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
AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
   - review closed session minutes of October 15, 2019
   - semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
   - consider the appointment, employment, compensation, discipline, performance or dismissal of employees, and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of the Regular Board Meeting and the Finance Committee Meeting of October 15, 2019

Statement by the President

ACCT Leadership Congress Report

ICCTA Liaison Report
Educational Foundation Liaison Report

Student Trustee Report

Comments by the Chair

Report: Improving Student Learning Through Assessment and Program Review

Public Participation

NEW BUSINESS

CONSENT AGENDA

11/19-1
   a. Approval of Adoption of Consent Agenda
   b. Approval of Consent Agenda Items 11/19-2 through 11/19-8

11/19-2 Ratification of Payment of Bills for October 2019

11/19-3 Acceptance of Treasurer’s Report for October 2019

11/19-4 Compliance with Open Meetings Act, Closed Session Minutes

11/19-5 Action on Recordings of Closed Session Meetings

11/19-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

11/19-7 Supplemental Authorization to Pay Professional Personnel – Fall 2019

11/19-8 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

V 11/19-9 Appointment of Members to Career Program Advisory Committees for 2019-2020

R 11/19-10 Adoption of Resolution Setting Forth Tax Levies for 2019

R 11/19-11 Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

R 11/19-12 Adoption of Resolution to Transfer Restricted Purpose Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims

R 11/19-13 Acceptance of Resolution Regulating Reimbursement of Expenses for Meals and Incidentals for College Related Travel
R 11/19-14 Authorization to Approve November Purchases
   a. Travel Services for Summer 2020 Field Study in the Netherlands
   b. Travel Services for Summer 2020 Study Abroad Program in India
   c. Document Imaging and Management System Annual Maintenance Contract and System Upgrades
   d. Continuation of Employee Medical, Dental and Vision Insurance
   e. Steelcase Furniture and Installation for Skokie Campus Student Center and Student Street Renovation
   f. Printing of the Oakton Non-Credit Class Schedule
   g. Primary Intranet and Internet Services for Des Plaines Campus – Five Year Contract
   h. IT Assessment and Strategic Plan Consulting Services
   i. Merchandise Displays and Service Counter for Skokie Bookstore
   j. Architectural Services for the Des Plaines Campus Cafeteria Remodeling

R 11/19-15 Authorization to Enter into License Agreement to Occupy Space for Commencement

11/19-16 Preview and Initial Discussion of Upcoming Purchases

R 11/19-17 Authorization to Enter into Agreement with U.S. Geological Survey (USGS) to Install Rain Gage at Skokie Campus

R 11/19-18 Authorization to Hire a Director of Marketing

R 11/19-19 Authorization to Hire Full-time, Tenure-track Faculty Member

R 11/19-20 Acceptance of a Faculty Retirement

11/19-21 Preview of a New Unit of Instruction

V 11/19-22 Introduction of New Policy Statements – First Read

ADJOURNMENT
Minutes of the Oakton Community College Board of Trustees Meeting
October 15, 2019

The 748th meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 15, 2019, at the Oakton Community College Skokie Campus, 7701 N. Lincoln Avenue, Skokie, Illinois.

Closed Session – Call to Order and Roll Call
At 6:40 p.m. in room A145, Chair Salzberg called the meeting to order. Acting Secretary Stafford called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Benjamin Salzberg</td>
<td>Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Ms. Martha Burns</td>
<td>Vice Chair</td>
<td>Absent</td>
</tr>
<tr>
<td>Mr. Paul Kotowski</td>
<td>Secretary</td>
<td>Absent</td>
</tr>
<tr>
<td>Dr. Gail Bush</td>
<td></td>
<td>Present</td>
</tr>
<tr>
<td>Mr. William Stafford</td>
<td></td>
<td>Present</td>
</tr>
<tr>
<td>Ms. Marie Lynn Toussaint</td>
<td></td>
<td>Present</td>
</tr>
<tr>
<td>Dr. Wendy Yanow</td>
<td></td>
<td>Present</td>
</tr>
<tr>
<td>Ms. Adisa Ozegovic</td>
<td></td>
<td>Present</td>
</tr>
</tbody>
</table>

Trustees Martha Burns and Paul Kotowski were absent for the meeting.

Chair Salzberg made a motion to go into closed session under the following exceptions to the Illinois Open Meetings Act: the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, and pending litigation, which was seconded by Trustee Stafford.

Trustee Stafford called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Bush</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Salzberg</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Toussaint</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Yanow</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Ozegovic</td>
<td>Aye</td>
</tr>
</tbody>
</table>

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

At 7:05 p.m., Chair Salzberg asked for a motion to adjourn the closed session meeting. Trustee Stafford made the motion; seconded by Trustee Bush; a voice vote was called and the meeting adjourned.

Open Session and Roll Call
Chair Salzberg called the regular meeting of the Board of Trustees to order at 7:30 p.m. in room P104.

Trustee Stafford called the roll:
Mr. Salzberg Chair Present
Ms. Burns Vice Chair Absent
Mr. Kotowski Secretary Absent
Ms. Toussaint Present
Dr. Bush Present
Dr. Yanow Present
Mr. Stafford Present
Ms. Ozegovic Present

Trustees Burns and Kotowski were absent for the meeting.

Also present: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President, Student Affairs; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; and Dr. Ileo Lott, Vice President, Academic Affairs.

Pledge of Allegiance – Trustee Bush

Approval of Minutes
Chair Salzberg asked for a motion for the approval of the minutes of the September 17, 2019 regular meeting of the Board of Trustees and the September 24, 2019 Committee of the Whole Meeting. Trustee Bush made the motion, which was seconded by Trustee Yanow.

A voice vote was called, and the minutes were unanimously approved as presented.

Statement by the President
Dr. Smith welcomed visitors from the Netherlands, Paul van den Berg, and Sjannie Van Riel, who are here for their two-week exchange with Professors Lindsey Hewitt and Lisa Cherivtch, both who will travel to the Netherlands for their two-week exchange in May 2020.

Dr. Smith asked for introductions of those present:

Classified Staff present included: Kathleen De Courcey, Web Communications Coordinator and President of the Classified Staff Association; Philip Cronin, Senior Media Services Technician; Eileen Cukierski, Senior Executive Assistant to the President, Secretary to the Board of Trustees; Jon McFarlane, Media Services Integration Technician.

Full-time Faculty present included: Gregory Hamill, Professor, Sociology and President of the Full-time Faculty Association; Lisa Cherivtch, Professor, Business; Dezrine Dunn, Assistant Professor, Nursing; Carla Ferguson, Professor, Nursing; Julia Fraas, Professor, Library Services; Vicki Giambone, Distinguished Professor, Anthropology/Geography; Katherine Schuster, Distinguished Professor, Education; Carole Shapero, Distinguished Professor, Mathematics; and Sherrill Weaver, Professor, Library Services and English.

Adjunct Faculty present included: Cheryl Thayer, Lecturer, Liberal Arts and President of the Adjunct Faculty Association; David Arieti, Lecturer, STEM and Health Careers; Linda Berendsen, Lecturer, Liberal Arts; Ruth Whitney, Lecturer, Library; David Williams, Lecturer, Liberal Arts.

Administrators present included: Robyn Bailey, Director, Operations and Administration; Marc Battista, Associate Vice President, Workforce Education and Dean of Business and Career Technologies; Anne Brennan, Assistant Vice President, Academic Affairs and College Transitions; Michele Brown, Director, Admission and Enrollment; Kelly Iwanaga Becker, Assistant Vice President of Institutional Effectiveness and Strategic
Planning; Colette Hands, Associate Vice President, Chief Human Resources Officer; Jeffrey Hoffman, Chief of Police and Emergency Management; Ruben Howard, Director, Workforce and Strategic Partnerships; Jacob Jeremiah, Assistant Dean, Library; Linda Korb, Dean, Liberal Arts; Raymond Lawson, Dean, Online Learning; Julette Patrick, Assistant Vice President, Student Affairs, and Dean of Access, Equity and Diversity; Katherine Sawyer, Associate Vice President of Marketing and Communications, and Chief Advancement Officer; Prashant Shinde, Chief Information Officer; Bob Sompolski, Dean, STEM and Health Careers; Andy Williams, Controller, Budget and Accounting Services; and Cheryl Warmann, Registrar, and Director of Student Financial Support.

Campus Police: Officer Thomas Dattilo

Guests: Benia Colon, Jesus Colon and Anthony Cervini, Sikich

Student: Jose Colon

Statement by the President
Dr. Smith offered condolences to the family, friends and colleagues of Elena Couto, the Senior Manager of Development and Alumni Relations, who passed away suddenly last month. Elena was passionate about finding ways to support students and we will be honoring her legacy by establishing a scholarship in her name. Also, to Nicci Cisarik, Student Recruitment and Outreach Specialist, on the passing of her grandmother Connie Accardo. Congratulations were offered to Oakton student Angela Kuqo whose graphic design was selected as the new logo for the Illinois Community College Trustees Association (ICCTA). Angela’s artwork was chosen as part of a statewide competition that drew sixty-four student entries from eleven Illinois community colleges. In recognition of her achievement, Angela will receive a $250 scholarship. To Oakton student and golfer, Nzelu (NZ) Maitha who won the regional tournament earlier this month, finishing as medalist over more than sixty golfers from Illinois. With his first-place performance, he will represent the Oakton Owls in the NJCAA, Division II Men’s golf championship in May 2020. Additionally, his teammate Nate Dunker finished first and second in the Skyway conference season standings. Both of these students are wonderful young men and are stellar representatives of the College. Dr. Smith offered congratulations to Oakton student Jose Colon, who is Oakton’s nominee for the Lincoln Laureate Award, which is one of the most significant awards for community college students in the state. Jose was awarded a check that he received from Dr. Smith and Chair Salzberg. Congratulations to the College Relations team and the 50th Anniversary Steering Committee, who won two awards at the District Three Conference for the National Council for Marketing and Public Relations (NCMPR). The medallion awards recognize outstanding achievement in design and communication at community and technical colleges in each of NCMPR’s seven districts. They won gold in the Special Event/Fundraising Campaign Category for the 50th anniversary celebration and silver for our 50th anniversary logo. During the last month, we have had numerous programs celebrating LatinX heritage with the closing celebration on October 18 at the Skokie campus. Luz Trejo, who was the Student Government Association president last year, and is now an Oakton Alumna, will be the guest speaker that evening. A Registration Rally will be held on October 22 in Skokie and October 31 in Des Plaines, to help students get ready for 2020 spring semester registration. Advisors will be available to review class schedules to align with degree requirements. The current exhibit in the Koehnline Museum, Fashioning the Self: You Are What You Wear? The exhibit will be on display through October 25. Dr. Smith finished by announcing that the first All College Learning Day will take place on October 24, where we will deepen our collective understanding of equity.

Finance Committee Report
Trustee Stafford reported that the Finance Committee met earlier in the day. He introduced Mr. Anthony Cervini, Partner with Sikich LLP, who also attended that meeting. Trustee Stafford reported that our Comprehensive Annual Report, which is our audit, meets the specifications of a national program through the Government Finance Officers Association, and it provides a high level of transparency. There are 140 pages in the report,
most audits run 20-40 pages but a comprehensive one like this provides a greater level of transparency to the public. We received a good clean unmodified audit. There are no material deficiencies. We are in solid financial shape, and we continue to hold a triple A rating from Moody’s Investment Advisor Service, which is the highest rating you can get for a public institution. In terms of our operations and what the president and our financial staff can control, we are in great shape. One thing that we cannot control is the college retiree insurance program. Through planning and moves that the administrative staff is taking, we are starting to partially fund that obligation. The other issue is SURS (State University Retirement System), which provides retirement for most of our employees and faculty, and which is highly underfunded. Our portion is $342M. Most pension funds have to be at least eighty five percent funded to be successful. This fund is currently funded at forty-one percent. This is a real concern. It is a statewide concern. Again, proactively, we have put some money aside, but nowhere near what will be needed. Overall, we are in great shape in terms of what we are doing, what we have control over, but we have to be aware of what is looming out there.

Educational Foundation Liaison Report
Trustee Stafford reported that the Educational Foundation has raised $413,389 to date this fiscal year, which is seventy-seven percent to their goal of $536,000. Since the last update, a $42,500 gift from the Niles Township Government was received to continue their support of student scholarships. The Foundation experienced a significant tragedy with the unexpected passing of Oakton team member and Senior Manager of Development and Alumni Relations, Elena Couto on September 24. At the direction of her family, the Foundation is accepting memorial gifts to launch a scholarship in Elena’s name. Because of this news, the Foundation Board cancelled their meeting on September 25. Their next quarterly meeting will take place on December 3. The Foundation supported an Oakton/Evanston Meet and Greet on October 10. The event provided an opportunity for the College’s leadership to build relationships with community leaders from Evanston as we explore the possibility of in the future, offering academic programs in the eastern part of the district. The annual Donor Recognition Brunch will take place on Saturday, November 2 on the Des Plaines campus. This invitation only event provides an opportunity for supporters and students to meet one another.

Student Trustee Report
The first official issue of the year of the OCCurrence, the student run newspaper, was officially published with a number of articles from student writers. Phi Theta Kappa (PTK) attended a leadership conference in Peoria, where they learned leadership and networking skills to aid them in the future. Ms. Ozegovic relayed upcoming Halloween related events. A leadership event hosted by the Student Government Association on October 17 entitled Colors of Comedy; and a number of clubs have joined under PTK to host Feed my Starving Children, a volunteer event on October 16.

Comments by the Chair
Chair Salzberg spoke about the passing of Elena Couto and how she will be missed. The Meet and Greet event on October 10 in Evanston was highly successful; Chair Salzberg thanked the trustees who were able to attend. Chair Salzberg also thanked all those in attendance for taking the time to attend Board meetings and support the Board in their work for the College.

Audit Report
Mr. Anthony Cervini, from Sikich, thanked Chair Salzberg and the Board for the opportunity to present the results of the audit of the College as of and for the fiscal year ended June 30, 2019. Mr. Cervini reiterated that representatives of Sikich met with members of the Finance Committee of the Board and reviewed the reports in significant detail. As a result of the audit, four reports were issued; the Comprehensive Annual Financial Report (CAFR); the Single Audit Report, which is required as the College has expended greater than $750,000 in federal funds; the Illinois Cooperative Work Study Report and finally the Auditor’s Communication to the Board of Trustees. Because of that audit, Sikich issued audit opinions, three of those opinions are incorporated within the CAFR; that is the unmodified opinion on the College’s basic financial statements; also issued an unmodified
opinion on compliance with state grants; and finally, an unmodified examination opinion on the College’s required credit hour reporting to the Illinois Community College Board. They also issued two opinions on the single audit report, the unmodified opinion on internal control for financial reporting, as well as the unmodified opinion on compliance with requirements related to each major program. Mr. Cervini also discussed the impact of Governmental Accounting Standards Board (GASB) Statement No. 75 and its impact on the College. Mr. Cervini discussed the change in the liability reported on the Statement of Net Position for its portion of the liability with the College Insurance Plan (CIP). The College transferred $5M at the end of fiscal year 2019 in an effort to continue to pre-fund the GASB 75 liability. Mr. Cervini also noted that the audit identified no material weaknesses. Mr. Cervini closed by thanking the Board and staff for their efforts on the audit. Trustee Stafford thanked President Smith and the financial team, Edwin Chandrasekar, Vice President of Administrative Affairs and Andy Williams, Controller, who do yeoman’s work to put out what really is a world-class document. These reports are kept at the national office and used as models for other colleges to use in terms of their financial statements.

Report: Strategic Enrollment Management (SEM) Plan Progress
Presenting the report this evening, Dr. Cheryl Warmann, Registrar and Director of Student Financial Support, and Ms. Michele Brown, Director of Admission and Enrollment. Dr. Warmann began by explaining that SEM (Strategic Enrollment Management) is about developing strategies and using resources effectively so that we can meet the College’s mission, priorities and especially, enrollment goals. SEM is incorporated within the College’s strategic plan; it falls under the planning matters piece of the document. The student experience – loss/momentum framework, looks at how students connect with the College. This past year, 2018-2019, the SEM team shared the SEM draft plan with the College community; we gathered feedback from SEM-tember community conversations, which were incorporated into the work plan, which is considered a living document, as it may change as the College’s needs change. Dr. Warmann relayed the progress on the SEM goals in each of the four areas of the framework: Connection, Entry, Progress, and Completion.

Ms. Brown reviewed the progress toward the SEM strategies and talked about the future direction of SEM. The Oakton experience incorporates four pillars. The first pillar, Clarifying the Path: this is where marketing and Oakton visibility initiatives come in play. We are currently reviewing our website and are in the process of doing a website redesign, which is very important, as over the last year, we have had a half a million external viewers to our website. Events that have helped highlight Oakton have been discover Oakton Open House, Black Teen and LatinX Teen College Success programs, which bring high school students to our campus to showcase our offerings and college in general. The second pillar, Entering the Path: has to do with comprehensive recruitment planning. One of the big projects this past year is the Target X CRM (Customer Relationship Management) recruitment suite. Ms. Brown thanked the Board who recently approved the purchase of the Target X CRM software. Scholarship promotion has been expanded to make our students more aware of financial aid and scholarship opportunities available to them. We have done dual credit enrollment outreach to expand dual credit in our high schools, and we have ESL and GED transition programs to transition those students to credit classes. The third pillar, Staying on the Path: has to do with enrollment and academic processes and efficiencies. This includes Target X CRM retention suites and working with continuing students. The final pillar, Ensure Learning, which is where our faculty Persistence Project falls under, and our First Year Experience project for students.

Ms. Brown provided some additional details regarding Target X CRM, and talked about the importance of the enrollment funnel which shows how a student moves through the enrollment process (prospects, inquiries, applicants, admits). In the past, we had not been able to track students in various stages of the enrollment funnel, but now with the Target X CRM we are able to, which is an excellent benefit and resource for the College to use. One of the other benefits of having the CRM and the enrollment funnel is that students are assigned a specific recruitment specialist as they move through the funnel, so all their communication comes from that specific recruiter. The same recruiter visits them in their high schools, goes to events at their high schools, and sends them letters and communication. With the Student Affairs reorganization, we will be hiring a Dean of Enrollment
Management to help oversee many of the aspects of SEM and to help lead the College wide SEM implementation committee. The college wide SEM Implementation Committee will include a college wide monitoring committee and a smaller core implementation team to work on implementing the SEM work plan strategies. Again, the SEM plan is a living document that will readjust to new situations and/or our environment. Some future plans for SEM include the launch of the new website, promoting pathways, expanding outreach to market segments, increasing dual credit and transitional math, increasing financial aid advising and career exploration. In closing, Ms. Brown noted that enrollment is everyone’s responsibility!

Chair Salzberg thanked Dr. Warmann and Ms. Brown for their presentation. He said that the College needed CRM software and a process to use that software, which is now in place, and now we can utilize that software to get to reach more people in our district.

Public Participation - None

New Business

10/19-1a Approval of Consent Agenda
Trustee Yanow offered:
“Be it resolved that the Board of Trustees of Community College District 535 approve adoption of the Consent Agenda.”

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

10/19-1b Approval of Consent Agenda Items 10/19-2 through 10/19-7
Trustee Bush offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/19-2 through 10/19-7 as listed in the Consent Agenda.”

10/19-2 Ratification of Payment of Bills for September 2019 (Including Approval of Travel)
"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $7,484,963.57 for all check amounts and for all purposes as appearing on a report dated September 2019.”

10/19-3 Acceptance of Treasurer’s Report for September 2019
“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 2019.”

10/19-4 Acceptance of Quarterly Report on Investments
“Be it resolved that the Board of Trustees of Community College District 535 authorizes the acceptance of the Quarterly Report on Investments for filing.”

10/19-5 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 and b, and hereby approves the expenditures in the amount not to exceed $192,839.53 for all funds listed in item a.”

a. Salary payments in the amount of $192,839.53 for part-time teaching services for the Alliance for Lifelong Learning fall 2019.
b. Salary payments in the amount of $5,693.44 for part-time teaching services for the Alliance for Lifelong Learning summer 2019.

10/19-6 Supplemental Authorization to Pay Professional Personnel – Fall 2019
1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of $483,485.85 to the total amount of part-time teaching salaries paid during the fall semester, 2019; the revised total payment amount is $3,785,725.80."
"Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of $37,544.00 to the total amount of faculty overload salaries paid during the fall semester 2019; the revised total payment amount is $465,020.40."

10/19-7 Approval of Clinical Practice Agreements
“Be it resolved that the Board of Trustees of Community College District 535 approves the following cooperative agreements:
Medical Laboratory Technology: University of Chicago Medicine;
Physical Therapist Assistant: Clearbrook.”

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

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

The motion carried; Student Trustee Ozegovic favored the resolution.

10/19-8 Acceptance of Comprehensive Annual Financial report (with Auditor’s Opinion)
Trustee Burns offered:
“Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019.”

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

10/19-9 Approval of Estimate of Levy for 2019 and Announcement Thereof
Trustee Stafford offered:
“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2019 to be collected in calendar year 2020 as follows:
The sum of $45,208,798 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 19, 2019, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2019. The above estimated amounts for the
2019 tax levy may be changed by the Board in adopting the final 2019 levy, subject to statutory notice and publication requirements.”

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

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

The motion carried; Student Trustee Ozegovic favored the resolution.

**10/19-10** Authorization to Approve October Purchases
Trustee Toussaint 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:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19-10a</td>
<td>1 - 3</td>
<td>Skokie Campus Student Center and Student Street Renovation</td>
<td>Happ Builders, Inc.</td>
<td>$2,821,202.00</td>
</tr>
<tr>
<td>10/19-10b</td>
<td>1 - 2</td>
<td>Flexible Registration Software – Five Year Contract</td>
<td>Destiny Solutions, Inc.</td>
<td>$350,000.00</td>
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<tr>
<td>10/19-10c</td>
<td>1 - 2</td>
<td>Cloud Based Math Placement Exams and Online Instruction – Three-Year Contract</td>
<td>McGraw-Hill Global Education Holdings, LLC</td>
<td>$135,000.00</td>
</tr>
<tr>
<td>10/19-10d</td>
<td>1</td>
<td>Microscopes</td>
<td>W. Nushbaum, Inc.</td>
<td>$38,272.40</td>
</tr>
</tbody>
</table>

Grand Total: $3,344,474.40.”

Trustee Yanow seconded the motion.

With the purchase of new microscopes, Chair Salzberg asked what happens to the old microscopes. Dean Sompolski replied that if they are not usable, they are disposed of, but if they are usable, we have donated equipment to local middle and high schools if they are in need.

Trustee Stafford called the roll:

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

The motion carried; Student Trustee Ozegovic favored the resolution.
10/19-11  **Preview and Initial Discussion of Upcoming Purchases**

The following purchases will be presented for approval at an upcoming Board of Trustees meeting: a) Travel Services for Summer 2020 Field Study in the Netherlands; b) Travel Services for Summer 2020 Study Abroad Program in India; c) Digital Spectrophotometers; d) Document Imaging and Management System Annual Maintenance Contract and System Upgrades; e) Continuation of Employee Medical, Dental and Vision Insurance; f) Maintenance of Natural Areas – Two Year Contract; g) Furniture for Skokie Campus Student Center and Student Street Renovation; h) Merchandise Displays and Service Counter for Skokie Bookstore; i) Printing of the Oakton Non-Credit Class Schedules; j) Replacement of Pre-1980 Office Furniture for Both Campuses; k) Architectural Services for Cafeteria Remodeling; and l) WAN/Internet Service and Telephony Services.

10/19-12  **Acceptance of Faculty Retirements**

**Trustee Stafford offered:**

"Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Sherry Demonte and Judy Ferraro."

Trustee Bush seconded the motion.

Dr. Ileo Lott thanked Professor Demonte and Associate Professor Ferraro, both from the Health Information Technology area, for their years of service to the College.

Trustee Stafford called the roll:

<table>
<thead>
<tr>
<th>Trustee</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Bush</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Toussaint</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Salzberg</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Yanow</td>
<td>Aye</td>
</tr>
</tbody>
</table>

The motion carried; Student Trustee Ozegovic favored the resolution.

10/19-13  **Acceptance of Grants**

**Student Trustee Ozegovic offered:**

"Be it resolved that the Board of Trustees of Community College District 535 accepts the following grants:

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Illinois Community College Board Adult Education and Family Literacy Grant in the amount of...............................</td>
<td>$1,686,500.00</td>
</tr>
<tr>
<td>b. Illinois Community College Board – Innovative Bridge and Transition Program Grant in the amount of..........................</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>c. National Science Foundation Advanced Technological Education Sub-award..........................................................</td>
<td>$33,000.00</td>
</tr>
<tr>
<td>d. Illinois Arts Council Presenter’s Development Program Grant in the amount of. ..................................................</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>e. Illinois Arts Council Visual Arts Program Grant in the amount of .................................................................</td>
<td>$6,100.00</td>
</tr>
</tbody>
</table>

for a total of $1,811,100.00
Trustee Yanow seconded the motion; a voice vote was called and the motion passed unanimously.

**Adjournment**
The next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held on Tuesday, November 19, 2019, beginning at 7:30 p.m. at the Des Plaines campus, 1600 E. Golf Road, in room 1506.

At this time, Trustee Bush thanked the staff that supplied all of the information about scholarships that she requested, as well as information about the ALEKS software. She said that she appreciates understanding ALEKS on a deeper level.

Trustee Stafford made a motion to adjourn the meeting, which was seconded by Trustee Yanow; a voice vote was called and the meeting was adjourned at 8:20 p.m.

Benjamin Salzberg, Chair

William Stafford, Acting Board Secretary

ec
10/2019

A video recording of the meeting was made and is available by calling the Media Services office at (847) 635-1998.
A meeting of the Finance Committee of the Board of Trustees of Community College District 535 was held on October 15, 2019, at the Skokie Campus of Oakton Community College, 7701 N. Lincoln Avenue, Room B102, Skokie, Illinois.

At 4:00 p.m., the Chair of the Finance Committee, William Stafford, called the meeting to order and called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. William Stafford</td>
<td>Chair of Committee</td>
<td>Present</td>
</tr>
<tr>
<td>Dr. Wendy Yanow</td>
<td>Committee Member</td>
<td>Present</td>
</tr>
</tbody>
</table>

Also in attendance from Oakton Community College were Dr. Joianne Smith, President; Mr. Edwin Chandrasekar, Vice President, Administrative Affairs; and Mr. Andy Williams, Controller; from Sikich, Mr. Anthony Cervini; and Mr. Ray Krouse.

The members of the Finance Committee of the Board, and others in attendance reviewed four reports in significant detail. The four reports issued were; the Comprehensive Annual Financial Report (CAFR); the Single Audit Report, which is required as the College has expended greater than $750,000 in federal funds; the Illinois Cooperative Work Study Report, and the Auditor’s Communication to the Board of Trustees.

At 5:40 p.m., Mr. Stafford made a motion to adjourn the meeting, which was seconded by Dr. Yanow; a voice vote was called and the meeting was adjourned.

There was no official action taken during the meeting.

William Stafford, Chair
Finance Committee
AGENDA ITEM 11/19-1a
1 of 1

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 11/19-2 through 11/19-8

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/19-2 through 11/19-8 as listed in the Consent Agenda.

11/19-2   Ratification of Payment of Bills for October 2019
11/19-3   Acceptance of Treasurer’s Report for October 2019
11/19-4   Compliance with Open Meetings Act, Closed Session Minutes
11/19-5   Action on Recordings of Closed Session Minutes
11/19-6   Ratification of Actions of the Alliance for Lifelong Learning Executive Board
11/19-7   Supplemental Authorization to Pay Professional Personnel – Fall 2019
11/19-8   Approval of Clinical Practice Agreements.”
Ratification of Payment of Bills for October 2019

The check register detailing the regular monthly bills for October 2019 was sent out on November 15, 2019. The totals by fund are on page 2. This includes approval of travel reimbursements for October 2019.

__________________________________________
Board Chair

__________________________________________
Board Secretary

EC: mw

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $5,965,136.95 for all check amounts as listed and for all purposes as appearing on a report dated October, 2019."
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 2019, represented by checks on pages 1-86 numbered 144278-144322, 144324-144329, 144331-144337, 144339-144344, 144346-144356, 144358-144389, 144391-144513, 144515-144548, 144550-144557, 144559-144571, 144573-144664, 144666-144678, 144680-144691, 144693-144788, 144790-144833 and 144835-144989 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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Gross Payroll</th>
<th>Accounts Payable</th>
<th>Sub-Total</th>
<th>Voided Checks</th>
<th>Total</th>
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<tbody>
<tr>
<td>Education</td>
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<td>$ 4,521,555.97</td>
<td>$ (3,331.08)</td>
<td>$ 4,518,224.89</td>
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<tr>
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<td>$ 225,206.42</td>
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<td>$ 561,905.29</td>
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<td>$ 172,530.93</td>
<td>-</td>
<td>$ 172,530.93</td>
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<tr>
<td>Bond &amp; Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Auxiliary Enterprise</td>
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<td>$ 411,744.23</td>
<td>$ (11,943.26)</td>
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<tr>
<td>Restricted purposes</td>
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<td>$ 226,731.66</td>
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<tr>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trust/Agency</td>
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<td>$ 3,185.45</td>
<td>$ 3,185.45</td>
<td>$ (855.60)</td>
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<td>Liability, Protection &amp; Settlement</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Social Security/Medicare</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Loan</td>
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<td>$ 1,428,986.48</td>
<td>$ 5,955,199.00</td>
<td>$ (16,275.41)</td>
<td>$ 5,938,923.59</td>
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<td>TOALS</td>
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<td>$ 9,490.00</td>
<td>$ 9,937.95</td>
<td>-</td>
<td>$ 9,937.95</td>
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<tr>
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<td>-</td>
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<tr>
<td>TOTAL PER REPORT</td>
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<td></td>
</tr>
</tbody>
</table>
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 1-86 numbered 144323, 144330, 144338, 144345, 144357, 144390, 144514, 144549, 144558, 144572, 144665, 144679, 144692, 144789 and 144834 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.

[Signature]

Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of $9,937.95 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, 2019.

[Signature]

Student Government Association
Acceptance of Treasurer’s Report for October 2019

The Treasurer’s comments that highlight the significant areas for this report are on page 3. The President asks that questions on the general significance of this month’s report be directed to her with the understanding that she will refer questions of detail to the Treasurer for amplification.

EC: mw

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

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of October 2019.”
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER’S REPORT

October 2019

Edwin Chandrasekar
Vice President for Administrative Affairs
W. Andy Williams
Controller, Budget and Accounting Services
Treasurer’s Comments on October 2019 Financial Statements

Page 4. Financial Position Statement

Cash and investments
Monthly collections included $1.1 million in tuition and fees, $772,000 base operating grant payments, $369,000 in property taxes, $283,000 in replacement tax, $152,000 in interest earnings, and $75,000 for the ICCB Bridge Transitions grant.

Net cash and investments decreased by $1.1 million from the previous month as expected.

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

Revenues
At the end of October, revenues were $35.2 million or 101% of the prorated budget, compared to $34.3 million, or 102% for the previous year. Tuition and fees totaled $15.0 million year to date, or 97% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures
The current year’s total actual operating expenditures of $22.1 million are attributed to expected operating costs. The operating expenditures are $0.8 million (3.8%) above prior year’s actual expenditures of $21.3 million for the same period. Net transfers total $2.6 million as budgeted.
## ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
<th>General Long Term Debt</th>
<th>Working Cash</th>
<th>Working Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare</th>
<th>Retire Health Ins.</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$1,895</td>
<td>$67</td>
<td>$91</td>
<td>$3,295</td>
<td>$1,486</td>
<td>$-</td>
<td>$-</td>
<td>$2</td>
<td>$648</td>
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<td>-</td>
<td>-</td>
<td>2</td>
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<td>940</td>
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<td>Student Tuition Receivable</td>
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<td>3</td>
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<td>Other Receivables</td>
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<td>Investments</td>
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<tr>
<td>Short-term</td>
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<td>Long-term</td>
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<td>-</td>
<td>719</td>
<td>-</td>
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<td>30,517</td>
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<td>Due from (to) Other Funds</td>
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<td>-</td>
<td></td>
<td>14,500</td>
<td>-</td>
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<td>Inventories - Prepaids</td>
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<tr>
<td>Total Current Assets</td>
<td>81,827</td>
<td>13,187</td>
<td>10,540</td>
<td>3,358</td>
<td>28</td>
<td>20,324</td>
<td>116,439</td>
<td>1,130</td>
<td>145,157</td>
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<tr>
<td>Net Investment in Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Assets</td>
<td>81,827</td>
<td>13,187</td>
<td>10,540</td>
<td>3,358</td>
<td>28</td>
<td>20,324</td>
<td>116,439</td>
<td>1,130</td>
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<td>81,827</td>
<td>13,187</td>
<td>10,540</td>
<td>3,358</td>
<td>28</td>
<td>20,324</td>
<td>116,439</td>
<td>1,130</td>
<td>16,885</td>
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## LIABILITIES AND NET POSITION

<table>
<thead>
<tr>
<th>Description</th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
<th>General Long Term Debt</th>
<th>Working Cash</th>
<th>Working Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare</th>
<th>Retire Health Ins.</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables</td>
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<td>$2</td>
<td>(3)</td>
<td>$-</td>
<td>$43</td>
<td>-</td>
<td>$-</td>
<td>$-</td>
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<td>Accrued Interest Payable</td>
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<td>Deferred Tuition Revenue</td>
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## Net Position

<table>
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<tr>
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<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
<th>General Long Term Debt</th>
<th>Working Cash</th>
<th>Working Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare</th>
<th>Retire Health Ins.</th>
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<tbody>
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<td>Unrestricted</td>
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<td>(31,845)</td>
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<td>168,117</td>
</tr>
</tbody>
</table>

## TOTAL LIABILITIES & NET POSITION

<table>
<thead>
<tr>
<th>Description</th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
<th>General Long Term Debt</th>
<th>Working Cash</th>
<th>Working Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare</th>
<th>Retire Health Ins.</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$81,827</td>
<td>$13,187</td>
<td>$10,540</td>
<td>$3,358</td>
<td>$20,324</td>
<td>$116,439</td>
<td>$1,130</td>
<td>$16,885</td>
<td>$263,718</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OAKTON COMMUNITY COLLEGE**  
**FINANCIAL POSITION OF FUNDS AS OF OCTOBER 31, 2019**  
**(IN THOUSANDS)**
### OAKTON COMMUNITY COLLEGE
### EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
### SUMMARY OF REVENUES AND EXPENDITURES
### THREE MONTHS ENDED OCTOBER 31, 2019

<table>
<thead>
<tr>
<th>REVENUES (cash and accrual basis)</th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual Budget (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes (accrual basis)</td>
<td>$50,183</td>
<td>$16,728</td>
<td>$16,806</td>
<td>100% 99%</td>
</tr>
<tr>
<td>Replacement Tax</td>
<td>950</td>
<td>317</td>
<td>468</td>
<td>148% 94%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>4,708</td>
<td>1,569</td>
<td>1,803</td>
<td>115% 169%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>24,316</td>
<td>15,488</td>
<td>14,975</td>
<td>97% 99%</td>
</tr>
<tr>
<td>Other</td>
<td>2,140</td>
<td>713</td>
<td>1,139</td>
<td>160% 157%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$82,297</td>
<td>$34,815</td>
<td>$35,191</td>
<td>101% 102%</td>
</tr>
</tbody>
</table>

| EXPENDITURES (accrual basis)       | Instructional          | $32,060               | $10,687             | $9,923                   | 93% 92%                 |
|                                   | Academic Support       | 17,486                | 5,829               | 5,211                    | 89% 84%                 |
|                                   | Student Services       | 7,134                 | 2,378               | 1,918                    | 81% 80%                 |
|                                   | Public Services        | 1,286                 | 429                 | 362                      | 84% 90%                 |
|                                   | Operations and Maintenance | 8,018            | 2,673               | 2,100                    | 79% 73%                 |
|                                   | General Administration | 5,308                 | 1,769               | 1,672                    | 94% 75%                 |
|                                   | General Institutional  | 2,303                 | 768                 | 894                      | 116% 200%               |
|                                   | Contingency            | 956                   | 319                 | 0                        | 0% 0%                   |
| TOTAL EXPENDITURES                | $74,551                | $24,850               | $22,080             | 89% 85%                  |

Revenues over (under) expenditures

Net Revenue over (under) expenditures

Net Fund transfers

To Retiree Health Insurance Fund (4,500) (1,500) (1,500)
To Auxiliary Fund and Alliance (2,059) (686) (686)
To Restricted Purpose Fund (100) (33) (33)
To Liability, Protection & Settlement Fund (581) (194) (194)
To Social Security/Medicare Fund (796) (265) (265)
From Working Cash Fund: Interest 290 97 97
Total Transfers $7,746 $2,582 $2,582

Net Revenue over (under) expenditures $7,383 $10,529
### OPERATIONS AND MAINTENANCE

#### FUND (Restricted)

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Certificates 2020</td>
<td>$20,000</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Construction Fee</td>
<td>335</td>
<td>186</td>
<td>56%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>41</td>
<td>115</td>
<td>280%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>20,376</strong></td>
<td><strong>301</strong></td>
<td><strong>1%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Street Renovation</td>
<td>1,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Sanitary Lift Station</td>
<td>25</td>
<td>23</td>
<td>92%</td>
</tr>
<tr>
<td>RHC HVAC System</td>
<td>50</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>West End Remodeling - A/E Fees</td>
<td>1,000</td>
<td>335</td>
<td>34%</td>
</tr>
<tr>
<td>West End Remodeling - Phase 2</td>
<td>3,500</td>
<td>132</td>
<td>4%</td>
</tr>
<tr>
<td>Natural Area Restoration</td>
<td>224</td>
<td>45</td>
<td>20%</td>
</tr>
<tr>
<td>Supplementary Water Connection</td>
<td>50</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Landscape Improvements</td>
<td>250</td>
<td>53</td>
<td>21%</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>800</td>
<td>51</td>
<td>6%</td>
</tr>
<tr>
<td>Switchgear Upgrades - DP</td>
<td>150</td>
<td>35</td>
<td>23%</td>
</tr>
<tr>
<td>Interior Remodeling</td>
<td>21</td>
<td>15</td>
<td>71%</td>
</tr>
<tr>
<td>Fire Alarm Panel Replacement</td>
<td>80</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Flooring - Carpet Replacement</td>
<td>735</td>
<td>221</td>
<td>21%</td>
</tr>
<tr>
<td>Skokie Classroom Furniture</td>
<td>25</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Lee Center Vestibule Curtain</td>
<td>70</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Hardware Replacement/Master Keying</td>
<td>450</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Baseball Field Fence Replacement</td>
<td>61</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Exterior Envelope/Window Replacement</td>
<td>680</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Skokie Remodeling Projects</td>
<td>5,345</td>
<td>44</td>
<td>1%</td>
</tr>
<tr>
<td>Field Irrigation</td>
<td>100</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Cafeteria Remodeling - DP</td>
<td>1,981</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Camera Replacement</td>
<td>500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Main Entrances &amp; Monument Signs</td>
<td>1,535</td>
<td>7</td>
<td>0%</td>
</tr>
<tr>
<td>Project Management Services</td>
<td>225</td>
<td>102</td>
<td>45%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>18,857</strong></td>
<td><strong>1,063</strong></td>
<td><strong>6%</strong></td>
</tr>
</tbody>
</table>

| Transfer in                     | -            | -            | 0%                      |
| Net                             | $1,519       | $(762)       | (50%)                   |

### AUXILIARY ENTERPRISE FUND

(excluding Alliance)

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Sales</td>
<td>$1,417</td>
<td>$718</td>
<td>51%</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>140</td>
<td>13</td>
<td>9%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>230</td>
<td>39</td>
<td>17%</td>
</tr>
<tr>
<td>Travel</td>
<td>10</td>
<td>15</td>
<td>150%</td>
</tr>
<tr>
<td>Athletics</td>
<td>20</td>
<td>8</td>
<td>40%</td>
</tr>
<tr>
<td>Child Care</td>
<td>334</td>
<td>169</td>
<td>51%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>16</td>
<td>2</td>
<td>13%</td>
</tr>
<tr>
<td>Other</td>
<td>142</td>
<td>67</td>
<td>47%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>75</td>
<td>37</td>
<td>49%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>2,383</strong></td>
<td><strong>1,068</strong></td>
<td><strong>45%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Operating Expenses</td>
<td>1,365</td>
<td>462</td>
<td>14%</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>300</td>
<td>47</td>
<td>16%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>335</td>
<td>123</td>
<td>37%</td>
</tr>
<tr>
<td>Travel</td>
<td>-</td>
<td>5</td>
<td>0%</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,283</td>
<td>369</td>
<td>29%</td>
</tr>
<tr>
<td>Child Care</td>
<td>465</td>
<td>134</td>
<td>29%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>99</td>
<td>26</td>
<td>26%</td>
</tr>
<tr>
<td>Other</td>
<td>340</td>
<td>72</td>
<td>21%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>4,187</strong></td>
<td><strong>1,238</strong></td>
<td><strong>30%</strong></td>
</tr>
</tbody>
</table>

| Transfers in (out)              | 1,645        | 548          |                         |                         |
| Net                             | $1,596       | $762         | (50%)                   | (50%)                   |
### THREE MONTHS ENDED OCTOBER 31, 2019

## SUMMARY OF REVENUES AND EXPENDITURES

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Revenue</td>
<td>$680</td>
<td>$227</td>
<td>$286</td>
<td>42%</td>
<td>65%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,082</td>
<td>361</td>
<td>472</td>
<td>44%</td>
<td>49%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>49</td>
<td>16</td>
<td>8</td>
<td>16%</td>
<td>35%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening High School</td>
<td>100</td>
<td>33</td>
<td>38</td>
<td>38%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>101</td>
<td>34</td>
<td>19</td>
<td>19%</td>
<td>31%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>2,012</strong></td>
<td><strong>671</strong></td>
<td><strong>823</strong></td>
<td><strong>41%</strong></td>
<td><strong>48%</strong></td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>1,443</td>
<td>481</td>
<td>353</td>
<td>24%</td>
<td>21%</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Health</td>
<td>204</td>
<td>68</td>
<td>51</td>
<td>25%</td>
<td>23%</td>
</tr>
<tr>
<td>Job-related</td>
<td>238</td>
<td>79</td>
<td>25</td>
<td>11%</td>
<td>7%</td>
</tr>
<tr>
<td>Home Related</td>
<td>7</td>
<td>2</td>
<td>-</td>
<td>0%</td>
<td>14%</td>
</tr>
<tr>
<td>Personal</td>
<td>36</td>
<td>12</td>
<td>8</td>
<td>22%</td>
<td>28%</td>
</tr>
<tr>
<td>Community Service</td>
<td>43</td>
<td>14</td>
<td>2</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>High School Programs</td>
<td>118</td>
<td>39</td>
<td>16</td>
<td>14%</td>
<td>15%</td>
</tr>
<tr>
<td>GED Programs</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Kids/Youth Program</td>
<td>27</td>
<td>9</td>
<td>17</td>
<td>63%</td>
<td>50%</td>
</tr>
<tr>
<td>ESL Programs</td>
<td>147</td>
<td>49</td>
<td>48</td>
<td>33%</td>
<td>28%</td>
</tr>
<tr>
<td><strong>Total Programs</strong></td>
<td><strong>823</strong></td>
<td><strong>274</strong></td>
<td><strong>167</strong></td>
<td><strong>20%</strong></td>
<td><strong>19%</strong></td>
</tr>
</tbody>
</table>

**Total expenditures**

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>2,266</strong></td>
<td><strong>755</strong></td>
<td><strong>520</strong></td>
<td><strong>23%</strong></td>
<td><strong>20%</strong></td>
</tr>
</tbody>
</table>

### Revenue over (under) expenditures

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue over (under) expenditures</td>
<td>$ (254)</td>
<td>$ (85)</td>
<td>$ 303</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer in</td>
<td>414</td>
<td>138</td>
<td>258</td>
</tr>
</tbody>
</table>

Net

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net</td>
<td>160</td>
<td>53</td>
<td>561</td>
</tr>
<tr>
<td>Program Generated Revenue</td>
<td>Allocated to Programs Revenue</td>
<td>Total Revenue and Allocation Expenditures</td>
<td>Program Net Fav (Unfav)</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>----------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Activity fees</td>
<td>$ 276,243</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest income</td>
<td>1,838</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub total revenues</td>
<td>$ 278,081</td>
<td></td>
<td></td>
</tr>
<tr>
<td>369901 Student Government Association</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369910 Occurrence</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369919 Skokie Events Team</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369920 SGA College Program Board</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369923 Global Health and Sustainability</td>
<td>893</td>
<td>-</td>
<td>893</td>
</tr>
<tr>
<td>369924 Hawaiian Music Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369932 Ceramics Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369933 UNICEF</td>
<td>726</td>
<td>-</td>
<td>726</td>
</tr>
<tr>
<td>369944 South Asian Club</td>
<td>147</td>
<td>-</td>
<td>147</td>
</tr>
<tr>
<td>369945 Physical Therapy</td>
<td>947</td>
<td>-</td>
<td>947</td>
</tr>
<tr>
<td>369946 Phi Theta Kappa (PTK)</td>
<td>781</td>
<td>-</td>
<td>781</td>
</tr>
<tr>
<td>369947 Oakton Pride Club</td>
<td>15</td>
<td>-</td>
<td>15</td>
</tr>
<tr>
<td>369952 Student Nurses May 2019</td>
<td>202</td>
<td>-</td>
<td>202</td>
</tr>
<tr>
<td>369957 Student Nurses Dec 2018</td>
<td>150</td>
<td>-</td>
<td>150</td>
</tr>
<tr>
<td>369971 Habitat for Humanity</td>
<td>8</td>
<td>-</td>
<td>8</td>
</tr>
</tbody>
</table>

| Sub Totals               | 3,869 | - | 3,869 | (30,484) | (26,500) |

**Fund Summary**

- **Total Revenues** $281,951
- **Total Expenditures** (30,484)
- **Excess revenues over expenditures** 251,466
- **Net Position 6/30/19** 671,235
- **Net Position, end of period** $922,701
# Oakton Community College

## Automatic Clearing House (ACH) Wire Transfers & Payments

### October, 2019

**General Fund Transfers/Payments**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Self-Insurance</th>
<th>Refunds/Student-Disbursements</th>
<th>Illinois Sales Tax</th>
<th>Employee Health Insurance CCHC</th>
<th>Chase Credit Card</th>
<th>Bond Holder &amp; Misc</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/4/2019</td>
<td>$231,556.16</td>
<td></td>
<td>$231,556.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/16/2019</td>
<td>$8,067.00</td>
<td></td>
<td></td>
<td>$8,067.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/18/2019</td>
<td>$653,295.91</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$653,295.91</td>
</tr>
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<td>10/24/2019</td>
<td>$818,336.32</td>
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<td>$34,693.33</td>
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</table>

**Total**

| Amount                  | $1,745,948.72 | $- | $1,049,892.48 | $8,067.00 | $653,295.91 | $34,693.33 | $- | $- |

**Payroll Taxes - Transfers/Payments**

<table>
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<tr>
<th>Date</th>
<th>Amount</th>
<th>Federal Payroll Taxes</th>
<th>State Payroll Taxes</th>
<th>Surs</th>
<th>Credit Union and Tax Shelters</th>
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<tr>
<td>10/4/2019</td>
<td>$277,474.96</td>
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<td>10/4/2019</td>
<td>$93,671.81</td>
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<td>10/4/2019</td>
<td>$188,440.21</td>
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<td>$188,440.21</td>
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<td>$69,406.09</td>
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<tr>
<td>10/4/2019</td>
<td>$69,406.09</td>
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<td></td>
<td></td>
<td>$149,381.67</td>
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</tbody>
</table>

**Total**

| Amount                  | $1,260,231.61 | $547,614.90 | $186,746.40 | $376,488.64 | $149,381.67 |

---

9 of 9
Compliance with Open Meetings Act, Closed Session Minutes

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

The President and the Secretary of the Board have reviewed and hereby recommend that the minutes of the Board of Trustees closed session meetings held on November 14, 2017 and September 22, 2018, should be made available for public inspection and no longer require confidential treatment.

JLS:ec
11/2019

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

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, hereby determines that the minutes of the Board closed session meetings on November 14, 2017 and September 22, 2018, 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 October 18, 2016, November 15, 2016, December 13, 2016, January 17, 2017, February 21, 2017, March 21, 2017, April 25, 2017, and May 23, 2017, meet the following criteria:

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

JLS:ec
11/2019

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

That the Board adopt the following resolution:

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 $15,496.00 for part-time teaching services for the Alliance for Lifelong Learning Fall 2019.

b. Salary rescinds in the amount of $6,444.97 for part-time teaching services for the Alliance for Lifelong Learning Fall 2019.

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a and b as stipulated above, and hereby approves the expenditures in the amount not to exceed $15,496.00 for all funds listed in item a.”
Supplemental Authorization to Pay Professional Personnel - Fall 2019

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time</td>
<td>$3,992,627.06</td>
<td>$4,149,253.06</td>
</tr>
<tr>
<td>Overload</td>
<td>$497,806.40</td>
<td>$443,109.15</td>
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</tbody>
</table>

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of $206,901.16 to the total amount of part-time teaching salaries paid during the fall semester, 2019; the revised total payment amount is $3,992,627.06."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of $32,786.00 to the total amount of faculty overload salaries paid during the fall semester 2019; the revised total payment amount is $497,806.40."
Approval of Clinical Practice Agreements

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

Medical Assistant:

New: **UltraMed Urgent Care:**

This is a new agreement for the Medical Assistant program. This has been reviewed and approved by the College faculty and administration. This is a five year agreement which will commence on November 19, 2019 and terminates on November 30, 2024.

Medical Laboratory Technology:

Renewal: **NorthShore University HealthSystem:**

This is a renewal agreement for Medical Laboratory Technology program. This has been reviewed and approved by the College faculty and administration. This is a two-year agreement which is effective on December 1, 2019 and terminates November 30, 2021.

Renewal: **University of Chicago Medicine:**

This is a renewal agreement for Medical Laboratory Technology program. This has been reviewed and approved by the College faculty and administration. This is a three-year agreement which is effective on January 1, 2020 and terminates December 31, 2023.

Physical Therapist Assistant:

Renewal: **NorthShore University HealthSystem:**

This is a renewal agreement for the Physical Therapy Assistant program. This has been reviewed and approved by the College faculty and administration. This is a two year agreement which is effective on December 1, 2019 and terminates November 30, 2021.
**President's Recommendation:** (if not adopted in the Consent Agenda)

That the Board adopt the following resolution:

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

**Medical Assistant:**
UltraMed Urgent Care

**Medical Laboratory Technology:**
NorthShore University HealthSystem
University of Chicago Medicine

**Physical Therapist Assistant:**
NorthShore University HealthSystem.”
Appointment of Members to Career Program Advisory Committees for 2019-2020

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 2019-2020 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

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 Career Program Advisory Committees for 2019-2020.”
AGENDA ITEM 11/19-9
2 of 45

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2019-2020

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AGENDA ITEM 11/19-9
4 of 45

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2019-2020

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2019-2020

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Adoption of Resolution Setting Forth Tax Levies for 2019

This Resolution sets forth the levy recommended at the October 15, 2019 Board meeting and represents a 4.3% increase over the extended 2018 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 2019 (to be collected in 2020) 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 Five Million Two Hundred Eight Thousand Seven Hundred and Ninety Eight Dollars ($45,208,798) 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 2019.

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 19th day of November 2019

AYES: _______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________

NAYS: _______________________________________
_______________________________________

ABSENT: _______________________________________
_______________________________________

_______________________________________
Benjamin Salzberg
Chair, Board of Trustees
Community College District 535
County of Cook, State of Illinois

ATTEST:

_______________________________________
Paul Kotowski
Secretary, Board of Trustees
Community College District 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 $ 45,208,798.00 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 2019.

Signed this 19th day of November 2019.

____________________________________________________                         ______________________________________________
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: Three (3).

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 2019 was filed in the office of the County Clerk of this county on _____________________________, 2019.

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 2019 is $3,634,772.

__________________________________  ___________________________________________________________________
County Clerk  Date  County
STATE OF ILLINOIS  
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 2019” at a regularly convened meeting held on the 15th day of October 2019, 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 2019, and the aggregate levy of the district for 2019 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 2017, 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 2019 aggregate levy.

DATED this 19th day of November 2019.

______________________________
Benjamin Salzberg
Chair, Board of Trustees
Community College District 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 2019 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 adopt the following resolution:

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

"WHEREAS, on November 19, 2019, the Board of Trustees ("Board") of Community College District 535, Cook County, Illinois ("College District") did adopt its 2019 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 2019 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 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 2019 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 19th day of November 2019.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 535
COUNTY OF COOK, STATE OF ILLINOIS

By: ________________________________
Chair

ATTEST:

_______________________________________
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 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 19th day of November 2019.

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 19th day of November 2019.

__________________________________  
Paul Kotowski  
Secretary, Board of Trustees  
Community College District 535
Resolution to Transfer Restricted Purpose Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims

Oakton participates in the State of Illinois College Insurance Program (CIP), which provides primarily medical and prescription drug and vision benefits for retired community college employees and their spouses who are receiving pension benefits under the State Universities Retirement System of Illinois (SURS). These benefits are referred to as “Other Post-Employment Benefits,” or OPEB.

OPEB liabilities are reported on the face of the financial statements. The share of Oakton’s liability in the CIP was $42.0 million as of June 30, 2019. Oakton’s individual OPEB plan liability was $1.7 million as of June 30, 2019. The total OPEB liability as of June 30, 2019 was $43.7 million.

The Administration is recommending a resolution to set aside funding for the OPEB liability that is the College’s responsibility under the CIP. Consistent with accounting standards, the Administration proposes to transfer $1.3 million from the Restricted Purpose Fund to the Retiree Health Insurance Fund. Oakton’s Restricted Purpose Fund has maintained a fund balance over $1 million since 1988. The auditors concur that transferring funds out of the Restricted Purpose Fund is acceptable based on how long the balance has been maintained.

The Retiree Health Insurance Fund is set aside for the future payment of OPEB costs and claims. Authorization by the Board for the $1.3 million transfer will provide a mechanism to ensure that these resources only be used for the specific purpose stipulated in this resolution. In addition, this resolution further establishes a best practice to create a funding plan to address the College’s liabilities.

AW:mw
10/21/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfer effective for Fiscal Year 2020: $1,300,000.00 from the Restricted Purpose Fund to the Retiree Health Insurance Fund for the future payment of OPEB costs and claims.”
Acceptance of Resolution Regulating Reimbursement of Expenses for Meals and Incidentals for College Related Travel

Effective January 1, 2017, the Illinois General Assembly enacted Public Act 99-0604 known as the ‘Local Government Travel Expense Control Act’. The act required ‘all local public agencies’ including community college districts regulate ‘by resolution or ordinance,’ reimbursement of all travel, meal and lodging expenses of its officers and employees.’

At this time, after reviewing the U. S. General Services Administration (GSA) Domestic Per Diem Rates (effective October 1 of each year), the College Administration has determined that an update of the reimbursement schedule is in order. The meals and incidental expense rate will be paid based on the destination location of official travel.

JLS:ec
11/2019

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 update of the resolution regulating reimbursement for expenses for meals and incidentals for college-related travel, per the U. S. General Services Administration (GSA) Domestic Per Diem Rates, as attached hereto, effective January 1, 2020."
Resolution Regulating Reimbursement of Expenses for Meals and Incidentals for College-Related Travel

WHEREAS, the Local Government Travel Expense Control Act, Public Act 99-0604, required all non-home rule local public agencies, including community colleges, to regulate, by Ordinance or Resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

Whereas, the Board of Trustees of Community College District 535 adopted the Resolution to Regulate Travel, Meal and Lodging Expenses on November 15, 2016, (Exhibit A), which is responsive to the requirements of The Local Government Travel Expense Control Act (the Act); and

Whereas, as prescribed in Section 5 of the resolution, expenses incurred on official College business are eligible for approval, up to maximum allowable reimbursement rates shown by category of expense on Exhibit B, which Exhibit B may periodically be revised to substitute rates to reflect then-current market conditions, on the recommendation of the College’s Vice President for Administrative Affairs, and approved by the Board of Trustees; and

Whereas, as prescribed in Section 6 of the resolution, the College will not approve reimbursement of expenses incurred by a Board member, officer, administrator, or employee unless the expenses are submitted on the College’s Reimbursement Form, Exhibit C, attached.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District 535:

The per diem meal expenses for a Board member, officer, administrator, or employee shall be amended as follows:

Meals shall be calculated using the published U.S. General Services Administration (GSA) Domestic Per Diem Rates (effective October 1 of each year). The Meals and Incidental Expense (M&IE) rate will be paid based on the destination location of official travel. Breakfast, lunch and dinner reimbursement amounts will conform to the meal breakdown as established by the GSA.

BE IT FURTHER RESOLVED that this resolution shall be effective on January 1, 2020.

Approved this ____ day of November 2019.

_________________________  ______________________
Chair, Board of Trustees    ATTEST:

____________________
Secretary, Board of Trustees
RESOLUTION
TO REGULATE TRAVEL, MEAL AND LODGING EXPENSES IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, the Board of Trustees of Oakton Community College District No. 535, Cook County, Illinois (the "College") recognizes that it is important to judiciously use taxpayer funds, student fees, and its other sources of revenue to further the College's mission and to prevent excessive College expenditures for travel, meals and lodging of Board members and other officers or employees of the College, and has previously adopted policies and procedures to serve those ends; and

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", effective on January 1, 2017, pursuant to which non-home rule units of local government are required, by ordinance or resolution, to establish regulations with respect to allowable travel, meal and lodging expenses;

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

Section 1. Incorporation of Preamble Recitals. The above preamble recitals are affirmed to be true and correct and are incorporated in this Resolution as if fully set forth herein.

Section 2. Declaration of Policy. It shall be the College's policy to regulate, in the manner required by the Local Government Travel Expense Control Act (the "Act"), reimbursement of those expenses of all College board members, other officers, administrators and employees which are subject to the provisions of the Act.

Section 3. Definitions. The following terms, as used in relation to complying with the Act, have the meanings set forth below:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event which constitutes official College business as described in Section 4 below.

"Travel" means any expenditure directly incident to official travel by employees and officers of Oakton Community College District No. 535.

Section 4. Official Business for Which Travel, Meal, and Lodging Expenses Are Allowed. The College will reimburse only those travel expenses, including transportation, meals and lodging, that are ancillary to or otherwise necessary for the following types of official College business: conferences; meetings; athletic or other student events; board, administrator or faculty events; lobbying or other government relations activities; or any other event or program which the Board member, officer, administrator, or employee attended to further the mission of the College.

Section 5. Maximum Allowable Reimbursements Rates by Category of Expense. Expenses incurred on official College business as described in Section 4 above are eligible for approval, up to the
maximum allowable reimbursement rates shown by category of expense on Exhibit A, attached to and made a part of this Resolution, which Exhibit A may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the College’s Vice President Administrative Affairs approved by the Board of Trustees.

Section 6. Reimbursement Request Form. The College will not approve reimbursement of expenses incurred by a Board member, officer, administrator or employee unless the expenses are submitted on the College’s Reimbursement Request Form, Exhibit B, attached. All documents submitted with the form shall be subject to provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.).

Section 7. Board Approval of Certain Reimbursable Expenses. The following expenses for travel, meals and lodging may be approved only by a roll call vote of the Board of Trustees at an open meeting of the Board:

a. Reimbursable expenses of a College administrator, officer or employee that exceed the maximum allowed under Section 5 of this Resolution.

b. Any reimbursable expense of a member of the College Board of Trustees.

c. Reimbursable expenses exceeding the maximum allowed under Section 5 above which were incurred because of emergency or other extraordinary circumstances.

Section 8. General Prohibition on Reimbursement of Entertainment Expenses. The College may not reimburse any member of the Board of Trustees, employee, or officer for any entertainment expense unless such expense is ancillary to the purpose of the program or event which constitutes official College business.

Section 9. Compliance with Act and Repeal of Resolutions, etc. in Conflict. The College shall comply with all requirements of the Local Government Travel Expense Act, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

Section 10. Effective Date. This Resolution shall be in full force and effect upon its passage.
AYES: 5
NAYS: 0
ABSENT: 2
APPROVED THIS 15th day of November, 2016.

ATTEST: [Signature]
Chair, Board of Trustees
Ann E. Tenney

Acting Secretary, Board of Trustees
William Stafford
PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel-related expenses are as follows:

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air fare</td>
</tr>
<tr>
<td>Auto</td>
</tr>
<tr>
<td>Rental Car</td>
</tr>
<tr>
<td>Rail or Bus</td>
</tr>
<tr>
<td>Taxi, Shuttle, Rideshare, or Public Transportation</td>
</tr>
</tbody>
</table>

**Meal Per Diem (reimbursable only for meals not provided by the venue)**

Meals shall be calculated using the published U.S. General Services Administration (GSA) Domestic Per Diem Rates (effective October 1 of each year). The Meals and Incidental Expense (M&IE) rate will be paid based on the destination location of official travel. Breakfast, lunch and dinner reimbursement amounts will conform to the meal breakdown as established by the GSA.

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
</tr>
</tbody>
</table>

The following expenses shall not be reimbursable:

Personal telephone calls, laundry and dry cleaning charges, alcoholic beverages, tobacco products, personal toiletries, room upgrades and movies/entertainment.
EXHIBIT C

**Travel Expense Report**

*Oakton Community College*

(Submit within 10 business days after trip is completed, attached all receipts and a detail meeting agenda)

## I. GENERAL

<table>
<thead>
<tr>
<th>Traveler:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Date:</td>
<td></td>
</tr>
<tr>
<td>Title of Meeting:</td>
<td>Meeting Location:</td>
</tr>
<tr>
<td>Account No.</td>
<td>Account No.</td>
</tr>
</tbody>
</table>

## II. TRAVEL EXPENSES

<table>
<thead>
<tr>
<th>College Paid Advance</th>
<th>Registration</th>
<th>Transportation</th>
<th>Hotel</th>
<th>Personal</th>
<th>Total Advance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Total Expense        | Total Cost   | $0.00          |
|----------------------|--------------|

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### III. SUMMARY

<table>
<thead>
<tr>
<th>Other Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV. I certify that the above amount is correct and was required for official College duties; and that the expenses appear proper in accordance with government regulations.</td>
</tr>
<tr>
<td>V. This certifies that the travel shown above was required for official College duties; and that the expenses appear proper in accordance with government regulations.</td>
</tr>
</tbody>
</table>

| Total Due Traveler: | $0.00 |
| Total Due College:  | $0.00 |

## FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Received by</th>
<th>Due Traveler: $0.00</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Affairs</td>
<td>Due College: $0.00</td>
<td>Check #</td>
</tr>
<tr>
<td><em>/__/</em>___</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrator Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>
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 through g” and items “i and j” were previewed at the October 15, 2019 Board of Trustees meeting. Item “h” was previewed at the September 17, 2019 Board of Trustees meeting.

EC:kr
11/6/2019

President’s Recommendation:

That the Board adopt the following resolution:

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

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19-14a</td>
<td>1 - 2</td>
<td>Travel Services for Summer 2020 Field Study in the Netherlands</td>
<td>Koning Willem I College</td>
<td>$ 27,365.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>JP Morgan Chase/ Appropriate Airline/ 4 Seasons Travel Agency</td>
<td>$ 17,550.00</td>
</tr>
<tr>
<td>11/19-14b</td>
<td>1 - 2</td>
<td>Travel Services for Summer 2020 Study Abroad Program in India</td>
<td>English and Foreign Language University</td>
<td>$ 26,325.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>JP Morgan Chase/ Appropriate Airline/ 4 Seasons Travel Agency</td>
<td>$ 18,850.00</td>
</tr>
<tr>
<td>11/13-14c</td>
<td>1 - 2</td>
<td>Document Imaging and Management System Annual Maintenance Contract and System Upgrades</td>
<td>Hyland Software, Inc.</td>
<td>$ 85,000.00</td>
</tr>
</tbody>
</table>
## AGENDA ITEM 11/19-14

### 2 of 2

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19-14d</td>
<td>Continuation of Employee Medical, Dental, and Vision Insurance</td>
<td>Community College Health Consortium</td>
<td>$8,100,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delta Dental of Illinois</td>
<td>$405,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vision Service Plan, Inc.</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>11/19-14e</td>
<td>Steelcase Furniture and Installation for Skokie Campus Student Center and Student Street Renovation</td>
<td>Forward Space, LLC</td>
<td>$342,545.37</td>
</tr>
<tr>
<td>11/19-14f</td>
<td>Printing of the Oakton Non-Credit Class Schedule</td>
<td>KK Stevens Publishing Company</td>
<td>$134,119.03</td>
</tr>
<tr>
<td>11/19-14g</td>
<td>Primary Intranet and Internet Services for Des Plaines Campus - Five Year Contract</td>
<td>Comcast Business Communications, LLC</td>
<td>$186,570.00</td>
</tr>
<tr>
<td>11/19-14h</td>
<td>IT Assessment and Strategic Plan Consulting Services</td>
<td>Moran Technology Consulting</td>
<td>$90,000.00</td>
</tr>
<tr>
<td>11/19-14i</td>
<td>Merchandise Displays and Service Counter for Skokie Bookstore</td>
<td>OPTO International, Inc.</td>
<td>$56,769.55</td>
</tr>
<tr>
<td>11/19-14j</td>
<td>Architectural Services for the Des Plaines Campus Cafeteria Remodeling</td>
<td>Farr Associates</td>
<td>$290,193.00</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

$9,830,286.95"
Authorization to Purchase Travel Services for Summer 2020 Field Study in the Netherlands

Dr. Katherine Schuster participated in the Illinois Consortium for International Studies and Programs two-week international professional exchange in 2016-2017. A planned outcome of her two-week stay at a college in the Netherlands was to make contacts at Koning Willem I College (KWI) in Den Bosch toward the end of developing a short-term international field study course. Pursuant to that goal, substantive contacts were made and planning for the field study course resulted in a course to be offered during the summer session (tentatively from June 5-20, 2020) in Den Bosch, the Netherlands.

KWI will facilitate the local hotel lodging for the students and one accompanying faculty member in Den Bosch for thirteen nights, lodging in Amsterdam for one night, breakfasts for eight days, lunches on three days, a classroom for in-class meetings, speakers for class meetings, transportation to local day trips to Tilburg and Vught, and a welcome orientation to the Netherlands. The cost of these KWI services is $1,425 per student. Based on a maximum of 12 participants plus one faculty member, an amount paid to KWI not to exceed $18,525 is requested. Students will pay for their insurance, which will be purchased from the insurance plan through the Illinois Consortium for International Studies and Programs, at an average cost of $45 per student. The actual costs depend on the age of the student.

Professor Schuster will accompany the students and teach the three-credit course, “EDN 290: Dutch Educational System and Outcomes-Based Learning.” With the support of the International Programs Office at KWI, Dr. Schuster will organize a one-day-long field trip to The Hague, and two day-long field trips to Amsterdam, as well as local cultural field trips and programs in Den Bosch. The cost of these field trips (tours/guides/transportation/entrance fees) and cultural events is $680 per student. Based on a maximum of 12 participants plus one faculty member, an additional amount paid to KWI not to exceed $8,840 is requested. Six lunches and eight dinners are included in the cost of the program; other meals not provided by KWI will be covered by the students individually.

The Business Office contacted travel agencies to obtain estimated airfare prices. An average price of $1,350 provides approximately $17,550 to cover international travel for 12 students plus one accompanying faculty member. The students will fly directly from O’Hare International Airport to Amsterdam.

A detail of the program costs are listed on the next page.
The estimated cost per student is:

- **$1,425.00** for program fees, housing and limited meals from the KW
- **$680.00** for field trips, cultural events, and additional meals from the KW
- **$1,350.00** for airfare
- **$45.00** for insurance
- **$408.75** for in-district tuition, 3 credits
- **$50.00** for Oakton administrative fee *
- **$375.50** for estimated share of faculty leader fees and incidentals *
- **$4,334.25** Total per student
- **$52,011.00** Total (based on the maximum of 12 students)

* Fees assessed to students offset the operational costs of the program.

The Global Studies program coordinator and faculty actively recruit students for this field study program. All fees are paid by the students, making this a pass-through purchase. Eligible faculty and/or staff may enroll in the course as students in order to meet the minimum class size. Eligible faculty or staff may use professional development funds to cover a portion of the course fees if they clearly articulate how participation in the course will benefit students and the College.

KMS:kr
11/5/2019

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Travel Services for Summer 2020 Field Study in the Netherlands from Koning Willem I College, Vlijmensweg 2, 5223 GW’s - Hertogenbosch for a total not to exceed $27,365.00 and JP Morgan Chase/Appropriate Airline/4 Seasons Travel Agency for a total not to exceed $17,550.00, for a grand total not to exceed $44,915.00.”
Authorization to Purchase Travel Services for Summer 2020 Study Abroad Program in India

Oakton offers an annual summer study abroad program in conjunction with the College’s partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India. This program will be offered during the summer 2020 semester. Oakton is a member of the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of Pathways to South Asia, Oakton’s Title VI-A grant from the US Department of Education, the continuation of the program is a central component to the on-going collaboration with the College’s partner institution, EFLU.

Students will be accompanied by Oakton professor, Peter Hudis, who will provide guidance, help, and oversight for the students and accompany them on all local and overnight field trips; both courses will be taught by faculty members at EFLU. Room and board is provided in international student housing at the university. All fees are paid by the students, making this a pass-through purchase. Eligible faculty and/or staff may enroll in the course as students in order to meet the minimum class size. Eligible faculty or staff may use professional development funds to cover a portion of the course fees if they clearly articulate how participation in the course will benefit students and the College.

All of the in-country arrangements for the study abroad program will be provided by the English and Foreign Languages University in Hyderabad, including double occupancy accommodations, stipends for three meals per day, tuition for six credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of $2,025 per student. Based on the maximum of 12 students and one faculty member, an amount not to exceed $26,325 is requested for the services provided by the English and Foreign Languages University. Students will pay for their insurance, which will be purchased from the insurance plan through the Illinois Consortium for International Studies and Programs, at an average cost of $40 per student. The actual costs depend on the age of the student.

The Business Office contacted travel service companies to obtain competitive airfare prices. An average price of $1,450 provides approximately $18,850 to cover international air travel for 12 students plus one accompanying faculty member. The students will fly direct or one-stop from O’Hare International Airport to Hyderabad.

A detail of the program costs are listed on the next page.
The College does not charge tuition for credits earned while studying abroad; however, Oakton students will register for six credits at Oakton. The estimated cost per student, based on $1 = 65.542 INR is:

- $2,025.00 for program fees/tuition from the English and Foreign Languages Univ.
- $50.00 for local transport and incidentals budget
- $1,450.00 for airfare
- $40.00 for insurance
- $50.00 Oakton administrative fee ($150 for non-Oakton students) *
- $425.00 for estimated share of faculty leader fees and incidentals *
- $4,040.00 Total per student ($100 more for non-Oakton students)
- $49,680.00 Total pass-through amount (based on the maximum of 12 students at the non-Oakton rate)

*Fees assessed to students offset the operational costs of the program.

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

KMS:kr
11/4/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Travel Services for Summer 2020 Study Abroad Program in India from English and Foreign Language University, Osmania University Road, Ravindra Nagar, Osmania University, Hyderabad 04027098141 for a total not to exceed $26,325.00 and JP Morgan Chase/Appropriate Airline/4 Seasons Travel Agency for a total not to exceed $18,850.00, for a grand total not to exceed $45,175.00.”
Authorization to Purchase Document Imaging and Management System Annual Maintenance Contract and System Upgrades

Document imaging hardware and software is 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. Oakton’s need for digital imaging services continues to increase. 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 are now also tracked in Hyland. Hyland provides workflow technologies that could potentially assist in automating business processes that are currently manual by nature. Prototypes are being built that can potentially improve productivity and efficiency of end-users while improving student experience at Oakton. A recent example of this is the student Change of Major form.

Annually, since 2016, the Board has approved the maintenance contract from Hyland. Annual maintenance for the next contract year, which begins in December, is approximately $55,000. The College will also be acquiring additional licenses, hardware, and training as the platform is further developed. The College is seeking approval to expend up to $85,000 with Hyland Software, Inc. to cover the cost of FY 2020-2021 maintenance 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, Inc. will continue to meet the needs of the College.

PS:kr
11/4/2019
President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of 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 LE01-114922 dated September 10, 2019.”
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. serves as the Consortium's brokers. Premiums run for the calendar year, January to December. CCHC currently has six participating institutions - College of DuPage, McHenry Community College, Moraine Valley Community College, Oakton Community College, Triton College, and Illinois Valley Community College. The Consortium insured an average of 2,734 employees and 6,380 members in calendar year 2018, and 6,368 members as of July 31st, 2019. 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 to December 2020, the College has received the following renewal rates:

<table>
<thead>
<tr>
<th>Provider</th>
<th>Annual Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical - Blue Cross &amp; Blue Shield of Illinois</td>
<td>$8,100,000 (1)</td>
</tr>
<tr>
<td>Dental - Delta Dental of Illinois</td>
<td>$405,000 (2)</td>
</tr>
<tr>
<td>Vision - Vision Service Plan, Inc.</td>
<td>$50,000 (3)</td>
</tr>
</tbody>
</table>

Highlights for employee health benefits are as follows:

1. The College has 3 medical plan offerings – PPO, HMO and Blue Advantage. Overall 2020 medical premiums are projected to be $7,940,000, or a 0.8% decrease from 2019. The College has added a contingency of 2.0% (or $160,000) to capture member enrollment changes that may occur during the year due to new employee hires, change in employee status, etc.

2. The College offers a standard dental plan. Overall 2020 dental premiums are projected to be $405,000. The individual dental premium rates are approximately 0.8% higher than the prior year.

3. The College’s vision plan was expanded in 2019 to include both PPO and HMO participants. For 2020, the College has negotiated slightly lower premium rates for vision by 3.4% due to the increase in member participation.

EC: mw
10/31/2019
**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Continuation of Employee Medical, Dental, and Vision Insurance from:

Community College Health Consortium (CCHC) for twelve months of medical insurance from January 1, 2020 to December 31, 2020 for a total not to exceed $8,100,000.00”

Delta Dental of Illinois, 111 Shuman Boulevard, Naperville, Illinois 60653 for twelve months of dental insurance from January 1, 2020 to December 31, 2020 for a total not to exceed $405,000.00,

Vision Service Plan, Inc. 3333 Quality Drive, Rancho Cordova, CA 95670 for twelve months of vision insurance from January 1, 2020 to December 31, 2020 for a total not to exceed $50,000.00”

for a grand total not to exceed $8,555,000.00.”
Authorization to Purchase Steelcase Furniture and Installation for Skokie Campus Student Center and Student Street Renovation

Renovations at the Skokie campus in the Student Center and Student Street are scheduled to begin in November. Furniture will be needed to fill the newly renovated spaces which includes five primary areas:

1. Student Life/Campus Center for Inclusion and Diversity (CCID): to include a central gathering area with reception desk, two private offices, three station student work area, two small group conference rooms, foldable/moveable tables and chairs, and storage.
2. Bookstore: to include one 2-person office and a book storage room. (Merchandise displays and sales counter for the Bookstore will be purchased separately)
3. Open Study Area: to include cyber café, computer stations, lounge furniture, and collaborative gathering setups.
4. Dining Room and Multipurpose Room: to include dining booths, tables and chairs.
5. Main student street/hallway: to include a variety of lounge furniture and social gathering setups primarily in the ‘C’ wing sawtooth corridor and the ‘P’ wing atrium.

The total cost for this furniture with installation is $342,545.37.

The College's primary manufacturer for office, classroom, and lounge furniture is Steelcase, which has been supplied by Forward Space for more than thirty years. Forward Space is one of Steelcase’s only premier dealers in Illinois and there are no Steelcase dealers within the College's District. The Des Plaines Student Center and Student Street, and West End Phase 1 and Phase 2 are their most recent installations. Forward Space participates in the Educational and Institutional Cooperative consortium which offers special consortium pricing on Steelcase furniture. In accordance with Illinois Public Community College Act, Chapter 110, Act 805 (110ILCS 805/3-27.1), purchases made through a consortium are exempt from formal bidding. Through the Consortium, no further advertisement, public notice or competition is required because the Consortium has already conducted the bidding process. In addition, Forward Space is a certified Women Owned Business (WBE). Furniture installation will occur in phases to coincide with completed phases of the construction project.

EC:kr
11/7/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Steelcase Furniture and Installation for Skokie Campus Student Center and Student Street Renovation from Forward Space, LLC, 1142 N. North Branch Street, Chicago, IL 60642 for a total of $342,545.37 per their quote number 397225 dated November 7, 2019.”
Authorization to Purchase Printing of the Oakton Non-Credit Class Schedules

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.

Even though the credit class schedule is no longer be printed, the Administration still believes that it is in the best interests of the College to continue printing four issues of the non-credit class schedule. The Purchasing department issued a bid for printing four issues of the non-credit class schedule that is synchronized with the annual postal permit on the calendar year, January-December.

The non-credit class schedules will be distributed to all residences within the district (approximately 198,000), according to the following schedule:

- 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

The bid was sent to 25 (one in district) web press printing companies. The College received three bid responses (none in district). In 2019, the Administration decided to upgrade and improve the “look” of the non-credit class schedule by changing the inside pages to a brighter newsprint paper, redesigning the cover, adding photos, making additional content changes, and adding a no cost four color insert within each issue. These positive changes will continue in 2020. Due to content changes occurring throughout the course of this contract, the design team has yet to determine the exact number of pages for each issue. Therefore, the Administration is requesting approval for the highest anticipated page count per issue. The total amount requested is not to exceed $134,119.03 as noted on the following page. This represents a price decrease of 10.7% from 2019 bid prices.

The low bid was once again submitted by KK Stevens Publishing Company in Astoria, IL. KK Stevens has printed many of the College’s class schedules in the past and has always provided a quality product and great customer service. They also print class schedules for many other colleges and universities. In addition, they are registered as a minority business with the Illinois Department of Central Management Systems (CMS) in the Business Enterprise Program (BEP). The Administration is confident they will continue to meet the College’s quality standards and delivery schedules.

RB:kr
10/30/2019
President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of the Printing of the Oakton Non-Credit Class Schedules from KK Stevens Publishing Company, 100 N. Pearl St., Astoria, IL 61501 for a total not to exceed $134,119.03 per their low bid in response to Invitation to Bid #1009-19-04.”

<table>
<thead>
<tr>
<th>Bid #1009-19-04</th>
<th>KK Stevens Publishing</th>
<th>Ripon Printers</th>
<th>Woodward Printing</th>
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<tbody>
<tr>
<td></td>
<td>Astoria, IL</td>
<td>Ripon, WI</td>
<td>Platteville, WI</td>
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<tr>
<td>Issue #1 Spring II Issue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56 Pages</td>
<td>$ 30,989.56</td>
<td>$ 34,502.00</td>
<td>$ 34,597.00</td>
</tr>
<tr>
<td>Issue #2 Summer Issue</td>
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<td></td>
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<tr>
<td>56 Pages</td>
<td>$ 30,989.56</td>
<td>$ 34,502.00</td>
<td>$ 34,597.00</td>
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<tr>
<td>Issue #3 - Fall Issue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>64 Pages</td>
<td>$ 34,712.46</td>
<td>$ 37,579.00</td>
<td>$ 37,597.00</td>
</tr>
<tr>
<td>Issue #4 - Spring I Issue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72 Pages</td>
<td>$ 37,427.45</td>
<td>$ 40,567.00</td>
<td>$ 40,502.00</td>
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<tr>
<td>GRAND TOTAL</td>
<td>$ 134,119.03</td>
<td>$ 147,150.00</td>
<td>$ 147,293.00</td>
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Authorization to Purchase Primary Intranet and Internet Services for Des Plaines campus – Five Year Contract

The College uses wireless area network (WAN) and Internet services from multiple vendors in order to provide high speed, highly available connections between the campuses and to the Internet. The College also purchases local and long distance telephony services for both campuses with failover. The current service contract for primary intranet and internet services is due to expire in January.

In order to streamline the services, the Information Technology department and the Purchasing department worked collaboratively to issue a Request for Proposal (RFP) for various sets of services, telephony services for both campuses, internet services from the Des Plaines campus, backup internet services for the Des Plaines campus, internet services from the Skokie Campus, and primary plus backup intranet/private link services between the campuses. The proposal was issued to 24 (none in district) vendors and six responses were received. For redundancy and availability reasons these services cannot all be purchased from the same vendor. After initial review the Administration has determined that the lowest cost and best value option for both the primary Intranet and primary Des Plaines internet services is from Comcast Business Communications, LLC. The other services (backup internet and intranet services, Skokie internet services and telephony services) included in this RFP are budgeted at $370,000 and are currently under review. The review is complex as some of the proposals require services jointly provided by both the State of Illinois/Illinois Century Network and the service provider. These remaining options will be presented separately for purchase at the December Board meeting.

As noted, Comcast is the lowest cost vendor for both Primary Intranet and Primary Internet services for the Des Plaines campus. Comcast has existing fiber-optic cabling installed at both campuses and can provide a 1Gb/s Ethernet Dedicated Internet at the Des Plaines campus and a 1Gb/s Ethernet Private Line (upgradable in the future to 10Gb/s) between the campuses for a bundled price. The annual fee of $37,314 includes the monthly service cost of $2,859.50, plus $250 in fees. The Administration is requesting approval for a five year contract, beginning January 1, 2020 for a total of $186,570. Comcast Business Systems has provided service to the College in the past. The Administration is confident that they will again meet the College’s needs.

JW:kr
11/13/2019
President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Primary Intranet and Internet Services for Des Plaines campus – Five Year Contract from Comcast Business Communications, LLC, OneComcast Center - 1701 JFK Blvd. Philadelphia, PA 19103 for a total of $186,570.00 in accordance with their response to Request for Proposal #3.”

Authorization to Purchase WAN/Internet Service and Telephony Services  RFP#3

<table>
<thead>
<tr>
<th>Service</th>
<th>Comcast Business Communications, LLC, Philadelphia PA</th>
<th>RCN Telecom Services, Chicago, IL</th>
<th>Wide Open West (WOW), Warrenville, IL</th>
<th>First Communications, LLC, Oakbrook, IL</th>
<th>AccessOne Inc., Chicago, IL</th>
<th>Cogent Communications, Washington, DC</th>
</tr>
</thead>
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<tr>
<td>DP - SK Intranet Installation</td>
<td>$  -</td>
<td>$ 500.00</td>
<td>$ 500.00</td>
<td>$  -</td>
<td>$  -</td>
<td>No Bid</td>
</tr>
<tr>
<td>DP - SK Intranet Monthly Service</td>
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<td>$ 1,000.00</td>
<td>$ 1,910.00</td>
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<tr>
<td>DP - SK Intranet Total 60 months</td>
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<td>$ 138,504.80</td>
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<td>$ 285,660.00</td>
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<table>
<thead>
<tr>
<th>Service</th>
<th>Comcast</th>
<th>RCN</th>
<th>WOW</th>
<th>First Comm</th>
<th>AccessOne</th>
<th>Cogent</th>
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</thead>
<tbody>
<tr>
<td>Option B Installation 1Gb/s</td>
<td>$ -</td>
<td>$ 500.00</td>
<td>$ 500.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Option B Monthly Service 1Gb/s</td>
<td>$ 1,539.95</td>
<td>$ 900.00</td>
<td>$ 1,595.00</td>
<td>$ 1,795.00</td>
<td>$ 2,278.00</td>
<td>$ 300.00</td>
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<td>Option B Fees 1Gb/s</td>
<td>$ -</td>
<td>$ 0.08</td>
<td>$ 269.25</td>
<td>$ 237.36</td>
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<td>Option B Total Monthly 1Gb/s</td>
<td>$ 1,539.95</td>
<td>$ 900.08</td>
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<td>$ 2,064.25</td>
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<td>ICN Costs (Estimated) Monthly</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Option B Total 60 months 1Gb/s</td>
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<td>$ 54,504.80</td>
<td>$ 96,200.00</td>
<td>$ 123,855.00</td>
<td>$ 150,921.60</td>
<td>$ 96,000.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Comcast</th>
<th>RCN</th>
<th>WOW</th>
<th>First Comm</th>
<th>AccessOne</th>
<th>Cogent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bundle Intranet + DP Internet Installation</td>
<td>$ 500.00</td>
<td>$ 1,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>Bundle Intranet + DP Internet Fees/Taxes (Estimated)</td>
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<td>$ -</td>
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<td>$ 3,109.50</td>
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<tr>
<td>ICN Costs (Estimated) Monthly</td>
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<td>N/A</td>
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<tr>
<td>Bundle Intranet + DP Internet Total 60 months</td>
<td>$ 186,570.00</td>
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<td>$ 271,300.00</td>
<td>$ 333,615.00</td>
<td>$ 473,446.80</td>
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</table>
Authorization to Purchase IT Assessment and Strategic Plan Consulting Services

Oakton's Information Technology (IT) department is responsible for supporting the technology needs for the entire College. This includes software/hardware, network connectivity, telecommunications, audio-visual operations, information management systems, and databases. The technology infrastructure and systems consist of a variety of network technologies, computer hardware, operating systems, and software applications for administrative and programmatic work. In the course of implementing the outcome areas and strategies outlined in the institution's current *Success Matters* Strategic Plan, staff have begun identifying opportunities, needs, and specific requirements for information systems and technology.

According to the Illinois Compiled Statues (110 ILCS 805/3-27.1 item "a")...purchases and contracts for contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part” are exempt from the bidding process. Even though this RFP is exempt from the bidding process, in order to unearth and delve deeper into future needs and opportunities and to better serve students and staff, the College issued a Request for Proposal seeking to engage a qualified and experienced consultant to drive an internal assessment process and to help develop a long-range strategic technology plan. Through a comprehensive assessment using quantitative surveys, qualitative interviews among students and staff, as well as external data benchmarks, the consultant will assist the Administration in developing preliminary recommendations for a long-range 2030 IT Strategic Plan. The College expects that the IT Strategic Plan will include, but not limited to; IT governance, replacement hardware and software planning, project prioritization, cybersecurity, resources required for implementation, collaboration platforms, and other technologies.

The proposal was issued to forty (one in district) vendors and 17 (one in district) responses were received. The project review team evaluated the responses and then invited four vendors to make presentations in an open forum session to the campus community. The four finalists were Plante Moran Consulting, Moran Technology Consulting, Berry Dunn, and Huron Consulting Group.

Following the open sessions, each vendor also met with the IT review team in closed sessions to take a deeper dive into their respective methodology and strategies to implement the project. In the interests of participatory leadership, the College assembled a Technology Council. The members of this council include full-time faculty, adjunct faculty, staff, and students. Members from Technology Council also attended the open sessions and provided feedback.

After gathering feedback from participants at the open sessions and interviews with the review team, the Administration is recommending Moran Technology Consulting (MTC) to serve as the engagement partner for this initiative. The cost for their services is $84,610. MTC is an experienced and proven provider of consulting services to the higher education, K-12, and public-sector industries since 2004. Their clients include Ithaca College, Valdosta State University, and the New York School of Design.
MTC is a sponsor of the Campus Computing Project, which is the largest continuing study of the role of IT in American higher education. The project includes conducting a national survey of presidents, provosts, other senior campus officials, and other research activities to aid and inform faculty, campus administrators, and others interested in critical planning and policy issues that affect American colleges and universities. MTC is also a corporate partner of Educause, a national nonprofit association of IT leaders and professionals committed to advancing higher education.

In addition to the base bid of $84,610, the Administration is requesting approval for a 6.3% project contingency of $5,390 to be used in that event that any unforeseen needs arise. This brings the grand total to $90,000. The review team is confident that MTC will meet the College’s project requirements. The project will start in December and is expected to take eleven months to complete.

PS:kr
11/6/2019

**President's Recommendation:**

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of IT Assessment and Strategic Plan Consulting Services from Moran Technology Consulting, 1215 Hamilton Lane, Suite 200, Naperville, Illinois 60540, for a contract sum of $84,610.00 plus a contingency of $5,390.00 to be held by the College and used in the best interests of the College, for a total expenditure not to exceed $90,000.00 in accordance to with their response to Request for Proposal #2.”
Authorization to Purchase Merchandise Displays and Service Counter for Skokie Bookstore

As part of the Skokie campus renovations, the Bookstore will be remodeled. Therefore, new, modern merchandise displays and racks will be needed to display spirit-wear, school products, candy/snacks, etc. A service counter is also needed to accommodate two Bookstore point-of-sale stations and an additional station for the Oakton cashier. A modular system will provide the most flexibility for the area.

Holabird & Root, one of the College’s QBS selected architects, in collaboration with Cotter Consulting, Bookstore personnel, and the Facilities office determined that OPTO modular fixtures would best meet the visual merchandising needs of the Bookstore. The project team partnered with designers and engineers at OPTO International, Inc. to define and design the vision for this retail space.

The Administration is seeking approval to purchase the OPTO modular system from this single source supplier for a total of $56,769.55. The College is currently obtaining installation quotes from contractors and will return to the Board of Trustees for approval if the installation costs exceed $25,000.

OPTO International has been in business for 35 years. Their products are featured at the College of Lake County, Davidson College, Bloomsburg University, and UC-Davis. The Administration is confident that OPTO International will meet the College’s needs. Delivery and installation will occur in February to coincide with the Skokie renovation project schedule.

EC:kr
11/4/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Merchandise Displays and Service Counter for Skokie Bookstore from OPTO International, Inc., 1325 N. Mittel Blvd, Wood Dale, IL 60191 for a total of $56,769.55 per their quote #Q84416 dated October 28, 2019.”
Authorization to Purchase Architectural Services for the Des Plaines Campus Cafeteria Remodeling

The FY 2020-2022 Capital Improvement Plan (CIP) includes funds for a project to remodel the Des Plaines campus cafeteria. The current cafeteria is old, tired, and outdated. The plan is to modernize the kitchen, serving area, and dining area of this major gathering space on campus. In addition, the plan includes a connection to the adjacent Library space. Updating this area will present a more pleasurable and inviting appearance that will coincide with the recent Student Street upgrades. The total cost of the project is estimated at $3.2 million dollars.

With this agenda item, the Administration is seeking Board approval to engage Farr Associates for the architectural services for this project. Farr Associates is one of the College’s designated architectural firms based on the Quality Based Selection (QBS) process. Farr’s proposal for these services is $291,193. This work will encompass meeting with the necessary department managers, developing ideas for the best use of the space, compiling information in order to prepare project specifications, preparing all necessary drawings and specification documents, and working with Oakton departments to issue, review, and analyze the Invitation to Bid and the bid results.

The Administration is confident that Farr Associates will work collaboratively with College staff to complete the work necessary for this project. Planning work will start immediately after Board approval so that the bid specifications can be ready and available for contractors in early March of 2020. It is hoped that the construction project receives Board approval in April or May of 2020.

EC:kr
10/31/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Architectural Services for the Des Plaines Campus Cafeteria Remodeling from Farr Associates, 53 W. Jackson Blvd, #650, Chicago, IL 60604 for a total not to exceed $291,193.00 per their proposal dated October 16, 2019.”
Authorization to Enter into License Agreement to Occupy Space for Commencement

Commencement is an important milestone for students to be recognized for their hard work, persistence, success, and to celebrate with their friends and family members. Historically, guest seating has been limited at commencement ceremonies due to the capacity of the TenHoeve Center at Des Plaines. Based on the set-up for Commencement, the location of video feed cameras, and the closed caption screens, the maximum capacity in the TenHoeve Center is 1200. Many guests who are unable to be in the TenHoeve Center are required to watch the ceremony on video screens at different locations throughout the campus.

Based on these space limitations, the Commencement Committee has identified an off-campus location at the Rosemont Theatre to host the 2020 commencement ceremony. The Rosemont Theatre is owned by the Village of Rosemont and has a seating capacity of 4400, which is more than triple the campus seating capacity. The cost of the one-year contract with the Rosemont Theatre is $36,000. The College is seeking approval for $38,000, which includes a $2,000 contingency.

JP/kr
10/31/2019

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the Administration to enter into a one-year license agreement with the Rosemont Theatre, Village of Rosemont, 5400 N. River Road, Rosemont, Illinois 60018, for a contract sum of $36,000.00 plus a contingency of $2,000.00 to be held by the College and used in the best interests of the College, for a total expenditure not to exceed $38,000.00.”
This License Agreement is entered into this 13th day of November, 2019 by and between the Village of Rosemont, (hereinafter referred to as the “Licensor”),

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

and

(hereinafter referred to as the “Licensee”).

W I T N E S S E T H:

WHEREAS, Licensee desires to obtain a license which will allow Licensee to use and occupy the Rosemont Theatre for the purpose of conducting a meeting or similar event known as:

Oakton Community College
Commencement 2020
May 18, 2020 – 7:00pm

Said meeting is hereinafter referred to as “the Meeting”. The term Meeting shall be construed to include all presentations, seminars, lectures and the like given or supervised by Licensee, and

WHEREAS, Licensor owns operates and manages the Rosemont Theatre and has the authority to enter into this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth below, the Licensor and Licensee agree as follows:

1. LICENSED SPACE

(a) Licensor grants to Licensee the right to use all the areas of the Rosemont Theatre, which Licensor deems necessary for the Meeting to occur, including such dressing rooms and storage areas as are reasonably required for conducting the Meeting. These areas are hereinafter referred to as the Licensed Space. Licensee agrees to conduct the Meeting in the Rosemont Theatre
on the dates and at the times specified in Section 2 of this Agreement.

(b) Licensee shall not make alterations or improvements to the Licensed Space or the Rosemont Theatre without the prior written approval of the Licensor. Any improvements or alterations that may be made by Licensee to the Licensed Space or the Rosemont Theatre shall be undertaken and completed in compliance with all applicable federal, state and local ordinances, laws, rules and regulations and in accordance with any recommendations or requirements of Licensee’s and Licensor’s insurance carriers.

(c) Licensor has not made any promise or agreement to alter, remodel or improve the Licensed Space or the Rosemont Theatre; and has made no representations regarding the condition of the Licensed Space or the Rosemont Theatre unless such promise, agreement, or representation is contained in this Agreement.

2. USE DATE AND TIME

(a) The use of the Licensed Space by Licensee shall begin at 7:00pm on May 18, 2020 for the purpose of conducting the SHOW/MEETING and shall end at approx. 10:30pm on May 18, 2020.

(b) Move-in time for the purpose of setting up any and all equipment, exhibits or scenery which may be necessary for the presentation of the Meeting and/or for holding rehearsals shall begin at 8:00am o’clock on May 18, 2020.

(c) Licensee must remove its equipment, scenery and other property from the Rosemont Theatre and vacate the Rosemont Theatre no later than 11:59pm o’clock on May 18, 2020.

(d) The period which begins at 8:00am on May 18, 2020 ends at 11:59pm on May 18, 2020 is hereinafter referred to as the “Use Date(s)”.

(e) Licensee shall use the Licensed Space for the purpose of setting up for, rehearsing and conducting the Meeting and for no other purpose.

(f) Licensee shall have access to the Licensed Space on the Use Date(s) during the periods from 8:00 a.m. until 11:59 p.m. provided that a duly designated employee or other representative of the Licensor is present in the Rosemont Theatre. If Licensee desires access to the Licensed Space at other times such access shall be provided at the discretion of the Licensor and then, only if Licensee agrees to pay any costs and expenses incurred by Licensor in providing such access.

(g) Licensee shall indemnify and hold the Licensor harmless from any loss or liability resulting from Licensee’s failure to fully vacate the Licensed Space at the end of the Use Date(s), including, but not limited to, consequential damages.
3. **FEE**

(a) Licensee agrees to pay Licensor a license fee of $30,000.00 (all inclusive) for the use of the Licensed Space.

(b) Licensee further agrees to pay Licensor $500.00 per hour for every hour or fraction thereof after 11:59pm o’clock on May 18, 2020 during which the Licensee has not fully vacated the Licensed Space.

4. **DEPOSITS**

(a) Licensee agrees to pay $10,000.00 with the return of this signed Agreement as a non-refundable deposit.

$20,000.00 balance due by April 1, 2020

Licensee agrees to make all such deposits by a certified check or cashier’s check that is payable to the order of the Rosemont Theatre.

(b) Licensee further agrees that upon receipt of written notice from Licensor it will make additional deposits with Licensor of such sums that Licensor feels are necessary to cover the reimbursable costs set forth in Section 5(b) and 5(c) which Licensor reasonably anticipates it will incur on behalf of Licensee in regard to the presentation of the Meeting.

5. **REIMBURSABLE COSTS**

(a) Licensee shall provide Licensor with a complete list of all personnel, equipment and services which Licensee desires Licensor to provide along with the time of day that they will be required. This complete list shall be delivered to the Operations Manager of the Rosemont Theatre as soon as possible.

(b) Licensee agrees that it will reimburse the Licensor for the costs the Licensor incurs in supplying the following personnel, equipment and services for the Meeting.

- **In House Sound:** Included in Rent
- **In House Lights:** Included in Rent
- **Ushers:** Included in Rent
- **Stagehands:** Included in Rent
- **Screen/Projector/Union Projectionist:** $3,000.00 (if needed)
- **Electricians:** Included in Rent
- **Teamsters and Loaders:** Included in Rent
- **Wardrobe:** N/A
Musicians: N/A
Cleaning: Included in Rent
32% Related Payroll Taxes: Included in Rent
Security: Included in Rent
Catering Local Crew: Included in Rent
Telephone: Included in Rent
Confetti Clean-up: $500.00 (if needed)
Hi-Speed Internet: Included in Rent
Streaming to Internet or Recording (Union Fees): $3,000.00 (if needed)
Additional Reimbursable Expenses: TBD

FULL EXPENSES TO BE DETERMINED AT A LATER DATE.

(c) Licensee further agrees to reimburse Licensor for any costs incurred by Licensor which are not specified in Section 5(b) that are incurred on behalf of Licensee as a result of the conducting of the Meeting without regard to whether such costs are incurred by Licensor before, during or after the Use Date(s). Licensor shall immediately notify Licensee that it is necessary for Licensor to incur additional costs for which reimbursement from Licensee will be required and, if time permits, notice shall be made in writing to the Licensee. Licensee shall be permitted to disapprove the incurring of such additional costs. However, Licensor shall have the right to incur costs despite Licensee’s disapproval where the costs are incurred for the purpose of insuring the safety and well being of persons in or around the Rosemont Theatre or for the protection of property in and around the Rosemont Theatre. Licensee shall be required to reimburse Licensor for all such costs incurred by Licensor despite Licensee’s disapproval. Unless otherwise agreed, Licensor shall have the sole discretion to select the personnel of Licensor who will be providing the services set forth in Section 5(b) and to determine their qualifications.

6. PAYMENT FOR DAMAGES

(a) Licensee agrees to leave the Licensed Space in the same condition that it is in at the commencement of the Use Date(s), ordinary wear excepted.

(b) Licensee agrees to pay the cost of repairing or replacing any and all damage to any equipment or other property owned by Licensor and to pay the cost of repairing or replacing any and all damage to the Rosemont Theatre which occurs as a direct or indirect result of conducting the Meeting at the Rosemont Theatre. Such damages include but are not limited to damages that are caused by persons who attend the Meeting.

7. TICKETS AND TICKET SALES

Unless otherwise agreed by Licensor, the Meeting shall not be open to the general public. Licensee shall have the right to issue tickets or other forms of admission certificates which are intended to identify the bearer as a person entitled to attend the entire Meeting, or any
particular specified portion thereof. Licensee shall also have the right to issue passes or other forms of identifications to its employees and agents for the purpose of identifying such persons as persons who are entitled to have access to the Licensed Space, before or during the Meeting or any particular specified portion thereof. Licensee shall furnish Licensor with a facsimile of the form of any ticket, certificate or pass issued by Licensee that is intended to permit a person to have access to the premises of the Rosemont Theatre in connection with the Meeting. Unless otherwise agreed, Licensor shall not be responsible for issuing tickets for the Meeting or providing a box office or any other facility for the issuance of tickets for the Meeting.

8. **LIEN**

Licensor and Licensee agree that Licensor shall have a lien against all property of Licensee located within the Rosemont theatre for (1) taxes, if any, which are due and which must be paid by Licensor as a result of the conducting of the Meeting, (2) any unpaid license fees, (3) any unpaid reimbursable costs, and (4) any other monies which are due from Licensee to Licensor under this Agreement.

9. **SETTLEMENT**

The actual amounts due from the Licensee to the Licensor for (1) the remainder, if any, of the license fee under Section 3, (2) reimbursable costs under Section 5, and/or (3) damages under Section 6 shall be paid by the Licensee to the Licensor no later than 8:00pm on May 18, 2020 unless otherwise agreed in writing.

10. **CANCELLATION**

(a) If Licensee cancels the Meeting or any portion of the Meeting, no part of any deposit that has been made pursuant to this Agreement shall be refunded. In addition, Licensee agrees to pay Licensor any reimbursable costs under Section 5 which have been incurred by Licensor in connection with the Meeting prior to Licensor’s actually receiving notice of cancellation, less the amount of any deposits that have been made to cover such reimbursable costs.

(b) Notwithstanding the provisions of Section 10(a), if, after cancellation by Licensee, another event is held in the Rosemont Theatre during the Use Dates(s), then the Licensor shall pay to Licensee an amount equal to any deposits made by Licensee less any costs incurred by Licensor in respect to the Meeting.

11. **PERMITS AND LICENSES**

Licensee agrees to obtain all licenses or permits which are necessary for conducting the Meeting and to promptly pay all permit fees or license fees.
12. **ADVERTISING**

(a) All advertising and promotion of the Meeting shall be the sole responsibility and obligation of the Licensee. Licensee agrees that all advertising for the Meeting will be true and accurate.

(b) All references made in any advertising to the Licensed Space shall refer to the facility where the Meeting is being presented as the “Rosemont Theatre” or such other name as may be designated in writing by the Licensor.

(c) Licensor shall have the right to display its own advertising and other materials in and around the Rosemont Theatre. All advertising space within the Rosemont Theatre or on adjacent premises which are owned by the Licensor is the exclusive property of the Licensor and all revenues or other income received from such advertising space shall be the sole property of the Licensor.

(d) Licensee shall not distribute any printed matter, other than programs, pamphlets, display advertising, seminar or lecture handouts, or other materials which relate to the Meeting or to Licensee’s business.

13. **PERFORMANCE APPROVAL**

(a) Licensor retains the right to disapprove of any performance, exhibition or entertainment which is to be offered as part of the Meeting. Licensee agrees that no performer, performance, exhibition or entertainment shall be presented as part of the Meeting if Licensor files a written objection to the performer, performance, exhibition or entertainment based on either the grounds (1) that it is illegal, (2) that it fails to comply with representations made in advertising the Meeting, or (3) that it violates restrictions imposed on the content of the Meeting which are agreed to by Licensor and Licensee at the time of the execution of this Agreement.

(b) If the Meeting must be canceled pursuant to this section, then payments shall be made by Licensee to Licensor as provided in Sections 3, 5 and 6.

14. **LICENSEE’S PERSONNEL AND EQUIPMENT**

(a) Except as set forth in Section 5(b), Licensee shall be responsible for furnishing at its sole cost and expense, all equipment and personnel necessary to conduct the Meeting, including, but not limited to speakers, presenters, emcees, actors, musicians, singers, dancers, any and all other personnel, scenery, props, sound and lighting equipment not supplied by Licensor pursuant to Section 5(b) and any and all musical instruments.
(b) Equipment and personnel shall be brought into and taken out of the Rosemont Theatre only at such entrances and exits as are designated by Licensor.

(c) Any artisans or workmen employed by Licensee may be refused entrance to or ejected from the Rosemont Theatre by Licensor for non-compliance with any provision of this Agreement or for engaging in conduct which Licensor deems to be objectionable or improper without Licensor incurring any liability for such refusal or ejection.

(d) Licensor shall have the right to remove from the Rosemont Theatre or refuse to allow in the Rosemont Theatre any equipment which Licensor determines constitutes a hazard to the safety or health of persons in and around the Rosemont Theatre or constitutes a hazard to the preservation of property located in or around the Rosemont Theatre.

(e) Licensor shall have the right to remove any and all property belonging to Licensee which is not removed from the Licensed Space of the Rosemont Theatre at the end of a Use Date(s), at Licensee’s expense. Licensor shall have no liability of any kind to Licensee as a result of Licensor’s removal of Licensee’s property pursuant to this section.

15. CONCESSIONS

(a) Licensor reserves all concession rights. Licensor shall have the right to sell concessions at appropriate times and in appropriate places before, during and after presentations of the Event. For purposes of this section, concessions include, but are not limited to food, beverages, programs, souvenirs, record albums, novelties, and parking privileges.

(b) Licensee shall have the right to sell through Licensor’s concessionaires such programs and novelties as are approved in advance in writing by Licensor and upon such conditions as are approved by Licensor.

16. FREE SAMPLES, SOLICITATION

Licensee shall have the right to distribute printed material related to the Meeting. Licensee shall have the right to distribute gifts and samples to persons attending the Meeting as are approved by Licensor. Except as provided in the foregoing sentence and in Section 15(b) of this Agreement, no other items shall be sold or distributed in or around the premises of the Rosemont Theatre without the prior written permission of the Licensor.

17. PARKING

Licensor shall provide Licensee with the right to use and occupy 75 parking spaces, free of charge, for just your first year, in a parking lot adjacent to the Rosemont
Theatre on the Use Date(s). (Parking fee will be $15.00 per car for cars over the 75.) Licensor may require those persons operating motor vehicles who intend to use a parking space that is provided free of charge to display a parking pass to be provided by Licensor. Except as otherwise provided in this section, the Licensor may charge a fee for the privilege of parking a motor vehicle in the parking lots owned by Licensor that are located adjacent or near to the Rosemont Theatre during all or a portion of the Use Date(s).

18. INTERMISSIONS

Licensee shall have the discretion of scheduling any intermissions subject to the reasonable approval of Licensor.

19. ANNOUNCEMENTS

Licensor shall have the right to make announcements needed to assure and protect the safety of persons and property in and around the Rosemont Theatre at any time Licensor deems necessary. Licensee agrees that it will cooperate with Licensor whenever Licensor deems it necessary to make such announcements.

20. COPYRIGHTED MATERIAL

(a) Licensee shall pay all royalties, license fees and any other costs arising from the Licensee’s use of patented, trademarked, franchised or copyrighted music, dramatic rights, devices, processes, or other materials, during or in connection with the conducting or advertising of the Meeting.

(b) Licensee shall indemnify, defend and hold the Licensor harmless from any and all damages, claims, or costs including attorneys’ fees which result from the use of any device, process or material in connection with the conducting or advertising of the Meeting which is or which is alleged to be patented, trademarked, franchised or copyrighted.

21. OCCUPANCY INTERRUPTION OR TERMINATION

(a) If the Licensed Space or any part thereof is not available for use by the Licensee for reasons beyond the control of the Licensor and Licensee including, but not limited to, damage or destruction from fire, weather, or other casualty, requisition of the Licensed Space by a governmental agency other than the Village of Rosemont, labor strikes or boycotts, then this Agreement shall terminate.

(b) Licensee shall indemnify and hold the Licensor and its employees harmless against any and all claims arising out of the cancellation or termination of the Meeting,
provided that such cancellation or termination is not due to the fault, act or omission of the Licensor, its agents or employees, unless such cancellation or termination was reasonably necessary to preserve or prevent damage or injury to property or persons. Licensee shall also pay to Licensor the amount of all reimbursable costs provided for under Section 5 which were incurred either before the termination or cancellation or which were reasonably necessary to incur after the termination and cancellation.

(c) Licensee shall have no claim for damages or other compensation should this Agreement be terminated pursuant to Section 21(a). If a session of the Meeting has not started prior to the time of termination, then if the Agreement is terminated pursuant to Section 21(a), Licensee shall pay to Licensor an amount equal to the reimbursable costs incurred by Licensor up until the time of termination. If one or more sessions of the Meeting have been completed at the time this Agreement is terminated pursuant to Section 21(a), then Licensee shall pay to Licensor an amount equal to the reimbursable costs incurred by Licensor up until the time of termination and an amount equal to the percentage of the license fee allocable for those sessions of the Meeting which were completed at the time the Agreement is terminated.

(d) Licensor shall have the right to interrupt or terminate the Meeting if such interruption or termination is necessary to protect the safety of persons and property in and around the Rosemont Theatre. The reasons for which the Licensor may interrupt or terminate the Meeting pursuant to this Section include, but are not limited to, bomb threats, fire, acts by persons participating in the sessions of the Meeting, and acts by persons attending the Meeting.

(e) If Licensor in its sole discretion determines that the reason the Meeting was interrupted or terminated under Section 21(d) was not the responsibility of the Licensee, then Licensee may retain possession of the Licensed Space for sufficient time to complete the Meeting unless Licensor has committed the Licensed Space for the additional time needed to complete the Meeting to another licensee. Licensee shall be responsible for any and all reimbursable costs which are incurred by Licensor during any additional time used by Licensee under this Section.

(f) If Licensor in its sole discretion determines that the reason or cause for an interruption or termination under Section 21(d) is not the responsibility of Licensee, and it is not possible for Licensee to complete the Meeting, then the license fee provided for in Section 3(a) shall be prorated or adjusted. Licensee, however, shall continue to be liable for all other payments due Licensor under this Agreement.

(g) If Licensor determines that the Licensee is responsible for an interruption or termination of the Meeting under Section 21(d), then Licensee shall continue to be liable for and shall make all payments which are provided for in this Agreement.
22. COMPLIANCE WITH LAWS AND REGULATIONS

Licensee shall comply with all laws, ordinances and regulations adopted or established by Federal, State or local governmental agencies and shall comply with all rules and regulations which govern the use and occupancy of the Rosemont Theatre, including, but not limited to, the rules restricting smoking on the Rosemont Theatre premises. Licensee will not allow or permit anything to be done within or around the Rosemont Theatre which violates any such laws, ordinances, rules and regulations.

23. CONTROL OF FACILITY AND LICENSOR’S RIGHT TO ENTER

(a) In permitting Licensee to use the Licensed Space as provided in this Agreement, Licensor does not relinquish the right to exercise control over the Rosemont Theatre including the Licensed Space and to enforce all laws, rules and regulations.

(b) Licensor reserves the right to eject or cause to be ejected from the Rosemont Theatre any person that Licensor deems to be objectionable. Licensor shall not be liable to Licensee for any damages that may be sustained by Licensee because of the exercise of its right to eject objectionable persons.

(c) Licensor’s officers, employees, agents, concessionaires, and Licensor’s concessionaires’ servants, employees and agents shall at all times have access to the Licensed Space in accordance with and upon presentation of passes issued to them by Licensor.

24. PUBLIC SAFETY

Licensee and its agents and employees shall conduct themselves at all times in a manner which will not endanger persons or property in and around the Rosemont Theatre. Licensee, its agents and employees will observe and abide by all requests made by or on behalf of Licensor, the Village of Rosemont Department of Public Safety or any other governmental agency whose duty it is to preserve and protect persons and property in and around the Rosemont Theatre.

25. BROADCASTING RIGHTS

There shall be no radio or television broadcast of the Meeting, nor shall any radio or television broadcast originate from the Rosemont Theatre during the Use Date(s) without the prior written permission of the Licensor. Such permission may be conditioned upon Licensee furnishing and installing at its sole cost and expense, all equipment necessary for the broadcasting and removing all such equipment following the conclusion of the broadcast, and/or upon the payment of a fee by Licensee to Licensor.
26. RECORDING

Licensee may make visual or audio recordings of sessions of the Meeting for use by Licensee and Licensee’s employees without the written permission of the Licensor. Licensee may make visual or audio recordings of sessions of the Meeting for use by persons other than the Licensee and Licensee’s employees provided that if such recording contains material which identifies or refers to the Rosemont Theatre, the Licensee must obtain the approval of Licensor prior to distributing the recording to persons other than Licensee’s employees. Any costs incurred by Licensor as a result of the recording of any portion of the Meeting shall constitute a reimbursable expense of purposes of this Agreement. Licensor may require Licensee to make an advance payment equal to the estimated amount of such costs.

27. PROPERTY OF LICENSEE AND THIRD PERSONS

(a) Any and all property which is owned by Licensee or is under Licensee’s custody or control shall be kept at the Rosemont Theatre at Licensee’s own risk. Licensor shall have no liability whatsoever if any such property is damaged, destroyed or lost, regardless of cause while it is located on the premises of the Rosemont Theatre.

(b) Licensor will accept delivery of property at the Rosemont Theatre which is addressed to Licensee but shall do so only as a service to Licensee. Licensee will indemnify and hold the Licensor harmless for any loss or damage to any such property.

(c) Except to the extent that any claim is covered by the insurance which is provided under Section 28, Licensee shall indemnify and hold harmless Licensor from any claims made by any third party or costs related to claims made by any third party including attorneys’ fees for loss or damage to third party property located in the Rosemont Theatre which occurs on the Use Date(s).

28. INSURANCE

(a) Licensee at its own cost and expense shall provide and keep in full force and effect during the Use Date(s) the following types of insurance policies with limits not less than the amounts specified below:

(i) Workmen's Compensation and Employer's Liability: As required by law

(ii) Commercial General Liability including Personal Injury Groups A, B and C, with Exclusion C deleted Contractual Liability Endorsement Bodily Injury/Property Damage $1,000,000.00 combined single limit
Licensor (The Village of Rosemont and The Rosemont Theatre) must be named as an additional insured under the Commercial General Liability Insurance Policy. The Commercial General Liability Insurance Policy may consist of primary insurance as respects Licensee’s negligence and umbrella coverages and must cover the Rosemont Theatre owned by the Licensor. **Licensee must provide Licensor with certificates of insurance and additional insured endorsement (Form CG 2026) or its equivalent** not less than thirty (30) days prior to the Use Date(s) which show that it has obtained the required insurance coverage from financially sound and reputable insurance companies.

(b) Licensee shall not perform any act or omission or permit or suffer the performance of any act or omission which may reasonably result in either the cancellation or invalidation of any insurance policies maintained by Licensor or an increase in the premiums Licensor is required to pay for such insurance policies.

(c) Licensor shall upon request provide Licensee with information as to the type and limits of the insurance coverage which Licensor has obtained that is applicable to the Rosemont Theatre.

29. **INDEMNIFICATION FOR ACTS AND OMISSIONS BY LICENSEE, LICENSEE’S AGENTS, EMPLOYEES AND INDEPENDENT CONTRACTORS**

To the fullest extent permitted by law, the Licensee shall indemnify and hold harmless the Licensor and Licensor’s agents, officers and employees from and against all claims, judgments, damages, losses and expenses, including but not limited to attorneys’ fees, which result directly or indirectly from the negligent or the reckless or willful acts or omissions of Licensee or Licensee’s agents, officers and employees or independent contractors hired by the Licensee, and the Licensee shall at its own expense appear, defend and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith and if any judgment shall be rendered against Licensor or against Licensor’s agents, officers or employees, then Licensee shall, at its own expense, satisfy and discharge the same. Licensee expressly understands and agrees that any insurance protection which may be required by this Agreement or any other agreement or which is otherwise provided by Licensee shall in no way limit the Licensee’s responsibility to indemnify, keep and save harmless and defend the Licensor and Licensor’s agents, officers and employees as provided in this section.

30. **ASSIGNMENT**

(a) Neither this Agreement nor any of the rights granted by this Agreement may be assigned, transferred, mortgaged, pledged, hypothecated or in any way encumbered or disposed of by Licensee without the prior written consent of Licensor. Any assignment, transfer or encumbrance or any attempted transfer, assignment or encumbrance without such consent shall be null and void and shall neither relieve Licensee of any of its obligations under this Agreement nor create any obligation on the part of Licensor.
(b) A successor in interest of Licensee by merger, operation of law or valid assignment, purchase or otherwise of substantially the entire business of the Licensee shall succeed to all of the rights of Licensee and assume all of the obligations and duties of the Licensee under this Agreement provided that said successor gives prompt written notice to Licensor and accepts in writing all of the obligations and duties of the Licensee under this Agreement.

(c) Licensor’s consent to any assignment or other transfer by Licensee shall not be deemed to be a consent by Licensor to any further assignment or transfer.

(d) Licensee shall not without Licensor’s prior written consent, sub-license the Licensed Space or any part thereof, or permit the use or occupancy of all or any part of the Licensed Space by anyone other than Licensee.

(e) Licensor has no right to grant to any third party the right to use the Licensed Space during the Use Date(s) as provided in this Agreement unless this Agreement is terminated.

31. DEFAULT

If the Licensee fails to perform in accordance with or fails to comply with any of the terms and conditions contained in this Agreement, the Licensor shall have all the remedies provided for by law, and in addition, may:

(1) Terminate this Agreement by giving written notice of termination to the Licensee. Upon the mailing of written notice of termination, this Agreement shall terminate and all rights and privileges granted or extended by this Agreement shall be deemed revoked. If this Agreement is terminated pursuant to this Subsection, then Licensee shall continue to be liable to Licensor for all reimbursable costs incurred pursuant to Section 5 of this Agreement by Licensor and shall also be liable for the fees specified in Sections 3 and 6 of this Agreement subject to a set off in the amount of any license fees which Licensor might receive from others for use of the Licensed Space on the Use Date(s). In addition, all deposits made by Licensee shall be retained by Licensor.

AND

(2) Deny Licensee and Licensee’s officers, agents, employees and independent contractors hired by the Licensee admission to the Rosemont Theatre and the use and occupancy of the Licensed Space and remove from the Rosemont Theatre any personal property of the Licensee or Licensee’s officers, agents, employees or independent contractors hired by the Licensee at Licensee’s expense or place such property in a public warehouse or other place of safe keeping at Licensee’s risk and expense.
32. **LEGAL EXPENSES**

Licensee shall pay Licensor all costs, expenses and attorneys’ fees incurred by Licensor in enforcing the covenants and conditions of this Agreement.

33. **BANKRUPTCY**

In the event that Licensee is adjudged a bankrupt, makes an assignment for the benefit of creditors, commits any other affirmative act of insolvency, files a petition or has filed against it a petition that is not discharged within ten (10) days fore reorganization, arrangement, debt moratorium or other relief for debtors under any bankruptcy, insolvency act, code or law or in the event a custodian, receiver or trustee shall be appointed for the business or property of Licensee, this Agreement shall not be considered an asset of the Licensee or Licensee’s estate and Licensor may immediately terminate this Agreement upon notice to the Licensee and exercise any and all rights and remedies provided in Section 31.

34. **GOVERNING LAW**

This Agreement shall in all respects, including validity, interpretation and effect be governed by the laws of the State of Illinois.

35. **NON-WAIVER**

The failure of Licensee or Licensor to insist on the other party’s strict compliance with the terms and conditions contained in this Agreement shall not constitute a waiver of Licensor’s and Licensee’s right to insist that the other party in the future strictly comply with any and all of the terms and conditions contained in this Agreement and to enforce such compliance by any appropriate remedy.

36. **NOTICES**

(a) Unless otherwise provided herein to the contrary, all notices, required or permitted under this Agreement shall be made in writing.

(b) Unless otherwise provided herein to the contrary, if the notice is sent by certified or registered mail postage prepaid, then it shall be deemed to be given when it is deposited in the United States Mail and address as follows

**IF TO LICENSEE:**
Oakton Community College
1600 E. Golf Road
DesPlaines, IL 60016
IF TO LICENSOR:
Rosemont Theatre
Village of Rosemont
5400 N. River Road
Rosemont, IL. 60018
Attn: Executive Director

Otherwise notice shall be deemed to be given when the notice is actually received by the party to whom it is directed.

(c) Either party may change to another single address the address to which such notices are to be sent by giving prior written notice to the other party.

37. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of Licensor, its successors and assigns and shall be binding upon and inure to the benefit of the Licensee and its successors, executors, administrators, heirs and assigns subject to the provisions of Section 30 which limit Licensee’s right to assign or transfer this Agreement.

38. AGREEMENT DOCUMENTS

This Agreement consists of the following documents:

* The Rosemont Theatre License Agreement

These documents constitute the entire Agreement between the Licensor and Licensee with respect to the subject matter hereof and supersede all proposals oral or written and all negotiations, conversations and discussions heretofore had between the Licensor and the Licensee related to this Agreement.

39. MODIFICATION AND AMENDMENTS

This Agreement may be modified or amended only by a written instrument signed by both the Licensor and the Licensee.
40. **LICENSE ONLY**

   It is expressly understood by and between Licensor and Licensee that the rights which Licensee has pursuant to this Agreement to use the Licensed Space are in the nature of a license and that Licensee does not have a leasehold interest or any other interest in the Rosemont Theatre or in the property on which the Rosemont Theatre is located.

41. **OTHER MATTERS**

   Licensor shall have the discretion to determine any questions and resolve any other matters that might arise which are not covered by this Agreement.

42. **CAPTIONS AND INDEX**

   The index and captions used in this Agreement are for the convenience of the parties only and shall not affect the meaning of any of the provisions of this Agreement or be deemed a part of the Agreement.

43. **RIGHTS OF THIRD PARTIES**

   This Agreement does not confer any rights upon any member of the public, any person attending the Meeting or any other third party, unless this Agreement expressly and explicitly provides the third party with such right.

44. **APPROVAL OF CONTRACT**

   It is agreed that this Agreement will not be in force until it has been signed by both Licensee and Licensor.

   IN WITNESS WHEREOF, Licensor and Licensee have made this Agreement as of the date first written above.

   LICENSOR:  VILLAGE OF ROSEMONT

   BY:_______________________
   Patrick Nagle, Executive Director
   Rosemont Theatre

   LICENSEE: OAKTON COMMUNITY COLLEGE

   BY:_______________________
   Edwin Chandrasekar

   Attest:___________
Preview and Initial Discussion of Upcoming Purchases

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

a) Magazine Printing - Last spring, in order to effectively reach various student markets, the College decided to use a targeted direct-mail approach aimed at traditional and adult students that utilizes magazines and postcards, email, social media, and digital advertising to replace district-wide credit schedule distribution. As part of this effort, College Relations created two publications: “#Oakton,” targeting traditional-aged and transfer students, and “Outlook,” targeting adult and career students.

The College Relations department and Purchasing office will work collaboratively to issue an Invitation to Bid for the printing of the two 12-page enrollment publications, which are targeted for home delivery to targeted audiences in April 2020 and October 2020.

- #Oakton – targeting households with traditional age, high school students (ages 11-17) and their parents. Print 42,000, mail to approximately 39,200 households.
- Outlook – targeting households with adults ages 24-51. Print 42,000, mail to approximately 40,000 households.

Print specifications are as follows:
- Sheetfed or heatweb printing
- 12 page self-cover saddle-stitched 8 ¼ x 10 ¾ upright magazine
- Four color offset or digital with bleeds.
- 70# paper, #3 gloss

Bid specifications will include the option for the printer to provide mail services, including National Change of Address (NCOA), addressing, sort, and postal drop. The budgeted cost for the printing and mail preparation services is $30,000 (postage costs are not included). The Administration plans to present this item to the Board for purchase approval at an upcoming Board meeting.

b) Ratification of Instructional Services for Therapeutic Horticultural Program - Since 2009, the College has had an agreement with the Joseph Regenstein, Jr. School of the Chicago Botanic Garden to provide instruction to Oakton students in Therapeutic Horticulture. The contract renews every four years. The last contract was signed in 2017. In January of 2019, the Board ratified $69,850 for services rendered for the 2018 academic year.
The Administration will seek ratification for services rendered during the 2019 academic year based on the following courses, enrollments, and fees:

HTC 100 Introduction to Horticulture for Horticultural Therapists  
23 students x 3 credit hours each x $150 per hour = $10,350

HTC 101 Health through Horticulture: Using Plants for Therapeutic Outcomes  
24 students x 4 credit hours each x $150 per hour = $14,400

HTC 101 Health through Horticulture: Using Plants for Therapeutic Outcomes  
24 students x $500 lab fee = $12,000

HTC 110 Horticultural Therapy Application and Practicum  
22 students x 5 credit hours each x $150 per hour = $16,500

HTC 110 Horticultural Therapy Application and Practicum  
22 students x $500 lab fee = $11,000

Grand Total = $64,250.00

This contract will conclude on December 31, 2019. Since payment has already been made for services rendered, the Administration will be seeking Board of Trustee ratification for this purchase at the December Board meeting.

c) Authorization to Purchase Owner’s Representative Services - Cotter Consulting has served as the College's Owner's Representative ("Owner’s Rep") since 2016 to 1) oversee the overall design process for approved Master Plan construction projects, 2) ensure that contract documents are prepared and completed on a timely basis, and 3) verify that the final design complies with the owner’s expectations. The primary role of the Owner's Rep is to make sure the owner’s (Oakton) best interests are at the heart of every construction decision made. The Administration is seeking Board authorization to continue its Owner’s Rep Services contract with Cotter Consulting in the amount of $362,000 through December 31, 2020. Cotter Consulting is a Chicago-based certified Woman Business Enterprise (WBE) with more than 25 years of experience in managing projects for public and private clients. The project team, led by chief architect Dorothy McCarty, has demonstrated an extensive knowledge in working with educational institutions and has assisted the College in all aspects of construction project management including architecture, cost estimating, engineering, scheduling, and communications. The College has been highly satisfied with its relationship and the delivery of high quality services provided by Cotter Consulting over the last three years.
AGENDA ITEM 11/19-16
3 of 3

d) Enrollment Forecasting Consulting Services - Oakton is seeking to engage a consulting firm to provide research services to help advise ongoing district-wide enrollment forecasting efforts. Specifically, the College is looking for external expertise to augment internal capabilities that will inform existing and emerging strategies in long-range enrollment forecasting. The selected consultant will provide the College with customized analytics and quantitative research in enrollment forecasting and leverage external insights related to prospective student pool, emerging employer needs, non-returning students, and students who do not enroll. This project is expected to exceed $25,000 which will require Board approval. This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1 - Contracts, item (a) which states an exemption for “contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.” This purchase will be presented for approval at an upcoming Board meeting.
Authorization to Enter into Agreement with U.S. Geological Survey (USGS) to Install Rain Gage at Skokie Campus

The United States Geological Survey (USGS) is the data collection and scientific agency of the United States government. The USGS operates and maintains the largest streamgage network in the world, with over 8,000 active streamgages. In addition, the USGS also has more than 2,800 precipitation gages (rain gages) across the country. The USGS has identified Oakton’s Skokie campus as a location to install a rain gage and is seeking to enter into a five (5) year agreement with the College.

The USGS operates the Lake Michigan Diversion Accounting (LMDA) program which is a 25-rain gage network. In 1900, the City of Chicago reversed the flow of the Chicago River so that instead of flowing into Lake Michigan, it flowed out of Lake Michigan toward the Mississippi River system. This necessitated the diversion of water from Lake Michigan. The eight Great Lakes States entered into a Consent Decree in 1967 regulating the diversion of Great Lakes water into the Chicago River. The decree states that the State of Illinois may not divert more than 3200 cubic feet per second (cfs) from Lake Michigan for navigation, domestic or sanitary uses. The consent decree was modified in 1980 to allow Illinois to extend domestic use of the water to additional communities and to provide additional guidance on the parameters of the measurement of the diversion.

The primary components of Illinois' diversion from Lake Michigan include 1) water supply pumpage from Lake Michigan, 2) storm runoff from the diverted watershed of Lake Michigan and 3) direct diversion from Lake Michigan. The precipitation gage (rain gage) network setup and data reduction techniques have been a prime component of the LMDA program to ensure they are consistent with the best engineering practice as specified in the decree. Data from the rain gage is collected near real-time through IP modems and the data is stored on the USGS database.

The USGS shall install the rain gage at no cost to the College, and the USGS remains responsible for upkeep and any damages to the equipment. The USGS will remove the equipment and structures at their expense at the end of the project or upon 60 days notice in writing by either party. The College has assessed minimal risk with this partnership as the USGS is a self-insured government entity and is responsible to loss, damage and injuries associated with this installation.

The College is pleased to partner with the USGS on this important initiative to support the federal government’s efforts in providing critical earth-science information to the nation. It is well aligned with the Success Matters Strategic Plan commitment to the community.

EC:js
11/5/2019
President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the College Administration to enter into a five year agreement with the United States Geology Survey, a body of the United States government, to install a precipitation gage on the College’s property located at 7701 Lincoln Ave, Skokie, Illinois 60077.”
Authorization to Hire a Director of Marketing

The administration is recommending the hire of Dr. Andrea Lehmacher as Director of Marketing.

The search began on June 5, 2019 with postings on the Oakton website and on internal job boards at the Des Plaines and Ray Hartstein campuses. The position was advertised in the Chronicle of Higher Education, Chicago Diversity, and Compact for Faculty Diversity. The position opening was posted on various websites, including the Chicago Tribune’s careerbuilder.com, hbcuconnect.com (Historically Black Colleges and Universities), hacu.net (Hispanic Colleges and Universities), diversejobs.net, insidehighered.com, higheredjobs.com, illinoisjoblink.illinois.gov, linkedin, and governmentjobs.com.

There were 103 applicants for the Director of Marketing position. The search committee conducted six on campus interviews and selected three finalists to bring to campus for interviews with a number of employee groups, including the Associate Vice President of Marketing and Communications/Chief Advancement Officer; various members of President’s Council; an open session for college administrators, faculty, and staff; and, the College Relations staff.

Dr. Lehmacher earned her Ed.D. from Benedictine University and her M.A. in Communications and Training from Governors State University. Dr. Lehmacher is currently the Senior Director of Marketing and Strategy at Elgin Community College. In her position at Elgin, she has led large scale enrollment, marketing and communication campaigns, which led to a thirteen percent increase in new student applications and five percent increase in new student enrollment, as well as served on Strategic Enrollment Management, Program Review, Strategic Planning, Web Governance, ECC Foundation Strategic Planning, ECC Foundation Marketing and Communications, Construction Communication and Ceremony, and Workforce Development Council committees. She has also been a member of several professional groups, such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and the American Marketing Association (AMA).

CH/vb
11/12/19

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Andrea Lehmacher as Director of Marketing effective on December 2, 2019 at an annual salary of $117,000. That salary will be prorated for the period of December 2, 2019 through June 30, 2020.”
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535  
County of Cook and State of Illinois  
ADMINISTRATOR'S EMPLOYMENT CONTRACT

This agreement, entered into by and between the Board of Trustees of Community College District 535, County of Cook and State of Illinois, a body politic and corporate, hereinafter referred to as the “Board” and Andrea Lehmacher hereinafter referred to as the “Administrator;”

WITNESSETH:
Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Director of Marketing, and the Board has approved such recommendation;

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

1. The Administrator is appointed Director of Marketing of the Board's College from December 2, 2019 through June 30, 2020. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of $117,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be prorated for the period December 2, 2019 through June 30, 2020.

2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.

3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.

4. This contract guarantees the administrator the rights of procedural due process.

5. This agreement shall not be effective unless it is signed and returned to the President within ten days after its issuance.

Dated and returned this ________________ day of ______________ 2019 by:
________________________________________
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on November 19, 2019.  
(Agenda Item 11/19-18)

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

________________________________________
President

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

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

The recommendation to hire Mr. Spencer Kimura to a full-time, tenure-track faculty position in Fire Science for the 2019-2020 academic year, beginning in January 2020, was made after reviewing the College’s need for faculty in Fire Science.

The position was posted on the Oakton Community College website and on Oakton’s job boards at the Des Plaines and Ray Hartstein campuses. The position was advertised in the Chronicle of Higher Education, Chicago Diversity, and Compact for Faculty Diversity. The position opening was posted on various websites including the Chicago Tribune’s careerbuilder.com, hbcuconnect.com (Historically Black Colleges and Universities), hacu.net (Hispanic Colleges and Universities), Diversejobs.net, Insidehighered.com, Higheredjobs.com, illinoisjoblink.illinois.gov, linkedin, governmentjobs.com.

There were seven applicants for the Fire Science position. The search committee conducted four on campus interviews for this search and selected three finalists to bring to campus for interviews with Marc Battista, Associate Vice President for Workforce Education/Dean of Business and Career Technologies, and Dr. Ileo Lott, Vice President for Academic Affairs, before a recommendation of hire was made of Mr. Kimura to a full-time, tenure-track Fire Science position.

Mr. Spencer Kimura earned an M.S. in Managerial Leadership from National Louis University and a B.S. in Fire Science Management from Southern Illinois University. Mr. Kimura is presently the Chair of the Fire Science Program and Adjunct Faculty member at Oakton Community College.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Mr. Spencer Kimura for the 2019-2020 academic year, beginning January 2020:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank and Assignment</th>
<th>Lane, Step, Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spencer Kimura</td>
<td>Professor of Fire Science</td>
<td>D-3, $65,401.</td>
</tr>
</tbody>
</table>
Acceptance of a Faculty Retirement

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

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Discipline</th>
<th>Retirement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Blumenthal</td>
<td>Distinguished Professor, English</td>
<td>July 31, 2020</td>
</tr>
<tr>
<td></td>
<td>Division of Liberal Arts</td>
<td></td>
</tr>
</tbody>
</table>

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

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

CH:nmi
11/13/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Amy Blumenthal.”
Preview of New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College would like to create a new 14-credit certificate, Cannabis Transportation, Logistics, and Supply Chain Management.

The Cannabis Transportation, Logistics, and Supply Chain Management Certificate provides training for individuals interested in entry-level employment in the cannabis supply chain. The cannabis supply chain includes cultivation centers, manufacturing centers, testing laboratories, medical and retail cannabis dispensaries, and disposal centers. Currently, transportation of cannabis along this chain is the function of cultivation centers. The Cannabis Regulation and Tax Act, HB 1438, includes a new license for transportation. Transporters must understand the supply chain and work closely with cultivation centers and dispensaries to document inventory and securely transport product. This program will prepare transporters to observe state laws and regulations to securely transport and track cannabis between business licenses. The stackable certificate will also prepare students to apply for a security guard permanent employee registration card (PERC). To be employed as a cannabis transporter, employees must be 21 years of age, meet the requirements to obtain a Department of Agriculture identification card, and successfully pass a physical exam as part of the Department of Transportation requirements.

The certificate also provides an opportunity for continued professional development and training for incumbent cannabis industry professionals who require mandated continuing education or for those in the industry that would like to expand their knowledge. Completers of this program will be more competitive when seeking employment as a transporter in IL and other states that offer recreational and/or medical cannabis programs.

Occupational demand data is not available through the Illinois Department of Employment Security (IDES) or through labor market data systems like Burning Glass. Based on job opportunity postings, transporters can earn anywhere from $15.00 to $35/hour.

The proposed Cannabis Transportation, Logistics, and Supply Chain Management Certificate curriculum and total credit hours:

Cannabis Transportation, Logistics, and Supply Chain Management Certificate 14 semester credit hours; Curriculum: 0410

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNB 101</td>
<td>Introduction to Cannabis</td>
<td>1</td>
</tr>
<tr>
<td>CNB 102</td>
<td>Cannabis and the Law</td>
<td>1</td>
</tr>
<tr>
<td>CNB 105</td>
<td>Dispensary Operations</td>
<td>1</td>
</tr>
<tr>
<td>CNB 106</td>
<td>Cannabis Cultivation Operations</td>
<td>2</td>
</tr>
<tr>
<td>LAE 275</td>
<td>Security Guard Training</td>
<td>3</td>
</tr>
<tr>
<td>MGT 155</td>
<td>Operations and Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 156</td>
<td>Introduction to Transportation, Warehousing, and Logistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours in Certificate 14 total credits
Introduction of New Policy Statements for Policies 3037 and 8013

In accordance with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (hereafter known as the “Act”), the State of Illinois Central Management System has a Business Enterprise Program (BEP) to encourage the continuous economic development of businesses owned and operated by minorities, women, and people with disabilities. In addition, the Business Enterprise Program Council was developed to help implement, monitor, and enforce the goals of the Act. Under this Act, the Business Enterprise Program Council is required to ensure that businesses owned by minorities, females, and persons with disabilities are awarded at least 20% of the total dollar amount of State contracts. The College is committed to promoting and encouraging participation by minorities, women, and people with disabilities by setting aspirational goals to award contracts for the procurement of goods and services. Toward that end, the College will establish a formal Board Policy 3037 to overcome the discrimination and victimization such businesses have historically encountered.

As the College compiled documents of historical value in conjunction with its 50th anniversary, it became apparent that a policy to document and govern the archival of tangible works of the College was needed. This proposed policy governs the management, collection, preservation of official college records, historical works, and personal papers of enduring value, as well as govern how access is granted to review these types of documents. Toward that end, the College will establish formal Board Policy 8013.

EC:aw/kr
11/9/2019

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed new policy 3037 for the Business Enterprise Program, and proposed new policy 8013 for the Library Institutional Archives Collection Development, both attached hereto, with action to take place at the next regularly scheduled Board meeting, December 10, 2019.”
COLLEGE WIDE POLICIES

Business Enterprise Program (BEP)

Oakton Community College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College’s policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (the “Act”) and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the “Council”).

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President shall appoint a liaison to the Council;

2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College’s goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act.

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1 As defined in 30 ILCS 575/2
2 See 30 ILCS 575/1
3 This Council was created to implement, monitor, and enforce the goals of the Act. See 30 ILCS 575/5
4 Id.
5 30 ILCS 575/6-(a).
3. The College Liaison shall file an annual report with the Council\(^6\);

4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services\(^7\);

5. The College shall use bid forms identifying the bidders’ percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan\(^8\); and

6. The College shall comply with all other requirements of the Act.

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\(^6\) 30 ILCS 575/6-(c).
\(^7\) 30 ILCS 575/6-a.
\(^8\) 30 ILCS 575/7(6)
COMMUNITY RELATIONS

Library Institutional Archives Collection Development Policy

Mission
The Oakton Community College Library Archives (“Archives”) form part of Special Collections, which is the repository for rare tangible works at the College. The mission of the Archives is to manage collect, preserve, and provide access to official and legal College records, historical/cultural works, and personal papers of enduring value, regardless of format, that were created by the College, its trustees, administrators, faculty, staff, alumni, students, affiliated organizations and members of the larger Oakton Community College district. The Archives function as the institutional memory of the College and its mission is accomplished through organizing and providing access to these records by means of finding aids and descriptive bibliographic metadata.

Scope
The Collection Development Policy 8013 is designed to support the mission statement of the Archives and serves as a guide for the selection, acquisition, maintenance, and retention of records.

The Archives serves as a repository for selected College documents, historical images, and video recordings for all of the College’s locations. It preserves historical and cultural records about College activities, people, and events. In addition, it collects records, creative works and personal papers of enduring value primarily for their historical research value that are used by students, staff, faculty, alumni and the community at large. The Archives seeks the authorized and timely transfers of institutional records and other donations that fit within the scope of this policy and which are typically no longer in active use.

The Vice President for Academic Affairs or designee is authorized by the Board of Trustees to develop procedures for the administration of this Policy.