

**The 793rd Meeting
of
The Board of Trustees
November 14, 2023**



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.

Ratified by the Board of Trustees on March 21, 2017 and reaffirmed on September 19, 2023.

Land Acknowledgment for Oakton

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

Approved by the Board of Trustees on December 13, 2022.

Anti-Racism Statement

Oakton is an anti-racist, inclusive, transparent institution; invested in and accountable to the communities we serve. We are committed to transforming all curricula, policies, structures and practices to dismantle and eliminate racism and other forms of oppression so all members of our community thrive. Through reflection, empowerment, and accountability to anti-racist people of color, we model the socially just and equitable transformation that we want to see in the world.

Adopted by the Board of Trustees on February 15, 2022.

Neurodiversity Statement

Oakton College is committed to recognizing the neurodiversity of our community and developing equitable policies and procedures to enhance the Oakton experience for all students, employees, and community members.

Adopted by the Board of Trustees on August 15, 2023.



1600 East Golf Road
Des Plaines, Illinois 60016

Closed Session
5 p.m. – Room 1502

Agenda

1. Call to Order and Roll Call
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
 - Review of closed session minutes of October 17, 2023.
 - Semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and pending litigation.
3. Consideration of a motion for adjournment
4. Adjournment

Open Session
6:30 p.m. – Room 1506

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to bsparks@oakton.edu including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on November 14, 2023.

The meeting will be broadcast on Oakton TV: <https://bit.ly/3IH1AUA>

Agenda

- Call to Order and Roll Call
- Pledge of Allegiance
- Land Acknowledgement
- V Approval of minutes of the October 17, 2023 regular meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- ICCTA Liaison Report
- Student Trustee Report

Founder Spotlight
 Comments by the Chair
 Trustee Comments
 Public Participation
 2023 Audit Report
 Board Report: Strategic Enrollment Management Update

New Business

Consent Agenda

- | | | |
|---|----------|---|
| V | 11/23-1a | Approval of Adoption of Consent Agenda |
| R | 11/23-1b | Approval of Consent Agenda Items 11/23-2 through 11/23-8 |
| | 11/23-2 | Ratification of Payment of Bills for October 2023 |
| | 11/23-3 | Acceptance of Treasurer's Report for October 2023 |
| | 11/23-4 | Compliance with Open Meetings Act, Closed Session Minutes |
| | 11/23-5 | Action on Recordings of Closed Session Minutes |
| | 11/23-6 | Ratification of Actions of the Alliance for Lifelong Learning Executive Board |
| | 11/23-7 | Supplemental Payment of Professional Personnel – Fall 2023 |

Other Items

- | | | |
|---|----------|---|
| R | 11/23-8 | Appointment of Members to Career Program Advisory Committees for 2023-2024 |
| V | 11/23-9 | Acceptance of Annual Comprehensive Financial Report (with Auditor's Opinion) |
| R | 11/23-10 | Approval of Estimate Levy for 2023 and Announcement Thereof |
| R | 11/23-11 | Resolution (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of the District and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of the District |
| R | 11/23-12 | Authorization to Approve November Purchases <ul style="list-style-type: none"> a. Remodeling Services for the TenHoeve Wing b. Remodeling Services for the Skokie Library & Learning Commons c. Document Imaging and Management System Annual Maintenance Contract and System Upgrades d. Continuation of Employee Medical, Dental, and Vision Insurance e. Cisco Equipment for the Computer Networking and Systems Program f. Ratification for Additional Expenses for the Position of Interim Dean of Health Careers g. Ratification for Construction Work for Parking Lot D |

- 11/23-13 Preview and Initial Discussion of Upcoming Purchases
- R 11/23-14 Authorization to Appoint Interim Dean of Access, Equity and Diversity
- R 11/23-15 Approval of New Units of Instruction
- 11/23-16 Preview of a New Unit of Instruction
- 11/23-17 Notification of Award of Grants

Adjournment



Minutes of the October 17, 2023 Regular Meeting of the Board of Trustees of Community College District 535

The 792nd meeting of the Board of Trustees of Community College District 535 was conducted on October 17, 2023 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Chair Yanow called the meeting to order at 5:25 p.m. in room 1502. Trustee Stafford called the roll:

Dr. Wendy Yanow	Chair	Present
Dr. Gail Bush	Vice Chair	Present
Mr. William Stafford	Secretary	Present
Ms. Theresa Bashiri-Remetio		Present
Ms. Martha Burns		Present
Mr. Benjamin Salzberg		Present
Ms. Marie Lynn Toussaint		Present
Ms. Lydia Cruz	Student Trustee	Present

Chair Yanow asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of September 19, 2023; and considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and pending litigation.

Trustee Bashiri-Remetio made the motion, seconded by Trustee Salzberg. Trustee Stafford called the roll:

Ms. Bashiri-Remetio	Aye
Ms. Burns	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye
Ms. Cruz	Aye

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, CSSO/Vice President for Student Affairs; Dr. Judy Mitchell, Interim CFO, Dr. Ileo Lott, Provost/Vice President for Academic Affairs; and Mr. Duane “Arnie” Oudenhoven, Interim CHRO.

At 5:52 p.m., Chair Yanow asked for a motion to adjourn the closed session meeting. Trustee Bashiri-Remetio made the motion which was seconded by Trustee Salzberg. A voice vote was called and the closed session was adjourned.

Open Session – Call to Order and Roll Call

Chair Yanow called the regular meeting of the Board of Trustees to order at 6:03 p.m. in room 1506.

Trustee Stafford called the roll:

Dr. Yanow	Chair	Present
Dr. Bush	Vice Chair	Present
Mr. Stafford	Secretary	Present
Ms. Bashiri-Remetio		Present
Ms. Burns		Present
Mr. Salzberg		Present
Ms. Toussaint		Present
Ms. Cruz	Student Trustee	Present

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Kelly Becker, Assistant Vice President for Institutional Effectiveness and Strategic Planning; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Provost and Vice President for Academic Affairs; Dr. Judy Mitchell, Interim Vice President for Administrative Affairs; Duane “Arnie” Oudenhoven, Interim Chief Human Resources Officer; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Robyn Bailey, Director of Operations and Administration/Interim Dean of Skokie Campus; Anne Brennan, Assistant Vice President for Academic Affairs and College Transitions; Steve Butera, Director of Communications and External Relations; Dr. Sebastian Contreras Jr., Assistant Vice President for Student Affairs/Dean of Student Success; Leana Cuellar, Director of Student Learning and Engagement; Dr. Rick Daniels, Director of Institutional Equity and Inclusion; Al Grippe, Director of Grant Strategy and Development; Jeffrey Hoffmann, Chief of Police; Dr. Ruben Howard II, Director of Workforce Curriculum and Instruction; Jake Jeremiah, Dean of Library; David Kendrick, Director of Online Learning; Dr. Andrea Lehmacher, Director of Marketing; LeVon McAllister, Director of Campus Technologies; Jessi Moon, Director of Planned and Major Giving; Christine Paciero, Director of Oakton Athletics; Dr. Gregory Paveza, Interim Dean of Health Careers; Dr. James Rabchuk, Dean of STEM; Camesha Richardson, Director of Human Resources; Joseph Scifo, Director of Facilities; Ella Whitehead, Assistant Director of Enrollment for Equity Outreach; and Andy Williams, Controller.

Union Leaders: Jennifer Crowley, Classified Staff Association; Mary Hope Griffin, Adjunct Faculty Association; and Dr. Suzanne Ziegenhorn, Full-Time Faculty Association.

Faculty: Michael Kristiansen, Modern Languages; Anna Hammer, Mathematics; and Jhosa Pagulayan, BNAT.

Staff: Philip Cronin, Media Services; Andrea Falco, Athletics; Ernest Gest, Facilities; Kelsey Kapolnek, Marketing and Communications; Ewa Lyczewska, Marketing and Communications; Rob Peterson, Access, Equity and Diversity; Beatriz Sparks, Special Assistant to the Board; and Louis Walker, Athletics.

Students: Christopher AbiNader, Daniel Allegretti, Ryan Belz, Cole Shane, Tommy Eikosidekas, Peter Eikosidekas, Stephen Kiefer, and Matthew Smith.

Guests: Jamie Boller, Cotter Consulting

Pledge of Allegiance – Chair Yanow led the pledge.

Land Acknowledgment – Trustee Burns read the Land Acknowledgment.

Approval of Minutes

Chair Yanow asked for a motion for the approval of the minutes of the September 19, 2023 regular meeting of the Board of Trustees, and the September 19 joint meeting of the Board of Trustees and the Board of Directors. Trustee Stafford made the motion which was seconded by Trustee Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To Director of Systems and Network Services, John Wade on the passing of his mother on September 20.
- To Art Museum Manager, Nathan Harpaz on the passing of his mother on October 4.
- To Assistant Professor of BNAT, Deborah Wyeth on the passing of her husband on October 5.
- To Trustee Benjamin Salzberg on the passing of his mother on October 8.

Congratulations

- Maria Ross, Interim Manager of Recruitment and Outreach on her marriage last week.
- Oakton’s Marketing & Communications team won 5 gold and 3 bronze medallions at the NCMPR (National Council for Marketing & Public Relations) Conference earlier this month. Work that was recognized with Gold include our adult student admission piece, Oakton Weekly (E-newsletter), Annual Report, PR launch campaign for the name change/brand refresh announcement, and an award for our student storytelling page.

- Congratulations to the Oakton's Men's Golf Team on winning the 2023 Illinois Skyway Collegiate Conference (ISCC) Championship. They dominated the conference as four of the top five golfers. Head Coach Louis Walker was named ISCC Coach of the Year, and golfer Dan Allegretti was named Medalist of the Year. It's been 30 years since Oakton's Men's Golf Team won the ISCC, so the victory tastes even sweeter. In addition, Coach Walker is the first Black head coach in the Illinois Skyway Collegiate Conference history to win a conference championship. Congratulations to the team, Dan and Coach Walker! Go Owls!

Happenings

- The Koehnline Museum of Art is hosting Oakton's Annual WGSS Art Show, "Don't 'Drag' Me Down: Today's Battle for Liberation." Opening Night took place on October 5. For this year's annual juried art exhibition, Oakton College invited professional artists of all media, including performance artists, to submit a single work that provides social commentary and inspiration on the ways that marginalized communities create courageous spaces, empower each other and change the world. This exhibition is a collaboration between Oakton's Women, Gender and Sexuality Studies program and the Koehnline Museum of Art.
- As we build an inclusive community, we have programs and events throughout the month for LatinX Heritage month, LGBTQIA2+ Month, Indigenous Peoples' Day, and campus sustainability month.
- This week is National Student Transfer Week and the Career and Transfer Center is hosting a number of workshops to support students in the transfer process. Last week, the CTC hosted its Transfer Tailgate event where 255 students connected with 35 colleges and universities.
- There is still an opportunity to take part in the Jewish Studies Fall 2023 Speaker Series. This series is sponsored by a generous grant from the Oakton Educational Foundation and presented by the Oakton College Jewish Studies concentration.
- On Friday, you can join the Para Sa Kultura Filipino Night Market to celebrate Filipino American History Month, featuring Chicagoland's up-and-coming Filipinx-owned micro businesses and food vendors. There will be live performances and a lumpia eating competition.
- October 25 is College Learning Day. No daytime classes will be held, and the College will be closed to students and the public until 5 p.m. The Theme for Learning Day is "Advancing Racial Equity Through Creating a Culture of Belonging and Connecting."
- President Smith acknowledged that many of us are struggling as we witness the violence in Israel and Gaza and the significant loss of life. Dr. Smith says she hopes that we can challenge ourselves and our students to be informed - ensuring that we are obtaining information from credible news sources and taking time to learn about the deep and complex history that is the foundation of this conflict. She also expects that we will exercise our value of compassion - using a trauma informed approach in our conversations with each other and in our conversations with our students - listening with empathy and care as we navigate these challenging times and hope for peace.

Educational Foundation Liaison Report

Notable commitments since the last update to the Trustees include:

- A \$50,000 gift from the Irving M. and Sylvia Footlik Foundation to support a fund related to the expansion of our Health Career program offering in Evanston and to underwrite the cost of student experiential learning opportunities.
- A \$2,000 gift from alumnus Alejandro Roman, including a match from his employer CDW, to grow the endowment of a scholarship he began in 2020 to help students who obtain their high school equivalency degree attend college.
- An \$1,800 gift from Terese Conway to grow the endowed scholarship in her name for she and her late husband Thomas.

The Foundation elected a new Board Director, Katie Hunt, in early October. Ms. Hunt lives in Northbrook and is retired from a career in finance and management with organizations that included Oracle, the American Medical

Association, DCS Logistics, and the University of Chicago. Before her retirement, Katie served as a staff member with Oakton's foundation, leading our advancement services area (finance, accounting, database management, and general operations). Katie is a Foundation donor, having established an endowed scholarship honoring her late father, Joe Hunt, in 2021. The Board now stands at 22 voting members.

The Foundation invites Trustees to attend the annual Donor Appreciation Brunch on Saturday, November 4 from 10 a.m. to 12 noon at the Renaissance Chicago Glenview Suites. Please RSVP your attendance to the President's office or the Foundation directly.

The Board's next quarterly meeting will take place on December 6.

ACCT Liaison Report

Chair Yanow shared that several trustees attended the Association of Community College Trustees Leadership Congress in Las Vegas. She thanked the community for supporting the Board and sending them to this professional development. She indicated that some of the things that were the most significant for her this year is that there was a very bold attention to equity, and a panel on neurodiversity where Trustee Bush participated as a panelist and a speaker. Many of the presentations focused on equity, and Oakton College is doing many of the things that trustees learned about. Chair Yanow described the congress as a very positive and powerful experience.

Student Trustee Report

Ms. Lydia Cruz acknowledged that the month of October celebrates and spreads awareness to many groups of people. This month we put the spotlight on: LGBTQIA2+ History, Filipino American Heritage, Breast Cancer Awareness, Hispanic Heritage Month, and ADHD Awareness Month. She also shared the many events that have –and are currently taken place at the College.

The Illinois Student Assistance Commission meeting will be held on October 19. During the advocacy day meeting, students are hoping to touch on topics about mental health on college campuses, college affordability, and expanding access to diverse student populations, including students with disabilities.

SGA will be heading to the ASGA Chicago Conference in North Park University. The team will explore ways to develop skills as leaders, and discuss development on campuses with other student government leaders. The SGA also elected new senators Brandon Luna, Simon Charkewycz, and Michael Sobin.

Student Spotlight – None.

Comments by the Chair – No additional comments.

Trustee Comments

Trustee Burns shared that this year's ACCT Leadership Congress was a highpoint for her; she felt that people talked in ways that show action on the things that are being discussed, and shared clear outcomes. She said that she attended several sessions, and she wanted to highlight her experience attending the AANAPISI session. Her goal is to understand the diversity of the Asian population, and the session allowed her to understand many of the dynamics of Asian groups in the United States. Trustee Burns indicated that she would like to have more information and a thorough discussion about the AANAPISI community, and the work to support it at Oakton.

Trustee Toussaint said that the conversations and sessions at the congress were enlightening and direct. She indicated that her focus was on the Black learner experience, and she enjoyed the bold and honest conversations around the subject. Ms. Toussaint learned that there has been a decline of 44% in Black learners from 2010 to 2020. Many Black male students find college culturally irrelevant and have lost interest in the subjects that are taught; on the other hand, there is an increase in trades where students want to learn and be able to work to take care of their families. The discussion included identifying issues within the system and not with the students.

Trustee Bush thanked the College for allowing the Board to attend the ACCT Leadership Congress. Dr. Bush shared that the panel that she served on was organized by the Illinois Community College Trustee Association, and she gave a shout out to the neurodiversity task force who worked on preparing the Neurodiversity Statement for approval. Trustee Bush indicated that during the panel discussion she shared that the task force was highly

motivated, action-driven, and able to make things happen within the first year. Among the sessions she attended, Trustee Bush said the one that stands out was on mental health and strategies for funding mental health support hosted by a telehealth services provider that the College may want to look into.

Trustee Stafford shared that at the congress he was able to find good examples of policies that the College could implement. Trustee Salzberg also shared that the congress was a good experience, and thanked the Oakton community for the support shown after the death of his mother.

Public Participation – None

Board Report: Skokie Learning Commons

Leana Cuellar, Director of Student Learning and Engagement
Jacob Jeremiah, Dean of Library
Joseph Scifo, Director of Facilities

The learning commons, sometimes called an “information commons,” has evolved from a combination library and computer lab into a full-service learning, research, and project space. Its strength lies in the relationships it supports, whether these are student-to-student, student-to-faculty, student-to-staff, student-to-equipment, or student-to-information.

Effective learning commons are alive with the voices of students working together, establishing the kinds of connections that promote active, engaged learning.

One-Stop Service Hub

- The library, academic advising office, and tutoring or writing center are highly valued as service providers in addressing unmet needs.
- Students would highly value services to address both their curricular and non-curricular information needs.
- When asked where they would be more likely to use these services, approximately 77 percent named the library, followed closely by the tutoring/writing center (76 percent). About seven in ten respondents also indicated they would be more likely to use this service if offered at a one-stop center.

Academic Hub at Skokie

- Access and Disability Resource Center (ADRC)
- Library
- Learning Center
- Testing Center
- Media Services/Help Desk
- TRIO

Physical Space

- Innovative space that allows students to interact with peers, faculty members, and other staff to support their learning
- Hybrid technology to support student learning and engagement

Approach

- Integrated approach to providing support and services
- Welcoming, inclusive approach
- Reducing barriers to service and increase in engagement

Values: Open space for students, visibility, student success, community, student knowledge and experience, accessibility, inclusivity, collaboration, providing an informative and supportive space, DEI.

Goals: Enhanced/improved accessible services, ownership by students, collaborative space, one-stop shopping for access to all services, building student confidence, reduce run around, promote learning and student academic success, create a starting point for students, make sure students have digital literacy, build collaboration with faculty, staff and students.

Schedule

- Contractor Bids Due: October 13, 2023
- Board Preview: October 17, 2023
- Board Approval: November 14, 2023
- Construction Start: December 2023-January 2024
- Construction Substantial Completion: May 2024
- Owner Move In: July 8th, 2024
- Elevator Installation: Summer 2024 – Fall 2024
- Final Completion: November 2024

NEW BUSINESS**10/23-1a Approval of Consent Agenda**

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

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

10/23-1b Approval of Consent Agenda Items 10/23-2 through 10/23-7

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/23-2 through 10/23-7 as listed in the Consent Agenda."

10/23-2 Ratification of Payment of Bills for September 2023

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$8,701,607.89 for all check amounts as listed and for all purposes as appearing on a report dated September 2023."

10/23-3 Acceptance of Treasurer's Report for September 2023

"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 2023."

10/23-4 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."

10/23-5 Ratification of Actions of the Alliance for Lifelong Learning Executive Board

"Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$223,999.75 for all funds listed in item a."

10/23-6 Supplemental Payment of Professional Personnel – Fall 2023

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$685,078.69 to the total amount of part-time teaching salaries paid during the fall 2023 semester; the revised total payment amount is \$3,271,194.44."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$137,736.41 to the total amount of faculty overload salaries paid during the fall 2023 semester; the revised total payment amount is \$585,889.70."

10/23-7 Approval of Clinical Practice Agreements

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

Health Information Technology Program (2)
 Medical Laboratory Technology Program (1)
 Nursing program (3)."

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

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

10/23-8 Resolution providing for the issue of not to exceed \$15,600,000 General Obligation Limited Tax Community College Bonds, Series 2023A, of the District for the purpose of paying claims against the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds and authorizing the sale of the bonds to the purchaser thereof

Trustee Stafford offered: "RESOLUTION providing for the issue of not to exceed \$15,600,000 General Obligation Limited Tax Community College Bonds, Series 2023A, of Community College District No. 535, County of Cook and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof."

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

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye
Ms. Toussaint	Aye
Dr. Yanow	Aye

The motion carried. Student Trustee Cruz favored the resolution.

10/23-9 Resolution providing for the issue of not to exceed \$7,000,000 Taxable General Obligation Limited Tax Refunding Bonds, Series 2023B, of the District for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds, and authorizing the sale of the bonds to the purchaser thereof.

Trustee Stafford offered: "RESOLUTION providing for the issue of not to exceed \$7,000,000 Taxable General Obligation Limited Tax Refunding Bonds, Series 2023B, of Community College District No. 535, County of Cook and State of Illinois, for the purpose of refunding certain outstanding bonds of said Community College District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof."

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

Ms. Bashiri-Remetio	Aye
Dr. Bush	Aye
Mr. Salzberg	Aye
Mr. Stafford	Aye

Ms. Toussaint Aye
 Dr. Yanow Aye

The motion carried. Student Trustee Cruz favored the resolution.

10/23-10 Authorization to Approve October Purchases

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
10/23-10a	1	Baseball Field Improvements	Martam Construction, Inc Elgin, IL	\$1,864,962.00
10/23-10b	2	Partnership with 2 nd Story for Learning Day	Serendipity Theatre Company DBA 2 nd Story Chicago, IL	\$27,750.00
GRAND TOTAL				\$1,892,712.00.”

Trustee Bush seconded the motion, and asked that purchase items include information on Minority and Women-Owned businesses. Trustee Stafford called the roll:

Ms. Bashiri-Remetio Aye
 Dr. Bush Aye
 Mr. Salzberg Aye
 Mr. Stafford Aye
 Ms. Toussaint Aye
 Dr. Yanow Aye

The motion carried. Student Trustee Cruz favored the resolution.

10/23-11 Preview and Initial Discussion of Upcoming Purchases

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

- a. Continuation of Employee Medical, Dental, and Vision Insurance
- b. Document Imaging and Management System Annual Maintenance Contract and System Upgrades
- c. Skokie Library and Learning Commons
- d. Foundation Office/TenHoeve Wing Remodeling

10/23-12 Acceptance of a Full-Time Faculty Resignation

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the resignation of Deborah Wyeth effective October 10, 2023, and Abigail Garcia effective May 13, 2024.”

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

10/23-13 Notification of Award of Grants

Trustee Bush listed the grants.

Funding totaling \$1,229,041.00 has been made available to Oakton College:

- a. Illinois Community College Board Carl D. Perkins Grant..... \$245,841.00
 (Managed by Shannon McKenzie / Administered by Marc Battista)

b.	Illinois Department of Commerce and Economic Opportunity SBDC Grant.....	\$110,000.00
	(Managed by Maurae Gilbert McCants / Administered by Dr. Jesse Ivory and Dr. Ileo Lott)	
c.	Illinois Department of Human Services Smart Start Transition Grant.....	\$13,200.00
	(Managed by Monique Hudson / Administered by Dr. Ileo Lott)	
d.	Illinois Community College Board Workforce Equity Initiative Grant	\$860,000.00
	(Managed by Dr. Jesse Ivory / Administered by Dr. Ileo Lott)	
	TOTAL:	\$1,229,041.00

Adjournment

Chair Yanow announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, November 14, 2023 at the Des Plaines Campus.

Trustee Bashiri-Remetio made a motion to adjourn the meeting, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 7:39 p.m.

Wendy B. Yanow, Board Chair

William Stafford, Board Secretary

Minutes recorded by:
Beatriz Sparks
10/2023

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 11/23-2 through 11/23-7

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/23-2 through 11/23-7 as listed in the Consent Agenda:

- 11/23-2 Ratification of Payment of Bills for October 2023
- 11/23-3 Acceptance of Treasurer’s Report for October 2023
- 11/23-4 Compliance with Open Meetings Act, Closed Session Minutes
- 11/23-5 Action on Recordings of Closed Session Minutes
- 11/23-6 Ratification of Actions of the Alliance for Lifelong Learning Executive Board
- 11/23-7 Supplemental Payment of Professional Personnel – Fall 2023.”

Ratification of Payment of Bills for October 2023

The check register detailing the regular monthly bills for October 2023 was sent out November 9, 2023. The totals by fund are on page 2. This includes approval of travel reimbursements for October 2023.

Board Chair

Board Secretary

JM:mw
11/2023

President's Recommendation:

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

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$6,106,098.37 for all check amounts as listed and for all purposes as appearing on a report dated October 2023."

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 2023, represented by checks on pages 1-14 numbered !0003077 - !0003161, A0163297 - A0163360, A0163362 - A0163590 and A0163592 - A0163689 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	<u>Gross Check Issued</u>				
	Fund	Payroll	Accounts Payable	Sub-Total	Voided Checks
Education	\$ 3,925,750.95	\$ 594,703.63	\$ 4,520,454.58	\$ (500.00)	\$ 4,519,954.58
Operation, Building And Maintenance Fund	\$ 338,438.14	\$ 293,025.23	\$ 631,463.37	\$ -	\$ 631,463.37
Maintenance Fund (Restricted)	\$ -	\$ 57,785.00	\$ 57,785.00	\$ -	\$ 57,785.00
Bond And Interest	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00
Auxiliary Enterprise	\$ 227,755.06	\$ 268,236.87	\$ 495,991.93	\$ -	\$ 495,991.93
Restricted Purpose	\$ 253,658.10	\$ 97,234.09	\$ 350,892.19	\$ -	\$ 350,892.19
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Trust/Agency	\$ -	\$ 1,983.08	\$ 1,983.08	\$ -	\$ 1,983.08
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Liability, Protection & Settlement	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,745,602.25	\$ 1,353,267.90	\$ 6,098,870.15	\$ (500.00)	\$ 6,098,370.15
STUDENT GOVERNMENT	\$ -	\$ 7,228.22	\$ 7,228.22	\$ -	\$ 7,228.22
TOTAL PER REPORT	\$ 4,745,602.25	\$ 1,360,496.12	\$ 6,106,098.37	\$ (500.00)	\$ 6,105,598.37

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 1-14 numbered !0003084, !0003084, !0003084, !0003122, A0163373, A0163374, A0163396, A0163492 and A0163555 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.



Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$7,228.22 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 2023.

Student Government Association

Acceptance of Treasurer's Report for October 2023

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 or Controller for amplification.

JM:mw
11/2023

President's Recommendation:

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

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of October 2023."

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

October 2023

Dr. Karl Brooks
Vice President, Student Affairs/Treasurer
W. Andy Williams
Controller, Budget and Accounting Services

Treasurer's Comments on October 2023 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.3 million in restricted state grant funds, \$879,000 in interest earnings, \$811,000 for the credit hour grant, \$631,000 in tuition and fees, and \$452,000 in replacement tax.

Net cash and investments decreased \$349,000 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 \$39.0 million or 107% of the prorated budget, compared to \$38.3 million, or 111% for the previous year. Tuition and fees totaled \$14.7 million year to date, or 111% of the prorated budget. Last year, tuition and fees totaled \$13.9 million or 112% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$26.2 million. The operating expenditures are \$1.3 million (5.2%) above prior year's actual expenditures of \$24.9 million for the same period. Net transfers total \$3.0 million as budgeted.

**OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
October 31, 2023
(IN THOUSANDS)**

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 3,838	\$ 95	\$ 1,772	\$ 37	\$ -	\$ 2,491	\$ -	\$ 756	\$ 529	\$ 9,518
Taxes Receivable	24,367	3,696	-	1,724	-	-	-	46	-	29,833
Student Tuition Receivable	4,188	1	5	-	-	620	-	-	-	4,814
Government Funds Receivable	(5)	-	-	-	-	(1,564)	-	17	-	(1,552)
Lease Receivable	13,653	-	-	-	-	-	-	-	-	13,653
Accrued Interest	658	83	140	-	-	26	-	4	237	1,148
Other Receivables	51	1	10,000	-	-	(97)	-	-	-	9,955
Investments										
Short-term	64,600	8,246	27,072	1,981	429	1,830	-	209	32,872	137,239
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(24,500)	-	-	-	-	14,500	-	-	-	(10,000)
Inventories - Prepays	864	-	-	-	(345)	247	-	-	-	766
Total Current Assets	110,620	15,271	43,042	3,742	84	18,429	-	1,160	41,205	233,553
Net Investment in Plant	-	-	-	-	-	-	100,429	-	-	100,429
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 110,620	\$ 15,271	\$ 43,042	\$ 3,742	\$ 84	\$ 18,429	\$ 100,987	\$ 1,160	\$ 41,205	\$ 334,540
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	956	956
Total Assets and Deferred Outflows of Resources	\$ 110,620	\$ 15,271	\$ 43,042	\$ 3,742	\$ 84	\$ 18,429	\$ 100,987	\$ 1,160	\$ 42,161	\$ 335,496
LIABILITIES AND NET POSITION										
Payables	\$ 1,709	\$ -	\$ -	\$ -	\$ -	\$ (83)	\$ -	\$ -	\$ -	\$ 1,626
Accrued Interest Payable	-	-	-	-	111	-	-	-	-	111
Deferred Tuition Revenue	-	-	-	-	-	6	-	-	-	6
Accruals	2,678	299	-	-	-	269	-	-	-	3,246
Bonds Payable	-	-	-	-	59,964	-	-	-	-	59,964
Lease Liability	-	-	-	-	251	-	-	-	-	251
Subscriptions Liability	-	-	-	-	2,311	-	-	-	-	2,311
OPEB Liability	-	-	-	-	-	-	-	-	15,652	15,652
Total Liabilities	4,387	299	-	-	62,637	192	-	-	15,652	83,167
Deferred Inflows of Resources - Property Taxes	9,066	1,189	-	587	-	-	-	15	-	10,857
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	27,710	27,710
Deferred Inflows - Leases	13,653	-	-	-	-	-	-	-	-	13,653
Total Liabilities and Deferred Inflows of Resources	27,106	1,488	-	587	62,637	192	-	15	43,362	135,387
Net Position										
Unrestricted	83,515	13,783	43,042	-	-	3,710	-	-	(1,201)	142,849
Restricted	-	-	-	-	-	14,528	-	1,144	-	15,672
Debt Service	-	-	-	3,156	(62,553)	-	-	-	-	(59,397)
Plant	-	-	-	-	-	-	100,988	-	-	100,988
Total Net Position	83,515	13,783	43,042	3,156	(62,553)	18,238	100,988	1,144	(1,201)	200,112
TOTAL LIABILITIES & NET POSITION	\$ 110,621	\$ 15,271	\$ 43,042	\$ 3,743	\$ 84	\$ 18,430	\$ 100,988	\$ 1,159	\$ 42,161	\$ 335,499

**OAKTON COMMUNITY COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2023**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes (accrual basis)	\$ 60,400	\$ 20,133	\$ 19,417	96%	96%
Replacement Tax	2,000	667	787	118%	286%
State Revenue	4,335	1,445	2,109	146%	174%
Tuition and Fees	20,698	13,184	14,674	111%	112%
Other	3,159	1,053	2,048	194%	141%
TOTAL REVENUES	\$ 90,592	\$ 36,482	\$ 39,035	107%	111%
EXPENDITURES (accrual basis)					
Instructional	\$ 31,145	\$ 10,382	\$ 10,745	103%	101%
Academic Support	20,580	6,860	6,897	101%	110%
Student Services	9,043	3,014	2,509	83%	78%
Public Services	1,329	443	369	83%	82%
Operations and Maintenance	8,545	2,848	2,433	85%	71%
General Administration	8,104	2,701	2,408	89%	84%
General Institutional	642	214	831	388%	1051%
Contingency	2,271	757	-	0%	0%
TOTAL EXPENDITURES	\$ 81,659	\$ 27,220	\$ 26,192	96%	97%
Revenues over (under) expenditures	8,933	9,262	12,843		
Net Fund transfers					
To O & M Fund (Restricted)	(5,000)	(1,667)	(1,667)		
To Auxiliary Fund and Alliance	(2,479)	(826)	(826)		
To Restricted Purpose Fund	(100)	(33)	(33)		
To Liability, Protection & Settlement Fund	(770)	(257)	(257)		
To Social Security/Medicare Fund	(874)	(291)	(291)		
From Working Cash Fund: Interest	290	97	97		
Total Transfers	\$ (8,933)	\$ (2,978)	\$ (2,978)		
Net Revenue over (under) expenditures	\$ -	\$ 6,284	\$ 9,865		

**OAKTON COMMUNITY COLLEGE
REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2023**

**AGENDA ITEM 11/23-3
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	183	62%
Interest and Investments Gain/Loss	16	313	1956%
Debt Certificates 2023	14,900	14,690	99%
Total revenues	15,211	15,186	100%
EXPENDITURES			
Landscape Improvements	824	32	4%
Capital Equipment	512	124	24%
Hardware Replacement/Master Keying	1,000	-	0%
Camera Replacement	500	-	0%
Pedestrian Path	250	-	0%
Courtyards	550	-	0%
Learning Commons RHC	3,064	85	3%
Boiler Replacement	1,238	657	53%
DP Workplace-Critical Adjacencies/ Enabling Moves	1,700	-	0%
Plumbing	350	-	0%
ADA Compliance	131	-	0%
TenHoeve Wing Remodeling	685	-	0%
Domestic hot water pump	115	93	81%
Switchgear Upgrade	50	-	0%
Baseball Complex Renovations	1,000	-	0%
Exterior Envelope	870	-	0%
HVAC Upgrades	200	-	0%
Electrical Service - Motor Controls	150	-	0%
Electrical Service - Interior Lighting Control	100	-	0%
Fire Sprinkler/Pump	350	-	0%
Concrete Sidewalks Replacement	100	-	0%
Flooring - DP/Grounds/Lee (Vinyl, Concrete)	275	-	0%
Skokie Emergency Power Generator	100	-	0%
Washroom Upgrades Phase 1	500	-	0%
College Rebrand Signage	52	52	100%
Contingency	153	0	0%
Total expenditures	14,818	1,043	7%
Transfer in	5,000	1,667	33%
Net	\$ 5,393	\$ 15,810	293%

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 926	70%	54%
Workforce Development	210	5	2%	10%
Copy Center	67	29	43%	16%
Athletics	37	23	62%	288%
Child Care	321	163	51%	41%
PAC Operations	1	1	100%	25%
Other	65	55	85%	81%
Interest and Investments Gain/Loss	188	31	16%	4%
Total revenues	2,221	1,233	56%	35%
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,424	\$ 363	25%	19%
Workforce Development	200	35	18%	25%
Copy Center	446	132	30%	31%
Athletics	1,302	460	35%	40%
Child Care	570	181	32%	31%
PAC Operations	105	33	31%	34%
Auxiliary Services Administration	344	116	34%	30%
Other	479	31	6%	10%
Total expenditures	4,870	1,351	28%	26%
Transfers in (out)	2,272	757		
Net	\$ (377)	\$ 639		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2023**

	Operating Budget (000)	Prorata Budget (000)	Actual (000)	Actual As a % Budget	Last Year
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 195	\$ 234	40%	43%
Tuition and Fees	1,397	466	461	33%	49%
Sale of Materials	1	0	-	0%	0%
Institutional Support					
Evening High School	133	44	44	33%	72%
Other Revenues	45	15	8	18%	28%
Total revenues	<u>2,160</u>	<u>720</u>	<u>747</u>	<u>35%</u>	<u>46%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,315	438	\$ 300	23%	23%
Instructional Programs					
Allied Health	148	49	18	12%	9%
Job-related	447	149	102	23%	2%
Personal	13	4	4	31%	50%
Emeritus Programs	64	21	21	33%	11%
High School Programs	136	45	20	15%	17%
ESL Programs	76	25	20	26%	27%
Total Programs	<u>884</u>	<u>295</u>	<u>185</u>	<u>21%</u>	<u>8%</u>
Total expenditures	<u>2,199</u>	<u>733</u>	<u>485</u>	<u>22%</u>	<u>17%</u>
Revenue over (under) expenditures	<u>\$ (39)</u>	<u>\$ (13)</u>	<u>\$ 262</u>		
Transfer in	53	18	18		
Net	14	5	280		

OAKTON COMMUNITY COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
FOUR MONTHS ENDED OCTOBER 31, 2023

		<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
	Activity fees	\$ 271,993				
	Interest income	-				
	Sub total revenues	<u>271,993</u>				
369901	Student Government Association	6,010	-	6,010	(30,805)	(24,795)
369910	Occurrence	380	-	380	-	380
369919	Skokie Events Team	-	-	-	(11,814)	(11,814)
369923	Stud Global Health & Sustain	-	-	-	(5)	(5)
369943	Japanese Culture Club	20	-	20	-	20
369946	Phi Theta Kappa (PTK)	2,100	-	2,100	(730)	1,370
369951	Society of Women Engineers	-	-	-	(45)	(45)
369968	Diverse D.U.R.A. Outreach	40	-	40	-	40
369972	PAYO	257	-	257	-	257
	Sub Totals	<u>8,807</u>	<u>-</u>	<u>-</u>	<u>(43,399)</u>	<u>(34,593)</u>

Fund Summary

Total Revenues	\$ 280,800
Total Expenditures	(43,399)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>237,400</u>
Net Position 6/30/23	<u>1,429,803</u>
Net Position, end of period	<u>\$ 1,667,204</u>

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
Oct-23**

GENERAL FUND TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER & MISC</u>
10/10/2023	\$ 765,884.71			\$ 765,884.71		
10/16/2023	\$ 833,990.46	\$ 833,990.46				
10/17/2023	\$ 2,733.00		\$ 2,733.00			
TOTAL	\$ 1,602,608.17	\$ 833,990.46	\$ 2,733.00	\$ 765,884.71	\$ -	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
10/13/2023	\$ 671,535.89	\$ 275,323.55	\$ 96,060.66	\$ 220,671.57	\$ 79,480.11
	\$ -				
10/27/2023	\$ 677,663.45	\$ 275,175.48	\$ 99,206.16	\$ 225,022.06	\$ 78,259.75
	\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -				
	\$ -				
	\$ -				
TOTAL	\$ 1,349,199.34	\$ 550,499.03	\$ 195,266.82	\$ 445,693.63	\$ 157,739.86

Compliance with Open Meetings Act, Closed Session Minutes

The Illinois Open Meetings Act requires that public bodies shall periodically, but no less than semiannually, review minutes of all closed meetings to determine if the contents of such minutes continue to require confidentiality, or if they may be made available for public inspection. The President and the Secretary of the Board have reviewed and hereby recommend that the minutes of the Board of Trustees closed session meetings held on May 12, 2020 and September 20, 2022 should be made available for public inspection and no longer require confidential treatment.

JLS:bs
11/2023

President's Recommendation:

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

"Be it resolved that the Board of Trustees of Community College District 535 hereby determines that the minutes of the Board closed session meetings on May 12, 2020 and September 20, 2022 no longer require confidential treatment and are released for public inspection."

Action on Recordings of Closed Session Minutes

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

In accordance with these provisions, the audio recordings of closed meetings held on August 31, 2021, September 21, 2021, October 19, 2021, November 16, 2021, December 14, 2021 and January 18, 2022 meet the following criteria:

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

JLS:bs
11/2023

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 recommends the destruction of the verbatim audio recordings of meetings held on August 31, 2021, September 21, 2021, October 19, 2021, November 16, 2021, December 14, 2021 and January 18, 2022.”

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

The salary payments and rescinds include the following:

- a. Salary payments in the amount of \$40,651.25 for part-time teaching services for the Alliance for Lifelong Learning fall 2023.
- b. Salary rescinds in the amount of \$3,496.50 for part-time teaching services for the Alliance for Lifelong Learning fall 2023.

Jl:bd
11/2023

President's Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to b as stipulated above, and hereby approves the expenditures in the amount not to exceed \$40,651.25 for all funds listed in item a.”

Supplemental Payment of Professional Personnel – Fall 2023

Comparative figures:

**Fall 2023 Part-Time
\$3,696,482.05**

**Fall 2022 Part-Time
\$3,592,201.73**

**Fall 2023 Overload
\$648,831.70**

**Fall 2022 Overload
\$586,489.47**

IL:jg
11/2023

President’s Recommendation:

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

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$425,287.61 to the total amount of part-time teaching salaries paid during the fall semester 2023; the revised total payment amount is \$3,696,482.05.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$62,942.00 to the total amount of faculty overload salaries paid during the fall semester 2023; the revised total payment amount is \$648,831.70.”

Appointment of Members to Career Program Advisory Committees for 2023-2024

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 the 2023-2024 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

IL:rh
11/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the appointment of members on the attached lists to the below named Career Program Advisory Committees for 2023-2024.”

**Accounting (ACC)
Advisory Committee Members 2023-2024**

Owais Bhurya

Business and Personal Tax Consultant
Tax Elite Accounting Services
9105 N Milwaukee Ave
Niles, IL 60714
847-430-4100
taxeliteniles@gmail.com

John Blix

Business Education Teacher
Glenbrook South High School
4000 W Lake Ave
Glenview, IL 60026
847-729-2000
jblix@glenbrook225.org

Brian Bohley

Founder and CEO
In Focus Payroll LLC
725 Washington St #109
Evanston, IL 60202
887-495-5289
brian@infocuspayroll.com

Will Dixon

Finance and Enterprise Performance
Consultant
Deloitte Consulting
111 S Wacker Dr Ste 1800
Chicago, IL 60606
312-486-1000
wdixon@deloitte.com

Jason Field

Consultant
Morrison & Morrison
222 S Riverside Plaza Ste 2730
Chicago, IL 60606
312-346-2141
jfield@mormorr.com

Katie Gilbert

Chief Financial Officer
Elevate Packaging
2010 W Fulton St
Chicago, IL 60612
773-276-4554
katie@elevatepackaging.com

Randall Heman

Owner
Count On Us Bookkeeping Specialists
PO Box 1642
Skokie, IL 60076
847-343-9370
randall@counton-us.com

Eralda Kanacevic

Accounting Manager
Resource Point of Sale
1765 N Elston Ave
Chicago, IL 60642
773-252-5500
ekanacev@oakton.edu

Nick Katranis

Senior Accountant
Dale Bugasch & Associates PC
1701 E Lake Ave #320
Glenview, IL 60025
847-486-1043
nkatranis@glenviewaccountants.com

Mary Mindak

Associate Professor
DePaul University School of Accountancy
1 E Jackson Blvd
Chicago, IL 60604
312-362-8000
mmindak1@depaul.edu

Accounting (ACC) Advisory Committee (cont.)

David Perry

Partner
Friedman & Huey Associates LLP
627 Landwehr Rd
Northbrook, IL 60062
847-803-8300
dperry@fhassoc.com

Starr Robinson

Principal
Starr M. Robinson & Associates PC
6565 N Avondale Ave #103
Chicago, IL 60631
773-594-1384
starr.robinson@starrcpachicago.com

Rebecca Rosenblum

Career and Technical Education Teacher
Glenbrook North High School
2300 Shermer Rd
Northbrook, IL 60062
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Acceptance of Annual Comprehensive Financial Report (with Auditor’s Opinion)

An electronic copy of the audited Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2023 was uploaded to BoardEffect on November 9. The ACFR includes an unmodified opinion concerning the College’s Fiscal Year 2023 Audit. An unmodified opinion is an opinion that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles. The ACFR is designed to provide financial information that is easily readable, efficiently organized, and presented in the spirit of transparency and full disclosure.

The ACFR is designed to emulate corporate presentations whereby assets are capitalized, depreciation is reported as an operating expense, and property taxes are recorded on a full accrual basis. The College has received the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association since 1991 and anticipates receiving the award for its fiscal year 2023 ACFR. The Accounting Office and the Administrative Affairs team have done an excellent job on the report and deserve our congratulations. Ms. Christine Torres and Ms. Hollis Hanson-Pollock from Crowe LLP will be present to make some comments to the Board of Trustees on November 14, 2023, regarding the report.

AW:mw
11/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2023 Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.”

Approval of Estimate of Levy for 2023 and Announcement Thereof

The Truth in Taxation Law requires that not less than twenty days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money estimated to be necessary to be raised by taxation for that year upon the taxable property in its district.

In order to fund college operating programs, including salaries, supplies, and utilities, it is recommended that the College's levy for 2023 be as follows:

	<u>Recommendation</u> <u>2023 Levy</u>
Education Purposes	\$54,965,875
Operation & Maintenance Purposes	8,000,000
Liability, Protection and Settlement (Includes Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance)	100
Medical and Social Security Contributions	100
Audit	100,000
Total	<hr/> \$63,066,075

The Illinois Property Tax Extension Limitation Law (PTELL) caps the annual growth in the total amount of property taxes extended for the college district and other taxing districts which are subject to its provisions. In general, the PTELL limiting rate as calculated annually for each taxing district allows for a limited inflationary increase in tax extensions on existing property of 5.0% or the inflation rate whichever is lower, plus an additional amount for new property (i.e., new construction) and expiring Tax Increment Financing (TIF) Districts, as applicable. The increase is pegged to the percentage rise in the Consumer Price Index (CPI) for the 12-month period preceding the levy year. For tax year 2023, the percentage increase in the CPI is 6.5%. PTELL caps the allowable increase at 5.0% plus new property and expiring TIF Districts, as applicable.

The \$63,066,075 estimate of levy (excluding debt service) represents a 4.9% increase over the extended 2022 tax levy. The Administration is recommending that the 2023 aggregate tax levy be set at an amount 4.9% higher than the total amount of 2022 property taxes extended for the College. Because the proposed 2023 tax increase will not be more than 5.0% above the prior year tax extension, the College will not be required to publish a Truth in Taxation notice or conduct a public hearing on the proposed 2023 levy. The College's 2023 levy will be collected in calendar year 2024.

Preliminary calculations with estimated overall EAV levels indicate that the College's tax rate would be 0.215 as compared to the 2022 rate of 0.205.

The \$100 levies in the Medicare and Social Security Fund and Liability, Protection, and Settlement Fund serve as placeholders and ensure the College will not need a referendum to reinstate these levies in the future if desired. Amounts effectively levied for these funds are included in the Education Fund Levy.

The Audit Fund levy for 2023 will remain level at \$100,000.

As a component of approving the issuance of General Obligation Limited Tax Bonds, Series 2014, 2018, 2020A, 2020B, 2023A, and 2023B the Board adopted a resolution directing the County to levy a direct annual tax to pay the principal and interest on such bonds. For the 2023 tax levy, the amount will be \$3,978,781. Based upon documents filed with Cook County at the time the bonds were issued, it is not necessary for the Board to annually approve the portion of the tax levy applicable to debt service.

Including an estimate of \$850,000 for refunds recapture per the Local Government Revenue Recapture Act PA 102-0519 (effective beginning tax year 2021), the estimated non-capped levy for 2023 tax year is \$4,828,781.

JM:aw
11/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2023 to be collected in calendar year 2024 as follows:

the sum of \$54,965,875 to be levied as a tax for educational purposes; and

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

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

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

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

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled December 12, 2023, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2023. The above estimated amounts for the 2023 tax levy may be changed by the Board in adopting the final 2023 levy, subject to statutory notice and publication requirements.”

Resolution (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District

On November 14, 2023, the College issued 2023A and B Limited Tax Bonds (the “new bonds”). A portion of the proceeds of the new bonds were used to refund a portion of the College’s 2014, 2018 and 2020B bonds (the “prior bonds”). The College previously levied taxes to pay the principal and interest on the prior bonds. Bond counsel has advised that the tax levies for the prior bonds be abated and that the taxes levied to pay the new bonds be supplemented.

The following is a resolution abating a portion of the taxes heretofore levied to pay the principal and interest on the prior bonds and authorizing a supplemental tax levy to pay the principal and interest on the new bonds.

AW:mw
11/2023

President’s Recommendation:

That the Board adopts the following resolution:

“RESOLUTION (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District.”

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, held in the Board Room (1506) at Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois, in said Community College District at 6:00 o'clock P.M., on the 14th day of November, 2023.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Wendy B. Yanow, the Chair, and the following Trustees were physically present at said location:

_____ and _____ (non-voting student trustee)

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that, as a result of the District's recent bond financing, it is necessary for the Board of Trustees to adopt a resolution (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of the District, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of the District.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District.

* * *

WHEREAS, Community College District No. 535, County of Cook and State of Illinois (the “*District*”), is a duly organized Community College District operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*College Act*”); and

WHEREAS, the District has heretofore issued and has outstanding its General Obligation Limited Tax Bonds, Series 2014, dated September 23, 2014 (the “*2014 Bonds*”), General Obligation Limited Tax Bonds, Series 2018, dated April 11, 2018 (the “*2018 Bonds*”), General Obligation Limited Tax Bonds, Series 2020B, dated October 29, 2020 (the “*2020B Bonds*”), General Obligation Limited Tax Community College Bonds, Series 2023A, dated November 14, 2023 (the “*2023A Bonds*”) and Taxable General Obligation Limited Tax Refunding Bonds, Series 2023B, dated November 14, 2023 (the “*2023B Bonds*” and, together with the 2014 Bonds, the 2018 Bonds, the 2020B Bonds, the 2023A Bonds and the 2023B Bonds, the “*Bonds*”); and

WHEREAS, the Bonds were issued as limited bonds pursuant to and in accordance with the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”); and

WHEREAS, pursuant to a resolution adopted by the Board of Trustees of the District (the “*Board*”) on the 19th day of August, 2014, as supplemented by a related notification of sale (the “*2014 Resolution*”), and in accordance with the provisions of the College Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the

District to pay the principal of and interest on the 2014 Bonds as set forth in Column (A) of the schedule attached hereto as *Exhibit A*; and

WHEREAS, pursuant to a resolution adopted by the Board on the 20th day of March, 2018, as supplemented by a related notification of sale (the “*2018 Resolution*”), and in accordance with the provisions of the College Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the 2018 Bonds as set forth in Column (A) of the schedule attached hereto as *Exhibit B*; and

WHEREAS, pursuant to a resolution adopted by the Board on the 29th day of September, 2020, as supplemented by a related notification of sale (the “*2020B Resolution*”), and in accordance with the provisions of the College Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the 2020B Bonds as set forth in Column (A) of the schedule attached hereto as *Exhibit C*; and

WHEREAS, pursuant to a resolution adopted by the Board on the 17th day of October, 2023 (the “*2023A Resolution*”), and in accordance with the provisions of the College Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the 2023A Bonds as set forth in Column (A) of the schedule attached hereto as *Exhibit D*; and

WHEREAS, pursuant to a resolution adopted by the Board on the 17th day of October, 2023 (the “*2023B Resolution*” and, together with the 2014 Resolution, the 2018 Resolution, the 2020B Resolution, the 2023A Resolution and the 2023B Resolution, the “*Bond Resolution*”), and in accordance with the provisions of the College Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of

and interest on the 2023B Bonds as set forth in Column (A) of the schedule attached hereto as *Exhibit E*; and

WHEREAS, the Bond Resolution has been filed with the County Clerk of the County of Cook, Illinois (the "*County Clerk*"); and

WHEREAS, pursuant to the Bond Resolution, the District directed the County Clerk to extend the taxes levied in the Bond Resolution to pay principal of and interest on the Bonds in accordance with the terms of the Bond Resolution; and

WHEREAS, although the obligation of the District to pay the Bonds is a general obligation under the College Act and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Tax Extension Limitation Law*"); and

WHEREAS, pursuant to and in accordance with the provisions of the Debt Reform Act, the Bonds are payable from the debt service extension base of the District (the "*Base*"), which is an amount equal to that portion of the extension of the District for the 1994 levy year constituting an extension for payment of principal of and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year; and

WHEREAS, the Base for levy year 2023 is equal to \$4,035,274.83 (the "*Base*"); and

WHEREAS, in accordance with the College Act, the Debt Reform Act and the Tax Extension Limitation Law, the District has the authority to adopt a supplemental levy causing the amount of

taxes levied to pay the principal of and interest on the 2023A Bonds and the 2023B Bonds to be increased up to the amount of the Base (net of the amount levied to pay other limited bonds of the District) or the amount of the principal of and interest due on the 2023A Bonds and the 2023B Bonds payable from the taxes levied for each such levy year, whichever is less; and

WHEREAS, the Board has heretofore determined, and does hereby determine, that it is necessary and in the best interests of the District that the District adopt a supplemental tax levy to pay the principal of and interest on the 2023A Bonds and the 2023B Bonds as further described herein; and

WHEREAS, proceeds of the 2023B Bonds were used to refund a portion of the outstanding 2014 Bonds, 2018 Bonds and 2020B Bonds (together, the “*Prior Bonds*”) as further described as follows:

(a) \$2,780,000 General Obligation Limited Tax Bonds, Series 2014, dated September 23, 2014, being a portion of the bonds outstanding from an issue in the original principal amount of \$13,970,000, fully registered and without coupons, due serially on December 1 of the years, in the amounts and bearing interest at the rates per annum as follows:

2024	\$ 560,000	4.000%
2025	405,000	5.000%
2026	425,000	5.000%
2027	445,000	4.000%
2028	465,000	3.125%
2029	480,000	4.000%

(b) \$1,015,000 General Obligation Limited Tax Bonds, Series 2018, dated April 11, 2018, being a portion of the bonds outstanding from an issue in the original principal amount of \$5,200,000, fully registered and without coupons, due serially on December 1 of the years, in the amounts and bearing interest at the rates per annum as follows:

2030	\$500,000	3.10%
2031	515,000	3.20%

(c) \$3,375,000 General Obligation Limited Tax Bonds, Series 2020B, dated October 29, 2020, being a portion of the bonds outstanding from an issue in the original

principal amount of \$18,755,000, fully registered and without coupons, due or subject to mandatory redemption on December 1 of the years, in the amounts and bearing interest at the rates per annum as follows:

2032	\$530,000	3.00%
2033	550,000	3.00%
2034	560,000	3.00%
2035	580,000	3.00%
2036	595,000	3.00%
2037	560,000	3.00%

WHEREAS, the Board has heretofore further determined, and does hereby further determine, that it is necessary and in the best interests of the District to make proper reduction of the taxes heretofore levied for the years 2023 (collectible in 2024) to 2036 for the payment of the Prior Bonds described above by abating a portion of the taxes levied for said years as further described herein:

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

Section 1. Incorporation of Preambles. The preambles to this Resolution are hereby found and determined to be true, correct and complete and are hereby incorporated into this Resolution by this reference.

Section 2. Abatement of 2014 Tax Levies. The District does hereby abate for each of the years 2023 to 2028, inclusive, the amounts set forth in Column (C) of *Exhibit A*, and the remainder of the tax levied is to be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the 2014 Bonds. A schedule showing the aggregate of the taxes levied in the 2014 Resolution as abated by this Resolution is set forth in Column (D) of *Exhibit A*.

Section 3. Abatement of 2018 Tax Levies. The District does hereby abate for each of the years 2023 to 2030, inclusive, the amounts set forth in Column (C) of *Exhibit B*, and the remainder of the tax levied is to be extended against all of the taxable property in the District for

the purpose of paying the principal of and interest on the 2018 Bonds. A schedule showing the aggregate of the taxes levied in the 2018 Resolution as abated by this Resolution is set forth in Column (D) of *Exhibit B*.

Section 4. Abatement of 2020B Tax Levies. The District does hereby abate for each of the years 2023 to 2036, inclusive, the amounts set forth in Column (C) of *Exhibit C*, and the remainder of the tax levied is to be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the 2020B Bonds. A schedule showing the aggregate of the taxes levied in the 2020B Resolution as abated by this Resolution is set forth in Column (D) of *Exhibit C*.

Section 5. Supplement and Abatement of 2023A Tax Levies. The District does hereby levy for each of the years 2023 to 2036 inclusive, the supplemental amounts set forth in Column (B) of *Exhibit D*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the 2023A Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the 2023A Resolution. The District does hereby abate for each of the years 2037 to 2039, inclusive, the amounts set forth in Column (C) of *Exhibit D*, and the remainder of the tax levied is to be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the 2023A Bonds. A schedule showing the aggregate of the taxes levied in the 2023A Resolution and the taxes levied in and abated by this Resolution is set forth in Column (D) of *Exhibit D*.

Section 6. Supplement and Abatement of 2023B Tax Levies. The District does hereby levy for the year 2023, the supplemental amount set forth in Column (B) of *Exhibit E*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the 2023B Bonds. The District does hereby abate for each of the years 2024 to 2039, inclusive, the amounts set forth in Column (C) of *Exhibit E*, and the remainder of

the tax levied is to be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the 2023B Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the 2023B Resolution. A schedule showing the aggregate of the taxes levied in the 2023B Resolution and the taxes levied in and abated by this Resolution is set forth in Column (D) of *Exhibit E*.

Section 7. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerk, and it shall be the duty of the County Clerk to ascertain the rate necessary to produce the total taxes as set forth in Column (D) of *Exhibits A-E*, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amount aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general community college purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special funds heretofore created and designated in the Bond Resolution which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the Treasurer of the Board.

Section 8. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

[Remainder of page intentionally left blank]

Section 9. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 14, 2023.

Chair, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

SERIES 2014 BONDS

YEAR OF LEVY	(A) TAXES CURRENTLY ON FILE	(C) TAXES TO BE ABATED	(D) TAXES TO BE EXTENDED
2023	\$1,525,650.00	\$675,431.26	\$ 850,218.74
2024	2,819,650.00	498,031.26	2,321,618.74
2025	2,816,650.00	497,781.26	2,318,868.74
2026	2,817,900.00	496,531.26	2,321,368.74
2027	2,753,900.00	498,731.26	2,255,168.74
2028	816,400.00	499,200.00	317,200.00

EXHIBIT B

SERIES 2018 BONDS

YEAR OF LEVY	(A) TAXES CURRENTLY ON FILE	(C) TAXES TO BE ABATED	(D) TAXES TO BE EXTENDED
2023	\$ 205,900.00	\$ 31,980.00	\$ 173,920.00
2024	149,250.00	31,980.00	117,270.00
2025	149,250.00	31,980.00	117,270.00
2026	149,250.00	31,980.00	117,270.00
2027	214,250.00	31,980.00	182,270.00
2028	2,152,300.00	31,980.00	2,120,320.00
2029	1,737,150.00	531,980.00	1,205,170.00
2030	1,161,000.00	531,480.00	629,520.00

EXHIBIT C

SERIES 2020B BONDS

YEAR OF LEVY	(A) TAXES CURRENTLY ON FILE	(C) TAXES TO BE ABATED	(D) TAXES TO BE EXTENDED
2023	\$ 563,250.00	\$101,250.00	\$ 462,000.00
2024	563,250.00	101,250.00	462,000.00
2025	563,250.00	101,250.00	462,000.00
2026	563,250.00	101,250.00	462,000.00
2027	563,250.00	101,250.00	462,000.00
2028	563,250.00	101,250.00	462,000.00
2029	563,250.00	101,250.00	462,000.00
2030	563,250.00	101,250.00	462,000.00
2031	2,863,250.00	631,250.00	2,232,000.00
2032	3,609,250.00	635,350.00	2,973,900.00
2033	3,605,800.00	628,850.00	2,976,950.00
2034	3,604,650.00	632,050.00	2,972,600.00
2035	3,605,650.00	629,650.00	2,976,000.00
2036	3,553,650.00	576,800.00	2,976,850.00
2037	5,150.00	0.00	5,150.00

EXHIBIT D

SERIES 2023A BONDS

YEAR OF LEVY	(A) TAXES CURRENTLY ON FILE	(B) SUPPLEMENTAL TAXES LEVIED HEREIN	(C) TAXES TO BE ABATED	(D) TAXES TO BE EXTENDED
2023	\$ 427,424.91	\$371,147.49	\$ 0.00	\$ 798,572.40
2024	427,324.91	335,237.59	0.00	762,562.50
2025	430,324.91	332,237.59	0.00	762,562.50
2026	429,074.91	333,487.59	0.00	762,562.50
2027	428,074.91	334,487.59	0.00	762,562.50
2028	427,524.91	335,037.59	0.00	762,562.50
2029	429,074.91	333,487.59	0.00	762,562.50
2030	429,824.91	332,737.59	0.00	762,562.50
2031	427,424.91	335,137.59	0.00	762,562.50
2032	426,024.91	336,537.59	0.00	762,562.50
2033	429,474.91	333,087.59	0.00	762,562.50
2034	430,624.91	331,937.59	0.00	762,562.50
2035	429,624.91	332,937.59	0.00	762,562.50
2036	481,624.91	280,937.59	0.00	762,562.50
2037	4,030,124.91	0.00	3,267,562.41	762,562.50
2038	4,035,274.91	0.00	3,272,712.41	762,562.50
2039	4,035,274.91	0.00	597,712.41	3,437,562.50
2040	4,035,274.91	0.00	0.00	4,035,274.91
2041	4,035,274.91	0.00	0.00	4,035,274.91
2042	4,035,274.91	0.00	0.00	4,035,274.91

EXHIBIT E

SERIES 2023B BONDS

YEAR OF LEVY	(A) TAXES CURRENTLY ON FILE	(B) SUPPLEMENTAL TAXES LEVIED HEREIN	(C) TAXES TO BE ABATED	(D) TAXES TO BE EXTENDED
2023	\$ 427,424.91	\$9,298.17	\$ 0.00	\$ 436,723.08
2024	427,324.91	0.00	131,301.32	296,023.59
2025	430,324.91	0.00	131,551.32	298,773.59
2026	429,074.91	0.00	132,801.32	296,273.59
2027	428,074.91	0.00	130,601.32	297,473.59
2028	427,524.91	0.00	130,132.58	297,392.33
2029	429,074.91	0.00	129,332.58	299,742.33
2030	429,824.91	0.00	129,832.58	299,992.33
2031	427,424.91	0.00	131,312.58	296,112.33
2032	426,024.91	0.00	127,212.58	298,812.33
2033	429,474.91	0.00	133,712.58	295,762.33
2034	430,624.91	0.00	130,512.58	300,112.33
2035	429,624.91	0.00	132,912.58	296,712.33
2036	481,624.91	0.00	185,762.58	295,862.33
2037	4,030,124.91	0.00	762,562.58	3,267,562.33
2038	4,035,274.91	0.00	762,562.58	3,272,712.33
2039	4,035,274.91	0.00	3,437,562.58	597,712.33

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND RESOLUTION

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 14th day of November, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of November, 2023.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of November, 2023, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District.

duly adopted by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, on the 14th day of November, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of November, 2023.

County Clerk

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois (the “*District*”), and as such official I do further certify that on the 14th day of November, 2023, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION (i) abating a portion of the taxes heretofore levied to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 535, County of Cook and State of Illinois, and (ii) authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of said Community College District.

duly adopted by the Board of Trustees of the District on the 14th day of November, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of November, 2023.

Treasurer, Board of Trustees

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 – d” were previewed at the October 2023 Board of Trustees Meeting. Item “e” was previewed at the September 2023 Board of Trustees Meeting. Items “f - g” have not been previewed.

JM:tt
11/2023

President’s Recommendation:

That the Board adopts the following resolution:

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

<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
11/23-12a	1	Remodeling Services for the TenHoeve Wing	CCC Holdings, Inc. Tinley Park, IL	\$746,227.90
11/23-12b	2	Remodeling Services for the Skokie Library and Learning Commons	Stuckey Construction Company, Inc. Waukegan, IL	\$3,019,400.00
11/23-12c	1	Document Imaging and Management System Annual Maintenance Contract and System Upgrades	Hyland Software, Inc. Westlake, OH	\$80,913.91
11/23-12d	1	Continuation of Employee Medical, Dental, and Vision Insurance	Blue Cross & Blue Shield of Illinois Chicago, IL	\$10,457,000.00
			Delta Dental of Illinois Naperville, IL	\$441,666.00
			Vision Service Plan, Inc. Rancho Cordova, CA	\$49,758.00
11/23-12e	1	Cisco Equipment for the Computer Networking and Systems Program	JensenIT, Inc. Des Plaines, IL	\$55,682.30

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<u>Item</u>	<u>Page(s)</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
11/23-12f	1	Ratification for Additional Expenses for the Position of Interim Dean of Health Careers	The Registry Peabody, MA	\$72,669.58
11/23-12g	1	Ratification for Construction Work for Parking Lot D	Abbey Paving Company, Inc. Aurora, IL	\$43,608.00
GRAND TOTAL				\$ 14,966,925.69."

IN DISTRICT	\$55,682.30
CONSORTIUM	\$10,948,424.00
BID	\$3,765,627.90
BID EXEMPT	\$197,191.49
QBS	\$0.00
MBE	\$0.00
WBE	\$746,227.90

Authorization to Purchase Remodeling Services for the TenHoeve Wing

To commence work at the Learning Commons at Des Plaines, the College’s Foundation office, the Events Scheduling department, and the new Small Business Development Center will need to be relocated to the TenHoeve Wing in the former Early Childhood Center space. The project includes an interior build-out of an existing classroom area to accommodate new offices. The scope of work includes demolition, interior construction, mechanical, electrical, and fire protection systems. Plans and specifications have been prepared by Perkins+Will (P+W); P+W is one of the College’s designated architectural firms based on the Quality Based Selection (QBS) process.

P+W provided complete project design and engineering plans and specifications for this project. With this information, the Facilities and Procurement offices worked together to issue a bid in September. The bid was sent to 119 (Eleven in-district) contractors. The College received six bids.

TenHoeve Renovation	
Bid# 0920-23-04	
Vendor	Total Price
CCC Holdings, Inc	\$678,389.00
Troop Contracting, Inc	\$769,000.00
Reed Construction	\$848,908.00
AGAE Contractors, Inc	\$887,000.00
The George Sollitt Construction Company	\$927,315.00
Drive Construction, Inc	\$997,000.00

The responsible and responsive low bid of \$678,389.00 was submitted by CCC Holdings, Inc. of Tinley Park, Illinois. P+W conducted a bid/project scope review meeting with the College’s construction manager and CCC Holdings to ensure all bid specifications were met. P+W has qualified CCC Holdings to meet all project specifications.

In addition to the base bid of \$678,389.00, the Administration is requesting a project contingency of \$67,838.90 (10%). This brings the grand total to \$746,227.90. Work will be scheduled to begin in December 2023, with substantial completion by June 2024.

RS:tt
11/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Remodeling Services for the TenHoeve Wing from CCC Holdings, Inc., 18660 Graphics Drive #200, Tinley Park, IL 60477, for a contract sum of \$678,389.00, plus a project contingency of \$67,838.90 to be held by the College and used in the best interest of the College, for a total not to exceed \$746,227.90 in accordance with their low bid in response to Invitation to Bid # 0920-23-04.”

Authorization to Purchase Remodeling Services for the Skokie Library and Learning Commons

As part of the approved Master Plan, the College issued a public bid to remodel the Skokie Library to become the “Learning Commons” in August. This project combines the Library and Learning Center into one centrally located space and connects first and second-floor levels with a new elevator. The Learning Commons will enhance the student academic support experience by integrating the library, learning center, and student educational computing services into one location that offers an engaging space for quiet study, collaboration, creativity, and the latest technology. Plans and specifications have been prepared by Urban Works, the College’s newly selected QBS architects.

Urban Works provided complete project design and engineering plans and specifications for this project. With this information, the Facilities and Procurement offices worked together to issue a bid. The bid was sent to 113 (Eleven in-district) contractors. The College received ten bids.

Skokie Library & Learning Commons	
Bid# 0922-23-05	
Vendor	Total Price
Stuckey Construction Company, Inc	\$2,389,000.00
W. E O'Neil Construction	\$2,573,319.00
Reed Construction	\$2,609,000.00
Happ Builders, Inc	\$2,645,000.00
Paul Borg Construction Company	\$2,737,000.00
R.L Sohols General Contractor, Inc	\$2,773,000.00
Doherty Construction, Inc	\$2,773,900.00
The George Sollitt Construction Company	\$2,989,677.00
Drive Construction, Inc	\$2,997,000.00
AGAE Contractors, Inc	\$3,155,000.00

The responsible and responsive low bid of \$2,389,000.00 was submitted by Stuckey Construction Company, Inc. of Waukegan, Illinois. Urban Works conducted a bid/project scope review meeting with the College’s construction manager and Stuckey Construction to ensure all bid specifications were met. Urban Works has qualified Stuckey Construction to meet all project specifications.

In addition to the base bid of \$2,389,000.00, the Administration is requesting allowances of \$375,000.00 for the Furniture, Fixtures, and Equipment and \$16,500.00 for the exterior wall and interior drywall replacement, which was listed as one of the bid alternates, along with a project contingency of \$238,900.00 (10%). This brings the grand total to \$3,019,400.00. Work will be scheduled to begin in December 2023, with substantial completion by November 2024.

RS:tt
11/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Remodeling Services for the Skokie Library and Learning Commons from Stuckey Construction Company, Inc., 2020 N. Lewis Ave, Waukegan, IL 60087, for a contract sum of \$2,389,000.00, plus allowances of \$375,000.00 for Furniture, Fixtures, and Equipment and \$16,500.00 for the exterior wall and interior drywall replacement, along with a project contingency of \$238,900.00 to be held by the College and used in the best interest of the College, for a total not to exceed \$3,019,400.00 in accordance with their low bid in response to Invitation to Bid # 0922-23-05.”

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. Since then, Oakton's need for digital imaging services continues to increase. In addition to improving productivity by reducing or eliminating time spent handling, storing, retrieving, distributing, and destroying paper, document imaging systems can improve business process management with workflow tools and enhanced security.

The imaging system is used to manage the information flow at the College. The Financial Aid office was the first department to migrate to OnBase, and the Registrar's office is now fully operational on the new platform. Human Resources, Alliance Payroll, and Accounting departments have also migrated their documents. Articulation requests are now also tracked in Hyland. Hyland provides workflow technologies that could assist in automating business processes that are currently manual. Prototypes are being built that can improve the productivity and efficiency of end-users while improving the student experience at Oakton.

Since 2016, the Board has approved an annual maintenance contract from Hyland. The annual maintenance cost for the upcoming contract year is \$80,913.91, effective as of January 1, 2024.

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 Administration is confident that Hyland Software, Inc will continue to meet the needs of the College. 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.

This is both a sole source and bid-exempt purchase 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" and ILCS-805/3-27.1 item I, ILCS-805/3-27.1 "goods or services which are economically procurable from only one source."

PS:tt
11/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Document Imaging and Management System Annual Maintenance Contract and System Upgrades from Hyland Software, Inc., 28500 Clemens Road, Westlake, OH, 44145 for a total not to exceed \$80,913.91 per their quote number Q-249939."

Authorization for Continuation of Employee Medical, Dental, and Vision Insurance

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

The Consortium insured an average of 2,949 employees and 6,580 members as of July 31, 2023, compared to 2,902 employees and 6,578 members for the entire calendar year 2022. In accordance with the 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 2024 to December 2024, premiums will increase by 8.8% for medical, 4.6% for dental, and 2.0% for vision. The College has received renewal rates for the following:

<u>Plan Provider</u>	<u>2023 Premiums</u>	<u>2024 Premiums</u>
Blue Cross & Blue Shield of Illinois	\$9,614,000	\$10,457,000
Delta Dental of Illinois	\$422,097	\$441,666
Vision VSP, Inc	\$48,782	\$49,758

- 1) The College has four medical plan offerings - PPO, PPO Blue Choice Select, HMO IL, and Blue Advantage HMO.
- 2) The College offers a standard PPO dental plan.
- 3) The College’s PPO vision plan includes both PPO and HMO participants, and the fully insured, fixed rates are guaranteed for two years from January 1, 2024, to December 31, 2025

JM:tt
11/2023

President's Recommendation:

That the Board adopts the following resolution:

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

Blue Cross & Blue Shield of Illinois, 300 E Randolph St, Chicago, IL 60601, for twelve months of medical insurance from January 1, 2024, to December 31, 2024, for a total not to exceed \$10,457,000.00,

Delta Dental of Illinois, 111 Shuman Boulevard, Naperville, Illinois 60653, for twelve months of dental insurance from January 1, 2024, to December 31, 2024, for a total not to exceed \$441,666.00,

Vision Service Plan, Inc., 3333 Quality Drive, Rancho Cordova, CA 95670, for twelve months of vision insurance from January 1, 2024, to December 31, 2024, for a total not to exceed \$49,758.00,

for a grand total not to exceed \$10,948,424.00."

Authorization to Purchase Cisco Equipment for the Computer Networking and Systems Program

The Computer Networking & Systems (CNS) department seeks to purchase Cisco equipment to train students pursuing computer networking and security careers. The Cisco Certified Network Associate (CCNA) certification has been among the top ten (10) information technology certifications for many years and is focused on preparing students to become early-career networking professionals.

In the past three academic years (AY20/21 – AY22/23), an average of 108 unique students have been enrolled in Computer Networking & Systems classes. There are approximately 15 students each semester pursuing CCNA certifications; these students need to complete the Cisco CCNA 7.0 Curriculum to prepare for the certification exams, which require students to have a foundational knowledge of various routers, switches, and firewalls. Our existing equipment (2900 series routers and 2960 switches) has reached the end of life/end of support (EOL/EOS) and is no longer in use. By purchasing the equipment, we will ensure that our students are using the most up-to-date routers and switches.

The requested equipment was recommended by Cisco. This will enable the CNS department to provide remote access to the computer networking lab for students to be accessible anytime in face-to-face or blended distance learning courses.

The College obtained quotes from three different Cisco-authorized resellers, with the lowest price quote submitted by JensenIT, Inc, Des Plaines, IL. The cost for the equipment is \$55,682.30. JensenIT, Inc is an in-district reseller that the College has used for recent purchases, and the Administration is confident they can meet the College's needs.

This is a bid-exempt purchase 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.”

MB:tt
11/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Cisco Equipment for the Computer Networking and Systems Programs from JensenIT, Inc., 1689 Elk Blvd, Des Plaines, Illinois 60016, for a total of \$55,682.30, per their price quote #001695.”

Ratification for Additional Expenses for the Position of Interim Dean of Health Careers

In June 2023, the Board approved the partnership with the Registry for the College and University Presidents (“Registry”) to temporarily backfill two Academic Dean vacancies from July 2023 to October 2023. There was a short-term leave of absence with the Dean of Health Careers and a vacant position for the Dean of Business and Career Technologies as part of a Division staffing realignment.

The approved purchase for the position of Interim Dean of Health Careers was not to exceed an amount of \$55,000.00. The College has been notified by the Registry that there has been an increase in cost due to the length of service required, which resulted in the salary increase. In addition, the original approval did not include the cost of travel and lodging which is a component of The Registry’s contract.

As such, the salary cost has been increased by \$5,091.16, and the College is asking the Board to approve an additional amount of \$12,578.42 for travel and lodging expenses. The increase in the total amount of \$17,669.58 exceeds the original approval. Therefore, Board approval is required to ratify the purchase for the incremental expenses.

JM:tt
11/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the ratification of additional expenses for the position of Interim Dean of Health Careers in the amount of \$17,669.58 from The Registry, Three Centennial Dr., Suite 320, Peabody, MA 01960, for a grand total of \$72,669.58.”

Ratification for Construction Work for Parking Lot D

The Safety of Oakton's Community is a significant concern for the College. With the CDL truck driving program coming onsite at the Des Plaines Campus, a separate entrance/exit for the trucks is required to keep everyone on campus safe. The construction work needs to start at the beginning of November to move forward and prepare for the trucks to be on-site.

A new vehicle entrance drive will be constructed to connect the Des Plaines campus circle drive to the new CDL training program area. The college requested quotes and received three proposals from contractors for the construction.

Abbey Paving Company, Inc., of Aurora, Illinois, submitted the lowest cost proposal of \$36,340.00.

Additional costs may occur for unforeseen conditions due to unsuitable soil during excavation; however, this cannot be determined at the moment. As such, the College is requesting a project contingency of \$7,268.00 (20%) to be held by the College and used in the best interest of the College.

The project is bid-exempt in accordance with ILCS-805/3-27.1 Item (j) for "contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility". However, the College's Board Policy requires approval from the Board for all purchases of \$25,000.00 or more. As such, Board Approval is required to ratify the purchase for construction work for Parking Lot D.

JM:tt
11/2023

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the ratification of Construction Work for Parking Lot D from Abbey Paving Company, Inc., 1949 County Line Road, Aurora, IL 60502, for a contract sum of \$36,340.00, plus a project contingency of \$7,268.00 to be held by the College and used in the best interest of the College, for a total not to exceed \$43,608.00."

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 2024 Study Abroad Program in Ghana** – Oakton is offering the second annual Ghana summer study abroad program in conjunction with our partners, the University of Ghana – Legon Campus in Accra, Ghana, and EDU Africa. Oakton belongs to the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of a Fulbright-Hays Group Projects Abroad grant from the US Department of Education, the establishment of the program is a central component to our ongoing collaboration with our partners. EDU Africa provided all in-country arrangements for the Fulbright-Hays Group Projects Abroad faculty seminar in Summer 2022, as well as our inaugural student study abroad program in Summer 2023, and provided excellent educational content, service, and support.

This purchase will be presented to the Board for approval in December 2023.

- b) **Travel Services for Summer 2024 Study Abroad Program in India** – Oakton had offered an annual summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India, in the past and is planning on re-launching it in Summer 2024. Oakton belongs to the Illinois Consortium for International Studies and Programs (ICISP), which allows students from across Illinois community colleges and other member institutions of ICISP to participate. As a sustained outcome of 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 our ongoing collaboration with our partner institution, EFLU. Students will be accompanied by an Oakton or ICISP member institution professor, who will provide guidance, help, and oversight for the students and accompany them on all local and overnight field trips; both courses will be taught by faculty members at EFLU. Room and board will be provided in international student housing at the university. Students are responsible for all costs associated with their academic program and travel, so the expenditures to be authorized are pass-through transactions, as students will pay Oakton, and Oakton will disburse the funds to the appropriate entities.

This purchase will be presented to the Board for approval in December 2023.

- c) **Renewal of Food and Catering Services – Fooda** – The College relies on our Cafeteria food services to provide onsite food for our students and employees and the catering services for many on-site events. Our current vendor, Fooda Inc., was approved by the Board to begin providing services to the College in August 2020. Due to COVID-19 and remote learning safety measures, Fooda could not provide service at both campuses until August 2022. It was not until August of 2023 that the full terms of the agreement were able to be delivered with extended hours and weekly pop-ups.

The College is seeking a one-time four-year renewal with Fooda Inc. to continue to provide catering and retail cafeteria services at both campuses. This purchase will be presented to the Board for approval in December 2023.

- d) Natural Areas Maintenance – 2-Year Contract** – The natural areas of the College are an essential part of the pedagogy and aesthetics of the campus. In September 2017, the Board authorized the purchase of a Natural Areas Restoration project. This work has since been completed, and continued maintenance is required for the natural areas. The current two-year maintenance contract approved by the Board expires in January 2024. A new bid has been issued for a two-year contract expected to run from February 2024 to January 2026. The contract will include seasonal burns, tree and debris removal, and weed/invasive species management.

This purchase will be presented to the Board for approval in December 2023.

- e) IP Telephony Annual Maintenance and Software Assurance Agreement** – The College purchased a Mitel IP telephony system in 2012 to provide telephones, voicemail, and related services. The hardware/software support and upgrades for these systems are provided by a set of annual support and software assurance contracts that will expire on March 1, 2024. This support agreement provides hardware replacement for the voice gateways, onsite service as needed, telephone/email-based support, and access to software patches and upgrades for all of the College's telephony systems.

This purchase will be presented to the Board for approval in December 2023.

Authorization to Appoint Interim Dean of Access, Equity and Diversity

Due to the recent failed search, and the time to recruit, hire and start a new Dean of Access Equity and Diversity, the College needs to fill the position duties on an interim basis. Leana Cuellar has extensive experience in Student Success, and the administration is recommending her appointment as Interim Dean of Access, Equity and Diversity.

Ms. Cuellar currently serves as the Director of Student Learning and Engagement, and has many years of experience in Student Success, and collaborating with Academic Affairs Student Success administrators and staff. The administration is confident that Ms. Cuellar will provide the leadership necessary during her interim assignment.

DO:nmi
11/2023

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Leana Cuellar as Interim Dean of Access, Equity and Diversity with a stipend of \$2,700 per month for each month served commencing on December 4, 2023.”

Approval of New Units of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed.

The College is proposing three (3) new health careers degrees: a 70-credit hour **Radiography Associate in Applied Science**, a 71-credit hour **Surgical Technology Associate in Applied Science**, and a 71-credit hour **Cardiac Sonography Associate in Applied Science**.

These units of instruction were previewed at the September 2023 Board meeting.

IL:mb
11/2023

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following new units of instruction: Radiography Associate in Applied Science Degree, Surgical Technology Associate in Applied Science Degree, and Cardiac Sonography Associate in Applied Science.”

Radiography Associate in Applied Science Degree
70 Semester Credit Hours; Curriculum: 0383

The Radiography program is designed to prepare students for entry-level positions as diagnostic Radiologic Technologists in a hospital setting, healthcare clinic or diagnostic imaging facility. Through their course of study, students will become competent in performing radiologic procedures, appropriately communicate with individuals of all backgrounds, apply problem solving and critical thinking skills and model professional and ethical behavior. Upon successful completion of the Radiography program, students will be eligible to sit for the American Registry of Radiologic Technologists certification examination.

The curriculum meets the requirements of the American Society of Radiologic Technologists (ASRT).

According to the Bureau of Labor Statistics, radiography technician job growth is projected to increase 6% nationally between 2021-2031 with a median salary \$67,180/year or \$32.30/hour. In Illinois, there are projected to be 8,044 positions in 2032 as compared to the national projected number of 4,684 positions, illustrating the demand.

General Education Requirements:	Credit Hours
Area A – Communications	
EGL 101 Composition I	3
SPE 115 Interpersonal Communication Across Cultures	3
Area B – Mathematics	
MAT 102 Mathematics for Health Careers	2
Area C – Science	
BIO 231 Human Anatomy and Physiology I	4
BIO 232 Human Anatomy and Physiology II	4
Area D – Social and Behavioral Sciences	
PSY 101 Introduction to Psychology	3
Area E – Humanities / Fine Arts	
No course required	0
Area F – Global Studies	
Satisfied by SPE 115	0-3
Area G – U.S. Diversity Studies	
Satisfied by SPE 115	0-3
Total General Education Requirements:	19

Major Requirements:	Credit Hours
HIT 104 Medical Terminology	3
XRY 100 Introduction to Radiography and Patient Care	3
XRY 101 Radiographic Procedures I	5
XRY 102 Radiography Practicum I	1
XRY 103 Radiographic Imaging I	3
XRY 105 Radiography Practicum II	3
XRY 106 Radiographic Procedures II	5
XRY 108 Radiographic Imaging II	3
XRY 110 Radiography Practicum III	3
XRY 201 Radiographic Imaging III	2

XRY 202 Radiography Practicum IV	3
XRY 203 Advanced Imaging Procedures	2
XRY 204 Radiographic Image Analysis	2
XRY 205 Radiographic Pathology	2
XRY 206 Radiation Biology and Safety	3
XRY 207 ARRT Review	2
XRY 208 Radiography Practicum V	3
XRY 209 Radiography Practicum VI	3
Total Major Requirements:	51
Total Semester Credit Hours for a degree:	70

Surgical Technology Associate in Applied Science Degree
71 Semester Credit Hours; Curriculum: 0333

The Surgical Technology program presents students with the knowledge and skills necessary to work in a surgical environment and function as a participant of the operating room team. Students will learn surgical aseptic technique, surgical procedural steps, anatomy, physiology and pathology. Graduates of the program will be able to perform the role of an entry-level Surgical Technologist in an operating room setting. Upon successful completion of the Surgical Technology program, students will be eligible to take a National Certification Examination.

According to the Bureau of Labor Statistics, surgical technician job growth is projected to increase 5% nationally between 2021-2031 with a median salary \$56,350/year or \$27.09/hour. In Illinois, there are projected to be 3,676 positions in 2032 as compared to the national projected number of 2,328 positions, illustrating the demand.

General Education Requirements:	Credit Hours
Area A – Communications	
EGL 101 Composition I	3
Area B – Mathematics	
MAT 102 Mathematics for Health Careers	2
Area C – Science	
BIO 231 Human Anatomy and Physiology I	4
BIO 232 Human Anatomy and Physiology II	4
Area D – Social and Behavioral Sciences	
SOC 103 Social Problems	3
Area E – Humanities / Fine Arts	
No course required	0
Area F – Global Studies	
Satisfied by SOC 103	0-3
Area G – U.S. Diversity Studies	
Satisfied by SOC 103	0-3
Total General Education Requirements:	16

Major Requirements:	Credit Hours
BIO 121 General College Biology I	4

BIO 251 Microbiology	4
HIT 104 Medical Terminology	3
SUR 101 Introduction to Surgical Technology	10
SUR 102 Surgical Procedures I	10
SUR 201 Surgical Procedures II	5
SUR 202 Surgical Technology Review I	3
SUR 203 Surgical Technology Review II	3
SUR 204 Surgical Technology Clinical Externship I	6.5
SUR 205 Surgical Technology Clinical Externship II	6.5
Total Major Requirements:	55
Total Semester Credit Hours for a degree:	71

Cardiac Sonography Associate in Applied Science Degree
71 Semester Credit Hours; Curriculum: 0332

The Cardiac Sonography degree program is designed to prepare students for an entry-level position as a Cardiac Sonographer in a hospital setting, doctor's office or a diagnostic imaging facility. Through their course of study, students will become competent in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains along with being able to apply their critical thinking, problem-solving and communication skills in the work environment. Upon successful completion of the Cardiac Sonography program, students will be eligible to take the Registered Cardiac Sonographer (RCS), section RCS5, registry board examination under Cardiovascular Credentialing International.

According to Lightcast/EMSI reports, diagnostic medical sonographer positions are expected to grow by about 9.4% between 2021-2032 in Illinois. The average salary of \$78,500/year or \$39.25/hour in the Chicagoland area is higher than the national average of \$37.60/hour. In Illinois, there are projected to be 3,245 positions in 2032 as compared to the national projected number of 1,907 positions, illustrating the demand.

General Education Requirements:	Credit Hours
Area A – Communications	
EGL 101 Composition I	3
Area B – Mathematics	
No course needed	0
Area C – Science	
BIO 114 Basic Human Anatomy and Physiology	3
PHY 101 Applied Physics	4
Area D – Social and Behavioral Sciences	
SOC 103 Social Problems	3
Area E – Humanities / Fine Arts	
Select one course form a humanities or fine arts discipline	3
Area F – Global Studies	
Satisfied by SOC 103	0-3
Area G – U.S. Diversity Studies	
Satisfied by SOC 103	0-3
Total General Education Requirements:	16

Major Requirements:	Credit Hours
CDS 100 Medical Terminology for the Cardiac Sonographer	1
CDS 101 Introduction to Sonography and Patient Care	2
CDS 102 Basic EKG for the Cardiac Sonographer	1
CDS 103 Anatomy and Physiology for the Cardiac Sonographer	3
CDS 104 Doppler Physics and Hemodynamics for the Cardiac Sonographer	3
CDS 105 Ultrasound Physics and Instrumentation I	3
CDS 106 Cardiac Sonography I	3
CDS 107 Cardiac Sonography Lab Practicum I	3
CDS 108 Cardiac Sonography Lab Practicum II	6
CDS 201 Ultrasound Physics and Instrumentation II	3
CDS 202 Cardiac Sonography Lab Practicum III	3
CDS 204 Cardiac Sonography II	3
CDS 205 Registry Review and Advancing Trends in Cardiac Sonography	3
CDS 206 Ultrasound Physics and Instrumentation Review	3
CDS 207 Pharmacology for the Cardiac Sonographer	1
CDS 208 Cardiac Sonography Clinical Externship I	6
CDS 209 Cardiac Sonography Clinical Externship II	8
Total Major Requirements:	55
Total Semester Credit Hours for a degree:	71

Preview of a New Unit of Instruction

The Illinois Community College Board (ICCB) System Rules requires the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. The College proposes a new computer information systems credential, a 12-credit hour **Essential Applications of AI** certificate.

The Essential Applications of AI Certificate is designed to provide individuals with a solid foundation in the field of applied artificial intelligence (AI) while emphasizing a no-code approach. This certificate program equips students with the knowledge and practical skills necessary to leverage AI tools and techniques for problem-solving, data-driven decision-making, and ethical AI applications across diverse industries. These types of no-code AI platforms provide non-programmers and non-AI experts with the tools needed to implement AI projects opening greater opportunity to a more significant number of users and beginners.

According to U.S. Bureau of Labor Statistics (BLS), there are about 31,700 jobs in computer and information science. This includes artificial intelligence specialist jobs. By 2028, the BLS expects this number to grow to about 37,000 jobs, for an increase of about 5,300 jobs. Specifically, the no-code AI platform market size is projected to grow at a compound annual growth rate of 27% from 2023 to 2030, according to Grandview Research Firm.

Essential Applications of AI Certificate
12 Semester Credit Hours; Curriculum: 0156

Courses for a Certificate:	Credit Hours
CIS 106 Foundational AI	3
CIS 112 AI Ethics	3
CIS119 Prompt Engineering	3
CIS 212 No Code Machine Learning	3
Total Semester Credit Hours for a Certificate:	12

Notification of Award of Grants

Funding totaling \$2,299,094.00 has been made available to Oakton College:

- a. ICCB Adult Education and Family Literacy Federal and State Grant..... \$1,985,894.00
(Managed by Elena Smoukova / Administered by Dean of Adult and Continuing Ed)
 - b. U.S. Department of Education TRIO Grant.....\$ 362,503.00
(Managed by Esperanza Salgado-Rodriguez / Administered by Dr. Karl Brooks)
 - c. Illinois Department of Human Services Smart Start Transition Grant.....\$13,200.00
(Managed by Monique Hudson / Administered by Dr. Ileo Lott)
- TOTAL:..... \$2,361,597.00**

a. ICCB Adult Education and Family Literacy Federal and State Grant

The Illinois Community College Board has awarded Oakton Community College a total of \$1,985,894 in state and federal Adult Education and Family Literacy funding for fiscal year 2023. These funds provide educational opportunities for adult learners who participate in English as a Second Language, Literacy, Family Literacy, GED, Evening High School and Citizenship Education classes. This funding is for the period July 1, 2023 to June 30, 2024.

Elena Smoukova, Senior Manager of Adult Education, will manage the grant, and the to-be-hired Dean of Adult & Continuing Education/Dean of the Skokie Campus, will administer the grant.

The award amount consists of the following allocations:

Federal Basic:	\$663,625
State Basic:	\$747,524
State Performance:	\$496,240
Federal IELCE:	\$78,505
TOTAL:	\$1,985,894

b. U.S. Department of Education TRIO Grant

The U.S. Department of Education has awarded Oakton College a five-year award to continue supporting the TRIO Student Support Services program. The program, an Oakton mainstay for over 30 years, provides low-income, first-generation, and disabled students, academic advising, tutoring, mentoring, financial aid assistance and transfer assistance to four-year institutions among other services. The overall grant period is 9/1/2020 – 8/31/2025. This acceptance is for year 4 of the grant which covers a period of time spanning 9/1/2023 – 8/31/2024. The projected yearly award is currently stated as \$362,503 per grant year.

Esperanza Salgado-Rodriguez, Manager of TRIO Student Support Services, will act as Project Director. Dr. Karl Brooks, Vice President for Student Affairs, will administer the grant.

c. Illinois Department of Human Services Smart Start Transition Grant

The Illinois Department of Human Services has awarded Oakton College a \$13,200.00 Smart Start Transition Grant. This grant is administered by INCCRRA and focuses on providing stable and predictable funding in order to improve the quality of and support workforce development for the field of early childhood. This grant is reapplied for every three months. The grant period is based on expenses incurred from January through March, 2024.

Monique Hudson, Manager of Early Childhood Development Center will administer the grant, and Dr. Ileo Lott, Provost and Vice President of Academic Affairs, will administer the grant.