

**The 753rd Meeting
of
The Board of Trustees
March 17, 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 753rd MEETING
of
THE BOARD OF TRUSTEES
MARCH 17, 2020**

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

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

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

AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - Review closed session minutes of February 18, 2020
 - Consider the appointment, employment, compensation, discipline, performance or dismissal of employees
 - Pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

- V Approval of Minutes of the February 18, 2020 Meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ICCTA Liaison Report

Student Trustee Report

Comments by the Chair

Trustee Comments

Report: Student Success – Leveraging Student Success Teams to Advance the Oakton Experience

Public Participation

NEW BUSINESS

CONSENT AGENDA

3/20-1

- a. Approval of Adoption of Consent Agenda
- b. Approval of Consent Agenda Items 3/20-2 through 3/20-6

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

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

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

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

3/20-6 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

R 3/20-7 Authorization to Approve March Purchase
• Recycled Xerographic Paper

3/20-8 Preview and Discussion of Upcoming Purchases

R 3/20-9 Resolution Authorizing an Intergovernmental Agreement with the Village of Skokie for a Community Apiary

V 3/20-10 Acceptance of a Grant

ADJOURNMENT



**Minutes of the Oakton Community College Board of Trustees Meeting
February 18, 2020**

The 752nd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, February 18, 2020, at the Oakton Community College Des Plaines campus, 1600 E. Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 6:50 p.m. in room 1502, Vice Chair Burns called the meeting to order. Trustee Kotowski called the roll:

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

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

Trustee Kotowski called the roll:

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

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

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

Open Session and Roll Call

At 7:50 p.m. in room 1506, Vice Chair Burns called the regular meeting of the Board of Trustees to order.

Trustee Kotowski called the roll:

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

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

Pledge of Allegiance – Edwin Chandrasekar, Vice President of Administrative Affairs

Approval of Minutes

Vice Chair Burns asked for a motion for the approval of the minutes of the regular meeting of the Board of Trustees on January 21, 2020, Trustee Kotowski made the motion, which was seconded by Student Trustee Ozegovic. A voice vote was called, and the minutes were unanimously approved as presented.

Statement by the President

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

Classified Staff present included: Kathleen De Courcey, Web Communications Coordinator, and President of the Classified Staff Association; Stephen Butera, Senior Manager, Media Relations and Communications; Philip Cronin, Senior Media Services Technician; Eileen Cukierski, Senior Executive Assistant to the President, Secretary to the Board of Trustees; Krissie Harris, Manager, Student Life and Campus Inclusion; Jesse Ivory, Senior Manager for Business and Community Programs; Leah Kintner, Manager, Continuing Education, Training, and Workforce Development; Jon McFarlane, Media Services Integration Technician; and Ricardo Olave, Senior Manager, Auxiliary Services.

Full-time Faculty present included: Greg Hamill, Professor, Sociology and President of the Full-time Faculty Association; Carlos Briones, Professor, Humanities and Philosophy; Jane Malik, Professor, Library Services; Luanne Olson, Distinguished Professor, Physical Therapist Assistant; Ciaran O’Sullivan, Professor, Nursing; Mark Palmeri, Professor, Art; Larry Penar, Professor, Air Conditioning, Heating and Refrigeration, and Facilities, Management and Engineering Program; Lou Pierozzi, Professor, Art; Lee Resurreccion, Professor, Nursing; Bakahia Reed-Madison, Professor, Human Services and Substance Abuse Counseling; Prashant Rawal, Professor, Accounting; Mary Ringstad-Gagliano, Associate Professor, Speech and Theater; Charles Townsend, Associate Professor, Humanities and Philosophy; and Leslie Van Wolvelear, Distinguished Professor, Accounting.

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

Administrators present included: May Alimboyoguen, Assistant Dean, Health Careers; Robyn Bailey, Director, Operations and Administration; Marc Battista, Associate Vice President, Workforce Education and Dean of Business and Career Technologies; Kelly Iwanaga Becker, Assistant Vice President, Institutional Effectiveness and Strategic Planning; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Michele Brown, Director, Admission and Enrollment; Colette Hands, Associate Vice President, Chief Human

Resources Officer; Ruben Howard, Director, Workforce Development and Strategic Partnerships; Al Grippe, Director, Grant Strategy and Development; Jacob Jeremiah, Assistant Dean, Library; Mark Kiel, Dean, Counseling and Health and Wellness Services; Linda Korbel, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Juleta Patrick, Assistant Vice President, Student Affairs and Dean of Access, Equity and Diversity; Katherine Sawyer, Associate Vice President of Marketing and Communications, and Chief Advancement Officer; Prashant Shinde, Chief Information Officer; Bob Sompolski, Dean, STEM and Health Careers; and Andy Williams, Controller, Budget and Accounting Services.

Dr. Smith offered condolences to the family of Mona Scheuermann, an Oakton retiree who passed away January 22, and to the family of Jane Welter who passed away earlier in the month. Jane had been a part of Oakton's Adult Education program since 2001. Congratulations were offered to Professor Leslie Van Wolvelaar, who received the Instructional Technology Council's 2019 Award for Excellence in eLearning as a Distinguished Educator. Dr. Smith also recognized the College's Phi Theta Kappa Chapter as they recently were recognized for receiving REACH (Recognizing Excellence in Acceptance and Completion with Honors) status for their success in membership development. Congratulations to Oakton's nursing program whose 2019 graduating class had a ninety-five percent pass rate on the NCLEX (National Council Licensure Examination), which speaks to the high quality of the program and the commitment of the faculty and students. Dr. Smith noted that two weeks ago the College had our annual coaching visit with our Achieving the Dream coaches, where they commended us for the work that we have done to advance student success. We have many members of Oakton's team who are currently at the annual Dream conference, and Dr. Ileo Lott, Vice President of Academic Affairs, will be joining them. Last week, several members of the Board, Martha Burns, Gail Bush, Bill Stafford, Marie Lynn Toussaint, Wendy Yanow, and Dr. Smith, attended the ACCT (Association of Community College Trustees) sponsored National Legislative Summit in Washington, DC, where they met with our legislators and talked about the importance of community colleges. They had the opportunity to meet with an Oakton alum, Aleksia Kainovic, which was the highlight of the trip. Ms. Kainovic graduated in 2019, she is currently a student at American University in Washington, and she spoke very highly of her time at Oakton, especially of the Honors Program. On February 23, the Educational Foundation presents the Chicago Bar Association's Annual Bar Revue, 'For Lying Out Loud!'. Tickets are still available at fifty dollars, and all proceeds support student scholarships. The current exhibit being featured at the Koehnline Museum of Art is a unique composition by Darryll Schiff, a renowned Chicago contemporary artist, which runs through March 20.

Educational Foundation Liaison Report

Trustee Stafford reported that the Oakton Educational Foundation has raised \$646,836 to date this fiscal year, which is 121% to their goal of \$536,000. Notable gifts since the December 2019 update include:

- A \$10,000 gift from Foundation Board Director Julie Fenton and her husband, Stuart, to launch the *Virginia T. and Ronald E. Fenton Scholarship*, an endowment honoring Julie's parents and supporting students with financial need who are studying health careers or business.
- A \$25,000 pledge from retiree David Hilquist and his wife, Karen, to initiate the *Hilquist Family Nursing Scholarship Endowment*. The scholarship honors Karen's career as a nurse and their mutual belief in community college's role in higher education.
- A \$10,000 gift from Robert Kunio to start the *Kunio Family Scholarship Fund*, geared toward students who need financial assistance to attend college and are enrolled in the Physical Therapy Assistant program with a GPA of 3.0 or higher.

Thanks to a generous gift by Foundation Board Director Carl Costanza and his wife, Debbie, along with support from others, the *Elena Couto Bastable Memorial Scholarship* fund is now fully endowed. Elena's family is moved beyond measure by the outpouring of support and look forward to continuing to grow the scholarship and its impact. Three officers from the Foundation Board attended the annual Association of Governing Board's Foundation Leadership Forum in January. The group attended sessions on engaging the next-generation leader and donor, the essentials of endowment stewardship, harnessing board member engagement, advancing inclusive

excellence, and defining challenges for advancement in the next decade. The Foundation has released their call for proposals for FY21 Innovation and Excellence Grants to faculty and staff with a submission deadline of March 13. This year, thirty-one projects are being supported by donor funding. The Foundation's spring fundraiser will take place on February 23 at 2 p.m. in the Performing Arts Center with the Chicago Bar Association's performance of the Bar Revue show "For Lying Out Loud." Tickets are still available by calling the Foundation Office. Lastly, there are currently sixteen voting members, and the next Foundation Board meeting will take place on March 4, 2020.

ICCTA Liaison Report

Trustee Bush, as the Illinois Community College Trustees Association (ICCTA) representative, reported that the ICCTA meeting was held in Washington, DC on February 10, 2020, was a Committee of the Whole of the Government Relations and Public Policy Committee. Executive Director Jim Reed reviewed new 2020 higher education laws and covered the ICCTA legislative goals which included (among other topics): protecting local control and opposing any legislation that infringes on this autonomy, and MAP funding earmarked for community college students. On Tuesday, February 11, ICCTA members, college presidents, and student trustees convened in the Hart Building Senate Hearing room to meet with Senator Tammy Duckworth and Senator Dick Durbin, where Senator Durbin received the 2020 National Education Service Award.

ACCT Trustee Report

Trustee Bush reported on the ACCT National Legislative Summit that was held in Washington, DC, February 9-12, 2020. Oakton Community College trustees who attended were: Vice-Chair Martha Burns, Board members Bill Stafford, Marie Lynn Toussaint, Wendy Yanow, Gail Bush, and President Joi Smith. The 2020 federal legislative priorities included the following: 1) reauthorizing of the Higher Education Act; 2) investing in education and workforce development; and 3) supporting Dreamers.

President Smith and the Trustees met with Representatives Brad Schneider and Jan Schakowsky, regarding the reauthorization of the HEA (Higher Education Act), they discussed Short-Term Pell Grants, Second Chance Pell Grants, and a National Student Unit Record Data System. Regarding investing in education and workforce, they requested increases in TRIO and related programs. Regarding supporting Dreamers, they asked for support to enact the Dream Act to provide Dreamers with permanent legal status. The consensus was that the highlight of their trip was meeting with Oakton alum Aleksia Kainovic, a Niles West graduate, who is currently enrolled at American University studying economics and music because of her Phi Theta Kappa scholarship.

Student Trustee Report

Student Trustee Adisa Ozegovic reported that student club recruitment was hosted on February 5 and 6. Club recruitment is held so students can get involved with club and organizations within the school. Clubs that were involved were Habitat for Humanity, OCCurrence, Student Government Association, and LGBTQ+. There was a voter's registration table hosted by the League of Women Voters. According to popcorn giveaways there were 200 people who attended. The Emerging Leaders program, which instills student leadership skills, began on February 11; The Clothes Line Project, which showcases stories about sexual assault, was presented on February 11 and 12 on Student Street; the theater hosted the Vagina Monologues February 13 and 15; and the OCCurrence came out with a January issue and are currently working on the February issue. There will be elections for the Student Government Association (SGA) in March. The SGA is also hosting the Excellence in Teaching Award nominations where students can nominate teachers that have impacted their life and studies. The deadline is April 6. A couple of scholarships sponsored by the ICCTA, the 2020 Ghandi/King Peace Scholarship, and the Paul Simon Essay Contest, 'How My Community College Has Changed My Life', are due on March 20. The SGA is doing something new this year, Spirit Week, hosted February 24 – 28 in hopes that it will enhance student pride in Oakton, there will be many exciting events. Lastly, besides their studies, students are working on completing transfer and FAFSA applications as well.

Comments by the Chair

Vice Chair Burns complimented all those involved with putting together the latest edition of Oakton's Report to the Community, it is beautiful inside and out, it captures the beauty and essence of Oakton. She commented that Oakton is a college that is a diamond in the rough, a wonderful college with a wonderful president leading it, administrators, faculty, students, and staff. She thanked everyone in attendance and understands that they volunteer to attend the meetings, and that the Board does appreciate their presence.

Trustee Comments

Trustee Toussaint commented that during the trip to Washington, DC, the trustees did meet with Senators Durbin and Duckworth, and their focus was on short-term Pell grants and Pell grants that are not applicable to certification programs. The discussion with them was about the fact that Pell grants are meant to aid those who are having difficulty, but do not qualify, even though it may be a six or ten week program. Trustee Toussaint spoke about an article that the trustees received from President Smith regarding education in prisons, which lately that has been a hot topic. Oakton is leading that charge with Northwestern University, which operates a privately funded educational program inside Stateville Correction Center. In summarizing the article, it makes a difference when incarcerated individuals obtain either a certification or an associate degree, it reduces the recidivism rate by almost fifty percent, and when that person is released, they have a better chance of finding a job and becoming a productive member of society. She mentioned that California has succeeded in passing legislation aimed at increasing access to post-secondary programming in prisons. In Illinois, the few programs are privately funded, and once that funding runs out, we are not sure what is going to happen and that is why the trustees were speaking to our representatives, letting them know to do whatever they can to make sure that at least the short term Pell grants can be applied to certification programs. Trustee Toussaint finished by stating that it was a great meeting and the representatives were open and ready to listen.

Trustee Stafford proudly announced that President Smith has been selected by the Aspen Institute to join the 2020-21 inaugural class of the Aspen New Presidents Fellowship, a new initiative designed to support community college presidents in the early years of their tenure, to accelerate the transformation and change on behalf of their students. President Smith is one of twenty-five Aspen fellows selected from more than 100 applicants for this opportunity, which is fully funded by JP Morgan Chase & Co., and run by the Aspen Institute College Excellence Program. The leaders, all of whom are in their first five years as a college president, will engage in a seven-month fellowship beginning in June 2020. The fellows, who have been college presidents for five years or less, were selected for their commitment to student success and equity, their willingness to take risks to improve outcomes, understanding the importance of community partnerships, and the ability to lead change. Trustee Stafford said that the Board is thrilled that President Smith was selected, and is the only community college president in the state of Illinois to participate in the New Presidents Fellowship. JP Morgan Chase is funding the Aspen Presidential Fellowship as part of New Skills at Work, a five-year, \$350 million investment to support community colleges and other pathways to great careers and economic mobility. Congratulations President Smith!

Trustee Yanow, who serves as the ICCTA representative on the Illinois Development Education Task Force, commented that there has been a push in the state of Illinois to revamp developmental education, and Oakton is on the cutting edge. She explained that there is a lot of discussion about developmental education because students, who place into developmental education, have a low chance of persisting. Those who enter into college courses have a much higher chance of persisting and completing a program. Unfortunately, there is no data just yet that suggests that the graduation rates are higher. We have been discussing this as a Board, and we know that we received some information about what we are doing here at Oakton with our own developmental programs. We have a co-requisite model in English and we are working on a co-requisite model in math. Trustee Yanow has asked President Smith to give the Board an update on those programs in next week's packets, as we should all be concerned about staying the course, even as the state may come in with a different recommendation. There is going to be a recommendation from the task force, but apparently, institutions are not being told that they have

to follow one model. She thinks we are going to be fine following the current model, as it appears that is the one that serves our students best. It is a complicated issue and it speaks to equity at its core. These students come in from public education underprepared, and the objective is how we get them what they need to succeed in these programs. No matter how we go about it, we cannot make up for the lost education that they have had before. It is a challenging issue and the Board is excited to see what is going on here, and we want to be kept up to date.

Report: Information Technology Update

Mr. Prashant Shinde, Chief Information Officer, presented an update on Oakton's Information Technology (IT). Mr. Shinde said that as he was working on the presentation, he was thinking about some of the things that make our jobs rewarding. He shared an experience that he had in the computer lab at the Skokie campus. He noticed a student who was programming. They had a conversation about his pre-major, the student wants to transfer to the University of Illinois-Chicago to become a computer engineer, but he was afraid of math classes, consequently, he was rethinking his decision. Mr. Shinde talked to him about some of the implications his decision will have on his professional and his personal career. The decisions he is making now will have a lasting impact over the next forty to fifty years. Mr. Shinde said that he encouraged the student to continue his math courses, not to give up yet, not to make a hasty decision. The student said that he would reconsider, give it some more thought. A couple of weeks later, Mr. Shinde saw the student and he told him that he registered for math courses and a physics course, and he does intend to become a computer engineer. Mr. Shinde said that is what this job brings for him and all of us at the College. Mr. Shinde said that technology plays a critical role in higher education space. Every gateway that we have lends itself to technology and flows from one gateway to another. Technology plays a critical role in the Oakton experience today, but what about tomorrow, how will technology play a role in years to come? Studies show that technologies that will exist in 2030 have not evolved yet. We do not know what kind of jobs will be available in 2030. Technology plays a strategic role in delivering the Oakton experience, our promise to our students. Mr. Shinde had a Power Point presentation in which he showed technology solutions at Oakton, a literal web of technologies that work in harmony behind the scenes in our data centers and in the cloud. To make the Oakton experience happen for our students, our system administrators, our data base administrators and our programmers, all are working with constituents, such as Enrollment Services and Academic Affairs, to make this work and to be available when our students need it. Systems cannot go down anymore, that is the expectation from students these days.

Next, Mr. Shinde chronicled the story of a fictitious student named Shenise, as she made her way through the Oakton experience. Shenise is a senior at one of the local feeder high schools in Oakton's district. She wants to become a computer programmer, transfer to University of Illinois to finish, and become a computer engineer. She first goes to the Oakton website and sees that there is an event about transferring from Oakton into the engineering pathway at University of Illinois. She is interested in that so she logs onto our website and immediately registers for the event. This is what our Customer Relationship Management (CRM) tool does. CRM allows our students to register online for events at Oakton and at the same time behind the scenes, allows Enrollment Management Services to provide the students targeted information about the events that they are interested in and not to inundate them with everything that we have to offer. If Shenise is going to major in computer engineering, let us make it personalized to her, focus on events that target computer engineering programs. The Board approved CRM in September 2018, and we have launched the implementation and have gone live with many of the tools, but it is a vast implementation process, and that process continues. Next, Shenise goes to Oakton's website, and she sees a brand new looking website, that really does not exist today, but we are working closely with College Relations to deliver an amazing digital experience. Our current website is static; it did its job a few years ago but does not deliver the best experience today. Mr. Shinde mentioned that on the agenda pending Board approval is a website redesign and development purchase that will launch by spring 2021.

Next for our fictitious student Shenise, she knows what courses she will take in the computer programming pathway pre-major, and she will go to the catalog management system. Today, the catalog management system is

a giant file of 270 pages. To find courses, a student has to search through 270 pages to find what they need. When we go live with the catalog management system, based on the areas of interest, Shenise will be able to find out the list of courses she will be taking over the next two years at Oakton. The Board approved the catalog management system in June 2019, and we are working closely with Academic Affairs to implement it in spring and summer 2020. Shenise likes what she sees, she is going to apply, and she is going to enroll at Oakton. She goes back into CRM, which is Target X, to apply. Oakton now has application forms going live meaning that students can apply online through Target X for many of the application types. Now Shenise is ready to meet with her advisor. The advisor is working with Shenise to create an educational plan and she will know what courses she will take over the next few semesters. She has had an Amazon style shopping cart experience. Shenise can hit the register button and it registers for all the courses. She did not have to spend twenty minutes trying to find the courses. IT has been working with Advising to implement this new tool. Mr. Shinde noted that he has heard from faculty and administrators that our students end up taking courses that they do not need, which extends their time at Oakton, makes them ineligible for financial aid, and eventually they have to pay out of pocket. When you look at the loss momentum framework, this becomes one of the biggest barriers for students moving forward. We are trying to invert the trend, make that loss point a momentum point, and propel the student forward through areas of interest. We are going live with areas of interest features within our campus, and when students log in they will see what area of interest they are. They will see what their pre-major is and when time comes to register, we will ask them is this really an area of interest, is this really your pre-major. If not, we will of course allow them to continue registering, but communicate to help them out with their area of interest and their pre-major. Data warehouse and analytics will now allow Institutional Research to do quick reports to make sure that Shenise and similar students are on track. The Board approved the data warehouse software in September 2018 and it has been implemented. Unfortunately, Shenise is one of our students who does not have high-speed internet at home. We now allow our students to check out mobile hot spots from our library. We have ten mobile hot spots at our Des Plaines campus, and ten at our Skokie campus, and they are one of the most in demand tools in the library. Mr. Shinde said that he spoke with the Athletics department and was told that our athletes on average spend about 700 hours commuting to athletic events. He thought, can we make them more productive by putting hot spots in the vans so when students are commuting to athletic events, they can check out a chrome book, the hot spot is in the van, which allows them high speed internet to continue doing their assignments. Finally, Shenise is a computer programming major, some of these courses require high speed, high performance computers, which she does not have. Oakton overall has more than 2,600 computers, out of which over 1,600 computers are dedicated for academic purposes. Our computer labs are open throughout the week including weekends, and our cyber cafes are equipped with printers so students can come in on weekends and print whatever they need. This is our commitment towards equity, towards ensuring that our students succeed when they are at Oakton.

Finally, Shenise has transferred to the University of Illinois, and has become a computer engineer working for Amazon or Google. She is a life-long learner; she wants to continue learning new technologies. She registers in a non-credit course using our non-credit registration tool. The Board approved Destiny Solutions software in October 2019 and we are now working closely with Alliance and Continuing Education to implement it. Our goal is to go live in spring 2021, and a pilot in fall 2020. As you can see, each of the gateways have core technologies and our students are using these technologies to experience our Oakton promise to them. The Oakton experience is today, it is current, it is now, but what about our students' future, what are our next steps, who are the best people to tell us what they need in the future. Those would be our students, our faculty members, our team; people who work at Oakton are the ones who can tell us what they are missing today and what they want in the future. We have formed a Technology Council at Oakton. It has representatives from the student body, faculty, including full-time and adjunct, staff members and administrators, who meet once a month to understand the issues that people are facing, to work with our external consultants to first help us conduct a technology assessment and to develop a strategic plan that will guide our investments three to five years down the line. We are working on a participatory input approach with the core stakeholders who are involved in every step of the way. We use data to inform long-range plans, identify strategic priorities, and provide feedback. We have conducted student and employee surveys and received over 800 responses from students, and 350 responses from

employees, talking about their experience using technology at Oakton. It is fantastic to analyze the data and understand what they need today. We will have key informant interviews and focus group sessions so our consultants will understand the needs of our stakeholders. We will share the technology plan with our College stakeholders, get input from the stakeholders, and present this to the Board in fall 2020. We want to be open; we want input from everybody in order to build a strategic plan that truly aligns with our strategic mission of the College. Assessment, where are we today, vision, what do we want to become in the future, and finally, the plan, how do we get there, that is what the strategic plan will help us address. Finally, we will look at some of the key emerging trends in technology within the higher education space. Trends show that higher education institutions are focused on student success, they want to adapt to technologies, they want mobile devices to be prevalent in education, they want students to use laptops, tablets, and smart phones because that is what students carry. Even if students do not have a computer, they probably have a smart phone. Another trend that we are observing is sustainability. Hackers are constantly going after data. Higher education is a gold mine for data; we have information of thousands of students in our system. We have to make sure it is safe. We have to make sure that our students feel comfortable giving that information to us. Sustainability is one of the key emerging trends through cyber security. Oakton's IT has the architecture; it has the right building blocks to deliver digital transformation to the College. The one piece that we are missing today is the integration between the tools to form the data hubs that allow information to be shared securely among different applications quickly instead of having to rewrite the tools that do the integration for us. Through this presentation, Mr. Shinde said that his hope is that we truly understand that IT plays a strategic role in every gateway, every phase of the Oakton experience. Mr. Shinde thanked the Board, President Smith and the senior leadership for having the trust in IT to deliver the Oakton experience promised to our students.

Vice Chair Burns thanked Mr. Shinde, for an excellent presentation. She said that he made IT real and understandable. She appreciated that he used a student and if Shenise were a real live student, she would like to meet her. Trustee Kotowski asked if the purchase of the website redesign service that Mr. Shinde referred to in his presentation, is the same item that is listed on the agenda for approval, Mr. Shinde replied that yes it is. Mr. Kotowski also extended his congratulations for a great presentation.

Public Participation – None

New Business

2/20-1a Approval of Adoption of Consent Agenda

Trustee Kotowski 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.

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

Trustee Stafford offered:

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

2/20-2 Ratification of Payment of Bills for January 2020 (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 \$6,030,208.22 for all check amounts and for all purposes as appearing on a report dated January 2020.”

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

2/20-4

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b, and hereby approves the expenditures in the amount not to exceed \$287,434.69 for all funds listed in item a.”

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

2/20-5

Ratification of Payment of Professional Personnel – Spring 2020

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

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

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

Motion carried; Student Trustee Ozegovic favored the resolution.

2/20-6

Authorization to Approve February Purchases

Trustee Kotowski offered:

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

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

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

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

Motion carried; Student Trustee Ozegovic favored the resolution.

2/20-7

Preview and Initial Discussion of Upcoming Purchases – Discussion Only

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Signage and Wayfinding Consulting Services; and b) Recycled Xerographic Paper.

2/20-8

Approval of Award of Tenure

Trustee Kotowski offered:

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

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

Trustee Yanow seconded the motion.

Dr. Ileo Lott, Vice President of Academic Affairs, commented that all five professors have earned this distinction. Bakahia Reed-Madison, Mary Ringstad-Gagliano, and Charles Townsend were present and stood to applause from the audience.

Trustee Kotowski called the roll:

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

Motion carried; Student Trustee Ozegovic favored the resolution.

2/20-9

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

Trustee Toussaint offered:

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

Trustee Bush seconded the motion.

Dr. Ileo Lott commented that this is a well-deserved recommendation for Dr. Ivory, who was present and stood to applause from the audience. Dr. Smith noted that it is nice to promote

someone from within, who has grown at the College and we are delighted to bring this recommendation to the Board.

Trustee Kotowski called the roll:

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

Motion carried; Student Trustee Ozegovic favored the resolution.

2/20-10 Acceptance of Faculty Retirements

Trustee Yanow offered:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Pamela Pedersen and Julie Shotsberger.”

Trustee Stafford seconded the motion.

Dr. Lott thanked Professors Pederson and Shotsberger for their long service to the College.

Trustee Kotowski called the roll:

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

The motion carried; Student Trustee Ozegovic favored the resolution.

Adjournment

The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, March 17, 2020, beginning at 7:30 p.m. at the Des Plaines campus, 1600 E. Golf Road, in room 1506.

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

Martha Burns, Vice Chair

Paul Kotowski, Board Secretary

ec

2/2020

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

Approval of Adoption of Consent Agenda

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

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

That the Board adopt the following resolution:

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

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

Ratification of Payment of Bills for February 2020

The check register detailing the regular monthly bills for February 2020 was sent out on March 13, 2020. The totals by fund are on page 2. This includes approval of travel reimbursements for February 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 \$5,757,190.70 for all check amounts as listed and for all purposes as appearing on a report dated February, 2020."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for February 2020, represented by checks on pages 1-71 numbered 146666-147095, 147097-147127, 147129-146853, 146855-146929, 146931-146846, 146848-146948, 146950-147143, 147145-146909, 146911-147127, 147129-147165, 147167-146766, 146768-146825 and 146827-147235 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.


Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

Fund	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,616,928.35	\$ 518,635.61	\$ 4,135,563.96	\$ (10,423.38)	\$ 4,125,140.58
Operations, Building and Maintenance Fund	\$ 366,623.18	\$ 175,278.40	\$ 541,901.58	-	\$ 541,901.58
Maintenance Fund (Restricted)	-	\$ 514,684.82	\$ 514,684.82	\$ (150.00)	\$ 514,534.82
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 238,929.07	\$ 108,300.04	\$ 347,229.11	-	\$ 347,229.11
Restricted purposes	\$ 160,670.06	\$ 21,974.43	\$ 182,644.49	-	\$ 182,644.49
Working Cash	-	-	-	-	-
Trust/Agency	\$ 87.50	\$ 21,169.57	\$ 21,257.07	-	\$ 21,257.07
Audit	-	-	-	-	-
Liability, Protection & Settlement	-	-	-	-	-
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOTALS	\$ 4,383,238.16	\$ 1,360,042.87	\$ 5,743,281.03	\$ (10,573.38)	\$ 5,732,707.65
Student Government	-	\$ 13,909.67	\$ 13,909.67	-	\$ 13,909.67
TOTAL PER REPORT	\$ 4,383,238.16	\$ 1,373,952.54	\$ 5,757,190.70	\$ (10,573.38)	\$ 5,746,617.32

STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

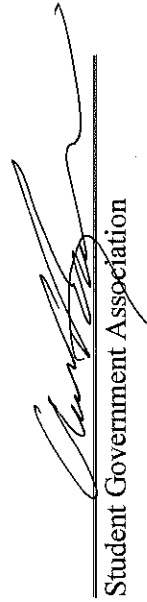
I hereby certify that materials and/or services represented by checks on pages 1-71 numbered 147096, 147128, 146854, 146930, 146847, 146949, 147144, 146910, 147128, 147166, 146767 and 146826 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby 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 \$13,909.67 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 February 2020.



Student Government Association

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

February 2020

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

Treasurer's Comments on February 2020 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$6.6 million in property taxes, \$900,000 in tuition and fees, \$264,000 for ICCB State and Federal Basic Grants, \$173,000 in interest earnings, and \$75,000 for the ICCB Perkins grant.

Net cash and investments increased by \$1.9 million from the previous month as expected.

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

Revenues

At the end of February, revenues were \$65.1 million or 101% of the prorated budget, compared to \$63.5 million, or 102% for the previous year. Tuition and fees totaled \$25.4 million year to date, or 98% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures of \$45.3 million are attributed to expected operating costs. The operating expenditures are \$1.3 million (3%) above prior year's actual expenditures of \$44 million for the same period. Net transfers total \$5.2 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 FEBRUARY 29, 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
ASSETS										
Cash	\$ 2,890	\$ 800	\$ 876	\$ 932	\$ -	\$ 1,423	\$ -	\$ 811	\$ 16	\$ 7,748
Taxes Receivable	39,563	7,011	-	3,183	-	-	-	88	-	49,845
Student Tuition Receivable	6,104	-	-	-	-	332	-	-	-	6,436
Government Funds Receivable	-	-	-	-	-	817	-	-	-	817
Accrued Interest	382	52	45	-	-	17	-	2	51	549
Other Receivables	209	-	-	-	-	298	-	-	-	507
Investments										
Short-term	60,088	7,732	3,578	-	-	1,271	-	359	14,000	87,028
Long-term	21,184	2,959	2,009	-	-	596	-	125	3,600	30,473
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepays	515	-	23	-	29	820	-	-	-	1,387
Total Current Assets	116,435	18,554	6,531	4,115	29	20,074	-	1,385	17,667	184,790
Net Investment in Plant	-	-	-	-	-	-	116,457	-	-	116,457
Total Assets	\$ 116,435	\$ 18,554	\$ 6,531	\$ 4,115	\$ 29	\$ 20,074	\$ 116,457	\$ 1,385	\$ 17,667	\$ 301,247
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,122	2,122
Total Assets and Deferred Outflows of Resources	\$ 116,435	\$ 18,554	\$ 6,531	\$ 4,115	\$ 29	\$ 20,074	\$ 116,457	\$ 1,385	\$ 19,789	\$ 303,369
LIABILITIES AND NET POSITION										
Payables	\$ 272	\$ -	\$ (4)	\$ -	\$ -	\$ (11)	\$ -	\$ -	\$ -	\$ 257
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	-	-	-	-	-	(9)	-	-	-	(9)
Accruals	2,742	237	32	-	-	223	-	-	-	3,234
Bonds Payable	-	-	-	-	32,283	-	-	-	-	32,283
OPEB Liability	-	-	-	-	-	-	-	-	43,729	43,729
Total Liabilities	3,014	237	28	-	32,394	203	-	-	43,729	79,605
Deferred Inflows of Resources - Property Taxes	36,921	6,533	-	2,968	-	-	-	82	-	46,504
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	5,360	5,360
Total Liabilities and Deferred Inflows of Resources	39,935	6,770	28	2,968	32,394	203	-	82	49,089	131,469
Net Position										
Unrestricted	76,500	11,784	6,503	-	-	4,253	-	-	(29,300)	69,740
Restricted	-	-	-	-	-	15,618	-	1,303	-	16,921
Debt Service	-	-	-	1,147	(32,365)	-	-	-	-	(31,218)
Plant	-	-	-	-	-	-	116,457	-	-	116,457
Total Net Position	76,500	11,784	6,503	1,147	(32,365)	19,871	116,457	1,303	(29,300)	171,900
TOTAL LIABILITIES & NET POSITION	\$ 116,435	\$ 18,554	\$ 6,531	\$ 4,115	\$ 29	\$ 20,074	\$ 116,457	\$ 1,385	\$ 19,789	\$ 303,369

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2020

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 50,183	\$ 33,455	\$ 33,836	101%	100%
Replacement Tax	950	633	686	108%	69%
State Revenue	4,708	3,139	2,939	94%	178%
Tuition and Fees	24,316	25,929	25,381	98%	97%
Other	2,140	1,427	2,216	155%	164%
TOTAL REVENUES	\$ 82,297	\$ 64,583	\$ 65,058	101%	102%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,060	\$ 21,373	\$ 20,550	96%	94%
Academic Support	17,486	11,657	10,261	88%	83%
Student Services	7,134	4,756	4,083	86%	88%
Public Services	1,286	857	769	90%	94%
Operations and Maintenance	8,018	5,345	4,659	87%	83%
General Administration	5,308	3,539	3,616	102%	84%
General Institutional	2,303	1,535	1,326	86%	153%
Contingency	956	637	-	0%	0%
TOTAL EXPENDITURES	\$ 74,551	\$ 49,701	\$ 45,264	91%	88%
Revenues over (under) expenditures	7,746	14,882	19,794		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,500)	(3,000)	(3,000)		
To Auxiliary Fund and Alliance	(2,059)	(1,373)	(1,373)		
To Restricted Purpose Fund	(100)	(67)	(67)		
To Liability, Protection & Settlement Fund	(581)	(387)	(387)		
To Social Security/Medicare Fund	(796)	(531)	(531)		
From Working Cash Fund: Interest	290	193	193		
Total Transfers	\$ (7,746)	\$ (5,164)	\$ (5,164)		
Net Revenue over (under) expenditures	\$ -	\$ 9,718	\$ 14,630		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2020**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget	
REVENUES				
Debt Certificates 2020	\$ 20,000	\$ -	0%	
Construction Fee	335	\$ 329	98%	
Interest and Investments Gain/Loss	41	221	539%	
Total revenues	<u>20,376</u>	<u>550</u>	<u>3%</u>	
EXPENDITURES				
Student Street Renovation	1,000	96	10%	
Sanitary Lift Station	25	41	164%	
RHC HVAC System	50	-	0%	
West End Remodeling - A/E Fees	1,000	368	37%	
West End Remodeling - Phase 2	3,500	2,130	61%	
Natural Area Restoration	224	75	33%	
Supplementary Water Connection	50	84	168%	
Landscape Improvements	250	75	30%	
Capital Equipment	800	88	11%	
Switchgear Upgrades - DP	150	35	23%	
Interior Remodeling	21	15	71%	
Fire Alarm Panel Replacement	80	-	0%	
Flooring - Carpet Replacement	735	305	41%	
Skokie Classroom Furniture	25	24	96%	
Lee Center Vestibule Curtain	70	-	0%	
Hardware Replacement/Master Keying	450	-	0%	
Baseball Field Fence Replacement	61	-	0%	
Exterior Envelope/Window Replacement	680	-	0%	
Skokie Remodeling Projects	5,345	1,195	22%	
Field Irrigation	100	-	0%	
Cafeteria Remodeling - DP	1,981	-	0%	
Camera Replacement	500	4	1%	
Main Entrances & Monument Signs	1,535	8	1%	
Project Management Services	225	146	65%	
Total expenditures	<u>18,857</u>	<u>4,689</u>	<u>25%</u>	
Transfer in	-	-	0%	
Net	<u>\$ 1,519</u>	<u>\$ (4,139)</u>	<u>(272%)</u>	

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,417	\$ 1,288	91%	57%
Workforce Development	140	37	26%	34%
Copy Center	230	90	39%	42%
Travel	10	11	110%	110%
Athletics	20	11	55%	125%
Child Care	334	317	95%	72%
PAC Operations	16	6	38%	50%
Other	142	83	58%	80%
Interest and Investments Gain/Loss	75	71	95%	97%
Total revenues	<u>2,383</u>	<u>1,914</u>	<u>80%</u>	<u>59%</u>
EXPENDITURES				
Bookstore Operating Expenses	1,365	873	27%	30%
Workforce Development	300	122	41%	55%
Copy Center	335	212	63%	68%
Travel	-	-	0%	
Athletics	1,283	687	54%	65%
Child Care	465	298	64%	56%
PAC Operations	99	63	64%	60%
Other	340	95	28%	61%
Total expenditures	<u>4,187</u>	<u>2,350</u>	<u>56%</u>	<u>55%</u>
Transfers in (out)	<u>1,645</u>	<u>1,097</u>		
Net	<u>\$ (159)</u>	<u>\$ 661</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2020**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 680	\$ 453	\$ 467	69%	120%
Tuition and Fees	1,082	721	716	66%	70%
Sale of Materials	49	33	30	61%	46%
Institutional Support					
Evening High School	100	67	38	38%	0%
Other Revenues	101	67	37	37%	48%
Total revenues	<u>2,012</u>	<u>1,341</u>	<u>1,288</u>	<u>64%</u>	<u>75%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,443	962	790	55%	39%
Instructional Programs					
Allied Health	204	136	110	54%	45%
Job-related	238	159	36	15%	23%
Home Related	7	5	2	29%	43%
Personal	36	24	16	44%	50%
Community Service	43	29	5	12%	7%
High School Programs	118	79	46	39%	35%
GED Programs	3	2	-	0%	0%
Kids/Youth Program	27	18	19	70%	53%
ESL Programs	147	98	75	51%	52%
Total Programs	<u>823</u>	<u>549</u>	<u>309</u>	<u>38%</u>	<u>38%</u>
Total expenditures	<u>2,266</u>	<u>1,511</u>	<u>1,099</u>	<u>48%</u>	<u>39%</u>
Revenue over (under) expenditures	<u>\$ (254)</u>	<u>\$ (169)</u>	<u>\$ 189</u>		
Transfer in	414	276	258		
Net	160	107	447		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 29, 2020

	<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
Activity fees	\$ 491,355				
Interest income	4,054				
Sub total revenues	<u>495,409</u>				
369901 Student Government Association	53,477	138,000	191,477	(84,167)	107,310
369910 Occurrence	-	-	-	(4,377)	(4,377)
369919 Skokie Events Team	-	35,000	35,000	(17,740)	17,260
369920 SGA College Program Board	-	-	-	(1,115)	(1,115)
369922 IEEE	-	345	345	-	345
369923 Global Health and Sustainability	2,765	3,832	6,597	(764)	5,833
369924 Hawaiian Music Club	90	371	461	(366)	95
369930 Early Childhood Education Club	75	1,909	1,984	-	1,984
369931 Students for Social Justice	140	419	559	-	559
369932 Ceramics Club	-	761	761	(384)	377
369933 UNICEF	1,372	289	1,661	-	1,661
369940 Card and Board Game Club	169	1,297	1,466	-	1,466
369942 Oakton Visual Organization	-	175	175	-	175
369943 Japanese Culture Club	186	-	186	(94)	92
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	(3,197)	1,284
369947 Oakton Pride Club	158	809	966	-	966
369949 Mission Bible Club	-	575	575	-	575
369950 Hispanic Club	187	1,043	1,230	(617)	613
369951 Society of Women Engineers	120	702	822	(20)	802
369952 Student Nurses May 2019	490	4,792	5,282	-	5,282
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	-	2,205
369960 Muslim Student Association	200	2,198	2,398	(200)	2,198
369961 DECA	-	290	290	(106)	184
369964 Oakton Helping Others	-	2,099	2,099	-	2,099
369965 Law Enforcement Club	-	250	250	-	250
369971 Habitat for Humanity	487	645	1,132	-	1,132
369974 Veterans Club	438	1,271	1,708	(400)	1,308
Sub Totals	<u>69,274</u>	<u>202,771</u>	<u>272,045</u>	<u>(116,402)</u>	<u>155,644</u>

Fund Summary

Total Revenues	\$ 564,684
Total Expenditures	(116,402)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>448,282</u>
Net Position 6/30/19	<u>671,235</u>
Net Position, end of period	<u>\$ 1,119,517</u>

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

GENERAL FUND TRANSFERS/PAYMENTS									
DATE	AMOUNT	SELF-INSURANCE	REFUNDS/STUDENT-DISBURSEMENTS	ILLINOIS SALES AND I.D.E.S. TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC		
2/7/2020	\$ 648,205.81				\$ 648,205.81				
2/18/2020	24,155.00			\$ 24,155.00					
2/25/2020	51,439.80					\$ 51,439.80			
2/27/2020	10,130.74			10,130.74					
TOTAL	\$ 733,931.35	\$ -	\$ -	\$ 34,285.74	\$ 648,205.81	\$ 51,439.80	\$ -		

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
2/7/2020	\$ 261,126.24	\$ 261,126.24			
2/7/2020	89,002.01		\$ 89,002.01		
2/7/2020	180,556.22			\$ 180,556.22	
2/7/2020	73,815.44				\$ 73,815.44
2/21/2020	262,029.74	262,029.74			
2/21/2020	90,619.72		90,619.72		
2/21/2020	184,837.56			184,837.56	
2/21/2020	78,648.00				78,648.00
TOTAL	\$ 1,220,634.93	\$ 523,155.98	\$ 179,621.73	\$ 365,393.78	\$ 152,463.44

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 \$17,040.63 for part-time teaching services for the Alliance for Lifelong Learning Spring 2020.

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

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

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

Supplemental Authorization to Pay Professional – Spring 2020

Comparative figures:

Spring 2020 Part-Time
\$3,773,189.43

Spring 2019 Part-Time
\$3,916,292.48

Spring 2020 Overload
\$552,286.80

Spring 2019 Overload
\$465,997.95

IL:jg
3/2020

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

That the following resolution be approved:

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

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

Approval of Clinical Practice Agreements

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

Physical Therapist Assistant:

New:

Energize Rehab:

This is a new agreement for the Physical Therapy Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement, which commences on March 17, 2020 and terminates March 31, 2023.

Remedy Therapy Services:

This is a new agreement for the Physical Therapy Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement, which commences on March 17, 2020 and terminates March 31, 2023.

Renewal:

Mercy Hospital and Medical Center:

This is a renewal agreement for the Physical Therapy Assistant program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement, which is effective on March 17, 2020 and terminates March 31, 2023.

Emergency Medical Technician:

New:

Advocate Lutheran General Hospital:

This is a new agreement for the Emergency Medical Technician program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement, which commenced on January 1, 2020 and terminates January 1, 2023.

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:

Physical Therapist Assistant:

Energize Rehab
Remedy Therapy Services
Mercy Hospital and Medical Center

Emergency Medical Technician:

Advocate Lutheran General Hospital.”

IL/bv
3/2020

Authorization to Purchase Recycled Xerographic Paper

In FY2013, the College used 8.8 million sheets (1,760 cases) of xerographic paper within twelve months. By FY2015, FY2016, and FY2017, this paper lasted fifteen months. In recent years, this same amount of paper has lasted eighteen months. The College continues to concentrate on decreasing paper usage by a) recycling and waste reduction, b) an increase in double sided printing and copying, and c) a reduction in printed materials due to various online learning systems. The paper is used in the two Copy Center production copiers, all multifunction office copy/fax/print units, and all laser printers on campus.

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

Throughout the year, the paper will be released and delivered to the Skokie and Des Plaines campuses as needed. The total cost for 8.8 million sheets is \$55,321.20. The College also plans to continue to take advantage of Midland's 1% discount program for paying invoices within 30 days of receipt.

EC:kr
2/25/2020

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 Recycled Xerographic Paper from Midland Paper, 101 E. Palatine Road, Wheeling, IL 60090 for a total of \$55,321.20 in accordance with the State of Illinois Contract #19-416CMS-BSSS4-P-3270."

Preview and Initial Discussion of Upcoming Purchases

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

a) Digital and Traditional Media Advertising Services - Since July 1, 2019, Timberlake Media has served as the College's advertising agency supporting digital and traditional advertising services. The College is conducting an "agency review" to ensure that Oakton is receiving the highest quality expertise and service in planning, negotiating, and implementing traditional and digital campaigns that impact brand awareness, student recruitment, and connecting our students to the Oakton Experience.

Oakton's digital and traditional advertising campaigns and initiatives address a number of goals:

- to grow and strengthen Oakton's brand awareness within District 535 about the College's programs and services
- to drive demand and impact enrollment goals through targeted and intentional campaigns
- to reach underserved and underrepresented populations to introduce the College's programs and services
- to take advantage of new and emerging digital opportunities to reach prospective students
- to reach identified target audiences such as high school students and adult students
- to strengthen and evolve Oakton's digital presence through analytics and campaign dashboards

The College Relations and Procurement departments worked collaboratively to issue a Request for Proposal for Digital and Traditional Media Advertising Services. The proposal was sent to 39 agencies (two in-district). Proposals have been returned and a qualified consultant as well as an internal screening committee comprised of various stakeholders throughout the College, will conduct a thorough evaluation process, including formal presentations to ensure that the College's digital and traditional advertising priorities are met. The College may award one or two agencies depending on which vendor(s) can meet the needs of the institution and the vendor's area of expertise.

The projected advertising budget for FY21 is \$200,000; \$150,000 for digital advertising and \$50,000 for traditional advertising. The Administration plans to present this item to the Board for purchase approval at the April Board meeting.

b) Food Service – Retail and Catering - The last Request for Proposal (RFP) for cafeteria and catering food services was issued in 2018 and the College's current contract is set to expire on June 2020. A Food Service Advisory Group has been assembled comprised of staff, students, and faculty to assist in the selection of a new food service management company. In addition, a food services survey was conducted in the summer of 2019 to gather Oakton's consumer information preferences and importance of retail food offerings in the cafeteria. The survey generated over 1,100 responses and the findings were used to develop a new RFP which was

subsequently issued in November 2019. The Food Service Advisory Group is currently in the procurement process of reviewing proposals that were submitted and holding meetings with these prospective companies.

The Administration is anticipating making a recommendation to the Board in April for approval of a food service management company that will be in the best overall interests of the College. While retail transactions are between the food service operator and the customer, the Board will be asked to approve the contract and an anticipated dollar amount for catering services for the possible four-year term. The expectation is that services with the food service management company will commence at the start of the fall 2020 semester.

c) Multifactor Authentication Software or Services - The College currently uses password based authentication for almost all systems. As information technology security threats have increased and the College has moved to more cloud hosted services, it has become critically important to move beyond passwords. The FY2020 budget includes a line item for Multifactor Authentication. With multifactor authentication, users continue to use a password, but can flexibly add additional authentication mechanisms such as linked One Time Password (OTP) applications, hardware security keys/tokens, mobile device push applications, SMS/Text codes and/or voice calls. In the ideal system, these additional authentication requirements can be flexibly applied base on the user's role, the user's location, the application being accessed, and the calculated risk with mechanisms in place to allow easy registration and provide maximum security with minimum inconvenience to users.

The College's IT department has been evaluating a number of different applications and services from a variety of vendors and is currently trying several applications with proof-of-concept implementations. This purchase is budgeted at \$200,000. The Administration plans to present this item to the Board for approval at the April Board of Trustees meeting.

d) Great America Tickets on Consignment - The Student Government Association (SGA) would like to continue to offer Great America tickets as part of the ticket discount program. The program, chosen by students, offers students' significant savings by combining the advantages of bulk buying coupled with a discount, which is offset by student fees. In previous years, the SGA provided a 20% discount to students and would like to extend that discount for 2020. The program permits students to purchase a maximum of four discounted tickets. Additional tickets can be purchased at the Oakton cost. The Great America Ticket program has been offered since 1985 and has been very successful with all student groups. Non-traditional aged students account for nearly 50% of ticket purchases in this program. Tickets are made available on consignment, so there is no cost to the SGA if tickets do not sell out. The SGA staff will be meeting with the Great America representative to organize the 2020 order. They anticipate ordering 100 adult tickets and 200 season tickets. Final 2020 prices and a comparison to 2019 prices will be included in the purchasing agenda item scheduled for approval at the April Board meeting.

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

The College and the Village of Skokie have identified a location at the Skokie campus to construct a community apiary (i.e., communal beekeeping). The Skokie Department of Health will have authority for approving beekeeper licenses in compliance with rules and regulations of the Village, Oakton, and State of Illinois. Oakton will be responsible for overseeing the construction, security, and ongoing maintenance of the apiary.

EC:mw
3/15/2020

President's Recommendation:

That the Board adopt the following resolution:

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

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

**INTERGOVERNMENTAL AGREEMENT
BETWEEN OAKTON COMMUNITY COLLEGE
AND THE VILLAGE OF SKOKIE**

1 This Agreement is entered into by and between Oakton Community College (hereinafter
2 "OCC"), an Illinois community college, and the Village of Skokie (hereinafter "Skokie"), an
3 Illinois municipal corporation (hereinafter collectively "Parties") for the purpose of establishing
4 a community apiary as set forth below.

RECITALS

5
6
7
8 **WHEREAS**, the OCC and Skokie may enter into intergovernmental cooperation
9 agreements pursuant to art. vii, Sec. 10, of the *Constitution of the State of Illinois* (1970), and
10 the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* (2010); and

11
12 **WHEREAS**, beekeeping has become more popular due to the loss of honeybees to
13 diseases such as Colony Collapse Disorder. There has been a rise in the number of
14 beekeeping hobbyists that are trying to reestablish lost colonies, provide pollination of their
15 plants, and to harvest the honey produced by the bees; and

16 **WHEREAS**, Skokie established a permit process for beekeeping in residential areas in
17 2013, which provides for beekeeping on private residential property under specific terms and
18 conditions, including obtaining permission from adjoining property owners; and

19 **WHEREAS**, Skokie is deeply committed to sustainability efforts and has encouraged
20 beekeeping and other environmental programs and measures to impact our community; and

21 **WHEREAS**, OCC has developed community gardens on the Skokie campus, in addition
22 to other environmental measures; and

23 **WHEREAS**, Skokie supports the establishment of a community apiary (hereinafter
24 "Apiary") on the property of OCC to enable Skokie residents to participate in beekeeping who
25 are not able to, or would prefer not to, use their own property for this purpose; and

26 **WHEREAS**, OCC had designated property on its Skokie campus for the establishment
27 of an Apiary and will construct the Apiary and oversee its use and Skokie will support the
28 Apiary through its beekeeping permit process and other resources;

29 **NOW, THEREFORE**, in consideration of the mutual promises contained herein and for
30 other good and valuable consideration, the parties agree as follows:

- 31
32 1. The above stated recitals are material and are restated and incorporated herein
33 as if stated in full.
34
35 2. OCC and Skokie shall cooperate to establish an Apiary utilizing a portion of
36 OCC's Skokie campus.
37
38 3. The Apiary will be constructed and maintained by OCC staff and contractors it
39 may hire or employ in a manner consistent with the "Apiary Plan" (attached
40 hereto as Exhibit "A" and incorporated by reference) and the Skokie Village
41 Code.

- 1
2 4. Skokie and OCC shall jointly apply for grant money and other funding to provide
3 for all costs associated with and anticipated to construct and maintain the Apiary.
4 Both parties hereby grant to their respective administrations authority to execute
5 grant documents. OCC shall have no obligations under this Agreement or
6 otherwise, to start design or construction of the Apiary until grant money or other
7 funding is secured. Such grants and sources of funding shall be the only money
8 used for the Apiary and neither Skokie nor OCC have committed funding other
9 than providing for staff time.
10
- 11 5. OCC shall provide its staff to oversee the construction of the Apiary and ongoing
12 maintenance of the Apiary. OCC shall also provide staff to serve as an onsite
13 point of contact for Apiary participants and to provide security for the Apiary.
14
- 15 6. Skokie shall provide staff to monitor Apiary operations and shall ensure
16 compliance with all rules and regulations established by the Skokie Village Code
17 and the State of Illinois. Skokie shall also support the Apiary through publicizing
18 it through Skokie public communications.
19
- 20 7. All Apiary beekeepers who utilize the Apiary (hereinafter "Beekeepers") must
21 apply for and obtain a permit through Skokie in compliance with the Skokie
22 Village Code and must have a \$1,000,000 general liability insurance policy,
23 with Proof of Written Endorsement, which names Skokie and OCC as
24 additional insureds. The general liability policies shall be endorsed to reflect
25 that Skokie and OCC are included as additional insured on a primary and
26 noncontributory basis. Each policy shall include, by endorsement, a
27 requirement of at least thirty (30) days' written notice to Skokie and OCC prior
28 to any termination, cancellation or material amendment to that policy. Upon
29 execution of the policy, all Beekeepers shall furnish certificates of insurance,
30 policies and endorsements to Skokie reflecting the coverage required.
31 Beekeepers shall also execute a waiver and hold harmless agreement, in a
32 form mutually agreed upon by Skokie and OCC for all liability, for both
33 intentional and negligent acts or omissions and for any property damage. The
34 waivers and hold harmless agreements and required proof of insurance shall
35 be submitted to both Skokie and OCC by the Beekeepers.
36
- 37 8. OCC hereby grants, to any Beekeeper who fulfils the requirements in Section
38 7 of this Agreement and in the Apiary Plan, a revocable, non-exclusive limited
39 license to use a portion of the Apiary as designated by OCC for that
40 Beekeeper's apiary operations. OCC shall have the right to terminate such
41 license at any time for any violation of law, OCC's policies, rules or other safety
42 issues. All such licenses are co-terminus with this Agreement.
- 43 9. Each party ("Indemnifying Party") shall indemnify, defend and hold harmless
44 the other party an such other Party's boards, board members, officers,
45 directors, employees, agents and contractors, successors, and assigns (the
46 "Indemnified Parties") from and against any and all liability, claims, losses,
47 costs, judgments, penalties, fines, damages and expenses, including
48 reasonable attorneys' fees, directly to the extent arising from: (1) the negligent
49 acts or omissions of the Indemnifying Party, its officers, directors, agents,
50 employees or contractors, and to the extent of any alleged violation of or
51 noncompliance with applicable State, Federal or local laws by the Indemnifying
52 Party or its employees, and (2) to the extent of any breach of this Agreement
53 by the Indemnifying Party.

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10. Either Party may terminate this Agreement upon sixty (60) days written notice to the other Party.

11. This Agreement and its Exhibit A represent the entire agreement between the parties and may only be amended by subsequent written agreement by the Parties

Therefore, the Parties have agreed to the terms and provisions of this Agreement and have evidenced their agreement by causing their duly authorized officers to affix their signatures below.

Oakton Community College

Village of Skokie

By _____
its _____

By _____
its Village Manager

Attest:

Attest:

By _____
its _____

By _____
its Village Clerk

Apiary Construction Requirements

- The Apiary space will be a minimum of 40' X 40' (or 30' X 50').
- The Apiary will be enclosed by a 6' fence made of solid wood with below ground flashing to exclude wildlife, and with a locked gate.
- A weatherproof sign (ten inch by twelve inch) must be posted on all sides of the Apiary fence with the statement, "State Registered Beehive(s) on Property".
- The ground inside the Apiary will be low maintenance.
 - Options include: A cement pad covering the entire space, crushed limestone, or a weed barrier and 6" gravel base
 - Ground cover choice will depend on cost estimates, as well as beekeeper preferences based on best practices for hive health.
- A storage shed for equipment will be included within the fenced area. If cement is not chosen for the ground cover, the shed will be constructed on a 4" cement pad.
- A maximum of 20 hives (2/beekeeper) will be permitted.
- Each hive must have a weatherproof sign identifying the owner and IDOA Registration.
- Low groundcover will be planted around the Apiary, to minimize maintenance.
- If necessary for bee/hive health, additional shade trees will be planted around the exterior of the Apiary.

Beekeeper Requirements:

- Skokie beekeepers, individuals and/or entities, will be given preference for hives.
- Beekeepers are required to:
 - Complete an application with the Village of Skokie Health Department.
 - Have \$1,000,000 general liability insurance policy:
 - Names the Village and OCC
 - Proof of Written Endorsement
 - Show proof of having taken an introductory beekeeping class.
 - Secure own equipment and honeybees from an approved source.
 - Keep honeybees in Langstroth Type beehives with removable combs.
 - Register hives with the Illinois Department of Agriculture.
 - Sign a Waiver for Use agreement holding the Village of Skokie and OCC harmless.
 - Maintain hives in compliance with standard best practices.
- Governmental entities may contract with an approved beekeeper to manage their hives.
- Beekeepers may participate in the Skokie Beekeepers Association 501(c)3 nonprofit organization to obtain insurance coverage.
- Beekeepers are liable for the safety and behavior of any individuals they bring into the Apiary for educational or other purposes.
- Beekeepers will call 911 in the unlikely event of a health emergency occurring while they are in the Apiary.
- Beekeepers will follow all rules of the Apiary, including posted hours of operation.

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Oakton Community College Role

- Oversee construction of the Apiary, once funding is secured
- Designate one individual to serve as an onsite point of contact for Apiary participants
- General Campus Security
 - Provided by Oakton's police department and hired security staff
 - A camera will be installed to monitor the Apiary.
 - Only approved beekeepers, Oakton approved staff (including the police and facility departments), and approved Village of Skokie staff will have access to a key to the Apiary, for security purposes.
- Maintain two hives in the Apiary for educational purposes
- Responsible for any needed maintenance for the Apiary and surrounding grounds
- Serve as the first point of contact for structural or security concerns.

Village of Skokie Role

- Designate one individual for general oversight of the Apiary operations
- Ensure compliance with rules and regulations of the Village, OCC and State of Illinois
- Accept applications from beekeepers
- Ensure compliance with beekeeper requirements listed above
- Inspect the Apiary twice each year, and support Illinois Dept of Agriculture inspections once each year
- Investigate any complaints
- Revoke a beekeeper's use of the Apiary, if indicated

Community Volunteer Beekeeper Role

- Explore establishing the "Skokie Beekeepers Association" a 501(c)3 nonprofit organization, in order to receive grant funding and obtain group insurance coverage
- Maintain at least one hive in the Apiary
- Serve as a subject matter expert
- Monitor compliance of Apiary beekeepers with rules and regulations
- Report any concerns regarding hive health or Apiary maintenance to the Village or OCC as appropriate

#561934 v. 3, 1/23/2020, FINAL, pg. 3/3

Acceptance of Illinois Community College Board – Transitional Instruction Math and English Grant

The Illinois Community College Board has awarded Oakton Community College a Transitional Instruction Math and English Grant in the amount of \$15,000. The funding at Oakton will be used to administer and support transitional math instruction, pathway development, and portability as a part of a statewide effort to ease transition into college level courses and reduce the need for remediation. The grant period is July 1, 2019 through June 30, 2020. Dr. Ileo Lott, Vice President of Academic Affairs, will administer the grant.

KT on behalf of AG
3/11/2020

President's Recommendation:

That the Board adopts the following resolution:

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