

**The 755th Meeting
of
The Board of Trustees
May 12, 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 755th MEETING
of
THE BOARD OF TRUSTEES
MAY 12, 2020**

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

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

NOTICE

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

AGENDA

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, pending litigation, purchase or lease of real property for the use of the public body,
and collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

NOTICE

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

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to eileen@oakton.edu including your name, town/affiliation, and the item you wish to address to the Board, no later than Tuesday, May 12, 2020 at 2:00 p.m.

To join via tablet or computer:

<https://oakton.zoom.us/j/98922809104>

To join via telephone:

1-312-626-6799

Meeting ID: 989 2280 9104

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of the April 21, 2020 Regular Meeting of the Board of Trustees

Statement by the President

ICCTA Liaison Report

Educational Foundation Liaison Report

Student Trustee Report

Comments by the Chair

Trustee Comments

Public Participation

NEW BUSINESS

Discussion Item: Strategic Engagement for Evanston

CONSENT AGENDA

- 5/20-1 V a. Approval of Adoption of Consent Agenda
R b. Approval of Consent Agenda Items 5/20-2 through 5/20-9
- 5/20-2 Ratification of Payment of Bills for April 2020 (Including Approval of Travel)
- 5/20-3 Acceptance of Treasurer's Report for April 2020
- 5/20-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/20-5 Action on Recordings of Closed Session Minutes
- 5/20-6 Ratification of Actions of Alliance for Lifelong Learning Executive Board
- 5/20-7 Ratification of Actions of Alliance for Lifelong Learning Governing Board
- 5/20-8 Supplemental Authorization to Pay Professional Personnel – Spring 2020
- 5/20-9 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

- R 5/20-10 Authorization to Approve May Purchases
- a. Building Automation System Service Agreement and Software Maintenance for Des Plaines and Skokie Campuses – Three-Year Contract
 - b. Grant Funded Truck Driving Training Courses – Two-Year Contract Extension
 - c. Advertising Agency Services – One-Year Contract
 - d. Food Services – Retail and Catering Services – Four-Year Contract
 - e. Multifactor Authentication Services – One-Year Contract
- 5/20-11 Preview and Initial Discussion of Upcoming Purchases
- R 5/20-12 Approval of Funding for 2020-2021 Merit Lane Appointments
- R 5/20-13 Preview and Approval of New Unit of Instruction
- R 5/20-14 Acceptance of a Faculty Retirement
- R 5/20-15 Authorization to Hire Full-time, Tenure-track Faculty Member

ADJOURNMENT

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

The 754th meeting of the Board of Trustees of Oakton Community College, District 535 was held virtually on Tuesday, April 21, 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 Benjamin Salzberg called the meeting to order. All members of the Board participated in the meeting virtually, except for Board Secretary Paul Kotowski, who was physically on campus called and called the roll:

Mr. Benjamin Salzberg	Chair	Present
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		Present

Chair Salzberg 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 Bush made the motion, which was seconded by Trustee Yanow.

Trustee Kotowski 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. Ozegovic	Aye

In attendance: Dr. Joianne Smith, President, and Mr. Edwin Chandrasekar, Vice President, Administrative Affairs were physically 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 also present virtually.

Open Session and Roll Call

Chair Salzberg called the regular meeting of the Board of Trustees to order at 4:15 p.m.

Trustee Kotowski called the roll:

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

Pledge of Allegiance – Trustee Paul Kotowski

Approval of Minutes

Chair Salzberg asked for a motion for the approval of the minutes of the April 7, 2020 Board meeting; Trustee Kotowski made the motion, which was seconded by Trustee Bush. A voice vote was called, and the minutes were unanimously approved.

Statement by the President

Dr. Smith thanked everyone for their grace and flexibility during the COVID-19 pandemic as we continue to navigate virtual meetings. There were more than fifty people on the call, union representatives, administrators, staff; Dr. Smith thanked them all for joining in.

Dr. Smith offered condolences to Mary Ringstad-Gagliano, Associate Professor of Speech and Theater, on the passing of her mother Elizabeth Ringstad; and to Carol Bustamante, Professor of English, on the passing of her father. Congratulations were offered to John Curtis, Media Services, and his wife on the birth of their second son Dean; and to Eileen Cukierski and her husband on the birth of their third grandchild, first grandson, Theodore Owen. Dr. Smith congratulated and welcomed all of the newly elected incoming Student Government Association officers: President Amina Mayzel, Vice President Christopher Nikols, Secretary Michael Sobin, Treasurer Mariem Abdelrahim, Student Trustee Karen Suarez, and Senator Akash Patel (RHC/Skokie Campus). Dr. Smith thanked the outgoing student leadership for their service to the College. The student OCCurrence staff won a number of awards from the Illinois Community College Journalism Association (ICJJA). They received awards in categories from photos, news stories, editorials, and design. Dr. Smith recognized the Health Information Technology program and the Associate Degree Nursing program who each received formal notification from their external accrediting bodies, following their accreditation visits this year, that they each have been granted a seven-year reaccreditation. Dr. Smith commented that we are very proud and have always been proud of the high quality of our health career programs. Given our current pandemic, we are even prouder knowing that so many of our alumni are out on the front lines battling this virus. We are grateful to them and to our faculty who have prepared them for these lives of service. This is Adisa Ozegovic's last official meeting as student trustee. Dr. Smith thanked Ms. Ozegovic for her role as the student trustee this past year. She was an incredibly engaged student leader who asked thoughtful questions and provided great student input; we will miss her at the Board table.

Dr. Smith once again recognized the entire College community for the many ways that everyone has come together to meet the needs of students as we pivot to a remote environment. These are challenging times and Dr. Smith is grateful for the collaboration and commitment, and that we continue to find ways to provide teaching and learning, and Board meetings during this time. Dr. Smith noted that one way that we are meeting the needs of the community is through our faculty and student employees in the manufacturing program. They are making protective face shields on our 3-D printers and donating them to local health care facilities. It is a meaningful way of taking what we do on campus to meet the needs of our health care workers. On April 16, there was a virtual Coffee and Conversation for employees, over 200 people joined in on the call where employees had an opportunity to submit questions in advance. Dr. Smith thanked those who participated in that session, as well as the feedback that was received about how to make such sessions more meaningful moving forward. On April 23, there will be a similar virtual Coffee and Conversation for students to ask questions of Dr. Smith and other senior leaders. There has been a determination that summer courses will be completely online, and there is still discussion about what the fall semester will look like. Dr. Smith noted that usually at this time of the year we are all busy attending events such as the study breakfast, the student leadership banquet, the PTK induction ceremony, and the six piano concert, just to name a few. This is not a year where we can participate in those celebrations in person. Some events have been moved to a virtual format such as the 1st Generation College Fair and the 5K 50 Fest, but most have been disrupted this year. Next year, when we are hopefully able to celebrate in person, we will savor those moments even more.

Education Foundation Liaison Report

Trustee Stafford reported that the Oakton Educational Foundation has raised \$689,503 to date this fiscal year. The fundraising campaign to grow the Student Success Fund, which serves as the emergency fund for Oakton students, has added \$27,300 to the fund over the last four weeks. The Foundation has extended the timeframe for matching gifts to the end of the spring semester on May 15. Donations can be made securely online at oakton.edu/giving. The Foundation released the preliminary funding allocation for 2020-2021 scholarship awards. Through donor support, \$623,440 will be available for awards to students attending this fall, a five percent increase over current year funding and an amount that is likely to grow before the semester begins. There are currently 329 Oakton Educational Foundation scholars enrolled at the College. The Foundation hosts sixteen voting Board Directors. The next Foundation Board meeting will take place on June 3, 2020.

Student Trustee Report

Student Trustee Adisa Ozegovic and incoming Student Trustee Karen Suarez collaborated on the report this month. They reported that in general, students have been learning to navigate online learning. There is some variability as some students find it easy and some have difficulty with time management. A great addition that has been implemented are remote tutoring services that are now available online. Classes are now halfway over and students have registered for summer courses. As Dr. Smith mentioned earlier, the OCCurrence has been recognized by the ICCJA. The OCCurrence was reopened by former Student Trustee Jack Timperly last year and they won four awards, this year they won eleven. In addition, they won the Mike Foster General Excellence Award in the Division I category, which is an overall excellence award. Alum Robin Suarez placed second overall in Illinois as reporter of the year. Ms. Ozegovic encouraged everyone to check out the OCCurrence website at oaktonoccurrence.com. PTK is planning to organize service projects for local food banks; there are also plans to create a virtual game night in the coming weeks. Student Government Association elections were completed April 15, 2020, where new officers were elected, some which were present virtually at this meeting, including Karen Suarez, who will be taking over the position of student trustee. Ms. Ozegovic said that she had a wonderful time serving on the Board, she enjoyed it and it was a definite learning experience. She thanked all of the Board members, the administration who were supportive, and Dr. Smith who was a wonderful mentor. Chair Salzberg thanked Ms. Ozegovic for her work on the Board.

4/20-1

Recommendation for Seating of Student Member of the Board of Trustees

Trustee Bush offered:

SECTION 1: An election for the Student Member of the Board of Trustees was held April 7-15, 2020. The election was conducted in all respects as provided by law and according to Policy 1005. The election was conducted online, using the Simply Voting software purchased by the Student Government Association. Currently enrolled students were provided a ballot via email and Simply Voting provided a secure method to permit students to vote from their computer or mobile device; 632 students cast ballots in the election. The returns of the election have been duly canvassed by the Judges of Election. The student meets all qualifications for Trustees as specified in Policy 1004.

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

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

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

At this time, all of the trustees thanked Ms. Ozegovic for her service to the Board. Trustee Kotowski called the roll with the new student trustee now seated:

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

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

Trustee Salzberg offered:

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

Trustee Burns seconded the motion.

Chair Salzberg called for nominations for the Office of Chair of the Board.

Trustee Burns, who for the past year has served in the role of vice chair of the Board, noted that Oakton trustees generally have voted to elect the serving vice chair to the position of chair. Trustee Burns thanked Chair Salzberg for the opportunity to work with him, to get to know him and although they might not have agreed on all issues, ultimately, they were able to work together, and she is glad they will continue to serve together. Trustee Burns continued that she thought a lot about whether she wanted to be chair this upcoming year, and when the COVID-19 situation happened, she felt strongly that the Board needed leadership that recognizes the financial implications of what is happening. She stated that she is honored to be able to say that she thinks that Trustee Bill Stafford is the one that the Board should lean on, count on, and depend on, to give us the guidance through this time. Trustee Burns commented that she has known Trustee Stafford for many years, and besides being a great father, he knows and understands finance. She hopes that the Board will join her in acknowledging that Bill Stafford should be chair at this time. Trustee Burns nominated Trustee Stafford for the position of Chair; Trustee Salzberg seconded the nomination. Hearing no further nominations, a voice vote was called which passed unanimously.

Chair Salzberg called for nominations for the Office of Vice Chair of the Board. Trustee Salzberg nominated Trustee Paul Kotowski for the position of Vice Chair; Trustee Stafford seconded the nomination. Hearing no further nominations, a voice vote was called, which passed unanimously.

Chair Salzberg called for nominations for the Office of Secretary of the Board. Trustee Bush nominated Trustee Marie Lynn Toussaint for the position of Secretary; Trustee Salzberg seconded the nomination. Hearing no further nominations, a voice vote was called, which passed unanimously.

Trustee Salzberg continued reading the remainder of the resolution:

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

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

follows:

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

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

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

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

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

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

The motion carried; Ms. Suarez favored the resolution.

Trustee Salzberg asked for a motion for a brief adjournment *sine die*. Trustee Burns made the motion, Trustee Toussaint seconded the motion; a voice vote was called and passed unanimously.

Newly seated Chair Stafford asked for a roll call with the newly organized members of the Board now seated. Because Trustee Kotowski was on campus, he continued to act as the Secretary for the meeting and called the roll:

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

Comments by the Chair

Chair Stafford thanked Trustee Salzberg for his wonderful leadership during the College’s 50th anniversary year. There is no question that Trustee Salzberg was the right man for the right year. His father, Fred Salzberg, who was one of the first faculty members at Oakton, pioneered engineering and fire science. Trustee Salzberg has attested to the fact that he was the first Oakton baby born to a faculty member during the school’s inaugural year. Chair Stafford said that he attended events this past year that Trustee Salzberg officiated at relative to the 50th anniversary and there was no one who had the enthusiasm and the love for the College that he has expressed and that was evident in his leadership role through the 50th year. At a time when the Board can meet in person, Chair

Stafford asked that the administration provide a plaque that relates to Chair Salzberg's leadership as chair for the past year, as well as the 50th anniversary, that will be presented to him.

Chair Stafford commented on the COVID-19 situation. He said that there are three key roles for the Board in times like this. The first one is their role as stewards and their stewardship on behalf of the College that generally takes the form of the budget, which is a real financial articulation of our values. As a community college, Trustee Stafford noted that we are only as good as the people we have in front of the classroom or in front of the Zoom camera that are teaching, and that is what Oakton is about. One of our goals should be to try to maintain as many of our employees as we can in these tough times. He stated that he would like to have a Committee of the Whole meeting to talk specifically about the budget, go through the state funding, and talk about issues that are important to the Board in terms of personnel, and our views on marketing. Secondly, Chair Stafford said that during this time, we need to look at our strategic goal of equity. As we have seen in terms of the coronavirus, the effect the virus has shown how we lack an equitable society. In fact, it has hurt many of our minorities even more as we have seen the statistics on the deaths in Chicago. Chair Stafford said that he would like to help our students cope with the whole issue of equity and we need to look at what we can do for them. He thinks we need to talk about our relationship with our Foundation in terms of what they are able to bring to the table in these troubled times, which will be another conversation that we need to have about how we are going to provide resources to provide more equity. The third key has to do with our leadership as Board members in terms of student involvement. In times like this, we need to have more involvement with the students. He would like to see the Board participate in some of the student activities, in general be more interactive with the students. In conclusion, Chair Stafford commented that he knows that all of the trustees share a real passion for the Oakton community, our teachers and students. He noted that these are going to be hard times but it is one of our goals to do as much as we can to assist both our students and faculty, and continue the great mission that we have of education.

Trustee Comments

Trustee Bush thanked the outgoing leadership for their service this past year and thanked the new leadership on the Board for stepping up and taking on a very challenging opportunity. She thanked outgoing Student Trustee Ozegovic for all of her time and effort this past year. She brought us a flavor of the student body in a very generous and articulate way and we are so appreciative. Trustee Bush also welcomed Ms. Suarez as the new student trustee and looks forward to getting to know her. Trustee Bush relayed an Illinois Community College Trustees Association (ICCTA) update that the ICCTA executive committee has made the difficult decision to cancel their 2020 annual convention, which was their 50th anniversary, which was scheduled for June 4-6, 2020 at the Chicago Marriott Hotel. Trustee Burns commented that Ms. Ozegovic was very student focused and thanked her for all that she brought to her role as student trustee this past year and encouraged her to become involved in student representation as she represented Oakton's students well. To the new student trustee Karen Suarez, Trustee Burns noted that she looks forward to getting to know her and welcomed her to the Board. Trustee Burns commented that the pandemic is a frightening situation, but she is happy to be a part of Oakton in order to have something meaningful to connect to at this particular time.

Trustee Salzberg thanked the Board for electing him as chair last year; he really appreciated the honor of serving in that capacity. He commented that we will get through this crisis with a positive outcome. He congratulated Karen Suarez on her election and her future contributions to the Board. He also thanked outgoing Student Trustee Ozegovic saying that her path will be very fruitful in the future. In closing, Trustee Salzberg said that he is appreciative that Bill Stafford will lead us during this time, and he thanked him for his kind words. Trustee Toussaint said that she was grateful for her election as Secretary of the Board and looks forward to working with Chair Stafford and Vice Chair Kotowski. She said that she has learned a lot from sitting on the Board this past year, and looks forward to continuing to learn all that she can from those who came before her. Trustee Toussaint told Ms. Ozegovic that she is a classy young woman and said that she should continue to represent students as she goes forward; she also congratulated and welcomed Karen Suarez, the new student trustee. As a first year Board member, Trustee Yanow said that this has been an extraordinary opportunity to learn and she appreciates the leadership that Trustee Salzberg has provided, and is appreciative to the new leadership. She feels confident that we will be able to work together to do the difficult tasks ahead with the extraordinary moment that we are living in. She also thanked Ms. Ozegovic for an extraordinary year of working and learning

with all members of the Board. Trustee Yanow also welcomed new Student Trustee Karen Suarez and looks forward to working and learning with her. At this time, Chair Stafford asked if there would be any objections by members of the Board to include on the May 12, 2020 Board agenda a discussion of potential Evanston locations for a satellite campus for the College. There were no objections noted consequently, that topic will be added as a discussion item under New Business on the May 12 agenda.

Report: Success Matters: 2018-2022 – Oakton Community College Strategic Plan

Dr. Smith introduced Dr. Kelly Iwanaga Becker, Assistant Vice President of Institutional Effectiveness & Strategic Planning, who provided an update of where we are in the halfway point of the College's strategic plan and what we are looking forward to in the coming year. Dr. Becker thanked the Board for the opportunity to talk about the strategic plan and some of the key achievements to date. Dr. Becker spoke about the planning process for the development of the Success Matters plan, which began in July 2015, with official implementation at the start of the 2018 fiscal year. Dr. Becker reviewed the four strategic commitments, Equity Matters, Teaching & Learning Matter, Community Matters, and Planning Matters. The College's commitment to equity focuses on improving outcomes for all students, from recruitment to goal attainment, creating the right policies and supports to reduce opportunity gaps, and improve student wellbeing. Some of the work being done in this area includes All College Learning Day, which was held in October 2019; completion of the ILEA equity plan which focused on reducing racial equity gaps in degree attainment; implementation of the data warehouse; increased services to help students who are food and housing insecure through the Oakton Educational Foundation; Open Educational Resources; the Caring Closet, and a Student Care Coordinator position. In addition, we are working to deal with the COVID-19 crisis in a way that promotes equity. Being named an Achieving the Dream Leader College in February 2020, is a reflection of some of the progress the College has made particularly in closing racial gaps in persistence and degree completion in particular for our LatinX students. Part of that award was based on our improved rates of persistence in completion, which was an exciting recognition and certainly promising for the work that we are doing.

In terms of Teaching & Learning Matter, this focuses on academic excellence. It includes having program offerings that are responsive to societal and labor market trends, strengthening curricular pathways, and developing opportunities for students to learn outside of the classroom including apprenticeships, study abroad, and internships. Key to this process is the implementation of the Oakton Experience, which is a whole College redesign. Other areas include adding twelve new certificates, an associate degree in general studies, and general education core curriculum. There are more than 100 pathways and pre-majors that are designed to promote timely and focused progress towards a certificate or degree completion. Oakton's commitment to the community focuses on cultivating students learning about global and domestic issues and sustainability. In addition, the College has built stronger relationships with district high schools. Through the work of the College Transitions team, we have data sharing agreements with two high school districts allowing us to better understand student pathways into and through the College. We have seen a fifteen percent increase in dual credit students, students who are taking Oakton classes in their high schools, and that was just in the last year. We have ten new transfer agreements with four-year institutions that were created in 2019. Strengthening our relationships with institutions both locally and nationally and creating clearer pathways for students who aspire to earn bachelor's degrees. It expands partnerships with district high schools and transfer institutions and aims at developing stronger connections with community leaders, organizations, and business and industry partners. In addition, we have responded to COVID-19 by donating to local hospitals, personal protective equipment (PPE) and using our 3-D printers to make masks. Obviously, not something that we had planned for, but collaborative work that is evidence of the strong relationships we have built with local hospitals in our community.

The strategic plan includes more planning. This commitment pushes us to engage in greater planning to ensure the effectiveness of the College. There is a particular focus in this commitment on communication and marketing, technological investments, sustainability and employee engagement. There has been quite a bit of planning going on at the College. Examples are the Strategic Enrollment Management Plan; Facilities Master Plan; Communications and Marketing Planning; and the IT Master Plan, which is currently in development. Dr. Becker acknowledged the work of SPARC (Strategic Planning, Accountability, and Resource Team), stating that the original SPARC committee was the one that developed the plan, and the current committee has been meeting

to develop measurable outcomes for the four strategic commitments, to document where the College has made progress, and to identify areas where there needs to be more focused attention in order to fulfill our commitments. In conclusion, Dr. Becker said that the next steps include SPARC finalizing metrics, continuing to identify areas of achievement, and those that need increased focus. We are also looking to include a broader communication plan in terms of the progress of the plan, and identify priorities, what do we need to pivot or re-prioritize, and what is realistic and/or feasible given our current situation.

Trustee Burns commented that it was nice to be able to make the connection between all of the presentations that the administration has presented to the Board, to see where they plug in and connect. Trustee Salzberg said it was an impressive report. Trustee Yanow asked if the increase in dual credit was across schools or in one particular institution. Dr. Becker did not have that specific data on hand, but she will collect that information and share it with the Board. Trustee Yanow said that as we move forward, it would be helpful to know where those increases took place. Dr. Smith said that the increases have been across all districts, some more than others, but there has been increase from all of the districts.

Public Participation – None

4/20-3a 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.

Trustee Burns had a question related to agenda item 4/20-6, ‘Acceptance of Quarterly Report on Investments’, specifically the listing of PMA Bank of China. Mr. Andy Williams, Comptroller of the College responded that Bank of China is one of the investments that we utilize with our partners PMA, being the broker dealer who places our investments. PMA goes out into the marketplace and looks competitively for the best rates, and very often, that ends up being a very good rate for us. Trustee Burns asked whether there would be any consideration to continue with the Bank of China because of the pandemic. Trustee Toussaint commented that she does not understand what the process is. Mr. Williams said that PMA provides services to local governments to assist with investments and what that does for us is help lower our administrative costs, and they are all safe investments. They make sure that we comply with the investment statutes for community colleges. Mr. Williams will find out from our representative more about the Bank of China. Trustee Toussaint said that she would like more details to have a better understanding. Chair Stafford noted that we should find out what are the terms of our commitment and PMA’s commitment in terms of a contract. This is one of the things that the state has done to help governmental bodies. They do this for both school districts, community colleges and cities, it bids out this contract. PMA won the bid multiple years ago and what they do is they pool everybody’s money. Chair Stafford commented that all the community colleges in our conference are sure to have money in the PMA state pool. What it does is it gets us all a better rate; PMA is not a fly by night outfit, they are very established. Chair Stafford requested administration provide the Board information on the terms of the agreement and how PMA makes their selections. Dr. Smith suggested, and it was agreed, that this could be part of a discussion at the Committee of the Whole meeting.

A voice vote was called and the motion passed unanimously.

4/20-3b Approval of Consent Agenda Items 4/20-4 through 4/20-8

Trustee Bush offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the

following items 4/20-4 through 4/20-8 as listed in the Consent Agenda.”

4/20-4

Ratification of Payment of Bills for March 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 \$6,369,353.64 for all check amounts and for all purposes as appearing on a report dated March 2020.”

4/20-5

Acceptance of Treasurer’s Report for March 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.”

4/20-6

Acceptance of Quarterly Report on Investments

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

4/20-7

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

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

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

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

c. Recommend NO FY’21 tuition increase for general Alliance classes. The tuition for some specialized classes including: workforce related including CEHP, on-line, computer, Emeritus, Youth, reimbursable Alliance classes and fitness classes will vary from the approved rates due to increased vendor costs or based on competitive rates.

d. Recommend the continuation of the professional services of the Adult Education educational specialists for the GED Program, Literacy Program, ESL Program and the Evening High School Program pending the receipt of adequate FY’21 ICCB Adult Education and Family Literacy grant funds.

e. Recommend the continuation of professional services, effective July 1, 2020 through June 30, 2021 of the professionals who plan, develop and implement the Continuing Education for Health Professionals (CEHP) courses, seminars and activities. The amount to be paid will not exceed the following: Pam Mauro, LSW - \$35,000.

f. Recommend the FY’21 classroom and office rental rates remain at the same level as the FY’20 rates unless otherwise reduced by individual districts.

4/20-8

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 \$170,644.66 to the total amount of part-time teaching salaries paid during the 2020 spring semester; the revised total payment amount is \$3,943,834.09."

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

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

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

Dr. Yanow Aye

The motion carried; Student Trustee Suarez favored the resolution.

4/20-9 Authorization to Schedule a Budget Hearing and Publish a Notice Placing Fiscal Year 2021 Budget on Public Display

Trustee Yanow offered:

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

Chair Stafford explained that the hearing is officially going to take place at the June 30, 2020 Board meeting, but the Board can have a committee meeting on the budget before that date.

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

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

The motion carried; Student Trustee Suarez favored the resolution.

4/20-10 Authorization to Approve April Purchases

Trustee Salzberg 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>
4/20-10a	1 - 2	Ratification for Emergency Purchases Related to the COVID-19 Disaster Proclamation by the State of Illinois	SHI International Corporation T-Mobil USA, Inc.	\$ 51,932.93 \$ 66,124.80
4/20-10b	1 – 2	Signage and Wayfinding Consulting Services	Selbert Perkins Design Collaborative	\$ 115,000.00
Grand Total:				\$ 233,057.73.”

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

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

The motion carried; Student Trustee Suarez favored the resolution.

4/20-11 Preview and Initial Discussion of Upcoming Purchases

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Service Agreement and Software Maintenance – Three Year-Contract for the Building Automation System; b) Grant Funded Truck Driver Training Courses – Two-Year Contract Extension; and c) Transportation Services for Athletic Teams.

4/20-12 Approval of Academic Calendar for 2022

Trustee Toussaint offered:

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

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

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

The motion carried; Student Trustee Suarez favored the resolution.

4/20-13 Authorization to Hire a Dean of Enrollment Management

Trustee Bush offered:

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

Trustee Toussaint seconded the motion.

Dr. Karl Brooks, Vice President of Student Affairs, commented that the College is excited about Mr. Huber joining the College with his depth and breadth of experience. He was well vetted while he was on campus and came out as the top candidate and someone whom we feel will be able to add to the leadership of the College, but also support the direction we are already moving in, and leverage us towards the goals that we have identified through the Strategic Enrollment Management plan. Mr. Huber checked all the boxes and we are excited about him coming on board at Oakton.

Trustee Kotowski called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

4/20-14 Authorization of a Faculty Retirement

Trustee Burns offered:

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

Trustee Salzberg seconded the motion.

Dr. Ileo Lott, Vice President of Academic Affairs, commented on the retirement of Professor Carney, thanking her for her dedication to the institution for the past forty-nine years. She served in both the STEM and Liberal Arts divisions.

Trustee Kotowski called the roll:

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

The motion carried; Student Trustee Suarez favored the resolution.

4/20-15 Acceptance of a Grant

Trustee Bush offered:

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

The motion was seconded by Trustee Yanow; a voice vote was called and the motion passed unanimously.

Adjournment

Chair Stafford announced that there will be a Committee of the Whole meeting related to the budget prior to the next regularly scheduled Board meeting. He also told the trustees that he would contact them before May 12 to work out committee assignments. The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, May 12, 2020, time 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

Paul Kotowski, Acting Board Secretary

ec
4/2020

A video recording of the meeting was made and may be viewed 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 5/20-2 through 5/20-9

That the Board adopt the following resolution:

“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)
- 5/20-3 Acceptance of Treasurer’s Report for April 2020
- 5/20-4 Compliance with Open Meetings Act, Closed Session Minutes
- 5/20-5 Action on Recordings of Closed Session Minutes
- 5/20-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 5/20-7 Ratification of Actions of the Alliance for Lifelong Learning Governing Board
- 5/20-8 Supplemental Authorization to Pay Professional Personnel – Spring 2020
- 5/20-9 Approval of Clinical Practice Agreements.”

Ratification of Payment of Bills for April 2020

The check register detailing the regular monthly bills for April 2020 was sent out on May 8, 2020. The totals by fund are on page 2. This includes approval of travel reimbursements for April 2020.

Board Chair

Board Secretary

EC:mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,972,698.73 for all check amounts as listed and for all purposes as appearing on a report dated April, 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 April 2020, represented by checks on pages 1-37 numbered !000004-!000028, 147658-147777, 147779-147813, 147815-147818, 147820-147919, 147921-147929 and 147931-147955 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

RECAPITULATION

Gross Checks Issued

<u>Fund</u>	<u>Gross Payroll</u>	<u>Accounts Payable</u>	<u>Sub-Total</u>	<u>Voided Checks</u>	<u>Total</u>
Education	\$ 3,771,413.87	\$ 772,994.10	\$ 4,544,407.97	\$ (10,950.50)	\$ 4,533,457.47
Operations, Building and Maintenance Fund	\$ 342,415.21	\$ 171,908.78	\$ 514,323.99	-	\$ 514,323.99
Maintenance Fund (Restricted)	-	\$ 1,369,467.77	\$ 1,369,467.77	\$ (4,724.09)	\$ 1,364,743.68
Bond & Interest	-	-	-	-	-
Auxiliary Enterprise	\$ 230,729.96	\$ 94,379.75	\$ 325,109.71	-	\$ 325,109.71
Restricted purposes	\$ 151,672.81	\$ 62,089.87	\$ 213,762.68	-	\$ 213,762.68
Trust/Agency	\$ 202.88	\$ 2,445.14	\$ 2,648.02	-	\$ 2,648.02
Audit	-	-	-	-	-
Liability, Protection & Settlement	-	-	-	-	-
Social Security/Medicare	-	-	-	-	-
Loan	-	-	-	-	-
TOALS	\$ 4,496,434.73	\$ 2,473,285.41	\$ 6,969,720.14	\$ (15,674.59)	\$ 6,954,045.55
Student Government	\$ 231.55	\$ 2,747.04	\$ 2,978.59	-	\$ 2,978.59
TOTAL PER REPORT	\$ 4,496,666.28	\$ 2,476,032.45	\$ 6,972,698.73	\$ (15,674.59)	\$ 6,957,024.14

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 1-37 numbered 147778, 147814, 147819, 147920 and 147930 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 \$2,747.04 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated April 2020.

Student Government Association

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

April 2020

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

Treasurer's Comments on April 2020 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$1.2 million in tuition, \$784,000 in property taxes, \$772,000 in state base operating grant payments, \$568,000 in MAP grant payments, \$236,000 for replacement tax, and \$53,000 in interest earnings.

The College continues to experience costs and losses from campus closure due to the Covid-19 pandemic. For the month of April, the College sustained a credit tuition revenue loss of about \$680,000 as students taking approximately 4,800 credit hours during the spring semester withdrew from courses. Revenues losses due to spring semester refunds for non-credit students have totaled about \$117,000.

Net cash and investments decreased by \$4.3 million from the previous month.

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

Revenues

At the end of March, revenues were \$74.7 million or 102% of the prorated budget, compared to \$74.3 million, or 104% for the previous year. Tuition and fees totaled \$24.3 million year to date, or 101% of the prorated budget. Last year, tuition and fees totaled \$25.8 million or 98% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$56.3 million. The operating expenditures are \$1.1 million (2%) above prior year's actual expenditures of \$55.2 million for the same period. Net transfers total \$6.5 million as budgeted.

OAKTON COMMUNITY COLLEGE
 FINANCIAL POSITION OF FUNDS AS OF
 APRIL 30, 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	\$ 1,971	\$ 3,527	\$ 132	\$ 2,326	\$ -	\$ 1,367	\$ -	\$ 932	\$ 824	\$ 11,079
Taxes Receivable	22,479	3,987	-	1,810	-	-	-	50	-	28,326
Student Tuition Receivable	3,799	-	-	-	-	267	-	-	-	4,066
Government Funds Receivable	-	-	-	-	-	805	-	-	-	805
Accrued Interest	384	46	40	-	-	14	-	2	54	540
Other Receivables	268	-	-	-	-	276	-	-	-	544
Investments										
Short-term	67,594	7,198	2,691	-	-	954	-	353	12,830	91,620
Long-term	26,312	2,804	1,296	-	-	442	-	131	4,770	35,755
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepaids	705	-	23	-	29	792	-	-	-	1,549
Total Current Assets	109,012	17,562	4,182	4,136	29	19,417	-	1,468	18,478	174,284
Net Investment in Plant	-	-	-	-	-	-	116,464	-	-	116,464
Total Assets	\$ 109,012	\$ 17,562	\$ 4,182	\$ 4,136	\$ 29	\$ 19,417	\$ 116,464	\$ 1,468	\$ 18,478	\$ 290,748
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,122	2,122
Total Assets and Deferred Outflows of Resources	\$ 109,012	\$ 17,562	\$ 4,182	\$ 4,136	\$ 29	\$ 19,417	\$ 116,464	\$ 1,468	\$ 20,600	\$ 292,870
LIABILITIES AND NET POSITION										
Payables	\$ 182	\$ 83	\$ (3)	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 278
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	2,539	-	31	-	-	80	-	-	-	2,650
Accruals	3,096	237	32	-	-	223	-	-	-	3,588
Bonds Payable	-	-	-	-	32,227	-	-	-	-	32,227
OPEB Liability	-	-	-	-	-	-	-	-	43,729	43,729
Total Liabilities	5,817	320	60	-	32,338	319	-	-	43,729	82,583
Deferred Inflows of Resources - Property Taxes	29,536	5,227	-	2,375	-	-	-	65	-	37,203
Deferred Inflows of Resources - CIP	-	-	-	-	-	-	-	-	5,360	5,360
Total Liabilities and Deferred Inflows of Resources	35,353	5,547	60	2,375	32,338	319	-	65	49,089	125,146
Net Position										
Unrestricted	73,659	12,015	4,122	-	-	3,987	-	-	(28,489)	65,294
Restricted	-	-	-	-	-	15,111	-	1,403	-	16,514
Debt Service	-	-	-	1,761	(32,309)	-	-	-	-	(30,548)
Plant	-	-	-	-	-	-	116,464	-	-	116,464
Total Net Position	73,659	12,015	4,122	1,761	(32,309)	19,098	116,464	1,403	(28,489)	167,724
TOTAL LIABILITIES & NET POSITION	\$ 109,012	\$ 17,562	\$ 4,182	\$ 4,136	\$ 29	\$ 19,417	\$ 116,464	\$ 1,468	\$ 20,600	\$ 292,870

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 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	\$ 41,819	\$ 42,832	102%	102%
Replacement Tax	950	792	956	121%	88%
State Revenue	4,708	3,923	3,841	98%	190%
Tuition and Fees	24,316	24,766	24,336	98%	98%
Other	2,140	1,783	2,753	154%	185%
TOTAL REVENUES	\$ 82,297	\$ 73,083	\$ 74,718	102%	104%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,060	\$ 26,717	\$ 25,774	96%	95%
Academic Support	17,486	14,572	12,570	86%	81%
Student Services	7,134	5,945	5,099	86%	89%
Public Services	1,286	1,072	945	88%	95%
Operations and Maintenance	8,018	6,682	5,829	87%	83%
General Administration	5,308	4,423	4,483	101%	85%
General Institutional	2,303	1,919	1,568	82%	153%
Contingency	956	797	-	0%	0%
TOTAL EXPENDITURES	\$ 74,551	\$ 62,126	\$ 56,268	91%	89%
Revenues over (under) expenditures	7,746	10,957	18,450		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,500)	(3,750)	(3,750)		
To Auxiliary Fund and Alliance	(2,059)	(1,716)	(1,716)		
To Restricted Purpose Fund	(100)	(83)	(83)		
To Liability, Protection & Settlement Fund	(581)	(484)	(484)		
To Social Security/Medicare Fund	(796)	(663)	(663)		
From Working Cash Fund: Interest	290	242	242		
Total Transfers	\$ (7,746)	\$ (6,455)	\$ (6,455)		
Net Revenue over (under) expenditures	\$ -	\$ 4,502	\$ 11,995		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 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	\$ 319	95%	
Interest and Investments Gain/Loss	41	269	656%	
Total revenues	<u>20,376</u>	<u>588</u>	<u>3%</u>	
EXPENDITURES				
Student Street Renovation	1,000	96	10%	
Sanitary Lift Station	25	41	164%	
RHC HVAC System	50	-	0%	
West End Remodeling - A/E Fees	1,000	748	75%	
West End Remodeling - Phase 2	3,500	2,683	77%	
Natural Area Restoration	224	125	56%	
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	309	42%	
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	1,883	35%	
Field Irrigation	100	-	0%	
Cafeteria Remodeling - DP	1,981	-	0%	
Camera Replacement	500	18	4%	
Main Entrances & Monument Signs	1,535	55	4%	
Project Management Services	225	316	140%	
Total expenditures	<u>18,857</u>	<u>6,595</u>	<u>35%</u>	
Transfer in	-	-	0%	
Net	<u>\$ 1,519</u>	<u>\$ (6,007)</u>	<u>(395%)</u>	

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,417	\$ 1,276	90%	59%
Workforce Development	140	50	36%	55%
Copy Center	230	128	56%	80%
Travel	10	11	110%	110%
Athletics	20	11	55%	170%
Child Care	334	326	98%	89%
PAC Operations	16	5	31%	94%
Other	142	87	61%	113%
Interest and Investments Gain/Loss	75	87	116%	132%
Total revenues	<u>2,383</u>	<u>1,981</u>	<u>83%</u>	<u>69%</u>
EXPENDITURES				
Bookstore Operating Expenses	1,365	942	29%	33%
Workforce Development	300	151	50%	73%
Copy Center	335	265	79%	86%
Travel	-	-	-	0%
Athletics	1,283	834	65%	80%
Child Care	465	379	82%	72%
PAC Operations	99	75	76%	80%
Other	340	116	34%	67%
Total expenditures	<u>4,187</u>	<u>2,762</u>	<u>66%</u>	<u>65%</u>
Transfers in (out)	1,645	1,371		
Net	<u>\$ (159)</u>	<u>\$ 590</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2020**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 680	\$ 567	\$ 610	90%	166%
Tuition and Fees	1,082	902	639	59%	86%
Sale of Materials	49	41	34	69%	57%
Institutional Support					
Evening High School	100	83	38	38%	43%
Other Revenues	101	84	47	47%	68%
Total revenues	<u>2,012</u>	<u>1,677</u>	<u>1,368</u>	<u>68%</u>	<u>99%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,443	1,203	1,019	71%	64%
Instructional Programs					
Allied Health	204	170	131	64%	69%
Job-related	238	198	44	18%	29%
Home Related	7	6	2	29%	57%
Personal	36	30	19	53%	81%
Community Service	43	36	30	70%	73%
High School Programs	118	98	58	49%	53%
GED Programs	3	3	-	0%	0%
Kids/Youth Program	27	23	19	70%	59%
ESL Programs	147	123	95	65%	75%
Total Programs	<u>823</u>	<u>686</u>	<u>398</u>	<u>48%</u>	<u>58%</u>
Total expenditures	<u>2,266</u>	<u>1,888</u>	<u>1,417</u>	<u>63%</u>	<u>62%</u>
Revenue over (under) expenditures	<u>\$ (254)</u>	<u>\$ (212)</u>	<u>\$ (49)</u>		
Transfer in	414	345	258		
Net	160	133	209		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
TEN MONTHS ENDED APRIL 30, 2020

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 431,412				
Interest income	5,943				
Sub total revenues	<u>437,355</u>				
369901 Student Government Association	53,552	139,620	193,172	(119,726)	73,446
369910 Occurrence	-	-	-	(5,304)	(5,304)
369919 Skokie Events Team	-	35,000	35,000	(18,135)	16,865
369920 SGA College Program Board	-	-	-	(1,115)	(1,115)
369922 IEEE	-	345	345	-	345
369923 Global Health and Sustainability	2,865	3,832	6,697	(764)	5,933
369924 Hawaiian Music Club	180	371	551	(366)	185
369930 Early Childhood Education Club	75	1,909	1,984	-	1,984
369931 Students for Social Justice	140	419	559	-	559
369932 Ceramics Club	150	761	911	(384)	527
369933 UNICEF	1,446	289	1,735	-	1,735
369940 Card and Board Game Club	244	1,297	1,541	-	1,541
369942 Oakton Visual Organization	-	175	175	-	175
369943 Japanese Culture Club	219	-	219	(94)	125
369944 South Asian Club	566	350	916	(376)	540
369945 Physical Therapy	1,462	1,467	2,929	(1,205)	1,724
369946 Phi Theta Kappa (PTK)	4,481	-	4,481	(5,047)	(566)
369947 Oakton Pride Club	162	809	971	-	971
369949 Mission Bible Club	-	575	575	-	575
369950 Hispanic Club	262	1,043	1,305	(617)	688
369951 Society of Women Engineers	120	702	822	(20)	802
369952 Student Nurses May 2019	565	4,792	5,357	-	5,357
369954 Kpop Club	-	469	469	(21)	447
369955 Sustainability Club	289	-	289	-	289
369957 Student Nurses Dec 2018	2,049	1,285	3,334	(1,252)	2,082
369959 Black Student Union	75	2,130	2,205	(135)	2,070
369960 Muslim Student Association	200	2,198	2,398	(200)	2,198
369961 DECA	-	290	290	(106)	184
369964 Oakton Helping Others	-	2,099	2,099	-	2,099
369965 Law Enforcement Club	-	250	250	-	250
369971 Habitat for Humanity	662	645	1,307	-	1,307
369974 Veterans Club	438	1,271	1,708	(400)	1,308
Sub Totals	<u>70,201</u>	<u>204,391</u>	<u>274,592</u>	<u>(155,266)</u>	<u>119,326</u>
<u>Fund Summary</u>					
Total Revenues	\$ 507,556				
Total Expenditures	(155,266)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>352,290</u>				
Net Position 6/30/19	671,235				
Net Position, end of period	<u>\$ 1,023,524</u>				

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

GENERAL FUND TRANSFERS/PAYMENTS						
DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES AND I.D.E.S. TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
4/1/2020	\$ 799,939.21	\$ 799,939.21				
4/15/2020	639,580.38			\$ 639,580.38		
4/19/2020	1,304.00		\$ 1,304.00			
4/25/2020	1,802.48				\$ 1,802.48	
TOTAL	\$ 1,442,626.07	\$ 799,939.21	\$ 1,304.00	\$ 639,580.38	\$ 1,802.48	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS					
DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
4/3/2020	\$ 262,721.28	\$ 262,721.28			
4/3/2020	91,278.88		\$ 91,278.88		
4/3/2020	190,268.68			\$ 190,268.68	
4/3/2020	80,646.64				\$ 80,646.64
4/17/2020	265,719.08	265,719.08			
4/17/2020	92,573.44		92,573.44		
4/17/2020	189,414.80			189,414.80	
4/17/2020	76,891.27				76,891.27
TOTAL	\$ 1,249,514.07	\$ 528,440.36	\$ 183,852.32	\$ 379,683.48	\$ 157,537.91

Compliance with Open Meetings Act, Closed Session Minutes

The Illinois Open Meetings Act requires that public bodies shall periodically, but no less than semi-annually, review minutes of all closed meetings to determine if the contents of such minutes continue to require confidentiality or if they may be made available for public inspection.

The President and the Secretary of the Board have reviewed and hereby recommend that the minutes of the Board of Trustees closed session meeting held on January 21, 2020 should be made available for public inspection and no longer requires confidential treatment.

JLS:ec
5/2020

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 hereby determines that the minutes of the Board closed session meeting on January 21, 2020 no longer require confidential treatment and is released for public inspection.”

Action on Recordings of Closed Session Meetings

The Illinois Open Meetings Act authorizes the destruction of verbatim records of closed meetings no less than 18 months after the completion of the meeting recorded. Written minutes of these meetings are retained in compliance with the Open Meetings Act.

In accordance with these provisions, the audio recordings of closed meetings held on June 27, 2017, August 8, 2017, August 15, 2017, September 19, 2017, October 17, 2017, and November 14, 2017, meet the following criteria:

1. At least 18 months have passed since the date of the meetings involved;
2. The Board of Trustees has approved written minutes of the closed meetings; and
3. There is no lawsuit pending regarding the legality of the closed sessions involved.

JLS:ec
5/2020

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, 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.”

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 \$ \$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.

MB:bg

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 \$22,475.44 for all funds listed in item a.”

Ratification of Actions of the Alliance for Lifelong Learning Governing Board

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

1. Approved the Alliance for Lifelong Learning FY20 Operating Budget in the amount of \$2,210,208.

2. Elected the following officers for FY21:

<u>Name:</u>	<u>Representing</u>	<u>Governing Board Title</u>
Mr. Benjamin Salzberg	District 535	Chairperson
Ms. Martha Burns	District 535	Secretary

MB:bg

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 one and two as stipulated above.”

Supplemental Authorization to Pay Professional Personnel – Spring 2020

Comparative figures:

Spring 2020 Part-Time
\$3,966,578.18

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

Spring 2020 Overload
\$580,236.80

Spring 2019 Overload
\$507,099.78

IL:jg
5/2020

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 \$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."

Approval of Clinical Practice Agreements

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

Health Information Technology:

Renewal: **Marianjoy Rehabilitation Hospital:**
This is a renewal agreement for 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 May 12, 2020 and terminates May 31, 2024.

Firefighter Apprenticeship Program:

New: **Evanston Fire Department:**
This is a new agreement for the Fire Science Technology 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:

Health Information Technology:

Marianjoy Rehabilitation Hospital

Firefighter Apprenticeship Program:

Evanston Fire Department.”

Authorization to Approve May Purchases

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

Item “a, and b,” were previewed at the April 21, 2020 Board of Trustees meeting.
Items “c, d, and e” were previewed at the April 7, 2020 Board of Trustees meeting.

EC:kr
4/28/2020

President’s Recommendation:

That the Board adopt the following resolution:

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

<u>Agenda Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
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.	\$ 129,299.00
5/20-10b	1 - 3	Grant Funded Truck Driving Training Courses – Two Year Contract Extension	Viking Driving School, Inc.	\$ 231,000.00
5/20-10c	1 - 3	Advertising Agency Services - One-Year Contract	Carnegie Dartlet, LLC. Marketing Partnerships International, Inc.	\$ 150,000.00 \$ 50,000.00

**AGENDA ITEM 5/20-10
2 of 2**

5/20-10d	1 - 2	Food Service - Retail and Catering Services–Four Year Contract	Fooda, Inc.	\$ 1,488,000.00
5/20-10e	1 - 2	Multifactor Authentication Services – One-Year Contract	Duo Security	\$ 39,000.00
GRAND TOTAL		\$ 2,132,299.00”		

Authorization to Purchase Building Automation System Service Agreement and Software Maintenance for Des Plaines and Skokie Campuses - Three-Year Contract

In January of 2013, the Board of Trustees approved the purchase of a single unified building automation system to operate the Skokie campus, the Lee Center, and the Des Plaines campus main building. The building automation system operates the heating and cooling systems and is highly computerized with software that drives the mechanical components to operate.

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

JS:kr
4/24/2020

President's Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Building Automation System Service Agreement and Software Maintenance for Des Plaines and Skokie Campuses – Three-Year Contract from Automated Logic Contracting Services, Inc., 2400 W. Ogden Ave., Suite 100, Lisle, IL 60532 for a total of \$129,299.00 per their Service Solutions Contracts dated February 13, 2020.”

Authorization to Purchase Grant Funded Truck Driver Training Courses - Two-Year Contract Extension

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

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

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

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

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

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

Potential Revenue:

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

Other important factors to consider with maintaining our partnership with Viking's is the ease of access to public transportation and the distance/travel time to training facilitate. Viking is located in Oakton's district and is about six miles from the DP Campus. Ease of access is critical for the population being served.

In addition to the factors previously mentioned, Viking:

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

The cost of this two-year contract is \$220,000. In addition to the base price, the Administration is requesting approval for a 5% contingency of \$11,000 to cover any increases in testing fees from the Illinois Department of Transportation. This brings the grand total to \$231,000.

Jl:kr
4/27/2020

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 Grant Funded Truck Driver Training Courses - Two-Year Contract Extension from Viking Driving School, Inc., 524 Busse Highway, Park Ridge, IL 60068 for a contract sum of \$210,000.00 plus a contingency of \$11,000.00 to be held by the College and used in the best interests of the College, for a total expenditure of \$231,000.00 in accordance with their 2017 response to Request for Proposal #5, amended April 15, 2020.”

Authorization to Purchase Advertising Agency Services – One-Year Contract

The College Relations team drives and executes campaign strategy, editorial planning and development, creative design, and production to owned channels (web, social media, and print). Paid advertising purchases are administered through an agency that lends expertise and buying power to identified digital and traditional channels.

The College has conducted an “agency review” to ensure that Oakton is receiving the highest quality expertise and service in planning, negotiating, and implementing advertising purchase and placement for traditional and digital campaigns that impact brand awareness, student recruiting, 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 proposal for both digital and traditional advertising and marketing services. The proposal was issued to 37 (two in district) agencies and thirteen (none in district) responses were received. Of these agencies, five were invited to make presentations, Carnegie Dartlet, Clarus, More Visibility, Advantage Marketing, and Marketing Partnerships International.

The College’s budget for media placement and services for FY21 is \$200,000. Unlike the typical lowest responsible bid selection process, the college sought input from an independent consultant and an internal committee comprised of members from the College Relations and Admissions departments to conducted a comprehensive review of the proposal submissions and determine which agencies would be able to deliver the best, most effective advertising services within the budget identified.

After viewing the presentations and evaluating the written proposals, the Administration recommends that the College contract with the following agencies for the period of July 1, 2020 to June 30, 2021, with the option to renew for two additional years (July 1, 2021 – June 30, 2022 and July 1, 2022 – June 30, 2023).

Digital Media Agency (\$150,000) - Carnegie Dartlet (Westford, MA)

Solely focused on digital strategies for higher education clients, including community colleges to manage and optimize all digital campaigns. While the firm is based in Westford, MA, the senior

executive Oakton would partner with lives in the Fox River area and is very familiar with District 535.

Carnegie Dartlet is a Google Premier Partner, offering the highest match rate within the higher education industry for IP retargeting. The firm has extensive experience in brand awareness, lead generation, enrollment, programmatic digital campaigns that deliver results, including reaching diverse audiences for minority serving institutions. Having worked with peer institutions, Carnegie Dartlet has demonstrated experience with digital channels strategies to reach targeted audiences: paid search (includes YouTube), display, lookalike display advertising, geofencing, retargeting, IP targeting, mobile location targeting, mobile footprints, social media (Facebook, Instagram, Snapchat, LinkedIn, Twitter, Tik Tok), and streaming opportunities (Pandora, Spotify, Hulu). In addition, they have experience with integration to Salesforce CRM systems.

The firm also offers additional services that might be of value for the institution as we move through website redesign and seek to effectively drive demand: SEO; Google My Business, organic social media consulting, and writing workshops. Carnegie Clarity is an attributional and behavioral dashboard that would integrate with the institution's CRM system, Target X.

Carnegie Dartlet offers transparent reporting in data and advanced analytics with access to all information via Google Sheet and Google Docs, live access to 24/7 dashboard with Tableau, monthly performance meetings that provides a comprehensive review of campaigns, and recommendations and extensive experience with Google Analytics and Google Tag Manager.

Carnegie Dartlet has been in the higher education industry for over 30 years. Their references include Mount Wachusett Community College, University of Cincinnati, Caldwell University, and University of La Verne.

Traditional Media Agency (\$50,000) – Marketing Partnerships International, Inc. (MPI) (Chicago, IL)

With expertise in the Chicagoland media market, along with and extensive connections and networks, which helps to maximize budget and eliminate waste, MPI has a proven track record with higher education clients, including community colleges and has worked with peer institutions in Illinois. They are capable of planning, negotiating and purchasing media, as well as monitoring and optimizing campaigns; and will serve as the liaison with the media channels. The firm has experience with traditional strategies to impact brand awareness, attendance to events (open houses) and increasing applications. They are also experienced with niche marketing channels to reach diversity audiences. MPI has access to exclusive and unique sponsorships and vertical marketing targeting options and a solid understanding how traditional marketing coordinates with digital. And, the firm's CEO has taken courses at Oakton Community College.

Marketing Partnerships International has been in the higher education industry for over 24 years. Their references include Harper Junior College, Aurora University, and Calumet College of St. Joseph, IN.

AL:kr

4/27/2020

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 Advertising Agency Services- One-Year Contract from:

Carnegie Dartlet, LLC, 210 Littleton Road, Suite 100, Westford, MA 01886 for a total not to exceed \$150,000.00,

Marketing Partnerships International, Inc. 20 N. Wacker Drive, Suite 1622, Chicago, IL 60606 for a total not to exceed \$50,000.00n in accordance with their response to Request for Proposal #7.”

Authorization to Purchase Food Service - Retail and Catering – Four-Year Contract

The last Request for Proposal (RFP) for Food Service was done in 2018, and the College's current food services contract will expire on June 30, 2020. In the summer of 2019, the College conducted a food survey among students and staff to better understand satisfaction and importance of food offerings on campus. More than 1,551 responses were received and the survey findings were shared with the Food Service Advisory Group (FSAG), comprised of stakeholders representing students, staff, and faculty. Survey findings were used to compile requirements and specifications for the RFP, which was then issued to 26 (none in district) food service management companies in November 2019. Eight food service management companies attended the mandatory pre-bid meeting, which included information sharing, a question and answer period, and site visits to both the Des Plaines and Skokie food service operations.

The College received written proposals from three food service management companies. Each company was invited on campus to meet with the FSAG. The FSAG assessed a number of areas including qualifications and experience in providing retail and catering services to similar institutions, dining concepts, operations, menus, pricing, sustainability, and staffing. After careful consideration of all elements of the proposals, on-site presentations and contacting references, the FSAG is recommending Fooda, Inc. to provide retail cafeteria and catering services at the Des Plaines and Skokie campuses.

Fooda's program integrates a resident restaurant partner along with a rotation of local popup restaurants to reduce menu fatigue and provide customers with a variety of fresh food options. The company's business model differs from traditional food service operators in delivery solution to clients without having the need for exclusive catering. Rather clients have the flexibility to use a range of restaurant partners in the Fooda network tailored to needs.

The Administration is committed to working with Fooda to ensure that all proposal requirements and promised commitments are implemented and that they continue on a regular basis. The monthly fixed operating fee is \$5,000 per month, and there is an additional variable charge estimated at \$1,000 per month for use of compostable/recyclable containers (requested by the College). In addition, retail transactions are between the food service operator and the customer. The Administration is requesting that the Board of Trustees approve the contract and an anticipated dollar amount for on-site catering services for the possible four-year term of the contract. Catering services are estimated at \$300,000 per year. The expected total payments is \$372,000 per year for a total of \$1,488,000 over four years.

EC:ro
4/27/2020

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 Food Service-Retail and Catering – Four-Year Contract from Fooda Inc., 225 W. Randolph St., Suite 1700, Chicago, IL 60606 for a total amount not to exceed \$1,488,000.00 per their response to Request for Proposal #6.”

Authorization to Purchase Multifactor Authentication Services – One-Year Contract

The College currently uses password-based authentication for almost all IT 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. This is especially important during the COVID-19 crisis while the College's students and employees work remotely. The FY20 capital equipment budget includes funds for the purchase of Multifactor Authentication (MFA). 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. These additional authentication requirements can be flexibly applied based on the user's role, the user's location, the application being accessed, and mechanisms in place to allow easy registration and provide maximum security with minimum inconvenience to users.

The College's IT department evaluated a number of different applications and services from a variety of vendors and setup several applications with proof-of-concept implementations as well as discussed this with our IT assessment consultants.

After reviewing the solutions, the Administration is recommending the purchase of Duo MultiFactor Authentication Education Edition from Duo Security, a subsidiary of Cisco systems for an annual cost of \$39,000 per year with a contract term from 5/22/2020 to 5 /21/2021. Duo is a sole source cloud based service available only directly from Duo Security. In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

Duo MFA is heavily used in education by more than 300 institutions due to its combination of features and aggressive pricing for Internet 2 and InCommon members. Duo provides protection to both Oakton hosted and cloud based applications and was the only solution reviewed that could easily plug into the College's existing Single Sign-on system allowing a low risk transition to MFA during the COVID-19 crisis. Duo has allowed free access to the system for education customers until the end of June 2020. The College will begin implementation immediately, upon Board approval.

JW:kr

4/27/2020

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 Multifactor Authentication Services – One-Year Contract from Duo Security, 123 N. Ashley Street, Suite 200, Ann Arbor, MI 48104 for a total of \$39,000.00 based on their quote dated April 22, 2020.”

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

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 ILLS. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

2) *Banner Annual Software Maintenance – 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 proposing 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 cost for a one year contract is \$409,729 for FY21. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

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 Oakton 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 is expected to be a maximum of \$50,490. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

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 estimated dues are \$29,100. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

b) *Desire2Learn – One-Year Contract Extension* - 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. 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. The Administration is currently negotiating with Desire 2 Learn for a one-year contract extension at a cost of approximately \$185,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

c) Renewal of Risk Management Insurance Plans - Oakton Community College, along with ten other community colleges, is a member of the Illinois Community College Risk Management Consortium (ICCRMC), which has established various insurance premiums payable by the College. The Administration is currently working with our consortium representative to determine the premium rates and insurance coverages for FY21. With the increase in workers compensation claims and COVID-19, the consortium members have received preliminary renewal quotes that indicate that rates will be 20% higher than FY20. As a reference, the premium rates and insurance coverages for FY20 were \$682,419 and the College is expecting the FY21 renewal premiums to be \$820,000.

In addition, the College is also reviewing the separate purchase of annual flood coverage which is expected to be \$110,000. FEMA requires mandatory flood insurance in all Flood "A" zones because of the high potential of flooding. The College participates in FEMA's National Flood Insurance Program, which insures the College up to \$500,000. As part of the College's risk management strategy, the flood coverage provided by Allianz previously provided supplemental coverage for an additional \$10 million. As a result of the subsequent gap in supplemental coverage, ICCRMC has worked with the College to purchase Difference in Condition (DIC) insurance which will provide supplemental coverage. DIC insurance is a special type of policy that provides expanded coverage for certain events (i.e., flood) not covered by standard insurance policies, and is designed to fill in gaps in insurance coverage from catastrophic perils. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

d) Adobe Creative Cloud Software Lease and Support - The College uses Adobe Software to teach in the Art, Photography, Graphic Design, Computer Applications for Business, and Computer Information Systems departments. This software is also used by other programs in support of web page development. All of the Adobe products are currently available in a single annual lease bundle called the Adobe Creative Cloud for Education. This bundle includes Photoshop, Illustrator, Premier, Acrobat Professional, and essentially all other Adobe desktop products. Adobe has removed the concurrent license model for this product and now requires one license per workstation where it is installed. As a result, the College will be purchasing 213 shared device licenses to cover the open and classroom computer labs and faculty offices where the products are needed. For the Spring and beginning of the Summer term, Adobe has relaxed restrictions on these license and allowed students working remotely to install on their home computers. The College has also provided remote access to college computers for students who do not have adequate equipment to install the software at home.

The IT and Purchasing office will work together to issue a Request for Proposal for this support. The total cost for the purchase is budgeted at \$47,600. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

e) 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, the Facilities office, and the Procurement department worked collaboratively to issue an Invitation to Bid for this work. Bid responses are due back in mid-May. Construction will start in the beginning of July and work is expected to be completed by August 14th. The estimated cost for this project is between \$250,000 and \$300,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

f) Cisco Systems hardware and Software Support Contracts - 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 hardware and software maintenance contracts from the manufacturer in combination with the hardware warranties.

The College is obtaining quotes from resellers for these contract renewals. The cost for this purchase is estimated at \$29,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

g) Replacement Servers with Backup System and Support Contracts - 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 is obtaining quotes from resellers for multiple manufactures. The cost for this purchase is estimated at \$95,000. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

h) VMware Renewals and Additional Licenses -The capital equipment budget and the operation budget include funds for VMware software maintenance and licensing upgrades. 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 investigating purchasing additional VDI licenses.

The College is currently obtaining quotes from resellers. The cost for this purchase is estimated between \$34,000 and \$100,000, depending on how many additional licenses are purchased. The Administration plans to present this item to the Board for purchase approval at the June Board meeting.

Approval of Funding for 2020-2021 Merit Lane Appointments

The 2016-2020 contract between the Oakton Community College Faculty Association (OCCFA) and the Board of Trustees of Community College District 535, calls for the placement of selected faculty in the Merit Lane on the salary schedule. This lane is a select lane with stipulations described in Article 13 of the OCCFA Contract. The intent of the lane is to provide additional compensation to faculty members who meet the eligibility requirements, which encompass length of service at Oakton, extent of educational credentials, and demonstrated leadership at the College.

A committee elected by faculty in each division, Library and Online Learning, and Student Development, carried out the procedure for screening and selection under “Procedures for Merit Lane” in the faculty contract. The Vice President for Academic Affairs coordinated the committee. The committee completed its work and notified the President that, upon Board approval of the number of appointments to be funded, the committee chair would release the names of the ranked faculty. The President will subsequently make specific appointments to the Merit Lane in accordance with the committee rank order recommendations and the number of appointments approved by the Board of Trustees.

IL/df
5/2020

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 endowment of _____ new Merit Lane appointments for fiscal year 2020-2021.”

Preview and Approval of New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College created a new 13 credit certificate, Public Health Contact Tracer Professional.

The Public Health Contact Tracer Professional Certificate provides entry-level employment training for individuals interested in public health and community health education. The certificate also provides an opportunity for continued professional development and training for human services, social work, public health, and health career professionals. Completers of this program will be more competitive when seeking employment and can quickly fulfill the need for contact tracers when there is an increased demand. The Certificate program provides training for individuals interested in supporting public health strategies to mitigate disease in the community. Contact tracers identify, interview and provide instructions to individuals with infection or disease. Tracers link individuals with symptoms to community resources for testing and care. Students will acquire skills in communication, counseling/interviewing, and foundational knowledge for implementing contact tracing tools and systems.

Occupational demand data specific to contact tracers is not available through the Illinois Department of Employment Security (IDES) or through labor market data systems like Burning Glass. Based on state and national job postings the hourly rate is between \$17-\$28/hour. Health departments and public and private sectors are actively seeking training relevant to tracking public health infections and diseases.

The proposed **Public Health Contact Tracer Professional Certificate** curriculum and total credit hours:

Public Health Contact Tracer Professional Certificate

13 semester credit hours; Curriculum: 0293

Course	Title	Credit Hours
HTC 101	Introduction to Public Health Contact Tracing	1
HTC 102	Public Health and Disease	1
HTC 103	Introduction to Public Health Communications	2
HTC 104	Disease Tracing Organization and Management	1
HSV 110	Counseling and Interviewing	3
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 140	Database Applications Using Access	<u>3</u>
Total Semester Credit Hours in Certificate		13 total credits

RW/df
5/2020

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following new unit of instruction, Public Health Contact Tracer Professional Certificate.”

Acceptance of a Faculty Retirement

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

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Susan Anderson	Professor, Biology Division of STEM and Health Careers	July 31, 2020

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

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

CH:nmi
5/4/2020

President's Recommendation:

That the Board adopt the following resolution:

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

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

The recommendation to hire Dr. Stephen Fix to a full-time, faculty tenure-track faculty position in Cannabis Studies for the 2020-2021 academic year, beginning in August 2020, was made after reviewing the College's need for faculty in Cannabis Studies.

The search began on December 23, 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), *Diverserejobs.net*, *Insidehighered.com*, *Higheredjobs.com*, *illinoisjoblink.illinois.gov*, *LinkedIn*, and *governmentjobs.com*.

There were seventeen applicants for the Cannabis Studies position. The search committee conducted three on campus interviews for this search and selected all three as finalists to bring to campus for interviews with Dr. Ileo Lott, Vice President for Academic Affairs, Dr. Robert Sompolski, Dean of Science, Technology, Engineering and Mathematics (STEM) and Health Careers, and Ms. Maribel Alimboyoguen, Assistant Dean of Health Careers, before a recommendation of hire was made for Dr. Fix for the full-time, tenure-track Cannabis Studies position.

Dr. Fix earned a B.A. in Psychology from the University of Chicago, and his Ph.D. in Linguistics from Northwestern University. He also served as a member of the industrial advisory committee from the inception of the CNB program at Oakton Community College. Dr. Fix currently teaches Introduction to Cannabis and Dispensary Operations 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 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.”