

**The 803<sup>rd</sup> Meeting  
of  
The Board of Trustees  
October 15, 2024**



## 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 17, 2024.*

### 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.

*Adopted 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 September 17, 2024.
  - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiation matters; and pending litigation.
3. Consideration of a motion for adjournment
4. Adjournment

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

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to [bsparks@oakton.edu](mailto: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 October 15, 2024.

The meeting will be broadcast on Oakton TV: <https://play.champds.com/oaktoncollegeil/live/5>

### Agenda

- Call to Order and Roll Call
- Pledge of Allegiance
- Land Acknowledgement
- V Approval of minutes of the September 17, 2024 regular meeting of the Board of Trustees, and the September 17, 2024 joint meeting of the Board of Trustees and the Board of Directors
- Statement by the President
- Educational Foundation Liaison Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair
- Trustee Comments
- Public Participation

Report: 2024 Audit Report

Board Report: Enrollment Management Update

## **New Business**

### Consent Agenda

- |   |          |  |
|---|----------|--|
| V | 10/24-1a | Approval of Adoption of Consent Agenda                     |
| R | 10/24-1b | Approval of Consent Agenda Items 10/24-2 through 10/24-8   |
|   | 10/24-2  | Ratification of Payment of Bills for August 2024           |
|   | 10/24-3  | Acceptance of Treasurer's Report for August 2024           |
|   | 10/24-4  | Ratification of Payment of Bills for September 2024        |
|   | 10/24-5  | Acceptance of Treasurer's Report for September 2024        |
|   | 10/24-6  | Acceptance of Quarterly Report on Investments              |
|   | 10/24-7  | Supplemental Payment of Professional Personnel – Fall 2024 |
|   | 10/24-8  | Approval of Clinical Practice Agreements                   |

### Other Items

- |   |          |   |
|---|----------|---|
| V | 10/24-9  | Acceptance of Annual Comprehensive Financial Report (with Auditor's Opinion)  |
| R | 10/24-10 | Approval of Estimate Levy for 2024 and Announcement Thereof   |
| R | 10/24-11 | Authorization to Approve October Purchases <ul style="list-style-type: none"> <li>a. Amatrol Tabletop Mechatronics System</li> <li>b. Computer Algebra Software – Mathematica – Three-Year Contract</li> <li>c. Software Rationalization Service</li> <li>d. Duplo DC-618 Slitter/Cutter/Creaser</li> <li>e. Consulting Services for DegreeWorks Solution</li> <li>f. Design and Engineering Services for Exterior Lighting Upgrades</li> <li>g. Amplifund Software and Support – Four-Year Contract</li> </ul> |
| R | 10/24-12 | Authorization to Purchase Ceiling Microphone Arrays for Classrooms  |
|   | 10/24-13 | Preview and Initial Discussion of Upcoming Purchases  |
| R | 10/24-14 | Authorization to Enter into Space Rental Agreement for Commencement   |
| R | 10/24-15 | Authorization to Hire Director of Online Curriculum and Instruction   |
| R | 10/24-16 | Revised Authorization to Hire Associate Chief Information Officer – Software Services and Strategic Projects  |
| V | 10/24-17 | Acceptance of Administrator Resignation   |
| R | 10/24-18 | Approval of New Policy  |
|   | 10/24-19 | Notification of Award of Grants   |

## **Adjournment**



**Minutes of the September 17, 2024 Regular Meeting of the Board of Trustees of Community College District 535**

The 802<sup>nd</sup> meeting of the Board of Trustees of Community College District 535 was conducted on September 17, 2024 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

**Closed Session – Call to Order and Roll Call**

Chair Toussaint called the meeting to order at 5:32 p.m. in room 1502. Trustee Bashiri-Remetio called the roll:

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

Chair Toussaint 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 August 20, 2024; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, and pending litigation.

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

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye
Trustee Ocaña	Aye

Also present in room 1502 were Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Johanna Fine, Chief Human Resources Officer; and Michele Roberts, Vice President for Administrative Affairs.

At 5:46 p.m., Chair Toussaint made a motion to adjourn the closed session meeting 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 Toussaint called the regular meeting of the Board of Trustees to order at 6:06 p.m. in room 1506.

Trustee Bashiri-Remetio called the roll:

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

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning; Dr. Karl Brooks, Vice President for Student Affairs; Johanna Fine, Chief Human

Resources Officer; Dr. Ileo Lott, Provost/Vice President for Academic Affairs; Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer.

Administrators: May Alimboyoguen, Dean of Health Careers; Marc Battista, Associate VP for Academic Affairs; Dr. Sebastian Contreras Jr., Assistant VP for Student Affairs/Dean of Student Success; Dr. Leana Cuellar, Dean of Access, Equity and Diversity; Dr. Ruben Howard II, Dean of Business and Career Technologies; Dr. Jesse Ivory, Assistant Workforce Innovation and College Partnerships; Jake Jeremiah, Dean of Library; Dr. Alauna McGee, Assistant VP for Academic Affairs and College Transitions; Christine Paciero, Director of Athletics; Dr. Jim Rabchuk, Dean of STEM; Camesha Richardson, Director of Human Resources; Joe Scifo, Director of Facilities; Dan Weber, Registrar/Director of Registrar Services; 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: Paula Luszcz, Early Childhood Education; Dr. Kanchana Mendes, Biology; Melissa Mendoza, Physical Therapy Assistant; Dr. Patrick O'Donnell, Philosophy; Eric Rohn, Graphic Design; and Boguslaw Zapal, Mechanical Design.

Staff: Gabriel Chacon, ANDALE; Giacomo Cirrincione, Learning Center; Phil Cronin, Media Services; Ernie Gest, Facilities; Marcus Hayes, Auxiliary Services; Thomas Hicks Jr., Learning and Testing Center; Heather Jakob-Short, STEM; Leah Kintner, Workforce Development; Ewa Lyczewska, Marketing and Communications; Samantha Schenk, Planning and Research; Aleda Thompson, Planning and Research; Barbara Vazquez, President's Office; and Kristin Wirth, Procurement.

Students: Patricia Urgiles.

**Pledge of Allegiance** – Trustee Bashiri-Remetio led the pledge.

**Land Acknowledgment** – Trustee Stafford read the Land Acknowledgment.

### **Approval of Minutes**

Chair Toussaint asked a motion for the approval of the minutes of the August 20, 2024 regular meeting of the Board of Trustees, and committee of the whole meeting of the Board of Trustees. Trustee Stafford made the motion. Trustee Salzberg seconded the motion. A voice vote was called and the minutes were unanimously approved.

### **Statement by the President**

Happy birthday to Trustee Benjamin Salzberg.

### Condolences

- To the family and friends of former student trustee Jack Timperley who passed away on August 5.

### Congratulations

- Oakton received the Budget Presentation Award from the GFOA for its Fiscal Year 2024 Budget Document, with special recognition for Budget Process. Congratulations to Andy Williams and Jeff Gossrow for their work on the budget document.

### Employee Recognitions

- Chair and Professor of Fire Science, Spencer Kimura was recognized at the 2024 Illinois Emergency Management Agency/Homeland Security Training Summit in Springfield and received two awards: Illinois Professional Emergency Manager Program (IPEM) and Illinois Professional Development Series (PDS).
- Jan Abramowitz has been selected as the recipient of this year's Jerry Cole Tutor of the Year Award. Jan joined Oakton in 2018 after an extensive career as a math teacher and math team head coach at Maine East High School.

### Happenings

- The Distinguished Alumni Awards event was held on September 12. It was an inspiring evening where we honored 4 inspiring alumni who are making significant impacts in their communities. The Distinguished alumni for 2024 include: Dr. Maciej Padowski, Dr. Cindi-Marie Willoughby, Mr. Dario Castañeda and Ms. Helen Hurry.
- Latinx Heritage Month kicked off yesterday September 16 with the Ponte Pilas Summit, an event for high school juniors and seniors who identify as Hispanic/Latin/o/a/x to learn more about the post-secondary journey and prepare them for the transition from high school to college.
- Other Latinx Heritage Month events include critical conversations and panel discussions, a pop-up library every Wednesday, Sept. 18 through Oct. 9, a salsa dance workshop on Sept. 25, and the Mercado de Cultura Latine on Oct. 10.
- AANAPISI Week is Sept. 23- 29. This week celebrates the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) designation, which was established by Congress on September 27, 2007, to improve the availability and quality of postsecondary education programs to support low-income, first-generation Asian American, Native Hawaiian, and Pacific Islander (AANHPI) students.
- “Used Carlotta: A Staged Reading” is a sweet and quirky play, where the characters grapple with the meaning of life, and find answers in each other and in, of all things, the circus. Performances take place September 20 through September 22 at the Studio One Theater (DP campus).

### **Educational Foundation Liaison Report**

The Foundation team recently held the annual Distinguished Alumni Awards ceremony, celebrating alumni leaders who put their Oakton education to work for the benefit of their industries and communities. This year’s honorees included:

- Dario Castañeda: a highly regarded immigration attorney who fights for individuals seeking a better life for themselves and their families;
- Helen Hurry: a two-time Oakton graduate who earned first her GED and later an Associate’s Degree, who serves as a dedicated family advocate who tirelessly works to keep families together;
- Dr. Maciej Padowski: a medical director who has made significant contributions to emergency medicine while also increasing access to medical care in his community;
- Dr. Cindi-Marie Willoughby: a clinical psychologist who founded a behavioral health center that prioritizes diversity and inclusion.

Trustee Stafford thanked Trustee Bashiri-Remetio for serving on the Distinguished Alumni selection committee, and Trustees Toussaint, Burns, and Bush for attending in support.

The Foundation Board’s Leadership Giving campaign is in full swing, with over 80% participation and gift commitments to date. The Foundation Board expects 100% participation by their Board Directors and invites the Board of Trustees to join them by contributing to the Educational Foundation to set the pace of giving for the new year. Gifts toward the General Scholarship Fund are especially encouraged, as the Foundation works to meet the incredible \$100,000 match challenge put forth by two anonymous donors.

A few notable commitments since the last update to the Trustees include:

- a \$5,000 gift to the Oakton Educational Foundation General Scholarship Endowment from Doralu and Frank Chanen, inspired by the aforementioned matching challenge.
- a \$5,000 commitment, also to the General Scholarship Endowment, from Foundation Board Member Jeff Coney. This is in addition to his annual Board commitment.
- And \$6,500 from Maine Township towards their previously reported inaugural Maine Township Scholarship pledge. The Foundation team has completed the grant application for renewed funding, and will present to the Township trustees at an October township board meeting.

Earlier this month, the Foundation welcomed new Board Director Amy Mosser. Amy is a driven and highly transformative senior healthcare executive with comprehensive global and domestic expertise in operations

management, business strategy, and marketing management. She and her husband reside in Evanston, and their three children graduated from ETHS. I look forward to working with Amy on the board.

Please mark your calendars for two upcoming Foundation events:

- The Spotlight on Graphic Design, which will highlight the creative minds in Oakton's Graphic Design programs. Guests will engage in an interactive program that demonstrates how students are prepared for varied careers in marketing, communications, and digital media. This event will take place on October 1 on the Des Plaines campus.
- The Foundation's Annual Donor Appreciation Brunch will be on Saturday, November 9. This event pairs Educational Foundation Donors and Fund-holders with the students directly benefitting from their support. It is a deeply engaging and meaningful event, and I hope my fellow trustees will consider attending. You can contact [foundation@oakton.edu](mailto:foundation@oakton.edu) to learn more about all upcoming Foundation events.

The Board's next quarterly meeting will take place on December 4.

### **ICCTA Liaison Report**

Trustee Stafford attended the ICCTA meeting on September 7. He is now part of the Diversity Committee, and community colleges across Illinois are sharing equity plans. Moraine Valley did a presentation on their wrap-around services (helping students with transportation and daycare funds), and shared about their numerous programs (green scholars, multicultural center, DREAMERS center, disability services, peer tutoring, etc.). There was also a discussion related to the Business Enterprise Program Summit on September 27. The state has a goal of 30% of purchasing from minorities/female-owned businesses. There are only 4 colleges out of 39 that are over 10%. There is work to be done related to the unnecessarily restrictive bid documents and the certification process.

### **Student Trustee Report**

Student Trustee Franklin Ocaña II announced that Fall Fest was a huge success in terms of student turnout and involvement. This week marks the start of the fall season, and he invited the College community to different events hosted by the Latinx Club and ANDALE for the Latinx History Month.

### **Student Spotlight**

Patricia Urgiles shared her experience at Oakton. She was set to attend a state school in Illinois, but decided to attend Oakton when she realized she needed a different path after an initial struggle. She had a lot of doubts, but undertook her studies with passion and discipline; however, she said she still felt haunted by a sense of failure. This prompted her to push herself even harder, which led to burnout. Patricia then reached out to Oakton's Counseling Services, and her initial experience left her feeling alone, but then she received support from faculty and staff.

Patricia shared that Professor Gary Mines, Professor Kristi Zenchak and Professor Suzanne Ziegenhorn have been a constant source of encouragement by providing her with connections and information about future career endeavors. In addition, Patricia said that Gabriel Chacon has been a guiding light through the ANDALE program, where he creates a welcoming space for students to truly express themselves.

Patricia is thankful for her time at Oakton, and she plans to become a veterinarian.

### **Public Participation – None**

### **Board Report: Strategic Plan Update (Vision 2030)**

Dr. Kelly Becker, Assistant Vice President of Institutional Effectiveness and Strategic Planning

Samantha Schenk, Manager of Research

Aleda Thompson, Research and Planning Coordinator



Year 2 Metrics Update

### Strengthen Students' Oakton Experience Metrics

Metric	Year 1 (22-23)	Year 2 (23-24)	Year 3 (24-25) Target
Increase new adult enrollment by 5%	● 1%	● 16.5%	5%
Increase enrollment from Evanston* by 5%	● 0%	● 5.3%	5%
Increase adult student retention (fall-spring) to 55%		● 53.3%	55%
Increase adult student completion by 5%			5%
Reduce number of undecided students (with 20+ credit hours completed) by 10%			-
Increase enrollment in gateway English and Math courses in first year			+
Increase WEI completer employment rate to 70%		● 74%	
Increase dual credit enrollment by 5%	● 17.6%		
Increase concurrent enrollment by 15 students	● 22		

### Enhance Workforce Readiness & Community Engagement

Metric	Year 1 (22-23)	Year 2 (23-24)	Year 3 (24-25) Target
Increase proportion of high school diploma and ESL students transitioning to credit programs: Year 1 (17%); Year 2 (7%)	● 4%	● 3%	7%
Increase student participation in internships, apprenticeships, and clinicals		● 5.1%	+
Develop ability to track and report on workforce and community-based organization partnerships			✓
Increase service learning participation and civic engagement opportunities			+
Increase number of students who complete stackable credentials in 4 departments by 15%		● 17.5%	
Map 25% of pre-majors to careers	● 100%		
Map 25% of CTE credentials to employment demand, workforce outcomes, and livable wages	● 100%		

### Advance Racial Equity

Metric	Year 1 (22-23)	Year 2 (23-24)	Year 3 (24-25) Target
Increase fall-to-fall retention overall: Year 1 (51.4%); Year 2 (54%); Year 3 (55%)	● 50.7%	● 53.4%	55%
Increase fall-to-fall retention for Latino/a/x students: Year 1 (54%); Year 2 (54%), Year 3 (+)	● 54.6%	● 53.7%	+
Increase fall-to-fall retention for Black students: Year 1 (42%); Year 2 (45%); Year 3 (increase)	● 42.3%	● 48.8%	+
Increase participation in equity programs by 10% (Black Student Success, iANDALEI, and AAPI programming)			+
Increase usage of the equity-minded syllabus			+
Support 6 employee resource groups			✓
Develop 3 intentional community partnerships specific to racial equity			✓
90% of departments utilizing equity audit findings to make substantive changes in policy and procedures		● 91%	
Increase Learner Support benchmark from CCSSE survey to 60.8th percentile		● 50.1	
Increase enrollment of Black/African American students by 10%	● 8%		
Stabilize enrollment for Latino/a/x Students	● 24		
Stabilize enrollment for Asian American/Pacific Islander students	● 58		
Increase number of additional faculty who engage in ACUE training each year by 30	● 31		

Year 3

- Health Career Education Center in Evanston
- Strategic Enrollment Management & Plan Implementation
- Project Open Gate - focus on gateway English and Math
  - Grants
  - NSF STEM Grant for Learning Assistants
  - Center for Undergraduate Research, Innovation, and Creativity
  - Foundation Grant to augment ESL Library resources
- AI Institute & Task Force
- Human Resources Professional Development and Employee Resource Groups

**NEW BUSINESS****9/24-1a Approval of Consent Agenda**

Trustee Toussaint 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.

**9/24-1b Approval of Consent Agenda Items 9/24-2 through 9/24-5**

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 9/24-2 through 9/24-5 as listed in the Consent Agenda."

**9/24-2 Ratification of Payment of Bills for July 2024**

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of \$7,275,080.67 for all check amounts as listed and for all purposes as appearing on a report dated July 2024."

**9/24-3 Acceptance of Treasurer's Report for July 2024**

"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 July 2024."

**9/24-4 Ratification of Payment of Professional Pay – Fall 2024**

"Be it resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on a part-time basis during the fall 2024 semester; the total payment amount is \$2,586,115.75."

"Be if further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the fall 2024 semester; the total payment amount is \$448,153.20."

**9/24-5 Approval of Clinical Practice Agreements**

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

Basic Nursing Assistant Program (1)  
Pharmacy Technician Program (6)."

Trustee Salzberg seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye

Trustee Bush Aye  
 Trustee Salzberg Aye  
 Trustee Stafford Aye  
 Trustee Toussaint Aye  
 Trustee Yanow Aye  
 Trustee Ocaña Aye

The motion carried. Student Trustee Ocaña favored the resolution.

**9/24-6 Reaffirmation of Mission, Vision, and Values**

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby reaffirms the Mission, Vision, and Values Statement attached hereto.”

Trustee Salzberg seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio Aye  
 Trustee Burns Aye  
 Trustee Bush Aye  
 Trustee Salzberg Aye  
 Trustee Stafford Aye  
 Trustee Toussaint Aye  
 Trustee Yanow Aye  
 Trustee Ocaña Aye

The motion carried. Student Trustee Ocaña favored the resolution.

**9/24-7 Ratification of Board of Trustees Scholarships for 2024-2025**

Trustee Burns offered: “Be it resolved that the Board of Trustees of Community College District 535 ratifies the Board of Trustees’ Scholarships for the academic year 2024-2025 to Sonia Avalos, Jhann Princess Cadaoas, Nimra Deivassagayame, Diana Tulchinsky, and Jacob Weingardt.”

Trustee Stafford seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio Aye  
 Trustee Burns Aye  
 Trustee Bush Aye  
 Trustee Salzberg Aye  
 Trustee Stafford Aye  
 Trustee Toussaint Aye  
 Trustee Yanow Aye  
 Trustee Ocaña Aye

The motion carried. Student Trustee Ocaña favored the resolution.

**9/24-8 Authorization to Approve September Purchases**

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

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
9/24-8a	1	AMSA S.A.F.E Solution – Three-Year Renewal	AMSimpkins & Associates Dacula, GA	\$80,456.55

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
9/24-8b	2	Ad Astra Software Maintenance and Support – Three-Year Renewal	Ad Astra Information Systems, LLC Overland Park, KS	\$82,752.39
9/24-8c	2	Destiny Solutions System – Five-Year Renewal	Modern Campus, Inc Toronto, Ontario Canada	\$350,000.00
9/24-8d	1	Diploma Services – Three-Year Renewal	Parchment, LLC Scottsdale, AZ	\$65,029.77
9/24-8e	1	Thomson Reuters – Westlaw Digital Subscription for Paralegal Studies Program – Three-Year Renewal	Thomson Reuters Eagan, MN	\$69,161.98
9/24-8f	1	Ventrac Snow Machine	Reinders, Inc Sussex, WI	\$29,998.85
9/24-8g	2	Body-Worn Camera Services – Five-Year Contract	Axon Enterprise, Inc Scottsdale, AZ	\$145,522.53
<b>GRAND TOTAL</b>				<b>\$822,922.07.”</b>

Trustee Stafford seconded the motion. Trustee Bashiri-Remetio called the roll:

- Trustee Bashiri-Remetio      Aye
- Trustee Burns                    Aye
- Trustee Bush                     Aye
- Trustee Salzberg                Aye
- Trustee Stafford                Aye
- Trustee Toussaint               Aye
- Trustee Yanow                    Aye
- Trustee Ocaña                    Aye

The motion carried. Student Trustee Ocaña favored the resolution.

**9/24-9      Preview and Initial Discussion of Upcoming Purchases**

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

- a. Tabletop Mechatronics System
- b. Des Plaines 1<sup>st</sup> and 2<sup>nd</sup> floor Office and Division Suites Remodeling (ADRC, Testing Center, and IT Computer Labs)
- c. Ceiling Microphone Arrays
- d. Computer Alegra Software – Mathematica – Three-Year Contract
- e. Software Rationalization
- f. Duplo DC-618 Slitter/Cutter/Creaser for Copy Center
- g. Degree Works Implementation
- h. Engineering/Design Services for Exterior Lighting Upgrades
- i. Amplifund Software and Support

**9/24-10 Resolution to Transfer Funds for Restricted O&M Construction Costs**

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby approves the following transfers effective for Fiscal Year 2024: a total of \$14.0 million, comprised of \$13.4 million from the Education Fund and \$600,000 from the Operations and Maintenance (O&M) Fund to the Operations & Maintenance (O&M) Restricted Fund, for the future payment of approved Master Plan construction projects."

Trustee Salzberg seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye
Trustee Ocaña	Aye

The motion carried. Student Trustee Ocaña favored the resolution.

**9/24-11 Authorization to Hire Dean of Curriculum, Instruction and Assessment**

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Kanchana Mendes as Dean of Curriculum, Instruction and Assessment effective December 29, 2024 at an annual salary of \$122,000. That salary will be prorated for the period of December 29, 2024 through June 30, 2025."

Trustee Stafford seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye
Trustee Ocaña	Aye

The motion carried. Student Trustee Ocaña favored the resolution.

**9/24-12 Authorization to Hire Associate Chief Information Officer – Software Services and Strategic Projects**

Trustee Stafford offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Ms. Sarah George as Associate Chief Information Officer – Software Services and Strategic Projects effective November 4, 2024 at an annual salary of \$150,000. That salary will be prorated for the period of November 4, 2024 through June 30, 2025."

Trustee Yanow seconded the motion. Trustee Bashiri-Remetio called the roll:

Trustee Bashiri-Remetio	Aye
Trustee Burns	Aye
Trustee Bush	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Toussaint	Aye
Trustee Yanow	Aye
Trustee Ocaña	Aye

The motion carried. Student Trustee Ocaña favored the resolution.

**9/24-13 Acceptance of Full-Time Faculty Retirements**

Trustee Toussaint offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Carlos Briones, Dorota Zak, and Kristi Zenchak."

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

**9/24-14 First Read of Policy**

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review Board Policy 5131, attached hereto, with action to take place at the next regularly scheduled Board meeting."

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

**9/24-15 Notification of Award of Grants**

Funding totaling \$793,099.00 has been made available to Oakton College:

- a. Secretary of State Volunteers in Teaching Adults FY25 Grant ..... \$100,000.00
  - b. Illinois Community College Board Carl D. Perkins FY25 Grant ..... \$252,040.00
  - c. National Science Foundation Improving Undergraduate STEM Education (IUSE) Innovation in Two-Year College STEM Education (ITYC) .....\$441,059.00
- TOTAL:..... \$793,099.00**

**Adjournment**

Chair Toussaint 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, October 15, 2024 at the Des Plaines Campus.

Trustee Toussaint made a motion to adjourn the meeting, which was seconded by Trustee Stafford. A voice vote was called and the meeting was adjourned at 7:30 p.m.

\_\_\_\_\_  
Marie Lynn Toussaint, Chair

\_\_\_\_\_  
Theresa Bashiri-Remetio, Secretary

Minutes recorded by:  
Beatriz Sparks  
9/2024



**Minutes of the September 17, 2024 Joint Meeting  
Oakton College Board of Trustees and the  
Educational Foundation Board of Directors**

A joint meeting of the Board of Trustees of Oakton College and the Educational Foundation Board of Directors was held on September 17, 2024 in Room 1506 at 1600 East Golf Road, Des Plaines, Illinois, 60016.

**Call to Order and Roll Call**

Chair Toussaint called the meeting to order at 4:06 p.m. Trustee Stafford called the roll:

Ms. Marie Lynn Toussaint	Chair	Present
Ms. Martha Burns	Vice Chair	Present
Ms. Theresa Bashiri-Remetio	Secretary	Absent for roll call
Dr. Gail Bush		Present
Mr. Benjamin Salzberg		Present
Mr. William Stafford		Present
Dr. Wendy Yanow		Present
Mr. Franklin Ocaña II	Student Trustee	Present

Also present in Room 1506:

Leadership: Dr. Joianne Smith, President; Dr. Karl Brooks, Vice President for Student Affairs; Ileo Lott, Provost and Vice President for Academic Affairs; and Michele Roberts, Vice President for Administrative Affairs; and Katherine Sawyer, Chief Advancement Officer.

Administrators: Jessi Moon, Director of Major and Planned Giving.

Educational Foundation Board of Directors Members: Jeff Coney, Carl Costanza, Julie Fenton, Ruben Howard, Katie Hunt, Scott Hurwitz, Kathy Lichtenstein, Amy Mosser, Dayani Pieri, August Schaefer, Howard Singer, Murray Sprung, and Cindy Veremis,

Staff: Peter Carlson, Educational Foundation; Phil Cronin, Media Services; Lindsay Igyarto, Educational Foundation; Keya Graves, Educational Foundation; Cheryl Valloni, Educational Foundation; and Barbara Vazquez, President's Office.

Mr. Jeff Coney conducted a roll call of the Foundation Board. Ms. Toussaint congratulated the Foundation on winning the Nason Award. Ms. Fenton introduced Ms. Lisa Tylke, the Senior Director of Fundraising Services at Evolve Consulting.

**Education Session: Ambassadorship**

Ms. Tylke started by emphasizing the importance of ambassadorship. She highlighted that every board member should act as an Ambassador.

Ms. Tylke stressed that Ambassadors should focus on relationship-building, understanding the organization's message. Advocates were tasked with sharing strategic information and promoting the College's vision.

She further elaborated on the role of the Board of Trustees and Foundation Board of Directors in supporting the College's mission by becoming familiar with Oakton's community, student population, and strategic goals. Ms. Tylke encouraged Board members to be good storytellers when communicating the College's impact and personalizing their messages.

Key points included effective storytelling techniques, overcoming fears in sharing stories, and fostering community engagement. Examples of Oakton College's positive impact on students, such as strengthening workforce readiness and advancing racial equity, were also shared.

Ms. Tylke concluded by encouraging board members to reflect on their key takeaways from the session.

**Growth and Momentum**

Ms. Sawyer's presentation on the FY24 Fundraising Performance Review highlighted several key accomplishments and goals for the Educational Foundation. The fundraising goal for FY24 was reached by the beginning of Q4. There was significant growth across fundraising health metrics, with the Foundation surpassing its donor retention, recapture, and acquisition targets. Additionally, frontline fundraising activities saw a 40% increase compared to FY23, and there was an impressive 318% rise in individual major gifts, specifically those valued at \$10,000 or more.

Looking ahead to FY25, the Foundation plans to continue leveraging its board to foster deeper relationships while empowering close friends to serve as ambassadors. A new Direct Mail vendor will be brought on to help expand the Annual Giving program. A \$100,000 match will be used to grow the General Scholarship Fund Endowment. The Foundation also aims to expand its corporate and Foundation programs with a dedicated staff lead. Furthermore, an intentional Planned Giving program will be introduced to secure lifetime bequest commitments. To support these initiatives, the Foundation will hire an Annual Giving Coordinator and an Alumni Relations Specialist, splitting responsibilities that a single senior manager previously handled.

**Adjournment**

Chair Toussaint asked for a motion to adjourn the meeting. Trustee Stafford made the motion, which was seconded by Trustee Salzberg. A voice vote was called and the meeting was adjourned at 4:55 p.m.

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Marie Lynn Toussaint, Board Chair

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Theresa Bashiri-Remetio, Board Secretary

Minutes recorded by:  
Beatriz Sparks  
9/2024



**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 10/24-2 through 10/24-8**

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/24-2 through 10/24-8 as listed in the Consent Agenda:

- 10/24-2      Ratification of Payment of Bills for August 2024
- 10/24-3      Acceptance of Treasurer’s Report for August 2024
- 10/24-4      Ratification of Payment of Bills for September 2024
- 10/24-5      Acceptance of Treasurer’s Report for September 2024
- 10/24-6      Acceptance of Quarterly Report on Investments
- 10/24-7      Supplemental Payment of Professional Personnel – Fall 2024
- 10/24-8      Approval of Clinical Practice Agreements.”

**Ratification of Payment of Bills for August 2024**

The check register detailing the regular monthly bills for August 2024 was sent out October 11, 2024. The totals by fund are on page 2. This includes approval of travel reimbursements for August 2024.

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Board Chair

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Board Secretary

MR:js  
10/2024

**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 \$10,142,355.84 for all check amounts as listed and for all purposes as appearing on a report dated August 2024.”

OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund; Operation and Maintenance Fund; Operation and Maintenance Fund; Operation and Maintenance Fund (Restricted); Bond and Interest Fund; Auxiliary Enterprises Fund; Restricted Purposes Fund; Working Cash Fund; Trust and Agency Fund; Audit Fund; Liability, Protection and Settlement Fund; Social Security/Medicare Fund; Loan fund; including approval of travel reimbursements to August 2024, represented by checks on pages 1-15 numbered !0004221 - !0004233, !0004235 - !0004250, !0004252 - !0004277, !0004279 - !0004310, !0004312 - !0004316, A0167547 - A0167855 and A0167858 - A0167950 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.

*Michelle C Roberts*

Treasurer, Community College District 535

RECAPITULATION Fund	Payroll	Accounts Payable	Gross Checks Issued			Total
			Sub-Total	Voided Checks	Total	
Education	\$ 5,458,643.41	\$ 1,258,176.77	\$ 6,716,820.18	\$ -	\$ -	\$ 6,716,820.18
Operation and Maintenance	\$ 501,792.69	\$ 335,394.93	\$ 837,187.62	\$ -	\$ -	\$ 837,187.62
Operation and Maintenance (Restricted)	\$ -	\$ 508,775.41	\$ 508,775.41	\$ -	\$ -	\$ 508,775.41
Bond and Interest	\$ -	\$ 825.00	\$ 825.00	\$ -	\$ -	\$ 825.00
Auxiliary Enterprises	\$ 334,385.60	\$ 263,217.93	\$ 597,603.53	\$ -	\$ -	\$ 597,603.53
Restricted Purposes	\$ 373,810.07	\$ 320,187.66	\$ 693,997.73	\$ (515.00)	\$ -	\$ 693,482.73
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trust and Agency	\$ -	\$ 1,399.88	\$ 1,399.88	\$ -	\$ -	\$ 1,399.88
Audit	\$ -	\$ 14,953.75	\$ 14,953.75	\$ -	\$ -	\$ 14,953.75
Liability, Protection and Settlement	\$ -	\$ 743,646.00	\$ 743,646.00	\$ -	\$ -	\$ 743,646.00
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ 6,668,631.77	\$ 3,446,577.33	\$ 10,115,209.10	\$ (515.00)	\$ -	\$ 10,114,694.10
<b>STUDENT GOVERNMENT</b>	\$ -	\$ 27,146.74	\$ 27,146.74	\$ -	\$ -	\$ 27,146.74
<b>TOTAL PER REPORT</b>	\$ 6,668,631.77	\$ 3,473,724.07	\$ 10,142,355.84	\$ (515.00)	\$ -	\$ 10,141,840.84

STUDENT GOVERNMENT AFFIDAVIT  
OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-15 numbered !0004241, !0004264, !0004315, !0004315, !0004315, A0167558, A0167636, A0167642, A0167649, A0167670, A0167693, A0167712, A0167716, A0167744, A0167753, A0167771, A0167858, A0167858, A0167858, A0167884, A0167921 and A0167921 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.

*Michele C Roberts*  
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$27,146.74 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 August 2024.

\_\_\_\_\_  
Student Government Association

**Acceptance of Treasurer's Report for August 2024**

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.

MR:js  
10/2024

**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 August 2024."

OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535  
TREASURER'S REPORT

August 2024

Michele Roberts  
Vice President for Administrative Affairs/Treasurer  
W. Andy Williams  
Controller, Budget and Accounting Services

Treasurer's Comments on August 2024 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$15.5 million in property taxes, \$2.4 million in tuition and fees, \$729,000 in interest earnings, \$379,000 for the credit hour grant, \$228,000 for the Career and Technical Education grant, \$211,000 in adult education grants, \$176,000 for the ECACE grant, \$126,000 in PATH grant funds, \$66,000 in replacement taxes, \$91,000 in Perkins grant funds, and \$39,000 for the ICCB Bridget & Transitions grant.

Net cash and investments increased \$11.1 million from the previous month, as expected.

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

**Revenues**

At the end of August, revenues were \$45.6 million or 113% of the prorated budget, compared to \$26.0 million, or 100% for the previous year. Effective July 1<sup>st</sup>, property taxes are being recorded on a cash basis instead of an accrual basis for monthly reporting. Property taxes will be adjusted to accrual basis for fiscal year-end reporting. Tuition and fees totaled \$13.8 million year to date, or 97% of the prorated budget. Last year, tuition and fees totaled \$13.6 million or 95% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures were \$12.6 million. The operating expenditures are \$0.4 million (3.3%) above prior year's actual expenditures of \$12.2 million for the same period. Net transfers total \$1.1 million as budgeted.



OAKTON COLLEGE  
 FINANCIAL POSITION OF FUNDS AS OF  
 August 31, 2024  
 (IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash		Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
						Auxiliary Agency Restricted					
<b>ASSETS</b>											
Cash	\$ 1,393	\$ 223	\$ 78	\$ 152	\$ -	\$ 786	\$ -	\$ 207	\$ -	\$ 22	\$ 2,861
Taxes Receivable	27,610	3,878	-	1,918	-	-	-	50	-	-	33,456
Student Tuition Receivable	7,467	1	5	-	-	963	-	-	-	-	8,436
Government Funds Receivable	(5)	-	-	-	-	96	-	7	-	-	98
Lease Receivable	12,938	-	-	-	-	-	-	-	-	-	12,938
Accrued Interest	698	100	239	-	-	22	-	5	-	253	1,317
Other Receivables	56	1	14,000	-	-	245	-	-	-	-	14,302
Investments											
Short-term	101,465	13,912	34,670	5,555	(2,094)	4,372	-	752	-	35,172	193,804
Long-term	22,906	3,149	4,053	-	-	376	-	128	-	7,567	38,179
Due from (to) Other Funds	(27,900)	(600)	-	-	(419)	14,500	-	-	-	-	(14,000)
Inventories - Prepays	1,716	(1)	-	-	(419)	73	-	-	-	-	1,369
Total Current Assets	148,344	20,663	53,045	7,625	(2,513)	21,433	-	1,149	-	43,014	292,760
Net Investment in Plant	-	-	-	-	-	-	101,049	-	-	-	101,049
Intangible Assets	-	-	-	-	-	-	568	-	-	-	568
Total Assets	\$ 148,344	\$ 20,663	\$ 53,045	\$ 7,625	\$ (2,513)	\$ 21,433	\$ 101,607	\$ 1,149	\$ 43,014	\$ 394,367	
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	-	-	940
Total Assets and Deferred Outflows of Resources	\$ 148,344	\$ 20,663	\$ 53,045	\$ 7,625	\$ (2,513)	\$ 21,433	\$ 101,607	\$ 1,149	\$ 43,954	\$ 395,307	
<b>LIABILITIES AND NET POSITION</b>											
Payables	\$ 1,549	\$ -	\$ 2	\$ -	\$ -	\$ (46)	\$ -	\$ -	\$ -	\$ -	\$ 1,505
Accrued Interest Payable	-	-	-	-	186	-	-	-	-	-	186
Deferred Tuition Revenue	-	-	-	-	-	2	-	-	-	-	2
Accruals	2,257	252	-	-	-	241	-	-	-	-	2,750
Bonds Payable	-	-	-	-	57,974	-	-	-	-	-	57,974
Lease Liability	-	-	-	-	154	-	-	-	-	-	154
Subscriptions Liability	-	-	-	-	2,257	-	-	-	-	-	2,257
OPEB Liability	-	-	-	-	-	-	-	-	15,817	-	15,817
Total Liabilities	3,806	252	2	-	60,571	197	-	-	15,817	-	80,645
Deferred Inflows of Resources - Property Taxes	28,762	4,002	-	1,945	-	-	-	48	-	-	34,757
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	21,460	-	21,460
Deferred Inflows - Leases	12,938	-	-	-	-	-	-	-	-	-	12,938
Total Liabilities and Deferred Inflows of Resources	45,506	4,254	2	1,945	60,571	197	-	48	37,277	-	149,800
Net Position											
Unrestricted	102,838	16,408	53,044	-	-	3,990	-	-	6,676	-	182,956
Restricted	-	-	-	-	-	17,248	-	1,102	-	-	18,350
Debt Service	-	-	-	5,680	(63,084)	-	-	-	-	-	(57,404)
Plant	-	-	-	-	-	-	101,607	-	-	-	101,607
Total Net Position	102,838	16,408	53,044	5,680	(63,084)	21,238	101,607	1,102	6,676	-	245,509
TOTAL LIABILITIES & NET POSITION	\$ 148,344	\$ 20,662	\$ 53,046	\$ 7,625	\$ (2,513)	\$ 21,435	\$ 101,607	\$ 1,150	\$ 43,953	\$ 395,309	

OAKTON COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
TWO MONTHS ENDED AUGUST 31, 2024

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes	\$ 62,753	\$ 24,235	\$ 28,980	120%	96%
Replacement Tax	2,000	333	418	125%	190%
State Revenue	5,270	878	1,294	147%	145%
Tuition and Fees	20,621	14,203	13,846	97%	95%
Other	3,160	527	1,024	194%	205%
<b>TOTAL REVENUES</b>	<b>\$ 93,804</b>	<b>\$ 40,176</b>	<b>\$ 45,562</b>	<b>113%</b>	<b>100%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 32,314	\$ 5,386	\$ 4,577	85%	93%
Academic Support	21,912	3,652	4,629	127%	110%
Student Services	9,300	1,550	1,264	82%	67%
Public Services	1,455	243	186	77%	64%
Operations and Maintenance	9,130	1,522	989	65%	64%
General Administration	9,142	1,524	1,170	77%	70%
General Institutional	664	111	(171)	(155%)	612%
Contingency	2,146	358	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,063</b>	<b>\$ 14,344</b>	<b>\$ 12,644</b>	<b>88%</b>	<b>90%</b>
Revenues over (under) expenditures	7,741	25,832	32,918		
<b>Net Fund transfers</b>					
To O & M Fund (Restricted)	(2,500)	(417)	(417)		
To Auxiliary Fund and Alliance	(2,500)	(417)	(417)		
To Restricted Purpose Fund	(100)	(17)	(17)		
To Liability, Protection & Settlement Fund	(880)	(147)	(147)		
To Social Security/Medicare Fund	(904)	(151)	(151)		
From Working Cash Fund: Interest	290	48	48		
Total Transfers	\$ (6,594)	\$ (1,099)	\$ (1,099)		
<b>Net Revenue over (under) expenditures</b>	<b>\$ 1,147</b>	<b>\$ 24,733</b>	<b>\$ 31,819</b>		

**OAKTON COLLEGE  
REVENUES AND EXPENDITURES  
TWO MONTHS ENDED AUGUST 31, 2024**

**AGENDA ITEM 10/24-3  
6 of 9**

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>
<b>REVENUES</b>			
Construction Fee	295	163	55%
Interest and Investments Gain/Loss	25	332	1328%
Total revenues	<u>320</u>	<u>495</u>	<u>155%</u>
<b>EXPENDITURES</b>			
Project Management Service	-	-	0%
Learning Commons RHC	750	56	7%
Boiler Replacement	150	-	0%
Des Plaines Workplace - Critical Adjacencies	2,305	-	0%
Learning Commons DP - Enabling Project	-	10	0%
TenHoeve Wing Remodeling	-	-	0%
Oakton College Health Education Center	350	-	0%
Exterior Lighting Project	900	-	0%
Learning Commons - Des Plaines	2,700	-	0%
Baseball Parking Lot	250	-	0%
Capital Equipment	633	32	5%
Hardware Replacement/Master Keying	500	-	0%
Landscape Improvement	715	-	0%
Pedestrian Path	250	-	0%
Camera Replacement	150	5	3%
Washroom Upgrades Phase I	1,306	-	0%
Baseball Complex Renovation	1,145	-	0%
Courtyards	16	-	0%
Site and Construction	200	-	0%
Contingency	-	-	0%
Total expenditures	<u>12,320</u>	<u>103</u>	<u>1%</u>
Transfer in	<u>2,500</u>	<u>417</u>	<u>17%</u>
Net	<u>\$ (9,500)</u>	<u>\$ 809</u>	<u>(9%)</u>

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 1,332	\$ 972	73%	65%
Workforce Development	210	8	4%	0%
Copy Center	110	10	9%	16%
Athletics	42	4	10%	59%
Child Care	397	134	34%	38%
PAC Operations	-	-	0%	0%
Other	69	51	74%	77%
Interest and Investments Gain/Loss	188	17	9%	7%
Total revenues	<u>2,348</u>	<u>1,196</u>	<u>51%</u>	<u>49%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	\$ 1,772	\$ 96	5%	8%
Workforce Development	200	19	10%	6%
Copy Center	431	62	14%	12%
Athletics	1,302	269	21%	15%
Child Care	570	81	14%	13%
PAC Operations	105	14	13%	10%
Auxiliary Services Administration	341	62	18%	13%
Other	479	13	3%	5%
Total expenditures	<u>5,200</u>	<u>616</u>	<u>12%</u>	<u>11%</u>
Transfers in (out)	<u>2,272</u>	<u>379</u>		
Net	<u>\$ (580)</u>	<u>\$ 959</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
TWO MONTHS ENDED AUGUST 31, 2024**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a% Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 584	\$ 97	\$ 109	19%	20%
Tuition and Fees	2,934	489	319	11%	22%
Sale of Materials	1	0	-	0%	0%
Institutional Support					
Evening High School	133	22	49	37%	0%
Other Revenues	45	8	10	22%	11%
Total revenues	<u>3,697</u>	<u>616</u>	<u>487</u>	<u>13%</u>	<u>20%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	\$ 1,428	238	\$ 185	13%	9%
Instructional Programs					
Allied Health	192	32	11	6%	3%
Job-related	1,692	282	(18)	(1%)	0%
Personal	28	5	1	4%	15%
Emeritus Programs	63	11	6	10%	31%
High School Programs	133	22	5	4%	2%
ESL Programs	63	11	9	14%	9%
Total Programs	<u>2,171</u>	<u>362</u>	<u>14</u>	<u>1%</u>	<u>4%</u>
Total expenditures	<u>3,599</u>	<u>600</u>	<u>199</u>	<u>6%</u>	<u>7%</u>
Revenue over (under) expenditures	<u>\$ 98</u>	<u>\$ 16</u>	<u>\$ 288</u>		
Transfer in	53	9	9		
Net	151	25	297		

**OAKTON COLLEGE  
STUDENT ACTIVITIES FUND  
SUMMARY OF REVENUES AND EXPENDITURES  
TWO MONTHS ENDED AUGUST 31, 2024**

		<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	\$ 242,448				
	Interest income	-				
	Sub total revenues	<u>242,448</u>				
369901	Student Government Association	4,270	-	4,270	(19,315)	(15,045)
369919	Campus Activities Board	-	-	-	(11,158)	(11,158)
369926	Diversability Club	-	-	-	(65)	(65)
369932	Ceramics Club	-	-	-	(47)	(47)
369946	Phi Theta Kappa (PTK)	350	-	350	-	350
369949	Mission Bible Club	-	-	-	(16)	(16)
369955	Environmental Club	-	-	-	(153)	(153)
369961	DECA	-	-	-	(10)	(10)
	Sub Totals	<u>4,620</u>	<u>-</u>	<u>-</u>	<u>(30,765)</u>	<u>(26,136)</u>

**Fund Summary**

Total Revenues	\$ 247,068
Total Expenditures	(30,765)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>216,303</u>
Net Position 6/30/24	<u>1,600,187</u>
Net Position, end of period	<u>\$ 1,816,489</u>

OAKTON COMMUNITY COLLEGE  
 AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS  
 Aug-24

**GENERAL FUND TRANSFERS/PAYMENTS**

DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
	\$ -					
8/16/2024	\$ 850,135.74			\$ 850,135.74		
	\$ -					
8/19/2024	\$ 1,473.00		\$ 1,473.00			
8/30/2024	\$ 612,811.57	\$ 612,811.57				
<b>TOTAL</b>	<b>\$ 1,464,420.31</b>	<b>\$ 612,811.57</b>	<b>\$ 1,473.00</b>	<b>\$ 850,135.74</b>	<b>\$ -</b>	<b>\$ -</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
8/2/2024	\$ 776,760.39	\$ 348,125.14	\$ 110,499.75	\$ 249,289.53	\$ 68,845.97
	\$ -				
8/16/2024	\$ 542,290.17	\$ 219,059.16	\$ 77,607.91	\$ 184,135.23	\$ 61,487.87
	\$ -				
8/30/2024	\$ 604,449.57	\$ 238,412.75	\$ 87,527.15	\$ 213,199.33	\$ 65,310.34
	\$ -				
<b>TOTAL</b>	<b>\$ 1,923,500.13</b>	<b>\$ 805,597.05</b>	<b>\$ 275,634.81</b>	<b>\$ 646,624.09</b>	<b>\$ 195,644.18</b>

**Ratification of Payment of Bills for September 2024**

The check register detailing the regular monthly bills for September 2024 was sent out October 11, 2024. The totals by fund are on page 2. This includes approval of travel reimbursements for September 2024.

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Board Chair

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Board Secretary

MR:js  
10/2024

**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 \$7,478,138.3 for all check amounts as listed and for all purposes as appearing on a report dated September 2024.”

OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund; Operation and Maintenance Fund; Operation and Maintenance Fund; Operation and Maintenance Fund (Restricted); Bond and Interest Fund; Auxiliary Enterprises Fund; Restricted Purposes Fund; Working Cash Fund; Trust and Agency Fund; Audit Fund; Liability, Protection and Settlement Fund; Social Security/Medicare Fund; Loan fund; including approval of travel reimbursements to September 2024, represented by checks on pages 1-15 numbered !0004317 - !0004322, !0004324 - !0004357, !0004359 - !0004383, !0004385 - !0004397, !0004399 - !0004401, A0167951 - A0167959, A0167961 - A0168158, A0168160 - A0168254 and A0168257 - A0168356 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.

*Michèle C Roberts*

Treasurer, Community College District 535

RECAPITULATION Fund	Payroll	Accounts Payable	Gross Checks Issued			Total
			Sub-Total	Voided Checks	Total	
Education	\$ 3,955,785.86	\$ 940,719.97	\$ 4,896,505.83	\$ -	\$ -	\$ 4,896,505.83
Operation and Maintenance	\$ 322,519.81	\$ 165,015.35	\$ 487,535.16	\$ -	\$ -	\$ 487,535.16
Operation and Maintenance (Restricted)	\$ -	\$ 1,141,423.78	\$ 1,141,423.78	\$ -	\$ -	\$ 1,141,423.78
Bond and Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Enterprises	\$ 236,118.77	\$ 342,566.44	\$ 578,685.21	\$ -	\$ -	\$ 578,685.21
Restricted Purposes	\$ 271,002.04	\$ 78,386.96	\$ 349,389.00	\$ -	\$ -	\$ 349,389.00
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trust and Agency	\$ -	\$ 6,633.49	\$ 6,633.49	\$ -	\$ -	\$ 6,633.49
Audit	\$ -	\$ 4,400.00	\$ 4,400.00	\$ -	\$ -	\$ 4,400.00
Liability, Protection and Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 4,785,426.48</b>	<b>\$ 2,679,145.99</b>	<b>\$ 7,464,572.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,464,572.47</b>
<b>STUDENT GOVERNMENT</b>	<b>\$ -</b>	<b>\$ 13,565.88</b>	<b>\$ 13,565.88</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,565.88</b>
<b>TOTAL PER REPORT</b>	<b>\$ 4,785,426.48</b>	<b>\$ 2,692,711.87</b>	<b>\$ 7,478,138.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,478,138.35</b>



STUDENT GOVERNMENT AFFIDAVIT  
OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-15 numbered !0004374, !0004400, A0167961, A0167961, A0168112, A0168124, A0168156, A0168257, A0168296 and A0168346 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.

*Michele C Roberts*  
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of \$13,565.88 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 September 2024.

Student Government Association

**Acceptance of Treasurer's Report for September 2024**

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.

MR:js  
10/2024

**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 September 2024."

OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535  
TREASURER'S REPORT

September 2024

Michele Roberts  
Vice President for Administrative Affairs/Treasurer  
W. Andy Williams  
Controller, Budget and Accounting Services

Treasurer's Comments on September 2024 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$1.5 million in tuition and fees, \$743,000 in interest earnings, \$379,000 for the credit hour grant, \$140,000 for the WEI grant, \$65,000 for the TRIO grant, and \$48,000 for the Illinois Veterans and National Guard grants.

Net cash and investments decreased \$3.7 million from the previous month, as expected.

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

**Revenues**

At the end of September, revenues were \$48.1 million or 119% of the prorated budget, compared to \$32.5 million, or 105% for the previous year. Effective July 1<sup>st</sup>, property taxes are being recorded on a cash basis instead of an accrual basis for monthly reporting. Property taxes will be adjusted to accrual basis for fiscal year-end reporting. Tuition and fees totaled \$15.1 million year to date, or 113% of the prorated budget. Last year, tuition and fees totaled \$15.2 million or 113% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures were \$17.7 million. The operating expenditures are \$2.3 million (11.5%) below prior year's actual expenditures of \$20.0 million for the same period. Net transfers total \$1.6 million as budgeted.

OAKTON COLLEGE  
 FINANCIAL POSITION OF FUNDS AS OF  
 September 30, 2024  
 (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
<b>ASSETS</b>										
Cash	\$ 4,319	\$ 221	\$ 1,055	\$ 161	\$ -	\$ 853	\$ -	\$ 351	\$ 335	\$ 7,295
Taxes Receivable	27,610	3,878	-	1,918	-	-	-	50	-	33,456
Student Tuition Receivable	7,319	1	5	-	-	906	-	-	-	8,231
Government Funds Receivable	(5)	-	-	-	-	193	-	7	-	195
Lease Receivable	12,938	-	-	-	-	-	-	-	-	12,938
Accrued Interest	649	95	216	-	-	21	-	4	233	1,218
Other Receivables	108	1	14,000	-	-	284	-	-	-	14,393
Investments										
Short-term	95,810	13,590	33,118	5,555	(2,094)	3,855	-	676	35,172	185,682
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(27,900)	(600)	-	-	-	14,500	-	-	-	(14,000)
Inventories - Prepays	1,708	(1)	-	-	(419)	65	-	-	-	1,353
Total Current Assets	145,462	20,334	52,447	7,634	(2,513)	21,053	-	1,216	43,307	288,940
Net Investment in Plant	-	-	-	-	-	-	101,060	-	-	101,060
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	\$ 145,462	\$ 20,334	\$ 52,447	\$ 7,634	\$ (2,513)	\$ 21,053	\$ 101,618	\$ 1,216	\$ 43,307	\$ 390,558
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	940	940
Total Assets and Deferred Outflows of Resources	\$ 145,462	\$ 20,334	\$ 52,447	\$ 7,634	\$ (2,513)	\$ 21,053	\$ 101,618	\$ 1,216	\$ 44,247	\$ 391,498
<b>LIABILITIES AND NET POSITION</b>										
Payables	\$ 1,357	\$ -	\$ -	\$ -	\$ -	\$ (36)	\$ -	\$ -	\$ -	\$ 1,321
Accrued Interest Payable	-	-	-	-	186	-	-	-	-	186
Deferred Tuition Revenue	-	-	-	-	-	2	-	-	-	2
Accruals	2,438	252	-	-	-	231	-	-	-	2,921
Bonds Payable	-	-	-	-	57,974	-	-	-	-	57,974
Lease Liability	-	-	-	-	154	-	-	-	-	154
Subscriptions Liability	-	-	-	-	2,257	-	-	-	-	2,257
OPEB Liability	-	-	-	-	-	-	-	-	15,817	15,817
Total Liabilities	3,795	252	-	-	60,571	197	-	-	15,817	80,632
Deferred Inflows of Resources - Property Taxes	28,762	4,002	-	1,945	-	-	-	48	-	34,757
Deferred Inflows - CIP and College Plan	-	-	-	-	-	-	-	-	21,460	21,460
Deferred Inflows - Leases	12,938	-	-	-	-	-	-	-	-	12,938
Total Liabilities and Deferred Inflows of Resources	45,495	4,254	-	1,945	60,571	197	-	48	37,277	149,787
Net Position	99,967	16,079	52,447	-	-	3,835	-	-	6,970	179,298
Unrestricted	-	-	-	-	-	17,022	-	-	-	18,190
Restricted	-	-	-	-	(63,084)	-	-	-	-	(57,396)
Debt Service	-	-	-	5,688	-	-	-	-	-	101,618
Plant	-	-	-	-	(63,084)	-	101,618	-	-	241,710
Total Net Position	99,967	16,079	52,447	5,688	(63,084)	20,857	101,618	1,168	6,970	241,710
TOTAL LIABILITIES & NET POSITION	\$ 145,462	\$ 20,333	\$ 52,447	\$ 7,633	\$ (2,513)	\$ 21,054	\$ 101,618	\$ 1,216	\$ 44,247	\$ 391,497

OAKTON COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
THREE MONTHS ENDED SEPTEMBER 30, 2024

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes	\$ 62,753	\$ 24,296	\$ 28,980	119%	96%
Replacement Tax	2,000	500	418	84%	67%
State Revenue	5,270	1,318	1,638	124%	127%
Tuition and Fees	20,621	13,354	15,056	113%	113%
Other	3,160	790	1,969	249%	136%
<b>TOTAL REVENUES</b>	<b>\$ 93,804</b>	<b>\$ 40,258</b>	<b>\$ 48,061</b>	<b>119%</b>	<b>105%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 32,314	\$ 8,079	\$ 7,340	91%	105%
Academic Support	21,912	5,478	6,090	111%	108%
Student Services	9,300	2,325	1,923	83%	83%
Public Services	1,455	364	283	78%	78%
Operations and Maintenance	9,130	2,283	1,563	68%	80%
General Administration	9,142	2,286	1,802	79%	90%
General Institutional	664	166	(1,253)	(755%)	305%
Contingency	2,146	537	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,063</b>	<b>\$ 21,516</b>	<b>\$ 17,748</b>	<b>82%</b>	<b>98%</b>
Revenues over (under) expenditures	7,741	18,742	30,313		
Net Fund transfers					
To O & M Fund (Restricted)	(2,500)	(625)	(625)		
To Auxiliary Fund and Alliance	(2,500)	(625)	(625)		
To Restricted Purpose Fund	(100)	(25)	(25)		
To Liability, Protection & Settlement Fund	(880)	(220)	(220)		
To Social Security/Medicare Fund	(904)	(226)	(226)		
From Working Cash Fund: Interest	290	73	73		
Total Transfers	\$ (6,594)	\$ (1,649)	\$ (1,649)		
<b>Net Revenue over (under) expenditures</b>	<b>\$ 1,147</b>	<b>\$ 17,094</b>	<b>\$ 28,665</b>		

**OAKTON COLLEGE  
REVENUES AND EXPENDITURES  
THREE MONTHS ENDED SEPTEMBER 30, 2024**

**AGENDA ITEM 10/24-5  
6 of 9**

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>
<b>REVENUES</b>			
Construction Fee	295	183	62%
Interest and Investments Gain/Loss	25	605	2420%
Total revenues	<u>320</u>	<u>788</u>	<u>246%</u>
<b>EXPENDITURES</b>			
Project Management Service	-	-	0%
Learning Commons RHC	750	444	59%
Boiler Replacement	150	-	0%
Des Plaines Workplace - Critical Adjacencies	2,305	108	5%
Learning Commons DP - Enabling Project	-	10	0%
TenHoeve Wing Remodeling	-	-	0%
Oakton College Health Education Center	350	-	0%
Exterior Lighting Project	900	-	0%
Learning Commons - Des Plaines	2,700	-	0%
Baseball Parking Lot	250	-	0%
Capital Equipment	633	32	5%
Hardware Replacement/Master Keying	500	-	0%
Landscape Improvement	715	-	0%
Pedestrian Path	250	-	0%
Camera Replacement	150	11	7%
Washroom Upgrades Phase I	1,306	-	0%
Baseball Complex Renovation	1,145	494	43%
Courtyards	16	-	0%
Site and Construction	200	67	34%
Contingency	-	-	0%
Total expenditures	<u>12,320</u>	<u>1,166</u>	<u>9%</u>
Transfer in	2,500	625	25%
Net	<u>\$ (9,500)</u>	<u>\$ 247</u>	<u>(3%)</u>

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 1,332	\$ 989	74%	69%
Workforce Development	210	8	4%	2%
Copy Center	110	33	30%	39%
Athletics	42	10	24%	59%
Child Care	397	134	34%	39%
PAC Operations	-	1	0%	100%
Other	69	53	77%	77%
Interest and Investments Gain/Loss	188	26	14%	7%
Total revenues	<u>2,348</u>	<u>1,254</u>	<u>53%</u>	<u>52%</u>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	\$ 1,772	\$ 279	16%	12%
Workforce Development	200	30	15%	13%
Copy Center	431	81	19%	18%
Athletics	1,302	379	29%	27%
Child Care	570	121	21%	25%
PAC Operations	105	21	20%	21%
Auxiliary Services Administration	341	90	26%	25%
Other	479	15	3%	5%
Total expenditures	<u>5,200</u>	<u>1,016</u>	<u>20%</u>	<u>18%</u>
Transfers in (out)	2,272	568		
Net	<u>\$ (580)</u>	<u>\$ 806</u>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
THREE MONTHS ENDED SEPTEMBER 30, 2024**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a% Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 584	\$ 146	\$ 144	25%	26%
Tuition and Fees	2,934	734	486	17%	30%
Sale of Materials	1	0	-	0%	0%
Institutional Support					
Evening High School	133	33	49	37%	33%
Other Revenues	45	11	12	27%	18%
Total revenues	<u>3,697</u>	<u>924</u>	<u>691</u>	<u>19%</u>	<u>29%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	\$ 1,428	357	\$ 267	19%	18%
Instructional Programs					
Allied Health	192	48	14	7%	10%
Job-related	1,692	423	113	7%	23%
Personal	28	7	2	7%	23%
Emeritus Programs	63	16	6	10%	33%
High School Programs	133	33	12	9%	10%
ESL Programs	63	16	14	22%	18%
Total Programs	<u>2,171</u>	<u>543</u>	<u>161</u>	<u>7%</u>	<u>19%</u>
Total expenditures	<u>3,599</u>	<u>900</u>	<u>428</u>	<u>12%</u>	<u>18%</u>
Revenue over (under) expenditures	<u>\$ 98</u>	<u>\$ 25</u>	<u>\$ 263</u>		
Transfer in	53	13	13		
Net	151	38	276		



**OAKTON COLLEGE**  
**STUDENT ACTIVITIES FUND**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**THREE MONTHS ENDED SEPTEMBER 30, 2024**

		<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	\$ 271,241				
	Interest income	-				
	Sub total revenues	<u>271,241</u>				
369901	Student Government Association	6,400	-	6,400	(23,878)	(17,478)
369919	Campus Activities Board	-	-	-	(20,919)	(20,919)
369926	Diversability Club	-	-	-	(74)	(74)
369932	Ceramics Club	-	-	-	(47)	(47)
369946	Phi Theta Kappa (PTK)	630	-	630	(10)	620
369949	Mission Bible Club	-	-	-	(16)	(16)
369955	Environmental Club	-	-	-	(153)	(153)
369959	Black Student Union	-	-	-	(254)	(254)
369961	DECA	-	-	-	(10)	(10)
	Sub Totals	<u>7,030</u>	<u>-</u>	<u>-</u>	<u>(45,361)</u>	<u>(38,067)</u>

**Fund Summary**

Total Revenues	\$ 278,271
Total Expenditures	(45,361)
Total Transfers to other funds	-
Excess revenues over expenditures	<u>232,910</u>
Net Position 6/30/24	<u>1,600,187</u>
Net Position, end of period	<u>\$ 1,833,096</u>

OAKTON COMMUNITY COLLEGE  
 AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS  
 Sep-24

**GENERAL FUND TRANSFERS/PAYMENTS**

DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
	\$ -					
9/16/2024	\$ 865,665.54		\$	865,665.54		
	\$ -					
9/20/2024	\$ 6,824.00		\$ 6,824.00			
	\$ -					
<b>TOTAL</b>	<b>\$ 872,489.54</b>	<b>\$ -</b>	<b>\$ 6,824.00</b>	<b>\$ 865,665.54</b>	<b>\$ -</b>	<b>\$ -</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
9/13/2024	\$ 654,272.72	\$ 265,775.19	\$ 94,353.88	\$ 225,918.18	\$ 68,225.47
	\$ -				
9/27/2024	\$ 711,433.80	\$ 290,038.66	\$ 102,787.56	\$ 246,221.15	\$ 72,386.43
	\$ -				
	\$ -				
	\$ -				
<b>TOTAL</b>	<b>\$ 1,365,706.52</b>	<b>\$ 555,813.85</b>	<b>\$ 197,141.44</b>	<b>\$ 472,139.33</b>	<b>\$ 140,611.90</b>

**Acceptance of Quarterly Report on Investments**

Quarter ended September 30, 2024.

At the end of September 2024, the fair market value of investments totaled \$223.5 million compared to \$209.6 million at the end of June and \$177.2 million for the same month of the previous year. The average yield for this quarter (before fair value adjustment) of this year and last year are 4.28% and 2.78% respectively.

Interest income for the three months ending September 30, 2024 and 2023, before fair market value adjustment was \$2,685,477 and \$2,165,137 respectively.

The year-to-date fair market value adjustment is a favorable \$663,398 compared to an unfavorable \$79,314 for the same period last year. Fair market adjustment is a reflection of current economic conditions and fluctuating interest rates.

<b><u>Investments (000)'s</u></b>	<b><u>Sept. 30, 2024</u></b>	<b><u>June 30, 2024</u></b>
Certificates of Deposit	\$38,324	35,366
Illinois funds	75,866	71,790
ISDLAF - Liquid and Max General Fund	11,327	21,585
PMA 2023 Debt Certificates	6,152	9,866
Chase Savings	2,121	2,039
Treasury Notes	69,647	48,640
U.S. Treasury Obligations (GNMA's)	279	504
U.S. Treasury Obligations (FNMA's)	5,120	5,092
Federal Agency Bonds	1,180	1,361
Local Government Bonds	2,836	3,685
Corporate Issues	825	-
PMA NEXBANK SSB-ICS	1,106	1,092
PMA MainStreet Bank	-	-
PMA First American MM	17	52
Huntington MMAX	5,436	5,372
Wintrust Bank	3,249	3,204
<b>Total</b>	<b><u>\$223,484</u></b>	<b><u>\$209,648</u></b>
<b><u>Fair Market Value Adjustment</u></b>	<b><u>FY 2025</u></b>	<b><u>FY 2024</u></b>
1st Quarter	663,398	(\$79,314)
2nd Quarter		
3rd Quarter		
4th Quarter		
<b>Year to Date</b>	<b>\$663,398</b>	<b>(\$79,314)</b>

**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 accepts the Quarterly Report on Investments for filing."







Earnings Report  
Three Months Ended September 30th, 2024 and 2023

Security	1st Quarter - Fiscal year				Fiscal Year to Date			
	2025		2024		2025		2024	
	Earnings	Avg Yield	Earnings	Avg Yield	Earnings	Avg Yield	Earnings	Avg Yield
<b>GENERAL FUNDS</b>								
Certificate of Deposit	\$ 459,486	4.73%	\$ 737,636	0.64%	\$ 459,486	4.73%	\$ 737,636	0.64%
Illinois Funds	993,092	5.27%	716,220	2.08%	993,092	5.27%	716,220	2.08%
Chase Savings	16,370	3.09%	13,895	0.41%	16,370	3.09%	13,895	0.41%
ISDLAF - Liq+Max Fund	165,824	5.92%	6,978	2.25%	165,824	5.92%	6,978	2.25%
2023 Bond Series B	112,142	5.11%	101,506	1.73%	112,142	5.11%	101,506	1.73%
PMA Perferred Bank	14,774	4.00%	-	0.00%	14,774	4.00%	-	0.00%
PMA First American	451	4.79%	787	5.10%	451	4.79%	787	5.10%
PMA MainStreet Bank	-	0.00%	197,454	5.73%	-	0.00%	197,454	5.73%
Huntington ICS	63,875	4.68%	60,633	4.66%	63,875	4.68%	60,633	4.66%
Wintrust Bank			41,591	5.39%			41,591	5.39%
Treasury Notes	790,219	4.26%	226,472	3.33%	790,219	4.26%	226,472	3.33%
GNMA	3,932	6.75%	4,833	6.71%	3,932	6.75%	4,833	6.71%
FNMA	38,200	2.97%	35,047	2.70%	38,200	2.97%	35,047	2.70%
Other Fed Agency Bonds	5,867	1.72%	7,112	1.85%	5,867	1.72%	7,112	1.85%
municipal and other Bonds	14,359	1.97%	15,247	1.90%	14,359	1.97%	15,247	1.90%
Corporate Issues	6,888.02	3.21%	0	0%	6,888	3.21%	-	0
<b>Total</b>	<b>\$ 2,685,477</b>	<b>4.28%</b>	<b>\$ 2,165,411</b>	<b>2.78%</b>	<b>\$ 2,685,477</b>	<b>4.28%</b>	<b>\$ 2,165,411</b>	<b>2.78%</b>
<b>Fair Mkt Value Adj.</b>	<b>\$ 663,398</b>	<b>0.96%</b>	<b>\$ (455,221)</b>	<b>-0.79%</b>	<b>\$ 663,398</b>	<b>0.96%</b>	<b>\$ (455,221)</b>	<b>-0.79%</b>

Codes:

CERTIFICATE OF DEPOSIT	PMA Financial Network- short term certificates of deposit
MONEY MARKET	Illinois School District Liquid Asset Fund
ISDLAF - CITIBANK	Illinois School District Liquid Asset Fund
ISDLAF - LIQ + MAX FUND	Illinois School District Liquid Asset Fund
Illinois Funds	Illinois Public Treasurer's Investment Pool
IMET	Illinois Metropolitan Inv. Fund - No Current balance-received distribution of liquidating trust proceeds
CHASE	JP Morgan Chase High Yield Account
T-NOTES	U.S. Treasury Notes; 2-10 year maturity.
GNMA and FNMA and Fed Agency	A share of pooled mortgages guaranteed by the Federal Government
municipal and other bonds	Bonds issued by local government agencies
Corporate Issues	Investments in Corporate securities
PMA - Prudent Man Advisors	PMA Financial Network- Local Government Investment Pool Savings Deposit Accounts
Huntington MMAX	Huntington Bank Money Market

**Supplemental Payment of Professional Pay – Fall 2024**

Comparative figures:

<b>Fall 2024 Part-Time</b>	<b>Fall 2023 Part-Time</b>
<b>\$3,637,325.22</b>	<b>\$3,271,194.44</b>
<b>Fall 2024 Overload</b>	<b>Fall 2023 Overload</b>
<b>\$600,434.40</b>	<b>\$585,889.70</b>

IL:jg  
10/2024

**President’s Recommendation:**

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

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$1,086,795.93 to the total amount of part-time teaching salaries paid during the fall 2024 semester; the revised total payment amount is \$3,637,325.22. The total payment amount includes \$314,656.25 for part-time teaching services for the Alliance for Lifelong Learning.”

“Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$108,828.50 to the total amount of faculty overload salaries paid during the fall 2024 semester; the revised total payment amount is \$600,434.40.”



**Approval of Clinical Practice Agreements**

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

**Pharmacy Technician Program**

New: This is a new agreement for the Pharmacy Technician Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on October 15, 2024 and terminates on October 15, 2029.

IL:ds  
10/2024

**President's Recommendation:**

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

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

Pharmacy Technician Program (1).”

**Acceptance of Annual Comprehensive Financial Report (with Auditor's Opinion)**

Copies of the audited Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2024 were provided to the Board of Trustees on October 11. The ACFR includes an unmodified opinion concerning the College's Fiscal Year 2024 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 2024 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. Haley Daggett from Crowe LLP will be present to make some comments to the Board of Trustees on October 15, 2024, regarding the report.

AW:js  
10/2024

**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 2024 Annual Comprehensive Financial Report for the fiscal year ended June 30, 2024."

**Approval of Estimate of Levy for 2024 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 2024 be as follows:

	<b>Recommendation 2024 Levy</b>
Education Purposes	\$58,399,215
Operation & Maintenance Purposes	8,000,000
Liability, Protection and Settlement (Includes Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance)	100
Medicare and Social Security Contributions	100
Audit	100,000
<b>Total</b>	<b><u>\$66,499,415</u></b>

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 2024, the percentage increase in the CPI is 3.4%.

PTELL caps the allowable increase at 5.0% plus new property and expiring TIF Districts, as applicable. The \$66,499,415 estimate of levy (excluding debt service) represents a 4.3% increase over the extended 2023 tax levy. The Administration is recommending that the 2024 aggregate tax levy be set at an amount 4.3% higher than the total amount of 2023 property taxes extended for the College. Because the proposed 2024 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 2024 levy. The College's 2024 levy will be collected in calendar year 2025.

Preliminary calculations with estimated overall EAV levels indicate that the College's tax rate would be 0.220 as compared to the 2023 rate of 0.211.

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 2024 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 2024 tax levy, the amount will be \$4,364,095. 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 \$650,000 for refunds recapture per the Local Government Revenue Recapture Act PA 102-0519 (effective beginning tax year 2021), the estimated non-capped levy for 2024 tax year is \$5,014,095.

AW:js  
10/2024

**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 2024 to be collected in calendar year 2025 as follows:

the sum of \$58,399,215 to be levied as a tax for educational purposes; and

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

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

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

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

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled November 12, 2024, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2024. The above estimated amounts for the 2024 tax levy may be changed by the Board in adopting the final 2024 levy, subject to statutory notice and publication requirements.”

**Authorization to Approve October 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 – g” were previewed at the September 2024 Board of Trustees Meeting.

MR:tt  
10/2024

**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>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
10/24-11a	2	Amatrol Tabletop Mechatronics System	Moss Enterprises Johnston, IA	\$34,020.00
10/24-11b	1	Computer Algebra Software - Mathematica -Three-Year Contract	Wolfram Research, Inc Champaign, IL	\$35,310.00
10/24-11c	2	Software Rationalization Service	Moran Technology Consulting Naperville, IL	\$34,590.00
10/24-11d	1	Duplo DC-618 Slitter/Cutter/Creaser	Ricoh USA, Inc Exton, PA	\$33,937.54
10/24-11e	1	Consulting Services for DegreeWorks Solution	Strata Information Group, Inc San Diego, CA	\$176,753.50
10/24-11f	1	Design and Engineering Services for Exterior Lighting Upgrades	Kluber Architects + Engineers, Inc Aurora, IL	\$184,000.00
10/24-11g	1	Amplifund Software and Support – Four-Year Contract	StreamLink Software Inc dba Amplifund Cleveland, OH	\$108,000.00
<b>GRAND TOTAL</b>				<b>\$606,611.04.”</b>

IN DISTRICT	\$0.00
CONSORTIUM	\$0.00
BID	\$0.00
BID EXEMPT	\$422,611.04
QBS	\$184,000.00
CERT. MBE	\$0.00
CERT. WBE	\$0.00
NON-CERT. MBE	\$0.00
NON-CERT. WBE	\$0.00

### **Authorization to Purchase Amatrol Tabletop Mechatronics System**

A Tabletop Mechatronics trainer built by Amatrol is a comprehensive industrial automation training system designed to teach students about Programmable Logic Controllers (PLC) and electrical, mechanical, and pneumatic applications.

The system includes three stations controlled by Allen-Bradley PLC, which, when connected, simulate an industrial automation system. The following stations are part of the system:

- **87-TMS1 – Inventory Feeding** – The first station simulates pick-and-place material feeding. Topics taught include material feeding, pick-and-place pneumatic manipulation, electro-pneumatic valve adjustments, and actuator speed control.
- **87-TMS2 – Inspection and Indexing** –The second station simulates inspection and indexing. Topics taught include indexing station operation, adjustments of various sensors, programming of the stepper motor, and sequencing of station events.
- **87-TMS3 – Sorting and Distribution** – the third station simulates sorting and distribution. Topics taught include sorting module operation, part storage, flat belt conveyor adjustments, photoelectric sensors, and sorting sequencing.

The interactive multimedia curriculum included with the Tabletop Mechatronics system utilizes text with voiceover, pictures, videos, 3D animations, and interactive quizzes. The curriculum consists of equipment automated operation, event sequencing, timer and counter instructions, motor control, and PLC programming and troubleshooting.

The system will be used to enhance the curriculum taught in several automation and PLC classes, including:

- MEC 220 Elements of Machine Design
- MFG 112 Intro to Automation
- MFG 135 Fluid Power and Controls
- MFG 225 Motors and Controls
- MFG 240 Programmable Logic Controllers
- MFG 245 Programmable Automation Controllers
- MFG 250 Advanced Automation Controllers

The Administration seeks approval to purchase the Tabletop Mechatronics System for a total amount of \$34,020.00.

Amatrol is the only manufacturer that can produce the Tabletop Mechatronics System. Amatrol uses exclusive distributors for specific states, and Moss Enterprises is the only authorized distributor for Illinois purchases.

This is a bid-exempt purchase according to ILCS-805/3-27.1 item I, “goods or services which are economically procurable from only one source.”

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District No. 535 authorizes the purchase of Amatrol Tabletop Mechatronics System from Moss Enterprises, 5408 NW 88th Street, Suite 120, Johnston, IA 50131, for a total amount of \$34,020.00.”



**Authorization to Purchase Computer Algebra Software – Mathematica – Three-Year Contract**

In support of Oakton’s vision as a student-centered college dedicated to education, where academic rigor and high standards are essential, the College seeks to contract with Wolfram Research, Inc. for the purchase of Mathematica, a computer-based algebra system. This system will allow faculty members to illustrate and visualize complex mathematical concepts and procedures and help students gain experience using a tool that is an industry standard across many disciplines. It provides the principal computation environment for millions of innovators, educators, students, and others worldwide. The system is known for its technical ability and ease of use. It is seamlessly available in the cloud through any web browser and traditionally on all modern desktop systems.

The Administration seeks approval to contract with Wolfram for a total amount of \$35,310.00. The breakdown of the cost is as follows:

<b>Term</b>	<b>Cost</b>
Year 1	\$11,770.00
Year 2	\$11,770.00
Year 3	\$11,770.00
<b>Total</b>	<b>\$35,310.00</b>

This purchase is bid-exempt in accordance with 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.”

JR:tt  
10/2024

**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 Computer Algebra Software – Mathematica – Three-Year Contract from Wolfram Research, Inc., 100 Trade Center Drive, Champaign, IL 61820, for a total amount of \$35,310.00.”

## **Authorization to Purchase Software Rationalization Service**

In today's dynamic business landscape, organizations such as Oakton College face the constant challenge of managing increasingly complex IT environments. Software rationalization emerges as a critical process for optimizing software portfolios, driving operational efficiency, and mitigating risks.

Critical Drivers for Software Rationalization:

- **Cost Optimization:**
  - Eliminate redundant or underutilized solutions and software licenses.
  - Reduce maintenance and support expenditures.
  - Optimize infrastructure resource allocation.
- **Enhanced Efficiency and Productivity:**
  - Streamline workflows and improve user experience.
  - Enable faster and more informed decision-making.
  - Reduce operational complexity and improve system manageability.
- **Risk Mitigation:**
  - Mitigate security vulnerabilities associated with outdated software.
  - Ensure compliance with regulatory requirements.
  - Simplify disaster recovery and business continuity planning.
- **Business Agility:**
  - Foster adaptability to evolving business needs and technology trends.
  - Free up resources to drive innovation and strategic initiatives.

Software rationalization is not merely a cost-saving exercise but a strategic imperative enabling Oakton to operate more efficiently, mitigate risks, and remain agile in an ever-changing technological landscape.

Over the past five years, Oakton's software portfolio has grown exponentially to over 80 solutions. Software rationalization will allow Oakton to take advantage of the benefits listed above and make informed decisions related to process optimization, software acquisition, and budget approvals in the future.

The College intends to partner with Moran Technology Consulting (MTC) to perform software rationalization. MTC performed an IT Assessment and assisted the College in developing a long-range technology master plan in 2021. As such, MTC is aware of the processes and systems in use. The cost of the project will not exceed \$34,590.00.

This purchase is bid-exempt in accordance with 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."

PS:tt  
10/2024

**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 Software Rationalization Service from Moran Technology Consulting, 1215 Hamilton Lane, Suite 200, Naperville, IL 60540, for a total amount of \$34,590.00."

**Authorization to Purchase Duplo DC-618 Slitter/Cutter/Creaser**

The College's Copy Center needs a new machine to help produce business cards, books, booklets, pamphlets, posters, flyers, and other products requiring cutting or creasing. The current machine used to create these products is twenty years old and is not as precise as it once was. It requires frequent maintenance and constant manual adjustments and does not offer the customization options that a modern machine is capable of. The Copy Center needs a machine that can produce more consistent quality with less maintenance than the current machine can provide.

The Duplo DC-618 Slitter/Cutter/Creaser offers the following:

- **No manual setups** – Program up to 6 slits, 30 cuts, and 20 creases. Save and recall unlimited jobs. Use templates and PDFs for optimal finishing.
- **Automation registration and changeovers** – The charge-coupled device (CCD) scanner auto-recalls jobs and adjusts for image shifts. The air suction belt feed minimizes scuffing and static. An ultrasonic sensor detects double feeds, and sponge rollers handle raised spot UV applications.
- **Precision finishing** – It trims, deposits waste, and delivers finished pieces. Creasing prevents toner cracking and ensures smooth folding
- **Save up to 90% in setup time** - Automate job preparation and finishing setup.
- **Increase versatility with perforation modules** – It offers two optional modules: the Rotary Tool and Cross Perforation, which create T- or L-shaped perforations for tickets, coupons, and reply cards.

The College seeks approval to purchase the Duplo DC-618 Slitter/Cutter/Creaser for the Copy Center for a total cost of \$33,937.54. The machine will be purchased from Ricoh USA, Inc. The Administration is confident that they can meet the College's needs.

This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item g, "contracts for duplicating machines and supplies."

RO:tt  
10/2024

**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 Duplo DC-618 Slitter/Cutter/Creaser from Ricoh USA, Inc, 300 Eagleview Boulevard, Exton, PA 19341, for a total amount of \$33,937.54."

### **Authorization to Purchase Consulting Services for DegreeWorks Solution**

Ellucian DegreeWorks is a comprehensive degree audit and planning tool that helps students and advisors track progress toward graduation. Key features include:

- **Personalized Degree Evaluation:** Provides a tailored view of each student's academic progress, including completed, in-progress, and outstanding requirements.
- **What-If Analysis:** Allows students to explore the impact of potential course selections or changes to their academic plan on their progress toward graduation.
- **Academic Planning:** Assists students in creating and managing long-term educational plans, including course selections for each semester.
- **Transfer Credit Evaluation:** Evaluates and applies transfer credits from other institutions, ensuring accurate reflection in the degree audit.
- **Advisor Tools:** Provides advisors with comprehensive student information and tools to facilitate effective academic advising sessions.
- **Graduation Eligibility Checks:** Automatically checks students' eligibility for graduation based on completed requirements.
- **Integration with Student Information Systems:** Seamless integration with existing student information systems for efficient data management.
- **Integration with Student Experience Portal:** Seamless integration with existing student portal for easy access and analysis.

Ellucian DegreeWorks streamlines the degree planning and completion process, promoting student success and empowering advisors to provide personalized guidance. The College has licenses for DegreeWorks solutions as part of the Ellucian Modernization Plan signed in December 2021.

This request is for consulting services with Strata Information Group, Inc. to implement and configure the DegreeWorks solution, add three catalogs to the solution, integrate with Ellucian Experience, and train Oakton employees to maintain the solution in the future. The professional services to implement the DegreeWorks solution cost \$160,685.00. The College requests a project contingency of \$16,068.50(10%) to cover training for Oakton's employees, bringing the grand total to \$176,753.50.

PS:tt  
10/2024

### **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 Consulting Services for DegreeWorks Solution from Strata Information Group, Inc., PO Box 16990, San Diego, CA 92176, for an amount of \$160,685.00, plus a project contingency of \$16,068.50 to be held by the College and used in the best interest of the College, for a total not to exceed \$176,753.50."

**Authorization to Purchase Design and Engineering Services for Exterior Lighting Upgrades**

Previously, the College contracted with an outside engineering firm to conduct an exterior lighting survey at the Des Plaines and Skokie campuses. The survey study included parking lots, pedestrian walkways, roadways, and building entrance lighting. The survey study results indicate that current lighting levels and placement need upgrades to comply with current lighting requirements.

The Administration is seeking approval to contract with Kluber Architects + Engineers Inc., the College's Qualifications-based Selections (QBS) Engineers, for engineering and design services for a total of \$184,000.00. Kluber will provide complete bidding and construction documents along with a specifications package.

RS:tt  
10/2024

**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 Design and Engineering Services for Exterior Lighting Upgrades from Kluber Architects + Engineers, Inc., 41 West Benton Street, Aurora, IL 60506, for a total amount of \$184,000.00."

**Authorization to Purchase Amplifund Software and Support – Four-Year Contract**

The College relies on the Office of Grant Strategy and Development to work with members of the college community, including faculty, staff, administrators, and accounting, as well as external grantors, to manage and ensure compliance with proposals, awards of an annual average over \$4.5 million, contracts and agreements, closeouts, and more. This platform will allow the stakeholders to utilize a single platform for increased efficiency and collaboration on our public grants portfolio's pre- and post-award management.

AmpliFund is a Grant Management Solution (GMS) that allows recipients to centrally manage every phase of the grant life cycle online, simplifying audits and improving organizational efficiency. AmpliFund integrates with Banner so that grant expenses automatically fed into the GMS can be more reliably tracked by the Grants Office and program staff. The system also provides cloud storage of important documents for improved organization and easy access.

The Administration seeks approval to purchase a four-year contract for Amplifund Software and Support, including One-Time implementation costs, as follows:

<b>Description</b>	<b>Cost</b>
One-Time Implementation Fee	\$18,000.00
Year 1	\$22,500.00
Year 2	\$22,500.00
Year 3	\$22,500.00
Year 4	\$22,500.00
<b>Total</b>	<b>\$108,000.00</b>

This purchase is bid-exempt in accordance with 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.

GL:tt  
10/2024

**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 Amplifund Software and Support – Four-Year Contract from StreamLink Software Inc. dba Amplifund, 812 Huron Road East, Suite 550, Cleveland, OH 44115, for a total amount of \$108,000.00.”

**Authorization to Purchase Ceiling Microphone Arrays for Classrooms**

Offering online classes was the solution to the pandemic, and it continues to be a great learning option for our students. However, one of the challenges in offering online courses is the audio; students and teachers may experience difficulties in hearing. The Information Technology department continues to find ways to improve the College's teaching and learning experiences. To enhance the audio of the online courses, IT has researched and tested the ceiling microphone arrays in the classroom settings. Based on positive faculty feedback after using the two pilot HyFlex classrooms, IT is highly confident the ceiling microphone arrays will help resolve the audio issues for online courses.

Ceiling microphone array technology consists of Shure MXA920W-S Ceiling Array Microphones and Shure P300-IMX Dante Audio Processors. It requires no setup yet gives faculty precise control of classroom audio capture. It provides enhanced directional pickup and more natural speech, significantly improving the audio for remote student learning experiences in classes taught using HyFlex methods.

The College obtained quotes from three different authorized resellers, with Howard Technology Solutions submitting the lowest price quote. The cost for eleven ceiling microphone arrays is \$48,507.00. Howard Technology is a vendor that the College has used for recent purchases, and the Administration is confident they can meet the College's needs.

This purchase is bid-exempt in accordance with ILCS-ss805/3-27.1 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."

This purchase was previewed at the September 2024 Board meeting.

JC:tt  
10/2024

**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 Ceiling Microphone Arrays for Classrooms from Howard Technology Solutions, 36 Howard Drive, Ellisville, MS 39437, for a total amount of \$48,507.00."



**Preview and Initial Discussion of Upcoming Purchases**

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

- a. Health Career Center – IT/Technology and Furniture Purchases** – Oakton College continues to develop the new Health Careers Education Center in partnership with Endeavor Health. This state-of-the-art facility, located at 2500 Ridge Road, Evanston, IL, will include cutting-edge classrooms, teaching labs, and support spaces. Scheduled for completion in the second quarter of 2025, the center aims to provide students with the tools they need for successful careers in healthcare.

As part of this initiative, the College will purchase IT and technology-related materials from various vendors to equip the facility with the latest advancements in educational and healthcare technologies. Additionally, Oakton College will acquire furniture from Forward Space to furnish the staff offices, hotel spaces, student areas, conference rooms, and classrooms.

This purchase will be presented to the Board at the November 2024 meeting.

- b. Continuation of Employee Medical, Dental, and Vision Insurance** – The Consortium insured an average of 3,193 employees and 6,979 members as of July 31, 2024, compared to 3,153 employees and 6,944 members for the entire calendar year 2023. 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 2025 to December 2025, premiums will change by 0.5% for medical, -9.6% for dental, and 0% for vision. The College has received renewal rates for the following:

<u>Plan Provider</u>	<u>2024 Premiums</u>	<u>2025 Premiums</u>
Blue Cross & Blue Shield of Illinois	\$10,326,000	\$10,377,000
Dental Delta Dental of Illinois	\$492,000	\$445,000
Vision VSP, Inc	\$49,800	\$49,800

- 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

Continuation of Employee Medical, Dental, and Vision Insurance will be presented to the Board for approval at the November Board meeting.

- c. Ricoh Lease Agreement** – In 2019, Oakton College entered into a five-year lease agreement with Ricoh USA for ten copier and printing machines, which consisted of eight office Multi-Function Devices (MFDs) and two Copy Center production machines. The College’s Auxiliary Services Department is seeking to enter into a new lease agreement for twelve Ricoh printer/copier machines. This will include two Copy Center production machines, eight expiring office MFDs, and two additional MFDs for the new Testing Center space and the new ADRC spaces upon completing the master plan renovations. Although we are adding two MFD machines due to right-sizing models to match current business needs, the new agreement will save us \$273.24 per month. After extensive due diligence, the College recommends a five-year

lease agreement for these machines with an annual cost of \$36,793.56. The total cost over the five years will be \$183,967.80.

This purchase will be presented to the Board at the November 2024 meeting.

- d. **Document Imaging and Management System Annual Maintenance Contract and System Upgrades** – Document imaging hardware and software is used to scan, capture, index, retrieve, process, and archive digital images of documents and forms. In June 2013, the Board of Trustees approved a three-year contract for Oakton’s updated document imaging platform, OnBase, by Hyland Software, Inc. Oakton’s need for digital imaging services continues to increase. 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 essential to managing the information flow at the College. The Financial Aid office was the first area to migrate to OnBase, and the Registration and Records office is now fully operational on the new platform. Human Resources, Alliance Payroll, and Accounting have migrated documents. Articulation requests are now also tracked in Hyland. Hyland provides workflow technologies that could potentially assist in automating business processes that are currently manual by nature. Prototypes are being built that can potentially improve the productivity and efficiency of end-users while improving the student experience at Oakton.

Since 2016, the Board has approved the maintenance contract from Hyland annually. The annual maintenance for the next contract year, which begins in December, is approximately \$70,000. The yearly maintenance, licenses, hardware, and training are only available through Hyland Software, Inc., the system manufacturer, making this a sole-source purchase. This purchase will be presented to the Board at the November 2024 meeting.

- e. **Compensation Study** – It is best practice to conduct a compensation study on a regular basis (3-5 years) to ensure our pay rates are competitive and reflect Oakton’s compensation philosophy range. We plan to bring forward a recommendation to purchase consulting services at the November Board meeting.

**Authorization to Enter into Space Rental Agreement for Commencement**

Commencement is an important milestone for students to be recognized for their hard work, persistence, and success and to celebrate with their friends and family. Historically, guest seating has been limited at commencement ceremonies due to the capacity of the TenHoeve Center at the Des Plaines campus. Based on the set-up for Commencement, the location of video feed cameras, and the closed caption screens, the maximum capacity in the TenHoeve Center is 1200. Many guests who cannot be in the TenHoeve Center are required to watch the ceremony on video screens at different locations throughout the campus.

Based on these space limitations, the Commencement Committee identified an off-campus location at the Rosemont Theatre. The theater is owned by the Village of Rosemont and has a seating capacity of 4400, which is more than three times the campus seating capacity. The College has hosted Commencement at this venue since May 2022.

To allow the continued in-person celebration of our students' successes, the Administration requests Board approval to contract with Rosemont Theatre for this fiscal year's Commencement ceremony. The event is scheduled for May 12, 2025. The cost of the one-year contract with the Rosemont Theatre is \$45,000.00. The College is seeking approval for \$48,500.00, which includes a \$3,500.00 contingency.

The cost of the license agreement breaks down as follows:

<b>Category</b>	<b>Cost</b>
Rent	\$30,000.00
Parking Lot Buyout	\$8,000.00
\$500 per hour after 11:59 p.m.	\$1,000.00
Screen Projector	\$3,000.00
Internet Streaming/Recording	\$3,000.00
Contingency	\$3,500.00
<b>Total</b>	<b>\$48,500.00</b>

KH  
10/2024

**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 Administration to enter into a one-year license agreement with the Rosemont Theatre, Village of Rosemont, 5400 N. River Road, Rosemont, Illinois 60018, for a contract sum of \$45,000.00 plus a contingency of \$3,500.00 to be held by the College and used in the best interests of the College, for a total expenditure not to exceed \$48,500.00.”

**Authorization to Hire Director of Online Curriculum and Instruction**

The administration is recommending the hire of Dr. Matthew Boutilier for the Director of Online Curriculum and Instruction position. The search began on April 19, 2024. There were postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), NACUBO (National Association of College & University Business Officers), and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were fifty-seven applicants for the Director of Online Curriculum and Instruction position. The search committee conducted four semi-finalist interviews and selected three for on campus interviews with a number of employee groups, including President's Council, Council of Deans, the Assistant Vice Presidents, the Associate Vice President for Academic Affairs, as well as an open forum session for college administrators, faculty, and staff.

Dr. Boutilier has been an online educator and administrator for the past 13 years. He is currently the Associate Dean of Online Education at Trinity International University, as well as being an Adjunct Instructor at several universities. Dr. Boutilier earned his Ph.D. in Educational Studies from Trinity International University.

10/2024  
JF:vb

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 approves the appointment of Dr. Matthew Boutilier as Director of Online Curriculum and Instruction effective November 4, 2024 at an annual salary of \$115,000. That salary will be prorated for the period of November 4, 2024 through June 30, 2025."



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

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

**WITNESSETH:**

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Director of Online Curriculum and Instruction of the Board's College, and the Board has approved such recommendation;

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

1. The Administrator is appointed Director of Online Curriculum and Instruction of the Board's College from November 4, 2024 to June 30, 2025. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$115,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period November 4, 2024 through June 30, 2025.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this \_\_\_\_\_ day of \_\_\_\_\_ 2024 by:

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on October 15, 2024.  
(Agenda Item 10/24-15)

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

\_\_\_\_\_  
President

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

Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the Director of Institutional Equity and Inclusion, Oakton College, 1600 East Golf Road, Des Plaines, Illinois, 60016, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

**Revised Authorization to Hire Associate Chief Information Officer – Software Services and Strategic Projects**

In September 2024, the Board of Trustees approved the hire of Ms. Sarah George as Associate Chief Information Officer – Software Services and Strategic Projects with a start date of November 4, 2024. Ms. George requested a new start date of October 14.

JF:bs  
10/2024

**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 Ms. Sarah George effective October 14 at an annual salary of \$150,000. That salary will be prorated for the period of October 14 through June 30, 2025.”



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

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

**WITNESSETH:**

Whereas, pursuant to the Administrator's application, the Board's President has recommended the administrator's appointment as Associate Chief Information Officer – Software Services and Strategic Projects of the Board's College, and the Board has approved such recommendation;

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

1. The Administrator is appointed Associate Chief Information Officer – Software Services and Strategic Projects of the Board's College from October 14, 2024 to June 30, 2025. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$150,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period October 14, 2024 through June 30, 2025.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

Dated and returned this \_\_\_\_\_ day of \_\_\_\_\_ 2024 by:

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on October 15, 2024.  
(Agenda Item 10/24-16)

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

\_\_\_\_\_  
President

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

Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the Director of Institutional Equity and Inclusion, Oakton College, 1600 East Golf Road, Des Plaines, Illinois, 60016, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

**Acceptance of Administrator Resignation**

Chief Information Officer, Prashant Shinde provided notice of his intent to resign from his position at the College effective November 30, 2024.

Mr. Shinde has served Oakton College in an exemplary manner and we wish him well in his future endeavors.

JF:bs  
10/2024

**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 resignation of Prashant Shinde, Chief Information Officer, effective November 30, 2024.”



**Approval of New Policy**

Policy 5131 was presented as a first read at the September 17, 2024 Board of Trustees meeting. In accordance with College policy, action on the proposed policy will take place at the next regular meeting of the Board of Trustees.

JLS:bs  
10/2024

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for approval the proposed new policy 5131 in support of Religious Observances, attached hereto.”

## **STUDENTS**

### **Religious Observances**

Oakton College recognizes the broad diversity of religious beliefs among its students. In compliance with the University Religious Observances Act (110 ILCS 110/1), Oakton is committed to accommodating students' religious practices and observances. Students who observe religious holidays or practices that require absence from classes or academic activities are entitled to reasonable accommodations. This includes, but is not limited to, rescheduling exams, extending deadlines, or providing alternative assignments. Students with religious beliefs that conflict with class or exam schedules shall be excused and given the opportunity to make up any missed work, provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict. Students who encounter difficulties with obtaining accommodations for religious observances should contact the Office of Student Affairs or the Office of Institutional Equity and Inclusion. Any unresolved issues may be appealed through the institution's formal grievance process.

**Notification of Award of Grants**

Funding totaling \$63,121.00 has been made available to Oakton College:

- a. Illinois Secretary of State sub-award through Illinois Green Economy Network (IGEN) - General Members Subaward Grant ..... \$15,000.00  
*(Managed by Amanda Krause / Administered by Joseph Scifo)*
  - b. SOS Workplace Skills Enhancement Trim-Tex Grant.....\$15,865.00  
*(Managed by Eilish McDonagh-Hermer / Administered by Dr. Jesse Ivory)*
  - c. SOS Workplace Skills Enhancement Rivers Casino Grant..... \$8,072.00  
*(Managed by Eilish McDonagh-Hermer / Administered by Dr. Jesse Ivory)*
  - d. SOS Workplace Skills Enhancement LSG Sky Chefs Grant.....\$16,135.00  
*(Managed by Eilish McDonagh-Hermer / Administered by Dr. Jesse Ivory)*
  - e. SOS Workplace Skills Enhancement Affy-Tapple Grant..... \$8,049.00  
*(Managed by Eilish McDonagh-Hermer / Administered by Dr. Jesse Ivory)*
- TOTAL:..... \$63,121.00**

**a. Illinois Secretary of State sub-award through Illinois Green Economy Network (IGEN) - General Members Subaward Grant**

The Illinois Secretary of State, through a subaward agreement with Illinois Green Economy Network (IGEN), has awarded Oakton College a General Members Grant in the amount of \$15,000.00 to support activities, programs, and projects related to renewable energy and energy efficiency technology-related education and training programming as well as to support the liaison’s time coordinating and participating in the IGEN Administrative Team.

The grant period is July 1, 2024 through June 30, 2025. Joe Scifo, Director of Facilities will serve as the grant administrator with Amanda Krause as the Oakton liaison.

**b. Illinois Secretary of State Workplace Skills Enhancement Grant with Trim-Tex**

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton College a Workplace Enhancement Grant in the amount of \$15,865.00. Funds will support customized workplace English language program offerings for employees of Trim-Tex DryWall Products.

The grant period is July 1, 2024 through June 30, 2025. Eilish McDonagh-Hermer, Senior Manager of Workforce Solutions, will manage the grant. Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships, will administer the grant.

**c. Illinois Secretary of State Workplace Skills Enhancement Grant with Rivers Casino**

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton College a Workplace Enhancement Grant in the amount of \$8,072.00. Funds will support customized workplace English language program offerings for employees of Rivers Casino.

The grant period is July 1, 2024 through June 30, 2025. Eilish McDonagh-Hermer, Senior Manager of Workforce Solutions, will manage the grant, and Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships, will administer the grant.

**d. Illinois Secretary of State Workplace Skills Enhancement Grant with LSG Sky Chefs**

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton College a Workplace Enhancement Grant in the amount of \$16,135.00. Funds will support customized workplace English language program offerings for employees of LSG Sky Chefs. The grant period is July 1, 2024 through June 30, 2025.

Eilish McDonagh-Hermer, Senior Manager of Workforce Solutions, will manage the grant, and Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships, will administer the grant.

**e. Illinois Secretary of State Workplace Skills Enhancement Grant with Affy-Tapple**

The Illinois Secretary of State/Illinois State Library Literacy Office has awarded Oakton College a Workplace Enhancement Grant in the amount of \$8,049.00. Funds will support customized workplace English language program offerings for employees of Affy-Tapple.

The grant period is July 1, 2024 through June 30, 2025. Eilish McDonagh-Hermer, Senior Manager of Workforce Solutions, will manage the grant, and Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships, will administer the grant.

IL:ag  
10/2024