assistant Vice President, Academic Affairs and Dean, Curriculum and Instruction.

Dr. Smith offered condolences to the family of Eugene Lockwood, Professor of Humanities and Philosophy, who passed away on December 20. He was among the first year faculty hired in 1970 and retired in 1998; to the family of Tudi Izral, who passed away on December 23, Tudi retired in 2003 as a scheduler for Oakton; and to the family and friends of Lee Lee Kirong, who worked for Aviands, the College's food service, who passed away suddenly on December 27. Dr. Smith thanked Lisa Cherivtch and Camille Harrison, who traveled to Shasta Community College, in Redding California, to share the work of the faculty persistence project. They highlighted their professional development week showcasing the work that we are doing at Oakton to engage and support our students. Dr. Smith thanked the Professional Development Committee and the Center for Professional Development, for coordinating last weeks' professional development opportunities that helped advance our strategic initiatives. Dr. Smith thanked everyone who was involved in enrolling, registering, orienting, and supporting students, for the first day of the spring semester that began on January 21, and for faculty for being here to teach our students. The Educational Foundation will present the Chicago Bar Association's Annual Bar Show, 'For Lying Out Loud!', on February 23, at 2 p.m., Tickets are \$50, with a wine and dessert reception following the performance. The College was closed on January 20 in honor of Martin Luther King, Jr. Day. Dr. Smith stated that as she thinks of our equity work and equity commitment, she quoted from Dr. King, "Every step toward the goal of justice requires sacrifice, suffering, and struggle. The tireless exertions and passionate concern of dedicated individuals. Equity work is not easy work. It is tireless, it involves struggle, it is the only way that we will ever achieve justice."

Student Trustee Report

Student Trustee Adisa Ozegovic reported that students spent the winter break celebrating the holidays and relaxing. Clubs and activities started up prior to the beginning of classes. There are meetings throughout the week, including SGA, PTK, and the Occurrence, among others. With the first day of classes underway, students will spend the remainder of the week reviewing syllabi and preparing for the rest of the semester.

Comments by the Chair

Chair Salzberg welcomed everyone back, including students, to a new year and a new semester, stating that it will be a great year. He saw students still registering and getting support from staff. Chair Salzberg said that it is nice to see the students back in the halls.

Trustee Comments – None

Report: Workforce Education

Mr. Marc Battista, Associate Vice President of Workforce and Dean of Business and Career Technologies, and Dr. Ruben Howard II, Director of Workforce Development and Strategic Partnerships, presented the evening's report on Workforce Education. Mr. Battista thanked the Board for providing them the opportunity to share information about workforce education, specifically, workforce development, including strategic partnerships, activities that they have been engaged in, and its future direction. Mr. Battista began by stating that the state of Illinois workforce education plan, Oakton's strategic commitment to community, and the Academic Affairs mission, are aligned to deliver relevant workforce education. Oakton's Academic Affairs mission is inclusive of workforce education and is specifically aimed at preparing all students to engage with and succeed in the world. Workforce education is inclusive of credit Career Technical Education programs (CTE), but it also includes courses, programs, and activities that prepare students directly for employment, or the opportunity to earn institutional credit that can be applied towards degrees, certificates, or industry recognized credentials. When we speak of all students, we are speaking about our credit career students in transfer-orientated pathways, as well as our credit students in CTE programs, and it is inclusive of our non-credit students. Keeping in mind the broad scope of workforce education, last year the College aligned its various workforce education programs. By

centralizing workforce education, which is inclusive of adult education, continuing education, continuing education for health professionals, workforce solutions, and most of the current technical education programs, greater synergies between credit and non-credit programming taking place at the College. The idea behind this restructuring is greater intentionality, student matriculation from non-credit courses, and programs into credit courses and programs in both CTE and the transfer-oriented coursework. Mr. Battista provided numbers for fiscal year 2019 overall headcounts and enrollment data for non-credit programs.

Dr. Howard began by reading the names of the department leadership and staff who make up and who are responsible for the work in Workforce Development. Dr. Howard discussed some of the initiatives and activities that are managed by Workforce Development. Since 1982, Oakton has partnered with hundreds of businesses and organizations to provide workforce solutions that improve technical, management, and leadership skills for our business and industry partners. Our workforce solutions team provides industry specific and customized training, assessment, and continuing education, professional skills development, leadership and supervisory skills development, and quality/continuous improvement. Through our continuing education for health professionals, we provide education for various professions by complying with specific criteria from the appropriate state agency and accreditation agencies. Currently we can offer reaccreditation and re-licensure for over thirteen health care professions, including teachers. We continue to explore new opportunities to expand our accreditations to professionals in other fields. Our latest approval was the responsible vendor training for cannabis dispensaries. Oakton students are participating in a variety of internships in accounting, business, graphic design, manufacturing, paralegal, information technology, and medical billing. Apprenticeships are an area of growth for Oakton. We are looking to expand our Department of Labor (DOL) registered apprenticeship offerings to include fire fighters. We collaborate with state representatives Brad Schneider, Jan Schakowsky, the Illinois Department of Employment Security, and the National Able Network, to host community-hiring fairs twice a year. By being involved in various community organizations and connecting with business and industry, we are able to provide advisory committee support including recruitment, focus groups, and labor market data. Grants play a huge role in supporting workforce education initiatives. Several of those grants include the Carl D. Perkins Grant and Adult Education grants, Illinois Cooperative Work Study Grant, Customized Apprenticeship Program, and the Illinois Secretary of State Workplace Skills Enhancement Grant. Workforce collaborations allow the department to meet Oakton's workforce strategic commitments. These collaborations include industry and workforce partnerships, community partnerships, high school collaborations, labor market trends, and research. Our industry and workforce partnerships are directly tied to the success of workforce solutions and Continuing Education for Health Professionals. (CEHP). Some of our clients include, LSG Sky Chefs, North Shore Health Systems, Federal Mogul, Signode, Wheels Inc., and the Evanston Youth Job Center, just to name a few. They are represented in various industries including food service, manufacturing, automotive, health care and non-profit organizations, and are located throughout our district and in Chicago. Our clients' needs have included industry specific customized training, professional skills development, continuing improvement in leadership, which helps the industries increase their bottom line, improve employee morale, and increase internal opportunities. Based on our commitment of providing quality customer service and expertise, and the level of professionalism of our consultants, many of our clients are repeat customers.

Dr. Howard spoke about one of the College's most successful industry partners, LSG Sky Chefs (LSG), who are best known as one of the world's largest airline and catering companies with over 1,000 employees at their Des Plaines facility. Some of the customized training that LSG has partnered with Oakton for includes English as a Second Language (ESL), food safety, leadership, basic electronics, and blue print reading. LSG was also the recipient of the Illinois Secretary of State Workplace Enhancement Grant in 2019 and 2020, which allowed them to expand their ESL training to more of their employees. LSG, in partnership with Oakton, has trained over seventeen percent of their workforce between 2017 and 2019, and continues to identify more training needs. Another industry and workforce partnership includes the Evanston Mayor's Employer Advisory Council (MEAC), which allows us to collaborate with Evanston employers and educators to better connect students with career opportunities in the city while providing local employers with a well source of talent. Other partnerships

include Industry Consortium for Advanced Technical Training, which is our apprenticeship DOL sponsor of our manufacturing program. The College also partners with National Able Network and the Chicago Workforce Partnership, both, who provide labor market data, including current job demands and employer needs in Cook County and its one hundred thirty municipalities. The Illinois Department of Employment Security partners with us to provide employment services to employers and job seekers, and the Northern Illinois Workforce Coalition brings together local workforce board professionals and community college workforce leaders. All of these relationships assist us in making informed decisions when assessing current and future CTE programs. Oakton is involved in the community, we are members of twelve chambers of commerce within District 535 and we support them through our participation in various chamber activities. Throughout the year, we also attend the state of the villages, legislative breakfasts, and mayoral annual meetings. Oakton is represented on several chamber boards including Skokie and Des Plaines. We are also represented on the Skokie Economic Development Commission. Workforce Development connects directly with high school CTE departments, and attends monthly NSERV meetings. NSERV is a CTE educational consortium in the northern suburbs comprised of five school districts. Oakton also partners with NSERV to offer summer camps, focused on career exploration courses in manufacturing, engineering, health careers, and business oriented careers. We stay connected with these high schools through our participation in workforce related career nights. Dr. Howard thanked the Board for their approval in October 2019 of the purchase of Corporate Engagement Manager software from Destiny Solutions, a tool to better manage our partners. This system is used for all registrations on the non-credit side. We will be able to provide our partners and their learners, an Amazon like customer experience and portal tailored to their organization. We will be able to map workforce needs to offerings and create custom catalogs that target specific corporate learning objectives, which will help employers stay current.

In closing, Mr. Battista focused on the future direction of Workforce Education, and how they will continue to engage and align with businesses through internal stakeholders such as the Board of Trustees, President's Council, the Educational Foundation, and external stakeholders such as chambers of commerce, local advisory councils, and CTE advisory committees, all of who are critical in engaging business and community partners. Such relationships and participation in various community events will continue to be the way to strengthen such partnerships. Also in process, is the development of a Workforce Advisory Taskforce, which will create a centralized strategic partnership model governing how Oakton partners interact with external stakeholders including business and industry, schools, non-profit organizations, and government. There is more work to be done, but we are excited for the way forward and about all the work that has led up to where we are at today.

Trustee Burns asked where the funding for these opportunities comes from, and what is the point of entry for students. Mr. Battista responded that the workforce investment opportunity dollars are not controlled by Oakton, but through the Chicago Cook Workforce Partnerships. Students have to be eligible for those dollars and there is a screening process. Programs have to be pre-approved to be part of those approved programs through WIOA (Workforce Innovation and Opportunity Act), and many of our non-credit short career programs are WIOA approved. Many of our CTE programs on the credit side are also WIOA approved, and those dollars are available to students. On the non-credit side, our CDL (Commercial Driver's License) truck-driving program, the majority of the students that go through that program are WIOA recipients. Regarding point of entry for students, our partner National Able is an entry point in the Skokie area. There are partnerships in Evanston that have WIOA information as well. Mr. Battista said that getting the word out about WIOA approved programs is something where we can do a better job. We struggle as an institution in the short term certificate programs that we have. There are other entities where you can complete a program within three weeks, where if that program is on our credit side and is a short certificate; it may take a semester to complete. Dr. Howard offered that some of the other organizations that we partner with to get the word out are the City of Evanston, as well as the Evanston Youth Job Center. We also participate in the career nights at the high school. We have information sessions in the fall, spring, and summer to promote our apprenticeship programs as well as our internship programs.

Trustee Bush commented that she appreciates that we are working on those apprenticeships because they are very valuable and it is a growing area. She asked if there is any collaboration with our peer institutions that are in our region such as Harper College or the College of Lake County, as she feels that there are overlapping goals. Dr. Howard replied that we participate in the Northern Illinois Workforce Coalition, where we talk about partnering and ways that we can partner, look at grants, and at what other schools are doing, as well as come up with different ideas. What we realized in those conversations is that things that make sense for some institutions may not make sense for Oakton. Trustee Bush noted that when the trustees attended the ACCT national conference in San Francisco, she attended a session where a number of community colleges, located in more rural areas, were partnering heavily with local unions. There are numerous unions that have tuition dollars set aside for their union members and they encouraged everyone to reach out and how to partner, have we explored that avenue? Mr. Battista stated that they have not, but it is certainly something that we could look into.

Chair Salzberg commented that workforce development is important. He asked if there are statistics from year-to-year as far as percentages of the growth numbers for non-credit enrollments. Mr. Battista responded that he would gather that information from the past number of fiscal years for the trustees. Chair Salzberg also believes in communication and in our marketing efforts to show students what is out there and what they can achieve. He said it would be wonderful to get as many students as possible involved with the companies that were mentioned in the report. Dr. Howard noted that we are finalizing a workforce solutions sales kit that will include many of the things that were highlighted in the report. Trustee Yanow said that she was curious about some of the other organizations that Oakton is partnered with and what we are doing for them. She mentioned North Park University and Seminary, what kind of training do we do for them? Trustee Yanow commented that knowing that type of information would help the Board to understand how these opportunities serve the communities.

Public Participation – Cheryl Thayer, president of the Adjunct Faculty Association, thanked the Board of Trustees and the administration for supporting the establishment of the new lecturer lounge. The adjuncts have expressed their appreciation for your support. Ms. Thayer also thanked Nathan Harpaz, Manager of the Koehnline Museum, for the artwork that adorns the walls.

New Business

1/20-1a Approval of Consent Agenda

Trustee Burns 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.

1/20-1b Approval of Consent Agenda Items 1/20-2 through 1/20-10

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/20-2 through 1/20-10 as listed in the Consent Agenda.”

1/20-2 Ratification of Payment of Bills for December 2019 (Including Approval of Travel)

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,296,771.15 for all check amounts and for all purposes as appearing on a report dated December 2019.”

1/20-3 Acceptance of Treasurer’s Report for November 2019

- 1/20-4 “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 November 2019.”
Acceptance of Treasurer’s Report for December 2019
- 1/20-5 “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 December 2019.”
Acceptance of Quarterly Report on Investments
- 1/20-6 “Be it resolved that the Board of Trustees of Community College district 535 authorize the acceptance of the Quarterly Report on Investments for filing.”
Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- “Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to d, and hereby approves the expenditures in the amount not to exceed \$21,093.44 for all funds listed in items a, b, and d.”
- a. Salary payments in the amount of \$390.00 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.
 - b. Salary payments in the amount of \$600.00 for part-time teaching services for the Alliance for Lifelong Learning Fall 2019
 - c. Salary rescinds in the amount of \$1,281.95 for part-time teaching services for the Alliance for Lifelong Learning Fall 2019.
 - d. Payment for Fall 2019 Space Utilization and Classroom/Office Space rental as follows:
- | | <u>Rental</u> |
|--------------------------|---------------|
| District 535 (Oakton) | \$ 5,550.57 |
| District 202 (Evanston) | 1,950.08 |
| District 207 (Maine) | 10,269.09 |
| District 219 (Niles) | 1,867.89 |
| District 225 (Glenbrook) | <u>465.81</u> |
| Total Payment | \$20,103.44 |
- 1/20-7 **Supplemental Authorization to Pay Professional Personnel – Fall 2019**
1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$13,447.48 to the total amount of part-time teaching salaries paid during the fall 2019 semester; the revised total payment amount is \$4,053,215.54."
 2. "Be if further resolved that the Board of Trustees of Community College District 535 Affirms for the fall 2019 semester overload salaries, the total payment amount of \$508,560.00 previously approved by the Board of Trustees on December 10, 2019.”
- 1/20-8 **Authorization to Pay Professional Personnel**
- “Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2020 Spring Semester Part-time Faculty, and Adjunct Faculty, on February 7, 2020, and Full-time Overload payments on February 21, 2020, with ratification at the February Board meeting.”
- 1/20-9 **Approval of a Clinical Practice Agreement**
- “Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreement:
Physical Therapist Assistant: Niles Township District for Special Education.”
- 1/20-10 **Approval of an Intergovernmental Agreement for Data Sharing**
- “Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the Intergovernmental Agreement for Longitudinal Data Sharing and Analysis between Oakton Community College and New Trier High School District 203.”

Trustee Kotowski seconded the motion and called the roll:

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

Motion carried; Student Trustee Ozegovic favored the resolution.

1/20-11 Authorization to Approve January Purchases

Trustee Kotowski offered:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
1/20-11a	1 - 2	IP Telephony Annual Maintenance and Software Assurance Agreement - One Year Contract	Telcom Innovations Group, LLC	\$ 31,683.22
1/20-11b	1	Engineering Services for for Des Plaines Campus Pedestrian/Bicycle Pathway	Manhard Consulting	\$ 104,100.00
1/20-11c	1	Engineering Services for Des Plaines and Skokie Campus Sidewalk Repair/ Replacement	Manhard Consulting	\$ 34,900.00
1/20-11d	1	Backup Software Support and Maintenance Renewal - One Year Contract	Meridian IT, Inc.	\$ 46,750.00
1/20-11e	1 - 2	Travel for Baseball Team	Signature Transportation Group Select Transportation and Tours Southwest Airlines Spring Break Sports, Inc. Russ Matt Baseball Bullpen Catering Enterprise Rent-A-Car United Airlines	\$ 1,200.00 \$ 3,500.00 \$ 10,050.00 \$ 11,000.00 \$ 1,700.00 \$ 2,700.00 \$ 1,000.00 \$ 350.00
Grand Total:				\$ 248,933.22.”

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

Dr. Bush	Aye
Mr. Salzberg	Aye
Dr. Yanow	Aye
Ms. Toussaint	Aye

Mr. Kotowski Aye
Ms. Burns Aye

Motion carried; Student Trustee Ozegovic favored the resolution.

1/20-12 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) Evisions Subscription Renewal; b) Vehicle for President; c) Classroom Projectors; d) Security Camera Assessment Consulting Services; and e) Ratification of Ellucian Consulting Services.

1/20-13 Approval of Extension to Tolling Agreement

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Tolling Agreement Extension between Illinois Metropolitan Investment Fund (“IMET”) and the Board of Trustees of Oakton Community College, District 535 and authorizing execution of the Agreement by the District's attorney on the District's behalf.”

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

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

Motion carried; Student Trustee Ozegovic favored the resolution.

1/20-14 Approval of Emeritus Appointments

Trustee Ozegovic offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the ten-year Emeritus appointments for Professors Robert Frank, Hollace Graff, Richard Stacewicz, Ronald Thomas, and administrators Bruce Oates and Doreen Schwartz.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the ten-year Emeritus re-appointments to Professors Robert Burton, Joan Cichon, Dino Houpis, Susan Maltese, Carol Murphy, Gary Phillips, Kenneth Shinsako, Mary Ellen Simmons, Katherine Tabers, Maurice Weitlauf, and Arlene Wilt.”

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

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

Motion carried; Student Trustee Ozegovic favored the resolution.

1/20-15

Acceptance of Faculty Retirements

Trustee Burns offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Jinhee Canfield, Kathleen Carot, and Jane Malik.”

Trustee Salzberg seconded the motion.

Dr. Ileo Lott, Vice President of Academic Affairs, thanked the three faculty members for their years of service to the College. These are seemingly irreplaceable faculty members, and we are sorry to see them go.

Trustee Kotowski called the roll:

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

The motion carried; Student Trustee Ozegovic favored the resolution.

1/20-16

Authorizations to Hire Full-time, Tenure-track Faculty Member

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the full-time, tenure-track faculty hire of Adriana Raicu for the 2019-20 academic year, beginning on January 21, 2020. She will receive the prorated salary associated with the lane and step described as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>
Adriana Raicu	Assistant Professor of Health Information Technology	A 2 \$54,255.”

Trustee Kotowski seconded the motion.

Dr. Ileo Lott, commented that Ms. Raicu is wonderfully qualified and obviously very needed, and upon the Boards’ approval, she will start work tomorrow.

Trustee Kotowski called the roll:

Dr. Yanow	Aye
Ms. Toussaint	Aye
Mr. Kotowki	Aye
Mr. Salzberg	Aye
Dr. Bush	Aye
Ms. Burns	Aye

Motion carried; Student Trustee Ozegovic favored the resolution.

1/20-17

Acceptance of Grants

Trustee Yanow offered:

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

a. Illinois Community College Board through the Federal Department of Labor Apprenticeship Grant.....	\$38,000.00
b. Nuts, Bolts and Thingamajigs, The Foundation of the Fabrication & Manufacturers Association, Intl. Grant.....	\$5,000.00
for a total of \$43,000.00."	

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

1/20-18

Approval of a New Policy

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for approval, the proposed new policy 1120 in support of Free Speech and Expression.”

Trustee Yanow seconded the motion.

Trustee Kotowski commented that he liked how the policy was drafted, it does not take a side or suggest a side politically or socially. Obviously, there are many emotional issues these days, but this is very objective, achieves its’ goal. Dr. Karl Brooks, Vice President of Student Affairs, noted that credit goes to Rick Daniels, Director of Student Life, who led the overall charge in relationship to this policy.

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

Motion carried; Student Trustee Ozegovic favored the resolution.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, February 18, 2020, beginning at 7:30 p.m. at the Des Plaines campus, 1600 E. Golf Road, in room 1506.

Trustee Kotowski made a motion to adjourn the meeting, which was seconded by Trustee Ozegovic; a voice vote was called and the meeting was adjourned at 8:50 p.m.

Benjamin Salzberg, Chair

Paul Kotowski, Board Secretary

ec

1/2020

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

Approval of Adoption of Consent Agenda

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

Approval of Consent Agenda Items 2/20-2 through 2/20-5

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 2/20-2 through 2/20-5 as listed in the Consent Agenda.

- 2/20-2 Ratification of Payment of Bills for January 2020
- 2/20-3 Acceptance of Treasurer’s Report for December 2020
- 2/20-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 2/20-5 Ratification of Payment of Professional Personnel – Spring 2020.”

Ratification of Payment of Bills for January 2020

The check register detailing the regular monthly bills for January 2020 was sent out on February 14, 2020. The totals by fund are on page 2. This includes approval of travel reimbursements for January 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 \$6,030,208.22 for all check amounts as listed and for all purposes as appearing on a report dated January, 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, 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 January 2020, represented by checks on pages 1-70 numbered 146128-146489, 146491-146314, 146316-146409 and 146411-146665 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 2,691,548.40	\$ 733,517.65	\$ 3,425,066.05	\$ (1,516.32)	\$ 3,423,549.73
Operations, Building and Maintenance Fund	\$ 365,379.86	\$ 203,442.32	\$ 568,822.18	-	\$ 568,822.18
Maintenance Fund (Restricted)	-	\$ 1,531,847.94	\$ 1,531,847.94	-	\$ 1,531,847.94
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 196,307.85	\$ 143,071.18	\$ 339,379.03	\$ (270.00)	\$ 339,109.03
Restricted purposes	\$ 113,390.03	\$ 41,617.90	\$ 155,007.93	-	\$ 155,007.93
Working Cash	-	-	-	-	-
Trust/Agency	-	\$ 1,491.11	\$ 1,491.11	\$ (120.00)	\$ 1,371.11
Audit	-	-	-	-	-
Liability, Protection & Settlement	-	\$ 6,813.98	\$ 6,813.98	-	\$ 6,813.98
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 3,366,626.14	\$ 2,661,802.08	\$ 6,028,428.22	\$ (1,906.32)	\$ 6,026,521.90
Student Government	-	\$ 1,780.00	\$ 1,780.00	-	\$ 1,780.00
TOTAL PER REPORT	\$ 3,366,626.14	\$ 2,663,582.08	\$ 6,030,208.22	\$ (1,906.32)	\$ 6,028,301.90

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 1-70 numbered 146490, 146315 and 146410 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 \$1,780.00 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 January 2020.



Student Government Association

Acceptance of Treasurer's Report for January 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 January 2020."

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

January 2020

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

Treasurer's Comments on January 2020 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.7 million in tuition and fees, \$772,000 in base operating grant payments, \$351,000 in Adult Education grant payments, \$212,000 in interest earnings, \$172,000 in replacement tax, \$88,000 in property taxes, and \$45,000 for the NEH Environmental Studies grant.

Net cash and investments decreased by \$1.8 million from the previous month as expected.

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

Revenues

At the end of January, revenues were \$60.6 million or 101% of the prorated budget, compared to \$59.3 million, or 107% for the previous year. Tuition and fees totaled \$25.4 million year to date, or 98% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$39.9 million are attributed to expected operating costs. The operating expenditures are \$1.2 million (3.1%) above prior year's actual expenditures of \$38.7 million for the same period. Net transfers total \$4.5 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 JANUARY 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	\$ 2,651	\$ 116	\$ 1,369	\$ 513	\$ -	\$ 1,291	\$ -	\$ 762	\$ 3,325	\$ 10,027	
Taxes Receivable	44,774	7,934	-	3,602	-	-	-	99	-	56,409	
Student Tuition Receivable	7,222	-	-	-	-	352	-	-	-	7,574	
Government Funds Receivable	-	-	-	-	-	758	-	-	-	758	
Accrued Interest	379	52	50	-	-	17	-	2	50	550	
Other Receivables	216	-	-	-	-	161	-	-	-	377	
Investments											
Short-term	59,049	8,100	3,577	-	-	1,509	-	348	10,300	82,883	
Long-term	21,184	2,959	2,009	-	-	597	-	125	3,600	30,474	
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-	
Inventories - Prepaids	520	-	23	-	29	857	-	-	-	1,429	
Total Current Assets	121,495	19,161	7,028	4,115	29	20,042	-	1,336	17,275	190,481	
Net Investment in Plant	-	-	-	-	-	-	116,467	-	-	116,467	
Total Assets	\$ 121,495	\$ 19,161	\$ 7,028	\$ 4,115	\$ 29	\$ 20,042	\$ 116,467	\$ 1,336	\$ 17,275	\$ 306,948	
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,122	2,122	
Total Assets and Deferred Outflows of Resources	\$ 121,495	\$ 19,161	\$ 7,028	\$ 4,115	\$ 29	\$ 20,042	\$ 116,467	\$ 1,336	\$ 19,397	\$ 309,070	
LIABILITIES AND NET POSITION											
Payables	\$ 237	\$ 6	\$ (8)	\$ -	\$ -	\$ 47	\$ -	\$ -	\$ -	\$ 282	
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111	
Deferred Tuition Revenue	-	-	-	-	-	43	-	-	-	43	
Accruals	2,563	237	32	-	-	223	-	-	-	3,055	
Bonds Payable	-	-	-	-	32,312	-	-	-	-	32,312	
OPEB Liability	-	-	-	-	-	-	-	-	43,729	43,729	
Total Liabilities	2,800	243	24	-	32,423	313	-	-	43,729	79,532	
Deferred Inflows of Resources - Property Taxes	40,613	7,187	-	3,265	-	-	-	89	-	51,154	
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	5,360	5,360	
Total Liabilities and Deferred Inflows of Resources	43,413	7,430	24	3,265	32,423	313	-	89	49,089	136,046	
Net Position											
Unrestricted	78,082	11,731	7,004	-	-	4,320	-	-	(29,692)	71,445	
Restricted	-	-	-	-	-	15,409	-	1,247	-	16,656	
Debt Service	-	-	-	850	(32,394)	-	-	-	-	(31,544)	
Plant	-	-	-	-	-	-	116,467	-	-	116,467	
Total Net Position	78,082	11,731	7,004	850	(32,394)	19,729	116,467	1,247	(29,692)	173,024	
TOTAL LIABILITIES & NET POSITION	\$ 121,495	\$ 19,161	\$ 7,028	\$ 4,115	\$ 29	\$ 20,042	\$ 116,467	\$ 1,336	\$ 19,397	\$ 309,070	

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 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	\$ 29,273	\$ 29,482	101%	100%
Replacement Tax	950	554	686	124%	79%
State Revenue	4,708	2,746	2,939	107%	190%
Tuition and Fees	24,316	25,963	25,429	98%	108%
Other	2,140	1,248	2,034	163%	166%
TOTAL REVENUES	\$ 82,297	\$ 59,785	\$ 60,570	101%	107%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,060	\$ 18,702	\$ 18,105	97%	95%
Academic Support	17,486	10,200	9,106	89%	84%
Student Services	7,134	4,162	3,581	86%	88%
Public Services	1,286	750	678	90%	91%
Operations and Maintenance	8,018	4,677	4,045	86%	81%
General Administration	5,308	3,096	3,172	102%	83%
General Institutional	2,303	1,343	1,191	89%	149%
Contingency	956	558	-	0%	0%
TOTAL EXPENDITURES	\$ 74,551	\$ 43,488	\$ 39,878	92%	89%
Revenues over (under) expenditures	7,746	16,297	20,692		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,500)	(2,625)	(2,625)		
To Auxiliary Fund and Alliance	(2,059)	(1,201)	(1,201)		
To Restricted Purpose Fund	(100)	(58)	(58)		
To Liability, Protection & Settlement Fund	(581)	(339)	(339)		
To Social Security/Medicare Fund	(796)	(464)	(464)		
From Working Cash Fund: Interest	290	169	169		
Total Transfers	\$ (7,746)	\$ (4,519)	\$ (4,519)		
Net Revenue over (under) expenditures	\$ -	\$ 11,779	\$ 16,174		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2020**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget	
REVENUES				
Debt Certificates 2020	\$ 20,000	\$ -	0%	
Construction Fee	335	\$ 326	97%	
Interest and Investments Gain/Loss	41	207	505%	
Total revenues	<u>20,376</u>	<u>533</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	368	37%	
West End Remodeling - Phase 2	3,500	2,125	61%	
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	682	13%	
Field Irrigation	100	-	0%	
Cafeteria Remodeling - DP	1,981	-	0%	
Camera Replacement	500	4	1%	
Main Entrances & Monument Signs	1,535	8	1%	
Project Management Services	225	146	65%	
Total expenditures	<u>18,857</u>	<u>4,171</u>	<u>22%</u>	
Transfer in	-	-	0%	
Net	<u>\$ 1,519</u>	<u>\$ (3,638)</u>	<u>(239%)</u>	

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,417	\$ 1,223	86%	52%
Workforce Development	140	37	26%	32%
Copy Center	230	90	39%	38%
Travel	10	11	110%	110%
Athletics	20	11	55%	370%
Child Care	334	271	81%	62%
PAC Operations	16	6	38%	31%
Other	142	78	55%	78%
Interest and Investments Gain/Loss	75	67	89%	88%
Total revenues	<u>2,383</u>	<u>1,794</u>	<u>75%</u>	<u>55%</u>
EXPENDITURES				
Bookstore Operating Expenses	1,365	782	24%	26%
Workforce Development	300	101	34%	47%
Copy Center	335	202	60%	64%
Travel	-	-		0%
Athletics	1,283	609	47%	58%
Child Care	465	255	55%	48%
PAC Operations	99	54	55%	54%
Other	340	90	26%	57%
Total expenditures	<u>4,187</u>	<u>2,093</u>	<u>50%</u>	<u>49%</u>
Transfers in (out)	<u>1,645</u>	<u>960</u>		
Net	<u>\$ (159)</u>	<u>\$ 661</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2020**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 680	\$ 397	\$ 467	69%	120%
Tuition and Fees	1,082	631	676	62%	70%
Sale of Materials	49	29	26	53%	46%
Institutional Support					
Evening High School	100	58	38	38%	0%
Other Revenues	101	59	32	32%	48%
Total revenues	<u>2,012</u>	<u>1,174</u>	<u>1,239</u>	<u>62%</u>	<u>75%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,443	842	689	48%	39%
Instructional Programs					
Allied Health	204	119	97	48%	45%
Job-related	238	139	35	15%	23%
Home Related	7	4	2	29%	43%
Personal	36	21	14	39%	50%
Community Service	43	25	2	5%	7%
High School Programs	118	69	38	32%	35%
GED Programs	3	2	-	0%	0%
Kids/Youth Program	27	16	18	67%	53%
ESL Programs	147	86	66	45%	52%
Total Programs	<u>823</u>	<u>480</u>	<u>272</u>	<u>33%</u>	<u>38%</u>
Total expenditures	<u>2,266</u>	<u>1,322</u>	<u>961</u>	<u>42%</u>	<u>39%</u>
Revenue over (under) expenditures	<u>\$ (254)</u>	<u>\$ (148)</u>	<u>\$ 278</u>		
Transfer in	414	242	258		
Net	160	93	536		

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

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 445,974				
Interest income	4,054				
Sub total revenues	450,027				
369901 Student Government Association	300	138,000	138,300	(74,253)	64,047
369910 Occurrence	-	-	-	(4,377)	(4,377)
369919 Skokie Events Team	-	35,000	35,000	(15,245)	19,755
369920 SGA College Program Board	-	-	-	(1,115)	(1,115)
369922 IEEE	-	345	345	-	345
369923 Global Health and Sustainability	1,990	3,832	5,822	(764)	5,058
369924 Hawaiian Music Club	90	371	461	(366)	95
369930 Early Childhood Education Club	75	1,909	1,984	-	1,984
369931 Students for Social Justice	118	419	537	-	537
369932 Ceramics Club	-	761	761	(256)	505
369933 UNICEF	1,111	289	1,400	-	1,400
369940 Card and Board Game Club	169	1,297	1,466	-	1,466
369942 Oakton Visual Organization	-	175	175	-	175
369943 Japanese Culture Club	90	-	90	(94)	(4)
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)	3,971	-	3,971	(3,197)	774
369947 Oakton Pride Club	105	809	914	-	914
369949 Mission Bible Club	-	575	575	-	575
369950 Hispanic Club	187	1,043	1,230	(248)	982
369951 Society of Women Engineers	120	702	822	(20)	802
369952 Student Nurses May 2019	403	4,792	5,195	-	5,195
369954 Kpop Club	-	469	469	(21)	447
369955 Sustainability Club	289	-	289	-	289
369957 Student Nurses Dec 2018	2,049	1,285	3,334	(927)	2,407
369959 Black Student Union	75	2,130	2,205	-	2,205
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	209	645	854	-	854
369974 Veterans Club	438	1,271	1,708	-	1,708
Sub Totals	14,017	202,771	216,787	(102,771)	114,017

Fund Summary

Total Revenues	\$ 464,044
Total Expenditures	(102,771)
Total Transfers to other funds	-
Excess revenues over expenditures	361,273
Net Position 6/30/19	671,235
Net Position, end of period	\$ 1,032,508

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

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
1/10/2020	\$ 650,415.35				\$ 650,415.35				
1/14/2020	1,980.00			\$ 1,980.00					
1/27/2020	23,433.35					\$ 23,433.35			
1/27/2020	161,791.29		\$ 161,791.29						
TOTAL	\$ 837,619.99	\$ -	\$ 161,791.29	\$ 1,980.00	\$ 650,415.35	\$ 23,433.35	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
1/10/2020	\$ 205,510.91	\$ 205,510.91			
1/10/2020	67,470.65		\$ 67,470.65		
1/10/2020	148,038.58			\$ 148,038.58	
1/10/2020	63,022.55				\$ 63,022.55
1/24/2020	210,761.78	210,761.78			
1/24/2020	70,680.09		70,680.09		
1/24/2020	149,827.39			149,827.39	62,302.55
1/24/2020	62,302.55				
TOTAL	\$ 977,614.50	\$ 416,272.69	\$ 138,150.74	\$ 297,865.97	\$ 125,325.10

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$287,434.69 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.
- b. Salary rescinds in the amount of \$3,541.44 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.

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 and b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$287,434.69 for all funds listed in item a.”

Ratification of Payment of Professional Personnel – Spring 2020

Comparative figures:

Spring 2020 Part-Time
\$3,304,735.43

Spring 2019 Part-Time
\$3,476,102.93

Spring 2020 Overload
\$486,725.20

Spring 2019 Overload
\$365,656.50

IL:jg
2/2020

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 ratifies the payment of salaries for teaching on a part-time basis during the spring semester 2020; the total payment amounting to \$3,304,735.43."
2. "Be if further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the spring semester 2020; the total payment amounting to \$486,725.20."

Authorization to Approve February 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 previewed at the August 2019 Board of Trustees meeting. Items “b through e” were previewed at the January 2020 Board of Trustees meeting.

EC:kr
2/11/2020

President’s Recommendation:

That the Board adopts the following resolution:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
2/20-6a	1 - 2	Website Redesign and Development Services	Beacon Technologies, Inc.	\$ 364,000.00
2/20-6b	1	Evisions Subscription Renewal – Three Year Contract	Evisions Inc.	\$ 62,000.00
2/20-6c	1 - 2	Classroom Projectors	Camcor Inc.	\$ 47,432.00
2/20-6d	1	Security Camera Assessment Consulting Services	Hagerty Consulting, Inc.	\$ 35,000.00
2/20-6e	1	Ratification of Ellucian Consulting Services	Ellucian Company, L.P.	\$ 31,240.00
GRAND TOTAL				\$ 539,672.00”

Authorization to Purchase Website Redesign and Development Services

Following the website audit conducted by Paskill, Stapleton, and Lord, the College recommended leveraging these findings to hire a firm capable of implementing full website redesign for oakton.edu. The redesign will refresh the College's primary digital presence to meet audience and brand objectives while aligning with best practices for user experience, rich content delivery, accessibility, and engagement analytics.

The College Relations, Information Technology, and Procurement departments worked collaboratively to issue a Request for Proposal (RFP) for website redesign. The proposal was issued to thirty (one in district) vendors and three (none in district) responses were received. The web implementation team comprised of members from College Relations and Information Technology reviewed the bids and invited Beacon Technologies, Inc. to make a presentation to the campus community. The other two vendors were eliminated because their example sites did not meet the College's expectations, and in the case of one of the vendors, the cost far exceeded the amount budgeted for this project. The web implementation team reached out to the vendors who did not bid on the project and found that most of the vendors did not respond because they did not have experience or expertise working with Cascade, the College's content management system.

As part of the shared governance model, the College formed a website redesign committee, which includes full-time faculty, adjunct faculty, staff members, and students to guide the selected partner in redesigning the Oakton website. These committee members and other campus stakeholders attended the presentation and provided predominantly positive feedback for Beacon Technologies.

Beacon Technologies, Inc. has been a recognized leader in website design and development for over twenty years. Their references include eighty educational institutions including: Guilford Technical Community College, Jacksonville State University, Del Mar College, Atlantic Cape Community College, California State University East Bay, Birmingham-Southern, Husson University, Eastern Connecticut State University, with many of the institutions being members of the Achieving the Dream network. In addition, Beacon has an established partnership with Hannon Hill/Cascade CMS for Higher Education websites and with Google as one of the first Google Analytics Certified Partners in 2006.

The Administration is requesting approval to contract with Beacon Technologies, Inc. for the website redesign project. The cost including a 4% contingency fee is \$364,000. The web implementation team is confident that Beacon Technologies, Inc. will meet the College's project requirements. The project will start in April and is expected to take fourteen months to complete.

PS:kr
2/4/2020

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 Website Redesign and Development Services from Beacon Technologies, Inc., 164 Thatcher Road, Greensboro, NC 27409 for a total of \$364,000.00 in accordance with their response to Request for Proposal #4.”

Authorization to Purchase Evisions Subscription Renewal – Three-Year Contract

The College began using Evisions software in 2005 to design and deliver documents to students, employees, banks, and vendors. Evisions software integrates to Ellucian Banner and uses Banner data to produce documents and digital files, which enhance security and services.

Evisions IntelCheck adds efficiency to the payment process by streamlining output for Accounts Payable, Payroll, and direct deposit advices. Oakton has also implemented Positive Pay IntelCheck, which is directly integrated with Banner Finance and the Human Resource module and replaces the standard payment processes. The IntelCheck solution streamlines and enhances the look of printed checks, as well as provides a better level of service to vendors, students, and employees.

The Accounts Payable and the IntelCheck Payroll module includes Direct Deposit and Positive Pay capabilities. Positive Pay is an automated fraud detection tool, which sends a Positive Pay file to the bank in which the account number, check number, and dollar amount of each check is matched against a list of checks previously authorized and issued by the institution.

The Evisions system is essential to managing year end, payment, and purchasing information flow at the College. The College is currently in the process of implementing direct deposit for employees and vendors via email with encryption, which enables us to securely email payment statements to students, employees, or vendors.

The College is seeking Board approval for a three-year contract with Evisions Software which includes a three-year subscription for FormFusion, IntelCheck Accounts Payable, and IntelCheck Payroll. Annual subscription pricing for the current contract year, which began in August, is \$16,000. The next two contract years will cost an additional \$46,000, bringing the three-year total to \$62,000.

RAK:kr
1/24/2020

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 Evisions Subscription Renewal – Three-Year Contract from Evisions, Inc., 440 Exchange #200, Irvine, CA 92602 for a total of \$62,000 per their Software License Agreement and Software Maintenance and Support Agreement.”

Authorization to Purchase Classroom Projectors

The FY 2020 capital equipment budget includes funds for the purchase of 28 replacement multimedia projectors. The projectors are part of the annual seven-year refresh lifecycle for projectors in classrooms. Every classroom is equipped with at least one ceiling mounted projector allowing instructors to project computer information and video onto the screen. The College currently has 210 projectors in total.

The Media Service and Procurement departments worked collaboratively to issue an Invitation to Bid for Maxell projectors. The bid was sent to 31 authorized resellers (none in district), of which eight submitted responses. Prices ranged from \$47,432 to \$60,900. The lowest responsible bid was submitted by Camcor, Inc., of Burlington, NC. Camcor is currently Maxell's preferred reseller. Camcor is a current vendor for the College. The Administration is confident that they will continue to meet the College's needs. Delivery is expected in the middle of April. College personnel will install the projectors in the classrooms.

PS:sa
2/11/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Classroom Projectors from Camcor, Inc., 2273 S. Church St., Burlington, NC 27215 for a total not to exceed \$47,432 in accordance to their response to Invitation to Bid #0121-20-07.”

Classroom Projectors	
Bid #0121-20-07	
Vendor	TOTAL
Camcor Algonquin, IL	\$47,432.00
SDF Professional Computers Greenville, NC	\$50,260.00
Signal Perfection Tampa, FL	\$50,342.32
B&H New York, NY	\$51,273.63
Best Buy Richfield, MN	\$51,659.72
Adorama New York, NY	\$53,759.72
Howard Technologies Laurel, MS	\$55,328.00
Tiles in Style Naperville, IL	\$60,900.00

Authorization to Purchase Security Camera Assessment Consulting Services

The College is seeking consulting services to provide an analysis with recommendations regarding the current camera systems at its two campus locations in Des Plaines and Skokie. The primary function of security/surveillance cameras at the College is to provide real-time monitoring and the retention of images for evidentiary purposes. As part of the current Master Plan priorities, the College is looking to upgrade its existing system to implement a public safety video surveillance system solution that will enable the institution to be more proactive in community policing and threat risk assessment efforts. The scope of work includes:

- Reviewing the existing legacy camera system physical security including access controls, and relative to institutions of comparable threats and assets.
- Assessment of security risk for buildings/sites both during and after hours of operation resulting in security camera risk report.
- Assessment of current placement of cameras and identify gaps/ blind spots in surveillance for interior and exterior spaces covering campus property.
- Providing recommendations as to the creation, amending, or monitoring of security camera protocols/policies.

The College has identified Hagerty Consulting, Inc. to serve as consultant on this engagement. Hagerty previously assisted the College in updating its Emergency Operations Plan in 2017-2018. This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1 - Contracts, item (a), which states an exemption for “contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.” The cost, which includes a \$1,748 contingency fee, is \$35,000. The Administration is confident that Hagerty Consulting will once again meet the College’s project requirements. The work is expected to take two months to complete.

EC:kr
2/5/2020

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Security Camera Assessment Consulting Services from Hagerty Consulting, Inc., 1618 Orrington Ave., Suite 201, Evanston, IL 60201 for \$33,252 per their proposal dated January 8, 2020 plus a contingency of \$1,748 for a total of \$35,000.”

Authorization to Purchase Ratification of Ellucian Consulting Services

In early December, the College contracted with Ellucian Company, LP to provide consulting services for Human Resources and Payroll due to staffing shortages. The cost was expected not to exceed \$20,000. However, once the project was underway it was determined that the expenditures would exceed \$25,000. The total cost is expected to be \$31,240 based on 130 consulting hours and 12 project management hours. Ellucian will evaluate current Human Resources and Payroll functionality, recommend process improvements, and identify functionality not being utilized. A report of findings and recommendations will be provided as part of the engagement.

CAH:WAW:kr
2/3/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Ratification of Ellucian Consulting Services from Ellucian Company, L.P., 2003 Edmund Halley Drive, Suite 500, Reston, VA 20191 for a total of \$31,240, per their quotes numbered 00090497 and 00091460 dated October 15, 2019 and November 14, 2019.”

Preview and Initial Discussion of Upcoming Purchases

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

a) 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. The College is seeking a consultant to assist in this project, which may include design and construction as appropriate.

The scope is expected to 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 should 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, RFI management, change order review, periodic site inspections, punch list, and closeout activities.

Cotter Consulting, the Facilities Office and the Procurement Department will work collaboratively to issue a Request for Proposal for the consulting services. It is expected that the cost of these services will be approximately \$75,000. The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

b) Recycled Xerographic Paper - In FY2013, the College used 8.8 million sheets (1760 cases) of xerographic paper within twelve months. By FY2015, FY2016, and FY2017 this paper lasted fifteen months. In recent years, this same amount of paper has lasted eighteen months. The College continues to concentrate on decreasing paper usage by a) recycling and waste reduction, b) an increase in double sided printing and copying, and c) a reduction in printed materials due to various online learning systems. The paper is used in the two Copy Center production copiers, all multifunction office copy/fax/print units, and all laser printers on campus.

The State of Illinois contract for regular and recycled xerographic paper was again awarded to Midland Paper of Wheeling, IL for \$32.17 per case for recycled paper. Midland Paper has supplied xerographic paper, as well as other types of paper, to the College for many years and is also our current supplier for recycled xerographic paper. In accordance with Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), purchases made through a consortium are exempt from formal bidding. Through the Consortium, no further advertisement, public notice or competition is required because the Consortium has already conducted the bidding process. According to the State contract, Midland Paper can pass on a price change once a year based on the Producer Price Index (PPI). In the past eight years, the PPI variation has been very minimal. In the past eighteen months, Midland has not passed on any increases to the College. Based on this information, the Administration will be requesting approval to purchase recycled xerographic paper from Midland Paper utilizing State contract #19-416CMS-BSSS4-P-3270.

Throughout the year, the paper will be released and delivered to the Skokie and Des Plaines campuses as needed. The total cost for 8.8 million sheets is \$55,321.20. The College also takes advantage of Midland's 1% discount program for paying invoices within 30 days of receipt. The Administration plans to present this item to the Board for purchase approval at the March Board meeting.

Approval of Award of Tenure

The granting of tenure is a positive act of the College and the Board of Trustees. Illinois Public Community College Act 805, Chapter 110, Section 3B-2 provides that faculty members who are employed for three consecutive years shall be tenured, unless notice is received sixty (60) days before the end of the school year.

The College has five faculty members who will complete their third consecutive year at the end of the spring 2020 semester:

Bakahia Reed-Madison, Professor of Human Services
Mary Ringstad-Gagliano, Associate Professor of Speech and Theater
Charles Townsend, Associate Professor of Humanities/Philosophy
Hanna Wierzchowski, Professor of Health Information Technology
Deborah Wyeth, Assistant Professor of Basic Nurse Assistant Training

IL:df
2/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2020 semester to the following faculty:

Bakahia Reed-Madison, Professor of Human Services
Mary Ringstad-Gagliano, Associate Professor of Speech and Theater
Charles Townsend, Associate Professor of Humanities/Philosophy
Hanna Wierzchowski, Professor of Health Information Technology
Deborah Wyeth, Assistant Professor of Basic Nurse Assistant Training.”

Authorization to Hire Dean of Adult and Continuing Education/Dean of Skokie Campus

The administration is recommending the hire of Dr. Jesse Ivory as the Dean of Adult and Continuing Education/Dean of Skokie Campus. The search began on October 10, 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*, and *illinoisjoblink.illinois.gov*. The position was advertised in the *Chicago Tribune*, *Chronicle of Higher Education*, and *Chicago Diversity*.

There were fifty-five applicants for the Dean of Adult and Continuing Education/Dean of Skokie Campus position. The search committee conducted eight semi-finalist interviews and selected four finalists to bring to campus for full-day interviews with a number of employee groups, including the Council of Deans, Adult Education Leadership Team, the Associate Vice President of Workforce Education and the Vice President for Academic Affairs, as well as an open forum session for college administrators, faculty, and staff.

Dr. Ivory has an Ed.D. in Ethical Leadership from Olivet Nazarene University, an M.S. in Educational Administration from Illinois State University, and a B.S. in Business Computer Systems from Bradley University. Dr. Ivory has twelve years of experience in higher education, with ten years of progressive and direct experience in the field of continuing education. Dr. Ivory is currently the Senior Manager of Continuing Education at Oakton Community College, where she leads a team of seven in the development and management of non-credit courses for six programmatic areas. She has set and led the execution of strategic planning for community and workforce education, ensuring strategic priorities are based on data trends, labor market analysis, district needs, and institutional and divisional priorities, as well as developed the first formal strategic plan in the division.

CH/vb
2/10/2020

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Jesse Ivory effective February 24, 2020 at an annual salary of \$110,000. That salary will be prorated for the period of February 24, 2020 through June 30, 2020.”



**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 Jesse Ivory 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 Adult and Continuing Education/Dean of Skokie Campus 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 Adult and Continuing Education/Dean of Skokie Campus of the Board's College from February 24, 2020 to June 30, 2020. 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 \$110,000, 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 February 24, 2020 through June 30, 2020.
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 February 18, 2020.
(Agenda Item 2/20-9)

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 Faculty Retirements

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 members have submitted their intent to retire:

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Pamela Pedersen	Professor of Nursing Division of STEM and Health Careers	May 31, 2020
Julie Shotsberger	Professor of Mathematics Division of STEM and Health Careers	July 31, 2020

These faculty members have met the requirements for retirement under the Oakton Community College Faculty Association contract, Articles 15.2 A and C.

We congratulate Professor Pedersen and Professor Shotsberger for their many years of exemplary service to the College and wish them well in their future endeavors.

CH:nmi
2/6/2020

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 retirements of Pamela Pedersen and Julie Shotsberger.”