

**The 775th Meeting
of
The Board of Trustees
March 15, 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

**ILLINOIS PUBLIC
COMMUNITY COLLEGE
DISTRICT 535**

**THE 775TH MEETING
OF
THE BOARD OF TRUSTEES
MARCH 15, 2022**



**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 February 15, 2022
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiating matters; and 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 March 15, 2022. Individuals will have the option to address the Board via Zoom or in person.

Citizens, faculty and staff may attend the meeting remotely via Zoom conferencing:

To join via tablet or computer: <https://oakton.zoom.us/j/99361297591>

To join via telephone: 312-626-6799

Meeting ID: 993 6129 7591

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of minutes of the February 15, 2022 meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ICCTA Liaison Report

Master Plan Steering Committee Report

College Brand Refresh Team Report

Student Trustee Report

Student Spotlight

Comments by the Chair

Trustee Comments

Report: Oakton College Master Plan Update

Public Participation

NEW BUSINESS

CONSENT AGENDA

3/22-1

V a. Approval of Adoption of Consent Agenda

R b. Approval of Consent Agenda Items 3/22-2 through 3/22-7

3/22-2 Ratification of Payment of Bills for February 2022

3/22-3 Acceptance of Treasurer's Report for February 2022

3/22-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

3/22-5 Supplemental Authorization to Pay Professional Personnel – Spring 2022

- 3/22-6 Acceptance of Clinical Practice Agreements
- 3/22-7 Approval of Intergovernmental Agreements with High School District Partners

OTHER ITEMS

- R 3/22-8 Authorization to Approve March Purchases:
- a. Engineering Services for Courtyard Renovations
 - b. Custodial Services – Two-Year Contract
 - c. Owner’s Representative Services
 - d. Educational Foundation Software Renewal – Three-Year Contract
 - e. Sterilizer for Sterile Processing Technician Certificate
 - f. Ratification for Additional Travel Expenses to Africa
- 3/22-9 Preview and Initial Discussion of Upcoming Purchases
- V 3/22-10 Acceptance of a Faculty Retirement
- R 3/22-11 Approval of Academic Calendar for 2024
- R 3/22-12 Approval of Policy Revision
- R 3/22-13 Authorization to Amend the Name of the Emory Williams Academy
- V 3/22-14 Acceptance of Arts Midwest – American Rescue Plan Grant

ADJOURNMENT



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

The 774th meeting of the Board of Trustees of Community College District 535 was conducted on February 15, 2022 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

At 5:16 p.m. in room 1275, Chair Martha Burns called the meeting to order.

Trustee Kotowski called the roll:

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

Chair Burns asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiating matters; and litigation.

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

Trustee Kotowski called the roll:

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

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

At 6:12 p.m., Chair Burns asked for a motion to adjourn the closed session meeting. Student Trustee Patel made the motion, which was seconded by Trustee Salzberg. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Burns called the regular meeting of the Board of Trustees to order at 6:23 p.m. in room 1506.

Trustee Kotowski called the roll:

Ms. Burns	Chair	Present
Ms. Toussaint	Vice Chair	Present
Mr. Kotowski	Secretary	Present

Dr. Bush		Present
Mr. Salzberg		Present
Mr. Stafford		Present
Dr. Yanow		Present
Mr. Patel	Student Trustee	Present

Also present in room 1506 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Mr. Edwin Chandrasekar, Vice President for Administrative Affairs; Dr. Colette Hands, CHRO; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Dr. Suzanne Ziegenhorn, Full-Time Faculty Association President; Ms. Beatriz Sparks, Special Assistant to the Board of Trustees; Mr. Philip Cronin, Senior Media Services Technician; Dr. Donovan Braud, Chair/Professor of English; Ms. Danielle Terry; Student Halima Hurana; and Student Edward Byrd.

Pledge of Allegiance – Chair Burns asked Student Trustee Patel to lead the pledge.

Approval of Minutes

Chair Burns asked for a motion for the approval of the minutes of the January 18, 2022 meeting of the Board of Trustees. Trustee Kotowski made the motion which was seconded by Student Trustee Patel. A voice vote was called and the minutes were unanimously approved.

At this point, Chair Burns indicated that Trustee Kotowski would be chairing the meeting. Trustee Stafford acted as recording secretary.

Statement by the President

President Smith welcomed everyone to the newly renovated Boardroom, and said she looking forward to the day when the community will be able to attend meetings in person. She also welcomed union leaders who were present in the room and via Zoom.

Condolences

- To Ms. Monique Hudson, ECE Site Coordinator, on the passing of her grandmother Wilna “Delores” Fuller on January 24 at the age of 91.
- To Dr. Paul Gulezian, Professor of Biology, on the passing of his grandmother Dorothy on January 30 at the age of 95.
- To Ms. Murneka Davis, Senior Human Resources Manager, on the passing of her stepfather Leon Harris on January 31 at the age of 68.

Congratulations

- Recognizing the impactful work Oakton is leading to increase racial justice and improve equity for Black students, Equity Coordinator for B.L.A.C.K. Student Success Danielle Terry and Black Student Union President Edward Byrd accepted a Black History Month proclamation from Des Plaines Mayor Andrew Goczkowski at the City Council meeting on Feb. 7.
- Vice President for Student Affairs, Dr. Karl Brooks was selected as a Phi Theta Kappa Distinguished College Administrator. To receive this prestigious award, college administrators are nominated by their Phi Theta Kappa chapter and are selected in recognition for their outstanding support of student success. Dr. Brooks worked to mentor and develop student leaders in completely unfamiliar circumstances. Racial and political unrest, and a global pandemic made 2021 one of the most challenging years in recent history—one that he worked exceptionally hard to overcome. His nomination is evidence of the gratitude Oakton’s PTK students feel for supporting them and students like them—even during the most difficult times. Dr. Brooks will be recognized at the PTK conference in Denver.

- Oakton's Nursing program graduates pass rate for the IL NCLEX-RN Exam is 93% (National is 82% / State is 82%).

Happenings

- In celebration of Black History Month, the Koehnline Museum of Art presents a selection of works drawn from its permanent collection, featuring works produced by African American artists and works that depict African American topics. The exhibition introduces Chicago artists such as Margaret Burroughs, Richard Hunt, Eugene "Eda" Wade, Egon Weiner, Gregory Orloff, Joyce Owens and Judith Roth. It also includes post-Civil War images by Frances Palmer and Walter Richards, and several African American movie posters from the 1930's and 1940's, all reflect the struggle of African American for civil rights.
- There are a number of Black History Month Events taking place virtually and in-person coordinated by the Office of Student Life and Campus Inclusion.

Educational Foundation Liaison Report

Support for the Education Foundation continues to grow with recent notable gifts including:

- A \$1,000 gift from Board member Natasha Richards and her husband Brad to support the Oakton Annual Fund.
- A \$2,500 gift from retiree Dr. Jane Wilson and her husband Jeremy to support the Oakton Annual Fund.
- A \$1,000 gift from Mark and Anne Warnsman to support the English as a Second Language Program.

The annual Employee Giving Campaign, called "Inspire the Future" is still underway with 67 employees participating to date. The campaign will end in March.

The Foundation's Innovation and Excellence Grants program application period remains open through mid-March.

Evanston resident and business owner Kathy Lichtenstein has joined the Foundation Board as a new Director for a 3 year term.

The Foundation Board will meet on Friday, Feb. 18 for an educational and planning retreat and will hold their next quarterly meeting on March 2.

ACCT Report

Trustee Yanow shared that she attended the ACCT Legislative Summit in Washington, DC with President Smith, Trustee Benjamin Salzberg, and Steve Butera (Sr. Manager of Media Relations). They had a chance to meet with Representatives Jan Schakowsky and Brad Schneider, and Senators Dick Durbin and Tammy Duckworth. They advocated for the federal priorities identified by ACCT which included increasing Pell, short-term Pell, support for Dreamers, and competitive TRIO Upward Bound. Trustee Yanow shared that they had the opportunity to listen to First Lady Jill Biden who is very supportive of community colleges.

Trustee Salzberg indicated that one of the guest speakers is the president of the National Student Clearinghouse, Mr. Rick Torres who shared the research they are doing on community colleges, and the different trends related to the number of resignations in the job market. The research focuses on adults who are going back to school to obtain certificates, and how colleges are partnering with the market place. Trustee Salzberg also mentioned Secretary of Labor, Marty Walsh who talked about the connection between community colleges and the industry. Trustee Salzberg said that the summit was very useful for colleges to improve their relationship with ACCT.

ICCTA Liaison Report

The ICCTA Board of Representatives Meeting was held on February 7, 2022 in Washington DC at the ACCT Legislative Summit and also on Zoom.

The meeting opened with a presentation of the 2022 Michael S. Monaghan Meritorious Service Award to J. Noah Brown, past executive director of ACCT.

With no Springfield Lobbying Day planned for Spring 2022, Executive Director Jim Reed emphasized “back home lobbying” through regional meetings, and encouraged advocacy for each college with their representatives some of whom are new to their districts with the recent redistricting.

There were a few bylaws amendments including the establishment of the Gregg Chadwick Student Service Scholarship.

Lobbyist Jessica Nardulli listed a few house bills to watch but noted that most were not legislative matters but rather appropriate for the collective bargaining process. She stated that this tends to occur in election years.

Josh Bullock of the ICCCP reported on a cybersecurity seminar at the presidents’ retreat. ICCB Executive Director Brian Durham optimistically noted the positive budget message from the governor’s proposal that included \$122 Million in MAP funds reflective of short term credentialing and \$25 Million for the Health Care Path Work Force Grant. He concluded with a message on the mask mandate advising colleges to ‘stay the course’.

Moraine Valley Community College is partnering with Cook County to pilot an ‘Election Technicians’ non-credit (initially) program to train poll judges in nonpartisan, cybersecurity, and related matters. The county is offering a stipend to students. The average age of poll judges statewide is 65, in Cook County it is 72. MVCC is looking for partner colleges for this innovative, social justice pilot. Trustee Bush said she heartily recommends that President Smith contact President Jenkins to gather more information and that possibly Oakton might progress from there as a partner.

Master Plan Steering Committee Report

Trustee Bush shared that she and Trustee Stafford attended the Master Plan Steering Committee meeting on January 24. The committee reviewed the guiding principles of equity and inclusion, and discussed different categories included in the plan. Perkins+Will provided information regarding the automotive technology space in Des Plaines, and presented different scenarios for both campuses. Dr. Jesse Ivory provided feedback regarding offices and classrooms at the Skokie campus. The committee also discussed deferred maintenance and landscape, and did a prioritization exercise where they were able to identify different areas. The top three topics for Des Plaines were the Learning Commons expansion, the development of the TenHoeve corridor, and the Student Success area on the east end of campus. At Skokie, the main topics were the Learning Commons expansion, the Learning Center, and common areas.

Trustee Stafford added that there are different deferred maintenance projects, and the College is working on a financial plan based on the comprehensive analysis of the campus. President Smith added that the Board will receive the full report in March.

College Brand Refresh Team Report

Trustee Kotowski shared that he and Trustee Salzberg attended a meeting on January 27 which was led by Katherine Sawyer and Andrea Lehmacher. The meeting was attended by a group of approximately 20 people including President Smith. The brand refresh transition leadership team has been formed, and it includes a student, and representation from a cross-section of departments and functions. Members will provide input from the stakeholder groups represented, and will act as brand ambassadors as the College launches its updated brand and personality. The team did an overview of the College’s branding guidelines, the state-wide community college branding initiative, and discussed research about District

535 with input from students. The committee was also charged with providing input to the list of physical and digital assets that will incorporate Oakton's logo and seal. Trustee Kotowski indicated that the College is being responsible and measured with this project to avoid the waste of resources (current resources like stationary will be utilized until depleted). ADV Market Research and Consulting will serve as consultants through this initiative. The next meeting will be held in late February or early March.

Trustee Salzberg indicated that the brand refresh campaign will launch in July, and will start with the update of assets. Public launch will be in 2023.

Student Trustee Report

Student Trustee Patel began his report by acknowledging that February is Black History Month, and announced the Black Student Success Program is hosting several events which he encouraged the community to attend. He congratulated Edward Byrd, Danielle Terry and the Black Student Union on the recognition received from the City of Des Plaines for the work they are doing on racial justice. He also congratulated Vice President for Student Affairs, Dr. Karl Brooks on his PTK award, and indicated the Oakton Chapter of PTK will hold a special ceremony.

Mr. Patel shared that he has been nominated by Oakton for the Gigi Campbell Student Trustee Scholarship, and he is waiting to hear back from ICCTA. He attended a meeting of the Illinois Community College Board Student Advisory Committee where he met with student trustees from other colleges from across the state, and he had a chance to share what is being done at Oakton regarding the first weeks of the spring 2022 semester (remote classes, welcome events, etc.). Mr. Patel indicated he also shared the plans for the Trustee Ambassador program for outreach to district high schools. He will be attending a virtual advocacy program in April, and will discuss disability, equity and financial aid. Melvin Harrison from ICCB will work on getting someone from the Illinois Student Assistance Commission to attend the next virtual meeting on March 28-29.

SGA will be holding elections for the 2022-2023 academic year. Packets were made available on February 14, and the candidate application deadline is March 11. Voting will be open March 21 through April 1, and election results will be posted on April 5. Mr. Patel announced that he is planning to run for re-election as student trustee.

Student Spotlight

Halima Haruna is a student in the Nursing program. She was born and raised in Nigeria and being a foreign student in a completely different culture and orientation was a struggle at first. She said that thanks to course advisors, faculty members, and her classmates, things have gotten better.

Halima enrolled in the BNAT program (CNA) because she needed some stability and opportunity to grow. She was looking for a school was affordable and close to home, so Oakton was a good option for her. Halima said that the BNAT faculty were extremely helpful in making her transition into a new system of learning relatively easy and with the program, and she gained an introductory view into what Nursing was. At the end of the CNA certification program, she attended a job fair organized by the Oakton BNAT program faculty at the Skokie campus, and landed a Nurse Assistant job at Lutheran General Hospital. Her time at Lutheran further reinforced her interest in Nursing and she enrolled.

Halima recently joined the Black Student Success program (BSS). She shared it was amazing to see that she wasn't alone, and it was a great relief to also know that the school authority had put in place resources and personnel that could be the light in the dark tunnel. Halima said that being a member of the BSS gives her a feeling of belonging and togetherness that wasn't there before, and becoming a member of the BSS has been one of her most memorable experiences at Oakton. She has also gained insight about the challenges that black students face daily, and how those can be turned into opportunities.

Halima indicated that Professor Margaret Gas's counsel helped build her confidence, and has been that voice in the back of my head reminding me of how I am my own advocate. Ms. Danielle Terry helped

remind her that it was okay to be different, that being different was good if you focus on your target, put your best into everything that you do, and find happiness in it.

Her plan for the future is to enroll in the RN -BSN program after her licensure, get a master's degree and begin a teaching career.

Halima suggested that the school authority could expand on the provision of resources (financial and non-financial) available to non-indigenous and black students alike. She indicated that Oakton is beginning to see a more diversified population of students and therefore needs to be more inclusive. She said that programs like BSS should receive a wider range of support to alleviate the challenges faced daily by foreign and black indigenous students.

Comments by the Chair

Trustee Kotowski indicated this was the 774th meeting of the Board of Trustees in the history of Oakton College, and the first meeting in the renovated boardroom. Mr. Kotowski shared that he is very pleased with the facility, and he hopes the boardroom will be utilized at full capacity soon.

Trustee Comments

Trustee Bush asked Dr. Karl Brooks if he wanted to add a few words regarding PTK. Dr. Brooks acknowledged the work of PTK advisors, and thanked staff in the Office of Student Life and Campus Inclusion for supporting students every day, as well as faculty advisors who have stepped in to support PTK in all of their efforts. Dr. Brooks said he wants to share the recognition with other individuals who have spent a lot of time mentoring our students and supporting their projects, but mostly acknowledge talented students who are affiliated with an organization that supports scholarship.

Trustee Salzberg shared that he experienced some frustration when he wanted to register for a class online. He found the registration process to be cumbersome with orientation and testing hurdles. He thanked President Smith for looking into this issue to make the process more efficient. Mr. Salzberg also encouraged the community to attend the current art exhibition at the Koehnline Museum. He shared that during his trip to Washington, DC for the ACCT Legislative Summit, he had the opportunity to visit the National Museum of African American History and Culture. He described the experience as empowering and overwhelming, and shared a quote by President Barack Obama: *"Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. We are the change that we seek."*

Student Trustee Patel took a moment to acknowledge the hard work and dedication that has been put into renovating the boardroom, and the work of Trustee Toussaint on planting the seeds for the Trustee Ambassador program with district high schools.

Trustee Toussaint shared that the Trustee Ambassador program's focus is to increase enrollment and, while the Strategic Plan is being developed, to figure out how Oakton can recruit and make students stay. The plan is to send emails with some questions to the board presidents of different high school districts within 535, and trustees will follow up with calls and meetings to learn how Oakton can best serve them.

Report: Equity Projects at Oakton – Advancing Racial Justice in Student Learning and Success, and Center for Organizing Minority Programs to Advance Student Success (COMPASS)

Presenters: Dr. Donovan Braud, Chair/Professor of English, Ms. Martinique Hallerduff, Associate Professor of Library, and Ms. Dear Aunaetitrakul, Sr. Manager of AANAPISI/COMPASS.

Advancing Racial and Justice in Student Success Learning (ARJSLS)

The ARJSLS committee was charged to lead curriculum design, and supporting academic departments in designing strategies that improve student success outcomes. The Student Success Team establishes the

need for a new committee focused on racial equity in the classroom and student success. The ARJSLS co-chairs developed the recruitment process, and developed the charter for the project.

ARJSLS communicates and makes recommendations based on evidence-based findings related to the racial equity education debt owed to current, former, and future students; facilitates communication and efforts between groups, departments and individuals whose work at Oakton can address racial equity education debt including areas concerned with racial equity/justice, diversity, placement, curriculum, student learning and pedagogy; and advocates (to faculty, deans, admin., etc.) for specific changes to processes, curriculum, and structures to address issues of racial injustice related to student success and the necessary funds to accomplish our goals.

ARJSLS works to remedy Oakton's educational debt (often conceptualized as "equity gaps") for Black, Native American / Indigenous, Latina/o/x, Asian, and Pacific Islander students. They lead through curriculum redesign and supporting academic departments in designing strategies that improve student success outcomes. They recognize that the educational debt owed to these students is caused by the long history of structural racism in which Oakton exists. The team is accountable to Oakton's communities of color.

Generic Syllabus Racial Equity Project

The project seeks to revise the parts of the syllabus common to all classes using a racial equity and anti-racist lens in order to improve the experience and success of Oakton's Black and Latino/a/x students. A generic syllabus is the "master syllabus" for each course that instructors customize for their sections. Some elements can't be changed and are common across all disciplines. The Generic Syllabus is used in each department and is used to make the class syllabus for each section, and has a big impact because it reaches every student in every class. These will be revised through an equity lens.

Center for Organizing Minority Programs to Advance Student Success (COMPASS)

Ms. Dear Aunaetitrakul provided an overview of the history of exclusion experienced by Asian / Pacific Islander communities in the U.S. The moral minority myth assumes that all Asian American students and Pacific Islander students are the same, and that they are not ethnic/racial minorities. AAPI students have been pushed out of conversations on diversity, equity, and student success and support. Asian communities have been excluded throughout history in the U.S., starting with the Chinese Exclusion Act which prohibited Chinese immigrant workers from entering the country, and the Page Act of 1875 which prohibited Asian women from migrating to the U.S. because they were seen as a threat to the institution of marriage. Despite the challenges, there have been many leaders in the AAPI community who have run for office, and advocated for change which led to the road to recognition of the AANAPISI designation.

The AANAPISI was created in 2007 which makes it the newest federal designation of the Minority Serving Institutions (MSI) program. Oakton is the first community college in the state of Illinois to receive AANAPISI funds, making the College 1 of 38 colleges and universities in the country. In 2021 received only 1% of all the appropriations for MSIs went toward AANAPISI.

- Despite the small amount of appropriations, 3 out of 4 low-income Asian students in the U.S. attend an AANAPISI.
- AANAPISIs enroll 40% of Asian American and Pacific Islander (AAPI) college students nationally even though AANAPISIs only make up 6% of colleges and universities in the U.S.
- AANAPISI federal programs have benefited all students at each AANAPISI institution regardless of background.

AANAPISI matters to Oakton because the Chicago metropolitan area has the fifth largest Asian American population in the nation, and the largest in the Midwest. A significant number of Asian Americans are living in Oakton's district (Skokie and Evanston), and we will continue to see the raise of AAPI moving up north as the cost of living in Chicago is getting more expensive. The moral minority myth assumes that AAPI are more financially successfully than other ethnic minority groups, which perpetuates internal

racism within the community. In Evanston, 1 in 3 Asian Americans are living below the poverty line. A lot of schools still don't see AAPI as underrepresented minorities. Oakton must strive to be a leader for equity, and should include the voice of Asian Americans. The AANAPISI designation gives Oakton the opportunity to showcase what it means to be a MSI by expanding capacity to serve AAPIs and low income students.

There are six initiatives under the grant:

- **Academic Advising** - Improving AAPI students' career and educational goal through culturally relevant academic advising strategies
- **Women of Color in Computer Science** - Code Elevate & Women in Tech Programs
- **Dual Credit + Persistence Project** - Evidence-based student engagement in high schools
- **Silk Road Endowment Fund** - Supporting AANAPISI students facing financial barriers
- **Faculty Development** - Faculty leadership development to increase engagement among instructors and AANAPISI students
- **Project Inform** - Systematically collecting ethnic subgroup data on AANAPISI students & Establishing framework for AAPI student support and services

2021 Highlights:

- Awarded \$1,000 scholarships to 5 Asian American students with the Silk Road Endowment Fund
- Piloted coding program targeting high school girls
- Completed board-approved study to better understand drivers and barriers for AAPI students to choose a community college education
- Conducted community outreach and presentations
- Launched AAPIs @ Oakton Podcast

Trustee Burns thanked Ms. Aunaetitrakul for the insight she provided about the Asian American community. She said that being Black in the U.S. is very challenging, and she admitted this was the first time that she heard an Asian person speak clearly about being left out of the conversation. Trustee Burns shared part of her experience with Asian people when she attended Loyola University, and she added that the AANAPISI presentation challenged her perceptions because she always considered Asians to be white people. Trustee Burns expressed her gratitude for the education the presentation provided because she is aware of existing tensions between Asian and Black people in her community.

Trustee Yanow thanked the presenters for providing the kind of report the Board asked for regarding specific work on equity. She said this helps her focus on what Oakton is doing and how goals are accomplished. She also indicated that she liked the work on generic syllabi, and would love to see the racial equity guidelines that are used to design them. She asked about the length of the process, and Dr. Braud responded that some elements are common to all generic syllabi, and indicated that trustees will receive a copy of this materials in their packet. While learning outcomes are different for each course, other items in the syllabi are being reconsidered given how different groups have been policed in order to smooth them out without having to go through the process of approving a new master syllabus for every class. The goal is to modify the syllabi in a way that is least intrusive for the work of the chairs and instructors.

Trustee Yanow continued her comments by adding that the College community needs to hear more from people like Ms. Aunaetitrakul to institutionalize the COMPASS initiative. Ms. Aunaetitrakul indicated that COMPASS is trying to establish a framework on how to support Asian American students, and they will have the first AAPI Graduation celebration on April 27, and on May 5, COMPASS will host an Asian Night Market with food vendors and local performances to celebrate the AAPI heritage month.

Trustee Bush referred to the plagiarism part of the syllabus which comes from the student handbook. If this part gets changed in the syllabi, it should be reflected in the handbook. President Smith indicated there is a Board policy related to plagiarism and academic integrity. Dr. Donovan added that plagiarism

information can be presented along with information about time management and wrap-around services available to students that could help students avoid cheating and plagiarism. It would not necessarily change the language of the Academic Conduct statement, but add to it. Any change in policy would require Board approval. Trustee Bush suggested that the Anti-Racism Team considers adding the Anti-Racism Statement to the syllabi.

Trustee Toussaint applauded these initiatives, and echoed Trustee Burns's words related to her experience with Asian Americans, and indicated that programs can go beyond the academic side to help Asian and Black students work together socially. Ms. Aunaetitrakul indicated that she is open to ideas about solidarity work.

Public Participation

Ms. Tracy Fulce, Chair/Distinguished Professor of Business and Professional Services – She is a member of the Second Baptist Church of Evanston who is incredibly proud that the Academy for Black Men will be renamed in honor of Emory Williams. Ms. Fulce indicated that Mr. Williams work as a trustee at Oakton, a high school educator, and a member of the community touched many lives, and added that thanks to Mr. Williams she found her life's work and a deeper sense of her own purpose. She shared that Mr. Williams encouraged her to stay at Oakton despite what felt like an unsurmountable tide of racism. Ms. Fulce also acknowledged Dr. Keenan Andrews whose tenure was up for approval during this meeting, and whose work is a testament to the legacy of Mr. Emory Williams.

Written Statement from Rev. Dr. Michael Nabors:

"On behalf of the Ministers, Officers and Members of Second Baptist Church of Evanston, we want to offer a word of congratulations and thanks to the Oakton Community College. We learned that OCC will be honoring one of our former members by naming the newly founded Academy for Black Men after Emory Williams.

Emory Williams was a long time member and Trustee at our one hundred and forty year old church. During his time with us, Trustee Williams proved himself invaluable as a sterling administrator, dedicated volunteer, capable organizer and as an educator. Trustee Williams also spent most of his teaching career at Evanston Township High School, where he taught more than a generation of students, and kept an eye on those who attended Second Baptist.

When I arrived at Second Baptist in 2015, Trustee Williams was officially retired from teaching. However, he never stopped being an educator. He was well liked for his incredible kindness and character as a consummate gentleman. He was well respected because of the power of his voice and his ability to articulate his ideas and opinions to others. In addition, Trustee Williams played a pivotal role in helping our church focus on work beyond its walls, served as a member of the Evanston/North Shore NAACP, and worked with institutions like Oakton Community College where he was a long time board member.

On behalf of the nearly 1,000 members of Second Baptist Church, the nearly 4,000 students at Evanston Township High School and the Evanston Black community, in which Emory Williams played such a major role, we want to salute President Joianne L. Smith, members of the Trustee Board of Oakton Community College, faculty, staff and students. Your choice to name the Academy for Black Men after Emory Williams, speaks volumes to us all."

Additional Comments

Trustee Burns addressed Vice President for Administrative Affairs, Mr. Edwin Chandrasekar and asked for an update about the Evanston Local Marketplace. Mr. Chandrasekar said that he and CIO Prashant Shinde met with the ELM team to understand more about the technology platform integration with Ellucian Banner. They recognized that an integration between the ELM platform and Ellucian Banner is not feasible because the platform is a completely new technology, and an integration could result in a

significant amount of resources being consumed by the IT team which would take away from current high priority projects, some of which are mission-critical. The ELM recommended an alternative solution to utilize the ELM as a standalone platform, but it would also require a significant amount of work to determine the products and services that could be procured through it, and the purchase requisitions could not be integrated into Banner. The College is currently facing a staffing challenge with more than 40 positions currently posted; the purchasing department was impacted by the wave of resignations, and a new purchasing manager has not been hired. This manager would be a key element into looking at the standalone platform to determine which internal processes would need to be modified. The College is not ready to move forward at the moment, but ELM suggested that the College contacts one of their existing clients to learn about alternatives and processes. Mr. Chandrasekar and Mr. Shinde will schedule a call with a representative from Northwestern University.

Trustee Burns also referred to a previous discussion about purchasing practices at Oakton, and requested an update regarding projects to implement changes. She asked the Board to start think about companies and firms that provide services to Oakton to discuss a policy that would put an end date to certain contracts to give the opportunity to other firms to provide these services. Mr. Chandrasekar indicated that the purchasing office is still searching for a manager, and the implementation of new purchasing practices is a resource constraint at the moment due to the fact that it would involve community education with all college employees who are involved in the process. Once a purchasing manager is hired, the College will be able to start this process, and discuss limits to professional services terms. Mr. Chandrasekar added that with the QBS process it is not necessary to set term limits, and the policy can be expanded to encourage more supplier diversity and add more QBS firms. In this month's agenda, there is a purchase preview for the selection of QBS architects in response to a Board member's comments. Cotter Consulting will work with the College to identify, interview and make recommendations for new architects to join Oakton's portfolio through a Request for Qualifications (RFQ) process. One of the priorities in the RFQ will be local, in-district architects.

NEW BUSINESS

2/22-1a Approval of Consent Agenda

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

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

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

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

2/22-2 Ratification of Payment of Bills for January 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 \$4,504,699.90 for all check amounts as listed and for all purposes as appearing on a report dated January 2022."

2/22-3 Acceptance of Treasurer's Report for January 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 January 2022."

2/22-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$3,393.00 for all funds listed in item a.”

2/22-5 Ratification of Payment of Professional Personnel – Spring 2022

“Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the Spring semester 2022; the total payment amounting to \$2,577,513.80.”

“Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the Spring semester 2022; the total payment amounting to \$463,909.88.”

2/22-6 Acceptance of Clinical Practice Agreements

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

Basic Nursing Assistant Training and Nursing:
Warren Barr Lieberman

Health Information Technology:
Streamwood Behavioral Healthcare System

Physical Therapist Assistant:
Cook County Health

Early Childhood Education:
Swift Child Care Early Childhood Center.”

2/22-7 Approval of Intergovernmental Agreements with High School District Partners

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of Intergovernmental Agreements for Longitudinal Data Sharing and Analysis between Oakton Community College and Evanston Township High School District 202, and between Oakton Community College and Maine Township High School District 207.”

Student Trustee Patel seconded the motion.

Trustee Bush asked that future cooperative agreement items provide the site location.

Trustee Stafford called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

2/22-8 Authorization to Approve January Purchases

Trustee Stafford 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>
2/22-8a	1	Cloud-Based Video on Demand – 3-Year Renewal	ShareStream, Inc. Reston, VA	\$67,800.00
2/22-8b	1	Consulting Services for Human Resources	GOVTEMPS, LLC. Northbrook, IL	\$35,000.00
2/22-8c	1	Computer Servers/Iaas (Infrastructure as a Service)	CDW-G, LLC Vernon Hills, IL	\$153,652.26
GRAND TOTAL:				\$256,452.26.”

Trustee Burns seconded the motion. Trustee Stafford called the roll:

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

The motion carried. Student Trustee Patel favored the resolution.

2/22-9 Preview and Initial Discussion of Upcoming Purchases

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

- a) Des Plaines Campus Pedestrian/Bicycle Pathway
- b) Engineering Services for Renovation of Des Plaines Courtyards
- c) Owner’s Representative Services
- d) Educational Foundation Blackbaud Software Renewal
- e) Certified Athletic Training Services – 3-Year Contract

Trustee Bush asked to see a rendering of layouts for the courtyards before approval. Mr. Chandrasekar indicated that configurations and layouts are being discussed by a committee, and architects will provide these renderings.

2/22-10 Approval to Hire Assistant Controller

Trustee Burns offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Mr. David Hittenmiller as Assistant Financial Controller effective February 28, 2022 at an annual salary of \$125,000. That salary will be prorated for the period of February 28, 2022 through June 30, 2022.”

Trustee Bush seconded the motion. Trustee Stafford called the roll.

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

The motion carried. Student Trustee Patel favored the resolution.

2/22-11 Approval of Award of Tenure

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2022 semester, to the following faculty:

Jeffrey Cabay	Instructor of Engineering
Jessica Pinedo	Assistant Professor of English/ESL
Ji-Hyae Park	Associate Professor of English
Keenan Andrews	Associate Professor of Business
Martinique Hallerduff	Associate Professor of Library
Nefize Fejza	Instructor of Nursing
Patrick O’Donnell	Assistant Professor of Philosophy
Teresa Kirwan	Instructor of Nursing
Valeria Benson-Lira	Assistant Professor of EAS/GEG.”

Trustee Bush seconded the motion. Trustee Stafford called the roll.

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

The motion carried. Student Trustee Patel favored the resolution.

2/22-12 Acceptance of a Faculty Retirement

Trustee Toussaint offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Lawrence Penar.”

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

2/22-13 First Read of Policy

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board policy 3003, attached hereto, with action to take place at the next regularly scheduled Board meeting.”

Trustee Bush asked for the previous policy number to be added to the record.

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

2/22-14

Approval of Adoption of Anti-Racism Statement

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the adoption of the following Anti-Racism Statement: Oakton is an anti-racist, inclusive, transparent institution; invested in and accountable to the communities we serve. We are committed to transforming all curricula, policies, structures and practices to dismantle and eliminate racism and other forms of oppression so all members of our community thrive. Through reflection, empowerment, and accountability to anti-racist people of color, we model the socially just and equitable transformation that we want to see in the world.”

Trustee Salzberg seconded the motion. Trustee Stafford called the roll.

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

The motion carried. Student Trustee Patel favored the resolution.

2/22-15

Authorization to Name the Oakton Academy for Black Men after Former Trustee Emory Williams

Trustee Salzberg offered: “Be it resolved that in recognition and appreciation for former Trustee Emory Williams’ advocacy for educational opportunities for Black Men, and consistent with Board Policy 1024, that the Oakton Academy for Black Men be named The Emory Williams Academy.”

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

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

The motion carried. Student Trustee Patel favored the resolution.

2/22-16

Acceptance of Illinois Community College Board – Workforce Equity Initiative (WEI) Program Grant

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 accept \$768,379.44 from the Illinois Community College Board (ICCB) to support activities, programs, and projects related to the Workforce Equity Initiative (WEI) grant at Oakton Community College.”

Trustee Bush requested clarification regarding zip codes in Evanston. Information will be provided by Marc Battista in the Board packet.

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

Adjournment

Trustee Kotowski announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, March 15, 2022 at the Des Plaines Campus.

Trustee Salzberg made a motion to adjourn the meeting, which was seconded by Student Trustee Patel. A voice vote was called and the meeting was adjourned at 8:44 p.m.

Martha Burns, Board Chair

Paul Kotowski, Board Secretary

Minutes recorded by:
Beatriz Sparks
2/2022

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 3/22-2 through 3/22-7

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 3/22-2 through 3/22-7 as listed in the Consent Agenda:

- 3/22-2 Ratification of Payment of Bills for February 2022
- 3/22-3 Acceptance of Treasurer’s Report for February 2022
- 3/22-4 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 3/22-5 Supplemental Authorization to Pay Professional Personnel – Spring 2022
- 3/22-6 Acceptance of Clinical Practice Agreements
- 3/22-7 Approval of Intergovernmental Agreements with High School District Partners.”

Ratification of Payment of Bills for February 2022

The check register detailing the regular monthly bills for February 2022 was sent out on March 11, 2022. The totals by fund are on page 2. This includes approval of travel reimbursements for February 2022.

Board Chair

Board Secretary

EC:mw
3/2022

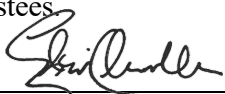
President's Recommendation:

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 \$5,760,080.80 for all check amounts as listed and for all purposes as appearing on a report dated February 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 February 2022, represented by checks on pages 1-62 numbered !0001192 - !0001280, 155340 – 155363, 155365 – 155418, 155420 – 155746 and 155748 - 155749 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	\$ 3,261,585.22	\$ 700,153.67	\$ 3,961,738.89	\$ -	\$ 3,961,738.89
Operations, Building and Maintenance Fund	\$ 320,112.39	\$ 145,441.94	\$ 465,554.33	\$ (500.00)	\$ 465,054.33
Maintenance Fund (Restricted)	\$ -	\$ 812,623.81	\$ 812,623.81	\$ (241,548.00)	\$ 571,075.81
Bond & Interest	\$ -	-	-	\$ -	-
Auxiliary Enterprise	\$ 201,315.73	\$ 72,317.03	\$ 273,632.76	\$ (249.00)	\$ 273,383.76
Restricted purposes	\$ 166,064.76	\$ 59,180.54	\$ 225,245.30	\$ -	\$ 225,245.30
Trust/Agency	\$ -	\$ 18,695.10	\$ 18,695.10	\$ -	\$ 18,695.10
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Liability, Protection & Settlement	\$ -	\$ 142.00	\$ 142.00	\$ -	\$ 142.00
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan					
TOTALS	\$ 3,949,078.10	\$ 1,808,554.09	\$ 5,757,632.19	\$ (242,297.00)	\$ 5,515,335.19
Student Government	\$ -	\$ 2,448.61	\$ 2,448.61	\$ -	\$ 2,448.61
TOTAL PER REPORT	\$ 3,949,078.10	\$ 1,811,002.70	\$ 5,760,080.80	\$ (242,297.00)	\$ 5,517,783.80

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 1-62 numbered 155364, 155419 and 155747 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$2,448.61 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated February 2022.

Student Government Association

Acceptance of Treasurer's Report for February 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

3/2022

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 February 2022."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER’S REPORT

February 2022

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

Treasurer's Comments on February 2022 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$9.2 million in property taxes, \$900,000 in tuition and fees, \$280,000 in state base operating grants, \$200,000 for the ICCB Innovative Bridge Transitions Grant, \$110,000 in adult ed. grants, and \$59,000 in interest earnings.

Net cash and investments increased by \$4.4 million from the previous month as expected.

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

Revenues

At the end of February, revenues were \$67.0 million or 104% of the prorated budget, compared to \$61.9 million, or 99% for the previous year. Actual revenues are higher than the prorated budget because the College received a larger share of Coronavirus institutional funds in the first half of the fiscal year than will be realized in the second half of the fiscal year. Additionally, state revenue and replacement tax collections were higher than the prorated budget. Tuition and fees totaled \$19.7 million year to date, or 91% of the prorated budget. Last year, tuition and fees totaled \$22.2 million or 95% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$44.3 million. The operating expenditures are \$0.3 million (0.7%) above prior year's actual expenditures of \$44.0 million for the same period. Net transfers total \$5.3 million as budgeted.

**OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
February 28, 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	\$ 5,495	\$ 1,674	\$ 1,137	\$ 1,254	\$ -	\$ 700	\$ -	\$ 1,313	\$ 2,191	\$ 13,764
Taxes Receivable	41,952	6,731	-	3,192	-	-	-	51	-	51,926
Student Tuition Receivable	6,052	-	-	-	-	787	-	-	-	6,839
Government Funds Receivable	394	-	-	-	-	439	-	-	-	833
Accrued Interest	41	8	9	2	-	10	-	-	8	78
Other Receivables	92	-	-	-	-	127	-	-	-	219
Investments										
Short-term	65,133	8,118	11,087	-	-	2,451	-	168	20,033	106,990
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepays	367	-	-	-	49	339	-	-	-	755
Total Current Assets	127,932	19,680	16,286	4,448	49	19,729	-	1,660	29,799	219,583
Net Investment in Plant	-	-	-	-	-	-	109,106	-	-	109,106
Total Assets	<u>\$ 127,932</u>	<u>\$ 19,680</u>	<u>\$ 16,286</u>	<u>\$ 4,448</u>	<u>\$ 49</u>	<u>\$ 19,729</u>	<u>\$ 109,106</u>	<u>\$ 1,660</u>	<u>\$ 29,799</u>	<u>\$ 328,689</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	2,062	2,062
Total Assets and Deferred Outflows of Resources	<u>\$ 127,932</u>	<u>\$ 19,680</u>	<u>\$ 16,286</u>	<u>\$ 4,448</u>	<u>\$ 49</u>	<u>\$ 19,729</u>	<u>\$ 109,106</u>	<u>\$ 1,660</u>	<u>\$ 31,861</u>	<u>\$ 330,751</u>
LIABILITIES AND NET POSITION										
Payables	\$ 351	\$ 6	\$ -	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ 361
Accrued Interest Payable	-	-	-	-	121	-	-	-	-	121
Deferred Tuition Revenue	-	-	-	-	-	(1)	-	-	-	(1)
Accruals	3,645	296	-	-	-	316	-	-	-	4,257
Bonds Payable	-	-	-	-	47,430	-	-	-	-	47,430
OPEB Liability	-	-	-	-	-	-	-	-	42,906	42,906
Total Liabilities	<u>3,996</u>	<u>302</u>	<u>-</u>	<u>-</u>	<u>47,551</u>	<u>319</u>	<u>-</u>	<u>-</u>	<u>42,906</u>	<u>95,074</u>
Deferred Inflows of Resources - Property Taxes	39,911	6,533	-	3,092	-	-	-	82	-	49,618
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	9,216	9,216
Total Liabilities and Deferred Inflows of Resources	<u>43,907</u>	<u>6,835</u>	<u>-</u>	<u>3,092</u>	<u>47,551</u>	<u>319</u>	<u>-</u>	<u>82</u>	<u>52,122</u>	<u>153,908</u>
Net Position										
Unrestricted	84,025	12,845	16,285	-	-	3,814	-	-	(20,261)	96,708
Restricted	-	-	-	-	-	15,596	-	1,578	-	17,174
Debt Service	-	-	-	1,355	(47,502)	-	-	-	-	(46,147)
Plant	-	-	-	-	-	-	109,106	-	-	109,106
Total Net Position	<u>84,025</u>	<u>12,845</u>	<u>16,285</u>	<u>1,355</u>	<u>(47,502)</u>	<u>19,410</u>	<u>109,106</u>	<u>1,578</u>	<u>(20,261)</u>	<u>176,841</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 127,932</u>	<u>\$ 19,680</u>	<u>\$ 16,285</u>	<u>\$ 4,447</u>	<u>\$ 49</u>	<u>\$ 19,729</u>	<u>\$ 109,106</u>	<u>\$ 1,660</u>	<u>\$ 31,861</u>	<u>\$ 330,749</u>

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 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)	\$ 53,817	\$ 35,878	\$ 36,045	100%	100%
Replacement Tax	950	633	1,263	199%	101%
State Revenue	2,679	1,786	3,492	196%	192%
Federal Revenue	5,543	3,695	6,111	165%	57%
Tuition and Fees	20,387	21,739	19,731	91%	95%
Other	1,172	781	358	46%	58%
TOTAL REVENUES	\$ 84,548	\$ 64,513	\$ 67,000	104%	99%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,891	\$ 20,594	\$ 19,781	96%	92%
Academic Support	18,490	12,327	10,779	87%	92%
Student Services	7,903	5,269	4,034	77%	81%
Public Services	1,070	713	555	78%	89%
Operations and Maintenance	8,482	5,655	4,180	74%	78%
General Administration	6,851	4,567	3,792	83%	79%
General Institutional	631	421	1,147	273%	230%
Contingency	2,324	1,549	-	0%	0%
TOTAL EXPENDITURES	\$ 76,642	\$ 51,095	\$ 44,268	87%	89%
Revenues over (under) expenditures	7,906	13,419	22,732		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,000)	(2,667)	(2,667)		
To Auxiliary Fund and Alliance	(2,390)	(1,593)	(1,593)		
To Restricted Purpose Fund	(100)	(67)	(67)		
To Liability, Protection & Settlement Fund	(812)	(541)	(541)		
To Social Security/Medicare Fund	(894)	(596)	(596)		
From Working Cash Fund: Interest	290	193	193		
Total Transfers	\$ (7,906)	\$ (5,271)	\$ (5,271)		
Net Revenue over (under) expenditures	\$ -	\$ 8,148	\$ 17,461		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 2022**

AGENDA ITEM 3/22-3

6 of 9

	Budget (000)	Actual (000)	Actual as a % of Budget
OPERATIONS AND MAINTENANCE FUND (Restricted)			
REVENUES			
Construction Fee	335	280	84%
OCC Foundation Grant	550	550	100%
Interest and Investments Gain/Loss	80	(3)	(4%)
Total revenues	<u>965</u>	<u>827</u>	<u>86%</u>
EXPENDITURES			
West End Remodeling - A/E Fees	150	60	40%
Natural Area Restoration	170	49	29%
Water Supply Upgrade	48	46	96%
Landscape Improvements	1,573	-	0%
Capital Equipment	600	191	32%
Cabling Upgrades	150	-	0%
Check Valve	22	-	0%
Elevator Upgrades	500	-	0%
Interior Remodeling	615	-	0%
Fire Alarm Panel Replacement	-	28	0%
Flooring - Carpet Replacement	500	-	0%
Wifi and Cellular Upgrades	400	-	0%
Lee Center Vestibule Curtain	12	-	0%
Hardware Replacement/Master Keying	900	-	0%
Baseball Field Fence Replacement	61	33	54%
Exterior Envelope/Window Replacement	922	-	0%
Skokie Remodeling Projects	2,029	15	1%
Field Irrigation	100	-	0%
Cafeteria Remodeling - DP	1,090	1,552	142%
Camera Replacement	947	-	0%
Main Entrances and Monument Signs	150	-	0%
Air Handler Replacement	625	578	92%
Signage/Wayfinding	870	13	1%
Pedestrian Path	17	36	212%
Boardroom Renovations & Athletic Wing Flooring	1,025	1,067	104%
Sanitary Force Main	300	-	0%
Skokie Community Apiary	38	19	50%
Skokie Metal Wall Panel Project	1,500	-	0%
College Relations Furniture	35	-	0%
PharmaCann Cannabis Lab	-	1,181	0%
Project Management Services	75	152	203%
Master Plan Refresh 2022	95	30	32%
Contingency	473	-	0%
Total expenditures	<u>15,992</u>	<u>5,050</u>	<u>32%</u>
Transfer in	-	-	0%
Net	<u>\$ (15,027)</u>	<u>\$ (4,223)</u>	<u>28%</u>

<u>AUXILIARY ENTERPRISE FUND</u> (excluding Alliance)	<u>Budget</u> (000)	<u>Actual</u> (000)	<u>Actual as a % of Budget</u>	
			<u>Current</u>	<u>Last Year</u>
REVENUES				
Bookstore Sales	\$ 1,536	\$ 1,146	75%	54%
Workforce Development	130	38	29%	11%
Copy Center	143	19	13%	9%
Athletics	4	8	200%	80%
Child Care	408	228	56%	11%
PAC Operations	5	-	0%	0%
Campus Scheduling and Events	200	-	0%	3%
Other	105	77	73%	45%
Interest and Investments Gain/Loss	27	2	7%	6%
Total revenues	<u>2,558</u>	<u>1,518</u>	<u>59%</u>	<u>38%</u>
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,604	\$ 874	54%	20%
Workforce Development	297	182	61%	51%
Copy Center	286	146	51%	54%
Athletics	954	-	0%	61%
Child Care	507	306	60%	44%
PAC Operations	93	46	49%	54%
Campus Scheduling and Events	32	-	0%	1%
Auxiliary Services Administration	327	171	52%	46%
Other	514	97	19%	16%
Total expenditures	<u>4,614</u>	<u>1,822</u>	<u>39%</u>	<u>44%</u>
Transfers in (out)	2,058	1,372		
Net	<u>\$ 2</u>	<u>\$ 1,068</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 2022**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 364	\$ 243	\$ 518	142%	131%
Tuition and Fees	1,119	746	565	50%	21%
Sale of Materials	8	5	-	0%	0%
Institutional Support					
Evening High School	50	33	23	46%	-4%
Other Revenues	85	57	37	44%	56%
Total revenues	<u>1,626</u>	<u>1,084</u>	<u>1,143</u>	<u>70%</u>	<u>44%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,194	796	\$ 635	53%	43%
Instructional Programs					
Allied Health	157	105	64	41%	38%
Job-related	336	224	172	51%	24%
Personal	22	15	5	23%	18%
Emeritus Programs	60	40	6	10%	7%
High School Programs	99	66	40	40%	38%
ESL Programs	89	59	30	34%	29%
Total Programs	<u>763</u>	<u>509</u>	<u>317</u>	<u>42%</u>	<u>28%</u>
Total expenditures	<u>1,957</u>	<u>1,305</u>	<u>952</u>	<u>49%</u>	<u>38%</u>
Revenue over (under) expenditure	<u>\$ (331)</u>	<u>\$ (221)</u>	<u>\$ 191</u>		
Transfer in	332	221	221		
Net	1	1	412		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
EIGHT MONTHS ENDED FEBRUARY 28, 2022**

		Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
	Activity fees	\$ 414,136				
	Interest income	(149)				
	Sub total revenues	<u>413,987</u>				
369901	Student Government Association	-	-	-	(475)	(475)
369910	Occurrence	190	-	190	(1,921)	(1,731)
369919	Skokie Events Team	-	-	-	(21,470)	(21,470)
369923	SGHS-Global Health & Sustain	-	-	-	(118)	(118)
369932	Ceramics Club	50	-	50	-	50
369937	Oakton Future Educators	-	-	-	(132)	(132)
369945	Physical Therapy Assist.	1,390	-	1,390	-	1,390
369946	Phi Theta Kappa (PTK)	5,565	-	5,565	(1,905)	3,660
369950	Latinx Club	100	-	100	(45)	55
369959	Black Student Union	100	-	100	-	100
369964	Oakton Helping Others	-	-	-	(20)	(20)
369972	PAYO	100	-	100	-	100
	Sub Totals	<u>7,495</u>	<u>-</u>	<u>190</u>	<u>(23,867)</u>	<u>(23,677)</u>

Fund Summary

Total Revenues	\$ 421,482
Total Expenditures	(23,867)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>397,615</u>
Net Position 6/30/21	<u>1,132,264</u>
Net Position, end of period	<u>\$ 1,529,879</u>

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
FEBRUARY, 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>
2/11/2022	\$ 705,651.71			\$ 705,651.71		
2/22/2022	6,288.00		6,288.00			
2/25/2022	240.53		240.53			
2/25/2022	61,336.27				61,336.27	
TOTAL	\$ 773,516.51	\$ -	\$ 6,528.53	\$ 705,651.71	\$ 61,336.27	\$ -

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>
2/4/2022	\$ 224,750.04	\$ 224,750.04			
2/4/2022	68,938.57				68,938.57
2/7/2022	78,367.22		78,367.22		
2/10/2022	166,219.45			166,219.45	
2/18/2022	69,828.19				69,828.19
2/22/2022	235,396.36	235,396.36			
2/22/2022	82,239.28		82,239.28		
2/23/2022	174,251.80			174,251.80	
2/25/2022	21.70		21.70		
TOTAL	\$ 1,100,012.61	\$ 460,146.40	\$ 160,628.20	\$ 340,471.25	\$ 138,766.76

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 \$369,369.38 for part-time teaching services for the Alliance for Lifelong Learning in spring 2022.
- b. Salary rescinds in the amount of \$2,762.25 for part-time teaching services for the Alliance for Lifelong Learning in spring 2022.

MB:bg
3/2022

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 \$369,369.38 for all funds listed in item a.”

Supplemental Authorization to Pay Professional Personnel – Spring 2022

Comparative figures:

**Spring 2022 Part-Time
\$3,257,309.15**

**Spring 2021 Part-Time
\$3,584,006.04**

**Spring 2022 Overload
\$545,092.14**

**Spring 2021 Overload
\$553,450.56**

IL:jg
3/2022

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 \$679,795.35 to the total amount of part-time teaching salaries paid during the spring semester 2022; the revised, total payment amount is \$3,257,309.15.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$81,182.26 to the total amount of faculty overload salaries paid during the spring semester 2022; the revised, total payment amount is \$545,092.14.”

Approval of Clinical Practice Agreements

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

Basic Nursing Assistant Training and Nursing:

Renewal: Westminster Place

This is a renewal agreement for the Basic Nursing Assistant and Nursing programs. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences March 15, 2022 and terminates March 15, 2027.

Westminster Place is a senior living community located in Evanston, IL.

Health Information Technology, Nursing, Physical Therapist Assistant:

Renewal: Northwestern Medicine (NM)

This is a renewal agreement for the Health Information Technology, Nursing and Physical Assistant programs. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences May 30, 2022 and terminates May 29, 2025.

NM Facilities include NMHC's affiliates and subsidiaries including, but not limited to Northwestern Memorial Hospital (Chicago, IL), Northwestern Medicine Central DuPage Hospital (Winfield, IL), Northwestern Medicine Delnor Hospital (Geneva, IL), Northwestern Medicine Lake Forest Hospital (Lake Forest, IL), Marianjoy Rehabilitation Hospital & Clinics (Wheaton, IL, Aurora, IL) and Northwestern Medical Group (Chicago and northern suburbs of IL).

Physical Therapist Assistant:

Amended: CHS Therapy, LLC

This is an amended agreement for the Physical Therapist Assistant program. It has been reviewed and approved by the College faculty and administration. This is an agreement which commences on March 15, 2022 and continues unless otherwise terminated by the terms in the agreement.

CHS Therapy, LLC is an Ohio limited liability company that has more than 20 subsidiaries and affiliates throughout the Chicagoland area.

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:

Basic Nursing Assistant Training and Nursing:
Westminster Place

Health Information Technology, Nursing, Physical Therapist Assistant:
Northwestern Medicine

Physical Therapist Assistant:
CHS Therapy, LLC.”

Approval of Intergovernmental Agreements with High School District Partners

As part of the College's efforts to strengthen Early College opportunities for current high school students, both parties recognize the importance of sharing data and information between the high school and the College to better align our efforts.

The College would like to execute the following agreements:

Data-Sharing:

Data-Sharing agreement with Niles Township High School District 219

This three-year agreement will be effective February 10, 2022 through February 10, 2025.

Data-Sharing agreement with New Trier Township High School District 203

This three-year agreement be effective March 9th, 2022 through March 9th, 2025.

Data-Sharing agreement with Glenbrook High School District 225

This three-year agreement will be effective March 15th, 2022 through March 15th, 2025.

Dual Credit MOU:

Dual Credit MOU with Evanston Township High School District 202

This agreement shall continue by mutual consent until either party wishes to discontinue.

Dual Credit MOU with Niles Township High School District 219

This agreement shall continue by mutual consent until either party wishes to discontinue.

Early College Persistence Project MOU with Niles Township High School District 219

This agreement shall continue by mutual consent until either party wishes to discontinue.

Dual Credit MOU with New Trier Township High School District 203

This agreement shall continue by mutual consent until either party wishes to discontinue.

Dual Credit MOU with Glenbrook High School District 225

This agreement shall continue by mutual consent until either party wishes to discontinue.

IL:ab

3/2022

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 authorizes the approval of Intergovernmental Agreements for Longitudinal Data Sharing and Analysis between Oakton Community College and:

- Niles Township High School District 219;
- New Trier Township High School District 203; and
- Glenbrook High School District 225.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves the Dual Credit MOU between Oakton Community College District 535 and:

- Evanston Township High School District 202;
- Niles Township High School District 219;
- Early College Persistence – Niles Township High School District 219;
- New Trier Township High School District 203; and
- Glenbrook High School District 225.”

Authorization to Approve March Purchases

Any purchase exceeding \$25,000 requires Board approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution. Items “a” and “c - d” were previewed at the February 2022 Board of Trustees meeting, and item “b” was previewed at the January 2022 meeting. Item “e” was not previewed, however long delivery lead times and need for installation to limit student course disruption for the Fall 2022 term requires purchase this month. Item “f” is a ratification of a previous Board-approved purchase.

EC:sa
03/2022

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>
3/22-8a	1-2	Engineering Services for Courtyard Renovations	Manhard Consulting Ltd. Lincolnshire, IL	\$150,300.00
3/22-8b	1-2	Custodial Services Two-Year Contract	Vlades Supply Wheeling, IL	\$25,958.00
			Warehouse Direct Inc. Des Plaines, IL	\$32,176.11
			Unipak Corp West Long Branch, NJ	\$23,463.60
			Staples LLC Framingham, MA	\$1,799.70
3/22-8c	1	Owner's Representative Services	Cotter Consulting Inc. Chicago, IL	\$130,000.00
3/22-8d	1	Educational Foundation Software Renewal Three-Year Contract	Blackbaud Inc. Charleston, SC	\$73,992.00
3/22-8e	1	Sterilizer for Sterile Processing Technician Certificate	STERIS Corporation Mentor, OH	\$45,470.00
3/22-8f	1	Ratification for Additional Travel Expenses to Africa	EDU Africa Cape Town, South Africa	\$95,900.00
GRAND TOTAL:				\$578,989.41.”

IN DISTRICT	\$58,134.11
CONSORTIUM	\$0.00
BID	\$25,263.30
BID EXEMPT	\$345,292.00
QBS	\$150,300.00

Authorization to Purchase Engineering Services for Renovation of Des Plaines Courtyards

The College will be engaging its QBS (qualifications-based selection) engineer, Manhard Consulting, to proceed with landscape renovations for two (2) courtyard areas on the Des Plaines Campus – the main courtyard, and the lower-level exit 19 sunken courtyard outside of the Northwest Municipal Conference Center. The Landscape Master Plan identified the following work that is needed:

- Main Courtyard. Existing brick pavers are failing and will be replaced with high quality pavers to match the improvements at door #1. New poured concrete will replace sections of heaving pavement around the center plaza and wall repairs will be made. The courtyard will get a planting face lift with the removal of old, overgrown trees and the installation of fresh sweeps of ornamental groundcovers. The drainage system will be reviewed and updated as needed.
- Entrance #18 from outside the boardroom to NWMCC Courtyard. Work needed to remove the existing concrete retaining wall and install a modern guardrail system to replace antiquated pipe railing. The turf landscape under the large steel sculpture will be replaced with hardier perennial vegetation. Overgrown evergreens and crab trees will be removed, and new landscaping added. Failing brick pavers in the sunken courtyard will be replaced with high quality pavers to match the Main Courtyard and the entry treatments at Door #1. Portions of the concrete retaining walls in the sunken courtyard will be repaired as needed and the stair handrails brought up to code.

Conservation Design Forum will be a subcontractor of Manhard for this project with Jason Cooper serving as the landscape architect. He worked extensively with the College in 2018 to create the College's first landscape master plan, and the courtyards were on the priority list of projects identified in that plan. In addition, a College committee will be convened in March to assist in providing stakeholder feedback. The projected timeline is to issue a construction bid in May with board approval in August, followed by work to commence from September to November 2022.

The base fee for the engineering services is \$103,300.00, and the College is requesting an allowance of \$47,000.00 in the event the following services are required:

• Geotechnical/Soils investigation	\$8,000
• Private Utility Locator	\$5,000
• Pipe Video Service Provider	\$8,000
• Electrical Consultant for Lighting	\$10,000
• Structural Schematic Design	\$11,000
• Reimbursables	<u>\$5,000</u>
	\$47,000

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 Engineering Services for the Des Plaines Courtyard Renovations from Manhard Consulting Ltd, One Overlook Point, Suite 290, Lincolnshire, IL 60069, for a base fee of \$103,300.00 and allowance of \$47,000.00 to be held by the College, for a total not to exceed \$150,300.00 per their proposal dated February 28, 2022”

Authorization to Purchase Custodial Supplies

Certain custodial supplies are purchased by the College through multi-year contracts to provide for more competitive and stable pricing, and these items are for paper products, hand soap and sanitizer, trash can liners, and toilet seat covers. The College last renewed contracts with vendors in 2018 for three years, expiring in 2021. Due to the ongoing pandemic shift to remote learning, the College did not issue a new bid in 2021 as sufficient inventory was available.

Now with the gradual increase in face-to-face classes for 2022 and beyond, the College issued a new bid, seeking vendors for 2-year contracts, with the College (at its discretion) having the option to extend contracts for up to two additional years. The bid was sent in January 2022 to 48 companies (including 7 with in-district zip codes). A new product addition to the bid is for compostable/biodegradable trash liners which the College will use at zero-waste events held on campus, consistent with the College commitment to environmental sustainability.

Based on past practice, although the individual payment to some vendors is less than \$25,000, the College has sought board approval when the nature of the total expenditures is related to a single activity i.e. custodial cleaning supplies.

Product	Lowest Bidder	Year 1	Year 2	Total
Toilet Paper <ul style="list-style-type: none"> Bedford Jumbo Bath Tissue Roll, White 2 ply, Universal 3.31" x 1000', 12 Rolls JRT404 	Valdes Supply, LLC Wheeling, IL ⁽¹⁾	\$6,180.00	\$6,378.00	\$12,558.00
Paper Towels <ul style="list-style-type: none"> Bedford Hard Wound Towel, HWTK503, 100% Recycled, brown 	Valdes Supply, LLC Wheeling, IL ⁽¹⁾	\$6,600.00	\$6,800.00	\$13,400.00
GOJO Cleanser <ul style="list-style-type: none"> 5665-02 Green Certified Foam Hand Cleaner for TFX Touch Free Dispenser - 1200 ml AND GOJO 5192-04 Purell Advanced Foaming Hand Sanitizer, 1200 ml Refill 	Warehouse Direct, Des Plaines, IL	\$13,599.00	\$14,781.52	\$28,380.52
Trash Liners <ul style="list-style-type: none"> Post-consumer recycled content 80% 	Unipak Corp West Long Branch, NJ	\$10,913.30	\$12,550.30	\$23,463.60

Product	Lowest Bidder	Year 1	Year 2	Total
Trash Liners • Compostable (biodegradable) trash liners Linear Low-Density 35 and 60 gal	Warehouse Direct, Des Plaines, IL	\$1,818.72	\$1,976.87	\$3,795.59
Kimberly Clark Toilet Seat Covers	Staples LLC Woodridge, IL	\$1,799.70	N/A	\$1,799.70

⁽¹⁾Valdes Supply is a new vendor for the College. They are a local business with head office located 6 miles from the Des Plaines main campus, and have been included as an in-district business.

EC:sa
3/2022

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 from:

Valdes Supply, 667 Chaddick Dr Wheeling, IL 60090 for paper products for two years in an amount not to exceed \$25,958.00,

Warehouse Direct Inc., 1026 Jetstream Drive, Orlando, FL 32824 for two years for hand cleansers and compostable trash liners for two year in an amount not to exceed \$32,716.11,

Unipak Corporation, PO Box 332, West Long Branch, NJ 07764 for two years in an amount not to exceed \$23,463.60,

Staples Contract and Commercial LLC, 500 Staples Drive Framingham, MA 01702 for Kimberly Clark toilet seat covers for one year in an amount not to \$1799.70,

for a grand total not to exceed \$83,397.41.”

Authorization to Purchase Owner's Representative Services

Cotter Consulting has served as the College's Owner's Representative ("Owners Rep") to 1) oversee the overall design process for approved Master Plan construction projects, 2) ensure that contract documents are prepared and completed on a timely basis, and 3) verify that the final design complies with the owner's expectations. The primary role of the Owner's Rep is to make sure the Owner's (Oakton) best interests are at the heart of every construction decision made.

Cotter Consulting is a Woman Business Enterprise (WBE) with more than 25 years of experience in managing projects for public and private clients. The project team, led by architect Dorothy McCarty and project manager Jamie Boller, has demonstrated extensive knowledge in working with educational institutions, and has assisted the College in all aspects of construction project management including architecture, cost estimating, engineering, scheduling, and communications. The College has been highly satisfied with its relationship and the delivery of high-quality services provided by Cotter Consulting over the last five years.

The College is seeking Board approval in the amount of \$130,000 to complete the remaining projects identified in the current approved Master Plan for (1) renovations of Des Plaines Courtyards, (2) invitation and selection of additional QBS architects, and (3) selection of consultant and project management for door keying and hardware security assessment.

EC:js
3/2022

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 owner's representative services from Cotter Consulting Inc., 100 S Wacker Drive, Suite 920, Chicago, IL 60606 for a total of \$130,000.00 in accordance with their proposal dated January 30, 2022."

Authorization to Purchase Educational Foundation Software Renewal – Three-Year Renewal Contract

The Oakton Education Foundation has been using the Blackbaud Fundraising Solution software since 2016, which includes Raisers Edge donor management module and Financial Edge, the financial tracking module. The Blackbaud software provides support for event management and allows for customized email and newsletters to help deliver direct and targeted messages to prospects, donors, and alumni. The system tracks relationships and engagement with nearly 50,000 constituents, providing a historical record and continuity in relationship management for Oakton, financial management capabilities for the Foundation, and supports the work of the office. The current contract is set to expire in May 2022.

Following the MOU executed between in the Foundation and College in 2021, the Blackbaud account will transfer over from the College to the Foundation with this renewal contract. The Foundation will then manage the contract, renewals, upgrades, and payables. The Foundation and College will both share 50/50 in the costs of the Blackbaud software. The Year 1 renewal costs, and assumed 3% escalation for Years 2 and 3 are as follows:

	Total Costs	College Share (50%)
Year 1	\$47,281	\$23,641
Year 2 (est)	\$45,603	\$22,801
Year 3 (est)	\$46,460	\$23,230
Total	\$139,343	\$73,922

Blackbaud, headquartered in Charleston, South Carolina, is the most prominent Foundation software vendor in the higher education market, with 3,000 higher education customers, including many of the Illinois community colleges. In addition, Blackbaud has over 26,000 general nonprofit clients, who together provide a robust client community. Oakton's Educational Foundation has seen increased efficiencies with the Blackbaud software.

EC
3/2022

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 Educational Foundation Management Software for a period of 3 years and cost-sharing with the Educational Foundation from Blackbaud Inc., 2000 Daniel Island Drive, Charleston, SC 29492 for a total of \$73,922.00."

Authorization to Purchase Sterilizer for Sterile Processing Technician Certification

In November 2021, the Board of Trustees approved a new unit of instruction for the Sterile Processing Technician Certification, which is scheduled to commence in Fall 2022. To ensure that the curriculum provides skills relevant to the career, a dedicated sterilizer is needed for the laboratory instruction at the Skokie campus. The sterilizer (also sometimes referred to as an autoclave) is an essential part of the decontamination and sterilization process performed by sterile processing departments in healthcare facilities. The sterile processing courses require the students to use the sterilizer on a regular basis, as the primary skill of the technician is to demonstrate the ability to clean, prepare, pack, store and sterilize surgical instruments. With the purchase of this sterilizer, the College will allow the students to have a laboratory experience that is aligned to the hospital environment.

The Biology department currently uses a sterilizer for preparing microbiology course materials and to sterilize biohazardous laboratory materials. The College has reviewed models and has selected the Amsco C 20x20x38 Pre-vacuum Single Sliding Cabinet Electric sterilizer. Amsco is the remanufactured (refurbished) sterilizer product line from STERIS and is upgraded to meet current AAMI standards. AAMI is an accredited standards development organization by the American National Standards Institute (ANSI) which signifies that the procedures used to develop American National Standards meet ANSI's essential requirements for openness, balance, consensus, and due process.

The total cost for this purchase is \$45,470.00, including installation and shipping. This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item i, "purchases of equipment previously owned by some entity other than the district itself."

EC
3/2022

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 the Amsco C 20x20x38 sterilizer from STERIS Corporation, 5960 Heisley Road, Mentor, OH 44060 for a total of \$45,470.00 per their quote number AHELFZER1362706."

Ratification for Additional Travel Expenses to Africa

In December 2021, the Board approved the purchase of travel services from multiple providers (vendors) for the Fulbright-Hays Group Projects Abroad grant to fund the “West African Anti-Colonial Imagination and Identify” project for a group of fourteen community college faculty members and two local high school teachers. Participants will travel to Ghana and Togo from June 18, 2022 through July 25, 2022 to participate in a 37-day intensive, professional development seminar.

One of the approved purchases was in the amount of \$86,590 to EDU Africa, the educational program tour facilitator, at a cost of \$6,185 per participant for 14 participants. EDU Africa has notified the College that there has been an increase in cost due to the extension of the program in Togo, additions to COVID-19 test procedures, and additional rooms to accommodate male and female lodging.

As such, the cost per participant has increased to \$6,850, bringing the total payment to EDU Africa to \$95,900. This is an increase of \$9,310 which exceeds 10% of the original approved amount. As such, board approval is required to ratify the purchase for the incremental expense.

EC
3/2022

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 ratification of additional travel expenses in the amount of \$9,310.00 from EDU Africa, 96 Beach Road, Noordhoek, Cape Town, South Africa 7979, for a total of \$95,900.00.”

Preview and Initial Discussion of Upcoming Purchases

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

- a. Multifactor Authentication Renewal Contract** – The College currently uses Duo Multifactor Authentication (MFA) for almost all systems. As information technology security threats have increased, and the College has moved to more cloud hosted services, it became critically important to move beyond passwords. With Duo multifactor authentication, users continue to use a password but can flexibly add additional authentication mechanisms such as a linked mobile device push / One Time Password (OTP) application or a hardware security key. This is a critical protection to prevent attacks using compromised credentials. One of the requirements for the College to meet its insurance coverage requirements for cyber risk is that MFA will need to be rolled out to both employees and students within the next 6 months.

The College's IT department evaluated a number of different applications and services from variety of vendors and selected Duo Security in 2020, This is purchased using a Software as Service (SaaS) model and the current one year contract expires in May 2022. The cost of one year renewal is expected to be around \$40,000.

- b. Replacement Employee Desktops and Laptops** – A subset of the current desktop computers located in offices, classrooms and computer labs are Dell Optiplex 7010 computers that are approximately eight years old. These computers will not be compatible with the newer Microsoft Windows 11 operating system. As the result, these desktop computers need to be replaced. The College intends to replace faculty desktops with laptops, similar to the employee move to the laptop model for faculty members. The College is currently piloting the laptop model with ten faculty members. The desktops in the remaining approximately 150 faculty member offices will be replaced with laptops by Fall 2022.

The computers in computer labs at Oakton will be replaced with newer desktop computers that are compatible with the Windows 11 operating system. At this time, 500 computers will be replaced.

The Information Technology Department is finalizing specifications and obtaining quotes for the equipment and expects to bring this to the April Board of Trustees meeting for approval. This purchase is budgeted at \$550,000.

- c. Certified Athletic Training Services – Three-Year Contract** - The Administration will prepare a Request for Proposal (RFP) for athletic training services for FY2023, FY2024, and FY2025. The current three-year contract with NovaCare Rehabilitation (now called Rush Rehabilitation following a merger) is set to expire in May 2022. The RFP will cover services to provide a full continuum of athletic training for student athletes, and is based on the anticipated current sports schedules for vendors to develop their proposals. Actual work hours may vary depending upon in-season schedule changes and post-season activities.

The awarded vendor will be required to provide a Certified Athletic Trainer for all student athletes during practices and home contests as well as some away contests. The Certified Athletic Trainer will be available every weekday, and on weekends and holidays when there are practices and/or games scheduled, or as determined by the College's Athletics Department.

- d. Grant Funded Truck Driver Training Courses** – The Alliance for Lifelong Learning continues to see an increase in the number of students interested in the truck driving training courses. Funding from the Workforce Innovation Opportunity Act (WIOA) allows eligible students the opportunity to receive a tuition voucher to enroll in Commercial Driver’s License (CDL) classes. At the June 2020 Board meeting, the Board approved a two-year contract with Viking Driving School and the Administration is now recommending extending this contract.

WIOA reimburses the College for the cost of the program. This cost is set by Oakton with consideration of the cost that needs to be paid to the vendor. Students have the option to register as a participant in a cohort group or as independent study.

As an educational institution, the main factor in determining to continue a partnership with an educational vendor/partner is student success. Specifically, the College seeks a partnership which yields the best opportunity for success given the students we typically serve and the barriers to access and persistence they face. Most students in this program are ethnic minority, male, and first-generation. Most are low-income, and in some cases Adult Education students, with 90+% of students qualifying for the Workforce Innovation Opportunity Act (WIOA) grant - a grant that provides funding for the unemployed and underemployed to participate in training that leads to jobs.

Acceptance of a Faculty Retirement

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

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Jay Cohen	Co-Chair, Distinguished Professor, Accounting Division of Business and Career Technologies	July 31, 2022

CH:nmi
3/2022

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Jay Cohen.”

Approval of 2024 Academic Calendar

A working group co-chaired by the Vice President of Academic Affairs and the Vice President of Student Affairs developed the 2024 Academic Calendar.

Input was gathered from all areas of the college. The calendar provides the appropriate number of instructional days and minutes as stipulated by the Illinois Community College Board. The calendar dates are consistent with the schedules used in faculty and staff contracts, support student planning, and enable efficient management of the College.

IL/KB:cw
3/2022

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, approves and adopts the 2024 Academic Calendar, attached hereto, as part of the office records of the College.”

Oakton Community College SPRING 2024 ACADEMIC CALENDAR

November 13 to first class meeting – Registration for Spring 2024 Semester

JANUARY 2024

S	M	T	W	R	F	S	January		
							January	01	New Year's Day holiday, College closed
							January	05	Winterim Classes End
	H	2	3	4	5	6	January	08	Faculty return for spring 2024 Semester
							January	15	Martin Luther King Holiday, College closed
7	D	D	D	D	D	13	January	16	Winterim Grades due (Winterim grades are due on Tuesday when Spring semester classes begin).
14	H	S	17	18	19	20	January	16	Spring 2024 Semester Classes begin
21	22	23	24	25	26	27	January	22	Last day to submit proof of residency, business service agreements and joint agreements
28	29	30	31						

FEBRUARY 2024

				1	2	3	February	12	Last day to drop from 16-week courses and have course removed from record*
4	5	6	7	8	9	10	February	16	Last day to change to Audit for 16 week courses*
11	12	13	14	15	16	17	February	16	Last day for filing Graduation Petitions
18	H	20	21	22	23	24	February	19	Presidents' Day holiday, College closed
25	26	27	28	29			February	26	Incomplete (I) grades from Fall 2023 semester for which faculty have not submitted final grades will become an F after this date**

MARCH 2024

					1	2	March	11-17	Spring Break
							March	18	Classes resume after Spring Break
3	4	5	6	7	8	9	March	18-20	Priority Registration opens for Summer 2024 sessions
10	B	B	B	B	B	B	March	21	Open Registration for Summer 2024 sessions
B	18	19	20	R	22	23	March	25	Last day to withdraw with a "W" from 16-week courses* <i>Students will receive a grade in all courses in which they are enrolled after March 25</i>
24	25	26	27	28	29	30			
31									

APRIL 2024

	I	2	3	R	5	6	April	01-03	Priority Registration opens for Fall 2024 Semester
7	8	9	10	11	12	13	April	04	Open Registration for fall 2024 Semester
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30							

MAY 2024

							May	09, 10	Evaluation days***
							May	10	Last day of Students attendance
							May	13	Summer 2024 3 & 4 week Interim Classes begin*
5	6	7	8	E	E	11	May	13	Grading Day
12	G/C	14	15	16	17	18	May	13	Commencement
19	20	21	22	23	X	X	May	14	Grades due
X	H	28	29	30	X		May	27	Memorial Day holiday, College closed
							May	30	3 week Interim Classes End

KEY

A = Academic day off, no classes, (College open)

B = Spring Break

C = Commencement

D = Staff Development

E = Evaluation day

G = Grading day

H = Holiday (College closed)

R = Registration

S = Start of classes

X = College closed

Y = Holiday observance
(College closed)

* Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.

** Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.

*** Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction or final student evaluations or culminating course activities.

Oakton Community College
Summer Session 2024 – 7 and 8-week Sessions ACADEMIC CALENDAR
March 18 to first class meeting – Registration for Summer 2024 – 8 week Session

JUNE 2024

S	M	T	W	R	F	S			
							June	03	Summer 2024 8-week session classes begin
						X	June	03	3 week Interim grades due
X	S	4	5	6	X	X	June	06	4 week Interim Classes End
							June	10	Summer 2024 7-week session classes begin
X	S	11	12	13	X	X	June	10	4 week Interim grades due
X	17	18	H	20	X	X	June	17	Last day to drop and have course removed from record
							June	17	Last day to change to Audit
X	24	25	26	27	X	X	June	19	Juneteenth holiday, College Closed
							June	20	Last day for filing Graduation Petitions
X									

JULY 2024

	1	2	3	H	X	X	July	04	Independence Day holiday, College closed
X	8	9	10	11	X	X	July	08	Last day to withdraw with a “W” [no withdrawals after mid-term] <i>Students will receive a grade in all courses in which they are enrolled after July 8</i>
X	15	16	17	18	X	X	July	11	Incomplete (I) grades from Spring 2024 semester for which faculty have not submitted final grades will become an F after this date**
X	22	23	24	25	X	X	July	25	Classes End
X	G	30	31				July	29	August Interim Classes begin
							July	29	Grades due

AUGUST 2024

				1	X	X			
X	5	6	7	8	9	10	August	16	August Interim classes end
11	12	13	14	15	16	17	August	20	August Interim grades due
18	19	G	21	22	23	24			
25	26	27	28	29	30	31			

KEY

A = Academic day off, no classes, College open
G = Grades due
H = Holiday (College closed)
S = Start of classes
X = College closed
Y = Holiday observance (College closed)

Oakton Community College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform instructors in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a make-up test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again. Instructors should inform students of this practice at the beginning of the semester so that arrangements can be made accordingly. Similar consideration is accorded to faculty, staff and administrators and is provided for in the respective contracts.

**** Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.**

Oakton Community College FALL 2024 ACADEMIC CALENDAR

April 1 to first class meeting – Registration for fall 2024 Semester

AUGUST 2024

S	M	T	W	R	F	S			
				1	X	X	August	12	Faculty return for Fall 2024 Semester
X	5	6	7	8	9	10	August	19	Fall 2024 Semester Classes begin
11	D	D	D	D	D	17	August	26	Last day to submit proof of residency, business service agreements and joint agreements
18	S	20	21	22	23	24			
25	26	27	28	29	30	31			

SEPTEMBER 2024

1	H	3	4	5	6	7	September	02	Labor Day holiday, College closed
8	9	10	11	12	13	14	September	16	Last day to drop from 16 week courses and have course removed from record*
15	16	17	18	19	20	21	September	20	Last day to change to Audit for 16 week courses*
22	23	24	25	26	27	28	September	20	Last day for filing Graduation Petitions
29	30						September	23	Incomplete (I) grades from Summer 2024 semester for which faculty have not submitted final grades will become an F after this date**

OCTOBER 2024

6	7	1	2	3	4	5	October	21	Last day to withdraw with a “W” from 16 week courses* <i>Students will receive a grade in all courses in which they are enrolled after October 21</i>
13	14	15	16	17	18	19			
20	21	22	23	24	25	26	October	23	All College Learning Day (<i>No Classes schedule, College is closed for students and public</i>)
27	28	29	30	31					

NOVEMBER 2024

3	4	5	6	7	8	9	November	11	Veterans Day Holiday; College closed
10	H	12	13	14	R	16	November	12-14	Priority Registration for Spring 2025 Semester
17	18	19	20	21	22	23	November	15	Open Registration for Spring 2025 Semester
24	25	26	27	H	H	A	November	28, 29	Thanksgiving Recess, College closed
							November	30-12/1	Thanksgiving Recess, no classes, College open (most offices closed)

DECEMBER 2024

A	2	3	4	5	6	7	December	10, 11	Evaluation days***
8	9	E	E	12	13	14	December	11	Last day of student attendance
15	G/S	17	18	19	20	21	December	16	Spring 2025 3 & 4 week Winterim Classes begin*
22	23	H	H	X	X	X	December	16	Grading Day
X	X	H					December	17	Grades due
							December	24, 25	Christmas holiday, College closed
							December	26-30	Winter break, College closed
							December	31	New Year’s Eve holiday, College closed

KEY

A = Academic day off, no

D = Staff Development

E = Evaluation day

G = Grading day

H = Holiday (College closed)

R = Registration

S = Start of classes

X = College closed

Y = Holiday observance
(College closed)

* Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.

** Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.

*** Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction or final student evaluations or culminating course activities.

Approval of Policy Revision – Investment Policy 3003

Policy 3003 was recommended for revision on February 15, 2022. In accordance with College Policy, action on the proposed revisions will take place at the regular meeting of the Board of Trustees on March 15, 2022.

JLS:bs

9/2021

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 revisions to Policy 3003, attached hereto.”

3003

(Previously 3120)

08/20/96

Revised 10/20/98

Renumbered 7/1/01

Revised 1/17/06

Revised 1/27/09

Revised 2/17/15

Revised 3/21/17

Revised 03/15/22

BUSINESS

Investment of College Funds

This policy provides for direction to the College Treasurer on investment of College funds.

Objectives

Investments shall be undertaken to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of the principal.

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.

The College Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transactions that might impair public confidence in the College, the Board of Trustees, or the position of Treasurer.

The College Treasurer may use longer term investments to increase yield, provided, however, that sufficient funds are available to meet all disbursement obligations.

Investment Instruments and Credit Risk

All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235 et seq.), as may be amended from time to time (hereinafter referred to as the “Act”). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the “prudent person rule.” The “prudent person” rule states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The College has chosen to limit its allowable investments to those instruments listed below:

- A. Bonds, notes, certificates of indebtedness, treasury bills or other securities carrying the full faith and guarantee of the United States government.
- B. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities
- C. FDIC insured or collateralized interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act 205ILCS5.
- D. Municipal bonds issued by a county, park district, sanitary district, or other municipal corporation, or bonds and other interest bearing obligations of the State of Illinois, or of any other state or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law.
- E. Collateralized repurchase agreements of government securities which conform to the requirements stated in 30ILCS235 2(g) or 2(h).
- F. Public Treasurer's Investment Pool created under Section 17 of the State Treasurer's Act.
- G. Any other investment pool created under Section 17 of the State Treasurer Act provided the pool is rated AAAm by Standard & Poor's.
- H. Money Market Funds registered under the Investment Company Act of 1940 provided that their portfolio is limited to obligations described in Paragraph A or B of this section and provided the Fund is rated AAAm by Standards & Poor's (AAAm is the highest rating).
- I. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (i) such obligations are rated at the time of purchase at the highest short-term rating established by at least 2 standard rating services and that mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than 33% of the College's funds may be invested in short term obligations of corporations.

The Treasurer shall not invest in derivatives of any type. Notwithstanding, the College may invest in mortgage-backed securities guaranteed as to principal and interest by the United States government or by its agencies or instrumentalities.

Concentration Risk

The College shall diversify its investment portfolio to reduce the risk of loss from over-concentration in a specific maturity, issuer or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer.

At the time of investment, the College shall seek to maintain concentrations below the following recommended levels:

Description	Maximum Exposure Guidelines
Bonds, notes, certificates of indebtedness, treasury bills, or other securities carrying the full faith and guarantee of the United States government.	100%
Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities	100%
Mortgage-backed securities guaranteed as to principal and interest by the United States government or by its agencies or instrumentalities	33%
FDIC insured or collateralized interest bearing savings accounts, interest bearing certificates of deposits or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act 205ILCS5.	100%
Municipal bonds issued by a county, park district, sanitary district, or other municipal corporation, or bonds and other interest bearing obligations of the State of Illinois, or of any other state or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law.	33%
Collateralized repurchased agreements of government securities which conform to the requirements stated in 30ILCS235 2(g) or 2(h)	33%
Public Treasurer's Investment Pool created under Section 17 of the State Treasurer's Act.	70%
Any other investment pool created under Section 17 of the State Treasurer Act provided the pool is rated AAAM by Standard & Poor's	70%
Money Market Funds	50%
Short-term obligations of corporations	33%

Interest Rate Risk

As a means of limiting its exposure to fair value losses arising from raising interest rates, the College will limit its investment portfolio to no more than 50% maturing more than three years from the date of purchase unless approved by the Board through a special resolution.

Collateralization

Time deposits in excess of FDIC insurable limits shall be secured by collateral acceptable under the Act or by private insurance, to protect public deposits in a single financial institution in the event of default evidenced by a written collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA).

Collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on secured collateral. The fair value of collateral must be at 102% of the value of the uninsured deposits with the institution. The College may

additionally accept as collateral letters of credit issued by a Federal Home Loan Bank in an amount equal to at least market value of that amount of funds deposited exceeding the insurance limitation provided by the Federal

Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer.

Third party safekeeping of collateral is required; acceptable locations are:

- a Federal Reserve Bank or its branch office;
- at another custodial facility in a trust or safekeeping department through book entry at the Federal Reserve;
- All collateral will be held in the name of Oakton Community College.

Substitution or exchange of collateral securities held in safekeeping for the College must be approved exclusively by the College Treasurer, provided the market value of the replacement collateral is equal to or greater than the market value of the securities being replaced.

Safekeeping of Securities

All securities and commercial paper shall be held in safekeeping at a custodial facility – generally in a trust or safekeeping through book entry at the Federal Reserve (unless physical securities are involved) – independent from any bank or brokerage firm handling securities transactions for the College. Payment for investments and receipt or delivery of investment certificates or records shall be controlled by the independent financial institution's trust department on a deliver versus payment (DVP) basis.

Qualified Financial Institutions and Intermediaries

1. Depositories – Demand Deposits

Any financial institution selected by the College shall provide normal banking services, including but not limited to: checking accounts, wire transfers and safekeeping services.

The College shall not maintain funds in any financial institution that is unable to post the required collateral or insurance for funds in excess of FDIC insurable limits.

2. Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program shall: (a) provide wire transfer and certificate of deposit safekeeping services; (b) be a member of the FDIC system and shall be able to post the required collateral or insurance for funds in excess of FDIC insurable limits; and (c) meet the financial criteria established by the College.

3. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program shall: (a) provide wire transfer and deposit safekeeping services; (b) be a member of a recognized U.S. Securities and Exchange Commission Self-Regulatory Organization, such as but not limited to the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board; (c)

provide an annual audit upon request; (d) have an office of Supervisory Jurisdiction with the State of Illinois and be licensed to transact business in Illinois; and (e) be familiar with and understand the College's investment policy and accept financial responsibility for any inappropriate investment.

Management of Program

The Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required to carry out this investment policy, including but not limited to wire transfer agreements, depository agreements, safekeeping agreements, investment advisory agreements, and custody agreements. The wording of such agreements is the responsibility of the Treasurer, with advice from legal counsel and auditors, and the Treasurer shall periodically review the agreements for their consistency with College policy and State law.

The Treasurer is responsible for management of the College's investment program, and shall establish a system of internal controls and written operational procedures designed to regulate the activities of subordinates, and to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees or representatives of the financial institution or intermediary. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction on behalf of the College except as provided for under the terms of this policy and the corresponding procedures.

To solicit bids for securities and certificates of deposit, the Treasurer may use financial intermediaries, brokers and/or financial institutions.

Sustainability

Pursuant to 40 ILCS 5/1-113.6 and 1-113.17, the College shall include material, relevant, and decision-useful sustainability factors that will be considered by the Board of Trustees, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. These factors consist of but are not limited to:

- a. Corporate governance and leadership factors
- b. Environmental factors
- c. Social Capital factors
- d. Human capital factors
- e. Business model and innovation factors

In addition, the College's efforts will include the following:

- i. Periodic evaluation of sustainability factors to ensure the factors are relevant to the Oakton's investment portfolio and the evolving marketplace;
- ii. Periodic monitoring of investment managers to encourage implementation of the aforementioned factors.

Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed and in accordance with the portfolio objectives established hereinabove. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Illinois Funds (Public Treasurer's Investment Pool) rate.

Ethics and Conflicts of Interest

Officers and employees of the College involved in College investments shall refrain from personal business activity that could conflict with the proper execution of the College's investment program, or which could impair his/her ability to make impartial investment decisions on behalf of the College.

Indemnification

Officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The Treasurer shall submit to the College's Board of Trustees and President a quarterly investment report which shall include information regarding securities in the College's portfolio by class or type, original cost, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

Authorization to Amend the Name of the Emory Williams Academy

At the February 2022 Board of Trustees meeting the Oakton Academy for Black Men was officially named “The Emory Williams Academy” in honor and recognition of former Trustee, Emory Williams.

The College is asking the Board to consider amending the official name of the academy to “*Emory Williams Academy for Black Men*” to both honor Trustee Williams and amplify the mission of the academy which is to provide holistic support to first-year scholars at Oakton who identify as Black and male. The addition of “for Black Men” visibly demonstrates the College’s commitment to the success of its Black students and employees, and the high standard to which we hold ourselves accountable.

JLS:bs
3/2022

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes an amendment to the official name of the academy to “Emory Williams Academy for Black Men.”

Acceptance of Arts Midwest – American Rescue Plan Grant

Arts Midwest, in collaboration with the Illinois Arts Council Agency, and through the National Endowment for the Arts American Rescue Plan Act, has awarded Oakton Community College an American Rescue Plan Grant in the amount of \$9,000.00 of Federal funds to support Oakton in offsetting costs related to the devastating economic and health effects of the COVID-19 pandemic. These funds can be used to offset expenses for salary, artist fees/stipends, contractual personnel, facilities costs, costs associated with health and safety supplies, and marketing and promotional costs for the Koehnline Museum of Art and Oakton Performing Arts Center. The grant period is September 1, 2021 through August 31, 2022. Nathan Harpaz and Daniel Cunningham will manage the grant, and Linda Korbel, Dean of Liberal Arts, will administer the grant.

AG
3/2022

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$9,000.00 from Arts Midwest to offset expenses due to the COVID-19 pandemic and the impact on the arts community at Oakton Community College.”