

**The 783rd Meeting
of
The Board of Trustees
December 13, 2022**



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



**1600 East Golf Road
Des Plaines, Illinois 60016**

**Closed Session
5 p.m. - Room 1275**

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:
 - Review closed session minutes of November 15, 2022
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
6 p.m. - Room 1506**

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to bsparks@oakton.edu including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on December 13, 2022.

Citizens and employees may attend the meeting remotely via Zoom conferencing (all meeting content and public comments will be recorded):

To join via tablet or computer: <https://oakton.zoom.us/j/99044515716>

To join via telephone: 312-626-6799

Meeting ID: 990 4451 5716

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

Approval of minutes of the November 15, 2022 regular meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ICCTA Liaison Report

Neurodiversity Liaison Report

Student Trustee Report
Student Spotlight
Comments by the Chair
Trustee Comments
Public Participation
Report: Environmental Justice at Oakton

NEW BUSINESS

CONSENT AGENDA

- | | | |
|---|----------|---|
| V | 12/22-1a | Approval of Adoption of Consent Agenda |
| R | 12/22-1b | Approval of Consent Agenda Items 12/22-2 through 12/22-6 |
| | 12/22-2 | Ratification of Payment of Bills for November 2022 |
| | 12/22-3 | Acceptance of Treasurer's Report for November 2022 |
| | 12/22-4 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| | 12/22-5 | Supplemental Authorization to Pay Professional Personnel - Fall 2022 |
| | 12/22-6 | Acceptance of Clinical Practice Agreements |

OTHER ITEMS

- | | | |
|---|----------|--|
| R | 12/22-7 | Approval of Board Meetings Schedule for Calendar Year 2023 |
| R | 12/22-8 | Adoption of Resolution Setting Forth Tax Levies for 2022 |
| R | 12/22-9 | Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation |
| R | 12/22-10 | Authorization to Approve December Purchases:
a. Travel Services for Summer 2023 Student Abroad Program in Ghana
b. IP Telephony Annual Maintenance and Software Assurance Agreement
c. Cisco Systems Core Network Switches
d. Printing of the Oakton Non-Credit Class Schedule |
| | 12/22-11 | Preview and Initial Discussion of Upcoming Purchases |
| R | 12/22-12 | Ratification of Electricity Purchase |
| R | 12/22-13 | Authorization to Hire Dean of STEM |
| R | 12/23-14 | Approval of Temporary Leave for Professional Purposes for Faculty Member |
| R | 12/22-15 | Approval of Adoption of Land Acknowledgement |
| V | 12/22-16 | First Read of Policy Revisions – 1000 Series |
| V | 12/22-17 | First Read of Policy Revisions – 3022 |

ADJOURNMENT



**Minutes of the November 15, 2022 Regular Meeting of the
Board of Trustees of Community College District 535**

The 782nd meeting of the Board of Trustees of Community College District 535 was conducted on November 15, 2022 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 5:30 p.m. in room 1275, Chair Paul Kotowski called the meeting to order.

Trustee Bush called the roll:

Mr. Paul Kotowski	Chair	Present
Dr. Wendy Yanow	Vice Chair	Present
Dr. Gail Bush	Secretary	Present
Ms. Martha Burns		Absent
Mr. Benjamin Salzberg		Absent
Mr. William Stafford		Present
Ms. Marie Lynn Toussaint		Present
Mr. Akash Patel	Student Trustee	Present

Chair Kotowski asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of October 18, 2022, doing a semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act, and consider pending litigation.

Student Trustee Patel made the motion, seconded by Trustee Stafford.

Trustee Bush called the roll:

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

Also present in room 1275 were Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Mr. Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; and Dr. Colette Hands, CHRO.

At 5:50 p.m., Chair Kotowski asked for a motion to adjourn the closed session meeting. Student Trustee Patel made the motion, which was seconded by Trustee Kotowski. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Kotowski called the regular meeting of the Board of Trustees to order at 6:02 p.m. in room 1506.

Trustee Bush called the roll:

Mr. Kotowski	Chair	Present
Dr. Yanow	Vice Chair	Present
Dr. Bush	Secretary	Present
Ms. Burns		Absent
Mr. Salzberg		Absent
Mr. Stafford		Present
Ms. Toussaint		Present
Mr. Patel	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Mr. Edwin Chandrasekar, CFO/Vice President for Administrative Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Colette Hands, CHRO; Katherine Sawyer, Chief Advancement Officer.

Administrators: Marc Battista, Associate VP of Workforce Education/Dean of Business and Career Technologies; Dr. Jesse Ivory, Dean of Adult and Continuing Education/Dean of the Skokie Campus; Jake Jeremiah, Dean of Library; Andy Williams, Controller; Dr. Ruth Williams, Assistant VP for Academic Affairs/Dean of Curriculum and Instruction; Prashant Shinde, CIO; Steve Butera, Director of Communications.

Union Leaders: Dr. Suzanne Ziegenhorn, Full-Time Faculty Association; Dr. Cheryl Thayer, Adjunct Faculty Association; Heather Jakob-Short, Classified Staff Association.

Faculty: Paula Luszcz, Early Childhood Education; Joan Warmbold-Boggs, Psychology.

Staff: Beatriz Sparks, Special Assistant to the Board; Philip Cronin, Media Services; Vinita Shah, Media Services.

Students: Nicholas Vickers; Lawrence Escarez.

Guests: Ray Krouse and Nick Bava, SIKICH Auditors.

Pledge of Allegiance – Chair Kotowski asked Trustee Toussaint to lead the pledge.

Approval of Minutes

Chair Kotowski asked for a motion for the approval of the minutes of the October 18, 2022 regular meeting of the Board of Trustees.

Student Trustee Patel made the motion which was seconded by Trustee Kotowski. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Director of Systems & Network Services, John Wade and his family on the passing of his father Warren F. Wade on Oct. 28 at the age of 92.
- To the family of Jay Will, 3rd shift Housekeeping Supervisor, who passed away on Nov. 6.
- To Police Officer Robin Ratledge on the passing of her mother.
- To the family of former Adjunct Faculty Cathy Willis who passed away recently.
- To the families of retired Student Development faculty members Jill Mawinney and Jim Bush.

Congratulations

- To Payroll Specialist, Vanessa de Jesus and her wife on the birth of baby Bernardo on Oct. 14.
- To Kayla Mitchell, Associate Professor of Economics on the birth of Caroline Jaymes on Oct. 26.
- To Oakton employees who received excellence awards on Nov. 3:
 - Dr. Greg Hamill, Distinguished Professor of Sociology - Full-Time Teaching Excellence
 - Dr. Shannon Sloan-Spice, Division of Liberal Arts - Part-Time Teaching Excellence
 - Manisha Shah, Academic Scheduling Coordinator - Staff Excellence Award
 - Princess Escudero, Coordinator of Student Life - Living Diversity Award
 - Lisa Cherivtch, Professor of Business – Individual High Impact Practice Award
 - Marian Staats, Professor of Humanities, and Tess Lesniak, Adjunct Professor of Biology - High Impact Practice Team Award

Happenings

- Oakton celebrated National First-Generation College Student Week last week. Several events were organized by TRIO Student Support Services, and sponsored by the Oakton Educational

Foundation. Events included a luncheon, a first-generation student panel, a career networking session, and a workshop on health study habits.

- Last week we observed Veteran's Day and I want to thank Brooke Roche, Advisor for Veteran students for coordinating our observation. Today's student spotlight whom we will hear from in a little bit is one of our student veterans who participated in the Veteran's Boot Camp that we participate in with the Des Plaines Chamber of Commerce.
- This is International Education Week, which is an opportunity to celebrate the benefits of international education and exchange worldwide. The theme for this year is *Cultural Expression as Resistance and Celebration in West Africa*. Last summer, eleven Oakton faculty members participated in an intensive, professional development experience—a five-week Fulbright-Hays Seminar in Ghana and Togo. International Education Week this year is spotlighting their learning and growth through this experience. Special thanks to Katherine Schuster, Global Studies Coordinator for coordinating this week's events.
- November is also National Career Development Month. The Career and Transfer Center has hosted several activities that are designed to support students as they explore all aspects of their career development and career journey.
- Opening of the Faculty Art Show on Thursday, November 17 and runs through December 2. Oakton's Art Department faculty members will demonstrate their unique artistic identities in a show that features paintings, photography, ceramics and digital art.

Foundation Liaison Report

The Educational Foundation has raised nearly \$231,000 in private support so far this fiscal year. Recent gifts of note include:

- A \$10,000 pledge from Sandra Moody Gresham to launch an endowed scholarship in memory of Oakton adjunct professor Catherine Willis Grimes.
- A \$10,000 pledge from Distinguished Alumni Theresa Bashiri-Remetio to launch the USCellular Asian American Network Fund.
- A \$5,000 gift from W.W. Grainger to support the General Scholarship fund.
- A \$5,000 gift from Dr. Thomas TenHoeve and his wife Sue to add support to the scholarship fund established in their names. Dr. TenHoeve was the college's 2nd president.
- A \$2,000 gift from Jinn Kong to support the two scholarships established in memory of her parents and late husband.

The Foundation hosted an excellent Spotlight Event on the college's Health Care Programs on November 1 to introduce donors and community members to this area of excellence within the college. Over 30 participants toured Oakton's nursing, physical therapy, and medical technology programs to hear from faculty, students and alumni about the excellent education and preparation they receive prior to moving into the workforce.

The annual Donor Appreciation Brunch was also a strong stewardship event with more than 200 donors and students participating to share our gratitude and the impact of giving over this past year.

The Foundation Board's next quarterly meeting will take place on December 7.

ICCTA/ACCT Liaison Report

Trustee Kotowski shared that members of the Board attended the ACCT Leadership Congress in New York at the end of the October. President Smith, Trustee Yanow and Trustee Burns gave a presentation regarding the development of the Emory Williams Academy for Black Men which was well received, and the audience was engaged. Trustee Kotowski thanked President Smith and Trustees Yanow and Burns for representing Oakton at a national stage.

Trustee Kotowski also shared that he represented Oakton as the voting delegate at the Central Regional Caucus meeting, where he voted on the board of directors, and attended the ACCT senate meeting to vote for officers and new bylaws.

Trustee Stafford indicated that it was interesting to see how colleges are engaging in initiatives to assist people at risk to get them successfully through our community college systems. He believes there has

been a philosophical change, and students are being treated in a more comforting way, and colleges are learning how to help their students succeed.

Neurodiversity Liaison Report

Trustee Bush shared that the neurodiversity liaison is a role that was created to work with a team of College employees to develop a neurodiversity initiative for the institution. The group met for the first time on October 21, and the team is composed of President Smith; Teresa O'Sullivan, Manager of the Access and Disability Resource Center; Dr. Mark Kiel, Dean of Counseling, Health and Wellness Services; Dr. Kelly Becker, AVP for Institutional Effectiveness and Strategic Planning; Dr. Karl Brooks, VP for Student Affairs; Dr. Jesse Ivory, Dean of Adult and Continuing Education; and Marc Battista, Associate VP for Workforce Education/Dean of Business and Career Technologies.

The team talked about an inventory of other institutions, the kinds of programs they have, and what is being offered regarding programs to serve the unserved. There was a discussion about transition programs, and how to engage stakeholders. Trustee Bush indicated that the team took a look at the Emory Williams Academy for Black Men development process which will inform their practices as they move forward, and they are identifying stakeholders.

There are approximately 80 Oakton students who self-identify as neurodiverse. Trustee Bush invited her board colleagues to visit the ADRC web page and look at a video with information from students who are speaking of their experience, what their needs are, how Oakton serves them, and what their idea of student success is.

This initiative is aligned with the new Vision 2030 Strategic Plan, and is intentionally looking at adult students, and geographic areas in the community that have been unserved. The team is also looking at neurodiversity inclusion policies for Oakton. ICCTA recently posted a neurodiversity statement, and Oakton will create one that is appropriate for the institution.

Finally, Trustee Bush shared information on the After 22 Project from the Chicago City Colleges. They are looking seriously at the population who ages out at 22 years old, and how to serve these students with careers and life-skill programs in cohorts that receive credentials, join clubs and have the opportunity to participate in internships and job-shadowing.

Student Trustee Report

On October 20, the Student Government Association held its monthly club roundtable where clubs and organizations shared ideas for Halloween events. The Fright Fest took place on October 27 and 28. Last week, the SGA approved a new senator who is interested in joining the athletics committee. SGA will be focusing on transportation barriers; they are providing CTA/PACE passes to Black and Latinx students as part of the BLACK Student Success Program and ANDALE and TRIO. SGA is also in the process of working on a final budget, and met with Controller Andy Williams.

Student Spotlight – Nicholas Vickers

Nicholas shared that he was not sure if he was ready to commit to a 4-year degree. He was working on IT certifications, and Oakton allowed him the chance to “test the waters.” At Oakton, he works with the IT department, and is part of the Veterans Back to Work Bootcamp which has helped him to reacclimate to the Chicagoland area. Nicholas indicated that he appreciates the opportunity to get to know staff, and he especially thanked Rani Edassery, J Byrd and Nadine Mitchell-Poyser.

Nicholas said he enjoys the ability to walk into a wide variety of topics in the classroom, and meet students from different places. He appreciates the work of his advisor, the financial aid team, Media Services staff, enrollment center staff, and President Smith among others. Nicholas believes that he can utilize his experience and relationships with Oakton employees in his future career in Networking or Systems Administration. Nicholas indicated that his career path is “pretty much set in stone,” and shared that he knows that in order to reach his goals, he should obtain a BA in an IT field, and work on certifications that hold him to a high standard.

Nicholas suggested that Oakton should add a counselor to the Wellness Center that focuses in working with veterans. During his time at Oakton, he has utilized counseling services, and feels that maybe having someone there for veterans would help with transitions and difficulties that they uniquely face.

Public Participation – None

Comments by the Chair – None

Trustee Comments

Trustee Yanow regretted that the timing of the ACCT Leadership Congress this year didn't allow trustees to attend Learning Day and engage in what the College does as we move forward with the strategic plan.

Trustee Bush shared that the majority of concurrent sessions that she attended at the ACCT Leadership Congress were in regards to partnerships that community colleges have with local businesses; colleges educate employees in these businesses, and the businesses provide products/services that the colleges need.

2022 Audit Report

The report was presented by Nick Bava and Ray Krouse from Sikich. The auditors met with the finance committee in closed session. Three documents were presented for consideration and approval.

- Annual Comprehensive Financial Report includes the ICCB grant compliance components.
- Single Audit Report
- Auditors Communication to the Board of Trustees

Sikich commended the College for voluntarily preparing and publishing the Annual Comprehensive Report. The auditors will issue an unmodified opinion on the College's basic financial statements which is favorable to reduce interest costs and borrowing which results in saving for tax payers. The College ended FY2022 in solid form. The College's revenue increased slightly (3%), federal grants doubled (HEERF), and the College's working capital ratio (assets/liabilities) remains very strong at 5.6/1. The College continues to report a positive unrestricted net position by funding long-term operating costs, and it increased \$15M in comparison to the previous fiscal year. The College's liability related to the insurance program (CIP) decreased \$2M to \$39.4M in total. Overall, the College's operating expense decreased by 2.6% for FY2021. The College's cash balances increased by \$3.3M while short and long-term investments increased by \$4.4 and \$4.5 million respectively.

In addition to the unmodified opinion on the basic financial statements, Sikich issued an unmodified opinion on compliance with grant requirements in association with ICCB, and an unmodified opinion on the schedules of enrollment data and reconciliation of semester credit-hours filed with ICCB.

Report: Workforce Readiness and Community Engagement

Marc Battista, Associate VP of Workforce Education/Dean of Business and Career Technologies
Jesse Ivory, Ed.D., Dean of Adult & Continuing Education/Dean of the Skokie Campus
Ileo Lott, Ed.D., Provost and Vice President for Academic Affairs

Oakton's workforce and community engagement plan are under the broader umbrella of Academic Affairs, which has five strategic functions:

1. Academic Leadership
2. Academic Community Development
3. Workforce Development (through partnerships and community engagement)
4. Academic Resource Development and Compliance
5. Promote Student Success

Four Strategic Aims

1. ALIGN programs, degrees, and credentials with employer and job seeker needs.

Curriculum and Design Drivers

- Rapidly changing skill needs
- Employers are becoming increasingly more focused on skills
- Adult Learners have unique post-traditional needs

Example Work

- Mapping to employer needs
 - Student-centered design and rooted in equity
 - Current work
2. ESTABLISH a strong narrative that workforce education and workforce development is relevant and important to just and thriving communities.

The Current Narrative

- “Oakton is only a place for transfer”
- “Workforce education is NOT college”
- “Some students don’t need/want college”

Example Work:

- Broaden message of the college through internal and external outreach that Oakton is responsive to workforce and community needs; not just place for transfer.
 - Current work
3. POSITION Oakton as the premier source for workforce talent in the district.

Current Workforce Talent Provider Landscape

- Community-based organizations
- Nonprofit and for-profit organizations
- Employers

Example Work

- Identifying where there is competition
 - Strategic messaging to sell our USP (e.g., best provider of diverse talent pipelines)
 - Encourage businesses and organizations to consider Oakton for their workforce talent
 - needs in lieu of in-house training or identifying other providers
 - Current work
4. CREATE synergy among other areas of the college that support workforce development.

Current State

- More siloed historically
- Ownership of Workforce-Related work belonging to specific areas

Example Work

- Identify key internal partners that touch the work
- Creating space to work strategically and collaboratively
- Leveraging the workforce advisory taskforce
- Current work

Role of Partnerships and Workforce Advisory Taskforce

Partnerships with employer partners, clinical sites, townships/municipalities, CBOs, Not-for-profits/trade associations, and company advisory committees.

Purpose

Create a centralized strategic partnership model governing how Oakton procures and interacts with stakeholders

Partners Defined

Five (5) ways in which Oakton partners with external organizations

Membership

- Faculty
- Employer/Industry
- Administration
- NSERVE representing H.S. CTE programs

The Path Forward

- **Do the Work.** Implement corresponding tactics for each strategic aim of our workforce plan.
- **Monitor Performance.** Ensure metrics for each tactic.
- **Scale.** Leverage data to build on successes and expand our reach.
- **Change Lives.**

NEW BUSINESS

11/22-1a Approval of Consent Agenda

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

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

11/22-1b Approval of Consent Agenda Items 11/22-2 through 11/22-7

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/22-2 through 11/22-7 as listed in the Consent Agenda.”

11/22-2 Ratification of Payment of Bills for October 2022

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,989,266.73 for all check amounts as listed and for all purposes as appearing on a report dated October 2022.”

11/22-3 Acceptance of Treasurer’s Report for October 2022

“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 October 2022.”

11/22-4 Compliance with Open Meetings Act, Closed Session Minutes

“Be it resolved that the Board of Trustees of Community College District 535 hereby determines that the minutes of the Board closed session meetings on September 19, 2016; May 23, 2017; May 28, 2019; April 21, 2020; and June 2, 2020 no longer require confidential treatment and are released for public inspection.”

11/22-5 Action on Recordings of Closed Session Minutes

“Be it resolved that the Board of Trustees of Community College District 535 recommends the destruction of the verbatim audio recordings of meetings held on August 18, 2020, September 15, 2020, October 20, 2020, November 17, 2020, December 15, 2020, and January 19, 2021.”

11/22-6 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 b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$16,949.75 for all funds listed in items a and b.”

11/22-7 Supplemental Payment of Professional Personnel – Fall 2022

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$286,847.50 to the total amount of part-time teaching salaries paid during the fall semester 2022; the revised total payment amount is \$3,592,201.73.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$54,249.00 to the total amount of faculty overload salaries paid during the fall semester 2022; the revised total payment amount is \$586,489.47.”

Trustee Bush seconded the motion and called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

11/22-8 Appointment of Members to Career Program Advisory Committees for 2022-2023

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the appointment of members on the attached lists to the below named Career Program Advisory Committees for 2022-2023.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

11/22-9 Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinion)

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2022 Comprehensive Annual Financial Report for the fiscal year ended June 30, 2022.”

Student Trustee Patel seconded the motion. A voice vote was called and the motion passed unanimously.

11/22-10 Approval of Estimate Levy for 2022 and Announcement Thereof

Trustee Stafford offered: “Be it resolved hat the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2022 to be collected in calendar year 2023 as follows:

the sum of \$51,409,017 to be levied as a tax for educational purposes; and

the sum of \$8,000,000 to be levied as a tax for operations and maintenance purposes; and

the sum of \$100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers’ compensation, unemployment insurance, property insurance, and occupational diseases insurance; and

the sum of \$100 to be levied as a special tax for Social Security and Medicare insurance purposes; and

the sum of \$100,000 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled December 13, 2022, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2022. The above estimated amounts for the 2022 tax levy may be changed by the Board in adopting the final 2022 levy, subject to statutory notice and publication requirements.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll.

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

The motion carried. Student Trustee Patel favored the resolution.

11/22-11 **Authorization to Approve November Purchases**

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
11/22-11a	1-2	Employee Medical, Dental, and Vision Insurance	Blue Cross and Blue Shield of Illinois Chicago, IL	\$10,100,000.00
			Delta Dental of Illinois Naperville, IL	\$424,000.00
			Vision Service Plan, Inc Rancho Cordova, CA	\$58,000.00
11/22-11b	1	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc Westlake, OH	\$85,000.00
11/22-11c	1	Signage Design Services	Holabird & Root LLC Chicago, IL	\$42,000.00
11/22-11d	1-2	Baseball Field Renovation Engineering Services	Manhard Consulting Lincolnshire, IL	\$77,000.00
11/22-11e	1	Back-Wall Classroom Monitors	AVI-SPL LLC Schaumburg, IL	\$63,073.71
GRAND TOTAL				\$ 10,849,073.71.”

Student Trustee Patel seconded the motion. Trustee Bush called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

11/22-12 Preview and Initial Discussion of Upcoming Purchases

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

- a. Projector Lifecycle Refresh
- b. IP Telephony Annual Maintenance and Software Assurance Agreement
- c. Core Network Equipment
- d. Splunk Software License, Updates and Support

11/22-13 Approval of New Policy

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for approval the proposed new policy 5130 in support of Hardship Withdrawal."

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

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

The motion carried. Student Trustee Patel favored the resolution.

11/22-14 Acceptance of Illinois Community College Board Adult Education and Family Literacy Federal and State Grant Funds

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts \$1,959,929.00 in federal and state funding through the Illinois Community College Board to support fiscal year 2023 Adult Education and Family Literacy programs at Oakton Community College."

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

Adjournment

Chair Kotowski announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, December 13 at the Des Plaines Campus.

Student Trustee Patel made a motion to adjourn the meeting, which was seconded by Trustee Kotowski. A voice vote was called and the meeting was adjourned at 7:41 p.m.

Paul Kotowski, Board Chair

Gail Bush, Board Secretary

Minutes recorded by:
Beatriz Sparks
11/2022

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 12/22-2 through 12/22-6

"Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/22-2 through 12/22-6 as listed in the Consent Agenda:

- | | |
|---------|---|
| 12/22-2 | Ratification of Payment of Bills for November 2022 |
| 12/22-3 | Acceptance of Treasurer's Report for November 2022 |
| 12/22-4 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| 12/22-5 | Supplemental Authorization to Pay Professional Personnel – Fall 2022 |
| 12/22-6 | Acceptance of Clinical Practice Agreements." |

Ratification of Payment of Bills for November 2022

The check register detailing the regular monthly bills for November 2022 was sent out December 9, 2022. The totals by fund are on page 2. This includes approval of travel reimbursements for November 2022.

Board Chair

Board Secretary

EC:mw
12/2022

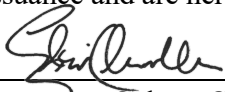
President's Recommendation:

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$5,772,014.70 for all check amounts as listed and for all purposes as appearing on a report dated November 2022."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund, and also includes approval of travel reimbursements for November 2022, represented by checks on pages 1-12 numbered !0001992 - !0002023 !0002025 - !0002041, !0002043 - !0002065, !0002067 - !0002084, !0002086 - !0002086, A0158971 - A0159091 and A0159093 - A0159279 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.



Treasurer, Oakton Community College District 535

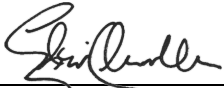
RECAPITULATION

Fund	<u>Gross Checks Issued</u>				
	Gross Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 3,745,495.54	\$ 869,370.66	\$ 4,614,866.20	\$ -	\$ 4,614,866.20
Operations, Building and Maintenance Fund	\$ 334,134.83	\$ 79,707.76	\$ 413,842.59	\$ -	\$ 413,842.59
Maintenance Fund (Restricted)	\$ -	\$ 180,034.90	\$ 180,034.90	\$ -	\$ 180,034.90
Bond & Interest		\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprise	\$ 205,895.23	\$ 87,119.29	\$ 293,014.52	\$ -	\$ 293,014.52
Restricted purposes	\$ 210,062.05	\$ 32,044.52	\$ 242,106.57	\$ -	\$ 242,106.57
Trust/Agency	\$ -	\$ 3,144.84	\$ 3,144.84	\$ -	\$ 3,144.84
Audit		\$ 23,690.00	\$ 23,690.00		\$ 23,690.00
Liability, Protection & Settlement		\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan					
TOTALS	\$ 4,495,587.65	\$ 1,275,112.01	\$ 5,770,699.62	\$ -	\$ 5,770,699.62
Student Government	\$ -	\$ 1,315.08	\$ 1,315.08	\$ -	\$ 1,315.08
TOTAL PER REPORT	\$ 4,495,587.65	\$ 1,276,427.09	\$ 5,772,014.70	\$ -	\$ 5,772,014.70

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 1-12 numbered !0002011, !0002072, !0002081, A0159158, A0159221, A0159224, A0159229 and A0159253 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$1,315.08 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 November 2022.

Student Government Association

Acceptance of Treasurer's Report for November 2022

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
12/2022

President's Recommendation:

That the Board adopts the following resolution (*if not adopted in the Consent Agenda*):

"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 November 2022."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

November 2022

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

Treasurer's Comments on November 2022 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$964,000 in tuition and fees, \$719,000 in Adult Education grants, \$320,000 for the credit hour grant, \$278,000 in interest earnings, and \$37,000 from the state Monetary Assistance Program (MAP) grants. For 2021 Cook County property taxes, which are payable in calendar year 2022, second installment revenue is delayed countywide. Second installment bills were mailed in November and taxes are due at the end of December.

\$2.9 million in scheduled bond payments were made at the end of November.

Net cash and investments decreased \$6.1 million from the previous month, as expected.

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

Revenues

At the end of November, revenues were \$48.1 million or 108% of the prorated budget, compared to \$48.5 million, or 108% for the previous year. Tuition and fees totaled \$18.5 million year to date, or 109% of the prorated budget. Last year, tuition and fees totaled \$17.0 million or 94% of the prorated budget. Revenues from tuition and fees are recorded as billed. \$23.2 million in property tax revenues have been accrued through November 30th.

Expenditures

The current year's total actual operating expenditures were \$29.6 million. The operating expenditures did not change from prior year's actual expenditures of \$29.6 million for the same period. Net transfers total \$2.6 million.

OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
November 30, 2022
(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	\$ 1,392	\$ 462	\$ 829	\$ -	\$ -	\$ 88	\$ -	\$ 916	\$ 436	\$ 4,123
Taxes Receivable	23,567	3,723	-	1,761	-	-	-	47	-	29,098
Student Tuition Receivable	7,976	-	-	-	-	705	-	-	-	8,681
Government Funds Receivable	(17)	-	-	-	-	414	-	41	-	438
Lease Receivable	14,271									
Accrued Interest	127	17	18	-	-	4	-	1	49	216
Other Receivables	663	-	-	-	-	159	-	-	-	822
Investments										
Short-term	52,554	7,014	12,111	1,323	-	3,439	-	442	32,033	108,916
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(17,500)	-	-	(20)	(10)	14,500	-	-	-	(3,030)
Inventories - Prepays	291	-	-	-	56	325	-	-	-	672
Total Current Assets	106,230	14,365	17,011	3,064	46	20,010	-	1,575	40,085	202,386
Net Investment in Plant	-	-	-	-	-	-	104,950	-	-	104,950
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	<u>\$ 106,230</u>	<u>\$ 14,365</u>	<u>\$ 17,011</u>	<u>\$ 3,064</u>	<u>\$ 46</u>	<u>\$ 20,010</u>	<u>\$ 105,508</u>	<u>\$ 1,575</u>	<u>\$ 40,085</u>	<u>\$ 307,894</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	1,585	1,585
Total Assets and Deferred Outflows of Resources	<u>\$ 106,230</u>	<u>\$ 14,365</u>	<u>\$ 17,011</u>	<u>\$ 3,064</u>	<u>\$ 46</u>	<u>\$ 20,010</u>	<u>\$ 105,508</u>	<u>\$ 1,575</u>	<u>\$ 41,670</u>	<u>\$ 309,479</u>
LIABILITIES AND NET POSITION										
Payables	\$ 93	\$ 18	\$ 1	\$ -	\$ -	\$ (8)	\$ -	\$ -	\$ -	\$ 104
Accrued Interest Payable	-	-	-	-	113	-	-	-	-	113
Deferred Tuition Revenue	-	-	-	-	-	(14)	-	-	-	(14)
Accruals	2,845	267	-	-	-	247	-	-	-	3,359
Bonds Payable	-	-	-	-	45,026	-	-	-	-	45,026
Lease Liability	-	-	-	-	347	-	-	-	-	347
OPEB Liability	-	-	-	-	-	-	-	-	39,740	39,740
Total Liabilities	<u>2,938</u>	<u>285</u>	<u>1</u>	<u>-</u>	<u>45,486</u>	<u>225</u>	<u>-</u>	<u>-</u>	<u>39,740</u>	<u>88,675</u>
Deferred Inflows of Resources - Property Taxes	4,541	595	-	93	-	-	-	7	-	5,236
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	10,670	10,670
Deferred Inflows - Leases	14,271									14,271
Total Liabilities and Deferred Inflows of Resources	<u>21,750</u>	<u>880</u>	<u>1</u>	<u>93</u>	<u>45,486</u>	<u>225</u>	<u>-</u>	<u>7</u>	<u>50,410</u>	<u>118,852</u>
Net Position										
Unrestricted	84,478	13,487	17,010	-	-	4,119	-	-	(8,740)	110,354
Restricted	-	-	-	-	-	15,666	-	1,567	-	17,233
Debt Service	-	-	-	2,971	(45,439)	-	-	-	-	(42,468)
Plant	-	-	-	-	-	-	105,508	-	-	105,508
Total Net Position	<u>84,478</u>	<u>13,487</u>	<u>17,010</u>	<u>2,971</u>	<u>(45,439)</u>	<u>19,785</u>	<u>105,508</u>	<u>1,567</u>	<u>(8,740)</u>	<u>190,627</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 106,228</u>	<u>\$ 14,367</u>	<u>\$ 17,011</u>	<u>\$ 3,064</u>	<u>\$ 47</u>	<u>\$ 20,010</u>	<u>\$ 105,508</u>	<u>\$ 1,574</u>	<u>\$ 41,670</u>	<u>\$ 309,479</u>

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2022**

	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)	\$ 58,154	\$ 24,231	\$ 23,163	96%	99%
Replacement Tax	1,400	583	1,335	229%	202%
State Revenue	3,928	1,637	2,567	157%	188%
Federal Revenue	1,800	750	1,778	237%	265%
Tuition and Fees	19,154	17,039	18,525	109%	94%
Other	1,009	420	699	166%	53%
TOTAL REVENUES	\$ 85,445	\$ 44,660	\$ 48,067	108%	108%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,557	\$ 12,732	\$ 12,723	100%	104%
Academic Support	19,667	8,195	8,482	104%	98%
Student Services	8,388	3,495	2,706	77%	78%
Public Services	1,314	548	443	81%	74%
Operations and Maintenance	8,053	3,355	2,373	71%	74%
General Administration	7,026	2,928	2,454	84%	82%
General Institutional	310	129	420	325%	263%
Contingency	1,809	754	-	0%	0%
TOTAL EXPENDITURES	\$ 77,124	\$ 32,135	\$ 29,601	92%	93%
Revenues over (under) expenditures	8,321	12,525	18,466		
Net Fund transfers					
To Retiree Health Insurance Fund	(2,000)	(833)	-		
To O & M Fund (Restricted)	(2,500)	(1,042)	(1,042)		
To Auxiliary Fund and Alliance	(2,474)	(1,031)	(1,031)		
To Restricted Purpose Fund	(100)	(42)	(42)		
To Liability, Protection & Settlement Fund	(713)	(297)	(297)		
To Social Security/Medicare Fund	(824)	(343)	(343)		
From Working Cash Fund: Interest	290	121	121		
Total Transfers	\$ (8,321)	\$ (3,467)	\$ (2,634)		
Net Revenue over (under) expenditures	\$ -	\$ 9,058	\$ 15,832		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2022**

**AGENDA ITEM 12/22-3
6 of 9**

	Budget (000)	Actual (000)	Actual as a % of Budget
OPERATIONS AND MAINTENANCE			
<u>FUND (Restricted)</u>			
REVENUES			
Construction Fee	295	227	77%
Interest and Investments Gain/Loss	16	76	475%
Total revenues	<u>311</u>	<u>217</u>	<u>70%</u>
EXPENDITURES			
Landscape Improvements	326	-	0%
Capital Equipment	881	111	13%
Hardware Replacement/Master Keying	750	-	0%
Camera Replacement	250	-	0%
Pedestrian Path	250	48	19%
Automatic Irrigation for Featured Zones	168	-	0%
Courtyards	750	69	9%
Learning Commons RHC	1,600	-	0%
Boiler Replacement	494	-	0%
DP Workplace - Critical Adjacencies/Enabling Moves	1,300	-	0%
Learning Commons DP - Enabling Projects	700	-	0%
Plumbing	350	-	0%
Roofing Replacement-DP	120	-	0%
ADA Compliance	131	-	0%
BAS Upgrades - Skokie	174	-	0%
TenHoeve Wing Remodeling	750	-	0%
Domestic hot water pump	45	-	0%
Switchgear Upgrade	625	-	0%
Baseball Complex Renovations	900	-	0%
Exterior Envelope	110	-	0%
Grounds Roof Replacement	197	104	53%
Parking Lot Upgrades	153	153	100%
Contingency	275	-	0%
Site and Construction	-	65	0%
Total expenditures	<u>11,299</u>	<u>550</u>	<u>5%</u>
Transfer in	-	-	0%
Net	<u>\$ (10,988)</u>	<u>\$ (333)</u>	<u>3%</u>

	Budget (000)	Actual (000)	<u>Actual as a % of Budget</u>	
			Current	Last Year
<u>AUXILIARY ENTERPRISE FUND</u>				
(excluding Alliance)				
REVENUES				
Bookstore Sales	\$ 1,355	\$ 987	73%	57%
Workforce Development	60	9	15%	23%
Copy Center	150	26	17%	9%
Athletics	8	24	300%	200%
Child Care	405	195	48%	42%
PAC Operations	4	2	50%	0%
Campus Scheduling and Events	155	6	4%	0%
Other	118	98	83%	60%
Interest and Investments Gain/Loss	40	13	33%	4%
Total revenues	<u>2,295</u>	<u>1,360</u>	<u>59%</u>	<u>46%</u>
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,425	\$ 288	20%	18%
Workforce Development	302	92	30%	38%
Copy Center	415	152	37%	31%
Athletics	961	477	50%	45%
Child Care	535	202	38%	35%
PAC Operations	100	39	39%	31%
Campus Scheduling and Events	30	3	10%	0%
Auxiliary Services Administration	320	119	37%	33%
Other	479	81	17%	11%
Total expenditures	<u>4,567</u>	<u>1,453</u>	<u>32%</u>	<u>34%</u>
Transfers in (out)	2,272	947		
Net	<u>\$ -</u>	<u>\$ 854</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2022**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a % Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 529	\$ 220	\$ 260	49%	92%
Tuition and Fees	1,214	506	707	58%	27%
Sale of Materials	2	1	1	50%	0%
Institutional Support					
Evening High School	50	21	36	72%	46%
Other Revenues	85	35	15	18%	29%
Total revenues	<u>1,880</u>	<u>783</u>	<u>1,019</u>	<u>54%</u>	<u>42%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,221	509	\$ 344	28%	34%
Instructional Programs					
Allied Health	115	48	16	14%	35%
Job-related	470	196	12	3%	17%
Personal	12	5	8	67%	18%
Emeritus Programs	61	25	7	11%	8%
High School Programs	132	55	31	23%	25%
ESL Programs	70	29	24	34%	20%
Total Programs	<u>860</u>	<u>358</u>	<u>98</u>	<u>11%</u>	<u>21%</u>
Total expenditures	<u>2,081</u>	<u>867</u>	<u>442</u>	<u>21%</u>	<u>29%</u>
Revenue over (under) expenditures	<u>\$ (201)</u>	<u>\$ (84)</u>	<u>\$ 577</u>		
Transfer in	201	84	84		
Net	0	0	661		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
FIVE MONTHS ENDED NOVEMBER 30, 2022

		Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
	Activity fees	\$ 340,802				
	Interest income	-				
	Sub total revenues	340,802				
369901	Student Government Association	(16,895)	-	(16,895)	(12,841)	(29,736)
369910	Occurrence	-	-	-	(1,030)	(1,030)
369919	Skokie Events Team	-	-	-	(17,325)	(17,325)
369922	IEEE	2,000	-	2,000	(341)	1,659
369923	Stud. Global Health & Sustainability	(54)	-	(54)	(2,131)	(2,185)
369930	Early Childhood Education Club	-	-	-	(72)	(72)
369932	Ceramics Club	-	-	-	(70)	(70)
369937	Oakton Future Educators	-	-	-	(75)	(75)
369943	Japanese Culture Club	51	-	51	-	51
369944	South Asian Club	-	-	-	(53)	(53)
369946	Phi Theta Kappa (PTK)	1,700	-	1,700	(2,395)	(695)
369954	Kpop Club	-	-	-	(180)	(180)
369960	Muslim Student Association	-	-	-	(224)	(224)
369963	ART Club	-	-	-	(90)	(90)
369971	Habitat for Humanity	81	-	81	-	81
369972	PAYO	-	-	-	(69)	(69)
	Sub Totals	3,697	-	-	(23,026)	(19,248)
<u>Fund Summary</u>						
	Total Revenues	\$ 344,499				
	Total Expenditures	(23,026)				
	Total Transfers to other funds	-				
	Excess revenues over expenditures	321,473				
	Net Position 6/30/22	1,283,191				
	Net Position, end of period	\$ 1,604,664				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
NOVEMBER, 2022**

GENERAL FUND TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER & MISC</u>
11/8/2022	\$ 692,792.77			\$ 692,792.77		
11/15/2022	\$ 2,374.41		\$ 2,374.41			
11/8/2022	\$ 1,079,633.33	1,079,633.33				
11/15/2022	\$ 4,256.70					4,256.70
TOTAL	\$ 1,779,057.21	\$ 1,079,633.33	\$ 2,374.41	\$ 692,792.77	\$ -	\$ 4,256.70

PAYROLL TAXES - TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
11/10/2022	\$ 634,458.04	\$ 269,439.17	\$ 93,317.59	\$ 199,121.24	\$ 72,580.04
	\$ -				
11/25/2022	\$ 626,794.43	\$ 263,222.27	\$ 92,251.09	\$ 198,012.10	\$ 73,308.97
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 1,261,252.47	\$ 532,661.44	\$ 185,568.68	\$ 397,133.34	\$ 145,889.01

Ratification of Actions of the Alliance for Lifelong Learning (ALL) Executive Board

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$6,973.42 for part-time teaching services for the Alliance for Lifelong Learning Fall 2022.
- b. Salary rescinds in the amount of \$5,825.25 for part-time teaching services for the Alliance for Lifelong Learning Fall 2022.

MB:bd
12/2022

President's Recommendation:

That the Board adopts the following resolution *(if not adopted in the consent agenda)*:

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$6,973.42 for all funds listed in items a and b."

Supplemental Authorization to Pay Professional Personnel - Fall 2022

Comparative figures:

**Fall 2022 Part-Time
\$3,655,097.24**

**Fall 2021 Part-Time
\$4,099,914.05**

**Fall 2022 Overload
\$598,280.87**

**Fall 2021 Overload
\$608,434.26**

IL:jg
12/2022

President's Recommendation:

That the Board adopts the following resolution *(if not adopted in the Consent Agenda)*:

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$62,895.51 to the total amount of part-time teaching salaries paid during the fall semester 2022; the revised total payment amount is \$3,655,097.24."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$11,791.40 to the total amount of faculty overload salaries paid during the fall semester 2022; the revised total payment amount is \$598,280.87."

Approval of Clinical Practice Agreements

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

Health Information Technology:

New: This is a new agreement for the Health Information Technology program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences January 1, 2023 and terminates January 1, 2028.

Nursing:

New: This is a new agreement for the Nursing program. It has been reviewed and approved by the College faculty and administration. This agreement commences on January 3, 2023 and will continue in full force effect until terminated by either party upon sixty days of written notice to the other party.

IL:wh
12/2022

President's Recommendation:

That the Board adopts the following resolution *(if not adopted in the Consent Agenda)*:

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

Health Information Technology
Nursing."

Approval of Board Meetings Schedule for Calendar Year 2023

Per the Public Community College Act, 110 ILCS 805/3-8, public notice of the schedule of regular meetings of the Board of Trustees for the next calendar year, as set at the organizational meeting, must be given at the beginning of the calendar year.

JLS:bs
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2023 calendar year for public notice as follows:

January 17, February 21, March 21, April 25, May 23, June 27, August 15, September 19, October 17, November 14, December 12.

Time and location of all meetings will be posted 48 hours before as required by law."

Adoption of Resolution Setting Forth Tax Levies for 2022

This Resolution sets forth the levy recommended at the November 15, 2022 Board meeting and represents a 4.9% increase over the extended 2021 tax levy.

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, as follows:

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2022 (to be collected in 2023) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Fifty One Million Four Hundred Nine Thousand and Seventeen Dollars (\$51,409,017) as a tax for Educational purposes; and the sum of Eight Million Dollars (\$8,000,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred Thousand Dollars (\$100,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2022.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chairman is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Law."

Adopted this 13th day of December, 2022

AYES:

NAYS:

ABSENT:

Paul Kotowski
Chair, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois

ATTEST:

Gail Bush
Secretary, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois

CERTIFICATE OF TAX LEVY

Community College District Number **535**, County of Cook and State of Illinois
Community College District Name: **OAKTON COMMUNITY COLLEGE**

We hereby certify that we require:

the sum of \$ 51,409,017.00 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 8,000,000.00 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1),
and
the sum of \$ 100.00 to be levied as a special tax for purposes of the Local Governmental and
Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of \$100.00 to be levied as a special tax for Social Security and Medicare insurance purposes (40
ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 100,000.00 to be levied as a special tax for financial audit purposes (50 ILCS 310/9),

on the equalized assessed value of the taxable property of Community College District No. 535 for the year 2022.

Signed this 13th day of December 2022.

Secretary of the Board of Said Community College District

Chair of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college which have not been paid in full: *Four (4)*.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District Number 535, County of Cook and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 2022 was filed in the office of the County Clerk of this county on _____, 2022.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension will be made, as authorized by resolutions on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution, for said purpose for the year 2022 is \$3,787,298.

County Clerk

Date

County

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION LAW
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES

I, Paul Kotowski (Presiding Officer of Community College District No. 535) hereby certifies to the County Clerk that District No. 535 has complied with all provisions of Truth in Taxation, as Amended, with respect to the adoption of the tax levy for year 2022.

(CHECK ONE BOX)

☒

The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **inapplicable**.

OR

☐

The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met.

Presiding Officer

Date

Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

This Resolution sets forth the College's designation for any reduction in the tax levy for 2022 due to the Property Tax Extension Limitation Law (PTELL). The Office of the County Clerk requires a separate resolution for this designation.

President's Recommendation:

That the Board adopts the following resolution:

**RESOLUTION DIRECTING COUNTY CLERK
REGARDING TAX LEVY EXTENSION SUBJECT TO
THE PROPERTY TAX EXTENSION LIMITATION LAW**

"WHEREAS, on December 13, 2022, the Board of Trustees ("Board") of Community College District No. 535, Cook County, Illinois ("College District") did adopt its 2022 tax levy; and

WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2022 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 535, Cook County, Illinois as follows:

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District's 2022 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

100% of such reductions shall be made from the levy for Educational purposes
0% of such reductions shall be made from the levy for Operations and Maintenance purposes
0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes
0% of such reductions shall be made from the levy for Social Security and Medicare purposes
0% of such reductions shall be made from the levy for Financial Audit purposes

Section 2. That the Chair and Secretary of the Board be and are hereby authorized and directed to sign the Resolution on behalf of the Board of Trustees.

Section 3. That the President of the College District is hereby directed to file a certified copy of this Resolution with the County Clerk on or before the last Tuesday in December.

Section 4. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its passage."

AYES:

NAYS:

ABSENT:

ADOPTED this 13th day of December, 2022.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 535
COUNTY OF COOK, STATE OF ILLINOIS

By: _____
Chair

ATTEST:

Secretary

STATE OF ILLINOIS)
)SS:
COUNTY OF COOK)

CERTIFICATE OF BOARD SECRETARY

I, Gail Bush, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois (the "College District"), and as that official, I am the keeper of the records and files of the Board of Trustees of the College District.

I do further certify that the foregoing "Resolution Directing County Clerk Regarding Tax Levy Extension Subject To The Property Tax Extension Limitation Law" is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of December 2022.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly published in local newspapers; and that the meeting was called and held in strict compliance with the provisions of the Open Meetings Act, as amended, and the applicable provisions of the Public Community College Act, and that the Board of Trustees in adopting said Resolution has complied with all of the applicable provisions of said Acts, of the Property Tax Code, and procedural rules of the Board of Trustees.

IN WITNESS WHEREOF, I hereto affix my official signature, this 13th day of December, 2022.

Gail Bush
Secretary, Board of Trustees
Community College District No. 535

Authorization to Approve December 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" has not been previewed. Item "b - c" were previewed at the November 2022 Board of Trustees meeting. Item "d" was previewed at the October 2022 Board of Trustees Meeting.

EC:tt
12/2022

President's Recommendation:

That the Board adopts the following resolution:

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor/Location</u>	<u>Amount</u>
12/22-10a	3	Travel Services for Summer 2023 Student Abroad Program in Ghana	EDU Africa Cape Town, South Africa	\$46,000.00
12/22-10b	1	IP Telephony Annual Maintenance and Software Assurance Agreement	Telcom Innovations Group LLC Itasca, IL	\$33,079.97
12/22-10c	2	Cisco Systems Core Network Switches	JensenIT, Inc. Des Plaines, IL	\$139,806.29
12/22-10d	2	Printing of the Oakton Non-Credit Class Schedule	KK Stevens Publishing Co Astoria, IL	\$137,958.90
GRAND TOTAL:				\$356,845.16

IN DISTRICT	\$139,806.29
CONSORTIUM	\$ 46,000.00
BID	\$137,958.90
BID EXEMPT	\$ 33,079.97
QBS	\$ 0.00

Authorization to Purchase Travel Services for Summer 2023 Student Abroad Program in Ghana

Oakton is launching what is planned to be an annual summer study abroad program in conjunction with our partners, the University of Ghana – Legon Campus in Accra, Ghana, and EDU Africa. Oakton belongs to the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of a Fulbright-Hays Group Projects Abroad grant from the US Department of Education, the establishment of the program is a central component to our on-going collaboration with our partners. EDU Africa provided all in-country arrangements for the Fulbright-Hays Group Projects Abroad faculty seminar in Summer 2022, and provided excellent educational content, service, and support.

EDU Africa's mission is to develop and facilitate Transformative Learning Journeys through Faculty-led, Virtual Exchange, Service Learning, School and Individual Study Abroad programs in Africa. Their experienced program designers work closely with partners to develop individualized programs, ensuring they meet logistical needs and achieve specific academic learning outcomes. Through these custom programs, they give faculty and their students access to experiential learning opportunities, high-caliber industry and academic professionals, and sustainable community initiatives. By combining place-based experience and content with intentional reflection practices and dialogue, they aim to challenge students' understanding of various African cultures, knowledge-systems, and worldviews, but also of their own. Each of their custom programs is a new opportunity to encourage, enhance and measure the process of student transformation. Through intercultural engagements and personal reflection, by exploring global issues, exchanging knowledge, and gaining practical experience, their programs aim to encourage student growth in the following areas: Intercultural Competence, Global Citizenship, Personal Growth, Intellectual Growth, and Professional Development.

In addition to an EDU Africa facilitator, students will be accompanied by an Oakton or ICISP member institution professor, who will provide guidance, help, and oversight for the students and accompany them on all local and overnight field trips; both courses will be taught by faculty members at the University of Ghana. Room and board are provided in housing near the university.

All of the in-country arrangements for the study abroad program will be provided by EDU Africa, including double occupancy accommodations, stipends for or provision of lunch and dinner per day, tuition for six credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of \$4175 per student (see full breakdown below) Based on the maximum of 10 students and one faculty member, the Administration is requesting an amount not to exceed \$46,000 for the services provided by EDU Africa.

Students will pay for their international medical insurance, which will be purchased from GeoBlue. Students will also purchase their own airfare. Oakton will provide students with information for a preferred flight.

Students must also pay a portion of the compensation and airfare for the faculty leader, an Oakton administrative fee, and "incidentals" such as local transportation during the month-long stay. Oakton Community College does not charge tuition for credits earned while studying abroad; however, the Oakton students will register for 6 credits at Oakton, and the institution will be able to claim those enrollments for apportionment from the State. The faculty leader will be compensated 3 overload LHEs. Students are responsible for all costs associated with their academic program and travel, so the expenditures to be authorized are pass-through transactions, as students will pay Oakton and Oakton will disburse the funds to the appropriate entities.

The estimated cost per student (excluding airfare, insurance, visa, breakfasts, and personal incidentals) is:

\$4175.00	for program fees/tuition from EDU Africa
\$50.00	for local transport and incidentals budget for faculty leader
\$50.00	for Oakton administrative fee (\$150 for non-Oakton student)
\$200.00	for faculty leader airfare (budgeted for \$2000), based on 10 students
\$4475.00	Total per student (\$100 more for non-Oakton students)
\$49,000.00	Total pass-through amount (based on the max of 10 students at the non-Oakton rate, including a \$3250 contingency)

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program.

EDU Africa Cost Breakdown

Item	Description	Cost per Total person Cost	
Tuition and instructional Cost University of Ghana		\$1000.00	
Accommodation	Off-campus housing at Linda D'Or, Accommodation in Cape Coast and Volta region	\$580.00	
Transportation & Guide	Bus, fuel, Driver	\$805.00	
Cultural Excursions	Entrance fees, drum & dance, Keta presentation, Legon gate bus pass	\$295.00	
Meals	Welcome and farewell dinners, Meals on UG campus during lecture days, Take out/catering from local restaurants, 1.5l Bottled water daily	\$770.00	
EDU Facilitator incidentals	flights, medical, insurance	\$230.00	\$2300.00
EDU Facilitator		\$130.00	\$1300.00
Insurance and permits		\$100.00	\$1000.00
Consultancy fees	Logistical organizing, bookings and appointments	\$265.00	\$2650.00
TOTAL PROGRAM COST PER PERSON		\$4175.00	

KS:tt
11/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of travel services for Summer of 2023 Study Abroad Program in Ghana from EDU Africa, 96 Beach Road, Noordhoek, Cape Town, South Africa 7979, for a total not to exceed \$46,000.00".

Authorization to Purchase IP Telephony Annual Maintenance and Software Assurance Agreement

The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts that will expire on March 1, 2023. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email-based support, access to software patches and upgrades for all of the College's telephony systems.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the supplier. 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." For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller, Telecom Innovations Group (TIG) to secure pricing.

The Administration is seeking board approval to purchase the IP Telephony Annual Maintenance and Software Assurance Agreement in the amount of \$33,079.97.

JMW:tt
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of IP Telephony Annual Maintenance and Software Assurance Agreement from Telcom Innovations Group LLC, 125 N. Prospect, Itasca, Illinois 60143 for a total of \$33,079.97, per their price quote dated November 4, 2022".

Authorization to Purchase Cisco Systems Core Network Equipment

The College's local and wide area networks consist of 151 switches and routers that together provide over 7,000 network ports for connecting computers, phones, wireless access points, digital signs, building management system controllers, security cameras, and numerous other network devices to essential internal and external sites and services. At the core of the network are four (4) six-year-old multi-layer switches through which all traffic passes. As of September, 2023, these four switches will no longer be supported. The FY2022-2023 capital equipment budget, therefore, includes funds to replace them.

The IT department reviewed available equipment from multiple manufacturers and requested quotes for two sets of equipment; one from Extreme Networks and one from Cisco Systems.

The Cisco Systems equipment includes 4 Nexus 93240-YC-FX2 switches with 48ports 10/25G SFP+ and 12ports 100G QSFP28, associated optics modules and cables, and one Catalyst 9200 switch with 48-port 8xmGig PoE+ and a stacking kit. Two of the 93240-YC-FX2 were specified with 24x7x4hour support and the other two were specified with 8x5 next business day support. The 9200 has the standard advanced replacement support.

The Extreme Networks equipment included 4 VSP7400-48Y-8C switches with 48 x 10/25Gbps SFP28 ports, 8 x 100Gbps QSFP28 ports, associated optics and cables and one Extreme Switching 5420M with 48 ports 10/100/1000BASET FDX/HDX 2 stacking/SFP-DD and 4 10/25G ports. Two of the VSP7400-48Y-8C were specified with 24x7x4hour support and the other two were specified with 8x5 next business day support.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has already selected and identified the supplier. 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."

The request for quotes was sent out to six resellers, including one in district. In keeping with the registered reseller model, the College received three responses; two for Extreme Networks and two for Cisco Systems. Some resellers quote both items.

The lowest quote received was for the Cisco Systems equipment from JensenIT, Inc, Des Plaines, IL for \$139,806.29. JensenIT, Inc is an in-district reseller that the College has used for several recent purchases and the administration is confident they can meet the College's needs.

Delivery of this equipment is impacted by supply chain issues and could be between 28 days and 185 days from time of order.

JMW:tt
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Cisco Systems Core Network Equipment from JensenIT, Inc, 1689 Elk Blvd, Des Plaines, Illinois 60016 for a total of \$139,806.29, per their price quote #OAKT214 - Cisco dated November 30, 2022".

Authorization to Purchase Printing of the Oakton Non-Credit Class Schedule

In 2019, the College Administration recommended a change to the past practice of printing the credit class schedules; moving from a mass distribution of these schedules to an online format. Although the credit class schedule will no longer be printed, the Administration is assessing whether this is a feasible option for the non-credit class schedule. In the meantime, the College is recommending to continue printing four issues of the non-credit class schedule. Updates to the non-credit class schedule include changing the inside pages to a brighter newsprint paper, redesigning the cover, adding photos, making additional content changes, and adding a no-cost four color insert within each issue. Due to content changes occurring throughout the course of this contract, the design team has yet to determine the exact number of pages for each issue. Therefore, the Administration is requesting approval for the highest anticipated page count per issue.

The Procurement office issued a bid for printing four issues of the non-credit class schedule that is synchronized with the annual postal permit on the calendar year. The non-credit class schedules will be distributed to all residences within the district (approximately 200,000), according to the following schedule:

Issue 1 - Spring II issue mailed in mid-February 2023
Issue 2 - Summer issue mailed in late-March 2023
Issue 3 - Fall issue mailed in early July 2023
Issue 4 - Spring I issue mailed in early November 2023

The bid was sent to 19 (two in-district) web press printing companies. The College received one (1) response. The total amount requested is not to exceed \$137,958.90 as noted on the following page. The pricing is similar to last year's award of \$137,829.86.

The bid was submitted by KK Stevens Publishing Co. This company has printed many of the College's class schedules in the past and has always provided a quality product and great customer service. They also print class schedules for many other colleges and universities. The Administration is confident they will continue to meet the College's quality standards and delivery schedules.

RB:tt
12/2022

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 the Printing of the Oakton Non-Credit Class Schedules from KK Stevens Publishing Company, 100 N. Pearl St., Astoria, IL 61501 for a total not to exceed \$137,958.90 per their low bid in response to Invitation to Bid #1104-22-08."

**Bid Results for Printing of the Non-Credit Class Schedules
2022-2023**

Option# 1 (50# Regular White; 30# Recycled)	KK Stevens Publishing Co
Issue # 1 Spring II Issue	\$35,067.92
Issue # 2 Summer Issue	\$32,755.14
Issue # 3 Fall Issue	\$35,067.92
Issue # 4 Spring I Issue	\$35,067.92
Grand Total	\$137,958.90

Preview and Initial Discussion of Upcoming Purchases

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

- a) T-Mobile Hotspots** – Since March 2020, Oakton increased its online mode of instruction related to the COVID-19 pandemic. Through survey data collected from students and from utilization rates, it has become apparent that many students have a need for technology resources such as Chromebooks and high-speed internet hotspots to continue their education at Oakton. As a result, the College purchased 142 hotspots with an unlimited data plan option and made them available for checkout for students in need. The unlimited data plan option was renewed in March of 2021 for 2 additional years in order to ensure students can continue using these devices. Since then, the College has ordered additional devices. Overall, the College supported 322 hotspots to address student and employee needs during the pandemic.

Post pandemic, the number of requests for hotspots has reduced significantly. As a result, this investment can be scaled back. At this time, maintaining 150 hotspots will meet the needs of our students. IT recommends extending the contract with T-Mobile for one additional year for 150 hotspots. Each hotspot costs \$28.70 per month. To support 150 hotspots, the total will be \$51,660.00.

- b) Early Alert Software Renewal - One Year Contract** – Oakton uses GradesFirst, a cloud-based solution from EAB Global, Inc. for early alert software. This software provides tools for faculty and staff to identify students whose behavior suggests they are heading toward academic problems. Early at-risk indicators include excessive class absences, failure to turn in assignments on time, poor performance on assignments, quizzes, or tests, or regular tardiness. Early Alert systems allow faculty and staff to record the at-risk behaviors the student is exhibiting, and send this information to trained staff members who then contact the student to offer individualized assistance and interventions.

The Administration is seeking to renew a one-year contract which will begin on March 27, 2023, for a total cost of \$35,896.00. The Administration plans to present this item to the Board for purchase approval at the January Board meeting.

- c) Des Plaines Campus Pedestrian/Bicycle Pathway** – This project went through a public bid issuance in Feb 2022, and no bid submissions were received. The College is planning to re-issue the bid in January 2023. Currently, pedestrians and bicycle riders use the shoulder area of the College Drive roadway when traveling between Golf Road and the main building. The multiple curves and surface grade elevation changes on the College Drive roadway create a hazardous condition for both vehicle and pedestrian traffic. The scope of work will include a solid surface pathway that runs separately along the current route of College Drive. This pathway will create a comfortable pedestrian route connecting the Des Plaines campus main building to the public sidewalk at Golf Road.

Ratification of Electricity Purchase

At the October 2022 Board meeting, the Board of Trustees approved the future energy purchases for electricity and natural gas which was step one in the two-step process for commodity purchases. The Administration is now seeking board ratification for step 2 of the process for electricity.

Board Authorized Parameters:

The Board authorized the College to proceed with step 1 for the purchase of gas and electricity at the October 18 Board Meeting. The authorization was for the following:

- Electricity – Estimated 12,000,000 kWh hours/year with estimated price per kWh of \$0.08000, total not to exceed \$960,000/year, for up to three years for a total not to exceed \$2,880,000.
- Natural Gas – Estimated 200,000 therms/year, with estimated price per therm of \$0.6200, total not to exceed \$124,000/year, for up to three years for a total not to exceed \$372,000.

On October 19, the College issued a tender offer for competitive pricing from a variety of gas and electricity suppliers working with Alfa Energy, the College's energy management consultant. The College is reviewing gas contract pricing, and intends to present the ratification at a future board meeting. At this time, the College is seeking Board ratification for the electricity purchase.

Electricity

- Bids were sent to 9 suppliers and received from 7 suppliers with pricing requested for transport service for 12, 24 and 36 months.
- The College reviewed both pricing and contract provisions. Although Direct Energy has the lowest 36-month pricing at \$0.07292, the transmission rates are not locked in with their fixed price contracts, and this exposes to the College to some price risk.
- The Constellation 36-month contract with 100% fixed pricing is the most competitive at \$0.07229/Kwh. This rate is favorable by 9% compared to the board-authorized parameters.
- The contract term will secure prices and volumes from December 2022 to December 2025.

Electric		Pricing at 10/19
Supplier	Contract Duration	Unit Rate (\$/Kwh)
Current - Constellation	36 Months	0.05037
AEP	36 Months	0.07987
Aggressive	36 Months	No bid
Constellation	36 Months	0.07299
Champion	36 Months	0.07727
Direct Energy	36 Months	0.07292
Dynegy	36 Months	0.07521
Hudson	36 Months	No bid
MP2	36 Months	0.07519
Nextera	36 Months	0.07466

EC:mw
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 ratifies the purchase of electricity for 36 months beginning January 2023 from Constellation NewEnergy Inc., 1001 Louisiana St, Suite 2300, Houston, TX 77002 with a total not to exceed \$2,627,000."

Authorization to Hire Dean of STEM

The administration is recommending the hire of Dr. James Rabchuk for the Dean of STEM position. The search began on July 21, 2022 with postings on the Oakton Community College website, LinkedIn, Historically Black Colleges and Universities (hbcuconnect.com), Hispanic Association of Colleges and Universities (hacu.net), Diverse Jobs (diversejobs.net), Inside Higher Education (insidehighered.com), Higher Education Jobs (higheredjobs.com), Illinois Unemployment (illinoisjoblink.illinois.gov), and in NACUBO -- National Association of College & University Business Officers, and the Chronicle of Higher Education (jobs.chronicle.com).

There were forty-two applicants. The search committee conducted seven semi-finalist interviews and selected three candidates for on campus interviews with a number of employee groups, including the CHRO, Council of Deans, Assistant Vice Presidents, and the Provost and Vice President for Academic Affairs, as well as an open forum session for college administrators, faculty, and staff.

Dr. James Rabchuk has a Ph.D. in Physics from the University of Illinois. Dr. Rabchuk is currently the Assistant Dean of the College of Arts and Sciences at Western Illinois Quad Cities, as well as the WIU – Quad Cities Honors College Coordinator and a Professor of Physics. Dr. Rabchuk is also a member of the National Science Teachers Association and American Association of Physics Teachers among various other Professional and Honor Organizations.

CH:bv
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. James Rabchuk as Dean of STEM effective June 5, 2023 at an annual salary of \$139,000. That salary will be prorated for the period of June 5, 2023 through June 30, 2023."



**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535
COUNTY OF COOK AND STATE OF ILLINOIS
ADMINISTRATOR'S EMPLOYMENT CONTRACT**

This agreement, entered into by and between the Board of Trustees of Community College District 535, County of Cook and State of Illinois, a body politic and corporate, hereinafter referred to as the "Board" and James A. Rabchuk hereinafter referred to as the "Administrator;"

WITNESSETH:

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as James A. Rabchuk of the Board's College, and the Board has approved such recommendation;

Now, therefore, it is agreed by and between the Board and the Administrator as follows:

1. The Administrator is appointed Dean of STEM of the Board's College from June 5, 2023 to June 30, 2023. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$139,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period June 5, 2023 through June 30, 2023.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this _____ day of _____ 2022 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on December 13, 2022.
(Agenda Item 12/22-13)

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

President

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

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

Approval of Temporary Leave for Professional Purposes for Faculty Member

Full-time faculty member Madhuri Deshmukh, Professor of English, was awarded a Senior Fellowship from the American Institute of Indian Studies. The grant requires Professor Deshmukh to live in India for at least four consecutive months, and must be used before September of 2023.

In accordance with Section 9.1E of the collective bargaining agreement with the OCCFA, Professor Deshmukh is requesting a temporary leave for professional purposes from January 9 to May 12, 2023.

CH:bs
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves a temporary leave for professional purposes for Professor Madhuri Deshmukh from January 9 to May 12, 2023."

Approval of Adoption of Land Acknowledgement

As part of the College's efforts to advance equity and racial justice, an Elevating Indigenous Voices at Oakton (EIVO) working group comprised of Oakton faculty, staff, students and alumni formed in the Fall of 2019, and coordinated the first commemoration of Indigenous Peoples' Day in October 2019. Since 2019, EIVO has organized Indigenous Peoples' Day commemorations each year and has brought Indigenous scholars, filmmakers, speakers, and community members to Oakton to enhance our curriculum and events at the College.

The EIVO working group received a grant from the Oakton Educational Foundation to consult with a group of Elders on the process/content for developing a land acknowledgment. Throughout the 2020 – 2021 academic year Gina Roxas, Oakton alumna and member of the EIVO, and current Program Coordinator at the Trickster Cultural Center, facilitated workshops and panels with contributing Indigenous Elders (Joe Podlasek, Gabriel Ayala and Mark Denning) to help develop a Land Acknowledgement for Oakton.

This land acknowledgment is meant to be a living document that can be modified and changed in the future as members of the community - including Native community members - interact with the College. It is also intended to be used in different ways for different purposes at different events. For example, only Part 1 may be read at some functions that call for a more concise version and Parts 1 and 2 may be read at more formal events where the "Call to Action" language is also important to share.

Original members of the EIVO working group included Tom Bowen, Erin Farley, Paul Gulezian, Krissie Harris, LeiLani Kobzina, Deb Kutska, Gina Roxas, Shannon Sloan-Spice, Marian Staats, and Amanda Villacreses. The current members of the EIVO working group include Jayne Blacker, Tom Bowen, Brenda Cruz, Paul Gulezian, Krissie Harris, Amanda Krause, Shannon Sloan-Spice, and Marian Staats.

JLS
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves the adoption of the following Land Acknowledgment for Oakton:

Part 1: Land Acknowledgement for Oakton

*Oakton is the community's college. We recognize that our community embodies a network of historical connections and contemporary relationships with Native peoples, families, students, and alumni. We continue to live and work on the traditional homelands stolen from many different Native peoples, including but not limited to the **Bodéwadomi (Potawatomi)**, **Ojibwe (Chippewa)**, **Odawaa (Ottawa)**, **Kiikaapoi (Kickapoo)**, **Mamaceqtaw (Menominee)**, **Myaamiaki (Miami)**, **Thakiwaki (Sac and Fox)** and **Hoocągra (Ho-Chunk)** nations. Others have settled and cared for this land from time immemorial. The land of our Des Plaines campus nurtured a large Potawatomi settlement along the Des Plaines River. This was a site of trade, travel, and gathering for many Native people. With the lush forests and vibrant river, these communities flourished in this beautiful land of biodiversity and reciprocity. These lands are still home to many Native people of many nations.*

Part 2: A Call to Action

As an institution with an educational mission, we ask everyone to commit to continue learning how to be better stewards of the land we inhabit and the water we all share and depend on for life. We call on everyone to build relationships of inclusion with Native communities and to nurture respectful partnerships and meaningful collaborations. We stand as allies of the people we encounter, and protectors of these natural gifts and resources. We remember and honor the ancestors of this place and do this for the sake of all our relatives."

First Read of Policy Revisions – 1000 Series

At the October 2022 Committee of the Whole meeting, Trustees Stafford and Salzberg presented recommendations for revisions to the 1000 Series of Board Policies. This resolution presents the 1000 series of Board policies for the first reading in December 2022 with Board action to be taken in January 2023. While many policies do not require changes, there are several that include revisions to reflect statutory changes and best practices. All policies will be presented, including those that are reviewed, as well as revised.

JLS:bs
12/2022

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the 1000 series of Board policies, attached hereto, with action to take place at the next regularly scheduled Board meeting, January 17, 2023.”

Deleted Text = ~~strikeout~~
New Text = ***Bold italics***

Policy No. 1000
(Previously 1000)
Revised 9/21/1993
Revised 10/28/1998
Renumbered 7/1/2001
Revised 12/12/2006
Revised 2/17/2015
Reviewed 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Policy Formulation

The Board shall set standards and provide direction for the College through the systematic adoption of sound written policies. In the event of any conflict, contradiction, or inconsistency between established College Policies, the College's purpose and intent is that the most recently approved Board Policy or Board Policy revision shall take precedence and supersede any conflicting, contradictory, or inconsistent provisions in the previously adopted Board Policies.

In the formulation of policy, the Board finds it advantageous to jointly work with the College administration and the parties impacted by the policy. Anyone within those groups may present ideas for policy adoption or revision to the President's Council. The President will make appropriate recommendations to the Board of Trustees.

Any new policies or suggested revisions of existing policies shall be submitted to the Board at a regular scheduled Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed and authorized for action at the next regular scheduled meeting. A vote for adoption shall take place at the next succeeding regular meeting of the Board. At that time the Board may accept any minor non-substantial changes made to further clarify a policy presented at the previous meeting. Action shall be by majority vote of the Board.

The President shall develop procedures to implement and enforce established policies. The Board shall ~~periodically~~ ***have the option to*** review policies ***every six (6) years, or periodically*** to ensure currency and accuracy.

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 New Text = ***Bold italics***

Policy No. 1001
 (Previously 1100)
 Revised 9/21/1993
 Renumbered 7/1/2001
 Revised 3/19/2002
 Revised 2/17/2015
 Revised 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Identification of the College District Governed by Board

Oakton Community College, an institution of higher education in the State of Illinois (originally established as the Niles-Maine Township Community College in 1969 by public referendum) is officially governed by the Board of Trustees of the Oakton Community College, District #535. This district, one of the 40 community college districts in the state, is comprised of the geographical area within the boundaries of townships of Maine, Niles, Northfield, New Trier, and Evanston and portions of Wheeling, Norwood and Leyden and serves a population of approximately ~~465,000~~ **472,233** * in the communities of Deerfield, Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Mount Prospect, Morton Grove, Niles, Northbrook, Northfield, Park Ridge, Prospect Heights, Rosemont, Skokie, Wilmette, and Winnetka.

This district was established in accordance with the Public Community College Act of 1965 (110 ILCS 805/1-1 at seq.). While Section 6-6.1 of the Act required that all territory in the state become a community college district by July 1, 1990, the Oakton district grew in segments, prior to this time. The original college was comprised of Niles and Maine Townships and was established by referendum in 1969, Northfield and New Trier Townships approved annexation to Oakton in 1977, and Evanston Township was annexed to Oakton in 1988.

* Source: ICCB ~~2020~~ **2021** District Census Report

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Policy No. 1002
(Previously 1200)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 12/12/2006
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Role and Authority of the Board of Trustees

The Board of Trustees is a body of lay personnel, representative of the public in general, whose members serve collectively to govern the institution. The Illinois Public Community College Act specifically empowers and obligates the College's Board of Trustees to exercise certain enumerated duties and specific powers (110 ILCS 805/3-21, 3-30). The Board of Trustees is also authorized by statute to exercise all other powers not inconsistent with the Act that may be requisite or proper for the maintenance, operation and development of the College under the jurisdiction of the Board. This statutory authority of the Board of Trustees to govern the College and to exercise its duties as required under the Act cannot be lawfully delegated or reassigned to other organizations, institutions, or associations within the College community.

The law is quite explicit in noting that a Board acts as a unit; individual Trustees have no authority as individuals and divest themselves of individual power while serving on the Board. Board members have authority only when acting as a Board of Trustees legally in session. Thus, no individual member or group comprised of less than full membership of the Board shall have the power to act or speak in the name of the Board of the District unless so designated by majority vote of the Board.

Public Community Colleges, like Oakton, have only "the public in general of their respective district" to serve. Even if a Trustee has been sponsored, promoted, or elected by a special interest group or one geographical district, once duly elected, the Trustee is responsible for representing all the people of the district. Trustees must represent all of the communities served by the district and make decisions for the common good of the constituents and the College.

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Policy No. 1003

(Previously 1310)

Revised 9/21/1993

Revised 3/15/1994

Renumbered 7/1/2001

Reviewed 2/17/2015

Reviewed 12/15/2020

Revised 1/17/2023

BOARD OF TRUSTEES

Membership of the Board of Trustees – Number on the Board

The Board of Trustees shall consist of seven (7) voting members elected at large by the qualified voters of District #535 and one (1) student member who is a student attending Oakton Community College and elected by the student body.

The non-voting Student Board member has all the privileges of membership, including the right to make and second motions and to attend executive sessions. The student member will cast an advisory vote on all matters before the Board, ***and will generally serve no more than one (1) term.***

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Policy No. 1004
(Previously 1320)
Revised 9/21/1993
Revised 3/15/1994
Revised 1/18/2000
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Qualifications of a Member of the College Board of Trustees

A Board member shall, on the date of his or her election be:

- A citizen of the United States.
- Eighteen (18) years of age or older.
- A resident of Illinois and District 535 for at least one year immediately preceding the election and
- May not be a member of a common school board.

“In the event a person who is a member of a common school board is elected or appointed to a board of trustees of a community college district, that person shall be permitted to serve the remainder of his or her term of office as a member of the common school board. Upon the expiration of the common school board term, that person shall not be eligible for election or appointment to a common school board during the term of office with the community college district board of trustees.” (110 ILCS 805/3-7)

- In addition, student trustee candidates must be in good academic standing.

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Policy No. 1005

(Previously 1330)

Revised 9/21/1993

Revised 8/18/1998

Revised 1/18/2000

Renumbered 7/1/2001

Revised 2/17/2015

Revised 12/15/2020

Reviewed 1/17/2023

BOARD OF TRUSTEES

Election of a Member of the College Board of Trustees

Election of a Board member shall be governed by and consistent with statutes of the State of Illinois, including the Public Community College Act and the election laws of Illinois, including procedures and calendar published by the State Board of Elections. The election of the members to the Board shall be nonpartisan and, effective with the enactment of P.A. 90 358, members of the Board shall be elected at the consolidated election to be held on the first Tuesday in April of odd-numbered years.

The Board of Trustees and the Secretary of the Board hereby delegate to the Vice President for Administration and his/her staff the administrative functions associated with the election of members to the Board. At the regular Board meeting one month prior to the date established by law for the circulation of petitions, the President will recommend that the Board adopt a resolution establishing the date, time and place for filing nominating petitions.

Candidates for the student trustee position will be elected by the procedures adopted by the Student Government Association and implemented by the Director of Student Life and Campus Inclusion.

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Policy No. 1006

(Previously 1340)

Revised 9/21/1993

Revised 8/18/1998

Renumbered 7/1/2001

Reviewed 2/17/2015

Reviewed 12/15/2020

Reviewed 1/17/2023

BOARD OF TRUSTEES

Terms of Office

The term of any of the seven (7) voting members shall be six (6) years except that the term of office of a person elected at a consolidated election held on or after the effective date of P.A. 90-358 to succeed to a term of office of a person elected at a nonpartisan election shall begin upon the termination of the predecessor's term of office and shall end after the next consolidated election at which a successor is elected.

The term of the Student Board member shall be one (1) year.

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Policy No. 1007
(Previously 1400)
Revised 9/21/1993
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Compensation and Benefits

Members of the Board shall serve without compensation, but shall be reimbursed for any expenses incurred in the performance of official duties as a Board member.

While no benefits that are provided for college employees will be provided for Board members, the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect Trustees when damages are sought for alleged negligent or wrongful acts in their Board capacity.

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Policy No. 1008
(Previously 1450)
9/15/1998
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Reviewed 12/13/2016
Revised 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Professional Development

Members of the Board of Trustees are encouraged to attend regional, state and national functions to enhance their knowledge and understanding of community college issues, to represent the College, and to advocate for community college interests.

In addition to attending state and regional meetings of the Illinois Community College Trustees Association, members of the Board of Trustees may also choose to participate in national meetings such as the annual convention of the Association of Community College Trustees and the National Legislative Summit.

All College related travel should always be arranged to serve the best interest of the College and should be in compliance with travel guidelines established for the college community in accordance with the Local Government Travel Expense Control Act (the "Act"). The best interest of the College is served by that combination of purposeful learning, expense, time, and convenience which proves to be the most economical overall.

In all cases, reimbursement for travel expenses will be limited to actual expenses which are reasonable and necessary, but subject to the requirements of and not to exceed the limitations set forth in the travel guidelines and procedures. The Vice President for Administrative Affairs is authorized by the Board of Trustees to develop guidelines for travel and to oversee the implementation and timely review of such guidelines, including what constitutes approved College business, and the preparation of travel reimbursement vouchers, or compliance with the Act.

When the preliminary annual budget is approved, there will be an allocation for participation in ICCTA meetings and seminars. In addition, each member of the Board will develop a self-development/travel plan for the ensuing fiscal year and submit the plan to the Special Assistant to the Board before the June Board meeting. The Special Assistant to the Board will consolidate the plans and the related costs into a single plan and present the consolidated plan to the Chair of the Board. Copies of the plan will be distributed to all members of the Board and discussion of the plan will take place in an open meeting to allow planning for appropriate support in the budget. ***An additional amount for Board professional development will be added to the consolidated budget in anticipation of meetings and seminars that may occur during the future budget year, and may not have yet been identified.***

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Policy No. 1009
(Previously 1500)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 3/19/2002
Revised 11/15/2005
Revised 2/17/2015
Revised 12/15/2020
Revised 1/17/2023
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BOARD OF TRUSTEES

Scope and Duties of the Board of Trustees at Oakton Community College

While the Public Community College Act enumerates a number of duties for the Board of Trustees, the following are representative, yet not all-inclusive of duties of the Board at Oakton Community College.

Policy

- Establish policies for the governance of the college and hold the President accountable for administering them.
- Modify, revise, and update policies and monitor the Administration in its implementation of policy.

Education

- Adopt and periodically review a statement of institutional philosophy, mission and goals which clarifies the basic educational beliefs and educational responsibilities of the college; also ensure that the educational program is consistent with the institution's mission and strategy.
- Ensure that quality educational programs and support activities are provided to assure academic excellence and consider and act upon curricular offerings recommended by the President; authorize application to ICCB for new units of instruction.
- Ensure the selection of qualified faculty to teach the courses required.
- Ensure that both the programs and faculty are evaluated and assess progress regularly on needs, academic planning, academic programs, faculty and admission standards.
- Focus on the educational area in planning, deliberations, and decision making without preempting the President or usurping faculty prerogatives.

Finance and Business

- Provide ways and means for adequate financial support and become fully conversant with the college's sources of funding; strive to provide equity among the taxpayers, students, and faculty.
- Provide for alternative sources of funding such the Office of Grant Strategy & Development for proposals to state and federal agencies and the Oakton Community College Educational Foundation.
- Establish and implement controls to monitor and keep and ensure good stewardship.
- Adopt the annual budget.
- Review financial reports regularly
- Appoint the Treasurer and follow up on tax collections and investments
- Approve expenditures
- Monitor the bidding process
- Ensure that a professional auditing firm is appointed and review the audits made yearly by meeting independently with the auditing firm.
- Encourage wise stewardship of all college resources.

Personnel

- Select, appoint, and evaluate the President through whom the Board exercises its operation and control of the college on a day to day basis.
- Consider and take appropriate action on recommendations of the President on all matters relating to the welfare of the college.
- Upon the recommendation of the President, act on the selection and appointment of administrators, faculty and classified staff positions and approve recommended compensation and benefits in accordance with legal requirements.
- Take appropriate actions concerning leaves, retirements, transfers, promotions, discipline, retention or dismissal of personnel, upon the recommendation of the President and in accordance with current laws on due process, tenure, and wrongful discharges.
- Enter into collective bargaining agreements with recognized bargaining units in accordance with collective bargaining laws and assume responsibility for final settlements in such negotiations.
- Make sure the college operates within all state and federal laws concerning personnel, including Equal Employment and see that EEO and other records are maintained.

Students

- Establish policies and regulations for admission of students, student conduct, student rights, student records, student discipline, drug abuse, sexual harassment, privacy, and due process.
- Follow trends on student enrollments, student mix, schools and towns from which entering students come, and colleges and jobs to which they go.
- Review relevant data on assessment of student learning outcomes
- Make decisions regarding student tuition and financial aid.
- Strive for understanding of student issues and input into Board decisions, particularly those impacting students.

Facilities and Equipment

- Provide physical plant and equipment to support programs and students
- Ensure timely maintenance for buildings and equipment, so that facilities and equipment are current.

Planning

- In conjunction with the Administration and with appropriate involvement of and input from the college community, engage in ***the development, and final approval, of the Strategic Plan and Master Plans in addition to other*** short- and long-range planning in relation to education, finance, people, facilities, and enrollment.
- Set goals, priorities, and action plans and monitor implementation and progress of these plans.

Decision Making

- Prepare properly for each Board meeting.
- Be sure that during the Board meeting sufficient information, facts, and alternatives are explored by properly asking questions and carrying on proper dialogue with colleagues to arrive at good decisions.
- Consider the impact each vote and decision will have on the institution.
- Abide by and support decisions resulting from Board meetings.

Relationships

- Strive to build good relationships with the President, Board colleagues, community members and the college community
- Ensure the implementation of a performance review system throughout the college.
- Ensure that the institution as a whole and specific aspects are evaluated at intervals.

Evaluations

- Evaluate the President at least once a year, as well as on a continuous basis throughout the year.
- ~~Do a Board self-evaluation regularly~~ ***The Board will conduct a self-evaluation at least every other year.***

The District and the College

- Become conversant with the college district, its population, economy, businesses and institutions, common schools - including types of students, curricula, strengths and achievements, as well as adjacent community colleges.
- Become conversant with Oakton Community College, its purpose, history, organizational structure, character of the student body, curricula programs, facilities, status of plant, and financial status.

Federal and State Relations

- Become familiar with Higher Education in the state as well as the nation.
- Know and understand state and federal laws that impact community colleges.
- Communicate with legislators and congressmen concerning key issues important to community colleges and encourage their support.
- Become involved in the activities of the national associations concerned with community colleges.
- Work with state and federal agencies that are important to the community college for grants and other funding priorities

Self-Development

Election to the Board does not immediately equip a trustee with all of the requisite knowledge or wisdom to be an effective trustee, even though many may expect instant help and look to a Board member for solutions to difficult problems. A Board member is expected to participate in a wide variety of activities to enhance his or her ability to govern appropriately and advocate effectively. It is therefore recognized that the trustee must engage in professional development for continuous learning.

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Policy No. 1010
(Previously 1600)
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Revised 11/15/2005
Revised 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Orientation of Board Candidates and New Members

The Board, with the cooperation of the President and his or her designees shall provide an orientation for those candidates who have filed petitions for a Board seat as well as for all newly elected Board members. The Chair, or his or her appointee, will work with the President in organizing the orientation which should include an overview of the duties and responsibilities of a Trustee at Oakton Community College, as well as relevant information about the College.

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Policy No. 1011
(Previously 1700)
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Revised 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Board Organization

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 28th day after the new Board members are seated. During non-election years, the Board will organize during its regular Board meeting in April. (110 ILCS 805/3-8)

At the organizational meeting, the Board will elect its officers comprised of a Chair, Vice Chair and Secretary from the membership, and designate a Treasurer, not a member of the Board.

Each officer shall be elected for a term of one (1) year.

In addition to the election of officers, the Board will fix the time and place for the regular meetings scheduled for the ensuing year.

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Policy No. 1012
(Previously 1710)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Duties of the Officers

Duties of the Chair – While the primary duty of the Chair is to preside at Board meetings and stimulate discussion of fellow board members to arrive at Board decisions, the Chair of the Board will ordinarily assume a number of other duties. The Chair:

- works with the President in developing Board agendas.
- appoints committees.
- represents the Board at meetings and events both on and off campus.
- writes Board Chair's letter for the Annual Report.
- presents awards and honors to College personnel.
- initiates periodic evaluations of the President as well as Board self-evaluations.
- serves as official spokesman for the Board with the media and public.
- assists in orientation of new board members.
- advises and consults with the President on major college issues.
- consults with other trustees who are not carrying out their Board responsibilities or are in violation of Board policies.
- gives information and directions decided upon by the Board as a whole to the President.
- supports the President, administrators, faculty and classified staff in an effort to implement education efforts towards excellence.
- signs official documents on behalf of the college going to state and federal agencies.

Duties of the Vice Chair – The Vice Chair shall serve in the Chair's absence and perform other Board duties as assigned.

Duties of the Secretary – The Secretary shall perform all the duties usually pertaining to the Office of the Secretary:

- records all motions and decisions during the Board meetings.
- signs all documentation requiring an official signature on behalf of the Board in addition to that of the Chair.
- is the Board's representative in legal matters concerned with the Board elections.

Duties of the Treasurer – The Treasurer, not a member of the Board, handles such matters as taxes and investments for the Board.

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Policy No. 1013
(Previously 1720)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 2/17/2015
Reviewed 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Board Appointments and/or Reviews

Periodically the Board will make the following appointments or review the performance of each for reappointment:

Attorney(s)

- The Board will appoint legal counsel who, by direction of the Board, will act as its counsel in legal and related matters.

Auditor(s)

- The Board will appoint a licensed accountant or accounting firm who will audit the financial and enrollment records of the district in compliance with the Public Community College Act.

The Board will send out RFQ for these services.

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Policy No. 1014
(Previously 1730)
Revised 9/21/2093
Renumbered 7/1/2001
Revised 11/15/2005
Revised 2/17/2015
Reviewed 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Committees

Each year, following the organization of the Board, the Chair may appoint committees deemed necessary by the Board. These committees may, from time to time, include others in their meetings and deliberations. Ordinarily, an appropriate Vice President or other administrator will be present at any committee meetings.

When assigning members to committees, the Board Chair should also clearly define the duties and parameters of each committee and assign a chairperson(s) for each committee. ***Each committee should consist of at least two (2) members.***

The committees may conduct their business with the entire Board as a Committee of the Whole, or as separate entities with members of the committee only.

The committees will not make decisions, but will make recommendations to the Board for appropriate action at its regular Board meetings. When warranted, written reports should be prepared by the Committee and presented by its chairperson at the Board Meetings.

The Board members should receive notice of all committee meetings, including time and place, enabling those who have an interest to attend. Board members should also be kept informed of their proceedings.

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Policy No. 1016
(Previously 1800/1810)
Revised 9/15/1998
Renumbered 7/1/2001
Revised 2/17/2015
Revised 12/15/2020
Revised 1/17/2023
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BOARD OF TRUSTEES

Board of Trustees Meetings

All meetings of Oakton Community College's Board of Trustees are held in compliance with the Illinois Open Meetings Act. The Act defines a meeting as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. All meetings of the Board are open to the public except closed meetings. All meetings are to be conducted in accordance with Robert's Rules of Order.

The only mechanism for official action by Trustees is a duly called and legally conducted meeting, namely: a regular meeting, adjourned meeting, or duly called special meeting.

The Oakton Community College Board of Trustees conducts its business in the following types of meetings:

Annual Organizational Meeting

The Board shall elect its officers and establish the schedule of regular meetings for the ensuing year in its annual organization meeting. The officers are: Chair, Vice Chair, Secretary, and Treasurer.

Regular Meetings

Regular meetings are held on a schedule determined by the Board at its organizational meeting. Meeting dates are posted and published according to the Illinois Open Meetings Act.

On occasion a regular meeting is held in the Board Room at the Ray Hartstein campus; on such occasions the Board and public are informed well in advance.

Adjourned Meetings

Adjourned meetings serve as continuations of regular meetings and are not considered as special meetings. Time, date and agenda are specified in the resolution adopted by a majority of the Board at the meeting to be continued.

Committee Meetings

In order to allow for in-depth discussion of matters pertaining to the business of the Board, committee meetings are held from time to time. Special reports or proposals may be received at meetings of this type. No formal action is taken at a committee meeting, but it is announced in advance and is open to the public.

Special Meetings

Special meetings of the Board may be called by the Chair of the Board or any three members of the board by giving notice thereof in accordance with the statutes. In all cases of special meetings, not less than 24 hours written notice shall be served on each member stating the time, place, and agenda of the meeting. Notice may also be served on each member by mail 48 hours before the meeting. No business can be transacted except that for which a meeting is called.

Closed Meetings or Executive Sessions

Closed meetings or executive sessions may be called at such time and place as is required for discussion of matters specifically permitted for such meetings under the Illinois Public Meetings Act.

Remote Attendance

Remote attendance for all meetings defined by the Open Meetings Act (5 ILCS 120/1.02) is allowed for members of the public body if:

- 1. A member is prevented from physically attending because of 1) personal illness or disability; 2) employment purposes or the business of the public body; or 3) a family or other emergency. A quorum of the members of the public body must be physically present at the meeting location as required by 5 ILCS 120/7(a).***
- 2. Consideration of a member's request for electronic participation shall occur immediately after roll call is taken.***
- 3. All members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony.***
- 4. Participating members of the public can hear all open meeting discussion and testimony and all votes of the body.***
- 5. Written notification is provided to the Special Assistant to the Board at least 48 hours before the meeting, unless advance notice is impractical.***

In addition, subject to the requirements of 5 ILCS 120/7(e), a meeting may be conducted remotely if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area. A quorum of the members of the public body does not need to be physically present at the meeting location.

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Policy No. 1017
(Previously 1820)
Revised 9/21/1993
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Quorum

At all meetings of the Board of Trustees, whether regular or special, a majority of the full voting membership of the Board constitutes a quorum to transact business.

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Policy No. 1018
(Previously 1830)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 3/19/2002
Revised 2/17/2015
Reviewed 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

The Board Agenda

A written agenda of the business to be considered at the Board meeting shall be prepared by the President in cooperation with the Board Chair. The agenda, supporting data and other information are to be delivered to the homes of the Board members no later than the Friday preceding the regular Board meeting to allow for Trustee preparation. The agenda will also be transmitted electronically.

~~In the event of an unforeseen emergency matter requiring the Board's consideration, and upon approval by the Board Chair, an agenda item may be carried into the Board meeting.~~

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Policy No. 1019
(Previously 1840)
Revised 9/21/1993
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Voting

When a vote is taken upon any measure at an official Board meeting, a quorum being present, a majority of the votes of the members voting on the measure shall determine its outcome.

Roll call vote shall be used when considering formal resolutions, motions made in connection with expenditures, contracts, employment of personnel, or other business when deemed appropriate by the Chair.

A voice vote will be sufficient for other Board decisions.

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Policy No. 1020
(Previously 1850)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 2/17/2004
Revised 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Minutes of Board Meetings Open to the Public

The record of all transactions of the Board will be set forth in official minutes of the Board, and the approved written minutes will be kept as a permanent official record of all Board actions and policy decisions. In accordance with the State of Illinois, Cook County Local Records Commission, Application for Authority to Dispose of Local Records Item, approved application 82:15C, tape recordings of minutes of open meetings of the Board of Trustees may be destroyed once the official written minutes are approved. The written minutes will be posted on the website within seven (7) days of their approval.

The minutes will include each motion, name of the person making the motion, the person seconding the motion, the vote and a general description of matters proposed, discussed or decided. In addition, the date, start time, end time and place of the meeting and a list showing Board members as either present or absent will be included.

Minutes of Closed Session Board Meetings

Written minutes will be kept of closed meetings and shall be placed before the Board of Trustees for approval as to form and content at the next consecutive meeting of the Board of Trustees. Minutes of closed sessions will remain confidential until the Board determines that their confidentiality is no longer necessary to protect the public interest or the privacy of an individual. The Board will review such minutes at least every six months to determine if they are to remain confidential or become public. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the written minutes of all closed sessions of the Board of Trustees.

A verbatim record shall be kept of all meetings of the Board of Trustees of Community College District 535 that are closed to the public in the manner required by the Illinois Open Meetings Act, as amended by Public Act 93-523. The verbatim record shall be in the form of an audio recording. The audio recording of closed sessions will not be subject to Board approval, nor be open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the verbatim recording of all closed sessions of the Board of Trustees. In accordance with the law, the Secretary to the Board shall destroy the recordings of closed meetings approved by the Board of Trustees in a suitable manner without the permission of the Local Records Commission.

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Policy No. 1021
(Previously 1900)
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Board Vacancy

When the Board determines that a vacancy exists the Board shall establish procedures to fill that vacancy. If the vacancy occurs four months or more before the next election, the appointed Board member serves until the next scheduled election.

If the vacancy occurs less than four months before the election, the appointed Board member serves until the first election following the next scheduled election.

The more exacting statements as set forth in the law are:

"Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until a successor is elected at the next regular election for board members and is certified in accordance with ... (if) the vacancy occurs with less than 4 months remaining before the next scheduled nonpartisan election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding nonpartisan election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until a successor is elected and qualified at that election." (110 ILCS 805/3-7)

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Policy No. 1022
(Previously 1950)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Revised 2/16/2016
Reviewed 12/15/2020
Reviewed 1/17/2023

BOARD OF TRUSTEES

Ethics

A Board member shall perform his/her duties in an ethical manner and abide by the conflict of interest provisions contained in the Public Community College Act. In the course of performing his/her duties, a Board member shall:

- Gain public confidence in both the Board and College by conducting all Board business in public view except those items permitted by the Open Meetings Act.
- Refrain from voting on any issue in which there is any financial interest.
- Refuse to use position as a Board member for the financial gain of family, friends, or self.
- Refuse to represent any single constituency or private interest group in the District.
- Refuse to try to influence personnel or hiring decisions.
- Strive to treat all with respect and integrity.
- Practice accepted professional conduct for a College Trustee.
- Respect each Board colleague.
- Protect confidential material.
- Support all Board decisions.
- Avoid public utterances or actions that would discredit the Board or College.
- Avoid the conflict of interest of trying to be both a Board Member and technical advisor to the Board.
- File the required Statement of Economic Interests with the Cook County Clerk, Ethics Department each year in accordance with the Illinois Governmental Ethics Act.
- Except in the case of the student trustee, avoid the potential for perceived or actual conflict of interest by disqualifying themselves or their relatives from receiving Oakton Educational Foundation or Institutional scholarships and recommends that associated entities at Oakton Community College do the same. For the purposes of this policy, "relative" includes, but is not necessarily limited to the following: those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, cousin, nephew, niece, husband, wife, domestic partner, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse, domestic partner and the individual's fiancé or fiancée.

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Policy No. 1023
(Previously 1980)
Revised 9/21/1993
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Reviewed 12/15/2020
Revised 1/17/2023

BOARD OF TRUSTEES

Evaluation of the President

The Board has the authority to hire the President and the Board alone is responsible for the regular evaluation of the President. The Board and the President will confer and agree upon the strategic goals and objectives on which the evaluation of the President will be based. The President will prepare a summary of progress for the Board for regular review.

In accordance with 110 ILCS 805/3-75, the Board will complete an annual performance review that will be utilized to consider any changes to compensation.

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Policy No. 1024
(Previously 1990)
1/19/1999
Renumbered 7/1/2001
Reviewed 2/17/2015
Reviewed 12/15/2020
Revised 8/17/2021
Reviewed 1/17/2023
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BOARD OF TRUSTEES

Naming

Oakton Community College may recognize, honor or memorialize individuals, corporations, foundations, or other organizations for their contributions to the College, to higher education, or to society by naming a physical or non-physical asset in their honor. Examples of such assets include but are not limited to:

- Physical Assets: rooms, labs, buildings, floors or wings of a building, lakes/ponds, field, park, patios and outdoor gathering spaces; and,
- Non-Physical Assets: scholarships, academic programs/units, chairs, and lecture series.

These contributions may include time and talent devoted by dedicated community members, distinguished service on the part of staff or significant financial commitments made by a College supporter.

Oakton Community College will consider the following two general categories of naming opportunities:

1. Philanthropic Naming – Consideration for naming of a building, part of a building, classroom, property or other non-physical asset may be given in recognition of substantial financial gifts to the Oakton Community College Educational Foundation. The Foundation will seek financial contributions commensurate with the honor sought and compatible with the mission of the institution. Consideration for naming a building will be made for gifts that represent a significant percentage of the building cost. Responsibility for the naming of a building, classroom, laboratory, field or other physical areas in recognition of substantial financial gifts rests with the Board of Trustees upon the recommendation of the President in consultation with the Executive Director of the Oakton Community College Educational Foundation.
2. Honorary Naming – Oakton Community College considers the naming of a building, part of a building or other property in honor of an individual to be one of the highest recognitions the institution can bestow. In that context, only in rare circumstances will property be named to memorialize or honor individuals who have made extraordinary contributions to Oakton Community College. Persons considered for naming honors shall have been dedicated to the purpose, nature and mission of the institution and have achieved outstanding distinction through civic, intellectual or artistic contributions to the development of the institution, area, state and/or nation. Responsibility for the naming of a building in honor of an individual rests solely with the Board upon the recommendation of the President.

Naming opportunities are limited to the useful life and continued use of the applicable facility, space, program, or activity until use of the asset in its current condition becomes impossible or impracticable.

The following restrictions shall apply to the two categories:

- Persons holding elective or appointive office in national, state or local governmental or educational bodies, including employees of Oakton Community College, may not be honored during their term of office or employment.
- Current members or employees of any governing board in the State of Illinois, including the Illinois Board of Higher Education, are not eligible.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.

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Policy No. 1025
(Previously 1951)
4002
1/18/2000
Renumbered 7/1/2001
Revised 04/20/2004
Reviewed 2/17/2015
Reviewed 12/15/2020
Reviewed 1/1/2023
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BOARD OF TRUSTEES

Ethics and Gift Ban

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF OAKTON COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1: This Ordinance hereby amends the Ethics and Gift Ban policies of the College with the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Board of Trustees of Oakton Community College, whether on a full time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Board of Trustees of Oakton Community College.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, with the officer or another employee directing that employee;1025
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Oakton Community College in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 3

GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid.
- (8) for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(9) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(10) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(11) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(12) Bequests, inheritances, and other transfers at death.

(13) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4

PENALTIES

Section 4-1. Penalties.

(a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the College by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(e) A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the College.

(f) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.

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Policy No. 1026
8/17/2021
Reviewed 1/17/2023
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BOARD OF TRUSTEES

Renaming

The honorary or philanthropic naming of a physical or non-physical asset of the College is a prominent honor that recognizes individuals, corporations, foundations, and other organizations for whom the asset is named.

Renaming of such a facility is an exceptional event to be considered only after careful and deliberate consideration by the College's Board of Trustees when the actions or words of a namesake directly conflict with the College's mission statement and core values. A physical or non-physical asset, whether named through a philanthropic commitment or in honor of an individual's service or character, may be rescinded or re-named for any of the following reasons:

- If circumstances change so substantially that the continued use of the name may compromise the public trust or image of the College.
- The conduct or activities of the donor is inconsistent with the College's values.
- A donor's failure to fulfill the terms and conditions of a gift agreement.
- Demolition or substantial renovation of a physical space that substantially changes the function or appearance of the space.¹
- Dissolution of a program or lecture or workshop series.
- Repurposing of a program, department, building, etc.
- Corporation/foundation/organization naming for physical spaces may end if the organization ceases to exist. If the donor is acquired/merged into another organization, the Foundation will begin discussion with the new organization regarding naming rights and obligations of its predecessor.

Such decisions shall be made at the discretion of the College with due consideration for the impact on the relationship with the namesake and the community. Responsibility for the re-naming of a building in honor of an individual rests solely with the Board of Trustees upon the recommendation of the President and in consultation with the Executive Director of the Educational Foundation if the asset was named as the result of a philanthropic commitment.

As modifications are made to physical spaces and programs over time, situations may occur in which it is in the best interest of the College to relocate and/or reallocate named physical space and/or programs. When determining whether the current name shall be continued, careful consideration shall be given to the history and legacy of the original naming. If the decision is made to discontinue the use of the former name, the College, in consultation with the Educational Foundation, will consider alternative continued recognition of the original donor or honoree. This shall be handled on a case-by-case basis in such a manner that takes into account the history and legacy of the original donor or honoree.

¹ In the event of demolition or substantial renovation, a plaque or other means of conveying historical significance of what was once physically present may be installed.

If the College deems it necessary to modify the name of a physical space or program, the Foundation will make every effort to discuss the proposed change with the donor and/or the donor's representatives in advance. If neither a donor nor a donor's representative is available, the College may change the name in accordance with applicable policies.

Changing the Name at the Donor's Request

If a donor requests that the name be changed (e.g., in the case of a divorce, corporate merger), the request will be reviewed and decided upon by the Executive Director of the Foundation and the President and recommended to the Trustees. If approved, the cost of signage removal and replacement, as well as any other costs associated with this change, will be the responsibility of the requesting party.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.

First Read of Policy Revision – Capital Assets (Policy 3022)

Oakton adopted Policy No. 3022—Capital Assets Policy—in September 1975. Revisions have been made since that time based on changing accounting practices, with the last revision in February 2015. The purpose of the Capital Assets Policy is to ensure the appropriate definition, recording, and reporting of capital assets in compliance with statutes, grants, and accounting standards.

The College is recommending an amendment to the policy to list leases as capital assets. Effective for Fiscal Year 2022, the Governmental Accounting Standards Board (GASB) promulgated a new accounting standard requiring qualifying leases to be capitalized, or treated as capital assets for purposes of the standard.

The College is also recommending new, revised policy language related to the ownership transfer of the artwork collection from the Oakton Educational Foundation to the College as of June 30, 2022. Artwork that meets certain criteria is not required to be capitalized, per GASB Statement No. 34, paragraph 27. The new language explains that the College meets all of the applicable requirements and, therefore, the College's Artwork Collection shall not be capitalized nor recorded in the College's financial statements.

EC:aw
12/2022

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board policy 3022, attached hereto, with action to take place at the next regularly scheduled Board meeting."

Deleted Text = ~~strikeout~~
New Text = ***Bold italics***

Policy No. 3022
(Previously 3440)
9/9/75
Revised 8/18/98
Renumbered 7/1/01
Revised 12/16/08
Revised 4/17/12
Revised 2/17/15
Revised 1/17/23
1 of 4

BUSINESS

Capital Assets

The Vice President for Administrative Affairs shall be responsible for the appropriate recording and reporting of all capital assets ensuring compliance with all statutes, grants and Governmental Accounting Standards Board (GASB) Statement No. 34 and generally accepted accounting principles (GAAP) when preparing the Basic Financial Statements.

Capital assets include land/site, site improvements, buildings, building improvements, equipment (vehicles, machinery, and instructional equipment), ~~and~~ intangible assets such as internally developed or externally purchased software, ***and leases qualifying under GASB Statement No. 87***. Purchased capital assets will be reported at historical costs, which includes the amount paid for the asset as well as all cost associated with placing the asset in service. This may include engineering fees, architectural fees, site preparation, freight, etc. Historical costs will also include the cost of any subsequent additions or improvements if the cost either enhances the asset's functionality (effectiveness or efficiency), or it extends the capital asset's expected useful life. The cost of repairs is excluded.

Land/Site

The total asset value for land shall include the acquisition cost and all cost to prepare the land for its intended use, such as excavating, leveling, grading, drainage, landscaping, etc. The cost of the land shall include all associated costs, such as legal fees, title searches and any other closing costs.

Site Improvements

Site improvements are the depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples of site improvements include, but are not limited to, temporary structures, roads, sidewalks, parking lots, drainage systems, water and sewer system, fencing, lighting (e.g. lights in parking lots, lights along walkways), tunnels that connect buildings, as well as gas or electricity lines.

Buildings

The total asset value for buildings shall be the total cost of acquisition or construction. This will include all labor, material, professional services to construct the building as well as any indirect costs incurred during construction.

Building Improvements

Capitalization of building improvements shall include costs that are above the capitalization threshold and extend the useful life or, increase the capacity or, increase the efficiency or adapt to a new use of the building.

Equipment

The asset value of the equipment will be determined by the acquisition cost of the equipment plus any additional costs such as freight, insurance, preparation charges and any other charges associated with placing the asset in service. Equipment assets are typically moveable, non-consumable property. Equipment could include vehicles, instructional equipment, furniture and fixtures, office equipment, computers, etc.

Software Purchased or Internally Developed

Capitalizable costs will include the cost for materials and services in developing or purchasing software and interest cost incurred during development. Software upgrades or enhancements should be capitalized only to the extent they increase the functionality of the product.

Leases Qualifying Under GASB Statement No. 87

Leases qualifying under GASB Statement No. 87 shall be capitalized over the shorter of the lease term or the useful life of the asset. An evaluation of all current leases and contracts shall be conducted each year to determine if they meet the definition of a qualifying lease. Qualifying leases will be recorded as intangible right-to-use assets and an offsetting lease liability.

Capitalization Threshold

The College's capital assets are assets with individual unit costs of \$10,000 or more and an estimated useful life of at least four years. Assets placed in service prior to fiscal year 2009 will use an accelerated useful life for depreciation and depreciation will begin in the month the capital asset is placed in service. Assets placed in service after fiscal year 2008 will be depreciated on a straight line bases with a half year depreciation recorded in the year the capital asset is placed in service. The following table provides the guidelines used in determining how a purchase is handled for accounting, tracking and depreciation purposes:

Unit Value	Expense or Capital Asset	Depreciation
< \$10,000	Expense	Not depreciated
\$10,000	Capital Asset	Depreciated

Capital Asset categories and depreciable (estimated useful) lives are as follows:

CATEGORY	Depreciable (Useful) Life Pre 2009	Depreciable (Useful) Life
Land	Not depreciated	Not depreciated
Land Improvements	6 Years	8 Years
Site Improvements	6 Years	8 Years
Buildings	47 Years	50 Years
Building Improvements	7 Years	Specified number of years, or matches remaining life of building (includes only significant improvements)
Vehicles	8 Years	8 Years
Equipment	8 Years	8 Years
Furniture and Fixtures	7 Years	8 Years
O&M Equipment	8 Years	8 Years
Intangible (>\$100,000)	4 Years	4 Years
Leases (per GASB 87)	Not Applicable	Shorter of lease term or useful life of the asset

Averaging conventions establish when the depreciation period begins and ends. Effective fiscal year 2009, the College elected to take a half year's depreciation in the year the property is placed in service, a full year's depreciation in each of the full years, and a half year of depreciation in the final year of the property's depreciable life.

Salvage value is the estimated fair value of a capital asset remaining at the end of its estimated useful life. All assets will be given a zero salvage value given the related costs of disposal.

Library books, for asset and depreciation purposes, will be expensed, as allowed by GASB **Statement No. 34**. **Leases will be capitalized in accordance with GASB Statement No. 87.** ~~All capital leases, regardless of dollar value, must be capitalized.~~

Donated Assets will be valued at the acquisition value when donated. This may exclude certain museum items and /or teaching items such as motor vehicles and equipment when the time is on loan to the College and ownership of the asset is not transferred.

Artwork Collection

GASB Statement No. 34, paragraph 27 notes that governments are not required to capitalize a collection (and all additions to that collection) whether donated or purchased that meets all of the following conditions:

The collection is:

- a. Held for public exhibition, education, or research in furtherance of public service, rather than financial gain***
- b. Protected, kept unencumbered, cared for, and preserved***
- c. Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.***

The College meets all of the applicable requirements and, therefore, the College's Artwork Collection shall not be capitalized nor recorded in the College's financial statements.

The ***Controller*** ~~Director of Business Services~~ shall be responsible for an annual physical inventory of all capital assets.