

**The 771st Meeting
of
The Board of Trustees
November 16, 2021**



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 771ST MEETING
OF
THE BOARD OF TRUSTEES
NOVEMBER 16, 2021**



**1600 E 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 October 19, 2021
 - Consider collective negotiating matters and litigation
3. Consideration of a motion for adjournment
4. Adjournment

**Open Session
6 p.m.
Room 1610 (Public in Room 1625)**

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 November 16, 2021. Individuals will have the option to address the Board via Zoom or in person (*anyone attending the meeting in person will be required to wear a mask*).

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

To join via tablet or computer: <https://oakton.zoom.us/j/91727250147>

To join via telephone: 312-626-6799

Meeting ID: 917 2725 0147

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

- V Approval of minutes of the October 19, 2021 regular meeting of the Board of Trustees, and the November 2, 2021 special meeting of the Board of Trustees

Statement by the President

Educational Foundation Liaison Report

ICCTA Liaison Report

Student Trustee Report

Student Spotlight

Comments by the Chair

Trustee Comments

Report: Equity Initiatives for Students with Disabilities at Oakton

Public Participation

NEW BUSINESS

CONSENT AGENDA

- | | | |
|---|---------|---|
| | 11/21-1 | |
| V | | a. Approval of Adoption of Consent Agenda |
| R | | b. Approval of Consent Agenda Items 11/21-2 through 11/21-8 |
| | 11/21-2 | Ratification of Payment of Bills for October 2021 |
| | 11/21-3 | Acceptance of Treasurer's Report for October 2021 |
| | 11/21-4 | Compliance with Open Meetings Act, Closed Session Minutes |
| | 11/21-5 | Action on Recordings of Closed Session Minutes |
| | 11/21-6 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| | 11/21-7 | Supplemental Authorization to Pay Professional Personnel - Fall 2021 |
| | 11/21-8 | Acceptance of a Clinical Practice Agreement |

OTHER ITEMS

- | | | |
|---|---------|--|
| R | 11/21-9 | Appointment of Members to Career Program Advisory Committees for 2021-2022 |
|---|---------|--|

- | | | |
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| R | 11/21-10 | Adoption of Resolution Setting Forth Tax Levies for 2021 |
| R | 11/21-11 | Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation |
| R | 11/21-12 | Authorization to Approve November Purchases: <ul style="list-style-type: none">a) Document Imaging and Management System Annual Maintenance Contract and Upgradesb) Continuation of Employee Medical, Dental, and Vision Insurancec) Microscopesd) Creston HyFlex Proof of Concept Pilot Classrooms |
| | 11/21-13 | Preview and Initial Discussion of Upcoming Purchases |
| V | 11/21-14 | Acceptance of a Settlement Agreement |
| R | 11/21-15 | Approval of a New Unit of Instruction |
| V | 11/21-16 | Acceptance of Grants |

ADJOURNMENT



**Minutes of the October 19, 2021 Regular Meeting of the
Board of Trustees of Community College District 535**

The 770th meeting of the Board of Trustees of Community College District 535 was conducted on October 19, 2021 at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois

Closed Session – Call to Order and Roll Call

At 5:15 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.

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

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 5:56 p.m., Chair Burns asked for a motion to adjourn the closed session meeting. Trustee Salzberg made the motion, which was seconded by Student Trustee Patel. A voice vote was called and the closed session was adjourned.

Open Session and Roll Call

Chair Burns called the regular meeting of the Board of Trustees to order at 6:13 p.m. in room 1606.

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 1606 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, Vice President for Academic Affairs; Ms. Melissa Kitzmiller, Procurement Manager; Mr. Larry Ivory, Chairman of the Board of the National Black Chamber of Commerce; Mr. Anthony Cervini, Auditor; Officer Tom Cierniak, Campus Police, and Mr. Philip Cronin, Senior Media Services Technician; and Ms. Beatriz Sparks, Special Assistant to the Board of Trustees.

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

Approval of Minutes

Chair Burns asked for a motion for the approval of the minutes of the September 21, 2021 regular meeting of the Board of Trustees, and the September 21 joint meeting of the Board of Trustees, and the Oakton Educational Foundation Board of Directors. Trustee Salzberg made the motion which was seconded by Student Trustee Patel. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences:

- To Accounting Services Supervisor, Les Pauls, on the passing of his father on October 2.

Congratulations:

- The Oakton marketing and communications teams won a Silver award from NCMPR Medallion District Awards for the following category: Government or Community Relations Campaign for our Legislative Newsletter. Congratulations to Dr. Andrea Lehmacher and Mr. Steve Butera and their teams for their collaborative efforts.
- At the October 4, 2021 Village Board meeting, the Skokie Health and Human Services Department and Board of Health recognized Oakton as one of six important community partners with the Public Health Partners in Excellence Award for their exceptional support of public health initiatives in the community. Oakton's Nursing program students provided countless volunteer hours administering vaccinations.

Happenings:

- This month there have been a number of programs as we continue to celebrate Latinx Heritage Month.
- October is LGBTQIA+ Awareness Month. The Center for Campus Inclusion and Diversity, along with the LGBTQIA+ Working Group have put together a series of programs –both virtual and in person throughout the month.
- October is Depression Awareness Month. The Wellness Department had Information tables on Student Street to provide resources on depression and suicide awareness during the first week of October.
- The annual women's art show Bad@ssery: Women Creating a Just Environment and World – runs Oct. 4 through Nov. 1, and can be viewed online on the Koehonline Museum's webpage. There will be a virtual opportunity to meet the artists next Tuesday at 7:00 p.m.

- This is National Transfer Student Week. Under the leadership of Dr. Angelyn Anderson, the Career and Transfer Center is hosting a number of transfer events and workshops. There are also fun giveaways (which the Board members have at their place at the Board table).
- Oakton's Week of Service will take place next week Oct. 25-30. During the week, students will have the opportunity to engage in community service in a variety of ways including remote, contact-free and/or community partner options. This event is sponsored by the Service Learning committee, and The Office of Student Life and Campus Inclusion.
- Next Wednesday is also Learning Day where Oakton employees will engage in the development of the next strategic plan, deepening their collective understanding of the 3 big ideas that will help shape the College's future.
- On October 11, Oakton commemorated Indigenous Peoples' Day for the 3rd year. The Elevating Indigenous Voices at Oakton Working Group has drafted a Land Acknowledgement as well as a call to action. President Smith ended her report by reading the working draft of this Land Acknowledgement, which will be shared with a variety of stakeholders before bringing back to the Board for formal approval.

Part 1: Land Acknowledgement for Oakton

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

Part 2: A Call to Action

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

Educational Foundation Liaison Report

The Educational Foundation is off to a good start this year having raised nearly \$530,000 in monetary support since July 1. Recent gifts of note include:

- A \$10,000 gift from alumnae Kathy Lichtenstein to launch the Robert E. Welsh Endowed Scholarship in memory of her late friend and supporting students in Oakton's paralegal program.
- A \$5,000 gift from an Anonymous donor benefiting the Robin Vivona Memorial Scholarship for students pursuing a liberal arts degree.
- A \$1,000 pledge from Dr. Peg Lee to continue her support of the Student Success Emergency Fund.

250 individualized stewardship reports are being mailed this month to donors who have launched named funds and scholarships, including thank you notes from students.

The annual Donor Appreciation Event will take place virtually on Saturday, November 6 at 10 a.m. There is no cost to attend, but pre-registration is required. Please call the Foundation Office or register online at oakton.edu/donors.

The Foundation Board will hold their next quarterly meeting on December 1.

ACCT Liaison Report

Trustee Yanow thanked the College and District 535 for providing trustees with the opportunity to engage in professional development by attending the ACCT Leadership Congress last week. She appreciated the space to reflect on what's working and what can be improved. Trustee Yanow mentioned that the conference was focused on equity which aligned with current Oakton initiatives. As a fairly new board member, Trustee Yanow recognized this event allowed for reflection on how the Board can support the President, and what are the best practices:

- 1) Reviewing the Board policies and making sure they are up to date.
- 2) Including a policy about holding at least 2 Board retreats per year in order to onboard new members and work on self-assessment. The Board should work on the agenda for these retreats in a collective manner, and a Committee of the Whole should be scheduled to begin that process.
- 3) The Board should create their own orientation for new members which provides an opportunity to review policies.
- 4) The Board should engage in periodic self-assessment. This would allow the opportunity for individual members to reflect on the functioning of the Board as a whole.

Trustee Kotowski shared this was his fourth time attending the ACCT Leadership Congress, and that it was a good opportunity to speak with other trustees and presidents from across the nation and realize Oakton has a good reputation. There was a lot of discussion about the future of colleges after the COVID pandemic, and the challenges it will involve.

Trustee Salzberg indicated that he was the voting delegate for Oakton, and appreciated the chance to elect the ACCT leadership. It takes time to see what is going on, and what trustees should be doing. His biggest takeaways were a reflection on how Oakton can proceed into the future, what colleges are doing to help students get out of financial debt, how colleges are reformatting their spaces after COVID, and the importance of partnerships with local companies for learning opportunities.

Trustee Toussaint shared that she especially enjoyed a session about how other colleges affirm and implement their commitment to diversity and inclusion. This is not an easy process, and there is usually push-back, which makes the action plan very difficult. This was a learning stance, and it helped her understand that Oakton has work to do, but the process has started.

Master Plan Steering Committee Update

The Master Plan Steering Committee met on October 14. The current Facilities Master Plan covers 2017 through 2022. Information about the master plan can be found on the Oakton website under the 'About' tab.

As Trustee Stafford reported in September, the Steering Committee for the Campus Master Plan Update is meeting monthly. Trustee Stafford and Trustee Bush represent the Board on this committee. Trustee Stafford was the representative on the 2016-2017 committee as well.

At the October meeting, our Perkins + Will colleagues reported on the surveys and the two Town Hall meetings held with employees and with students – They were very pleased with the attendance and with the input:

- The **Library/Learning Commons** was a focus for both campuses to serve as an Oakton learning hub including all relevant services and a need for meeting spaces equipped with technology for small groups to gather.
- **Enrollment Services** also requires that same manner of attention to bring all services in proximity to expedite the student's experience through enrollment, financial advising, registration, student support services, etc.
- Of particular note was the need to move **ADRC**, the Access and Disability Resource Center from the second floor to the first floor.
- And a focus on **Recreation / Wellness / and Athletics**, and the current condition of our athletic facilities and fields – in consideration of course of our location in the flood plain. The potential for an athletic dome was resurrected. Our role as a community partner in recreation was noted.

It was stated that most of our student athletes coming to us from our in district high schools have experiences in their athletic programs with facilities that far exceed what we have to offer them at the collegiate level.

- The other major focus was on the **Landscape**, on Green Open Spaces, on outdoor classrooms, meeting spaces, and walking trails; on our asset of residing within this habitat with our intentional art and nature attention.

Additionally, as we consider these exciting exterior possibilities, recognize that we currently reside as a commuter campus hidden in a forest with minimal local off-campus signage. (True for both campuses)

- Regarding our interior surroundings, there was a call for more of our community marketing to be reflected within the walls of our campuses.
- It was acknowledged that the Skokie campus still needs electrical upgrades, and the Des Plaines campus needs duct work in the 1600 wing.

Finance Committee Report

Trustee Stafford shared that the Finance Committee met today (October 19), and the meeting was chaired by Trustee Salzberg. They reviewed three reports: audit report, single audit and annual comprehensive financial report. Trustee Stafford indicated that he would include his comments during the report made by Mr. Anthony Cervini from Sikich during this meeting.

Student Trustee Report

Student Trustee Patel shared the Center for Campus Inclusion and Diversity has a few events to celebrate Indigenous People's month, and the student association has also put together programs related to this. Mr. Patel is leading the programming for Disability Awareness Month, including a hybrid/virtual panel discussion on disability services with different students who expressed an interest in participating. The focus of this panel will be to discuss what peers and educators need to look up to assist students with special needs to adjust their comfort level.

SGA still has the treasurer position open, and they are meeting on October 21 with the participation of President Smith.

Mr. Patel brought forward the need for an online platform. This is a conversation that has taken place for the past seven years. Different platforms have been suggested and demoed, without approval. There's a need to communicate to students about events on campus; flyers, tables and classroom announcements haven't proved effective.

The food service committee has been formed.

Student Spotlight – Luis Toro

Luis Toro is a sophomore, and the captain of the debate team at Oakton. He shared how being part of the debate team has impacted his experience. When he started attending Oakton, he was the only debater on the team, but now they have 18 members thanks to being able to be on campus. He believes that being part of the debate team promotes civic mindedness, helping him being able to be part of the SGA to discuss policies. On campus, the debate team has been working with several organizations to promote events, and is planning to do public debates on different issues. He is proud of bringing debate awards to Oakton, and he thinks incoming high school students should be encouraged to join the debate team to increase its numbers.

Being part of the debate team has allowed Luis to work on research to a higher level and read critical literature, which has helped him flourish in his college career. He was offered a university scholarship, and he's aware of the excellent education he has received from a community college, making him able to compete with 4-year institutions and be better than them. He is grateful for his debate coach's help.

Comments by the Chair

Trustee Burns thanked Dr. Ileo Lott and his team for the work done in the Black Academy, and she asked members of the Board to consider naming the academy after former Board member Emory Williams who was committed to students, and helped many to enroll at Oakton.

Trustee Burns also shared her positive experience during the ACCT Leadership Congress, and thanked Oakton for the opportunity. She attended the Chair Academy which allowed her to reflect on her comments during the August 17 meeting. She indicated that she recognizes that she is comfortable talking to each one of her colleagues, and would like to increase the number of opportunities to discuss issues with Board members. She is looking forward to a meeting with Mr. James Reed, Executive Director of the Illinois Community Colleges Trustee Association on November 16, where they will discuss Board relationships.

To end her comments, Trustee Burns thanked the full time faculty, adjunct faculty and the 365 Black Employees group for their letters regarding her comments from August 17. She shared the Board has a diversity and equity training scheduled for November 2 at the Skokie campus, facilitated by LR Consulting.

Trustee Comments

Trustee Stafford indicated he served with Emory Williams on the Board, and he supports naming the academy after him. He also shared he appreciated Trustee Yanow's comments on the importance of scheduling Committee of the Whole meetings to review policies and discuss strategic planning. He suggested we schedule one in November or December.

Trustee Toussaint talked about the Trustee Ambassador program in which the Board communicates with trustees from other high school districts. Enrollment is down, and the Board could create opportunities to meet with high school districts to have a conversation about what Oakton is doing; trustees could share information on initiatives like the debate team, stackable credentials, excellence in programs, etc.

Report: FY2021 Financial Audit

Trustee Stafford introduced Mr. Anthony Cervini who represents Oakton in the audit firm Sikich LLP, and reiterated that the College is required by law to perform an extensive audit every year. Trustee Stafford, Trustee Salzberg and President Smith went through the audit reports earlier today. Mr. Cervini provided a quick update on their findings for fiscal years ending June 30, 2020 and June 30, 2021. Sikich did a detailed and thorough review of the audit documents.

Three documents were issued for consideration:

1. Annual Comprehensive Financial Report which is now focused on equity, and listening to stakeholders and the community.
2. Single Audit Report which is required for institutions that receive more than \$750,000 of federal claims on an annual basis.
3. Auditor's Communication to the Board of Trustees

Mr. Cervini commended the College for investing the time, the energy and resources into preparing an annual comprehensive financial report. The comprehensive piece includes various additional components that the College is not required to present, both for the State of Illinois, and the Illinois Community College Board. He encouraged the College to continue preparing these reports, as they are well received.

The College remains well positioned for operating in a long-term perspective. The impact of COVID-19 was visible in the College financial statements. There was a \$3.4 million decrease in operating revenues which was offset by an increase of \$2.3 million in federal grants from the various rounds of economic stimulus. Current ratio of assets/liabilities increased 7.2 to 9.7 which is considered healthy, and the College has a strong ratio. Sikich continues to report positive unrestricted assets. Assets increased approximately \$10 million, and overall assets increased about \$2 million. Liabilities reported by the College including insurance plan and CIP decreased from \$42.4 million to \$41.4 million, showing improvement in the liability balance. The College insurance plan still remains a negative funding position and it should continue to be monitored. Operating expenses in the fiscal year 2021 reflect a decrease of about 0.5%. The College spent approximately \$0.3 million in federal funds for FY21 – over 60% related to student financial aid dollars. The single audit report showed a significant deficiency related to return of Title IV which is a complex calculation, and there were two instances of non-compliance; the amounts are not critical to the College, but the Department of Education deems these numbers correct or incorrect. All the finance notes have been addressed and a plan of action has been set to address the non-compliant items. As mentioned before, the College remains in a very strong financial position. Mr. Cervini commended the Board of Trustees for providing leadership during the unique challenges of the COVID-19 pandemic.

Trustee Stafford made a statement regarding the State University Retirement System (SURS) which is at its lowest funding level in years (39.05%). Trustee Stafford expressed his concern, and referred to the report that states there is a \$376 million liability. Trustee Salzberg made comments related to student financial aid. President Smith joined Anthony Cervini in commending Mr. Edwin Chandrasekar and his team, and Dr. Cheryl Warmann and the Financial Aid team for their work.

Report: Building Community Ties That Bind Economic Inclusion and Equity in Procurement

Trustee Bush shared that Oakton Local Procurement is a Board of Trustees initiative aligning with the Success Matters Strategic Plan – Community Matters that states “We will develop stronger connections with business and industry partners.”

- The Board's fiduciary responsibility of approving purchases over \$25,000 and their experiences of acknowledging the locations of the vendors led them to this line of inquiry. (Approval for purchases under \$25,000 is delegated to staff.)
- The Board recognizes the distinction among those items that are bid, bid-exempt, consortium purchases, and QBS for professional services.

Here are the highlights:

- In December 2020, the Board sent President Smith a memorandum regarding District 535 Vendors with specific requests for information.
- In February 2021, 'Procurement: In-District Analysis Update' provided by Edwin Chandrasekar and Melissa Kitzmiller, indicated that approximately 5% of Oakton purchases were in-district.

- Additionally, it seems that the College is not fulfilling any W/MBE, Women and/or Minority Based Enterprises measures. (M/WBE certification requires at least 51% ownership by a minority or woman; at least 51% of their business controlled by one or more minority groups or women)

Chair Burns and Trustee Bush have met, along with President Smith and Mr. Chandrasekar, with Robbins-Schwartz attorney Sam Cavnar; and also with Purchasing Manager Melissa Kitzmiller.

Chair Burns has met with Cindy Veremis from the Board of Directors of the Educational Foundation, formerly Des Plaines Chamber of Commerce President, and Andrea Biewer, chamber executive director, and has been in contact with other chambers within the district including Skokie and Evanston.

Chair Burns indicated that procurement is important to her because it's related to economic development. It is our goal as a taxing body to determine who we spend money with, and we're not spending enough money in district 535 businesses and M/WBE businesses. Chair Burns shared that she finds it embarrassing, as an African American, to be considered as the lowest people on the totem pole across the board. She called attention to tonight's guest, who is an African American State of Illinois chamber of commerce president, and he also deals with procurement. Taxing bodies can help lift communities up by doing business with companies that have been affected by the pandemic. There is a growing, urgent crisis facing Black students and families in Illinois that requires the immediate attention of legislators, corporate, community and educational leaders. Illinois has failed Black students on every measure of college success from readiness, enrollment, retention, progression, graduation and earnings after college completion. According to the Illinois Board of Higher Education, Black students dropped college at a 34% rate between 2013 and 2019 (pre-pandemic).

Mr. Edwin Chandrasekar introduced Mr. Larry Ivory, President and CEO of the Illinois Black Chamber of Commerce which is the largest association for African American businesses in the State of Illinois. Mr. Ivory is chairman of the board of the National Black Chamber of Commerce which represents more than 2 million African American businesses in the United States. Mr. Ivory was appointed to serve as board member for the Illinois Policy Board which has authority and responsibility over the rules and practices of Illinois procurement code. He is the first African American to serve on this board.

Mr. Ivory talked about what has happened in the United States after the killing of George Floyd, an event that forced us to take an internal look at ourselves and our justice system, and the impact of other factors that create the problem. It was an opportunity to do an in-depth analysis. Data regarding social wrongs needs to make economic sense. Conversations have been had regarding social equity, and racism has cost Americans close to \$16 trillion in losses. JP Morgan made a commitment to spend over \$30 billion in the African American community-owned businesses, and to deal with the issue of the widening gap of economic disparity that exists within our state and the country. There are around 132,000 Black businesses owners in Illinois; the total revenue for the average African American business is about \$68,000 a year, \$168,000 for Hispanics, \$400,000 for Asians and Caucasians. There is a significant gap in terms of capacity in terms of revenue, and this speaks to the issue of the lack of participation. It is important to look at how to help businesses and examine the current situation.

If we were to do an in-depth dive right now into the activities of the institution, and factor in participation from an African American perspective, we would agree that African American businesses are not doing well. What do we need to do in order to make it better? Create a habit and a culture of inclusion. The state appropriates money to junior colleges, and it doesn't serve institutions well to be failing in certain areas. It is incumbent upon us collectively to help each other to make sure that our institution is an example for other community colleges. The pathway will take hard work, including a look at how we're spending money and being intentional about how money is spent, and finding out ways to do business with people who haven't had the opportunity to do business with the College in the past, so they won't bid. We have to begin to take steps in terms of professional services, construction, and celebrate winning.

When we take a look at African American males who went to junior colleges there was a correlation – the most unsuccessful group; significant failure was based upon the economics of their family. If we are

going to address that issue, we have to figure out how to give money back into the community. When businesses are only making \$68,000 a year, they're not building capacity. There is a procurement law called Sheltered Market, a program under which certain contracts are designated by the chief procurement officer for procurement from one or more classes of disadvantaged vendors. If you find discrimination, you shall establish a sheltered market to correct it. Any state agency can issue a sheltered market. This could be an opportunity for Oakton to improve its spend in areas like information technology and advertising. We must give people the opportunity to participate in the American economy, and work on policies that are not inclusive.

After Mr. Ivory's participation, Mr. Edwin Chandrasekar and Ms. Melissa Kitzmiller proceeded to do their presentation to the Board related to procurement. For every purchase made by the College, we have to talk about equity budget framework; it's about who is being helped, and who is being harmed by Oakton's initiatives. How do purchases contribute to the local tax base and local jobs? How do purchases augment growth in the local economy? The presentation touched different items, and included recommendations to share with the trustees to weigh in on strategies moving forward.

The Purchasing team conducted a quick environmental scan, and collected information from different community colleges related to targeted strategies for selecting local vendors (in-district). Peer colleges shared that they do not have these strategies in place, or have engagement strategies for less than \$1K, \$5K and \$10K. Joliet Junior College responded that they have a focus on strategies that target minority businesses within the district. This allows us to start work on campus, think through strategies unencumbered, and become pioneers with respect to community colleges.

Mr. Chandrasekar indicated that the College looked at its purchases. For the year 2019, prior to the COVID-19 pandemic, there was a total of \$7.9 million worth of purchases with some 709 unduplicated vendors. 355 (\$3.4 million) vendors were in-state and 82 vendors had a zip code listed in-district (\$0.5 million). Only about 5% of purchases come from in-district business, which presents the College with an opportunity to think about strategies that can be implemented to do better.

The College is focused on economic inclusion and equity. First we must determine criteria for "local." Currently, businesses are considered local when they are located within one of the district zip codes. For example, Grainger Inc. is headquartered in Lake Forest—which is not in district, however they have 750K sq. ft. warehouse in Niles which employs +/- 400 warehouse and logistic workers. In addition, Grainger also served on the Oakton Foundation and donated surplus furniture to the College. Based on the current criteria for determining who is in-district and who is not, Grainger would not be in district. In a case study, the city of Newark, NJ considers United Airlines a local vendor even if they are headquartered in Chicago, IL. United Airlines is considered a local vendor because of their large hub at the Newark Airport.

There are challenges with utilizing the zip code criteria. There are a number of large taxpayers that are contributing to Oakton's tax base. However, their business address is not local, but they own or lease a lot of property within our district, therefore they are paying property taxes on them. Using the zip code criteria would mean excluding those who actually contribute to our tax base.

There is a wide range of characteristics to define who is local with four different elements:

- 1) Geography (which would exclude businesses like Grainger);
- 2) Geography and ownership (presence within the district);
- 3) Geography, ownership and regulatory jurisdiction (businesses that have a license to operate within a municipality – they pay local property taxes);
- 4) Size of business (including number of employees) – information is not easy to obtain

A procurement path to economic inclusion and equity would implicate:

1. Transforming the procurement process and leveling the playing field for local businesses so they can access opportunities.

2. Building relationships with valued local vendors and business organizations to cultivate and expand local supplier networks.
3. Creating a local sourcing ecosystems with businesses owned by people of color, women and veterans.

Recommendations – Options Without LimitS (OWLS) Procurement Campaign

The initiative will help Oakton promote local vendors to become Oakton vendors. External engagement strategies would include:

- Determine criteria for local business vendor inclusion – work with Board of Trustees to identify local business vendors;
- Outreach and technical assistance to local business vendors – create a listserv of local business vendors;
- Supplement vendor application form with a “Supplier Gateway” portal – create file share portal for vendors to submit information on products and services.

Internal engagement strategies would include:

- Review purchases with high-volume internal College departments – to identify whether purchases are available from local vendors;
- Host workshops to educate internal constituencies on local buying – to create a greater understanding on local sourcing and economic benefits to the district.

Registering local business helps the College, employees and students make local buying decisions. A free marketing business directory will be shared on the College’s website and accessed by the general public.

Suggested criteria for local business inclusion:

Must have a physical presence (at least one of the following) within District 535 zip codes

- Business headquarters
- Distribution or warehouse facilities
- Satellite or local branch office

Must be in compliance with all applicable laws relating to licensing and not delinquent on any local municipal or Cook County taxes

Oakton vendor application form to be updated to collect this information

- Forms of proof upon request may include copy of Certificate of Occupancy or Business License for non-residential operations, or commercial property tax bill
- In completing form, vendor shall affirm it qualifies as a local business as defined above

Trustee Bush thanked Mr. Chandrasekar and Ms. Kitzmiller for the presentation. She indicated that this work has been done since the June 2021 meeting, and she finds the actions taken in reaching out to the community profoundly impressive. This is what she calls a good start, but it’s just a start. There are other ideas about creating community with businesses that become part of the OWLS procurement campaign, so they feel like they belong to the Oakton business community.

Chair Burns thanked the team for the thoughtfulness that they put into thinking about how the College can engage more businesses knowing that Oakton is here, and the mutual relationship that will allow Oakton to be recognized in the community. She indicated that Mr. Chandrasekar’s team has planted a seed that will support staff in their efforts in stretching themselves to imagine doing procurement in a different way. It is important to define local businesses. Mr. Chandrasekar added that the goal is to create capacity-building activities.

Trustee Kotowski asked which combination of the criteria the College would suggest. Mr. Chandrasekar indicated that the College is looking at geography, ownership and regulatory jurisdiction primarily because Oakton wants to include zip codes and ownership within the district, but also with regulatory

jurisdiction – looking at businesses that have a physical presence that adds to the tax base, and businesses that pay sales and excise tax which is part of the overall Cook County tax formula. Size of business is excluded for now to make sure small businesses don't encounter a cumbersome process.

Chair Burns indicated there was no discussion regarding professional services, and asked when the Board could expect to hear back from Mr. Chandrasekar in terms of how these services are acquired, and how the consortium works. Mr. Chandrasekar said this information can be provided within a week or two, including a list of businesses that Oakton has worked with.

Trustee Stafford suggested that the Board holds a Committee of the Whole to discuss the ideas presented by Mr. Chandrasekar and Ms. Kitzmiller before making them an agenda item.

Public Participation

Mr. Giacomo Cirrincione spoke as a community member and part of the Oakton staff. Mr. Cirrincione referred to a survey conducted by the Classified Staff Association, and shared concerns about a growing morale crisis affecting staff. A copy of the survey results and staff comments was provided to the Board, and the goal is to start a dialogue to improve working conditions and equity for staff at Oakton.

Ms. Jennifer Crowley, Health Career Advisor, spoke as a staff member and provided more information on staff responses that were collected in the survey, and indicated that low morale experiences are not directly related to the pandemic or the current conditions.

Mr. William Fratto, Head Baseball Coach, thanked the Board and President Smith for all the work done on campus, but wanted to bring attention to the state of athletic facilities, and the need for renovations. Mr. Fratto sent photos of what other colleges have done with their athletic facilities, and asked the Board to consider making things better at Oakton.

Ms. Missy Langan, in-district tax payer and alumni, expressed her disappointment in the neglected baseball facilities including parking and bleachers with no ADA access. Facilities do not reflect the success of the baseball program at Oakton, and the College should exhibit pride in the program and championship achievements by giving proper attention to the baseball field.

Mr. Daniel Dellaria, assistant coach and alumni, spoke on behalf of the baseball program, and referred to the successes of the baseball team starting with the national championship in 2018. He believes more needs to be done to upgrade facilities to help support the program especially in recruiting students to maintain a good status for the College, students and the community.

Mr. Abbood Abraham from Niles, Illinois spoke as a member of the community and expressed his concern regarding hiring practices at Oakton and the lack of representation for disabled people, especially those who need health insurance coverage and do not qualify for Medicaid.

Chair Burns thanked participants for their comments.

NEW BUSINESS

10/21-1a 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 Kotowski seconded the motion. A voice vote was called and the motion passed unanimously.

10/21-1b Approval of Consent Agenda Items 10/21-2 through 10/21-7

Trustee Toussaint offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/21-2 through 10/21-7 as listed in the Consent Agenda.”

10/21-2 Ratification of Payment of Bills for September 2021

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,239,293.03 for all check amounts as listed and for all purposes as appearing on a report dated September 2021.”

10/21-3 Acceptance of Treasurer’s Report for September 2021

“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 September 2021.”

10/21-4 Acceptance of Quarterly Report on Investments

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

10/21-5 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 \$259,621.75 for all funds listed in items a and b.”

10/21-6 Supplemental Payment of Professional Personnel – Fall 2021

1. “Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$740,854.26 to the total amount of part-time teaching salaries paid during the fall semester 2021; the revised total payment amount is \$3,773,987.33.”
2. “Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$65,586.56 to the total amount of faculty overload salaries paid during the fall semester 2021; the revised total payment amount is \$538,466.67.”

10/21-7 Acceptance of Clinical Practice Agreements

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

Physical Therapist Assistant

Symbria.”

Student Trustee Patel seconded the motion. 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

The motion carried. Student Trustee Patel favored the resolution.

10/21-8 Acceptance of Comprehensive Annual Financial Report (with Auditor's Opinion)

Trustee Kotowski offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2021 Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021."

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

10/21-9 Approval of Estimate Levy for 2021 and Announcement Thereof

Trustee Stafford offered: "Be it resolved hat the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2021 to be collected in calendar year 2022 as follows:

the sum of \$48,870,390 to be levied as a tax for educational purposes; and

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

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

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

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

"Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled November 16, 2021, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2021. The above estimated amounts for the 2021 tax levy may be changed by the Board in adopting the final 2021 levy, subject to statutory notice and publication requirements."

Trustee Bush seconded the motion. 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

The motion carried. Student Trustee Patel favored the resolution.

10/21-10 Authorization to Approve October Purchases

Trustee Bush 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</u>	<u>Amount</u>
10/21-10a		Microsoft Campus One-Year Agreement	SHI International Corp. Somerset, NJ	\$77,462.62
10/21-10b		John Deere Gator and Accessories	Buck Bros, Inc. Wauconda, IL	\$35,756.01
10/21-10c		Classroom Technology Equipment	CDW-G, LLC Vernon Hills, IL	\$57,495.00
10/21-10d		Financial Aid Software Rescind	Ellucian Financial Aid Fairfax, VA	(\$165,000.00)
		Purchase	Strata Information Group Encino, CA	\$320,000
GRAND TOTAL				\$325,713.63.”

Trustee Kotowski seconded the motion and 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.

10/21-11 Preview and Initial Discussion of Upcoming Purchases

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

- a) Document Imaging and Management System Annual Maintenance Contract and System Upgrades
- b) Continuation of Employee Medical, Dental and Vision Insurance
- c) Microscopes

10/21-12 Preview of New Unit of Instruction

The Sterile Processing Technician Certificate is a 10 credit-hour certificate that provides entry level training for sterile processing technicians. The program provides the first 100 hours of the required 400 hours of training in sterile processing necessary for certification and continued employment. This program provides access to health care system employment exposing persons to career advancement pathways in the system including senior/lead/manager sterile processing technicians, supervisory medical supply technician, sterile processing coordinator, sterile processing educator, and surgical technology.

10/21-13 Acceptance of Faculty Retirement

Trustee Yanow offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Judy Langston.”

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

10/21-14 Acceptance of Grants

Trustee Kotowski offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts \$78,600.00 from the Illinois Community College Board through the Federal Department of Labor to support Year 3 of the Customized Apprenticeship Programming - Information Technology (CAP-IT) apprenticeships project at Oakton Community College.”

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

Adjournment

Chair Burns announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, November 16, 2021 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 8:52 p.m.

Martha Burns, Board Chair

Paul Kotowski, Board Secretary

Minutes recorded by:



Beatriz D. Sparks
10/2021

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



**Minutes of the Oakton Community College Board of Trustees Special Meeting
November 2, 2021**

A special meeting of the Board of Trustees of Community College District 535 was held in room P103 at Oakton Community College, 7701 N Lincoln Ave, Skokie, Illinois on November 2, 2021.

At 3:03 p.m., Board Chair Martha Burns called the meeting to order and called the roll:

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

Also in present in Room P103 were Dr. Joianne Smith, President; Ms. Beatriz Sparks, Special Assistant to the Board; and Ms. Elisabeth Lindsay-Ryan, Managing Member of LR Consulting.

Chair Burns asked for a motion to allow Trustees Kotowski and Salzberg to attend the meeting remotely via Zoom. Student Trustee Patel made the motion, seconded by Trustee Bush. A voice vote was called and the motion passed unanimously. Trustees Kotowski and Salzberg joined the meeting virtually.

Navigating Equity, Diversity and Inclusion within Our Organization

Training was provided by Ms. Elisabeth Lindsay-Ryan from LR Consulting, LLC. Ms. Lindsay-Ryan is an equity, diversity and inclusion professor, trainer, and consultant living in the Chicagoland area.

The session served as an introductory training on EDI for the organization. The training focused on foundational frameworks and included interactive discussion and exercises for participants to explore their own lens on building awareness. The session included a general overview of current trends and research about understanding and handling issues of equity, diversity and inclusion. The session also explored identity, oppression, bias, and what it means to use an equity lens on the board level. The conversation included understanding of perspectives, and how they may cause harm, and the role that board members play in both interpersonal and institutional conversations. The focus was to begin a productive dialogue on how to develop a common language moving forward.

At 5:34 p.m., Chair Burns asked for a motion to adjourn the meeting. Student Trustee Patel made the motion, which was seconded by Trustee Toussaint; a voice vote was called and the meeting was adjourned.

There was no official action taken during the meeting.

Martha Burns, Board Chair

Paul Kotowski, Secretary

bds 11/2021

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 11/21-2 through 11/21-8

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/21-2 through 11/21-8 as listed in the Consent Agenda:

- | | |
|---------|---|
| 11/21-2 | Ratification of Payment of Bills for October 2021 |
| 11/21-3 | Acceptance of Treasurer’s Report for October 2021 |
| 11/21-4 | Compliance with Open Meetings Act, Closed Session Minutes |
| 11/21-5 | Action on Recordings of Closed Session Minutes |
| 11/21-6 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| 11/21-7 | Supplemental Authorization to Pay Professional Personnel – Fall 2021 |
| 11/21-8 | Acceptance of a Clinical Practice Agreement.” |

Ratification of Payment of Bills for October 2021

The check register detailing the regular monthly bills for October 2021 was sent out on November 12, 2021. The totals by fund are on page 2. This includes approval of travel reimbursements for October.

Board Chair

Board Secretary

EC:mw
11/2021

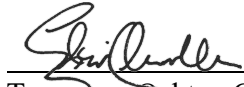
President's Recommendation:

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 \$ 8,143,694.84 for all check amounts as listed and for all purposes as appearing on a report dated October 2021.”

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 October 2021, represented by checks on pages 1-53 numbered !0000945-!0000998, 153926-154051, 154053-154076 and 154078-154304 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	\$ 5,492,733.95	\$ 771,201.87	\$ 6,263,935.82	\$ -	\$ 6,263,935.82
Operations, Building and Maintenance Fund	\$ 469,641.47	\$ 166,239.51	\$ 635,880.98	\$ -	\$ 635,880.98
Maintenance Fund (Restricted)	\$ -	\$ 48,135.75	\$ 48,135.75	\$ -	\$ 48,135.75
Bond & Interest	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Auxiliary Enterprise	\$ 329,877.96	\$ 144,165.44	\$ 474,043.40	\$ -	\$ 474,043.40
Restricted purposes	\$ 318,867.62	\$ 400,780.34	\$ 719,647.96	\$ -	\$ 719,647.96
Trust/Agency	\$ -	\$ 8.88	\$ 8.88	\$ -	\$ 8.88
Audit	\$ -	\$ 440.00	\$ 440.00	\$ -	\$ 440.00
Liability, Protection & Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan					
TOTALS	\$ 6,611,121.00	\$ 1,531,571.79	\$ 8,142,692.79	\$ -	\$ 8,142,692.79
Student Government	\$ 535.05	\$ 467.00	\$ 1,002.05	\$ -	\$ 1,002.05
TOTAL PER REPORT	\$ 6,611,656.05	\$ 1,532,038.79	\$ 8,143,694.84	\$ -	\$ 8,143,694.84

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 1-53 numbered 154052 and 154077 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 \$1002.05 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 October 2021.

Student Government Association

Acceptance of Treasurer's Report for October 2021

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
11/2021

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 October 2021."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

October 2021

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

Treasurer's Comments on October 2021 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$14.2 million in property taxes (second installment for 2020 levy year), \$795,000 in base operating grants, \$477,000 in replacement tax, \$381,000 in tuition and fees, \$89,000 in adult ed. state basic and performance grants, and \$23,000 in interest earnings.

Net cash and investments increased by \$7.2 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 October, revenues were \$33.2 million or 97% of the prorated budget, compared to \$33.6 million, or 100% for the previous year. Tuition and fees totaled \$12.0 million year to date, or 93% of the prorated budget. Last year, tuition and fees totaled \$13.5 million or 97% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$23.7 million. The operating expenditures are \$0.7 million (3%) above prior year's actual expenditures of \$23.0 million for the same period. Net transfers total \$2.6 million as budgeted.

OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
October 31, 2021
(IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
						Auxiliary Agency Restricted					
ASSETS											
Cash	\$ 1,970	\$ 2,444	\$ 811	\$ 3,414	\$ -	\$ (2,457)	\$ -	\$ -	\$ 821	\$ 858	\$ 7,861
Taxes Receivable	1,604	299	-	140	-	-	-	-	(21)	-	2,022
Student Tuition Receivable	3,028	-	-	-	-	456	-	-	-	-	3,484
Government Funds Receivable	382	-	-	-	-	3,142	-	-	-	-	3,524
Accrued Interest	65	9	12	-	-	1	-	-	-	19	106
Other Receivables	714	-	-	-	-	65	-	-	-	-	779
Investments											
Short-term	68,319	7,868	14,786	-	-	2,578	-	-	336	20,033	113,920
Long-term	22,906	3,149	4,053	-	-	376	-	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-	-
Inventories - Prepaids	325	-	-	-	49	415	-	-	-	-	789
Total Current Assets	84,813	13,769	19,662	3,554	49	19,076	-	-	1,264	28,477	170,664
Net Investment in Plant	-	-	-	-	-	-	109,053	-	-	-	109,053
Total Assets	\$ 84,813	\$ 13,769	\$ 19,662	\$ 3,554	\$ 49	\$ 19,076	\$ 109,053	\$ 109,053	\$ 1,264	\$ 28,477	\$ 279,717
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	-	2,062	2,062
Total Assets and Deferred Outflows of Resources	\$ 84,813	\$ 13,769	\$ 19,662	\$ 3,554	\$ 49	\$ 19,076	\$ 109,053	\$ 109,053	\$ 1,264	\$ 30,539	\$ 281,779
LIABILITIES AND NET POSITION											
Payables	\$ 269	\$ 2	\$ -	\$ -	\$ -	\$ 19	\$ -	\$ -	\$ -	\$ -	\$ 290
Accrued Interest Payable	-	-	-	-	121	-	-	-	-	-	121
Deferred Tuition Revenue	-	-	-	-	-	-	-	-	-	-	-
Accruals	3,005	296	-	-	-	316	-	-	-	-	3,617
Bonds Payable	-	-	-	-	49,632	-	-	-	-	-	49,632
OPEB Liability	-	-	-	-	-	-	-	-	-	42,906	42,906
Total Liabilities	3,274	298	-	-	49,753	335	-	-	-	42,906	96,566
Deferred Inflows of Resources - Property Taxes	7,534	1,346	-	618	-	-	-	-	17	-	9,515
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	-	9,216	9,216
Total Liabilities and Deferred Inflows of Resources	10,808	1,644	-	618	49,753	335	-	-	17	52,122	115,297
Net Position											
Unrestricted	74,005	12,125	19,662	-	-	3,789	-	-	-	(21,583)	87,998
Restricted	-	-	-	-	-	14,952	-	-	1,247	-	16,199
Debt Service	-	-	-	2,936	(49,704)	-	-	-	-	-	(46,768)
Plant	-	-	-	-	-	-	109,053	-	-	-	109,053
Total Net Position	74,005	12,125	19,662	2,936	(49,704)	18,741	109,053	109,053	1,247	(21,583)	166,482
TOTAL LIABILITIES & NET POSITION	\$ 84,813	\$ 13,769	\$ 19,662	\$ 3,554	\$ 49	\$ 19,076	\$ 109,053	\$ 109,053	\$ 1,264	\$ 30,539	\$ 281,779

OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2021

	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	\$ 17,939	\$ 17,900	100%	99%
Replacement Tax	950	317	800	253%	132%
State Revenue	2,679	893	1,855	208%	245%
Federal Revenue	5,543	1,848	394	21%	0%
Tuition and Fees	20,387	12,985	12,016	93%	97%
Other	1,172	391	257	66%	73%
TOTAL REVENUES	\$ 84,548	\$ 34,372	\$ 33,222	97%	100%
EXPENDITURES (accrual basis)					
Instructional	\$ 30,891	\$ 10,297	\$ 10,810	105%	96%
Academic Support	18,490	6,163	6,183	100%	102%
Student Services	7,902	2,634	2,045	78%	82%
Public Services	1,070	357	264	74%	91%
Operations and Maintenance	8,482	2,827	2,127	75%	78%
General Administration	6,851	2,284	1,859	81%	74%
General Institutional	631	210	576	274%	264%
Contingency	2,324	775	-	0%	0%
TOTAL EXPENDITURES	\$ 76,641	\$ 25,547	\$ 23,864	93%	93%
Revenues over (under) expenditures	7,907	8,825	9,358		
Net Fund transfers					
To Retiree Health Insurance Fund	(4,000)	(1,333)	(1,333)		
To Auxiliary Fund and Alliance	(2,390)	(797)	(797)		
To Restricted Purpose Fund	(100)	(33)	(33)		
To Liability, Protection & Settlement Fund	(813)	(271)	(271)		
To Social Security/Medicare Fund	(894)	(298)	(298)		
From Working Cash Fund: Interest	290	97	97		
Total Transfers	\$ (7,907)	\$ (2,636)	\$ (2,636)		
Net Revenue over (under) expenditures	\$ -	\$ 6,190	\$ 6,722		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2021**

**AGENDA ITEM 11/21-3
6 of 9**

	Budget (000)	Actual (000)	Actual as a % of Budget
OPERATIONS AND MAINTENANCE			
<u>FUND (Restricted)</u>			
REVENUES			
Construction Fee	335	175	52%
Interest and Investments Gain/Loss	80	2	0%
Total revenues	<u>415</u>	<u>177</u>	<u>43%</u>
EXPENDITURES			
West End Remodeling - A/E Fees	150	60	40%
Natural Area Restoration	170	39	23%
Water Supply Upgrade	48	45	94%
Landscape Improvements	1,573		0%
Capital Equipment	600	12	2%
Cabling Upgrades	150		0%
Check Valve	22		0%
Elevator Upgrades	500		0%
Interior Remodeling	650		0%
Fire Alarm Panel Replacement	0	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		0%
Exterior Envelope/Window Replacement	923		0%
Skokie Remodeling Projects	2,029	5	0%
Field Irrigation	100		0%
Cafeteria Remodeling - DP	1,090	345	32%
Camera Replacement	948		0%
Main Entrances and Monument Signs	150		0%
Air Handler Replacement	625		0%
Signage/Wayfinding	870	13	1%
Pedestrian Path	17	17	100%
Boardroom Renovations & Athletic Wing Flooring	1,025	384	37%
Sanitary Force Main	300		0%
Skokie Community Apiary	38	19	50%
Skokie Metal Wall Panel Project	1,500		0%
Project Management Services	75	56	75%
Contingency	568		0%
Total expenditures	<u>15,994</u>	<u>1,023</u>	<u>6%</u>
Transfer in	-	-	
Net	<u>\$ (15,579)</u>	<u>\$ (846)</u>	<u>5%</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	\$ 635	41%	28%
Workforce Development	130	29	22%	4%
Copy Center	143	11	8%	5%
Athletics	4	8	200%	80%
Child Care	390	136	35%	10%
PAC Operations	5	-	0%	0%
Campus Scheduling and Events	200	-	0%	0%
Other	123	73	59%	43%
Interest and Investments Gain/Loss	27	1	4%	4%
Total revenues	<u>2,558</u>	<u>893</u>	<u>35%</u>	<u>22%</u>
EXPENDITURES				
Bookstore Operating Expenses	1,604	254	8%	8%
Workforce Development	299	90	30%	16%
Copy Center	286	71	25%	35%
Athletics	954	343	36%	35%
Child Care	507	142	28%	22%
PAC Operations	93	23	25%	27%
Campus Scheduling and Events	32	-	0%	0%
Auxiliary Services Administration	327	84	26%	23%
Other	514	45	9%	10%
Total expenditures	<u>4,616</u>	<u>1,052</u>	<u>23%</u>	<u>22%</u>
Transfers in (out)	<u>2,058</u>	<u>686</u>		
Net	<u>\$ -</u>	<u>\$ 527</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2021**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a% Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 363	\$ 121	\$ 294	81%	81%
Tuition and Fees	1,119	373	250	22%	11%
Sale of Materials	8	3	-	0%	0%
Institutional Support					
Evening High School	50	17	23	46%	(80%)
Other Revenues	85	28	24	28%	32%
Total revenues	<u>1,625</u>	<u>542</u>	<u>591</u>	<u>36%</u>	<u>21%</u>
<u>EXPENDITURES</u>					
Administrative Support	1,194	398	321	27%	23%
Instructional Programs		-			
Allied Health	157	52	42	27%	20%
Job-related	336	112	27	8%	17%
Personal	22	7	3	14%	6%
Emeritus Programs	60	20	5	8%	5%
High School Programs	99	33	19	19%	15%
ESL Programs	89	30	15	17%	13%
Total Programs	<u>763</u>	<u>254</u>	<u>111</u>	<u>15%</u>	<u>15%</u>
Total expenditures	<u>1,957</u>	<u>652</u>	<u>432</u>	<u>22%</u>	<u>20%</u>
Revenue over (under) expenditures	<u>\$ (332)</u>	<u>\$ (111)</u>	<u>\$ 159</u>		
Transfer in	332	111	111		
Net	0	0	270		

**OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2021**

	Program Generated Revenue	Revenue Allocated to Programs	Total Revenue and Allocation	Expenditures	Program Net Fav (Unfav)
Activity fees	\$ 260,069				
Interest income	-				
Sub total revenues	<u>260,069</u>				
369901 Student Government Association	-	-	-	(342)	(342)
369910 Occurrence	-	-	-	(535)	(535)
369919 Skokie Events Team	-	-	-	(5,078)	(5,078)
369946 Phi Theta Kappa (PTK)	1,370	-	1,370	(1,589)	(219)
369959 Black Student Union	100	-	100	-	100
369972 PAYO	100	-	100	-	100
Sub Totals	<u>1,570</u>	<u>-</u>	<u>-</u>	<u>(5,956)</u>	<u>(5,956)</u>
<u>Fund Summary</u>					
Total Revenues	\$ 261,639				
Total Expenditures	(5,956)				
Total Transfers to other funds	-				
Excess revenues over expenditures	<u>255,683</u>				
Net Position 6/30/21	1,132,264				
Net Position, end of period	<u>\$ 1,387,947</u>				

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
OCTOBER, 2021**

GENERAL FUND TRANSFERS/PAYMENTS						
DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
10/15/2021	\$ 678,321.61			\$ 678,321.61		
10/19/2021	2,831.00		\$ 2,831.00			
10/26/2021	35,758.42				\$ 35,758.42	
10/29/2021	1,429,835.19	\$ 1,429,835.19				
TOTAL	\$ 2,146,746.22	\$ 1,429,835.19	\$ 2,831.00	\$ 678,321.61	\$ 35,758.42	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS						
DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS	
10/1/2021	\$ 265,193.16	\$ 265,193.16				
10/1/2021	91,600.17		\$ 91,600.17			
10/1/2021	190,749.30			\$ 190,749.30	\$ 72,739.63	
10/1/2021	72,739.63					
10/15/2021	253,633.80	253,633.80				
10/15/2021	88,940.06		88,940.06			
10/15/2021	189,026.12			189,026.12		
10/15/2021	68,813.64				68,813.64	
10/29/2021	260,487.43	260,487.43				
10/29/2021	91,162.71		91,162.71			
10/29/2021	189,967.17			189,967.17		
10/29/2021	68,959.36				68,959.36	
TOTAL	\$ 1,831,272.55	\$ 779,314.39	\$ 271,702.94	\$ 569,742.59	\$ 210,512.63	

Compliance with Open Meetings Act, Closed Session Minutes

The Illinois Open Meetings Act requires that public bodies shall periodically, but no less than semiannually, review minutes of all closed meetings to determine if the contents of such minutes continue to require confidentiality, or if they may be made available for public inspection. The President and the Secretary of the Board have reviewed and hereby recommend that the minutes of the Board of Trustees closed session meetings held on October 20, 2020 and August 31, 2021 should be made available for public inspection and no longer require confidential treatment.

JLS:bs
11/2021

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 determines that the minutes of the Board closed session meeting on October 20, 2020 and August 31, 2021 no longer require confidential treatment and are released for public inspection.”

Action on Recordings of Closed Session Meetings

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

In accordance with these provisions, the audio recordings of closed meetings held on August 20, 2019, August 21, 2019, September 17, 2019, October 15, 2019, November 19, 2019, and December 10, 2019 meet the following criteria:

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

JLS:bs
11/2021

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 recommends the destruction of the verbatim audio recordings of meetings held on August 20, 2019, August 21, 2019, September 17, 2019, October 15, 2019, November 19, 2019, and December 10, 2019.”

Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$18,625.50 for part-time teaching services for the Alliance for Lifelong Learning – Fall 2021.
- b. Salary rescinds in the amount of \$0 for part-time teaching services for the Alliance for Lifelong Learning – Fall 2021.

MB:bg
11/2021

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 \$18,625.50 for all funds listed in items a and b.”

Supplemental Authorization to Pay Professional Personnel - Fall 2021

Comparative figures:

Fall 2021 Part-Time
\$4,035,529.31

Fall 2020 Part-Time
\$4,048,813.64

Fall 2021 Overload
\$600,442.64

Fall 2020 Overload
\$544,299.60

IL:jg
11/2021

President's Recommendation:

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

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$261,541.98 to the total amount of part-time teaching salaries paid during the fall semester 2021; the revised total payment amount is \$4,035,529.31."
2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$61,975.97 to the total amount of faculty overload salaries paid during the fall semester 2021; the revised total payment amount is \$600,442.64."

Acceptance of a Clinical Practice Agreement

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

Basic Nursing Assistant Training

New: The Selfhelp Home

This is a new agreement for the Basic Nursing Assistant Training program. It has been reviewed and approved by the College faculty and administration. This is a five year agreement which commences November 16, 2021 and terminates November 30, 2026.

IL:ma
11/2021

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 agreement:

Basic Nursing Assistant Training

The Selfhelp Home.”

Appointment of Members to Career Program Advisory Committees for 2021-2022

In accordance with State of Illinois recommendations regarding curricular advisory committees and to ensure collaboration among Oakton and business partners in developing and maintaining high quality education and training for employment, each Oakton career program has an advisory committee. Program chairpersons and appropriate administrators have reviewed these committee memberships. The appointments are for 2021-2022 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

IL:sa
11/2021

President's Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the appointment of members on the attached lists to the below named Career Program Advisory Committees for 2021-2022.”

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2021-2022**

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Adoption of Resolution Setting Forth Tax Levies for 2021

This Resolution sets forth the levy recommended at the October 19, 2021 Board meeting and represents a 4.6% increase over the extended 2020 tax levy.

President's Recommendation:

That the Board adopt the following resolution:

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

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2021 (to be collected in 2022) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Forty Eight Million Eight Hundred Seventy Thousand Three Hundred and Ninety Dollars (\$48,870,390) as a tax for Educational purposes; and the sum of Eight Million Dollars (\$8,000,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars (\$100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred Thousand Dollars (\$100,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2021.

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

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

Adopted this 16th day of November, 2021

AYES: _____

NAYS: _____

ABSENT: _____

Martha Burns
Chair, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois

ATTEST:

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

CERTIFICATE OF TAX LEVY

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

We hereby certify that we require:

the sum of \$ 48,870,390.00 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 8,000,000.00 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ 100.00 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of \$100.00 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 100.000.00 to be levied as a special tax for financial audit purposes (50 ILCS 310/9),

on the equalized assessed value of the taxable property of Community College District No. 535 for the year 2021.

Signed this 16th day of November 2021.

Secretary of the Board of Said Community College District

Chair of the Board of Said Community College District

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

Number of bond issues of said community college which have not been paid in full: *Five (5)*.

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District Number 535, County of Cook and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 2021 was filed in the office of the County Clerk of this county on _____, 2021.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension will be made, as authorized by resolutions on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution, for said purpose for the year 2021 is \$3,786,104.

County Clerk

Date

County

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

CERTIFICATE OF COMPLIANCE
WITH THE
TRUTH IN TAXATION LAW

I, the undersigned, do hereby certify that I am Chair of the Board of Trustees of Oakton Community College District Number 535, County of Cook and State of Illinois; and

I do further certify that the Board of Trustees of said district adopted an “Approval of Estimate of Levy for 2021” at a regularly convened meeting held on the 19th day of October, 2021, said date being at least 20 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2021, and the aggregate levy of the district for 2021 as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, and including any amount abated prior to such extension, upon the levy of the district for 2020, such that the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* were not applicable to the adoption of said 2021 aggregate levy.

DATED this 16th day of November, 2021.

Martha Burns
Chair, Board of Trustees
Community College District No. 535
County of Cook and State of Illinois

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

This Resolution sets forth the College's designation for any reduction in the tax levy for 2021 due to the Property Tax Extension Limitation Law (PTELL). The Office of the County Clerk requires a separate resolution for this designation.

President's Recommendation:

That the Board adopts the following resolution:

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

"WHEREAS, on November 16, 2021, the Board of Trustees ("Board") of Community College District No. 535, Cook County, Illinois ("College District") did adopt its 2021 tax levy; and

WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2021 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195;

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

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District's 2021 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

100% of such reductions shall be made from the levy for Educational purposes

0% of such reductions shall be made from the levy for Operations and Maintenance purposes

0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes

0% of such reductions shall be made from the levy for Social Security and Medicare purposes

0% of such reductions shall be made from the levy for Financial Audit purposes

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

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

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

AYES: _____

NAYS: _____

ABSENT: _____

ADOPTED this 16th day of November, 2021.

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

By: _____
Chair

ATTEST:

Secretary

STATE OF ILLINOIS)
)SS:
COUNTY OF COOK)

CERTIFICATE OF BOARD SECRETARY

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

I do further certify that the foregoing “Resolution Directing County Clerk Regarding Tax Levy Extension Subject To The Property Tax Extension Limitation Law” is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 16th day of November 2021.

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

IN WITNESS WHEREOF, I hereto affix my official signature, this 16th day of November, 2021.

Paul Kotowski
Secretary, Board of Trustees
Community College District No. 535

Authorization to Approve November 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 - c” were previewed at the October 2021 Board of Trustees meeting, and item “d” was previewed at the September 2021 Board of Trustees meeting.

EC:sa
11/2021

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>
11/21-12a	1-2	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc. Westlake, OH	\$85,000.00
11/21-12b	1-2	Continuation of Employee Medical, Dental, and Vision Insurance	Community College Health Consortium Chicago, IL Delta Dental of Illinois Naperville, IL Vision Services Plan, Inc. Rancho Cordova, CA	\$9,466,000.00
11/21-12c	1	Microscopes	W. Nuhsbaum, Inc. McHenry, IL	\$81,803.72
11/21-12d	1-2	Creston HyFlex Proof of Concept Pilot Classrooms	SKC Communications Schaumburg, IL	\$106,640.65
GRAND TOTAL:				\$9,739,444.37.”

IN DISTRICT	\$TBD
CONSORTIUM	\$9,466,000.00
BID	\$0.00
BID EXEMPT	\$273,444.37
QBS	\$0.00

Authorization to Purchase Document Imaging and Management System Annual Maintenance and System Upgrades

Document imaging hardware and software are used to scan, capture, index, retrieve, process, and archive digital images of documents and forms. In June, 2013, the Board of Trustees approved a three year contract for Oakton's updated document imaging platform: OnBase by Hyland Software, Inc. Document imaging systems can improve business process management with workflow tools and enhanced security. In addition, productivity is expected to increase by reducing or eliminating time spent handling, storing, retrieving, distributing, and destroying paper. The imaging system is essential to managing the flow of information at the College.

The Financial Aid office was the first area to migrate to OnBase, and the Registration and Records office is also now fully operational on the new platform. Human Resources, Alliance Payroll, and Accounting have migrated documents. Articulation requests, Pre-Requisite override forms, Administrative Withdrawal, and Adult Education Registration forms have been created in Hyland along with workflows to assist in the automation of business office process. Additional forms are being built to improve the student experience while improving productivity and efficiency of end-users.

Annually since 2016, the Board has approved the maintenance contract from Hyland. The annual maintenance cost for the next contract year, which begins on January 1, is \$56,013.95. Since Oakton's need for digital imaging services continues to increase, the College will also be acquiring additional licenses, hardware, and training as the platform is further developed. The College is seeking approval to spend up to \$85,000 with Hyland Software, Inc. to cover the cost of FY 21-22 maintenance, training, and additional professional licenses and services. The annual maintenance, licenses, hardware, and training are only available through Hyland Software, Inc., the manufacturer of the system, thereby making this a sole source purchase. In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

Hyland Software, Inc., has been in business for over twenty years, with over 11,000 customers, a dedicated higher education practice, and 430 higher education institutions. The software works with Oakton's Banner student and financial software systems, as well as with the PowerFAIDS Financial Aid system. The Administration is confident that Hyland Software will continue to meet the needs of the College.

PS:kr
11/2021

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 Document Imaging and Management System Annual Maintenance Contract and System Upgrades from Hyland Software, Inc., 28500 Clemens Road, Westlake, OH, 44145 for a total not to exceed \$85,000.00 per their quote number LE01-225899 dated 9/24/2021.”

Authorization to Purchase Continuation of Employee Medical, Dental and Vision Insurance

Oakton is a member of the Community College Health Consortium (CCHC). The College's medical, dental, and vision plans are administered through CCHC and HUB Inc., who serve as CCHC's brokers. Premiums run for the calendar year January to December. CCHC currently has seven participating institutions - College of DuPage, McHenry Community College, Moraine Valley Community College, Oakton Community College, Triton College, Sauk Valley Community College, and Illinois Valley Community College.

The Consortium insured an average of 2,762 employees and 6,439 members as of July 31, 2021, comparable to 2,798 employees and 6,508 members for the full calendar year 2020. In accordance with Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), purchases made through a consortium are exempt from formal bidding. For the calendar year January 2022 to December 2022, premiums will increase approximately 5.4% and 2.0% respectively for medical and dental premiums, while vision premiums will decrease 4.0%. The College has received renewal rates for the following:

Plan Provider	2022 Premiums	2021 Premiums
Blue Cross & Blue Shield of Illinois	\$9,000,000	\$8,700,000
Delta Dental of Illinois	\$ 408,000	\$ 400,000
Vision VSP, Inc.	\$ 58,000	\$ 60,000

- (1) The College has four medical plan offerings - PPO, PPO Choice Select, HMO, and Blue Advantage. The PPO Choice Select plan is a new plan introduced in 2022, It is a value-based design with premiums approximately 20% lower than the current traditional PPO plan, and offers a lower out-of-pocket max at \$1500/\$4500 (in/out of network) compared to the current PPO plan of \$2500/\$7500. The Choice Select plan generally has a narrower network of providers but provides all the same benefits as the traditional PPO.
- (2) The College offers a standard dental plan. Overall 2021 dental premiums are projected to be \$408,000. The individual dental premium rates are approximately 2.0% higher than the prior year.
- (3) The College's vision plan includes both PPO and HMO participants and fixed rates are guaranteed for 2 years from January 1, 2022 to December 31, 2023.

EC:mw
11/2021

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 Continuation of Employee Medical, Dental, and Vision Insurance from:

Blue Cross and Blue Shield of Illinois for twelve months of medical insurance from January 1, 2022 to December 31, 2022 for a total not to exceed \$9,000,000.00,

Delta Dental of Illinois, 111 Shuman Boulevard, Naperville, Illinois 60653 for twelve months of dental insurance from January 1, 2022 to December 31, 2022 for a total not to exceed \$408,000.00,

Vision Service Plan, Inc., 3333 Quality Drive, Rancho Cordova, CA 95670 for twelve months of vision insurance from January 1, 2022 to December 31, 2022 for a total not to exceed \$58,000.00,

for a grand total not to exceed \$9,466,000.00.”

Authorization to Purchase Microscopes

The FY22 capital equipment budget includes funding to purchase new microscopes for the Biology labs at the Des Plaines campus. The Biology department uses microscopes for all disciplines from Introduction to Life Science to Anatomy and Physiology. Each of these courses requires the students to use microscopes on a regular basis. Each of the College's ten laboratories has as many as four to six courses per day and each course has as many as 24-26 students using microscopes per class. This equates to over ninety hours of use per microscope every week. These microscopes will replace microscopes that are currently used in the Bio 121 and Bio 122 laboratories at the Des Plaines Campus.

Currently, the Biology department uses four different models of microscopes. With the purchase of new microscopes, the College will have the same model microscope in all the Biology labs, which will allow the students a more consistent experience throughout their academic tenure at the College. The College will be purchasing the Leica DM500 microscopes which are approximately \$1,430.13 each, for an estimated cost of \$74,367.02. It is anticipated that there may be a price increase and the College is also requesting a 10% contingency.

These cost-efficient scopes are ideal because of their robust build and minimal moving parts which can withstand constant use in the labs. Purchasing new microscopes is less expensive than the cost of repairing the old microscopes. These microscopes come assembled and ready to use out of the box with no extra costs for installation or setup.

The sole source provider for the Leica scopes is W. Nuhsbaum, Inc. from McHenry, IL. The College is also exploring donating the current microscopes to a local theological institution.

BPS:sa
11/2021

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 Microscopes from W. Nuhsbaum, Inc., 760 Ridgeview Drive, McHenry, IL 60050 for a total of \$74,367.02 per their quote number QU-0315370-A dated 9/1/2021, plus a contingency of \$7,436.70 to be held by the College and used in the best interest of the College, for a total expenditure not to exceed \$81,803.72."

Authorization to Purchase Next Gen HyFlex Proof of Concept Pilot Classrooms

In response to Covid-19, all classrooms were outfitted as flexible learning classrooms. The Board approved the HyFlex classroom webcams in February 2021. HyFlex classrooms allow students to engage in a class via face-to-face, online synchronous, or online asynchronous format depending on student preferences or other circumstances. As part of Oakton's strategic commitment to equity, the College seeks to upgrade 2 existing classrooms into HyFlex Next classrooms to pilot the latest cutting edge technologies for faculty and instruction. One classroom will be at the Des Plaines campus and the other will be at the Skokie Campus.

In October 2021, the Administration issued a request for Proposal (RFP) to licensed Crestron dealers for the equipment purchase, labor and installation, programming and staff training associated with the 2 Crestron XIO Cloud & Fusion pilot classrooms. The RFP was sent to 32 companies (3 in-district) and 3 proposals were received.

Price is not the sole determining factor for selecting the vendor. The College team also assessed the respondent's ability to timely perform the project at levels required by Oakton, history, expertise, experience, financial viability, demonstrated capability to timely and effectively complete projects similar in size and scope, qualifications and experience of key personnel and subcontractors, including AV certifications, academic credentials, operational and practical experience, and knowledge of subject matter and understanding of Oakton's needs.

After careful consideration and review of the proposals, the Administration is recommending a contract with SKC Communications. SKC was founded in 1986 and is a leading video conferencing and audio-visual integrator, and they design, build and manage next-generation multimedia rooms with current best-in-class audio and video applications. The company has its corporate headquarters in Shawnee, KS and multiple offices across the country including a corporate office in Schaumburg, IL. SKC completed a classroom update project for Harper College, and a hybrid classroom installation for Northeastern Illinois University Hybrid in 2021.

The Administration is confident that SKC will meet the College's needs and delivery timelines.

Initials
11/2021

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, installation, programming and training for 2 Crestron pilot classrooms from SKC Communications, 1201 Wiley Road, Ste 113, Schaumburg, IL 60173 in the amount of \$106,640.65 per their proposal submitted November 4, 2021 in response to RFP#1.”

Preview and Initial Discussion of Upcoming Purchases

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

a) Projector Refresh – The capital equipment budget includes funds for the purchase of 30 replacement multimedia projectors. The projectors are part of the annual 7-year refresh lifecycle for projectors in classrooms. This purchase will replace 7-year-old and older classroom projectors. The College currently has 210 projectors in total. Every classroom is equipped with at least one ceiling mounted projector allowing instructors to project computer information and video onto the screen.

The College is sending out an RFP to multiple resellers in order to obtain competitive pricing and should have the final vendor decision and pricing results for the December board meeting. This purchase is budgeted at \$60,000.

b) Printing Non-Credit Class Schedule – In 2019, the Administration recommended a change to the past practice of printing the credit class schedules; moving from a mass distribution of these schedules to a targeted approach aimed at traditional and adult students that utilizes direct mail (magazines and postcards), email, social media, and digital advertising to replace district-wide credit schedule distribution.

For the non-credit class schedule, the Administration still believes that it is in the best interests of the College to continue printing four issues. A bid will be issued in December and is expected to be presented for Board approval in January. The non-credit class schedules will be distributed to residences within the district:

Issue 1 - Late Spring issue mailed in early February – between 40 and 56 pages

Issue 2 - Summer issue mailed in mid-March – between 40 and 56 pages

Issue 3 - Fall issue mailed early July – between 48 and 64 pages

Issue 4 - Spring issue mailed in early November – between 48 and 72 pages

c) Travel to Africa – In 2021, Oakton Community College received a 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.

Katherine Schuster, PhD, Distinguished Professor of Education and Donovan Braud, Ph.D, Professor and Chair of the English Department serve as leads on the grant. The sources and uses of funds are as follows: Oakton is working with EDUAfrica, a leading educational tourism company who offers transformational learning journeys that provide an opportunity to learn and transform through cross-cultural engagements and personal reflection, by exploring global issues, exchanging knowledge, and gaining practical experience.

The 37-day experience will include in their costs all transport, fuel, and road taxes, full use of a vehicle for the duration of the program, 24-hour services of an EDUAfrica Program Facilitator, accommodation,

professional development speaker fees, meals, activities and admissions. The breakdown for the costs and sources are as follows

<u>Use of Funds</u>		<u>Amount</u>
EDUAfrica	\$6,185 per participant X 14 participants (2 participants no-charge)	\$86,590
Airfare RT	\$1,900 per participant X 16 participants	\$30,400
Travel Insurance	\$350 per participant X 16 participants	\$5,600
Total		\$122,590

<u>Source of Funds</u>		<u>Amount</u>
Fulbright-Hays Grant		\$96,620
Participant Funds	\$750 per participant * 16 participants	\$12,000
College		\$13,970
Total		\$122,590

There are 2 purchases which exceed the \$25000 threshold and therefore require Board approval. In December, the College will seek approval to purchase international professional development seminar facilitation services with EDUAfrica. Separately, the grant team is working closely with the Procurement department and College Travel Office to secure flights and travel times that meet both the needs of the experience, while also weighing COVID-19 related considerations. The College will present the purchase of airfare travel for approval at an upcoming Board Meeting.

d) Laptop Computers - The College is in the process of purchasing 41 laptops. The breakdown of the 41 laptops is as follows:

- 22 Laptops: Career and Technical Education Student Support funded by Perkins Grant \$19,586.38
- 10 Laptops: Faculty Members to pilot the Mobility Project in classrooms \$8,928.30
- 9 Laptops: Board Members \$8,035.47

Oakton currently provides Dell Latitude 3510 model laptops to full-time staff members. As this laptop model is at end-of-life, the next version of these laptops Dell Latitude 3520 laptops will be purchased. The specifications for both models are similar thereby allowing standardization of technology at Oakton. Each laptop will cost \$892.83 bringing the total cost of purchasing 41 laptops to \$36,606.03, and will be purchased from CDW-G in Vernon Hills, IL.

(e) College Name and Brand Refresh Consulting Services - The College is seeking proposals for services related to refreshing the College brand, messaging, and recommendation for a supporting launch campaign in light of an institutional name change to Oakton College and in alignment with the College's next strategic plan.

The College's current logo and brand identity was last updated in 2005. A brand guideline was implemented in March 2020 to convey this information along with the creation of brand attribute messages that are utilized as guideposts in marketing and communications work. The College is also

working on an institutional website redesign with the expectation of a new site launch in Spring 2022. The work that is done to refresh the College's identity to Oakton College will build on this foundation.

The College's focus is:

- Update the institution's name, logo, and seal while retaining elements of the existing identity (specifically the leaf), aligning it with College's future vision and strategy to maximize awareness and understanding of the institution among its constituencies.
- Evolve current brand positioning statement, brand personality, brand attribute messages and sample marketing messages as appropriate to accompany refreshed brand identity.
- Recommend cost-effective public relations strategies to support the college's new name and refreshed brand, ensuring strategies and channels reach all communities in the district.

Deliverables will include:

- Refresh the visual identity and key messages to align with the new College name and evolution of the current brand guideline.
- Validate the relevance, appeal, and uniqueness of Oakton's brand among stakeholder groups including students, prospective students, and the community.
- Through an engagement process, collecting input toward final identity selection, help to create brand champions and influencers to tell the same story.
- Update the brand guideline, including messaging, symbol/logo and what the identity means, seal and messaging, fonts, and color pallet.
- Recommend a launch campaign to increase awareness among the local and regional community of the College's benefits.

The College Relations and Procurement departments have worked collaboratively to issue a Request for Proposal for Brand Refresh Agency Services. The projected budget for FY22 is \$40,000. The Administration plans to present this item to the Board for purchase approval at the January 2022 Board meeting.

(f) Natural Areas Maintenance – 2 year contract - The natural areas of the College are an important part of the pedagogy and aesthetics of the campus. In September 2017, the Board authorized the purchase of a Natural Areas Restoration project. This work has since been completed, and continued maintenance is required for the natural areas. The current two-year maintenance contract approved by the Board expires in January 2022. A new bid has been issued for a two-year contract and expected to run from February 2022 to January 2024. The contract will include seasonal burns, tree and debris removal, and weed/invasive species management. The contract will be awarded to the lowest responsive and responsible bidder, and is expected to be presented at the December board meeting.

(g) Purchase of Computer Servers/IaaS Services - The College relies on 24 Intel processor based blade servers to host a private cloud consisting of 264 virtual machines that provide services to the 2,300 computers and all on and off campus users. This private cloud hosts the College's student information and financial systems, systems that provide authentication, file storage, application delivery, web, database, IP Telephony, print services, and all other college managed systems. The fiscal year 2021-2022 capital equipment include funds to replace a subset of these servers.

This purchase includes 6 servers that will be used to upgrade the core VMware hosts in the private cloud at the Des Plaines campus and 4 servers for the Skokie campus. These servers will be used to replace 9 and 11 year old servers which are going out of support.

The College's IT department is in the process of obtaining competitive quotes for this equipment and has also been evaluating migrating to Infrastructure as a Service (IaaS) public cloud offerings from a number of vendors. The budget for this project is \$279,500.

The College is sending out requests for quotes for the servers or cloud services in order to obtain competitive pricing and should have the final vendor decision and pricing results for the December or January Board meetings.

Acceptance of a Settlement Agreement

This legal matter has been discussed by the Board of Trustees in closed session.

JLS:bds
11/2021

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 does hereby accept the Settlement Agreement with Ms. Elizabeth Jane Rude pursuant to the terms of an Agreement between Ms. Rude and the Board executed on this date, and further that the College administration is authorized and directed to fulfill the College’s obligations as stipulated in the Agreement.”

Approval of a New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College is proposing a new certificate, a 10 credit-hour Sterile Processing Technician Certificate.

The **Sterile Processing Technician Certificate** is a 10 credit-hour certificate that provides entry level training for sterile processing technicians. The program provides the first 100 hours of the required 400 hours of training in sterile processing necessary for certification and continued employment. Most organizations require successful certification within one year of hire. This program provides access to health care system employment exposing persons to career advancement pathways in the system including senior/lead/manager sterile processing technicians, supervisory medical supply technician, sterile processing coordinator, sterile processing educator, and surgical technology.

The Sterile Processing Technician Certificate prepares students for a career in a hospital or medical center setting as a sterile or central sterile processing technician. The sterile processing technician is responsible for preparing surgical and procedural instruments. This includes cleaning, sterilizing, packaging, transporting and storing instruments. Technicians follow specific procedures to ensure instruments are safe for future use. Students will learn skills in accordance with the standards and guidelines recommended by the International Association of Healthcare Central Service Material Management (IAHCSM). Upon successful completion of the program and the required work experience the graduate is eligible to take a national certification exam.

The regional labor market demand for Sterile Processing Technicians is expected to grow. The EMSI labor market data for 2014-2024 indicates a 27.5% growth in Cook and DuPage Counties. Of the top 10 employers of Sterile Processing Technicians in Cook and DuPage Counties, 5 are within Oakton’s district and 4 are within driving distance of Oakton’s district. Salary ranges can vary from \$18-23/hour.

The proposed Sterile Processing Technician Certificate curriculum requirements and total credit hours:

Sterile Processing Technician Certificate

10 Semester Credit Hours; Curriculum:

Courses for a Certificate		Credit Hours
HIT 104	Medical Terminology	3 Credits
SPT 110	Sterile Processing Department Procedures	1 Credit
SPT 111	Sterile Processing Technology	3 Credits
SPT 120	Sterile Processing Technician Clinical	3 Credits
Total Semester Credit Hours for Certificate:		10 Credits

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following new unit of instruction, Sterile Processing Technician Certificate.”

Acceptance of Grants

Funding totaling \$2,338,431.00 have been made available to Oakton Community College, subject to acceptance at the November 16, 2021, Board meeting. If the Board so desires, the resolution below will enable the Board to accept all of the following grants in a single resolution.

AG:kt
11/2021

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the attached resolutions, 11/21-16a through 11/21-16g, for the following grants:

a. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of.....	\$1,694,075.00
b. Department of Education Asian American Native American Pacific Islander Serving Institution (AANAPISI) grant in the amount of.....	\$300,000.00
c. Illinois Community College Board- Career and Technical Education-Perkins Postsecondary Grant in the amount of.....	\$225,861.00
d. Illinois Community College Board – Governor’s Emergency Education Relief Grant in the amount of.....	\$75,874.00
e. Illinois Department of Commerce and Economic Opportunity – Child Care Restoration Grant Program.....	\$25,621.00
f. Illinois Arts Council Presenter’s Development Program Grant in the amount of.....	\$9,700.00
g. Illinois Arts Council Visual Arts Program Grant in the amount of	\$7,300.00
For a total of	\$2,338,431.00”

Acceptance of Illinois Community College Board Adult Education and Family Literacy Federal and State Grant Funds

The Illinois Community College Board has awarded Oakton Community College a total of \$1,694,075.00 in state and federal Adult Education and Family Literacy funding for fiscal year 2022. These funds provide educational opportunities for adult learners who participate in English as a Second Language, Literacy, Family Literacy, GED, Evening High School and Citizenship Education classes. This funding is for the period July 1, 2021 to June 30, 2022. Jesse Ivory, Dean of Adult & Continuing Education/Dean of the Skokie Campus is the Project Director. Marc Battista, Associate Vice President of Workforce Education/Dean of Business and Career Technologies, is the Project Administrator.

<u>Source</u>	<u>FY22 \$ Amount</u>
State Basic Literacy	\$734,880.00
State Performance Grant	\$367,710.00
Federal Basic Literacy	\$535,235.00
Federal English Literacy/Civics	<u>\$56,250.00</u>
Total	\$1,694,075.00

AG:kt
11/2021

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$1,694,075.00 in federal and state funding through the Illinois Community College Board to support fiscal year 2022 Adult Education and Family Literacy programs at Oakton Community College.”

Acceptance of the Department of Education Asian American Native American Pacific Islander Serving Institution (AANAPISI) Grant

The Department of Education has awarded Oakton Community College a five-year grant in the amount of \$1,500,000.00, \$300,000.00 annually, through the highly competitive AANAPISI (Asian American Native American Pacific Islander Serving Institution) program, under federal Title III Part A funding. The AANAPISI program provides opportunities to improve and expand the College's capacity to serve Asian Americans and Pacific Islanders (APIs), and under-resourced students. Through this grant, Oakton now holds the unique distinction as the first community college in Illinois to receive federal designation as a minority-serving institution (MSI) for APIs.

The MSI designation commits to a greater understanding that APIs are highly diverse with unique academic needs among the various ethnic subgroups. Disaggregating the data regarding API subgroups is vitally important for identifying students who need support that fall between the cracks of reductive quantitative analyses. Oakton's participation in the AANAPISI program is one effort among many that supports our shared goal of advancing a campus climate where all can succeed and thrive. The grant year 2 period is October 1, 2021 through September 30, 2022, and will be administered by Dr. Kelly Becker, Assistant Vice President for Institutional Effectiveness and Strategic Planning, and Edwin Chandrasekar, Vice President for Administrative Affairs.

AG:kt
11/2021

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$300,000.00 from the Department of Education Asian American Native American Pacific Islander Serving Institution (AANAPISI) grant.”

Acceptance of Illinois Community College Board Career and Technical Education-Perkins Postsecondary Grant

Oakton Community College was awarded the Perkins CTE Grant for period 7/1/2021- 6/30/2022, in the amount of \$225,861.00. The Perkins Grant funds CTE specific initiatives and departments with intent to provide students with the skills and knowledge necessary to excel in the global economy. Through the Programs of Study (POS) model, which includes secondary CTE related coursework that seamlessly connects with postsecondary CTE coursework either at the 2-year level or beyond, CTE equips students with the foundational knowledge to explore a cluster of occupations and careers. As a student evolves through their educational experience, their focus is narrowed to a particular program. This process allows students to transition seamlessly while providing them with hands-on exploration, rigorous academics and the support necessary to succeed. Marc Battista, Associate Vice President of Workforce Education/Dean of Business and Career Technologies, will administer the grant.

AG:kt
11/2021

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$225,861.00 from the Illinois Community College Board to support the CTE Perkins Postsecondary grant.”

Acceptance of Illinois Community College Board – Governor’s Emergency Education Relief Fund II Grant

The Illinois Community College Board Governor’s Emergency Education Relief Fund II (GEERF II), through the American Rescue Plan Act from the US Department of Education, has awarded Oakton Community College a \$75,874.00 award.

These funds will be used primarily to support wellness, with a focus on mental health wellness; to pilot a program to serve the needs of students experiencing housing instability; and enrollment efforts through the examination of current placement practices. All strategies identified align with the P-20 Council Learning Renewal Resource Guide, wherein the goal is to support students during the ongoing COVID-19 pandemic.

The grant period is July 1, 2021 through June 30, 2022. Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning and Dr. Mark Kiel, Dean of Counseling, Health and Wellness Services will manage the grant, and Dr. Ileo Lott, Vice President of Academic Affairs will administer the grant.

AG:kt
11/2021

President’s Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$75,874.00 from the Illinois Community College Board to support students via the Governor’s Emergency Education Relief Fund II efforts at Oakton Community College.”

Acceptance of Illinois Department of Commerce and Economic Opportunity – CHILD CARE RESTORATION GRANT PROGRAM

The Department of Commerce and Economic Opportunity in coordination with the Illinois Department of Human Services through a program under the State of Illinois Business Interruption Grant Program and funded through Federal COVID-19 stabilization funds has awarded Oakton Community College a \$25,621.00 award.

These funds are designed to be meaningful financial supports to help the early childhood infrastructure through the COVID-19 pandemic. This award is available to supplement expenses during the period of July, August and September 2021.

The grant period is July 1, 2021 through September 30, 2021. Monique Hudson, site coordinator in the Early Childhood Development Center will manage the grant, and Dr. Marc Battista, Associate Vice President of Workforce Education / Dean of Business and Career Technologies will administer the grant.

AG:kt
11/2021

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accepts \$25,621.00 from the Illinois Department of Commerce and Economic Opportunity to support the Child Care Restoration program at Oakton Community College.”

Acceptance of Illinois Arts Council Agency Presenters' Development Program Grant

The Illinois Arts Council Agency Presenters' Development Program has awarded Oakton Community College a grant in the amount of \$9,700.00 for operating support of the Performing Arts Center for the period November 1, 2021 to August 31, 2020. Daniel Cunningham, Production Coordinator for the Performing Arts Center, will manage the grant and Linda Korbel, Dean of Liberal Arts, will administer the grant.

AG:kt
11/2021

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$9,700.00 from the Illinois Arts Council Agency to support the Performing Arts Center operations.”

Acceptance of Illinois Arts Council Agency Visual Arts Program Grant

The Illinois Arts Council Agency has awarded Oakton Community College a Visual Arts Program grant in the amount of \$7,300 to support the Koehnline Museum of Art for the period November 1, 2021 to August 31, 2022. Nathan Harpaz, Manager of the Koehnline Museum of Art, will manage the grant and Linda Korbel, Dean of Liberal Arts, will administer the grant.

AG:kt
11/2021

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 accept \$7,300 from the Illinois Arts Council Agency to support the Koehnline Museum of Art.”