

**The 756th Meeting  
of  
The Board of Trustees  
June 30, 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 756th MEETING  
of  
THE BOARD OF TRUSTEES  
JUNE 30, 2020**

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

**NOTICE**

As of the date of posting this agenda, all counties in the State of Illinois were operating under a Gubernatorial Disaster Proclamation. Due to the COVID-19 health pandemic, Dr. Joianne Smith, president of Oakton Community College, has determined that an in-person meeting is not practical or prudent. As permitted by Public Act 101-640, this meeting will be held without the physical presence of a quorum at the meeting location. Dr. Joianne Smith will be physically present at the meeting location noted above.

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

**AGENDA**

1. Call to Order and Roll Call
1. Consideration of a motion to close the meeting to the public for the purpose of the following:
  - review closed session minutes of May 12, 2020, June 2, 2020 and June 17, 2020
  - consider the appointment, employment, compensation, discipline, performance or dismissal of employees
  - pending litigation
  - collective bargaining
3. Consideration of a motion for adjournment
4. Adjournment

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

**NOTICE**

As of the date of posting this agenda, all counties in the State of Illinois were operating under a Gubernatorial Disaster Proclamation. Due to the COVID-19 health pandemic, Dr. Joianne Smith, president of Oakton Community College, has determined that an in-person meeting is not practical or prudent. As permitted by Public Act 101-640, this meeting will be held without the physical presence of a quorum at the meeting location.

Dr. Joianne Smith will be physically present at the regular meeting location noted above. In further consideration of the COVID-19 pandemic and present access to the College, it is not feasible to allow members of the public to attend the meeting in-person. **Trustees, citizens, faculty and staff, may attend the meeting remotely via Zoom conferencing, details below:**

**To join via tablet or computer:**

<https://oakton.zoom.us/j/98413355441>

**To join via telephone:**

1-312-626-6799

**Meeting ID: 984 1335 5441**

The meeting will include an opportunity for public comment. Any member of the public who would like to make a public comment can submit their comment via email to [eileen@oakton.edu](mailto:eileen@oakton.edu) by 2:00 p.m. on June 30, 2020. Please include your name, town/affiliation, and the item you wish to address to the Board. Public comments submitted via email will be announced during the public participation portion of the meeting.

## **AGENDA**

Call to Order and Roll Call

Pledge of Allegiance

R Approval of Minutes of the May 12, 2020 Committee of the Whole and May 12, 2020 Regular Board of Trustees Meeting

Statement by the President

ICCTA Liaison Report

Educational Foundation Liaison Report

Student Trustee Report

Comments by the Chair

Trustee Comments

Reports: Master Plan 2021 Bond Financing Review  
Wrap-up of 50<sup>th</sup> Anniversary Celebration

Public Participation

## **NEW BUSINESS**

### CONSENT AGENDA

6/20-1

R a. Approval of Adoption of Consent Agenda

R b. Approval of Consent Agenda Items 6/20-2 through 6/20-6

6/20-2 Ratification of Payment of Bills for May 2020 (Including Approval of Travel)

6/20-3 Acceptance of Treasurer's Report for May 2020

6/20-4 Ratification and Supplemental Payment of Professional Personnel Spring 2020 and Summer 2020

6/20-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

6/20-6 Approval of Clinical Practice Agreements

## OTHER AGENDA ITEMS

- R 6/20-7 Public Hearing and Adoption of Annual Budget for Fiscal Year 2020-2021  
a. Public Hearing  
b. Adoption of Annual Budget for Fiscal Year 2020-2021
- R 6/20-8 Authorization to Approve June Purchases  
a. Renewal of Annual Services, Contracts, and Dues for FY21:  
1) Library Services (CARLI and NILRC)  
2) Ellucian – Annual Software Maintenance Contract  
3) The College Board - PowerFacts Maintenance Contract  
4) Illinois Community College Trustees Association (ICCTA) Dues  
b. Renewal of Risk Management Insurance Plans  
c. Continuation of Employee Fringe Benefits: Life and Disability Insurance  
d. Desire2Learn – Bright Space Learning Management System, Three-Year Contract Extension  
e. Des Plaines Campus Sidewalk Repair/Replacement  
f. Ratification of IT Equipment, Support and Contracts  
g. Transportation Services for Student Athletes – One-Year Contract  
h. Twelve Passenger Ford Transit Van
- 6/20-9 Preview and Initial Discussion of Upcoming Purchases
- R 6/20-10 Approval of Annual Promotions in Rank
- R 6/20-11 Authorization to Hire Full-time, Tenure-track Faculty Members
- R 6/20-12 Approval of Salaries for Administrators
- R 6/20-13 Approval of President’s Employment Contract
- R 6/20-14 Authorization to Fund Proposed Trustee Travel
- R 6/20-15 Acceptance of Grants
- R 6/20-16 First Read of Policies 5103 and 6109

## **ADJOURNMENT**

**Minutes of the Oakton Community College Board Meeting  
May 12, 2020**

The 755th meeting of the Board of Trustees of Oakton Community College, District 535, was conducted virtually on Tuesday, May 12, 2020, with a few attendees at the Des Plaines campus, 1600 E. Golf Road.

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

At 3:05 p.m., Chair William Stafford called the meeting to order. All members of the Board participated in the meeting virtually, except for Vice Chair Paul Kotowski, who attended on campus. Ms. Toussaint called the roll:

Mr. William Stafford	Chair	Present
Mr. Paul Kotowski	Vice Chair	Present
Ms. Marie Lynn Toussaint	Secretary	Present
Dr. Gail Bush		Present
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Present
Dr. Wendy Yanow		Present
Ms. Karen Suarez		Present

Chair Stafford asked for 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; and purchase or lease of real property for the use of the public body. Trustee Kotowski made the motion, which was seconded by Trustee Bush.

Trustee Toussaint called the roll:

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

In attendance: Dr. Joianne Smith, President, and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs were present. Dr. Colette Hands, Chief Human Resources Officer, Dr. Karl Brooks, Vice President for Student Affairs and Dr. Ileo Lott, Vice President for Academic Affairs were present virtually.

At 3:55 p.m., Chair Stafford asked for a motion to adjourn the closed session meeting. Trustee Kotowski made the motion; seconded by Trustee Bush; a voice vote was called and the meeting adjourned.

**Open Session and Roll Call**

Chair Stafford called the regular meeting of the Board of Trustees to order at 4:05 p.m.

Trustee Toussaint called the roll:

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

Dr. Yanow  
Ms. Suarez

Present  
Present

### **Pledge of Allegiance – Trustee Paul Kotowski**

### **Approval of Minutes**

Chair Stafford asked for a motion for the approval of the minutes of the April 21, 2020 Board meeting; Trustee Bush made the motion, which was seconded by Trustee Salzberg. A voice vote was called, and the minutes were unanimously approved.

### **Statement by the President**

Dr. Smith thanked the fifty-nine people who joined via Zoom for the third virtual Board meeting, which included Greg Hamill, President of the Full-time Faculty Association; Kathleen De Courcey, President of the Classified Staff Association; and Cheryl Thayer, President of the Adjunct Faculty Association.

Dr. Smith offered condolences to the family and friends of Bob Levi, a lecturer for several years in Oakton's Emeritus Program; to Larry Benjamin, Lecturer in the Business Department, on the passing of his mother Joan Guderian; and to Eilish McDonagh-Hermer, Senior Manager for Workforce Solutions, whose sister, Kate Sloan passed away in Ireland after a battle with cancer. Dr. Smith congratulated Oakton student Amelia Baldwin who was selected for the prestigious Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. This is the third time in five years an Oakton student has been selected for this scholarship. Dr. Smith also congratulated Jake Jeremiah, Assistant Dean of the Library, who was elected to a three-year seat on the CARLI board, which is the Consortium of Academic and Research Libraries, and he is the chair-elect of NILRC, the Network of Illinois Learning Resources in Community Colleges. In terms of events, normally in May there would be a report of all of the events that have taken place this month. Sadly, many of them have had to be cancelled, especially Commencement, which would have taken place on May 18 at the Rosemont Theatre and would have been the highlight celebration of the year, especially this our 50<sup>th</sup> anniversary year. Dr. Smith said that although we cannot gather at the Rosemont in person, we are planning a virtual commencement ceremony that will be available to students in late June. May 8 was originally the date planned for culminating our 50<sup>th</sup> anniversary celebration, with 50 Fest. Again, we will not be able to gather in person, but we are still having a 5K event that people can register for online May 15 - May 31; Dr. Smith invited all to run or walk a 5K through their neighborhood or on a treadmill, and share results on social media using the hashtag #OaktonStrong. It is still a great way to stay fit and active this spring and show your Oakton pride.

### **ICCTA Liaison Report - April is Community College Month**

Trustee Gail Bush, liaison to the Illinois Community College Trustee Association (ICCTA), attended the first virtual Board of Representatives meeting that was held on April 29, 2020. There were twenty-one community colleges represented. The Covid-19 pandemic was the primary topic of discussion. Other discussions included: 1) The Government Relations and Public Policy Committee of the Whole, who reported on the Governor's proposed 2021 budget that had been presented in February. That budget included a set aside of fifteen percent MAP awards (of the \$50 million total) for community college students. 2) Executive Director Jim Reed shared the 2020 ICCTA Legislative Priorities: MAP funding set-aside; equitable funding for community college operations; baccalaureate degrees; funding for capital construction projects; and adequate funding for adult education programs. 3) Reports from partner organizations included ICCCP, ACCT, and ICCB, who has created a short-term Transition Back to Campus Committee to develop a statewide, consistent response to issues such as on-campus operations, classroom instruction, enrollment trends, student support, and health and safety. ICCB is seeking \$18-20 million for the Illinois community college system from CARES Act discretionary emergency relief funds; ICCB will extend all FY 2020 state grants until June 30, 2021, allowing program additional time to spend those funds; and there is a move toward a legislative solution to the acceptance of pass/fail grades for the Spring 2020 semester. The next virtual Board of Representatives meeting is scheduled for June 6, and there is a plan for the 50th anniversary and awards meeting to be held in September in Springfield.

### **Education Foundation Liaison Report**

Chair Stafford reported that giving has increased by approximately \$15,000 in the past three weeks, including a \$10,000 pledge from an Oakton alumnus to initiate an endowed scholarship in his family's name for students who are studying business and intend to transfer to complete a bachelor's degree. The Board launched an electronic portal to facilitate their meeting scheduling and materials, house handbooks and policies, conduct surveys, and build member engagement. The group remains at sixteen voting members and will hold their annual meeting virtually on June 3, 2020.

Trustee Bush commented that last year the Board had scholarship funds through the Educational Foundation and was able to earmark those funds for scholarships that celebrated the 50<sup>th</sup> anniversary. Trustee Bush asked about the funds that are available for this fiscal year wondering if we are able to transition those scholarship dollars to emergency relief support for our students. She asked Chair Stafford, as he is the liaison to the Foundation, if the Board were to agree would it be a possibility. Chair Stafford said it is a great suggestion and he will make inquiries. He also said that the Foundation has been working on a student success emergency fund that has received over \$18,000 from alumni, employees, and community members, and will be matched dollar for dollar by the Foundation through the end of the month. Dr. Smith said that she would look into the Board scholarships with Financial Aid to see if there is a way to reallocate those funds.

### **Student Trustee Report**

Student Trustee Karen Suarez noted that despite the current circumstances and the virtual meetings at this time, she hopes to become well acquainted with all of the Trustees and she is honored to be a part of the Board, as well as represent the views and needs of the student body this year. In general, students are busy studying for finals that are being held this week and finishing their final projects and essays. Students have also begun to register for fall courses with the hope that classes will be held in person. Oakton's 2020 graduates are looking forward to the virtual commencement ceremony in June. In regards to new resources, students experiencing difficulties now have access to Remote Care Services via Google Meet or phone calls from the Student Care Coordinator. Remote tutoring for accounting, anatomy, biology and others are available via the Learning Center. The Career and Transfer Center is now offering online appointments and the Language Lab continues to offer online conversation groups for Spanish, French, and ESL. Activities include Phi Theta Kappa (PTK) that held a virtual scavenger hunt as well as Pictionary night as part of their weekly game nights where their new officer election results were announced and prizes of free pizza and e-gift cards were distributed to the top three winners of each game. PTK has also begun to post weekly videos on their Facebook page starring members and officers teaching others how to make chicken pizza, paper flowers, or a matcha drink. Anyone interested in watching some these videos can find them on their Facebook page as well. The ANDALE program has begun to identify what they are looking for in their new coordinator. At this time, Trustee Suarez thanked the Board for their support in their efforts for a full-time coordinator for ANDALE as well as the addition of the new part-time Black student coordinator. Students for Social Justice raised approximately \$600 for a migrant family in Chicago that was left devastated after being laid off due to the pandemic. The Skokie Events Team (SET) and the Campus Programming Board (CPB) will now collectively be known as the Campus Activities Board (CAB). The goal of this change was to have both programming boards under one category. There will now be a CAB East (Skokie) and a CAB West (Des Plaines). They are looking for students to join the new executive board. If anyone is interested, please contact the office of Student Life and Campus Inclusion for more information. Student Life hosted a week of virtual activities such as movie bingo, conversation groups with the Language Lab, and an opportunity for students to get a caricature of themselves. The Virtual 5K Spring Fun Run begins this Friday through May 31. Lastly, the Student Government Association (SGA) is currently undergoing structural changes as they plan to reconfigure their vision and presence on campus. They are in the beginning stages of choosing their new meeting times and location with the goal of creating a welcoming environment for Oakton students. The SGA will hold training sessions in June and are beginning to identify major issues Oakton students are struggling with in order to find new ways to support and provide resources in the future. All of these activities can be found on Oakton's Instagram and Facebook pages. Overall students are working hard in their final weeks of the spring semester and are hopeful for the future.



### **Comments by the Chair**

Chair Stafford commented about Oakton's response to the Covid-19 crisis. He noted that earlier in the afternoon, the Board began a conversation about next year's budget and how the College can best manage resources to support staff and faculty, and at the same time continue the critical educational mission of the College. He said that sacrifices and hard decisions are going to need to be made to make sure that our ability to continue to provide world-class education services to students remains unabated during these trying times. Chair Stafford said that we are blessed with forward thinking leadership that is innovative as was proven this year by the roll out of our public health contact tracer training professional certificate program. He thanked President Smith and her administrative team for this new program and their nimble response to the pandemic. In terms of sacrifice, our administrators have already agreed to take a six month freeze on their salaries until we reach our mid-year point and see where our finances have settled. Our main goal for this budget will be to retain as many employees as we can while still accompanying our education goals. The administration has also frozen sixteen positions and areas such as travel and utility and has proven to be very nimble given the circumstance. Chair Stafford spoke about watching Michael Crow, president of Arizona State University, on television talking about distance learning education from Zoom classrooms, work study groups, etc. He believes that the pandemic is going to change education and the ways and means that it is delivered. One of Oakton's strengths is online education, but we will also need to continue to evolve. Chair Stafford reiterated that he has always felt that Oakton as an educational institution is only as good as the teachers that are in front of a classroom or controlling the Zoom room, and we need to support them. As an institution, we will need to be providing more professional development to support this change in teaching and he wants the faculty to know that the Board supports them and appreciates their efforts. Finally, Chair Stafford on behalf of the Board thanked the campus police department for masks that they provided to them and commented that it is always good to have elected officials be seen wearing masks at this time.

### **Trustee Comments**

Trustee Yanow commented that the faculty have really jumped in to learn how to teach via Zoom, and she wondered if the Learning Center has been able to provide the kind of tutorial and help services that it has traditionally been able to, now doing it via Zoom. Dr. Smith replied that we are providing tutoring and academic support via Zoom in the Learning Center. Dr. Smith noted that this is something brand new for the Learning Center and thinks that is one of those areas that even when we resume to a new normal, will likely continue in some fashion. She recognizes that it provides flexibility for students who are not able to come to campus.

### **Public Participation – None**

### **New Business: Strategic Engagement for Evanston Discussion**

Chair Stafford said that the Board received some background information on the discussion topic a couple of weeks ago from the administration. Administration and the Board has had an interest in having a presence in Evanston. He said a further discussion is warranted on the part of the Board in terms of ideas for locations, although he cautioned about referring to specific addresses. Chair Stafford asked Dr. Smith to talk about some of our partners, particularly MEAC (Mayor's Employer Advisory Council) and ETHS (Evanston Township High School) and to provide a little background in terms of some of the participation and other partners that we already have in Evanston.

Dr. Smith provided broad context relating to Evanston, which is one of the largest communities within District 535 and yet as we know from our data, we do not see a large number of Evanston residents enrolling in programs at the College. Consequently, we have had a strategic effort to expand our presence in Evanston recognizing that it is a community that we should be serving better than we have been. Part of what we have been doing in the last few years is making sure that we have strategic connections with Evanston partners, fostering relationships, and recognizing the needs of the Evanston community as we think about what kinds of programs and services we can appropriately provide. We have representation on MEAC, and we work closely with ETHS, District 202, we also work closely with the Youth Job Center, and we are members of Evanston Cradle to Career. We have been strategic in being present and engaged in Evanston as we seek to identify what needs the Evanston community has from Oakton and how we can best serve those needs. Chair Stafford opened the floor to the Trustees to begin

the conversation. Trustee Toussaint began by stating that at this time, she does not feel we are doing enough for the Evanston community. There has already been discussion and ideas about ways to increase the Evanston African American population's participation in education. One of the ideas that has been mentioned in previous discussions was the idea of an accredited barber-training program, another was a culinary program. However before we can move forward, she thinks that we need to continue the discussion, brainstorm to find out what the five Board members from Evanston, and all the Board members really want to do. Then decide how, when, where, budget, and timeline. Trustee Salzberg asked if there had been an earlier discussion about what courses we were thinking of offering in Evanston. He did remember the discussion about the barber-training program and others that were discussed and asked was a decision ever made on those programs. Dr. Smith commented that for broad discussion, there has been discussion about the need for both providing career and technical education programs as well as the transfer baccalaureate programs. That is the scope of what Oakton provides as a college, the short-term career and technical education programs as well as the first two years of the transfer baccalaureate program, which has long been a tradition at Oakton. We have been working with Hanover Research, looking at what are the programmatic needs, what are the workforce needs, which could possibly be changing with the Covid-19 pandemic. We embarked in that work with Hanover prior to Covid-19, looking at where are the jobs so that we are making sure that whatever programs we offer that there are opportunities for students in those programs. That is also part of how we have been working with MEAC, who is also looking at workforce trends. We want to make sure whatever programs we offer in Evanston that they are relevant, that there is demand and jobs available for the career and technical education programs, and make sure that we are also offering the first two years of any kind of transfer programming as we would for students who want to transfer into a baccalaureate degree. Many of those career and technical education skills are also stackable. A student can take a short-term career program that then leads to pathways to associates degree and ultimately a baccalaureate degree and beyond. We want to make sure that we are offering the continuum of opportunities at Oakton in Evanston.

Dr. Ileo Lott, Vice President of Academic Affairs, commented that in earlier communications, we talked about the general education common core certificate, which we were calling the fast track program. That is the first two years, is all of the general education (Gen Ed) requirements, thirty-seven credit hours, and we have done work to begin offering that at Skokie, and we want to make sure that we can offer that in the Evanston location as well. He said that there are many students who will say they are just working on their Gen Ed credits. This allows them to receive a certificate for working on those credits. We would ensure that something like that should be part of that programming. Chair Stafford, questioned, is there any sense, compared to the numbers that we have at the Des Plaines and Skokie campuses, do we have an idea in terms of numbers of students we could have at an Evanston location. Dr. Lott said that there has been some analysis on the enrollment potential in Evanston. Dr. Smith said that we hired a company to help with a scan of Evanston, and they are still doing preliminary work and have not yet indicated what they think the true enrollment projections might be. That is some of the work that we are still doing, they started broad and then they would narrow down. Again, that was all prior to the current pandemic. She went on to say that right now there are questions about some of the analysis that they might have done before, if it is still relevant in this new normal. That is part of what we are going to need to tease apart as we move forward because the pandemic has been a game changer in many ways.

Trustee Yanow noted that to Dr. Smith's point, it is a different world today than it was three months ago as it relates to our discussions about Evanston. Trustee Yanow said that she is focused on our being able to excite young adults in Evanston who are not currently engaged in education, to find Oakton an attractive place and be interested in attending. Trustee Yanow feels like location is less of an issue as she does not think that Skokie is that far away from Evanston. Ultimately we will need a location in Evanston, but given the moment, what we really want to do is to say that there are tremendous opportunities and how do we bring that excitement into Evanston and encourage those students to get going on not just a career focus, but there is this Ged Ed certificate that can take them into a four year program in parallel to a short term job. She thinks that narrows down how we talk to young people in Evanston and almost assumes a direction they would take. She wants to see us presenting several options, but the Gen Ed option can take them into a four-year college in parallel with these others, and maybe the issue is less about location but about figuring out how to message those young people to get them to engage in the opportunity. She asked the other trustees if setting up a location in the city of Evanston is of primary importance.

Trustee Burns agreed with Trustee Yanow that the location is less important than what Oakton is going to provide. She spent a lot of time thinking about this and she wanted to weigh in and answer the question, should the College continue to pursue a lease of property as part of our near term solution and Trustee Burns does not think we are prepared to do that at this time. In looking at the numbers of people that attend Oakton, information that Trustee Bush provided, the numbers from District 535, she was surprised that being Oakton's biggest district, Evanston has the least amount of attendance. She referenced Mr. Chandrasekar's, reference to equity and slavery in his budget presentation and how slavery impacted African Americans, it was extremely sobering. The reason she does not think the College is ready is because we keep on saying we want to deal with people that are marginalized, disenfranchised, polarized, and left out, but she does not think that we have given enough thought to what it is going to take in order to inspire people that have been disenfranchised, polarized, etc. Trustee Burns said that until we think about what it is going to take, what does that look like, and are we willing to do the work to get it done? Or are we just going to have another program that gives us outcomes where we end up saying that this is not what we expected, we thought we were going to get X and we only got Z. Before investing in a location, Trustee Burns would like on behalf of the Board and Oakton, to invite other people to come and present to them, like Patrick Keenan-Devlin from the James B. Moran Center for Youth Advocacy, as she considers him to be someone who could give us guidance, Kevin Brown, Lachisa Barton, Ike Ogbo from the City of Evanston. She thinks that these are the people that deal with the people that we are saying that we want to work with and she thinks that they can give us some direction on exactly what the needs are. The administration can participate in that conversation and come up with a plan similar to the how the plan for the contact tracer training program came about. The administration looked at what the need was and came up with an idea. Before any leasing would happen, she feels the need to talk about what equity is, what equity means, and what we are willing to do to achieve it. Chair Stafford said that in terms of the partners, he suggested including Neil Gambow from MEAC, and representatives from the Youth Job Center and ETHS.

Trustee Bush appreciates all the comments so far, she suggested even including District 65, middle schools in the conversations, as we need to build this throughout the whole system. Trustee Bush also conveyed her thoughts on this subject. She feels that the entire portion of District 535 is underserved. Trustee Bush would like to see us partnering with unions, working with HVAC, plumbing and electricians. Nationally, many community colleges have partnerships with unions, which we do not; they offer educational benefits, which is a benefit of their unions. She sees the College partnering in stronger ways with Northwestern University and she sees this as headquarters for the Alliance non-credit programs. Trustee Bush thinks that people will go to wherever the strength is. There are many colleges and universities that have different disciplines in different areas. In regards to Oakton, students interested in nursing or health careers, are going to go to classes at the Margaret Burke Lee Center because that is where those types of classes are taught. She sees the focus being where different disciplines reside and that people while they can get numerous courses at all of the three campuses, get their common core certificate credential, and do a lot of online learning, irrelevant to which physical campus. Anybody who wants to be a part of e-sports or robotics or high tech, CTE, STEM, they are going to go to the Evanston campus, wherever they live in District 535. She thinks that if they want to be in entrepreneurial program and partner with the businesses in downtown, they will go to Skokie, and if they want health careers, arts, humanities and athletics, they will go to Des Plaines. She sees this in a different light, and she is still working through all of these, she just wanted to share the way in which she is thinking about this topic for discussion.

Trustee Yanow said that Trustee Bush presented an amazing vision. She said that to Trustee Burns' point, she thinks part of the challenge in Evanston and with the population that we are referring to, is how do we inspire them to partake of this amazing vision and she worries that we are still not addressing that issue. One of the things, when she looked at those numbers was there was not a category of learners between the ages of 18-24. What we need to be looking at is those learners because those are both the traditional age college learners and the beginnings of the non-traditional learners not all of whom are being served in Evanston. Interestingly, eight percent of the student body is African American and eight percent is the number of the Evanston participants.

While Trustee Yanow likes the idea of a bigger vision, we also at the same time need to focus on how do we begin this process of inspiring the community in Evanston to partake of the opportunities for higher education

and career learning that are available through Oakton. Trustee Bush noted we could have many prongs as we move forward, but agrees with Trustee Burns in that we need to be in touch with people directly in Evanston so that we know how to proceed, Trustee Yanow agreed.

Chair Stafford said that the Board has some homework to do. To Trustee Bush's point, we need to talk about functions and disciplines that we want to address, and in terms of Trustee Burns, we need to talk to some more people on the ground in Evanston, get their input and then come up with a strategy mixing those two strategies. He suggested a sub-committee to work with the president on a plan of attack. Chair Stafford said that he would ask for volunteers and then work with President Smith and Dr. Lott to put some meat on the bones. Trustee Burns asked President Smith in terms of the feasibility study, is there any sense of when that is going to be ready. Dr. Smith replied that we have contracted with Hanover Research for one year where they do different studies in a que. We asked for a feasibility study more towards the end of the year. She said that because of the Covid-19 pandemic, we have purposefully asked them to get more information from those students who chose to withdraw at the end of the spring semester, to learn more about those students' needs and what they would have needed to stay enrolled at Oakton, which was not directly related to the work in Evanston per se, it is more broadly about equity and students who could not continue in the spring. Hanover does research at our request and what they had started doing was looking at labor trends and overall enrollment in Evanston and we were tailoring that down to get more of a focus, but we have pivoted just this most recent item in the que to get more information about students who withdrew. They have contracted with us for a year but we can always extend that, as it is a contract that the Board approved.

Chair Stafford said that the next step is get a task force together to put together a plan of whom we want to talk to and what functions we want to look, with a plan of attack probably at our August meeting, as we will not have time to get that done by the June 30 meeting. We have to decide who we want to talk to, get the group together for a discussion and then do an analysis. He would like Dr. Lott to be on the committee as well as people who can talk about certifications, and putting together the form and function as it is a broad spectrum that was articulated by a number of the Trustees and we are going to have to narrow that down. At this time, Dr. Smith commented that there is a group at the College that is working on Evanston, so it makes sense to have appropriate Board members who are interested to join that group to lead that effort so that the vision is being realized collectively following the Board lead. Chair Stafford commented that sounds like a plan.

**5/20-1a Approval of Consent Agenda**

Trustee Salzberg offered:

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

Trustee Bush seconded the motion.

A voice vote was called and the motion passed unanimously.

**5/20-1b Approval of Consent Agenda Items 5/20-2 through 5/20-9**

Trustee Bush offered:

"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 5/20-2 through 5/20-9 as listed in the Consent Agenda."

**5/20-2 Ratification of Payment of Bills for April 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 \$6,972,698.73 for all check amounts and for all purposes as appearing on a report dated April 2020."

**5/20-3 Acceptance of Treasurer's Report for April 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 March 2020."

5/20-4

**Compliance with Open Meetings Act, Closed Session Minutes**

“Be it resolved that the Board of Trustees of Community College District 535, hereby determines that the minutes of the Board closed session meeting on January 21, 2020, no longer requires confidential treatment and is released for public inspection.”

5/20-5

**Action on Recordings of Closed Session Minutes**

“Be it resolved that the Board of Trustees of Community College District 535, recommends the destruction of the verbatim audio recordings held on June 27, 2017, August 8, 2017, August 15, 2017, September 19, 2017, October 17, 2017, and November 14, 2017.”

5/20-6

**Ratification of Actions of 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 \$22,475.44 for all funds listed in item a.”

- a. Salary payments in the amount of \$22,475.44 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.
- b. Salary rescinds in the amount of \$0 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.

5/20-7

**Ratification of Actions of Alliance for Lifelong Learning Governing 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 one and two.”

On May 5, 2020, the Alliance for Lifelong Learning Governing Board:

- 1. Approved the Alliance for Lifelong Learning Operating Budget in the amount of \$2,210,208.
- 2. Elected the following officers for FY21:  
Mr. Benjamin Salzberg, representing District 535 as Chairperson; Ms. Martha Burns, Representing District 535, as Secretary.

5/20-8

**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 \$22,744.09 to the total amount of part-time teaching salaries paid during the spring semester, 2020; the revised, total payment amount is \$3,966,578.18."
- 2. "Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$14,586.00 to the total amount of faculty overload salaries paid during the spring semester, 2020; the revised, total payment amount is \$580,236.80."

5/20-9

**Approval of Clinical Practice Agreements**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements: Health Information Technology: Marianjoy Rehabilitation Hospital; and Firefighter Apprenticeship Program: Evanston Fire Department.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

**5/20-10 Authorization to Approve May Purchases**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of 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>
5/20-10a	1	Building Automation System Service Agreement and Software Maintenance for Des Plaines and Skokie Campuses – Three-Year Contract	Automated Logic Contracting Services, Inc.	\$ 129,299
5/20-10b	1 - 3	Grant Funded Truck Driving Training Courses – Two Year Contract Extension	Viking Driving School, Inc.	\$ 231,000
5/20-10c	1 – 3	Advertising Agency Services - One-Year Contract	Carnegie Dartlet, LLC. Marketing Partnerships International, Inc.	\$ 150,000.00 \$ 50,000
5/20-10d	1 – 2	Food Service - Retail and Catering Services–Four Year Contract	Fooda, Inc.	\$1,488,000
5/20-10e	1 – 2	Multifactor Authentication Services – One-Year Contract	Duo Security	\$ 39,000
			Grand Total	\$2,132,299.”

Trustee Bush seconded the motion.

Trustee Salzberg asked for details on agenda item 5/20-10d, Food Service-Retail and Catering, as Fooda seems to be a different model than our current system. Mr. Chandrasaker said there was a food service advisory group comprised of students, staff and faculty who helped in the selection of the food service vendor. Prior to the committee being assembled, the College did issue a survey, very similar to what was done in 2017, to understand the importance of the different types of food offerings in the cafeteria and also what was desired going forward. We received close to 1,500 responses and that data was then shared with the food service advisory group in terms of developing the RFP that was issued. We had a number of companies show up. Ultimately, there were three proposals that were submitted. The food service advisory group did meet with all three to have a dialogue and there were specific questions that were asked to all three vendors. Ultimately, Fooda was selected and they have a very interesting model. Unlike traditional food service management operators, Fooda has a concept where they have a resident restaurant partner that is located onsite. In addition to that they also have a network of food partners that the College can cater with. Some of these are very large partners and some of these are local partners. Depending on the budget and the number of people that are being served for a particular type of catering event, the College has a lot of flexibility to go out to any of these catering partners and it is great for us right now especially in a time of where we are looking at declining enrollment over the next year, the uncertainty with what is going on with the pandemic. This gives us more flexibility to work with different partners based on our needs and budgets. Trustee Salzberg said that currently, the College is compensating for some of the financial burden on the current food service provider; do we have to do the same with Fooda? Mr. Chandrasekar said that the amount up for approval with Fooda, \$1,488,000, includes a subsidy a flat subsidy of \$5,000 a month and the College has to demonstrate that we will be able to generate revenues of up to \$500,000 a year. Those would be both retail and catering revenues. Dr. Smith noted that all of the proposals came back with a subsidy that was standard in every one of the food service providers.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**5/20-11**

**Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Renewal of Annual Agreements, Services, and Contracts for FY21 (Library Services, Banner Annual Software Maintenance, PowerFAIDS Annual Software Maintenance Contract, Illinois Community College Trustee Association Dues); b) Desire2Learn; c) Renewal of Risk Management Insurance Plans; d) Adobe Creative Cloud Software Lease and Support; e) Des Plaines Campus Sidewalk Repair/Replacement; f) Cisco Systems Hardware and Software Support Contracts; g) Replacement Servers with Backup System and Support Contracts; and h) VMware Renewals and Additional Licenses.

**5/20-12**

**Approval of Funding for 2020-2021 Merit Lane Appointments**

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the endowment of one new Merit Lane appointment for fiscal year 2020-2021.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

**5/20-13**

**Preview and Approval of New Unit of Instruction**

Trustee Salzberg offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the New Unit of Instruction, Public Health Contract Tracer Professional Certificate.”

Trustee Kotowski seconded the motion.

Trustee Salzberg commented that this is a great certificate, meeting the needs of the public, which is what a community college is and does. He is thankful that we have a great Board and progressive educators, who can think about creating a program such as this during this time of crisis. Trustee Toussaint noted that she has been getting telephone calls and people are interested in signing up and asking for details. Dr. Smith said that there are currently, the non-credit continuing education program, is a non-credit certificate, and the response has been

overwhelming. At this point, there are more interested parties than there are spots. We have filled three courses and currently have over 2,000 people who are inquiring. We are trying to figure out how best to expand our bandwidth and work with the state to figure out their plan, which has still not yet been released in terms of how they plan to hire contract tracers. We do want the community to know that there are many other short-term certificate programs that might also be of interest. Part of what we are going to be doing is reaching out to some of those who are interested to let them know about some of our other programs as well. The program on the agenda is the credit program; it is more expensive than the non-credit. The non-credit course would transfer into this first phase of the credit program; it builds that stackable credential from non-credit to credit. Ultimately, for students who might be interested in a public health program, they could transfer to UIC to continue for a degree in public health. We are trying to build stackable credentials starting with non-credit, then short-term credit( which is what is on the agenda for approval) and then ultimately leading to a transfer curriculum. Public health is going to be an area of growth in the future given the recovery plan for the Covid-19 pandemic. Trustee Bush said that she is happy to see that the counseling and interviewing course is a three credit hour course as it is an important piece of this certificate program and does distinguish the way in which you are able to delve into this in a greater detail than the non-credit. Trustee Yanow is also excited about the counseling and interviewing piece because it brings it into a different level than the certificate program does. She was wondering as a stackable, if someone does the non-credit and then wants the certificate, where they enter into this program. Dr. Lott replied that we are articulating credit into the program. The Non-credit would articulate directly to the first course, the HCT 101 and students would receive credit for that course. Trustee Yanow, remarked they can be employed with the equivalent with that one credit hour course. Dr. Lott replied that the roles of contact tracing build; contract tracing is not the only job. There is a position called a case investigator that does require those more in depth counseling skills, and we are hopeful this puts students on a pathway; they can start here and progress in their career. UIC already expressed interest in articulating our certificate program into their public health degree program. Trustee Salzberg, asked about job opportunities. Dr. Lott replied that we are anxiously awaiting for the state to give us more details on the 5,000 job that they said would be available and we certainly want to supply that demand, but at the same time, corporations also hire internal contact tracers. Everyone has to bring their workforce back to offices at some point and possibly hire their own contact tracers and we hope to be able to pivot quickly to satisfy those needs as well. Dr. Smith commented that in addition, the local hospitals and health departments also hire contact tracers so there are current job openings, but we anticipate as we slowly enter the recovery phase after Covid-19, that there will be a high demand for contact tracers in a number of sectors. The state for sure but also in other employment as Dr. Lott mentioned. Trustee Yanow noted that it is possible that the state will require that every organization, with a certain number of employees, will require contact tracing to be a function of Human Resources (HR). Consequently, we might see an interest in corporations needing to get their employees training within their own HR departments.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.



**5/20-14 Acceptance of a Faculty Retirement**

Trustee Bush offered:

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

Trustee Salzberg seconded the motion.

Dr. Lott thanked Susan Anderson for her service. She is another member of the 49-year club. Professor Anderson has served Oakton almost as long as Oakton has been in business. We are sad that she is leaving, but happy that she is going to enjoy a life of retirement.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**5/20-15 Authorization to Hire Full-time, Tenure-Track Faculty Member**

Trustee Kotowski offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the full-time, tenure-track faculty hire of Dr. Stephen Fix for the 2020-2021 academic year, beginning in August 2020. He will receive the salary associated with the lane and step described as follows:

<u>Agenda Item</u>	<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>
5/20-15	Stephen Fix	Assistant Professor of Cannabis Studies	E-2, \$66,028.”

Trustee Bush seconded the motion.

Dr. Lott commented that when the Board was flexible enough to allow the College to have this program, he never thought that one year later we would be talking about the need for a full-time, tenure-track faculty in the cannabis area, but that day quickly came. Dr. Fix has been with us from the beginning since the idea stage. A lot of the curriculum is in place because he is on our advisory committee and helped us put those things in place and he has taught the program from its inception we are pleased to make this recommendation to the Board.

Trustee Toussaint called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

**Adjournment**

Chair Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, June 30, 2020, time and place to be determined.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Trustee Bush; a voice vote was called and the meeting was adjourned at 5:30 p.m.

---

William Stafford, Chair

---

Marie Lynn Toussaint, Board Secretary

ec  
5/2020

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

**Minutes of the Oakton Community College  
Board of Trustees Committee of the Whole Meeting (virtual)  
May 12, 2020**

Due to Governor Pritzker’s extension of the Stay at Home Executive Order, this Committee of the Whole meeting was held virtually on Tuesday, May 12, 2020.

**Call to Order and Roll Call**

Chair Stafford called the Committee of the Whole meeting to order at 2:05 p.m. Secretary Toussaint called the roll:

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

In addition to the Board participants who attended virtually, physically present at the meeting: Dr. Joianne Smith, President; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; and Vice Chair Paul Kotowski.

Chair Stafford welcomed everyone and stated that the purpose of the meeting was the presentation of the FY2021 budget, he also stressed that no action would be taken. There is another budget session scheduled for the June 30, 2020 Board meeting and if the Trustees need additional time to discuss what was presented, there is ample time to have another Committee of the Whole meeting before June 30.

**FY2021 Budget – Recovery, Resilience, Reinvention**

Mr. Edwin Chandrasekar, Vice President of Administrative Affairs, thanked the Board for their time. He began by talking about the impact of the Covid-19 pandemic, which has been a deeply unsettling time for many people. Not only have jobs been lost, lives have also been lost, and freedom has been curtailed. He noted that despite all the distractions and challenges we have faced, he is happy to be in the United States. This country has faced many problems in the past, just not anything that resembles this problem, but we have faced tougher problems and the United States will continue to prevail and Oakton Community College will continue to prevail. Mr. Chandrasekar explained that we may know the answers to questions in the next few months but at the same time, we may not know the answers to some very important questions for a very long time. The FY2021 budget is focused on recovery, resilience, and reinvention. The College has already done a lot in terms of the response as far as making sure we have remote instruction, flexible instruction for students, and allowing employees to work from home safely. We now move on to the next phases of recovery, resilience and reinvention.

With recovery, the College has assembled a campus reopening Task Force that is working on a phased approach to the fall semester, keeping in mind that physical distancing measures will need to continue absent a vaccine. In terms of resilience, many times, we talk about fixing the plane while it flies; the pandemic has rewritten the rules for us. We are not quite fixing the plane while it flies, but it feels like we are building the plane while we are in mid-air, and that requires leaders to be resilient and flexible in the

face of such dramatic uncertainties. Finally, in terms of reinvention, Mr. Chandrasekar said that our budget is focused on shifting from surviving to thriving. The changes that we have seen have accelerated mitigation towards digital technologies across every sector, including higher education. Mr. Chandrasekar talked about what we know, what is taking place right now, and looking at the next normal. He prefers to use the term the 'next normal' instead of new normal, because for us what we are going to be seeing going forward is that the new normal will keep shifting. We will have to pivot, we will have to recalibrate every time because the contours of the pandemic are not clear and we do not know what to expect. Every time we go through this next phase, it will be the next normal and then it becomes something that we should be able to adapt to if we want to be resilient. We look at our FY2021 budget in terms of assumptions and the flexibility that we have tried to build as much as we can into this budget to allow for unplanned events and contingencies. At the end of the day, we need to be able to connect to the core mission of the College and its priority for equity. Mr. Chandrasekar talked about pre-Covid-19 constraints and that there were several challenges that we were already dealing with, but these were known challenges and we know how to address them moving forward as far as building the budget. Pre-Covid-19 constraints included rising employee healthcare costs, funding retiree healthcare, declining enrollment, unfunded pensions, and low rainy day funds. Mr. Chandrasekar shared information about what we are seeing post-Covid-19 and what will have a direct impact to the College.

What does the next normal mean for Oakton? Mr. Chandrasekar said that when we think about recovery, resilience and reinvention, it is also about restoring confidence in the budget. We will have a budget that will be able to weather unplanned events, that will be adaptive, that can be flexible and works within our means; this is what the next normal looks like. This budget is intended to be more of a counteracting stabilizer for the forthcoming changes that we will expect because of the pandemic. Mr. Chandrasekar talked about post-crisis recovery using an equity lens. He listed the first three of six Guiding Principles: 1. distributing authority and sharing information; 2. promoting psychological safety; and 3. bringing an equity lens to decision-making. Mr. Chandrasekar noted that for him personally, these are areas and principles where President Smith has done a remarkable job in terms of exhibiting behaviors that recognize that there are no predefined responses to addressing this crisis. All the information that we are dealing with now is imperfect, but we have to move on and be able to make decisions that allow the College to continue to operate, to serve its students and to keep its employee safe. The other role that President Smith has taken on, where she has done another remarkable job is that of CEO, Chief Empathy Officer, as she really understands people and the places where they are in terms of how they are dealing with this situation. That has been important for us because through that, we have been able to prioritize two domains that are important, our employees, and student engagement. Dr. Smith thanked Mr. Chandrasekar for his sentiments. The final three principles: 4. pause to assess and anticipate, then act; 5. act with urgency, but with perspective; and 6. ensure a strong operational and financial future. Mr. Chandrasekar displayed a slide related to financial stress testing with different scenarios of the probable impact of the pandemic. He provided scenarios related to an economic slowdown, which could have up to a five percent, or \$4M dollar operating budget impact, and a protracted recession, which could have up to a ten percent or \$8M dollar operating budget impact. Mr. Chandrasekar stressed that this is imperfect information, and this is the best we can do with what we know and we can modify as the situation progresses.

Mr. Chandrasekar provided a budget snapshot as it pertained to the \$4M - \$8M dollar deficit, showing for the FY2021 budget, risks, revenue assumptions, other assumptions, and expense assumptions. Mr. Chandrasekar talked about the CARES Act funding. The College received \$2.8M dollars of funding from the federal government through the CARES Act. \$1.4M dollars or fifty percent of that is dedicated for students to provide student emergency funding. There is a streamlined process with Student Affairs for any student who requires aid to submit an application that will be reviewed by a committee and awards will then be made to the students. The \$1.4M dollars that goes to students is passed through, it does not reflect anything in the budget. The other \$1.4M dollars that we received is an institutional portion of the

funding. The College will now be studying how we can apply those funds as the guidance keeps changing and evolving in terms of how the funds can be used. Mr. Chandrasekar talked about keeping tuition affordable. The College before Covid-19, made a conscious decision not to increase tuition and fees. Oakton's tuition costs are in the middle of our eight peer institutions in the region. It is important given Covid-19 to recognize the hardships that students and their families are facing. It would not be right to look at increasing tuition and fees to cover the College's costs. That is not appropriate, we would need to first go back and look at how we operate before we make such changes. The College is committed to keeping the tuition and fees flat for another year through 2021. Mr. Chandrasekar next highlighted additional deficit closing measures with a two-tiered system.

Moving forward, Mr. Chandrasekar shared his post-pandemic playbook for higher education with trends that we expect to see which include investing in technology, web redesign, non-credit registration system replacement, and multifactor security authentication. Remote working will become more strategic and supply chains will have to be modified as will investing in Student Services as the entire student experience could change into a virtual environment. Mr. Chandrasekar spoke about Oakton's connection back to equity, the desire to close the gaps in terms of eliminating intergenerational poverty. He talked about the fading of the American dream. The American dream as a concept is complex but one of its defining features has been that children have a higher standard of living than their parents. Looking at large data sets, children born 1940 to 1980, when you compare them to their parents, children born during those years had almost a ninety percent chance of doing better than their parents in terms of better incomes. However, children born in 1980, those who today are in their 30s, there is only a fifty-fifty chance as to whether or not that they will do better than their parents, and that is unfortunate, and it sets the stage as to why our work is important. Mr. Chandrasekar shared a slide of a map of the United States from 1861 of the counties with the highest slave populations, and another slide of the map 150 years later, which showed that those counties were low income. This is unacceptable, we have to make change, and this is why our work is so important. In closing, Mr. Chandrasekar said this is why a college education is important and acts as a leveler to dramatically reducing the correlation between parent's income and the adult incomes of their children. Education is important; our work is the equalizer for how we actually break the cycle of intergenerational poverty.

Chair Stafford said that Mr. Chandrasekar talked about threats to our revenue streams like state funding, which was budgeted at fifty percent, and pension issues. He asked Mr. Chandrasekar if he sees any possible threats regarding property taxes. Mr. Chandrasekar commented that one of the things that we might see is increased activism over the next few months from residents not just in the district but also across the state, regarding some type of property tax freeze. To the extent that if that does occur, it will impact the College levy. He elaborated that he has factored in a two percent increase in the CPI, which translates into about \$1.5M dollars. That amount would be at risk and the College would then have to find ways to mitigate. Another question, the fact that the federal government has dropped interest rates next to zero, does that present any opportunities for the College. Mr. Chandrasekar said that the immediate opportunity is refinancing our bonds. We have 2011 bonds that were issued for the construction of the Margaret Burke Lee building. The College will be working with its financial advisor PMA, on how we can restructure and refinance those bonds so that we can take advantage of the low interest rate environment and pass some of those savings back to our taxpayers. Chair Stafford asked for an idea of what the interest on the bonds that we have are, what the average interest rates are, and could we could get them reduced. Mr. Chandrasekar said that he would collect that information and provide it to the Board. Mr. Stafford also asked about the College's levels of scholarship assistance that we are able to give students, is it the same, or are we wanting to increase that amount. Mr. Andy Williams, Comptroller, replied that the College has reached out to ISAC and they are predicting level amounts for FY2021, so for now, so we have kept it level at \$1.1 M dollars for MAP grants. Mr. Williams also commented that we have not heard anything from the federal government regarding PELL grants. Dr. Smith noted that the Educational Foundation has provided scholarship support as well. Mr. Stafford talked about the average

wage before we went into the pandemic, stating that wages were increasing at about three percent. If we take the operating fund level of \$53.8M dollars, three percent of that comes to about \$1.1M dollars. He asked if we had \$1.1M dollars as opposed to increasing wages three percent, what would that translate to if we got into a position where we had to eliminate jobs. Mr. Chandrasekar responded that they have run some sensitivities around that the number, which is \$53M dollars based on that average 2.99%, which translates into \$1.5M dollars, and with our average staff salaries, that translates into about thirty jobs that the College could potentially save if it did not pay those increases. Chair Stafford commented that it is going to be a concern for the Trustees, trying to maintain positions. Mr. Chandrasekar said that in terms of this budget, we are not even looking at that right now, we will continue to go back to see how we can manage within our operations and look at our non-personnel costs before going down any path that impacts staff who are working.

Chair Stafford again remarked that there will be further discussion on this topic at the June 30 Board meeting. He asked the Trustees who have any questions that were not already answered, to email those questions to Mr. Chandrasekar within the next two weeks. He asked Mr. Chandrasekar to collect those questions along with the answers to share in a memo to the Board. If after that, there are still more questions, there can be another Committee of the Whole meeting prior to the meeting on the 30th. Trustee Burns complimented Mr. Chandrasekar on his presentation and particularly the idea of showing the effects of slavery and the impact it still has in this country today, and how it is relevant with respect to Oakton and that what we do at Oakton Community College is important, does have significance, and we can make an impact.

### **Adjournment**

At 3:00 p.m., Chair Stafford asked for a motion to adjourn the meeting, Trustee Bush made the motion, seconded by Trustee Salzberg; a voice vote was called and the meeting adjourned.

No official action was taken during this meeting.

\_\_\_\_\_  
William Stafford, Chair

\_\_\_\_\_  
Marie Lynn Toussaint, Secretary

ec  
5/2020

**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 6/20-2 through 6/20-6**

That the Board adopt the following resolution:

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

- 6/20-2      Ratification of Payment of Bills for May 2020 (Including Approval of Travel)
- 6/20-3      Acceptance of Treasurer’s Report for May 2020
- 6/20-4      Ratification and Supplemental Payment of Professional Personnel  
Spring and Summer 2020
- 6/20-5      Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 6/20-6      Approval of Clinical Practice Agreements.”



**Ratification of Payment of Bills for May 2020**

The check register detailing the regular monthly bills for May 2020 was sent out on June 26, 2020. The totals by fund are on page 2. This includes approval of travel reimbursements for May 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 \$7,812,994.06 for all check amounts as listed and for all purposes as appearing on a report dated May, 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, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for May 2020, represented by checks on pages 1-31 numbered 10000024-1000007, 147956-147970, 148132-148138, 148140-148159, 148161-148163 and 148165-148167 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

Fund	Gross Checks Issued				Total
	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	
Education	\$ 5,768,935.36	\$ 578,917.03	\$ 6,347,852.39	-	\$ 6,347,852.39
Operations, Building and Maintenance Fund	\$ 493,804.63	\$ 215,919.03	\$ 709,723.66	-	\$ 709,723.66
Maintenance Fund (Restricted)	-	\$ 110,510.54	\$ 110,510.54	-	\$ 110,510.54
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 338,933.05	\$ 31,490.45	\$ 370,423.50	-	\$ 370,423.50
Restricted purposes	\$ 228,655.15	\$ 16,127.99	\$ 244,783.14	-	\$ 244,783.14
Trust/Agency	\$ 212.28	\$ 25,032.00	\$ 25,244.28	-	\$ 25,244.28
Audit	-	\$ 1,000.00	\$ 1,000.00	-	\$ 1,000.00
Liability, Protection & Settlement	\$ 1,200.00	-	\$ 1,200.00	-	\$ 1,200.00
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
<b>TOALS</b>	\$ 6,831,740.47	\$ 978,997.04	\$ 7,810,737.51	\$ -	\$ 7,810,737.51
Student Government	\$ 231.55	\$ 2,025.00	\$ 2,256.55	-	\$ 2,256.55
<b>TOTAL PER REPORT</b>	\$ 6,831,972.02	\$ 981,022.04	\$ 7,812,994.06	\$ -	\$ 7,812,994.06

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 1-31 numbered 147971, 148046, 148131, 148139, 148160 and 148164 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 \$2,256.55 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 May 2020.

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

**Acceptance of Treasurer's Report for May 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 May 2020."

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

May 2020

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

Treasurer's Comments on May 2020 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$3.1 million in tuition, \$337,000 in adult education grants, \$272,000 in state base operating grant payments, \$170,000 in property taxes, \$151,000 in replacement tax, \$59,000 in interest earnings, and \$37,000 Perkins payment.

The College paid \$623,000 in interest on outstanding bonds (series 2011, 2014, and 2018) per the bond schedule. Net cash and investments decreased by \$4.6 million from the previous month.

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

**Revenues**

At the end of May, revenues were \$79.7 million or 103% of the prorated budget, compared to \$78.8 million, or 106% for the previous year. Tuition and fees totaled \$24.2 million year to date, or 99% of the prorated budget. Last year, tuition and fees totaled \$25.5 million or 102% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures were \$63.8 million. The operating expenditures are \$0.7 million (1.1%) above prior year's actual expenditures of \$63.1 million for the same period. Net transfers total \$7.1 million as budgeted.

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

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
<b>ASSETS</b>										
Cash	\$ 2,202	\$ 699	\$ 83	\$ 1,722	\$ -	\$ 1,428	\$ -	\$ 941	\$ 1,204	\$ 8,279
Taxes Receivable	22,229	3,943	-	1,789	-	-	-	49	-	28,010
Student Tuition Receivable	5,846	-	-	-	-	326	-	-	-	6,172
Government Funds Receivable	-	-	-	-	-	942	-	-	-	942
Accrued Interest	432	52	43	-	-	16	-	2	62	607
Other Receivables	128	-	-	-	-	289	-	-	-	417
Investments										
Short-term	64,030	9,262	2,692	-	-	615	-	348	12,830	89,777
Long-term	26,312	2,804	1,296	-	-	442	-	131	4,771	35,756
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	840	-	23	-	29	790	-	-	-	1,682
Total Current Assets	107,519	16,760	4,137	3,511	29	19,348	-	1,471	18,867	171,642
Net Investment in Plant	-	-	-	-	-	-	116,464	-	-	116,464
Total Assets	\$ 107,519	\$ 16,760	\$ 4,137	\$ 3,511	\$ 29	\$ 19,348	\$ 116,464	\$ 1,471	\$ 18,867	\$ 288,106
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,122	2,122
Total Assets and Deferred Outflows of Resources	\$ 107,519	\$ 16,760	\$ 4,137	\$ 3,511	\$ 29	\$ 19,348	\$ 116,464	\$ 1,471	\$ 20,989	\$ 290,228
<b>LIABILITIES AND NET POSITION</b>										
Payables	\$ 216	\$ 3	\$ 3	\$ -	\$ -	\$ (23)	\$ -	\$ -	\$ -	\$ 199
Accrued Interest Payable	-	-	-	-	104	-	-	-	-	104
Deferred Tuition Revenue	7,532	-	89	-	-	180	-	-	-	7,801
Accruals	3,353	237	32	-	-	223	-	-	-	3,845
Bonds Payable	-	-	-	-	32,198	-	-	-	-	32,198
OPEB Liability	-	-	-	-	-	-	-	-	43,729	43,729
Total Liabilities	11,101	240	124	-	32,302	380	-	-	43,729	87,876
Deferred Inflows of Resources - Property Taxes	25,844	4,573	-	2,078	-	-	-	57	-	32,552
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	5,360	5,360
Total Liabilities and Deferred Inflows of Resources	36,945	4,813	124	2,078	32,302	380	-	57	49,089	125,788
Net Position										
Unrestricted	70,574	11,947	4,013	-	-	3,797	-	-	(28,100)	62,231
Restricted	-	-	-	-	-	15,171	-	1,414	-	16,585
Debt Service	-	-	-	1,433	(32,273)	-	-	-	-	(30,840)
Plant	-	-	-	-	-	-	116,464	-	-	116,464
Total Net Position	70,574	11,947	4,013	1,433	(32,273)	18,968	116,464	1,414	(28,100)	164,440
TOTAL LIABILITIES & NET POSITION	\$ 107,519	\$ 16,760	\$ 4,137	\$ 3,511	\$ 29	\$ 19,348	\$ 116,464	\$ 1,471	\$ 20,989	\$ 290,228

**OAKTON COMMUNITY COLLEGE**  
**EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**ELEVEN MONTHS ENDED MAY 31, 2020**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes (accrual basis)	\$ 50,183	\$ 46,001	\$ 47,039	102%	102%
Replacement Tax	950	871	1,107	127%	110%
State Revenue	4,708	4,316	4,463	103%	181%
Tuition and Fees	24,316	24,486	24,202	99%	102%
Other	2,140	1,962	2,879	147%	186%
<b>TOTAL REVENUES</b>	<b>\$ 82,297</b>	<b>\$ 77,635</b>	<b>\$ 79,690</b>	<b>103%</b>	<b>106%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 32,060	\$ 29,388	\$ 29,558	101%	99%
Academic Support	17,486	16,029	14,121	88%	85%
Student Services	7,134	6,540	5,829	89%	92%
Public Services	1,286	1,179	1,040	88%	96%
Operations and Maintenance	8,018	7,350	6,536	89%	84%
General Administration	5,308	4,866	5,090	105%	88%
General Institutional	2,303	2,111	1,596	76%	151%
Contingency	956	876	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,551</b>	<b>\$ 68,338</b>	<b>\$ 63,770</b>	<b>93%</b>	<b>92%</b>
Revenues over (under) expenditures	7,746	9,297	15,920		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,500)	(4,125)	(4,125)		
To Auxiliary Fund and Alliance	(2,059)	(1,887)	(1,887)		
To Restricted Purpose Fund	(100)	(92)	(92)		
To Liability, Protection & Settlement Fund	(581)	(533)	(533)		
To Social Security/Medicare Fund	(796)	(730)	(730)		
From Working Cash Fund: Interest	290	266	266		
Total Transfers	<b>\$ (7,746)</b>	<b>\$ (7,101)</b>	<b>\$ (7,101)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ -</b>	<b>\$ 2,196</b>	<b>\$ 8,820</b>		



**OAKTON COMMUNITY COLLEGE  
REVENUES AND EXPENDITURES  
ELEVEN MONTHS ENDED MAY 31, 2020**

**AGENDA ITEM 6/20-3  
6 of 9**

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
<b>REVENUES</b>				
Debt Certificates 2020	\$ 20,000	\$ -	0%	
Construction Fee	335	\$ 318	95%	
Interest and Investments Gain/Loss	41	277	676%	
Total revenues	<u>20,376</u>	<u>595</u>	<u>3%</u>	
<b>EXPENDITURES</b>				
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	750	75%	
West End Remodeling - Phase 2	3,500	2,685	77%	
Natural Area Restoration	224	125	56%	
Supplementary Water Connection	50	84	168%	
Landscape Improvements	250	77	31%	
Capital Equipment	800	107	13%	
Switchgear Upgrades - DP	150	35	23%	
Interior Remodeling	21	15	71%	
Fire Alarm Panel Replacement	80	-	0%	
Flooring - Carpet Replacement	735	315	43%	
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	1,890	35%	
Field Irrigation	100	-	0%	
Cafeteria Remodeling - DP	1,981	42	2%	
Camera Replacement	500	19	4%	
Main Entrances & Monument Signs	1,535	58	4%	
Project Management Services	225	349	155%	
Total expenditures	<u>18,857</u>	<u>6,712</u>	<u>36%</u>	
Transfer in	-	-	0%	
Net	<u>\$ 1,519</u>	<u>\$ (6,117)</u>	<u>(403%)</u>	

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 1,417	\$ 1,275	90%	60%
Workforce Development	140	50	36%	66%
Copy Center	230	128	56%	84%
Travel	10	11	110%	110%
Athletics	20	11	55%	170%
Child Care	334	326	98%	93%
PAC Operations	16	5	31%	63%
Other	142	89	63%	116%
Interest and Investments Gain/Loss	75	90	120%	149%
Total revenues	<u>2,383</u>	<u>1,985</u>	<u>83%</u>	<u>72%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	1,365	986	31%	35%
Workforce Development	300	168	56%	81%
Copy Center	335	279	83%	92%
Travel	-	-	0%	
Athletics	1,283	939	73%	94%
Child Care	465	423	91%	84%
PAC Operations	99	83	84%	97%
Other	340	121	36%	74%
Total expenditures	<u>4,187</u>	<u>2,999</u>	<u>72%</u>	<u>73%</u>
Transfers in (out)	<u>1,645</u>	<u>1,508</u>		
Net	<u>\$ (159)</u>	<u>\$ 494</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
ELEVEN MONTHS ENDED MAY 31, 2020**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a% Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 680	\$ 623	\$ 647	95%	175%
Tuition and Fees	1,082	992	639	59%	86%
Sale of Materials	49	45	34	69%	67%
Institutional Support					
Evening High School	100	92	38	38%	43%
Other Revenues	101	93	51	50%	78%
Total revenues	<u>2,012</u>	<u>1,844</u>	<u>1,409</u>	<u>70%</u>	<u>102%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	1,443	1,323	1,133	79%	74%
Instructional Programs					
Allied Health	204	187	143	70%	76%
Job-related	238	218	46	19%	61%
Home Related	7	6	2	29%	86%
Personal	36	33	20	56%	92%
Community Service	43	39	31	72%	85%
High School Programs	118	108	65	55%	62%
GED Programs	3	3	-	0%	0%
Kids/Youth Program	27	25	19	70%	59%
ESL Programs	147	135	104	71%	88%
Total Programs	<u>823</u>	<u>754</u>	<u>430</u>	<u>52%</u>	<u>73%</u>
Total expenditures	<u>2,266</u>	<u>2,077</u>	<u>1,563</u>	<u>69%</u>	<u>68%</u>
Revenue over (under) expenditures	<u>\$ (254)</u>	<u>\$ (233)</u>	<u>\$ (154)</u>		
Transfer in	414	380	258		
Net	160	147	104		

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

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 425,839				
Interest income	5,943				
Sub total revenues	431,781				
369901 Student Government Association	53,552	139,620	193,172	(119,726)	73,446
369910 Occurrence	-	-	-	(5,535)	(5,535)
369919 Skokie Events Team	-	35,000	35,000	(20,160)	14,840
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	-	1,307
369974 Veterans Club	438	1,271	1,708	(400)	1,308
Sub Totals	70,201	204,391	274,592	(157,523)	117,069

**Fund Summary**

Total Revenues	\$ 501,983
Total Expenditures	(157,523)
Total Transfers to other funds	-
Excess revenues over expenditures	344,460
Net Position 6/30/19	671,235
Net Position, end of period	\$ 1,015,695

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

PMA and 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		
5/13/2020	\$ 714.00			\$ 714.00	\$ 638,810.41				
5/15/2020	638,810.41								
<b>TOTAL</b>	<b>\$ 639,524.41</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 714.00</b>	<b>\$ 638,810.41</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

PAYROLL TAXES - TRANSFERS/PAYMENTS									
DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS				
5/1/2020	\$ 266,186.26	\$ 266,186.26							
5/1/2020	93,256.22		\$ 93,256.22						
5/1/2020	193,876.63			\$ 193,876.63					
5/1/2020	75,993.67				\$ 75,993.67				
5/15/2020	261,822.44	261,822.44							
5/15/2020	91,735.63		91,735.63						
5/15/2020	189,132.70			189,132.70				80,375.14	
5/15/2020	80,375.14								
5/29/2020	275,512.86	275,512.86							
5/29/2020	94,302.69		94,302.69						
5/29/2020	192,815.60			192,815.60					
5/29/2020	78,765.12							78,765.12	
<b>TOTAL</b>	<b>\$ 1,893,774.96</b>	<b>\$ 803,521.56</b>	<b>\$ 279,294.54</b>	<b>\$ 575,824.93</b>	<b>\$ 235,133.93</b>				

**Ratification and Supplemental Payment of Professional Personnel – Spring 2020 and Summer 2020**

Comparative figures:

<b>Summer 2020 Part-Time</b> <b>\$1,136,851.45</b>	<b>Summer 2019 Part-Time</b> <b>\$1,551,894.84</b>
<b>Summer 2020 Overload</b> <b>\$1,838,185.77</b>	<b>Summer 2019 Overload</b> <b>\$1,434,774.26</b>
<b>Spring 2020 Part-Time</b> <b>\$4,010,022.95</b>	<b>Spring 2019 Part-Time</b> <b>\$4,208,219.49</b>
<b>Spring 2020 Overload</b> <b>\$646,600.24</b>	<b>Spring 2019 Overload</b> <b>\$527,087.88</b>

IL:jg  
6/2020

**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 2020 summer semester; the total payment amounting to \$1,136,851.45".
2. "Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the 2020 summer semester; the total payment amounting to \$1,838,185.77".

**AGENDA ITEM 6/20-4**

**2 of 2**

3. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$43,444.77 to the total amount of part-time teaching salaries paid during the 2020 spring semester; the revised, total payment amount is \$4,010,022.95".

4. "Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$66,363.44 to the total amount of faculty overload salaries paid during the 2020 spring semester; the revised, total payment amount is \$646,600.24".

**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 \$13,629.20 for part-time teaching services for the Alliance for Lifelong Learning Summer, 2020.
- b. Salary rescinds in the amount of \$0 for part-time teaching services for the Alliance for Lifelong Learning Summer, 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 to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$13,629.20 for all funds listed in items a and b.”

### **Approval of Clinical Practice Agreements**

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

#### **Basic Nursing Assistant Training**

New:           **The Admiral at the Lake:**

This is a new agreement for the Basic Nursing Assistant Training program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on June 30, 2020 and terminates June 30, 2023.

#### **Health Information Technology and Medical Assistant**

Renewal:       **Northwest Community Hospital:**

This is a renewal agreement for the Health Information Technology and Medical Assistant programs. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on June 30, 2020 and terminates June 30, 2023.

#### **Physical Therapist Assistant**

New:           **Direct Access Therapy, Inc.:**

This is a new agreement for the Physical Therapist Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on June 30, 2020 and terminates June 30, 2023.

Renewal:       **Northwest Community Hospital:**

This is a renewal agreement for the Physical Therapist Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on June 30, 2020 and terminates June 30, 2023.

#### **Human Services Program**

New:           **Counseling Center of Illinois**

This is a new agreement for the Human Services Program. This has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on June 30, 2020 and terminates June 30, 2025.

New:           **Village of Skokie, Human Services Division**

This is a new agreement for the Human Services Program. This has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on June 30, 2020 and terminates June 30, 2025.



**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 approves the following cooperative agreements:

**Basic Nursing Assistant Training:**

The Admiral at the Lake

**Health Information Technology and Medical Assistant:**

Northwest Community Hospital

**Physical Therapist Assistant:**

Direct Access Therapy, Inc.  
Northwest Community Hospital

**Human Services Program:**

Counseling Center of Illinois  
Village of Skokie, Human Services Division.”

IL/bv  
6/2020

**PUBLIC HEARING**

WHEREAS the College has published a Notice of Public Hearing in the following newspaper on May 25, 2020,

*The Daily Herald*

and made available for public inspection from the 25th day of May, 2020, a tentative budget, that Public Hearing is now declared open.

Are there any comments from the public?

**Adoption of Annual Budget for Fiscal Year 2020-2021**

The College published a Notice of Public Hearing in district newspapers on May 25, 2020, to inform the public of its intent to adopt an Annual Budget for Fiscal Year 2021. The Annual Budget was available for public inspection beginning May 25, 2020 and was reviewed by the Board of Trustees during a detailed presentation on May 12, 2020. The Annual Budget for Fiscal Year 2020-2021 is submitted for consideration.

**President's Recommendation:**

That the Board adopt the attached resolution:

“Resolution of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, Adopting the Budget for the Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021.”

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT 535, COUNTY OF COOK  
AND STATE OF ILLINOIS, ADOPTING THE BUDGET FOR THE  
FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021**

WHEREAS, on May 25, 2020, the College administration and the Treasurer of the BOARD made such tentative budget as prepared by them conveniently available to the public for inspection for at least thirty days prior to final action thereon; and

WHEREAS, on June 30, 2020, a public hearing was held by the BOARD as to such tentative budget, notice of said hearing having been given at least thirty days prior thereto by publication in a newspaper published in the District, and all other legal requirements having been complied with;

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

That the final budget in the form attached hereto which contains an estimate of the amounts available in each fund, separately, and of expenditures from each, and which the BOARD deems necessary to defray all necessary expenses and liabilities of such District for the fiscal year, be and the same hereby is adopted as the budget of this District for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

ADOPTED this 30th day of June 2020

AYES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
William Stafford, Chair  
Board of Trustees  
Community College District 535

ATTEST:

\_\_\_\_\_  
Marie Lynn Toussaint, Secretary  
Board of Trustees  
Community College District 535



**SUMMARY OF FISCAL YEAR 2021 BUDGET BY FUND**

	<u>General</u>		<u>Special Revenue</u>				
	<u>Education Fund</u>	<u>Operations &amp; Maintenance Fund</u>	<u>Restricted Purposes Fund</u>	<u>Audit Fund</u>	<u>Liability, Protection, and Settlement Fund</u>	<u>Social Security and Medicare Fund</u>	<u>Retiree Health Insurance Fund</u>
Beginning Balance	62,671,126	10,869,881	48,488	93,602	1,009,804	358,725	(32,484,968)
Budgeted Revenues	72,257,666	8,167,998	12,007,619	100,487	5,785	1,862	0
Budgeted Expenditures	(65,473,628)	(8,577,466)	(12,107,619)	(100,487)	(706,280)	(819,968)	(2,500,000)
Budgeted Transfers from (to) Other Funds	(6,784,038)	409,468	100,000	0	700,495	818,106	2,500,000
Budgeted Ending Balance	<u>62,671,126</u>	<u>10,869,881</u>	<u>48,488</u>	<u>93,602</u>	<u>1,009,804</u>	<u>358,725</u>	<u>(32,484,968)</u>
	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Working Cash</u>	<u>Proprietary Fund</u>	<u>Total</u>		
	<u>Bond and Interest Fund</u>	<u>Operations, Building and Maintenance Fund (Restricted)</u>	<u>Working Cash Fund</u>	<u>Auxiliary Enterprises Fund</u>	<u>All Funds</u>		
Beginning Balance	1,569,951	10,028,799	14,500,000	3,239,516	71,904,924		
Budgeted Revenues	3,411,913	15,561,036	290,000	4,354,955	116,159,321		
Budgeted Expenditures	(3,411,913)	(15,561,036)	0	(6,900,924)	(116,159,321)		
Budgeted Transfers from (to) Other Funds	0	0	(290,000)	2,545,969	0		
Budgeted Ending Balance	<u>1,569,951</u>	<u>10,028,799</u>	<u>14,500,000</u>	<u>3,239,516</u>	<u>71,904,924</u>		

**Authorization to Approve June Purchases**

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

Items “a, b, d, e, and f” and were previewed at the May 2020 Board of Trustees meeting. Item “g” was previewed at the April Board of Trustees meeting. Items “c and h” were not previewed.

EC:kr  
6/16/2020

**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:

<b><u>Agenda Item</u></b>	<b><u>Page(s)</u></b>	<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Amount</u></b>
6/20-8a	1 - 2	Renewal of Annual Services, Contracts, and Dues for FY21	NILRC CARLI Ellucian The College Board Illinois Community College Trustee Association	\$ 96,400.00 \$ 96,400.00 \$ 409,729.00 \$ 48,085.00 \$ 29,100.00
6/20-8b	1	Renewal of Risk Management Insurance Plans	Illinois Community College Risk Management Consortium c/o Nugent Consulting Group, LLC	\$ 760,616.00
6/20-8c	1	Continuation of Employee Fringe Benefits: Life and Disability Insurance	Reliance Standard Life Insurance Co.	\$ 270,000.00



**AGENDA ITEM 6/20-8**  
**2 of 2**

6/20-8d	1 - 2	Desire2Learn - Bright Space Learning Management System - Three Year Contract Extension	Desire2Learn, Ltd	\$ 394,383.39
6/20-8e	1 - 2	Des Plaines Campus Sidewalk Repair/ Replacement	Copenhaver Construction, Inc.	\$ 150,000.00
6/20-8f	1 - 3	Ratification of IT Equipment, Support, and Contracts	CompuCom Meridian IT, Inc. Zones, LLC CDW-G, LLC	\$ 26,647.18 \$ 56,354.00 \$ 100,334.61 \$ 42,017.50
6/20-8g	1 - 2	Transportation Services for Student Athletes - One Year Contract	Infinity Transportation Management, LLC	\$ 48,000.00
6/20-8h	1	Twelve Passenger Ford Transit Van	National Auto Fleet Group	\$ 39,209.54
<b>GRAND TOTAL</b>				<b>\$ 2,567,276.22.”</b>

**Authorization to Purchase Renewal of Annual Services, Contracts, and Dues for FY21**

The Administration is requesting approval of the following annual purchases:

**1) *Library Services (CARLI and NILRC)*** - In keeping with past practice, the Oakton Library is renewing, canceling, and adding online databases and reference resources to support the College's curriculum. All databases are accessible to Oakton students, faculty, staff, and administrators from computers anywhere via Internet access through a proxy service maintained by the Library and Oakton's IT department. Last year, the library budgeted to license more than 65 databases and 430 online reference works. This year, as done every year, the library is currently reviewing the licenses and subscriptions. To obtain the lowest prices available, most of these online resources are licensed through two statewide consortia groups: NILRC (the Network of Illinois Learning Resources in Community Colleges) and CARLI (the Council of Academic and Research Libraries in Illinois). The cost of licenses brokered by NILRC and CARLI will not exceed \$96,400 each for FY21. The library administration will keep the level of these purchases well within budget. The ratio of purchases from NILRC and CARLI will undoubtedly change as we review and they refine their pricing options. These purchases are exempt from the bidding process according to Illinois Community College Act 110 ILCS.

**2) *Banner Annual Software Maintenance Contract - One Year Contract*** - In June 2004, the Board authorized the purchase of Banner software for the College's student information system. In August 2006, Banner Finance and HR/Payroll modules were also purchased to support the financial and human resource needs of the College. Part of the purchase agreement includes terms for annual maintenance service on the system components, including the functional applications; the Luminis web portal, the E-learning interface, and the Oracle database software. In addition, in FY13, the College added the Banner Flexible Registration module to the suite of applications, as well as the Ellucian Mobile application. The College further extended the Banner suite by adding the Banner Data Defense module, a set of security features that encrypts much of the College's most sensitive personal data. Software maintenance includes all general releases and enhancements to these baseline component systems, which comprise Oakton's essential administrative applications. The maintenance period is August 1, 2020 through July 31, 2021. The Administration is again recommending to extend the contract for one year as it provides an opportunity to reassess the future needs and align them with solutions provided by the vendor. The Administration is now requesting approval for \$409,729 for FY21.

**3) *PowerFAIDS Annual Software Maintenance Contract*** - Oakton uses The College Board's PowerFAIDS software to support the financial aid process. PowerFAIDS manages federal and state aid requirements as well as specific Oakton institutional aid programs. PowerFAIDS helps automate the entire financial aid cycle, from needs analysis and student eligibility, through Pell Grant management, award packaging, loan origination, and reporting.

The latest federal rules are programmed into the software so the College stays compliant with federal regulations. Interest in student financial assistance continues to increase. Over the last several years, the College has continued to increase the number of PowerFAIDS licenses so that all Enrollment Center staff members can provide financial aid information to students. The College now owns thirty PowerFAIDS licenses. The maintenance charges for these licenses for FY21 will remain the same as last year, for a total of \$48,085.

**4) *Illinois Community College Trustee Association (ICCTA) Dues*** - Oakton has been a longstanding member of the Illinois Community College Trustees Association (ICCTA). ICCTA provides community college advocacy and supports trustee development through continuing education seminars and trained retreat facilitators. Membership in the ICCTA is a valuable resource for the College, and the Administration recommends a membership renewal for FY21. The dues are \$29,100.

EC:kr  
6/4/2020

**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 renewal of the following Annual Services, Contracts, and Dues for FY21:

1) Library Services from NILRC, PO Box 120, Blanchardville, WI 53516 for a total not to exceed \$96,400.00 and CARLI, 100 Trade Centre Drive, Suite 303, Champaign, IL 61820 for a total not to exceed \$96,400.00,

2) Banner Annual Software Maintenance Contract from Ellucian, 4375 Fair Lakes Ct., Fairfax, VA 22033 for a total not to exceed \$409,729.00,

3) PowerFAIDS Annual Software Maintenance Contract from The College Board, 11911 Freedom Drive, Suite 300, Reston, VA 20190 for a total not to exceed \$48,085.00,

4) Illinois Community College Trustee Associates (ICCTA) dues from the Illinois Community College Trustees Association, 401 E. Capital Ave., Suite 200, Springfield, IL 62701 for a total not to exceed \$29,100.00,

for a four item grand total of \$679,714.00.”

**Authorization to Purchase Renewal of Insurance**

The Illinois Community College Risk Management Consortium (ICCRMC) is comprised of 15 community colleges, of which Oakton is a member and participates in various insurance policies listed in the table below. The estimated premiums and insurance coverage contracted for FY2021 are for the period July 1, 2020 to June 30, 2021. Also included are the rates for FY2020 for comparison purposes.

<b>Type of Insurance</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase (Decrease)</b>
General Liability	\$88,640.00	\$162,193.00	\$73,553
Property	135,702.00	146,840.00	\$11,138
Workers Compensation, Net	396,963.00	378,033.00	(\$18,930)
Educators Legal Liability & Student Medical Malpractice	123,135.00	116,855.00	(\$6,280)
Foundation	1,500.00	1,500.00	\$0
Student Athletic Injury	42,554.00	41,506.00	(\$1,048)
<b>TOTAL CONTRIBUTIONS</b>	<b>\$788,494.00</b>	<b>\$846,927.00</b>	<b>\$58,433</b>
Less Dividends (Estimate):	(\$74,700.00)	(\$86,311.00)	(\$11,611)
<b>TOTAL</b>	<b>\$713,794.00</b>	<b>\$760,616.00</b>	<b>\$46,822</b>

In May 2020, the consortium was initially forecasting a 20% increase in premiums for FY2021 largely driven by an unfavorable loss environment overall and high general liability claims. In June 2020, final offers for property and boiler renewals were received from they are lower than originally forecasted. Oakton’s overall premiums will increase by 7.5% from FY2020 to FY2021. However, Oakton’s share of dividends is expected to increase by \$11,611 from \$74,700 in FY2020 to \$86,311 in FY2021. A dividend is the amount of premium which exceeds the losses and consortium’s overhead expenses, and is returned to participants in proportion to their premiums paid to the consortium. For each insurance coverage line, the dividend calculation is calculated based on different pool years and different surpluses. The Consortium is retaining the overall dividend payout as \$650,000 in FY2021. The overall insurance payment (net of dividends) for FY2021 will be \$760,616.

EC:mw  
6/17/2020

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District No. 535 authorizes the purchase Renewal of Insurance including Liability, Property, Worker’s Compensation, Public Officials Educators Legal Liability, Foundation, Student Malpractice, and Student Athlete

coverage from the Illinois Community College Risk Management Consortium, c/o Nugent Consulting Group, 2409 Peachtree Lane, Northbrook, IL 60062 for a total premium payment for FY21 of \$760,616.00.”

**Authorization to Purchase Continuation of Employee Fringe Benefits: Life and Disability Insurance**

The College is a member of the Illinois Community College Consortium (ICCC) which manages the life and disability premiums for eighteen community colleges through ICCC's broker, Gallagher Benefits Services. Under current collective bargaining agreements, the College is contractually obligated to provide life insurance and disability to certain employee groups. ICCC procured a three-year agreement on behalf of its members with Reliance Standard Life Insurance Company (RSLI) for life and disability insurance. The current contract period began July 1, 2019 and is ending June 30, 2022. It is estimated the College will pay \$270,000 in life insurance and disability premiums in FY 21. Employee direct payments for optional life and disability insurance coverage represent about 58% of the premium. The annual premium paid by College includes over 800 lives and represents over \$84 million in life insurance coverage. The estimated breakout of premiums is as follows:

Basic Term Life/ AD&D	\$112,000
Voluntary Life/AD&D	\$ 74,500
Voluntary Dependent Life/ AD&D	\$ 28,800
<u>Voluntary Long Term Disability Benefit</u>	<u>\$ 54,700</u>
Total Annual Premiums	\$270,000

ED:ch  
6/17/2020

**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 Continuation of Life and Disability Insurance with Reliance Standard Life Insurance Company, PO Box 3124, Southeastern, PA 19398 for a total of \$270,000.00 of which \$158,000 is projected to be contributed by employees for the period July 1, 2020 through June 30, 2021.”

**Authorization to Purchase Desire2Learn - Bright Space Learning Management System - Three Year Contract Extension**

In 2010, Oakton approved a five-year contract from Desire2Learn (D2L) for a new learning management platform. During this time period, Oakton has seen continuous growth in online and hybrid courses and in the use of D2L for traditional classes as well. In February 2014, Oakton purchased D2L Capture, adding lecture/capture capability to our D2L platform. In 2017, the College migrated from our locally installed environment to D2L's cloud-based system. At the August 2017 Board of Trustees meeting, the Board approved a two-year extension of a contract for the College's Desire2Learn Learning Management System (LMS). The approved amount was \$337,280. The LMS is a set of programs used to support online, on campus, and hybrid courses. LMS provides faculty with a set of tools to construct online classes. These tools manage the class content, enrollments and assessments, and allow instructors to efficiently handle grade books, test creation, threaded discussions, rosters, and student communications.

Initially, the Administration was seeking to renew this contract for one year, but has since determined that a three year contract is in the best interests of the College at this time.

The determining factors for this change include:

- 1) In order to accommodate remote learning, utilization of D2L has increased 30% over the past two months
- 2) Transitioning to a new system after one year would involve retraining all faculty members and students on a new platform
- 3) The cost savings between a one year and a three year renewal are significant (\$202,368 for a one year contract compared to \$127,595 for year one of a three year contract)
- 4) The original purpose of the one year renewal was to possibly transition to a different solution in July 2021. Due to the COVID-19 situation and the need for rapid digital transformation of manual processes, priorities assigned to projects have changed significantly. As the result, resources will not be available to implement this project in 2021
- 5) D2L has included a data reporting support for one month (a value added service). This will allow Oakton to build the reports using application programming interfaces (API's) provided by D2L.

The annual fee for year one is \$127,595, year two is \$131,422.85, and year three is \$135,365.54. The grand total for the contract period of July 29, 2020 through July 28, 2023 is \$394,383.39.

**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 Desire2Learn- Bright Space Learning Management System -Three Year Contract from Desire2Learn, Ltd., 210 W. Pennsylvania Ave., Suite 400A, Towson, MD for a total not to exceed \$394,383.39 in accordance with their quote #Q-24165 dated May 26, 2020.”



**Authorization to Purchase Des Plaines Campus Sidewalk Repair/Replacement**

The FY21 Capital Improvement Plan (CIP) includes funds for pedestrian sidewalk and curb repairs/replacement. Currently, there are multiple sidewalk/curb areas at the Des Plaines campus that are cracked, separated, and there are surface elevation differences creating hazardous conditions for pedestrian traffic along with standing water and ice ponding. At the January 21, 2020 meeting, the Board approved engineering services from Manhard Engineers to create engineering and construction documents for this project.

Manhard Engineering (one of the College's QBS approved engineers), the Facilities office, and the Procurement department worked collaboratively to issue an Invitation to Bid for this work. The bid was sent to 43 (four in district) contractors. The College received four (none in district) bid responses which were reviewed and analyzed by the project review team. The low base bid of \$134,150 was submitted by Copenhaver Construction of Gilberts, IL. Copenhaver has been in business since 2004 and employs over 100 people. They have worked in many different markets including transportation departments, school districts, forestry agencies, private sector, and educational facilities. Their references include Harper Junior College, Community Unit School District 300, and Villages of South Elgin and Oswego.

Based on a scope review meeting and the confirming recommendation of Manhard, Inc., the Administration is confident that Copenhaver Construction, Inc. can meet the project requirements and deadlines for the sidewalk repair and replacement.

In addition to the base bid of \$134,150, the Administration is requesting a project contingency of \$15,850 to be used in the event that any unforeseen issues arrive. This brings the grand total to \$150,000. The project team is confident that Copenhaver Construction will meet the College's project requirements. The project will start in the beginning of July and is expected to be completed by August 14<sup>th</sup>, 2020.

EC:kr  
6/10/2020

**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 Des Plaines Campus Sidewalk Repair/Replacement from Copenhaver Construction, Inc., 75 Koppie Drive, Gilberts, IL 60136 for a contract sum of \$134,150.00 plus a project contingency of \$15,850.00 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$150,000.00 in accordance with their low bid in response to Invitation to Bid #0429-20-08.”

<b>Sidewalk Repair/Replacment Bid #0429-20-08</b>	
<b>Vendor</b>	<b>TOTAL</b>
<b>Copenhaver Construction, Inc. Gilberts, IL</b>	<b>\$ 134,150.00</b>
<b>Contingency</b>	<b>\$ 15,850.00</b>
<b>GRAND TOTAL</b>	<b>\$ 150,000.00</b>
A Lamp Schaumburg, IL	\$ 141,870.00
Landmark Construction Huntley, IL	\$ 218,080.00
Boller Construction Waukegan, IL	\$ 234,212.59

**Authorization to Ratify the Purchase of IT Equipment, Support, and Contracts**

In a typical fiscal year, during late February through May, the Instructional Technology (IT) department would be working with the Procurement department to prepare Requests for Proposals and Invitations to Bid for various pieces of IT equipment, support, and contracts. However, 2020 has been anything but typical. Due to the coronavirus (COVID-19) and the Governor's a Stay-at-Home Executive Order, the Illinois Community College Board (ICCB) directed all community colleges to move all instruction to an online, remote, or alternative approach. As a result, the College's IT department had to reprioritize its work quickly to support remote instruction for students and faculty as well as provide a remote work environment for the administration and staff. Therefore, several IT purchases that were scheduled to be approved by the Board earlier in 2020 were delayed until this month. Under normal circumstances, the College would issue a Request for Proposal for these purchases, but in order to continue uninterrupted educational services and provide for remote learning in a timely manner, the College obtained competitive price quotes and has already placed orders for the items listed below. Orders needed to be placed so that the delivery could be made by June 30 or so that the contract could start on July 1. It should also be noted that, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process." The Administration is now seeking Board of Trustees ratification for these purchases.

***Cisco Systems Software Support - One Year Contract - CompuCom, Fort Mill, SC***

The College uses 135 Cisco Systems network switches and routers and 32 Cisco Systems Blade Servers to provide the College's data and voice network across both campus. This equipment is supported with annual software support from the manufacturer in combination with the hardware warranties

The College received quotes from three Cisco resellers for this contract renewal. CompuCom Systems, Inc. of Fort Mill, SC submitted the lowest price of \$22,814.13. The other price quotes were submitted by Logicalis (Downers Grove, IL) for \$23,031.47 and Sentinel (Downers Grove, IL) for \$23,659. The contract will be effective July 1, 2020 through June 30, 2021. CompuCom is a current vendor for the College. Also note that one portion of the current contract was expiring in late May and was renewed with CompuCom for \$3,833.05. The two contracts combined bring the grand total to \$26,647.18. The Administration is confident that CompuCom will continue to meet the College's needs.

***Replacement Servers with Backup System and Support Contracts – Three Year Contract - Meridian IT, Deerfield, IL***

The College uses Commvault Enterprise backup software to backup and archive all of the on premise data including the Banner Student Information System. This backup system provides critical disaster recovery capability for IT services in the event of disasters, hardware or software failure, or cyber-attacks. This system provides a critical "air gap" of protection with offline copies stored both on and

off site. The current backup servers were purchased in 2012 and are at the end of their useful life. The College has investigated both Cloud based and on-premises backup systems. Based on the number of servers, the volume of data to backup, and the need for long time archiving for regulatory and legal requirements, the College will be purchasing replacement servers with backup to disk storage for online restores and an LTO eight tape library system for archival and offsite copies. This equipment will be supported with a three year hardware maintenance contract from the manufacturer.

The College received quotes from three Commvault resellers for this equipment and support. Meridian IT of Deerfield, IL submitted the lowest price of \$56,354. The other price quotes were submitted by SHI International (Somerset, NJ) for \$63,241.72 and CDW-G (Vernon Hills, IL) for \$80,273.05.

Meridian IT is a current long standing vendor for the College. The Administration is confident they will continue to meet the College's needs.

***VMware software Renewals, Upgrades, and Additional Licenses - One Year Contract –Zones, Auburn, WA***

The capital equipment budget and the operation budget include funds for VMware software renewals, upgrades, and additional licenses. VMware is a server and desktop virtualization product that allows significant consolidation of servers onto a private cloud with corresponding significant reductions in equipment costs, energy usage, and improved flexibility and scalability. The College has been using VMware for a number of years. This purchase includes both an upgrade of the College's VDI license and the renewal of annual maintenance and support for the existing licenses and virtual center. In addition, due to the COVID-19 crisis, the College is also purchasing additional VDI licenses.

The College requested quotes from four VMware resellers for the software renewals, upgrades, and additional licenses. Of these four resellers, two companies responded. Zones, LLC of Auburn, WA submitted the lowest price of \$100,334.61. The other quote was submitted by SHI International (Somerset, NJ) for \$103,106.52. Zones has been awarded this contract in the past and has been a long standing vendor for the College. The Administration is confident they will continue to meet the College's needs.

***Logitech Video and Audio Conferencing System – CDW-G, Vernon Hills, IL***

Fifty classrooms and lab spaces will be equipped in preparation for simultaneous face-to-face and virtual learning this fall for classes that require hands-on learning to meet course-learning objectives while practicing social distancing. The video and audio conferencing system will allow faculty to share different views of the classroom to facilitate presentations, discussions, and demonstrations that are inclusive of students in the classroom and those that are virtual. Each conferencing system includes a digital camera, audio speakers and microphone, remote control, and network adapter.

The College received quotes from three resellers for this equipment. CDW-G of Vernon Hills, IL submitted the lowest price of \$42,017.50 for the fifty Logitech systems. The other price quotes were submitted by IT Savvy (Chicago, IL) for \$45,897.00 and B&H Photo (New York, NY) for \$49,750.

CDW-G is a current long standing vendor for the College. The Administration is confident they will continue to meet the College's needs.

PS:kr

6/11/2020

**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 Ratification of IT Equipment, Support, and Contracts from;

CompuCom Systems, Inc., 8106 Calvin Hall Road, Fort Mill, SC 29707 for a total of \$26,647.18 per their quotes dated April 27, and May 7, 2020,

Meridian IT, Inc., Nine Parkway North, Suite 500, Deerfield, IL 60015 for a total of \$56,354.00 per their quote dated May 20, 2020,

Zones, LLC, 1102 15<sup>th</sup> Street S.W., Suite 103, Auburn, WA 98001 for a total of \$100,334.61 per their quotes #K1539202, K1539041, and K14758881 dated June 2, 2020,

CDW-G, LLC, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for a total of \$42,017.50 per their quote #LLSB671 dated June 9, 2020,

for a an estimated grand total of \$225,018.68.”

**Authorization to Purchase Transportation Services for Student Athletes – One Year Contract**

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 worked 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 RFP specified that the contracted company would be required to provide wireless routers and electrical outlets at seats to allow student-athletes to work on their coursework while en route.

The RFP was issued to ten (two in district) transportation companies. The College received five (one in district) responses which were reviewed and analyzed by a project review committee consisting of staff from the Athletic and Procurement office. Based on this review, the Administration is recommending that the College contract with Infinity Transportation Management, LLC of Des Plaines for the period of July 1, 2020 to June 30, 2021 with the option to renew for two additional years.

Infinity was selected because they offer the best combination of cost, fleet variety, required amenities for student success, and cancellation policies. Three of the companies were eliminated due to the size of their fleets and/or inadequate cancellation policies. The other transportation company lacked collegiate experience, competitive references, and had a limited number of vehicles in their fleet.

Infinity is located in Des Plaines and has been in business since 1998 operating seven days a week, 365 days a year. They possess a modern fleet of 44 buses of various sizes to fit our assorted rosters. Each of their buses will be equipped with electrical outlets at the seats and wifi capability. Each vehicle is radio dispatched, fully insured, and passes the standards set by the Illinois Department of Transportation. Infinity offers a two hour cancellation policy, which is vital for weather dependent sports played in outdoor venues. Infinity is a Minority and Woman Business Enterprise business registered with the State of Illinois Central Management Services. Infinity Transportation has also provided transportation services for Oakton's athletes since 2015. Other clients include Harper College, Prairie State College, and Wheaton College. The Administration is confident Infinity Transportation Management, LLC will continue to provide the quality of service required by the College.

The College developed a 2020-2021 travel schedule based upon the anticipated sports schedules so that companies could prepare their proposals; actual travel may vary depending on in season schedule changes, unforeseen additional waiting times, and post-season travel activities. For this reason, the Administration is requesting approval for additional funds above the RFP response of \$42,137 for the full budgeted amount not to exceed \$48,000.

JP:kr  
6/17/2020

**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 Transportation Services for Athletic Teams from Infinity Transportation Management, LLC, 2400 E. Devon Ave., Suite #268, Des Plaines, IL 60018 for a total not to exceed \$48,000.00 in accordance with their response to Request for Proposal #9.”

<b>Transportation Services for Athletic Teams</b>		
<b>RFP #9</b>		
<b>Vendor</b>	<b>TOTAL</b>	<b>Notes</b>
<b>Infinity Transportation Des Plaines, IL</b>	<b>\$ 42,137.00</b>	<b>Fleet size adequate (44 buses) Various sizes - 24 to 57 passenger Will equip with Wi-fi once awarded</b>
Ideal Charter	\$ 31,349.00	Inadequate cancellation policy Small fleet (32 buses) No outlets at seats
Bestway Charter	\$ 34,777.50	Lack of collegiate references Small fleet (23 buses)
Coach USA/Van Galder	\$ 46,548.00	Inadequate cancellation policy Only 56 passenger buses Only one router
Signature Transportation	\$ 49,708.85	Inadequate cancellation policy Most expensive

**Authorization to Purchase a Twelve Passenger Ford Transit Van**

The FY21 capital equipment budget includes funds for the purchase of a twelve passenger van. The van is used mainly to transport student athletes. The van will replace a 2008 Chevy Express van that has 78,430 miles on it. The Chevy Express is in very poor condition and will be sold or auctioned off.

The Purchasing department researched various local and state purchasing consortium contracts that have been awarded a twelve passenger van. The 2020 Ford Transit van best fits the College's needs. This van, with the required options, is available through the Sourcewell consortium contract for \$39,209.54. The purchase order will be issued to National Auto Fleet Group of Watsonville, CA. They have been in business for twelve years and have fifty employees. In 2018, the College purchased a Ford F350 truck through this Sourcewell contract from National Auto Fleet Group. They have also sold vehicles to the following Illinois schools and colleges; Chicago Public Schools, Richard J. Daley College, City Colleges of Chicago, Batavia Central Schools, Heartland Community College, Harper College, Blackburn College, and Southern Illinois University. The Administration is confident they will again meet the College's needs. With a 12-14 week anticipated delivery schedule, the order must be placed now; in sufficient time to meet the order and delivery cut-off dates. Delivery will be made in the fall.

EC:kr  
6/15/2020

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved the Board of Trustees of Community College District 535 authorizes the purchase of a Twelve Passenger Ford Transit Van from National Auto Fleet Group, 490 Auto Center Drive, Watsonville, CA for a total of \$39,209.54, per the Sourcewell contract #120716-NAF, Quote #13729 R1, dated June 4, 2020.”



**Preview and Initial Discussion of Upcoming Purchases**

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

**a) Water Main Leak Detection System Installation** - The College received a citation notice from Des Plaines Public Works (DPPW) Department in January 2020 in relation to the 1,300 foot secondary water main that was installed at the Des Plaines campus in late 2018. The secondary water main provides a looped system for the campus and was constructed with a flexible PVC liner material (high density polyethylene or HDPE) on the interior of the pipe to prevent leaks. It has been determined that the original specifications for the leak detection system will not be compatible with the HDPE material. Hence DPPW has issued a citation for corrective action and the College and its civil engineers have been working with them on a suitable alternative.

In June 2020, a new leak detection system was identified that meets the approval of the DPPW. The installation is expected to be around \$40,000 and is subject to competitive bidding. The College will present a recommendation for approval at the August 2020 board meeting. The Administration plans to present this item to the Board for purchase approval at the August Board meeting.

**b) Digital Asset Management System – Three Year Contract** - The College Relations department is aligning its work to meet the goals and priorities of the institution to grow brand awareness and impact enrollment. Utilizing photos and videos to tell the College's story is paramount to how today's students consume information and make decisions. College Relations is currently filling the vacant part-time digital media specialist position to help support our strategic use of photo and video content in our work.

The College Relations department is lacking a vital tool, in today's modern marketing and communication world, a digital assets management system (DAM). A DAM allows photo and video assets to be shared and stored in a secured cloud-based platform, improves efficiency and productivity for the team and institution, and allows photo and video assets to be easily accessed and distributed in the numerous marketing and communications platforms.

Currently, College Relations utilizes binders with thumbnails of images, CD's, and images that have been uploaded into the shared drive. It is very labor intensive to quickly and efficiently locate the needed images, difficult to share assets with the college community and provide all of the sizes needed for our digital platforms.

The College Relations department reviewed numerous DAM vendors during 2019 and Bynder was identified as the vendor to meet the current and future needs for the department. The advantages are:

- Will help grow and strengthen Oakton’s brand awareness in a user friendly and intuitive interface
- Allows team and stakeholders to collaborate and share the approved photo and video assets in a safe and secure cloud platform
- Improve overall efficiency by establishing a clear taxonomy to easily find assets
- DAM will size photos for social media use, which saves time for the team and allows the team to implement marketing assets quickly
- Increased reuse and repurpose of approved photo and video assets.
- Dedicated service and customer support
- Intensive onboarding to identify taxonomy and custom metadata, across rights and setup, migration, and training
- Ensures asset consistency across digital platforms

In addition to offering the DAM interface, Bynder offers additional modules to help support the growing needs of the College Relation team such as: a project management module, a brand template module, and Adobe Creative Cloud Connector. The College is seeking to begin with the DAM module and add these modules during FY22. The estimated cost for the three-year contract for the Digital Asset Management System module is \$51,300.

This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1 (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 Administration plans to present this item to the Board for purchase approval at the August Board meeting.

**c) Network Associates/McAfee Antivirus Annual Software Updates and Support** - The College licenses 2,750 copies of the McAfee Complete EndPoint Protection Enterprise to provide a comprehensive anti-virus solution for both servers and desktop computers with centralized administration and reporting. For Macintosh computers, the College uses McAfee End Point protection for Macs. Due to the constantly changing nature of the virus threat, anti-virus software requires frequent updates and thus the College is renewing its Gold Business Support agreement which provides updates and 24x7 telephone/web based support for one year.

The Information Technology and Purchasing office will work collaboratively to issue a proposal for the annual McAfee Support. The cost of this agreement is estimated at \$40,000. The Administration plans to present this item to the Board for purchase approval at the August Board meeting.

**Approval of Annual Promotions in Rank**

The Oakton Community College Promotions Committee met on May 21, 2020 and reviewed the PAC questionnaires. The faculty listed below have met the criteria for promotion described in Board Policy 4108 and are recommended for the promotions indicated.

<b><u>Name</u></b>	<b><u>Recommended for Promotion to...</u></b>
Danielle Aquiline	Professor of English
Veronda Carey	Professor of Speech and Theater
Elena Ermolenko Fein	Professor of Economics
Paul Gulezian	Professor of Biology
Anika Jones	Associate Professor of Anthropology and Sociology
Cheryl Joseph	Associate Professor of Early Childhood Education
Stephanie Levi-Blumer	Associate Professor of Biology
Kristin McCartney	Professor of Philosophy
Kalpa Patel	Professor of Biology

IL/DF  
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 approves the promotions in rank for full-time faculty members: Danielle Aquiline, Veronda Carey, Elena Ermolenko Fein, Paul Gulezian, Anika Jones, Cheryl Joseph, Stephanie Levi-Blumer, Kristin McCartney, and Kalpa Patel.”

**Authorization to Hire Full-time, Tenure-track Faculty Members**

The recommendation to hire Ms. Anna Hammer, Dr. Matthew Lee, Ms. Sylvia Rosillo, and Ms. Cecilia Villarruel to full-time, tenure-track positions for the 2020-2021 academic year beginning in August 2020 was made after reviewing the College’s need for faculty in English, Library, and Mathematics.

CH/vb  
6/22/2020

**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 attached resolutions for Ms. Anna Hammer, Dr. Matthew Lee, Ms. Sylvia Rosillo, and Ms. Cecilia Villarruel for the full-time, tenure-track faculty hires for the 2020-2021 academic year, beginning in August 2020. Salary will be determined pending the negotiated agreement between the Oakton Community College Faculty Association and the Oakton Community College Board of Trustees for the 2020-2021 academic year.

<b><u>Agenda Item</u></b>	<b><u>Name</u></b>	<b><u>Academic Rank and Assignment</u></b>	<b><u>Lane, Step, Base Salary</u></b>
6/20-11a	Anna Hammer	Associate Professor	D-3, \$65,401
6/20-11b	Matthew Lee	Assistant Professor	E-2, \$66,028
6/20-11c	Sylvia Rosillo	Assistant Professor	A-2, \$54,255
6/20-11d	Cecilia Villarruel	Assistant Professor	E-2, \$66,028.”

**Authorization to Hire a Full-time, Tenure-track Faculty Member**

The recommendation to hire Ms. Anna Hammer to a full-time, tenure-track faculty position in Mathematics for the 2020-2021 academic year, beginning in August 2020, was made after reviewing the College’s need for faculty in Mathematics.

The search began on December 19, 2019 with postings on the Oakton Community College website and advertisements in the *Chronicle of Higher Education*, *Chicago Diversity and Compact for Faculty Diversity*. The position opening was also posted on various websites including the Chicago Tribune’s *careerbuilder.com*, *hbcuconnect.com* (Historically Black Colleges and Universities), *hacu.net* (Hispanic Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*, *linkedin*, *governmentjobs.com*.

There were seventy-four applicants for the Mathematics position. The search committee conducted twelve on-line interviews for this search and selected four finalists to interview with Dr. Robert Sompolski, Dean of Science, Technology, Engineering and Mathematics (STEM) and Health Careers, and Dr. Ileo Lott, Vice President for Academic Affairs, before a recommendation of hire was made to Ms. Anna Hammer for a full-time, tenure-track Mathematics position.

Ms. Anna Hammer received her M.S. in Statistics, as well as her M.A. in Mathematics Education from DePaul University. She is a member of the Metropolitan Math Club and the National Council of Teachers of Mathematics American Statistical Association. She is currently an Adjunct Faculty Member at Oakton Community College.

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Anna Hammer for the 2020-2021 academic year, beginning August 2020:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>
Ms. Anna Hammer	Associate Professor of Mathematics	D 3 \$65,401.”

**Authorization to Hire a Full-time, Tenure-track Faculty Member**

The recommendation to hire Dr. Matthew Lee to a full-time, tenure-track faculty position in Mathematics for the 2020-2021 academic year, beginning in August 2020, was made after reviewing the College’s need for faculty in Mathematics.

The search began on December 19, 2019 with postings on the Oakton Community College website and advertisements in the *Chronicle of Higher Education*, *Chicago Diversity and Compact for Faculty Diversity*. The position opening was also posted on various websites including the Chicago Tribune’s *careerbuilder.com*, *hbcuconnect.com* (Historically Black Colleges and Universities), *hacu.net* (Hispanic Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*, *linkedin*, *governmentjobs.com*.

There were seventy-four applicants for the Mathematics position. The search committee conducted twelve on-line interviews for this search and selected four finalists to interview with Dr. Robert Sompolski, Dean of Science, Technology, Engineering and Mathematics (STEM) and Health Careers, and Dr. Ileo Lott, Vice President for Academic Affairs, before a recommendation of hire was made to Dr. Matthew Lee for a full-time, tenure-track Mathematics position.

Dr. Matthew Lee earned his Ph.D. in Mathematics, as well as his M.S. in Mathematics from the University of California, Riverside. He has received several awards such as Project NExT Fellow award from the Mathematics Association of America, and the Section NExT Fellow award from the Illinois Section of the Mathematics Association of America. He is presently a Lecturer at the University of Illinois at Chicago.

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Dr. Matthew Lee for the 2020-2021 academic year, beginning August 2020:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>
Dr. Matthew Lee	Assistant Professor of Mathematics	E 2 \$66,028.”

**Authorization to Hire a Full-time, Tenure-track Faculty Member**

The recommendation to hire Ms. Sylvia Rosillo to a full-time, tenure-track faculty position in Library for the 2020-2021 academic year, beginning in August 2020, was made after reviewing the College’s need for faculty in Library.

The search began on December 19, 2019 with postings on the Oakton Community College website and advertisements in the *Chronicle of Higher Education*, *Chicago Diversity and Compact for Faculty Diversity*. The position opening was also posted on various websites including the Chicago Tribune’s *careerbuilder.com*, *hbcuconnect.com* (Historically Black Colleges and Universities), *hacu.net* (Hispanic Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*, *linkedin*, *governmentjobs.com*.

There were thirty-nine applicants for the Library position. The search committee conducted six on-line interviews for this search and selected three finalists to interview with Mr. Jacob Jeremiah, Assistant Dean of Library, and Dr. Ileo Lott, Vice President for Academic Affairs, before a recommendation of hire was made to Ms. Sylvia Rosillo for a full-time, tenure-track Library position.

Ms. Sylvia Rosillo earned her M.S. in Library and Information Services as well as her B.A. in History from the University of Illinois at Urbana-Champaign. She is currently the Director of the Hesburgh Scholar Program and the Director of Library and Media Services at Notre Dame College Prep.

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Sylvia Rosillo for the 2020-2021 academic year, beginning August 2020:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>		
Ms. Sylvia Rosillo	Assistant Professor	A	2	\$54,255.”

**Authorization to Hire a Full-time, Tenure-track Faculty Member**

The recommendation to hire Ms. Cecilia Villarruel to a full-time, tenure-track faculty position in English for the 2020-2021 academic year, beginning in August 2020, was made after reviewing the College’s need for faculty in English.

The search began on December 4, 2019 with postings on the Oakton Community College website and advertisements in the *Chronicle of Higher Education*, *Chicago Diversity and Compact for Faculty Diversity*. The position opening was also posted on various websites including the Chicago Tribune’s *careerbuilder.com*, *hbcuconnect.com* (Historically Black Colleges and Universities), *hacu.net* (Hispanic Colleges and Universities), *Diversejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*, *linkedin*, *governmentjobs.com*.

There were thirty-three applicants for the English position. The search committee conducted seven on-line interviews for this search and selected three finalists to interview with Ms. Linda Korbel, Dean of Liberal Arts, and Dr. Ileo Lott, Vice President for Academic Affairs, before a recommendation of hire was made to Ms. Cecilia Villarruel for a full-time, tenure-track English position.

Ms. Cecilia Villarruel earned a M.F.A. in Creative Writing (Fiction) from Roosevelt University in Chicago, and she is completing a Ph.D. in English/Creative writing from the University of Illinois at Chicago (expected completion this year). She has also received many awards including the Katharine Bakeless Nason Award for Nonfiction and the Graduate Student Council Travel Award. She is currently a Teaching Assistant at the University of Illinois at Chicago and a Writing Consultant at Wilbur Wright College.

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Cecilia Villarruel for the 2020-2021 academic year, beginning August 2020:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane, Step, Base Salary</u>
Ms. Cecilia Villarruel	Assistant Professor	E 2 \$66,028.”



**Approval of Salaries for Administrators**

For Fiscal Year 2021, the College has 33 continuing administrator positions. The following recommendation is for administrative salaries for the FY21 and includes a six-month salary freeze for the first six months of the 2020 – 2021 contract year. Prior to January 2021, the administration will determine any adjustments to the final six-months of the fiscal year.

**The President Recommends:**

That the Board adopt the following resolutions:

- A. “Be it resolved that the Board of Trustees of Community College District 535 approves salaries for a total of \$4,305,720 to 33 administrators and authorizes the issuance of contracts specifying these salaries to the persons named for the period July 1, 2020 through June 30, 2021, as listed in A, B, and C below.”

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>FY2021 SALARY</u>
Maribel Alimboyoguen	Assistant Dean of Health Careers	109,762
Robyn Bailey	Director of Operations and Administration	107,526
Marc Battista	Associate Vice President of Workforce Education / Dean of Business and Career Technologies	123,588
Kelly Becker	Assistant Vice President of Institutional Effectiveness and Strategic Planning	116,725
Anne Brennan	Assistant Vice President of Academic Affairs/ College Transitions	125,442
Karl Brooks	Vice President for Student Affairs	174,576 *
Michele Brown	Director, Admission and Enrollment	123,990
Edwin Chandrasekar	Vice President of Administrative Affairs	200,850 *
Sebastian Contreras Jr.	Dean of Student Success	130,759
Leana Cuellar	Director of Student Learning and Engagement	97,660
Rick Daniels	Director of Student Life and Campus Inclusion	90,160
Al Grippe	Director of Grant Strategy and Development	90,160
Colette Hands	Associate Vice President, Chief Human Resources Officer	163,893*
Jeffrey Hoffmann	Chief of Police and Emergency Management	100,000
Ruben Howard	Director of Workforce and Strategic Partnerships	100,913
Matthew Huber	Dean of Enrollment Management	120,000
Jesse Ivory	Dean of Adult & Continuing Education/ Dean of the Skokie Campus	110,000
Jacob Jeremiah	Assistant Dean of Library	88,038
Mark Kiel	Dean of Counseling, Health, & Wellness Services	119,616
Linda Korbel	Dean, Liberal Arts	153,946
Renee Kozimor	Director of Software and User Services	148,566

**AGENDA ITEM 6/20-12****2 of 3**

<u>ADMINISTRATOR</u>	<u>TITLE</u>	<u>FY2021 SALARY</u>
Raymond Lawson	Dean of Online Learning	127,283
Andrea Lehmacher	Director of Marketing	117,000
Ileo Lott	Vice President for Academic Affairs	176,265 *
Juletta Patrick	Assistant VP, Student Affairs/Dean-Access, Equity, Diversity	125,480
Katherine Sawyer	Associate Vice President of Marketing and Communication/ Chief Advancement Officer	167,248
Joe Scifo	Director of Facilities	121,528
Prashant Shinde	Chief Information Officer	155,000
Robert Sompolski	Dean, STEM and Health Careers	156,802
John Wade	Director of Systems and Network Services	152,291
Cheryl Warmann	Registrar, Director of Student Financial Support	135,997
Andy Williams	Controller	150,236
Ruth Williams	Assistant Vice President, Academic Affairs/ Dean of Curriculum and Instruction	124,420
	Total 33 Continuing Administrator Salaries	4,305,720

## Notes:

1. Salaries for grade 10 administrator positions include a 3% SURS contribution, and they are noted with an asterisk (\*).

B. “Be it further resolved that the Board of Trustees of Community College District 535 approves FY2021 administrative salary ranges at the same amount as in FY2020.”

<u>Salary Grade</u>	<u>FY2021 Minimum</u>	<u>FY2021 Midpoint</u>	<u>FY2021 Maximum</u>
4	\$ 68,041	\$89,980	\$111,919
5	75,113	99,410	130,228
6	82,923	109,818	136,719
7	91,588	121,381	151,169
8	101,154	134,136	167,115
9	111,784	148,304	184,828
10	123,525	163,962	204,399

\*Attached are copies of the three administrative contracts.

- Contract A is for grades 6-9 administrator positions.
- Contract B is for grade 10 administrator positions (as noted by asterisks above).
- Contract C is for administrators receiving a SURS contribution in lieu of a salary increase in accordance with Policy 4318.



**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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ of the Board's College from July 1, 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 \$ \_\_\_\_\_ in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period July 1, 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 June 30, 2020.  
(Agenda Item 6/19-\_\_)

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.



**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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ of the Board's College from July 1, 2020 through 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 \$\_\_\_\_\_, which includes the equivalent of 3% of the Administrator's annual contribution to SURS. This salary shall be for the period July 1, 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.

Dated and returned this \_\_\_\_\_ day of \_\_\_\_\_ 2020 by:

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on June 30, 2020.  
(Agenda Item 6/20-\_\_)

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.



**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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ of the Board's College from July 1, 2020 through 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 \$\_\_\_\_\_. In lieu of a salary increase, a payment in the amount of \$\_\_\_\_\_ will be made to SURS, in accordance with Policy 4318. This salary shall be for the period July 1, 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.

Dated and returned this \_\_\_\_\_ day of \_\_\_\_\_ 2019 by:

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on June 30, 2020.  
(Agenda Item 6/20-\_\_)

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.

**Approval of President’s Employment Contract**

On June 26, 2018, the Board of Trustees issued Dr. Joianne Smith a three- year employment contract that included a notice to inform her of their intent to renew that contract by June 30, 2020. The following resolution sets forth the Board of Trustees of Oakton Community College’s recommendation to issue a new four-year employment contract for Dr. Joianne Smith, for the period July 1, 2020 through June 30, 2024.

**President’s Recommendation:**

“**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District 535, County of Cook, and State of Illinois, that;

Dr.Joianne Smith be issued a four year contract as President of Oakton Community College for the period July 1, 2020 through June 30, 2024, with an annual salary of \$291,462 for the initial year (which includes a six month salary freeze for the first six months of the 2020-2021 contract year. The Board will determine the final six month rate for the completion of this fiscal year prior to January 2021), as well as benefits and other employment conditions described in the contract attached hereto.”

ADOPTED this 30<sup>th</sup> day of June 2020.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
William Stafford, Chair

\_\_\_\_\_  
Marie Lynn Toussaint, Secretary



## **PRESIDENT'S EMPLOYMENT AGREEMENT**

**THIS AGREEMENT** made this 30<sup>th</sup> day of June 2020, by and between the Board of Trustees of College District 535, County of Cook, State of Illinois (the "Board"), and Dr. Joianne L. Smith (the "President").

### **A. EMPLOYMENT**

#### **Term of Employment**

The Board hereby employs the President for a period of four (4) years, commencing July 1, 2020 and ending June 30, 2024.

### **B. SALARY**

#### **Annual Salary**

The President will receive a six month salary freeze for the first six months of the 2020-2021 contract year paid at her current annual rate of \$291,462, payable in thirteen (13) equal, bi-weekly installments and subject to applicable payroll deductions. Prior to January, 2021 the Board will determine the final six-month rate for the completion of this fiscal year. The President will receive an annual salary increase for each subsequent contract year which is based upon the Board's annual review and assessment of the President's performance as provided in paragraph F3 of this Agreement.

### **C. BENEFITS**

#### **1. SURS Contribution**

Included in the annual salary stated in paragraph B.1 of this Agreement is a Board contribution to the State Universities Retirement System (SURS) in an amount equal to eight percent (8%) of the President's salary (\$25,251) in recognition of the President's statutory contribution to SURS. The Board shall deduct this eight percent (8%) contribution from the President's annual salary and remit this amount to SURS on behalf of the President. Both parties acknowledge that the additional salary is made as a condition of employment to secure the President's future services, knowledge, and experience.

#### **2. Medical/Dental Insurance**

The College shall pay 87.5% of the full premium cost of participation by the President, her spouse and any eligible dependents in the College's medical and dental insurance program. If at any time during the term of this Employment Agreement, a change in federal or state laws or regulations becomes effective, or enforcement of any such provisions commences, which would cause an employer penalty or tax related to the health insurance benefits provided in this Agreement, or which would cause the President to incur additional taxable



income under the terms of this Agreement, the parties agree to re-open this Agreement to renegotiate or revise the affected health insurance benefits provisions.

**3. Life Insurance**

The Board will provide the President with term life insurance, including Accidental Death and Dismemberment coverage, in the amount of two (2) times the President's salary as stated in paragraph B.

**4. Supplemental Benefit Allowance**

The College shall pay the President an additional benefit allowance in the amount of 7.5% (\$21,860) for the President's purchase of permanent life insurance, long-term care insurance, long-term disability insurance, tax- sheltered annuities, or contribution to a deferred compensation plan the Board has established or a combination of the foregoing benefit items, as determined by the President.

**5. Vehicle**

The Board shall provide the President a vehicle for the President's use for authorized purposes. The Board shall be responsible for liability, property damage and comprehensive insurance for the vehicle, and all maintenance and operating expenses. The President is responsible for any imputed income taxes related to the College-provided vehicle.

**8. Professional Development**

The President shall be eligible to attend and participate in educational conferences, conventions, workshops, seminars, and similar professional activities and events, subject to reasonable review and approval by the Board Chair. The Board shall reimburse the President for reasonable, out-of-pocket expenses incurred by the President in connection with such approved activities and events. In addition, the Board shall reimburse the President for the reasonable, out-of-pocket expenses of attendance by the President's spouse at such activities and events.

**9. Physical Examination**

Upon request, the President shall provide the Board Chair with a physician's written verification of the President's fitness to perform her essential duties as President. The Board shall pay the cost of the physical examination.

**10. Administrative Benefits**

The President will receive any leave entitlements and fringe benefits not specifically set forth herein which are granted to all other administrative personnel under the College's policies.

## **D. LEAVES**

### **1. Vacation**

The President shall receive twenty (20) paid vacation days per contract year. Vacation days should generally be taken during the contract year in which they are earned. Any accrued, unused vacation days can be accumulated to a maximum accumulation amount of fifty-six (56) days. A minimum of ten (10) vacation days shall be taken each contract year. Compensation for any accrued, unused vacation days upon separation of employment shall be payable thirty (30) days after the President's final workday.

### **2. Sick Leave**

The President will receive twenty (20) paid sick leave days per contract year. Any earned, unused sick leave days may be accumulated without limit.

### **3. Personal Leave**

The President shall be entitled to three (3) paid personal business days per contract year. Personal business days shall be deducted from sick leave.

### **4. Consulting Leave**

The president shall be entitled to three (3) paid consulting days per contract year. Any outside consulting work that the President wishes to perform shall be subject to the reasonable review and approval of the Board Chair. There shall be no carryover of unused consulting days.

## **E. POWERS AND DUTIES**

### **1. Authority and Responsibility**

Subject to policies and directives established by the Board and consistent with the Illinois Public Community College Act, the President shall act as the chief executive officer of the College. The President shall have authority and responsibility to organize, direct, manage and oversee the administration of the College in a manner intended to promote and advance the College's best interests. The Board may further establish and designate the President's essential job responsibilities in a position description adopted by the Board.

### **2. Fiduciary Duty**

During her employment, the President shall devote substantially all of her professional time, attention, skills and energy to the performance of her responsibilities as President of the College. The President shall perform such responsibilities professionally, in good faith, and to the best of her abilities.

## **F. EVALUATION**

1. Prior to May 1 of each year of this Agreement, the President will propose specific written annual performance goals and proposals for measuring progress in achieving those goals for the following twelve (12) month contract year for review and approval by the Board.

The Board will meet with the President to review the performance goals. The Board will approve and establish the annual performance goals by July 1 of each contract year. Performance goals for the contract year shall be established by the Board in consultation with the President.

2. The President will provide the Board with written status reports measuring her progress towards meeting the annual performance goals. The President will submit the status reports at least once during each six (6) month period of each contract year.
3. The Board will review and evaluate the President's performance before June 30 of each year of this Agreement. In conducting its annual evaluation of the President's performance, the Board will review and assess the President's overall performance and her successful completion and attainment of the performance goals based upon previously identified, measurable criteria and documented outcomes. A copy of the Board's written annual evaluation will be provided to the President.

## **G. TERMINATION**

### **1. Termination Due to Disability**

The Board shall have the right to terminate the President's employment under this Agreement in the event of a "Disability," which is hereby defined as a mental or physical illness, injury or disability which (i) prevents the President from performing her essential job responsibilities as President of the College for (a) substantially all of the regular working days of any six (6) consecutive month period, or (b) the majority of the regular working days of any twelve (12) consecutive month period, or (ii) is of such a catastrophic nature that it is reasonably certain that the President will be prevented from performing her essential job responsibilities as President of the College for either of the foregoing two periods of time.

### **2. Mutual Agreement**

The President's employment under this Agreement may be terminated at any time by written agreement of the parties.

### **3. Resignation of the President**

The President shall have the right to terminate her employment under this Agreement upon not less than twelve (12) months' prior written notice to the Board, or such shorter notice period as the Board may accept.

### **4. Notification of Status (Renewal / Non-Renewal)**

Not less than 12 months before the expiration of the President's contract, the Board shall notify the President of its intent either to renew or not to renew the contract upon its expiration.

## **5. Termination by the Board for Cause**

The Board shall have the right to terminate the President's employment under this Agreement for "cause" upon the occurrence of any of the following events:

- (a) Any willful, material act of fraud or dishonesty by the President intended to result directly or indirectly in material gain or enrichment for the President at the expense of the College;
- (b) The President being convicted of a felony criminal offense, or of any unlawful act of employment discrimination or harassment, where, in the reasonable judgment of the Board, such conviction is reasonably likely to have a material adverse effect on the President's continued performance of her job responsibilities as President of the College or the interests, status, reputation or goodwill of the College;
- (c) The President's material failure or unwarranted refusal to perform any of her essential job responsibilities as President of the College for any reason other than her disability, provided that the President is given notice of such performance deficiency and fails to remedy such deficiency within thirty (30) days following her receipt of such notice;
- (d) The President's material breach of any provision of this Agreement, provided that the President is given notice of such breach and fails to remedy such breach within thirty (30) days following her receipt of such notice; or
- (e) Any act or failure to act which seriously and adversely impacts the College, its operations, or best interests and constitutes cause for discharge.

## **6. Effect of Termination**

As of the effective date of the termination of the President's employment for any reason, all rights and obligations of the parties under this Agreement shall immediately cease.

## **H. INDEMNIFICATION**

The Board shall defend, indemnify and hold the President harmless from and against any and all claims, demands, causes of action, suits, proceedings, damages, liabilities, judgments, costs and expenses suffered, sustained or incurred by the President as the result of or arising out of the President's good faith performance of her responsibilities as President of the College and her obligations under this Agreement; provided, however, that the foregoing right of indemnification shall not apply in the case of any claim by the Board or the College alleging that the President has breached one or more of her obligations under this Agreement, unless a court of competent jurisdiction determines that such claim by the Board or the College is without merit. The President shall give prompt notice to the Board of any claim asserted or threatened against her, as well any facts, occurrences or events which could result in a claim being asserted or threatened against her. The parties' rights and obligations under this provision shall survive the termination of the President's employment for any reason.

**I. NOTICE**

All notices required by this Agreement shall be in writing and delivered as

follows: If to the Board, to:

Oakton Community College

1600 East Golf Road

Des Plaines, IL 60016

Attn: Chair of the Board of Trustees

with a copy to:

Oakton Community College

1600 East Golf Road

Des Plaines, IL 60016

Attn: Secretary of the Board of Trustees

If to the President, to:

Dr. Joianne L. Smith

1600 East Golf Road

Des Plaines, IL 60016

or as otherwise directed by a party in a notice issued pursuant to this provision. All notices shall be given personally, or via a national overnight delivery service, or via certified mail, postage prepaid, return receipt requested. A notice delivered personally shall be deemed to have been given on the date on which it is so delivered. A notice sent via a national overnight delivery service shall be deemed delivered on the next business day following its date of dispatch. A notice sent by certified mail shall be deemed to have been delivered three (3) business days after it is properly deposited in a U.S. Postal Service depository.

**J. INTERPRETATION**

This Agreement shall be interpreted and enforced in accordance with the laws of the State of Illinois, without reference to its rules governing conflicts of law. The provisions of this Agreement are intended to be interpreted and enforced in a manner which renders them valid and enforceable. In the event that any provision of this Agreement is found to be invalid or unenforceable, such provision shall be modified to the extent and in the manner which a court of competent jurisdiction deems reasonable, and thereupon enforced upon such terms. If any such provision is not so modified, it shall be deemed stricken from this Agreement without affecting the validity and enforceability of any of the remaining provisions hereof.

**K. ASSIGNMENT**

The rights and benefits of the President under this Agreement are personal to her and may not be assigned or transferred to any other person or entity, except as otherwise expressly provided herein. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the College.

**L. BINDING EFFECT**

The individuals signing this Agreement on behalf of the Board represent and warrant that this Agreement has been duly authorized by the Board, that the Board has the power and authority to execute this Agreement on behalf of the College, that this Agreement constitutes a legal, valid and binding obligation of the Board and the College, and that this Agreement is enforceable against the Board and the College in accordance with its terms.

**M. ENTIRE AGREEMENT/AMENDMENT**

This Agreement contains the entire agreement of the parties and supersedes all prior discussions, representations, negotiations, commitments and agreements between the parties with respect to the subject matter hereof. No modification or rescission of this Agreement shall be deemed valid unless in writing and signed by both the Chair, and the Secretary of the Board, and by the President.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the 30<sup>TH</sup> day of June 2020.

**PRESIDENT**

By: \_\_\_\_\_  
Dr. Joianne L. Smith

**BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE  
DISTRICT 535, COUNTY OF COOK,  
STATE OF ILLINOIS**

By: \_\_\_\_\_  
William Stafford, Chair

ATTEST: \_\_\_\_\_  
Marie Lynn Toussaint, Secretary

**Authorization to Fund Proposed Trustee Travel**

In accordance with Board Policy 1008, members of the Board of Trustees are encouraged to attend regional, state, and national functions to enhance education on matters of importance to trustees, and to represent and promote the College. The travel budget for each trustee for the fiscal year shall be approved by the Board.

The consolidated plan for fiscal year 2020-2021 is attached for approval by the Board.

/ec  
6/2020

**President's Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District No. 535 authorizes the consolidated trustee travel plan for fiscal year 2020-2021 attached to this resolution.”

TRUSTEE DATES PURPOSE LOCATION TRANS. LODGING MEALS REG. EXPENSE TOTAL EST. COST MAX COST EST. COST MISC. EST. TOTAL

TRUSTEE	DATES	PURPOSE	LOCATION	TRANS.	LODGING	MEALS	REG.	EXPENSE	TOTAL
Martha Burns	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00
	<b>TOTAL:</b>								<b>\$7,385.00</b>

Gail Bush	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00
	<b>TOTAL:</b>								<b>\$7,385.00</b>

Paul Kotowski	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00
	<b>TOTAL:</b>								<b>\$7,385.00</b>

Benjamin Salzberg	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00
	June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00
	<b>TOTAL:</b>								<b>\$7,385.00</b>



TRUSTEE DATES PURPOSE LOCATION TRANS. LODGING MEALS REG. MISC. EST. EST. EST. EST. EST. EST. EST.

TRUSTEE	DATES	PURPOSE	LOCATION	TRANS.	LODGING	MEALS	REG.	MISC.	EST.	EST.	EST.	EST.	EST.	EST.	TOTAL
William Stafford	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00						
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00						
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00						
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00						
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00							
<b>TOTAL:</b>															\$7,385.00

Marie Lynn Toussaint	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00						
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00						
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00						
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00						
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00							
<b>TOTAL:</b>															\$7,385.00

Wendy Yanow	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00						
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00						
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00						
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00						
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00							
<b>TOTAL:</b>															\$7,385.00

Karen Suarez	September 11-12, 2020	ICCTA Seminar & Board	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
	September 30 - October 3, 2020	ACCT Annual Leadership Congress	Chicago, IL	\$150.00	\$700.00	\$300.00	\$1,100.00	\$100.00	\$2,350.00						
	November 13-14, 2020	ICCTA Seminar & Board	TBD	\$50.00	\$200.00	\$100.00	\$150.00	\$50.00	\$550.00						
	Fall 2020	ICCTA Awards Ceremony	TBD	\$50.00	\$200.00	\$100.00	\$200.00	\$50.00	\$600.00						
	February 7-10, 2021	ACCT National Legislative Summit	Washington, DC	\$300.00	\$700.00	\$125.00	\$725.00	\$100.00	\$1,950.00						
	April 2021	ICCTA Lobby Day	TBD	\$150.00	\$200.00	\$75.00	\$150.00	\$30.00	\$605.00						
June 2021	ICCTA Annual Convention	TBD	\$50.00	\$400.00	\$50.00	\$175.00	\$50.00	\$725.00							
<b>TOTAL:</b>															\$7,385.00

Trustees may not attend all meetings indicated.

**Acceptance of Grants**

Funding totaling \$2,950,662.00 have been made available to Oakton Community College, subject to acceptance at the June 30, 2020, Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

KT on behalf of AG  
6/24/2020

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 6/20-15a through 6/20-15f, for the following grants:

a. DOE Title VIII Coronavirus Aid, Relief and Economic Security Student Portion Grant.....	\$1,381,420.00
b. DOE Title VIII Coronavirus Aid, Relief and Economic Security Institutional Portion Grant.....	\$1,381,419.00
c. The Oakton Community College Educational Foundation Grant .....	\$150,000.00
d. Illinois Clean Energy Community Foundation – Pollinator Meadows Pilot Program Grant.....	\$20, 000.00
e. DOE Title VIII Coronavirus Aid, Relief and Economic Security MSI-AANPISI Grant.....	\$11,435.00
f. Title VI DOE CIBER CMCCC Grant.....	\$6,388,.00
For a total of 2,950,662.00.”	

**Acceptance of the Department of Education Title VIII Coronavirus Aid, Relief and Economic Security Student Portion Grant**

The Department of Education, Title VIII Coronavirus Aid, Relief and Economic Security (CARES) has awarded Oakton Community College, as part of the Education Stabilization Fund, a Student Portion Grant in the amount of \$1,381,420.00 to support the students attending Oakton Community College that are affected financially by the COVID-19 pandemic.. The grant period is April 23, 2020 through April 22, 2021. Edwin Chandrasekar, Vice President of Administrative Affairs will administer the grant.

KT on behalf of AG  
6/24/2020

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$1,381,420.00 from the Department of Education Title VIII Coronavirus Aid, Relief and Economic Security Student Portion Grant to financially support students at Oakton Community College.”

**Acceptance of the Department of Education Title VIII Coronavirus Aid, Relief and Economic Security Institutional Portion Grant**

The Department of Education, Title VIII Coronavirus Aid, Relief and Economic Security (CARES) has awarded Oakton Community College, as part of the Education Stabilization Fund, an Institutional Portion Grant in the amount of \$1,381,419.00 to financially support Oakton Community College during the COVID-19 pandemic.. The grant period is May 11,2020 through May 10,2021. Edwin Chandraseka, Vice President of Administrative Affairs will administer the grant.

KT on behalf of AG  
6/24/2020

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$1,381,419.00 from the Department of Education Title VIII Coronavirus Aid, Relief and Economic Security Institutional Portion Grant to financially support Oakton Community College.”

**Acceptance of The Oakton Community College Educational Foundation Grant**

The Oakton Community College Educational Foundation has awarded Oakton Community College a Fundraising Personnel Expansion Grant in the amount of \$150,000. The grant will underwrite the full salary and benefits expense for Oakton Community College to hire a Director of Annual and Major Giving / Associate Executive Director to lead and grow the fundraising capacity of the college's charitable foundation, generating more private resources to support the college and its students. The initial grant period is July 1, 2020 through June 30, 2021 and the grant is renewable on a rolling basis annually at an increasing rate of up to 5%. Katherine Sawyer, Chief Advancement Officer and Foundation Executive Director, will administer the grant.

KT on behalf of KS  
6/24/2020

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$150,000.00 from The Oakton Community College Educational Foundation Grant to hire a Director of Annual and Major Giving / Associate Executive Director at Oakton Community College.”

**Acceptance of The Illinois Clean Energy Community Foundation – Pollinator Meadows Pilot Program Grant**

The Illinois Clean Energy Community Foundation, has awarded Oakton Community College a Pollinator Meadows Pilot Program Grant in the amount of \$20,000.00. The funding at Oakton will be used to plan, design, install and maintain a turf grass site into a designated pollinator meadow habitat on both the Des Plaines and Skokie campuses. Funding will also be used to acknowledge the Foundation with permanent signage. The grant period is June 1, 2020 through November 30, 2021. Debra Kutska, Sustainability Specialist, is the Project Director. Joe Scifo, Director of Facilities, will administer the grant.

KT on behalf of AG  
6/24/2020

**President’s Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$20,000.00 from The Illinois Clean Energy Community Foundation to support the Pollinator Meadows Pilot Program at Oakton Community College.”

**Acceptance of the Department of Education Title VIII Coronavirus Aid, Relief and Economic Security MSI-AANPISI Grant**

The Department of Education, Title VIII Coronavirus Aid, Relief and Economic Security (CARES) has awarded Oakton Community College, as part of the Education Stabilization Fund, an MSI-AANPISI Grant in the amount of \$11,435.00 to support minority students attending Oakton Community College that are affected financially by the COVID-19 pandemic. The grant period is June 4, 2020 through June 3, 2021. Edwin Chandrasekar, Vice President of Administrative Affairs will administer the grant.

KT on behalf of AG  
6/24/2020

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$11,435.00 from the Department of Education Title VIII Coronavirus Aid, Relief and Economic Security MSI-AANPISI Grant to financially support minority students at Oakton Community College.”

**Acceptance of the Title VI Department of Education CIBER CMCC Grant**

The Title VI grant from the U.S. Department of Education known as CIBER (Center for International Business Education and Research) and the CIBER Minority-Serving Institution (MSI) and Community College (CC) Consortium (CMCC) has awarded Oakton Community College, a grant in the amount of \$6,388.00 to provide two instructors with: Certified Global Business Professionals (CGBP) training, CGBP exam reimbursements, and faculty payments for redesign of Global Business Study courses GBS 205, GBS 212 and GBS 225, The grant period is April 2020 through April 2021. Lisa Cherivtch is the Project Director, and Marc Battista, Associate Vice President of Workforce Education / Dean of Business and Career Technologies Academic Affairs will administer the grant.

KT on behalf of AG  
6/24/2020

**President's Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$6,388.00 from the Title VI Department of Education CIBER CMCC Grant to provide two instructors with CGBP training and the redesign of three GBS courses at Oakton Community College.”



**First Read of Policies 5103 and 6109**

Policy 5103 describes Oakton's grading reporting system. This policy is being updated to meet one of the Illinois Community College Board (ICCB) requirements to collect mid-term information in an electronic format and to update the pass/fail grade option offered in spring 2020.

ICCB provided Oakton emergency relief to collect spring and summer 2020 mid-term information electronically. To continue collecting the information electronically, ICCB requires updating our grade policy. Additionally, to support students in spring 2020, due to the Covid-19 pandemic, students enrolled in courses at the 100 level or above were offered the option to earn a pass/fail grade rather than a standard letter grade. This update denotes the change to our grading policy.

Policy 6109 describes Oakton's policy regarding the award of credit for prior learning. In accordance with Illinois Public Act 100-0261, the Prior Learning Act, Oakton has reviewed and published policies and procedures describing how Oakton awards college-level credit for learning done outside of traditional college classes. The revisions to the policy have been reviewed by faculty and staff and were approved by Oakton's Academic Policies and Procedures Committee. The changes submitted update the policy to reflect the current residency requirements, which were different when the policy was last reviewed in 2014.

In accordance with College policy, action on the proposed revisions to this policy will take place at the next regular meeting of the Board of Trustees.

KB/IL  
6/2020

5103

8/15/72

Revised 1/16/96

Renumbered 7/1/01

Revised 11/15/05 Effective August 2006

Revised 4/17/07

Reviewed 12/9/14

Revised 6/25/19

**Revised 8/18/2020**

1 of 2

New Text = Bold Italics

## **STUDENTS**

### **Grade Reporting System**

Faculty members are responsible--in accordance with course requirements and through a fair, professional application of reasonable academic standards--for determining and reporting grades (or indicators) for students enrolled in credit courses at Oakton Community College. *To accurately generate state credit hour claims, faculty will provide information required by the Illinois Community College Board, including mid-term attendance and final grades, according to the procedures and deadlines communicated by Registrar Services.*

The grade reporting system at Oakton will consist of twenty-two letter symbols. Twelve symbols are grades, nine of which are passing, ten symbols are current indicators of a student's status or activity in a course, and five symbols are historic indicators.

Grades:

A -Excellent

B -Good

C -Satisfactory

D -Minimal passing

F -Failure

***F20 - Failure (Created for Spring 2020)***

***P20 - Satisfactory (Created for Spring 2020; criteria for pass was a standard grade of D or higher)***

Grades (developmental classes only):

AS -Excellent

BS -Good

CS -Satisfactory  
DS -Minimal Passing  
FR/FS -Failure  
P -Successful Completion

Indicators:

FZ -Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)  
I - Incomplete (by student request and faculty agreement)  
IP -Course in Progress  
IR/IS- Incomplete (Developmental Classes Only)  
***I20 - Incomplete (Created for Spring 2020)***  
J - Course Drop (Student initiated course drop during the zero percent refund period.)  
N -Nonattendance (reported at mid-term)  
Q -No grade submitted by instructor  
V -Audit  
W -Withdrawal

Indicators – Historic:

O -Withdrawal (withdrawal from course after mid-term to the end of the 10th week of the regular term; not used after August 1996)  
R -Repeat (not used after August 1984)  
X -Course Still in Progress (not used after August 1984)  
T -Successful Completion (not used after August 1988)  
Z -Forgiveness (an "F" grade forgiven for satisfactory performance – no penalty internal only (not used after August 2006)

**Grade Appeals**

A student wishing to appeal a final grade must follow the defined procedure (P5103).

**Transcript Appeals (Forgiveness)**

A student wishing to appeal a transcript (request forgiveness) must follow procedures established according to Policy 5104.

6109

11/21/71

Revised 5/19/81

Revised 1/19/99

Renumbered 7/1/01

Revised 3/19/02

Reviewed 12/9/14

**Revised 8/18/20**

1 of 1

Deleted text = ~~Strikeout~~

New Text = ***Bold Italics***

## INSTRUCTION

### Student Credit for Learning Experiences

The Board of Trustees recognizes that college-equivalent learning can result from a variety of experiences. Therefore, provision is made for students with wide varieties of educational experiences to convert their experience into college credit. Credit shall be based on demonstrated evidence of having achieved learning outcome knowledge and skills equivalent to those expected of a student successfully completing the equivalent course at Oakton. ***Students must complete a minimum of 15 credit hours in the associate degree or certificate of 30 hours of more with courses taken at Oakton with a grade of C or better. A minimum of one-half of the credits required for a certificate of less than 30 credit hours must be earned at Oakton.*** Normally “successful completion” is equivalent to a grade of C or higher. Credits for learning experiences shall be applied for no more than one-half the credits required for any degree or certificate program. The evaluation of evidence and awarding of credit will be undertaken according to procedures set for in P6109.