

**The 807th Meeting
of
The Board of Trustees
February 18, 2025**



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 January 21, 2025
 - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiations 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 including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on February 18, 2025.

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 January 21, 2025 Regular Meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- ACCT Liaison Report
- Student Trustee Report

Student Spotlight

Comments by the Chair

Trustee Comments

Public Participation

Report: Beyond Commitment: Implementing Oakton's Strategic Equity Plan

New Business

Consent Agenda

- | | | |
|---|---------|---|
| V | 2/25-1a | Approval of Adoption of Consent Agenda |
| R | 2/25-1b | Approval of Consent Agenda Items 2/25-2 through 2/25-6 |
| | 2/25-2 | Ratification of Payment of Bills for January 2025 |
| | 2/25-3 | Acceptance of Treasurer's Report for January 2025 |
| | 2/25-4 | Ratification of Payment of Professional Personnel – Spring 2025 |
| | 2/25-5 | Approval of Clinical Practice Agreements |
| | 2/25-6 | Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines |

Other Items

- | | | |
|---|---------|--|
| R | 2/25-7 | Authorization to Approve February Purchases <ul style="list-style-type: none"> a. WAN/Internet Service for the Evanston Health Careers Education Center b. Digital and Traditional Marketing Services c. RedHat Enterprise Linux Annual Maintenance and Software Assurance d. Storage Area Network Software and Hardware Support and Maintenance e. Owner's Representative Services f. Consulting Services for Branding Wall |
| | 2/25-8 | Preview and Initial Discussion of Upcoming Purchases |
| R | 2/25-9 | Authorization to Hire Full-Time, Tenure-Track Faculty Members |
| V | 2/25-10 | Acceptance of Faculty Retirements |
| R | 2/25-11 | Approval of Award of Tenure |
| V | 2/25-12 | Acceptance of Administrator Resignation |
| V | 2/25-13 | First Read of Policy Revision |
| | 2/25-14 | Notification of Award of Grants |

Adjournment



Minutes of the January 21, 2025 Regular Meeting of the Board of Trustees of Community College District 535

The 806th meeting of the Board of Trustees of Community College District 535 was conducted on January 21, 2025 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

Closed Session – Call to Order and Roll Call

Vice Chair Burns called the meeting to order at 5:26 p.m. in room 1502. Trustee Stafford called the roll:

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

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

Vice Chair Burns 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 December 10, 2024; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and pending litigation.

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

Trustee Burns	Aye
Trustee Bush	Aye
Trustee Salzberg	Aye
Trustee Stafford	Aye
Trustee Yanow	Aye
Trustee Ocaña	Aye

At 5:40 p.m., Trustee Burns 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

Vice Chair Burns called the regular meeting of the Board of Trustees to order at 6:02 p.m. in room 1506.

Trustee Bashiri-Remetio called the roll:

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

Also present in room 1506:

Leadership: Dr. Joianne Smith, President; Johanna Fine, Chief Human Resources Officer; Dr. Ashley Knight, Interim Vice President for Student Affairs; Dr. Ileo Lott, Provost and 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; Robyn Bailey, Director of Operations and Administration/Dean of Skokie Campus; Marc Battista, Associate Vice President for Academic Affairs; Dr. Matthew Boutilier, Director of Online Curriculum and Instruction; Steve Butera, Director of Communications and External Relations; Dr. Sebastian Contreras Jr., Assistant Vice President for Student Affairs/Dean of Student Success; Dr. Rick Daniels, Director of Institutional Equity and Inclusion; Sarah George, Associate Chief Information Officer; Tom Hicks Jr., Acting Director of Student Learning and Engagement; Dr. Ruben Howard II, Dean of Business and Career Technologies; Matt Huber, Dean of Enrollment Management; Dr. Jesse Ivory, Assistant Vice President of Workforce Innovation and College Partnerships; Jake Jeremiah, Dean of Library; Dr. Andrea Lehmacher, Director of Marketing; Dr. Alauna McGee, Assistant Vice President for Academic Affairs and College Transitions; Dr. Kanchana Mendes, Dean of Curriculum and Assessment; Christine Paciero, Director of Athletics; Dr. Jim Rabchuk, Dean of STEM; Delia Rodriguez, Dean of Adult and Continuing Education; Joseph Scifo, Director of Facilities; John Wade, Director of Systems and Network Services; Aaron Wernick, Chief of Campus Police and Emergency Management; Ella Whitehead, Assistant Director of Enrollment for Equity Outreach; and Andy Williams, Controller.

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

Faculty: Keenan Andrews, Business; Tracy Fulce, Management and Marketing; Ashley Jackson, Paralegal Studies; Zoran Miodragovic, Chemistry; Kayla Mitchell, Economics; Naga Potluri, Mathematics; and Prashant Rawal, Accounting.

Staff: Mindy Finnigan, Human Resources; Ernest Gest, Facilities; Kelsey Kapolnek, Marketing and Communications; Amanda Krause, Facilities; Mike Loveday, Marketing and Communications; Ewa Lyczewska, Marketing and Communications; Vinita Shah, Media Services; Beatriz Sparks, Office of the President; and Terrance Stevenson, Emory Williams Academy.

Students: Marga Martinez.

Guests: Michele Hays, Danielle Norman and Nathan Norman.

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

Land Acknowledgment – Trustee Bush read the Land Acknowledgment.

Approval of Minutes

Vice Chair Burns asked a motion for the approval of the minutes of the December 10, 2024 regular meeting of the Board of Trustees. Trustee Stafford made the motion. Trustee Yanow seconded the motion. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Condolences

- To the family of adjunct faculty member Julie Pardun who passed away on Jan. 10.
- To Beatriz Sparks, Special Assistant to the Board, on the passing of her father-in-law, Raymond Sparks, on Jan. 19.

Congratulations

- To Director of Major and Planned Giving, Jessi Moon who welcomed baby boy Ezra on Dec. 26.
- The Association for the Advancement of Sustainability in Higher Education (AASHE) recognized Oakton College as one of 371 institutions with valid STARS ratings worldwide. The Sustainability Tracking, Assessment & Rating System (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. President Smith recognized Naturalist Amanda Krause, Director of Facilities Joe Scifo and student employee Marga Martinez for their efforts in helping Oakton earn this recognition. Former sustainability specialist, Charmaine Johns was also instrumental in this effort.

Athletic Recognitions

- The Oakton College women's basketball team continues to be undefeated. Their hard work and determination earned them the No. 22 ranking in the national NJCAA Division II poll.

Happenings

- Thank you to everyone who helped with our Spring 2025 Opening Day kick-off on Jan. 6. The spring semester started on Jan 13.
- The "Up to the Challenge" art exhibition runs through Jan. 27 at the Koehline Museum. It features art produced during the Great Depression and World War II.
- The College was closed yesterday in observance of Martin Luther King Jr. Day. The Black Student Success Program hosted "MLK Art and Activism" in the CCID at the Des Plaines Campus and tomorrow at the Skokie Campus.
- The College's Black History Month programming will begin on January 30. The B.L.A.C.K. Student Success Program and the Oakton Library will host Black History Month book discussion series featuring "The Negro Baseball Leagues: Tales of Umpiring Legendary Players, Breaking Barriers, and Making American History" by Byron Motley. It will conclude with a film screening of the League on February 27.
- President Smith closed her remarks by sharing a quote by Martin Luther King Jr: "The arc of the moral universe is long, but it bends toward justice." Let us continue to work toward that justice.

Educational Foundation Liaison Report

Trustee Stafford shared that the Educational Foundation has raised over \$1 million with a strong response to the end of year appeal campaign which has increased over 20% from last year.

Latest gifts include a \$1,000 donation for the general scholarship fund, a \$500 donation toward the Caring Closet from Professor Michael Farquhar, \$5,000 from the Women's Club in Evanston to establish a new scholarship to support tuition, books and fees for students enrolled in the Early Childhood Education program, and a \$2,500 donation toward the general scholarship endowment from Dr. Jane Wilson.

The Educational Foundation's quarterly meeting will be on March 5.

Student Trustee Report

Student Trustee Ocaña shared that the SGA team had the opportunity to meet Chief of Police, Aaron Wernick. The spring semester started, and Welcome Weeks were sponsored and facilitated by the Office of Student Life and the Campus Activities Board. SGA is meeting bi-weekly on Wednesdays and they will be supporting the basketball teams on their current success. Monetary prize for the essay scholarship contest has been increased, and Student Trustee Ocaña encouraged students to participate by sharing how community college has changed their lives.

Student Spotlight

Marga Martinez is an international student working on an associate's degree in Facilities Management and Engineering at Oakton. She works part-time as a peer advisor for the Office of the Advising, and as a sustainability researcher for the maintenance office. Marga finished her Bachelor's degree in business in the Philippines in the year 2008.

Marga grew up in a business-oriented family where it was encouraged to continue growing the business, and she even started her own company while pursuing her education goals. She took some short courses that would complement her business degree while engaging in dragon boating as a hobby.

Marga left the Philippines due to the political climate, and she enrolled at Oakton in 2023. She has been recognized as a President's Scholar, and maintains a GPA of 3.75. She was hired as a sustainability researcher in May 2024; her work collecting data helped Oakton achieve the STARS rating and be recognized for its sustainability accomplishments and plan on an international level. Marga suggested to Professor Keenan Andrews that sustainability should be included in the curriculum, and she was given the opportunity to present the proposal to her fellow students. Professor Astrid Duran also helped Marga share her advocacy.

Marga thanked Oakton for the support she has received, and asked instructors to invite her to their classes to share her advocacy for sustainability.

Comments by the Chair

Trustee Burns shared that Chair Toussaint is currently traveling. On a personal note, Trustee Burns expressed her regrets about good colleagues and college leadership who have left the College, but she believes Oakton is a family and we will always work together.

Trustee Burns also shared that she attended the Spring 2025 Opening Day and enjoyed the keynote speaker's message, and recognized the importance of providing students with the support they need with the appropriate flexibility and accommodations. She also indicated that it was a proud moment when she heard stories from students from the Prison Education Program who graduated, and students engaged in the Service Learning program.

Trustee Comments

Student Trustee Ocaña thanked Marga Martinez for sharing her sustainability advocacy efforts. Trustee Yanow also praised the Prison Education Program and the accomplishments of the students.

Public Participation

Trustee candidate Michele Hays shared information about the Illinois Coalition for Immigrant and Refugee Rights (ICIRR) Family Support Network & Hotline. Individuals who require assistance related to immigration can contact 855-435-7693.

Board Report: Marketing and Communications Update and Impact

Director of Marketing, Andrea Lehmacher and her team provided an update on the current Marketing and Communications work done at Oakton including campaigns, district-wide mailers, the Early College catalog, athletic door wraps, social media posts, etc.

The goals of the advertising strategy are to strengthen awareness and relevance, generate leads, drive enrollment and focus on programming. Media utilized is traditional and digital, and there is an expanded focus on video ads. The College continues with its brand theme "Connect to Opportunity."

Advertising is done through different channels including direct mail, website landing pages, social media platforms, broadcast TV, bus tails, bus shelters, Google search, display ads, and streaming radio. TV commercials focus on student stories, and a few of them were played during the meeting.

Web enhancement include a brand-new interactive map which students can utilize to navigate both campuses

Communication strategies include:

Advocacy at State & Federal level

- \$800k Congressionally Directed Spending award to support Evanston Health Careers Center
- \$5.9 million (2%) increase in operating funds for community colleges in FY25 Illinois Budget
- \$10 million statewide increase in Monetary Award Program Funding

On Campus

- Elected Official's Open House
- Event partnership, keynote speaker invitations

Communication

- First Reading Legislative Newsletter
- Coordinated Communication with Illinois Community College Marketing Collaborative

Internal Communications

- Leadership Update
 - Data focused monthly video message
 - Bytes and Insights sessions

- Oakton Weekly
 - Weekly Employee Newsletter
 - 360+ article requests
- Construction Communication
 - Bi-weekly Employee Newsletter
 - Construction Page on Oakton's Website
 - Campus Signage
- Institutional Event Production and Support
 - Learning Commons
 - CDL Open House
 - Fall/Spring Opening Day Kick-Offs
 - Employee Recognition Dinner
 - Commencement

What's Next?

- Media Outreach - Utilize new Oakton College Experts Guide
- Oakton Ambassador Program - Surveyed employees and stakeholders in November 2024 to help prioritize community partnerships. Preparing to recruit and mobilize an initial team of Oakton Ambassadors in 2025
- Brand Refresh and SEM Plan - Awareness and Relevance
- College App - Advertising Content Strategy - Expanded Need for Video Content Creation
- Health Careers Education Center Opening - Continued Support
- Continued Website Enhancements - Interactive Campus Map-Virtual Tour

Impact

- 23% increase to overall web traffic
- 16% increase in new web visitors
- 87% increase in clicks on the Apply button
- 111% increase in clicks on Ads
- 3X increase in digital click through rate to engage with our content and colleagues
- 560+ media outlets mentions
- 7% increase in Oakton Weekly open rate

NEW BUSINESS

1/25-1a Approval of Consent Agenda

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

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

1/25-1b Approval of Consent Agenda Items 1/25-2 through 1/25-9

Trustee Bush offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 1/25-2 through 1/25-9 as listed in the Consent Agenda."

1/25-2 Ratification of Payment of Bills for November 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 \$6,692,705.46 for all check amounts as listed and for all purposes as appearing on a report dated November 2024."

1/25-3 Acceptance of Treasurer's Report for November 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 November 2024."

1/25-4 Ratification of Payment of Bills for December 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 \$7,388,962.74 for all check amounts as listed and for all purposes as appearing on a report dated December 2024."

1/25-5 Acceptance of Treasurer's Report for December 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 December 2024."

1/25-6 Acceptance of Quarterly Report on Investments

"Be it resolved that the Board of Trustees of Community College District 535 accepts the Quarterly Report on Investments for filing."

1/25-7 Supplemental Authorization to Pay Professional Personnel – Fall 2024

"Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$36,201.39 to the total amount of part-time teaching salaries paid during the fall 2024 semester. The revised total payment amount is \$3,801,864.39."

"Be it further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$157,180.92 to the total amount of faculty overload salaries paid during the fall 2024 semester. The revised total payment amount is \$882,417.95."

1/25-8 Authorization to Pay Professional Personnel

"Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the Treasurer of the College to pay 2025 spring semester part-time faculty and adjunct faculty on January 31, 2025, and full-time overload payments on February 14, 2025, with ratification at the February Board meeting."

1/25-9 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 (6)
Basic Nursing Assistant/Nursing (1)
Early Childhood Education (1)."

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 Yanow	Aye

The motion carried. Student Trustee Ocaña favored the resolution.

1/25-10 Authorization to Approve January Purchases

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

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
1/25-10a	1	Leica Microscopes	North Central Instruments, Inc Brooklyn Park, MN	\$45,722.52
1/25-10b	2	Travel for Men’s Baseball Team	Academy Bus, LLC Winter Garden, FL	\$7,000.00
			Southwest Airlines Dallas, TX	\$20,000.00
			Enterprise Rent-A-Car Orlando, FL	\$1,500.00
			Encore Resort Kissimmee, FL	\$12,500.00
			Springhill Suites Marriott Kissimmee, FL	\$1,000.00
			Russ Matt Baseball Stratham, NH	\$4,000.00
			Meals Per Diem	\$11,000.00
1/25-10c	1	Lattice Talent Management System – Three-Year Contract	Degree, Inc dba Lattice San Francisco, CA	\$100,800.00
1/25-10d	1	Classroom Projectors	JensenIT, Inc Des Plaines, IL	\$37,438.20
1/25-10e	1	Backup Software Support and Maintenance Renewal – Three-Year Contract	JensenIT, Inc Des Plaines, IL	\$141,354.00
1/25-10f	1	IP Telephony Annual Maintenance and Software Assurance	Telcom Innovations Group Itasca, IL	\$38,875.80
1/25-10g	1	Furniture for the Adjacencies Project – Phase 1	Forward Space, LLC Wood Dale, IL	\$369,876.86
GRAND TOTAL:				\$791,067.38.”

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

The motion carried. Student Trustee Ocaña favored the resolution.

1/25-15 Approval of Emeritus Appointments

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus appointments for Cheryl Brown, Doris Gronseth, Paul Johnson, Joseph Kotowski, and Joann Stavropoulos.”

“Be it further resolved that the Board of Trustees of Community College District 535 approves ten-year Emeritus re-appointments for George C. Klein and Helen B. Ward Page.”

Trustee Bashiri-Remetio seconded the motion and called the roll:

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

The motion carried. Student Trustee Ocaña favored the resolution.

1/25-16 Approval of a New Unit of Instruction

Trustee Stafford offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the following new unit of instruction: ECE Endorsement for IL Professional Educator License Holders Certificate.”

Trustee Bush 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 Yanow	Aye

The motion carried. Student Trustee Ocaña favored the resolution.

1/25-17 Notification of Award of Grants

Funding has been made available to Oakton College:

- a. ICCB Mental Health Early Action on Campus Support Expansion\$100,280.00
(Manager: Dr. Mark Kiel / Administrator: Al Grippe)
 - b. Increased Allocation ICCB Adult Education and Family State Performance ... \$15,070.00
(Manager: Elena Smoukova / Administrator: Delia Rodriguez)
- TOTAL:..... \$115,350.00**

Adjournment

Vice Chair Burns 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, February 18, 2025 at the Des Plaines Campus.

Vice Chair Burns 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 7:16 p.m.

Marie Lynn Toussaint, Chair

Theresa Bashiri-Remetio, Secretary

Minutes recorded by:
Beatriz Sparks
1/2025

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 2/25-2 through 2/25-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items as listed in the Consent Agenda:

- 2/25-2 Ratification of Payment of Bills for January 2025
- 2/25-3 Acceptance of Treasurer’s Report for January 2025
- 2/25-4 Ratification of Payment of Professional Personnel – Spring 2025
- 2/25-5 Approval of Clinical Practice Agreements
- 2/25-6 Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines.”

Ratification of Payment of Bills for January 2025

The check register detailing the regular monthly bills for January 2025 was sent out February 14, 2025. The totals by fund are on page 2. This includes approval of travel reimbursements for January 2025.

Board Chair

Board Secretary

MR:js
2/2025

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 \$9,276,670.67 for all check amounts as listed and for all purposes as appearing on a report dated January 2025.”

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 (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 January 2025, represented by checks on pages 1-15 numbered !0004729 - !0004752, !0004754 - !0004782, !0004784 - !0004802, !0004804 - !0004823, !0004825 - !0004828, A0169558 - A0169571, A0169574 - A0169876 and A0169878 - A0169968 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.

Michele C Roberts

Treasurer, Community College District 535

RECAPITULATION Fund	Gross Checks Issued				
	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 4,960,874.77	\$ 959,755.34	\$ 5,920,630.11	\$ -	\$ 5,920,630.11
Operation and Maintenance	\$ 517,884.27	\$ 363,211.12	\$ 881,095.39	\$ (1,456.48)	\$ 879,638.91
Operation and Maintenance (Restricted)	\$ -	\$ 1,367,058.07	\$ 1,367,058.07	\$ (46,085.29)	\$ 1,320,972.78
Bond and Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Exterprises	\$ 323,903.18	\$ 397,427.29	\$ 721,330.47	\$ (1,800.00)	\$ 719,530.47
Restricted Purposes	\$ 330,924.65	\$ 42,070.14	\$ 372,994.79	\$ -	\$ 372,994.79
Working Cash	\$ -	\$ -	\$ -	\$ -	\$ -
Trust and Agency	\$ -	\$ 3,577.94	\$ 3,577.94	\$ -	\$ 3,577.94
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Liability, Protection and Settlement	\$ -	\$ -	\$ -	\$ -	\$ -
Social Security/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 6,133,586.87	\$ 3,133,099.90	\$ 9,266,686.77	\$ (49,341.77)	\$ 9,217,345.00
STUDENT GOVERNMENT	\$ -	\$ 9,983.90	\$ 9,983.90	\$ -	\$ 9,983.90
TOTAL PER REPORT	\$ 6,133,586.87	\$ 3,143,083.80	\$ 9,276,670.67	\$ (49,341.77)	\$ 9,227,328.90

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 A0169574, A0169574, A0169574, A0169594, A0169745, A0169780, A0169798, A0169804, A0169830, A0169875, A0169875 and A0169947 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.

Michèle 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 \$9,983.90 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 January 2025.

Victoria Malawicz
Student Government Association

Acceptance of Treasurer's Report for January 2025

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
2/2025

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 January 2025."

OAKTON COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

January 2025

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

Treasurer's Comments on January 2025 Financial Statements

Page 4. Financial Position Statement

Cash and investments

Monthly collections included \$2.0 million in tuition and fees, \$796,000 for the credit hour grant, \$783,000 in interest earnings, \$228,000 for the career and technical education grant, \$223,000 for replacement taxes, and \$65,000 in property taxes.

Net cash and investments decreased \$8.0 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 January, revenues were \$63.5 million or 124% of the prorated budget, compared to \$67.8 million, or 108% for the previous year. Effective July 1st, 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 \$23.6 million year to date, or 118% of the prorated budget. Last year, tuition and fees totaled \$23.9 million or 108% of the prorated budget. Revenues from tuition and fees are recorded as billed.

Expenditures

The current year's total actual operating expenditures were \$49.1 million. The operating expenditures are \$5.9 million (13.7%) above prior year's actual expenditures of \$43.2 million for the same period. Net transfers total \$5.2 million as budgeted.

OAKTON COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
January 31, 2025
(IN THOUSANDS)

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
ASSETS										
Cash	\$ 24	\$ 10	\$ 7	\$ 109	\$ -	\$ 1,447	\$ -	\$ 881	\$ 275	\$ 2,753
Taxes Receivable	27,610	3,878	-	1,918	-	-	-	50	-	33,456
Student Tuition Receivable	8,987	1	5	-	-	983	-	-	-	9,976
Government Funds Receivable	(5)	-	-	-	-	418	-	7	-	420
Lease Receivable	12,938									12,938
Accrued Interest	677	104	296	-	-	23	-	5	271	1,376
Other Receivables	774	1	-	-	-	303	-	-	-	1,078
Investments										
Short-term	70,455	11,094	46,921	2,855	(2,094)	4,820	-	342	35,872	170,265
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(14,500)	-	-	-	-	14,500	-	-	-	-
Inventories - Prepays	560	(1)	-	-	(419)	80	-	-	-	220
Total Current Assets	<u>130,426</u>	<u>18,236</u>	<u>51,282</u>	<u>4,882</u>	<u>(2,513)</u>	<u>22,950</u>	<u>-</u>	<u>1,413</u>	<u>43,985</u>	<u>270,661</u>
Net Investment in Plant	-	-	-	-	-	-	101,191	-	-	101,191
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	<u>\$ 130,426</u>	<u>\$ 18,236</u>	<u>\$ 51,282</u>	<u>\$ 4,882</u>	<u>\$ (2,513)</u>	<u>\$ 22,950</u>	<u>\$ 101,749</u>	<u>\$ 1,413</u>	<u>\$ 43,985</u>	<u>\$ 372,410</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	940	940
Total Assets and Deferred Outflows of Resources	<u>\$ 130,426</u>	<u>\$ 18,236</u>	<u>\$ 51,282</u>	<u>\$ 4,882</u>	<u>\$ (2,513)</u>	<u>\$ 22,950</u>	<u>\$ 101,749</u>	<u>\$ 1,413</u>	<u>\$ 44,925</u>	<u>\$ 373,350</u>
LIABILITIES AND NET POSITION										
Payables	\$ 1,761	\$ -	\$ 82	\$ -	\$ -	\$ (71)	\$ -	\$ -	\$ -	\$ 1,772
Accrued Interest Payable	-	-	-	-	186	-	-	-	-	186
Deferred Tuition Revenue	-	-	-	-	-	3	-	-	-	3
Accruals	3,252	252	-	-	-	260	-	-	-	3,764
Bonds Payable	-	-	-	-	56,229	-	-	-	-	56,229
Lease Liability	-	-	-	-	154	-	-	-	-	154
Subscriptions Liability	-	-	-	-	2,257	-	-	-	-	2,257
OPEB Liability	-	-	-	-	-	-	-	-	15,817	15,817
Total Liabilities	<u>5,013</u>	<u>252</u>	<u>82</u>	<u>-</u>	<u>58,826</u>	<u>192</u>	<u>-</u>	<u>-</u>	<u>15,817</u>	<u>80,182</u>
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	<u>46,713</u>	<u>4,254</u>	<u>82</u>	<u>1,945</u>	<u>58,826</u>	<u>192</u>	<u>-</u>	<u>48</u>	<u>37,277</u>	<u>149,337</u>
Net Position										
Unrestricted	83,713	13,983	51,199	-	-	3,968	-	-	7,647	160,510
Restricted	-	-	-	-	-	18,791	-	1,365	-	20,156
Debt Service	-	-	-	2,936	(61,339)	-	-	-	-	(58,403)
Plant	-	-	-	-	-	-	101,750	-	-	101,750
Total Net Position	<u>83,713</u>	<u>13,983</u>	<u>51,199</u>	<u>2,936</u>	<u>(61,339)</u>	<u>22,759</u>	<u>101,750</u>	<u>1,365</u>	<u>7,647</u>	<u>224,013</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 130,426</u>	<u>\$ 18,237</u>	<u>\$ 51,281</u>	<u>\$ 4,881</u>	<u>\$ (2,513)</u>	<u>\$ 22,951</u>	<u>\$ 101,750</u>	<u>\$ 1,413</u>	<u>\$ 44,924</u>	<u>\$ 373,350</u>

**OAKTON COLLEGE
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2025**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
REVENUES (cash and accrual basis)					
Property Taxes	\$ 62,753	\$ 24,975	\$ 30,660	123%	98%
Replacement Tax	2,000	1,167	995	85%	131%
State Revenue	5,270	3,074	3,997	130%	147%
Tuition and Fees	20,621	20,045	23,641	118%	108%
Other	3,160	1,843	4,168	226%	217%
TOTAL REVENUES	\$ 93,804	\$ 51,104	\$ 63,461	124%	108%
EXPENDITURES (accrual basis)					
Instructional	\$ 32,314	\$ 18,850	\$ 19,786	105%	97%
Academic Support	21,912	12,782	12,746	100%	91%
Student Services	9,300	5,425	4,763	88%	83%
Public Services	1,455	849	697	82%	83%
Operations and Maintenance	9,130	5,326	4,660	87%	86%
General Administration	9,142	5,333	4,663	87%	85%
General Institutional	664	387	1,773	458%	349%
Contingency	2,146	1,252	-	0%	0%
TOTAL EXPENDITURES	\$ 86,063	\$ 50,203	\$ 49,088	98%	91%
Revenues over (under) expenditures	7,741	901	14,373		
Net Fund transfers					
To O & M Fund (Restricted)	(2,500)	(1,458)	(1,458)		
To Auxiliary Fund and Alliance	(2,500)	(1,458)	(1,458)		
To Restricted Purpose Fund	(100)	(58)	(58)		
To Liability, Protection & Settlement Fund	(880)	(513)	(513)		
To Social Security/Medicare Fund	(904)	(527)	(527)		
From Working Cash Fund: Interest	290	169	169		
Total Transfers	\$ (6,594)	\$ (3,847)	\$ (3,847)		
Net Revenue over (under) expenditures	\$ 1,147	\$ (2,946)	\$ 10,527		

**OAKTON COLLEGE
REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2025**

**AGENDA ITEM 2/25-3
6 of 9**

OPERATIONS AND MAINTENANCE FUND (Restricted)	Budget (000)	Actual (000)	Actual as a % of Budget
REVENUES			
Construction Fee	295	291	99%
Interest and Investments Gain/Loss	25	1,340	5360%
Total revenues	<u>320</u>	<u>1,631</u>	<u>510%</u>
EXPENDITURES			
Project Management Service	-	200	0%
Learning Commons RHC	750	585	78%
Boiler Replacement	150	-	0%
Des Plaines Workplace - Critical Adjacencies	2,305	1,359	59%
Learning Commons DP - Enabling Project	-	371	0%
TenHoeve Wing Remodeling	-	-	0%
Oakton College Health Education Center	350	-	0%
Exterior Lighting Project	900	29	3%
Learning Commons - Des Plaines	2,700	-	0%
Baseball Parking Lot	250	49	20%
Rm 2446 Remodel CURIC FY25	16	-	0%
CDL Program Parking Lot Upgrades	-	4	0%
Capital Equipment	633	32	5%
Hardware Replacement/Master Keying	500	90	18%
Landscape Improvement	715	238	33%
Pedestrian Path	250	-	0%
Camera Replacement	150	14	9%
Washroom Upgrades Phase I	874	-	0%
Baseball Complex Renovation	1,145	987	86%
Courtyards	16	-	0%
Site and Construction	200	267	134%
Contingency	-	-	0%
Total expenditures	<u>11,904</u>	<u>4,225</u>	<u>35%</u>
Transfer in	2,500	1,458	58%
Net	<u>\$ (9,084)</u>	<u>\$ (1,136)</u>	<u>13%</u>

AUXILIARY ENTERPRISE FUND (excluding Alliance)	Budget (000)	Actual (000)	Actual as a % of Budget	
			Current	Last Year
REVENUES				
Bookstore Sales	\$ 1,332	\$ 1,674	126%	119%
Workforce Development	210	26	12%	6%
Copy Center	110	64	58%	100%
Athletics	42	29	69%	73%
Child Care	397	252	63%	88%
PAC Operations	-	5	0%	300%
Other	69	63	91%	95%
Interest and Investments Gain/Loss	188	56	30%	29%
Total revenues	<u>2,348</u>	<u>2,169</u>	<u>92%</u>	<u>94%</u>
EXPENDITURES				
Bookstore Operating Expenses	\$ 1,772	\$ 699	39%	54%
Workforce Development	200	75	38%	30%
Copy Center	431	231	54%	54%
Athletics	1,302	839	64%	56%
Child Care	570	307	54%	53%
PAC Operations	105	74	70%	51%
Auxiliary Services Administration	341	208	61%	59%
Other	479	96	20%	22%
Total expenditures	<u>5,200</u>	<u>2,529</u>	<u>49%</u>	<u>51%</u>
Transfers in (out)	2,272	1,325		
Net	<u>\$ (580)</u>	<u>\$ 965</u>		

**ALLIANCE FOR LIFELONG LEARNING
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2025**

	<u>Operating Budget (000)</u>	<u>Prorata Budget (000)</u>	<u>Actual (000)</u>	<u>Actual As a% Budget</u>	<u>Last Year</u>
<u>REVENUES</u>					
State Revenue	\$ 584	\$ 341	\$ 328	56%	67%
Tuition and Fees	2,934	1,712	872	30%	62%
Sale of Materials	1	1	-	0%	0%
Institutional Support					
Evening High School	133	78	49	37%	33%
Other Revenues	45	26	33	73%	29%
Total revenues	<u>3,697</u>	<u>2,157</u>	<u>1,282</u>	<u>35%</u>	<u>61%</u>
<u>EXPENDITURES</u>					
Administrative Support	\$ 1,428	833	\$ 35	2%	39%
Instructional Programs					
Allied Health	192	112	33	17%	20%
Job-related	1,692	987	331	20%	25%
Personal	28	16	14	50%	77%
Emeritus Programs	63	37	15	24%	48%
High School Programs	133	78	41	31%	29%
ESL Programs	63	37	38	60%	45%
Total Programs	<u>2,171</u>	<u>1,266</u>	<u>472</u>	<u>22%</u>	<u>29%</u>
Total expenditures	<u>3,599</u>	<u>2,099</u>	<u>507</u>	<u>14%</u>	<u>35%</u>
Revenue over (under) expenditures	<u>\$ 98</u>	<u>\$ 57</u>	<u>\$ 775</u>		
Transfer in	53	31	31		
Net	151	88	806		

OAKTON COLLEGE
STUDENT ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
SEVEN MONTHS ENDED JANUARY 31, 2025

	<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	\$ 430,852				
Interest income	-				
Sub total revenues	<u>430,852</u>				
369901 Student Government Association	14,210	50,000	64,210	(48,774)	15,436
369910 Occurrence	-	10,000	10,000	(100)	9,900
369919 Campus Activities Board	20	70,000	70,020	(45,929)	24,091
369920 Star Wars Club	-	650	650	(100)	550
369922 IEEE	-	2,703	2,703	-	2,703
369923 Stud for Global Health Sustain	-	3,182	3,182	(115)	3,067
369924 Anime Club	-	600	600	(360)	240
369925 Biology Club	-	1,000	1,000	-	1,000
369926 Diversability Club	-	600	600	(348)	252
369931 Stitch Happens	40	-	40	(14)	26
369932 Ceramics Club	-	1,131	1,131	(125)	1,006
369935 Honors Student Organization	-	1,400	1,400	-	1,400
369937 Oakton Future Educators	-	602	602	-	602
369940 Card and Board Game Club	-	2,191	2,191	-	2,191
369941 Oakton Math Team	-	500	500	-	500
369943 Japanese Culture Club	-	872	872	(100)	772
369944 South Asian Club	-	890	890	-	890
369945 Physical Therapy Assist.	1,100	2,857	3,957	(1,023)	2,934
369946 Phi Theta Kappa (PTK)	2,785	17,000	19,785	(2,235)	17,550
369947 Oakton Pride Club	-	1,498	1,498	-	1,498
369949 Mission Bible Club	-	629	629	(16)	613
369951 Society of Women Engineers	350	1,648	1,998	(1,925)	73
369955 Environmental Club	199	2,115	2,314	(994)	1,320
369959 Black Student Union	-	3,015	3,015	(363)	2,652
369960 Muslim Student Association	285	500	785	(122)	663
369961 DECA	261	500	761	(16)	745
369962 Artist Liberator's Club	-	500	500	-	500
369963 Fine Arts Club	-	1,430	1,430	(28)	1,402
369964 Oakton Helping Others	-	2,899	2,899	-	2,899
369967 Creative Writing Club	-	900	900	-	900
369968 Diverse D.U.R.A. Outreach	-	1,115	1,115	-	1,115
369969 Great Books Club	-	884	884	-	884
369970 Oakton Octaves Club	-	960	960	(19)	941
369971 Habitat for Humanity	-	2,288	2,288	-	2,288
369972 PAYO	83	2,502	2,585	(189)	2,396
369973 Oakton Student Dance Club	-	777	777	-	777
Sub Totals	<u>19,333</u>	<u>70,000</u>	<u>70,020</u>	<u>(102,895)</u>	<u>88,612</u>
Fund Summary					
Total Revenues	\$ 450,184				
Total Expenditures				(102,895)	
Total Transfers to other funds				-	
Excess revenues over expenditures				<u>347,289</u>	
Net Position 6/30/24				<u>1,600,187</u>	
Net Position, end of period				<u>\$ 1,947,476</u>	

**OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
Jan-25**

GENERAL FUND TRANSFERS/PAYMENTS

DATE	AMOUNT	REFUNDS/ STUDENT- DISBURSEMENTS	ILLINOIS SALES TAX	EMPLOYEE HEALTH INSURANCE CCHC	CHASE CREDIT CARD	BOND HOLDER & MISC
	\$ -					
1/15/2025	\$ 889,383.41			\$ 889,383.41		
	\$ -					
1/21/2025	\$ 530.00		\$ 530.00			
	\$ -					
TOTAL	\$ 889,913.41	\$ -	\$ 530.00	\$ 889,383.41	\$ -	\$ -

PAYROLL TAXES - TRANSFERS/PAYMENTS

DATE	AMOUNT	FEDERAL PAYROLL TAXES	STATE PAYROLL TAXES	SURS	CREDIT UNION AND TAX SHELTERS
1/3/2025	\$ 542,769.72	\$ 216,465.44	\$ 77,083.82	\$ 195,034.45	\$ 54,186.01
	\$ -				
1/17/2025	\$ 554,454.45	\$ 218,674.59	\$ 77,057.85	\$ 196,821.24	\$ 61,900.77
	\$ -				
1/31/2025	\$ 657,593.34	\$ 261,438.41	\$ 95,799.60	\$ 229,638.13	\$ 70,717.20
TOTAL	\$ 1,754,817.51	\$ 696,578.44	\$ 249,941.27	\$ 621,493.82	\$ 186,803.98

Ratification of Payment of Professional Personnel – Spring 2025

Comparative figures:

**Spring 2025 Adjunct Faculty
\$3,107,105.54**

**Spring 2024 Adjunct Faculty
\$2,824,349.16**

**Spring 2025 Alliance
Part-Time Instructors
\$448,998.50**

**Spring 2024 Alliance
Part-Time Instructors
\$384,277.25**

**Spring 2025 Overload
\$537,459.10**

**Spring 2024 Overload
\$460,971.50**

IL:jg
2/2025

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 ratifies the payment of salaries for teaching on a part-time basis during the spring 2025 semester; the total payment amounting to \$3,556,104.04.”

“Be it further resolved that the Board of Trustees of Community College District 535 ratifies the payment of salaries for teaching on an overload basis during the spring 2025 semester; the total payment amounting to \$537,459.10.”

Approval of Clinical Practice Agreements

The College would like to execute the following clinical practice agreements:

Cancer Registry Management:

Renewal: This is a renewal agreement for the Cancer Registry Program. It has been reviewed and approved by the College faculty and administration. This is a two-year agreement which commences on February 18, 2025 and terminates on February 18, 2027.

Nursing:

Renewal: This is a renewal agreement for the Nursing Program. It has been reviewed and approved by the College faculty and administration. This is a three-year agreement which commences on February 18, 2025 and terminates on February 21, 2027.

Pharmacy Technician:

New: This is a new agreement for the Pharma Tech Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on February 18, 2025 and terminates on February 21, 2030.

IL:ds
1/2025

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:

Cancer Registry Management (1)
Nursing (1)
Pharmacy Technician (1)."

Approval of Intergovernmental Agreements between Oakton College and the City of Des Plaines

The City of Des Plaines will be hosting two events at Oakton College: a fireworks display to celebrate Independence Day holiday on June 29, 2025, and the Harvest Hoot fall celebration event on October 18, 2025. The agreements set forth each party's duties and responsibilities for the use of Oakton College property for these city-hosted events.

MR:bs
2/2025

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 535 hereby approves the intergovernmental agreements between Oakton College and the City of Des Plaines, attached hereto."

**Contract for Use of Facilities between the
City of Des Plaines
and
Oakton College**

Agreement:

The City of Des Plaines (the “City”) has permission to use the Des Plaines campus of Oakton College (“Oakton” or “the College”) (individually, the City and Oakton are each a “Party” and, collectively, the City and Oakton are referred to as the “Parties”) for a fireworks display (the “Event”), at no cost to either the City or Oakton, subject to the terms contained herein.

Time and Place of Event:

The Event will take place on Sunday, June 29, 2025, from 5 p.m. until approximately 11 p.m. The fireworks will be set over the lake and viewed by the attendees from various points across the College campus. Fireworks will begin approximately at dusk on June 29 and will last no later than 11 p.m.

Limitations:

1. There is to be no access to or use of the acreage north of parking lot A (Oakton’s soccer fields).
2. There will be absolutely no access to Oakton’s indoor facilities for any reason. The City will notify Event participants, vendors and related personnel of this provision.

The map attached to this Agreement indicates the areas in which activities will take place.

Set-up:

Set-up of the Event will begin on June 26 in the morning. A meeting is to be arranged in mid-June 2025 with the City staff and members of the College Facilities staff and the Office of Public Safety before any set up activity begins. This will permit both parties to clarify expectations and to discuss detail regarding needs. Oakton’s Facilities staff must be consulted regarding the location of equipment in order to prevent damage to underground power sources and sprinklers. The Event organizers will contact the College to establish a date and time for this meeting.

Rain Date and Conditions:

In the event of rain and cancellation of fireworks, a rain date fireworks display scheduled within six months of June 29, 2025 has been authorized.

In the event that the City must postpone the Event, it is imperative that contact be made with the College immediately on June 29. It is critical that this contact be made as quickly as possible so that personnel for the College can be coordinated for the rain date and so that the College is prepared to respond to questions of the public and media in regard to the rain date.

Under this circumstance, the City will be permitted to leave the set up in place through June 30. However, the College will not be held responsible for the safety of this property. Additional efforts to secure this property and equipment are the responsibility of the City and must be coordinated

with and conducted with the approval of the Oakton College Department of Public Safety.

Oakton Will:

Personnel.

Oakton will provide:

- personnel to secure the interior of the building who are employees of the Oakton Police Department
- an electrician, available the day/night of the event at a time specified by the City.

Any additional Oakton personnel requested by the City (or as a result of an addition or change to this agreement) will be provided at the City's expense.

Available Services.

Oakton will provide limited power to the Campus' peninsula area to support the Event.

- Water will be available only from one outdoor faucet, and a hose will be provided.
- Oakton will activate the telephones located near the Lot D entrance doors outside the building so that Event patrons may make local calls at no charge.

Notice of Other Events.

At least 30 days prior to the Event, Oakton will provide the City will notice regarding other events taking place near the location of the Event or that will cause parking or other logistical complications for the Event.

The City Will:

Traffic Control.

The City will be responsible for all aspects of traffic related to the Event, including orderly ingress and egress and parking. No one attending the Event will be allowed to park on the grass or any other unpaved areas, or on College or Circle Drives.

Toilet Facilities.

As there is no access to College buildings, the City will provide portable toilets and hand washing stations for Event patrons.

Post-Event Clean-Up.

The City will restore the Event site to a state comparable to its condition prior to the Event. The City will be responsible for removal of trash and debris after the Event; in addition, the City will survey the condition of the Event site early on the following day in the daylight. Any equipment that cannot be removed immediately after the Event, including but not limited to tents, tables and portable toilets, will be removed the day following the Event. Oakton's Campus must be in suitable condition for its students, employees and visitors when Oakton re-opens for classes and regular business at 7 a.m. on Monday, June 30, 2025.

Alcohol & Tobacco.

The City will not allow anyone to sell, serve or consume alcoholic or alcohol-like beverages at the Event. Publicity will advise Event patrons that consumption of alcoholic beverages anywhere on

Oakton’s Campus is prohibited.

Retention Pond Safety and Maintenance.

The City will be responsible for ensuring that all Event patrons, attendees and workers stay away from the retention pond on Oakton’s Campus and refrain from throwing rocks and debris in the retention pond. Of primary concern is the safety of Event patrons who may fall into or attempt to swim in the pond.

Fencing of Firework Area.

The City will provide fencing around the fireworks area and the City will provide personnel during the fireworks to ensure that this area is not used.

Hold Harmless and Insurance.

The City agrees to defend, indemnify and hold harmless Oakton, its Trustees, officers, employees and agents, from and against any claims, suits, liabilities, costs and damages, including, without limitation, attorneys’ fees, arising out of or related to the use of Oakton’s Campus for the Event.

The City and the pyrotechnician retained for the Event will each provide a Certificate of Insurance to Oakton, verifying that Oakton (properly known as “The Board of Trustees of Community College District No. 535, County of Cook, State of Illinois, a body politic and corporate”) is an additional insured under a general liability policy of at least \$1 million with an insurance company acceptable to Oakton, insuring all parties against claims for bodily injury or death to any person who is on Oakton’s Campus as a result of the Event.

College Contact and Coordinator:

The City’s primary contact at the College will be Joe Scifo, Director of Facilities (847-635-1784) and the alternative contact will be Aaron Wernick, Chief of Police and Emergency Management (847-635-1881).

Signature:

On behalf of the City and the College the signatures below signify agreement to adhere to the conditions as set forth above and attached hereto.

OAKTON COLLEGE

ACCEPTED:

By: _____

Name:

Dorothy Wisniewski

Title:

For the City of Des Plaines

Date:

Date:

Attachment: Map of Oakton College Des Plaines Campus

**Contract for Use of Facilities between the
City of Des Plaines
and
Oakton College**

Agreement

The City of Des Plaines (the “City”) has permission to use the Des Plaines campus of Oakton College (“Oakton” or “the College”) (individually, the City and Oakton are each a “Party” and, collectively, the City and Oakton are referred to as the “Parties”) for a fall celebration event (the “Event”), at no cost to either the City or Oakton, subject to the terms contained herein.

Time and Place of Event:

The Event will take place at the College on Saturday, October 18, 2025, from 11 a.m. until approximately 8 p.m. The event will be set in the parking lots and grassy area next to the pond.

Limitations:

1. There is to be no access to or use of the acreage north of parking lot A (Oakton’s soccer fields).
2. There will be absolutely no access to Oakton’s indoor facilities for any reason. The City will notify Event participants, vendors and related personnel of this provision.

The map attached to this Agreement indicates the areas in which activities will take place.

Set-up:

Set-up of the Event will begin on October 16 in the morning.

A meeting is to be arranged in mid-September 2025 with the City staff and members of the College Facilities staff and the Office of Public Safety before any set up activity begins. This will permit both parties to clarify expectations and to discuss detail regarding needs. Oakton’s Facilities staff must be consulted regarding the location of equipment in order to prevent damage to underground power sources and sprinklers. The Event organizers will contact the College to establish a date and time for this meeting.

Rain Date and Conditions:

In the event that the City must postpone the Event, it is imperative that contact be made with the College immediately. It is critical that this contact be made as quickly as possible so that personnel for the College can be coordinated for the rain date and so that the College is prepared to respond to questions of the public and media in regard to the rain date.

Under this circumstance, the City will be permitted to leave the set up in place through October 20. However, the College will not be held responsible for the safety of this property. Additional efforts to secure this property and equipment are the responsibility of the City and must be coordinated with and conducted with the approval of the Oakton College Department of Public Safety.

Oakton Will:

Personnel.

Oakton will provide:

- personnel to secure the interior of the building who are employees of the Oakton Police Department.
- an electrician, available the day/night of the event at a time specified by the City. Any additional Oakton personnel requested by the City (or as a result of an addition or change to this agreement) will be provided at the City's expense.

Available Services.

Oakton will provide limited power to the Campus' peninsula area to support the Event.

- Water will be available only from one outdoor faucet, and a hose will be provided.
- Oakton will activate the telephones located near the Lot D entrance doors outside the building so that Event patrons may make local calls at no charge.

Notice of Other Events.

At least 30 days prior to the Event, Oakton will provide the City will notice regarding other events taking place near the location of the Event or that will cause parking or other logistical complications for the Event.

The City Will:

Traffic Control.

The City will be responsible for all aspects of traffic related to the Event, including orderly ingress and egress and parking. No one attending the Event will be allowed to park on the grass or any other unpaved areas, or on College or Circle Drives.

Toilet Facilities.

As there is no access to College buildings, the City will provide portable toilets and hand washing stations for Event patrons.

Post-Event Clean-Up.

The City will restore the Event site to a state comparable to its condition prior to the Event. The City will be responsible for removal of trash and debris after the Event; in addition, the City will survey the condition of the Event site early on the following day in the daylight. Any equipment that cannot be removed immediately after the Event, including but not limited to tents, tables and portable toilets, will be removed the prior to the next business day following the Event. Oakton's Campus must be in suitable condition for its students, employees and visitors when Oakton re-opens for classes and regular business at 7 a.m. on Monday, October 20, 2025.

Alcohol & Tobacco.

The City will not allow anyone to sell, serve or consume alcoholic or alcohol-like beverages at the Event. Publicity will advise Event patrons that consumption of alcoholic beverages anywhere on Oakton's Campus is prohibited.

Retention Pond Safety and Maintenance.

The City will be responsible for ensuring that all Event patrons, attendees and workers stay away from the retention pond on Oakton’s Campus and refrain from throwing rocks and debris in the retention pond. Of primary concern is the safety of Event patrons who may fall into or attempt to swim in the pond.

Hold Harmless and Insurance.

The City agrees to defend, indemnify and hold harmless Oakton, its Trustees, officers, employees and agents, from and against any claims, suits, liabilities, costs and damages, including, without limitation, attorneys’ fees, arising out of or related to the use of Oakton’s Campus for the Event.

The City will provide a Certificate of Insurance to Oakton, verifying that Oakton (properly known as “The Board of Trustees of Community College District No. 535, County of Cook, State of Illinois, a body politic and corporate”) is an additional insured under a general liability policy of at least \$1 million with an insurance company acceptable to Oakton, insuring all parties against claims for bodily injury or death to any person who is on Oakton’s Campus as a result of the Event.

College Contact and Coordinator:

The City’s primary contact at the College will be Joe Scifo, Director of Facilities (847-635-1784) and the alternative contact will be Aaron Wernick, Chief of Police and Emergency Management (847-635-1881).

Signature:

On behalf of the City and the College the signatures below signify agreement to adhere to the conditions as set forth above and attached hereto.

OAKTON COLLEGE

ACCEPTED:

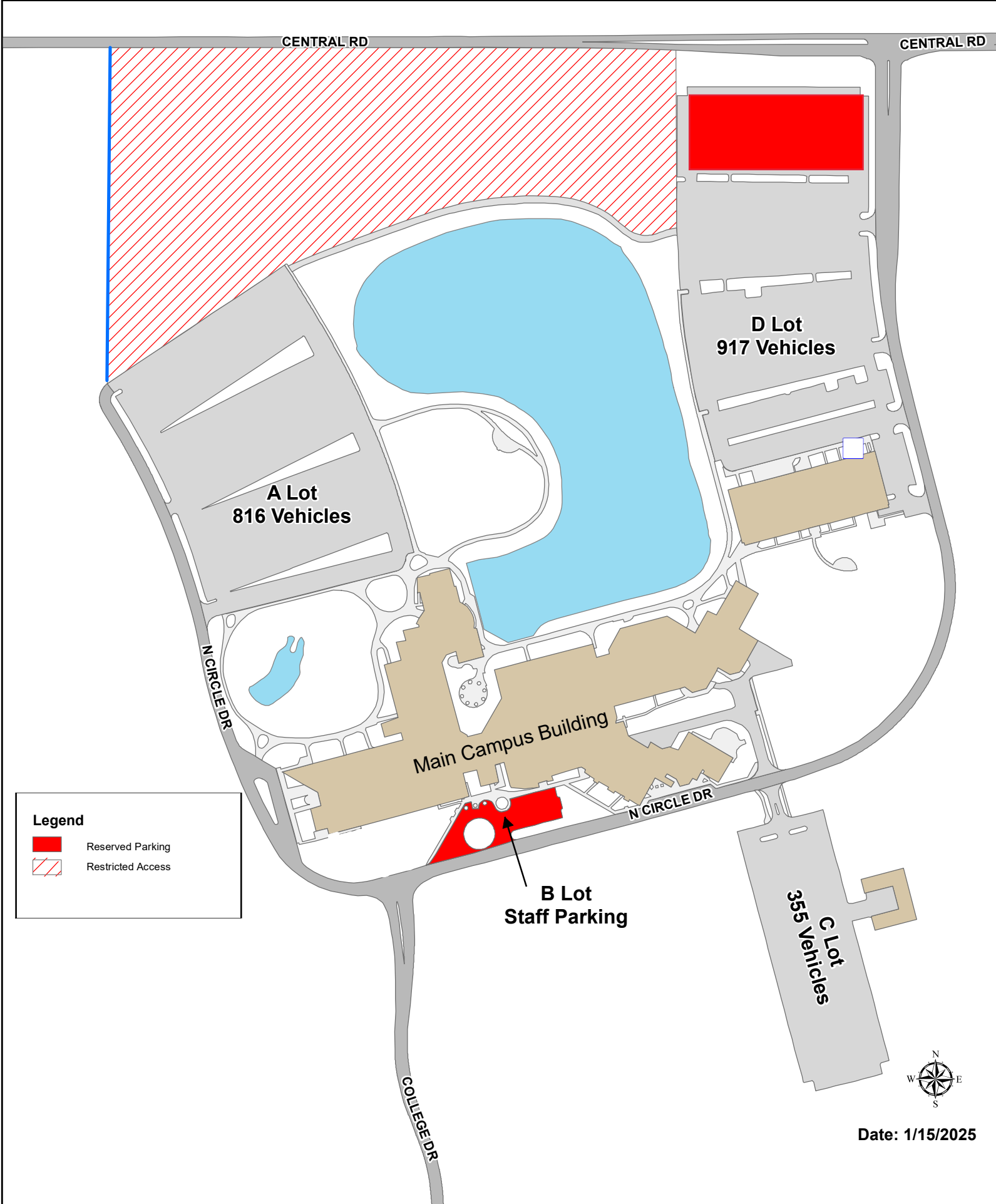
Name:
Title:

By: _____
Dorothy Wisniewski
For the City of Des Plaines

Date:

Date:

Attachment: Map of Oakton College Des Plaines Campus



Authorization to Approve February 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 – e” were previewed at the January 2025 Board of Trustees Meeting. Item “f” has not been previewed.

MR:tt
2/2025

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>
2/25-7a	1	WAN/Internet Service for the Evanston Health Careers Education Center – Three-Year Contract	Comcast Business Communications, LLC Philadelphia, PA	\$43,056.00
2/25-7b	1	Digital and Traditional Marketing Services – One-Year Contract Renewal	VisionPoint Marketing, LLC Raleigh, NC	\$450,000.00
2/25-7c	1	RedHat Enterprise Linux Annual Maintenance and Software Assurance – One-Year Contract Renewal	Emergent, LLC Virginia Beach, VA	\$31,320.00
2/25-7d	1	Storage Area Network Software and Hardware Support and Maintenance	SHI International Corporation Somerset, NJ	\$77,154.92
2/25-7e	1	Owner’s Representative Services – Master Plan	Cotter Consulting, Inc Chicago, IL	\$800,000.00
2/25-7f	1	Consulting Services for Branding Wall	Greenlight Team, LLC Chicago, IL	\$34,700.00

GRAND TOTAL: \$1,436,230.92.”

IN DISTRICT	\$0.00
CONSORTIUM	\$0.00
BID	\$450,000.00
BID EXEMPT	\$186,230.92
QBS	\$800,000.00
CERT. MBE	\$0.00
CERT. WBE	\$800,000.00
NON-CERT. MBE	\$77,154.92
NON-CERT. WBE	\$484,700.00

Authorization to Purchase WAN/Internet Service for the Evanston Health Careers Education Center – Three-Year Contract

To support the new Evanston Health Careers Education Center, the College needs to purchase Wide Area Network (WAN)/internet services for the site. The College has already signed an agreement with Comcast Business Communications, LLC, to provide asymmetric internet services at the site. However, to support the seamless use of resources and technology, this needs to be upgraded to a fiberoptic-based service with symmetrical upload and download speeds. This service will link the Evanston Site to the Internet and back to the Des Plaines and Skokie campuses via a secure tunnel.

The cost for a 1Gb/s symmetric service (both upload and download) is \$1,196.00/month. Comcast agreed to waive the installation fee for the 36-month contract, which totals \$43,056.00.

The purchase of Internet Service is bid-exempt pursuant to ILCS-805/3-27.1 item f, “purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process”.

The Administration seeks board approval to purchase WAN/Internet Service for the Evanston Health Careers Education Center for three years in the total amount of \$43,056.00.

JMW:tt
2/2025

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 WAN/Internet Service for the Evanston Health Careers Education Center – Three-Year Contract from Comcast Business Communications, LLC, 1 Comcast Center, Philadelphia, PA 19103, for a total of \$43,056.00.”

Authorization to Purchase Digital and Traditional Marketing Services – One-Year Contract Renewal

The Marketing and Communications Department supports the College's strategic goals and priorities outlined in our strategic plan's three pillars: strengthening the Oakton experience, Workforce Readiness, and Advancing Racial Equity. Oakton supports the College's brand refresh and the new SEM plan to strengthen our relevance, drive demand, grow our programmatic focus, and impact new student enrollment by reaching prospective adult students, traditional students, parents and influencers, and our business partners.

Paid advertising purchases are administered through an agency that lends expertise to campaign strategy, management, and optimization through data and analytics, campaign and platform recommendations, and buying power to identify digital and traditional channels.

Through a competitive public Request for Proposals (RFP) process, the Board approved an award to VisionPoint Marketing, LLC (Raleigh, NC) for both digital and traditional advertising services from July 1, 2024, to June 30, 2025, with the option to renew for two additional one-year terms.

VisionPoint Marketing is a non-certified woman-owned business and solely focused on higher education. Their client base comprises 40% of community colleges, including a wide range of small and large institutions and state systems. The firm has two-year and four-year clients in Illinois and has supported Oakton's digital and traditional media services to assess our impact and influence across our advertising channels. They have extensive customer relationship management (CRM) experience, including Salesforce, the College's CRM system.

The Administration is satisfied with the Digital and Traditional Marketing Services provided by VisionPoint Marketing and is seeking Board approval for a one-year contract extension for the Fiscal Year 2026 (July 1, 2025 – June 30, 2026). The Administration requests approval for the amount not to exceed \$450,000.00 and is confident that VisionPoint Marketing will continue to meet the College's marketing needs.

AL:tt
2/2025

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 Digital and Traditional Marketing Services – One-Year Contract Renewal with VisionPoint Marketing, LLC, 150 Fayetteville Street, Suite 300, Raleigh, NC 27601, for a total not to exceed \$450,000.00."

Authorization to Purchase RedHat Enterprise Linux Annual Maintenance and Software Assurance – One-Year Contract Renewal

The College uses RedHat Enterprise Linux to host a wide range of applications for both administrative and academic purposes, including Banner enterprise software, the College website, and many other applications and infrastructure services. In total, the College has over 90 Linux servers. While Linux is an open-source operating system, the College uses licensed and supported RedHat (RedHat Enterprise Linux) versions that provide stable and updated versions of the Linux kernel and all the libraries' applications and enterprise management tools. The College has contracted with RedHat annually for upgrades and licenses for nineteen years.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has selected and identified the supplier. In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

For these reasons, it is in the best interests of the College to work directly with the manufacturer and their preferred reseller, Emergent LLC, to ensure the lowest cost. After looking at various options, the Administration recommends purchasing the RedHat Enterprise Academic Site License Subscription from Emergent, their designated reseller. This subscription supports an unlimited number of current RedHat Servers along with fifteen nodes of RedHat Enterprise Extended Life Cycle Support for applications that require this.

The Administration seeks board approval to purchase Redhat Enterprise Linux Annual Maintenance and Software Assurance in the amount of \$31,320.00 from March 31, 2025, to March 30, 2026.

JMW:tt
2/2025

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 RedHat Enterprise Linux Annual Maintenance and Software Assurance – One-Year Contract Renewal from Emergent, LLC, 4525 Main Street, Suite 1500, Virginia Beach, VA 23462, for a total of \$31,320.00."

Authorization to Purchase Storage Area Network Software and Hardware Support and Maintenance

The College uses Storage Area Network (SAN) systems in the computer centers at both the Des Plaines and Skokie Campuses. A SAN provides backend disk storage for the College's private cloud with scalability, performance, manageability, and disaster recovery capabilities. The College purchased Pure Storage SANs in 2019, and essentially all of the College's data, server operating systems, and IP telephony system are stored on these SANS. The arrays were purchased with a 5-year support contract, which was renewed with an Evergreen forever support contract in May 2023, which provides for periodic upgrades of the array hardware at the same capacity. After 6 years, growth in data at the Skokie campus has led to the need to purchase additional storage capacity. This purchase would add a Non-Volatile Memory Express (NVMe)-based Flash storage data pack to the Skokie array, and support and maintenance would be coterminous with the College's existing support contract.

The current trend in the information technology industry allows manufacturers to give one preferred reseller special, discounted pricing, effectively eliminating the motivation for other companies to submit pricing. In the past, the College has had unsatisfactory bid responses for these types of bids because vendors are resistant to submitting a bid after the manufacturer has selected and identified the supplier. In addition, according to ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

For these reasons, it is in the College's best interests to work directly with the manufacturer and their preferred reseller, SHI International Corporation, to ensure the lowest cost. SHI International Corporation is a non-certified Minority and Woman-Owned business and has been a global IT solutions provider since 1989.

The Administration seeks board approval to purchase Storage Area Network Software and Hardware Support and Maintenance in the amount of \$77,154.92.

JMW:tt
2/2025

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 Storage Area Network Software and Hardware Support and Maintenance from SHI International Corporation, 290 Davidson Avenue, Somerset, NJ 08873, for a total of \$77,154.92."

Authorization to Purchase Owner’s Representative Services – Master Plan

Cotter Consulting, Inc. serves as the College's Owner's Representative ("Owner's Rep") to oversee the overall design process for approved Master Plan construction projects, ensure that contract documents are prepared and completed on a timely basis, and verify that the final design complies with the owner’s expectations. The Owner's Rep's primary role is to ensure the owner’s (Oakton) best interests are at the heart of every construction decision made. The new Master Plan from 2022-2027 was approved by the Board in June 2022. Cotter Consulting, Inc., a certified Woman-Owned business, was approved as the College’s Owner’s Rep for the Master Plan in September 2022. The initial contract ran through December 2024.

The College is now entering the second half of the 2022 Master Plan. It is critical that the College continue the current momentum of the Master Plan, especially with some of the most landmark projects yet to finish, such as the Des Plaines Learning Commons, set to open in late 2025. Continuing the College’s relationship with Cotter as our Owner’s Representative ensures that we will not have a break in that momentum and will continue to receive high-quality support as we continue to work to improve our campuses. This purchase will cover the rest of the Master Plan timeline through 2026.

Some of the key projects that will be supported by Cotter include:

1. Des Plaines Library/Learning Commons
2. TenHoeve Renovations Phase II
3. Computer Labs/ADRC/Testing Center
4. Student Affairs/Workforce Development
5. Bookstore/Welcome

MR:tt
2/2025

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Owner’s Representative Services – Master Plan from Cotter Consulting, Inc., 100 S Wacker Drive, Suite 920, Chicago, IL 60606, for the total amount of \$800,000.00.”

Authorization to Purchase Consulting Services for Branding Wall

Oakton College's recent name change and brand refresh reflect the mission, values, and commitment to providing quality education and workforce partners. The College rebranded three years ago to emphasize its role as a dynamic, student-focused institution, which included implementing a complete website redesign in June 2021. The College's comprehensive strategic plan, Vision 2030, is focused on innovation, equity, and educational excellence, emphasizing student success and community impact. Efforts are underway to create intentional pathways, improve access, and meet students' evolving needs while addressing equity gaps through Strategic Enrollment Management (SEM). Significant investments are being made to modernize and enhance our physical spaces across both campuses, reinforcing our commitment to an exceptional student experience with the Master Plan Implementation.

To continue Oakton's mission, values, and commitment, the College requires consulting services to assist with brand consultation and concept development. The Administration is requesting approval to partner with Greenlight Team, LLC for an amount not to exceed \$34,700.00. The vendor is a non-certified Woman-Owned business with experience in higher education. The scope of work will include the following:

1. Conduct an initial consultation with Oakton College stakeholders to understand branding goals and desired outcomes.
2. Perform site assessments on both campuses to identify internal branding opportunities that are high-impact yet achievable without significant construction or advanced technology requirements.
3. Develop three distinct design concept options that:
 - a. Incorporate innovative design elements that maximize visual impact while leveraging cost-effective, sustainable materials and straightforward installation methods.
 - b. Align with Oakton's brand guidelines and inclusivity goals.
 - c. Are scalable and adaptable to future phases without requiring extensive rework.
4. Present design mockups to the Oakton team for review and feedback.
5. Finalize one concept based on Oakton's selection, accommodating one round of revisions.
6. Provide a report summarizing:
 - a. Space recommendations and prioritized implementation plan.
 - b. Design concepts with detailed material specifications and estimated costs to support budget-conscious planning.

This purchase is exempt from bidding per the 110 Illinois Compiled Statutes 805/3-27.1, Contracts, part (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

AL:tt
2/2025

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 Branding Wall from Greenlight Team, LLC, 3723 N Paulina Street, Chicago, IL 60613, for an amount not to exceed \$34,700.00."

Preview and Initial Discussion of Upcoming Purchases

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

- a. **Baseball Field Parking Lot Reconstruction** – The current baseball field parking lot consists of asphalt grindings and aggregate surfaces. The aggregate surfaces are worn and displaced due to vehicle traffic, which creates many significant potholes. In addition, the aggregate surfaces do not allow for traffic control markings. Current lighting is outdated and does not provide adequate nighttime visibility. Reconstruction of the parking lot will allow for a solid and smooth surface, painted and designated traffic control markings, additional lighting, and security surveillance cameras.

The purchase will go out for bid in March and be presented to the Board at the May 2025 Meeting.

- b. **Job Search Genius – One-Year Contract Renewal** – Oakton College has been the recipient of Rounds 1-3 of an ICCB Trades School grant that supports the development of programming helping high school students in Evanston Township High School, Glenbrook South High School, and Niles Township Schools to be excited about, aware of, and prepared for careers that do or can benefit from the applications of Artificial Intelligence tools such as OpenAI's ChatGPT. Two of the three main objectives of Oakton's project are 1) to deliver to high school students coursework leading to a certificate in the Essential Applications of Artificial Intelligence (AI), and 2) to provide internships, projects, and service-learning opportunities that introduce students to various ways in which AI is being applied to problems facing our region's employers. To support these objectives, Oakton's project also calls for providing high school students with various wrap-around services, including career counseling.

In addition, one of Oakton's PATH grant objectives is to support students enrolled in specific healthcare programs to transition to employment or advance in their careers successfully. The student data indicates that a significant percentage of these students are currently employed or have various personal responsibilities. As a result, they would benefit from career services that are engaging, individualized, and easily accessible. Technology, such as Job Search Genius, will enable students to prepare for their career journey without restrictions related to time or location.

This purchase will be presented to the Board at the March 2025 Board Meeting.

- c. **zSpace Laptops Replacement** – The Automotive Technology department needs to replace the zSpace laptops. The current laptops are outdated and are unable to upgrade to Windows 11. Because of this incapability, the outdated laptops will not accept the most current software available from H2I zSpace. The Automotive Virtual Reality (VR) Training Solutions provided by zSpace offers extraordinary hands-on experiences while improving student interest and performance in mechanic training. These applications greatly expand the opportunities available to students by eliminating consumables, reducing training space, and allowing students to prepare for industry certifications in a safe environment.

The zSpace laptops allow the instructor and students access to 3D images of automotive components. With this technology, the instructor can use laptops during class lectures. Students will be able to disassemble/reassemble individual components and complete transmissions and engines. With the virtual imagery, the students can see the internal workings of some elements that they cannot disassemble in the auto lab or their place of employment. Also, the instructor can create course assignments to accompany the lectures.

This purchase will be presented to the Board at the March 2025 Board Meeting.

- d. Used Electric Vehicles** – Oakton College received the REV UP Electric Vehicle (EV) Round 3 Grant in January 2025. A total of \$391,418 has been allocated for fiscal year 2025 to support and advance Oakton's automotive electric vehicle/curriculum efforts. The College requires three used electric/hybrid vehicles. Since hybrid and electric vehicles are hard to identify within a 50-mile radius of one dealership, multiple dealerships will be used for the purchase.

This purchase will be presented to the Board at the March 2025 Board Meeting.

- e. ShareStream Cloud-Based Video on Demand – Three-Year Contract** – ShareStream is a cloud-based video streaming and media management solution for educational institutions. It allows the uploading of recordings and a repository of content used for teaching and instruction. It integrates seamlessly with all Learning Environments, including D2L. Oakton has successfully used ShareStream for the past nine years.

This purchase will be presented to the Board at the March 2025 Board Meeting.

- f. Chrome River Travel Management – Three-Year Contract** – Chrome River is a cloud-based travel management system that will allow the College to move away from paper-based travel approvals/arrangements. The system integrates with Banner to ensure accurate reporting/accounting as well. The three-year contract includes implementation support.

This purchase will be presented to the Board at the March 2025 Board Meeting.

Authorization to Hire Full-Time, Tenure-Track Faculty Members

The recommendation to hire Ms. Mary Ellen Girgis and Mr. Vijay Shankar to full-time, tenure-track positions for the 2025-2026 academic year was made after reviewing the College’s need for faculty in Surgical Technology and Cardiac Sonography.

JF:vb
2/2025

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 attached resolutions for Ms. Mary Ellen Girgis effective May 19, 2025, and Mr. Vijay Shankar effective March 24, 2025 for full-time, tenure-track faculty positions for the 2025-2026 academic year. They will receive the salary associated with the lane and step described as follows:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step</u>	<u>Base Salary</u>
Ms. Mary Ellen Girgis	Assistant Professor Surgical Technology	A-7	\$72,223
Mr. Vijay Shankar	Assistant Professor Cardiac Sonography	B-5	\$69,458.”

Authorization to Hire a Full-time, Tenure-track Faculty Member

The recommendation to hire Ms. Mary Ellen Girgis to a full-time, tenure-track faculty position for the 2025-2026 academic year was made after reviewing the College's need for faculty in the Surgical Technology department.

The search began on March 29, 2024 with 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 two applicants for the Surgical Technology faculty position. The search committee conducted one virtual interview for this search and selected one finalist to interview with Dr. Ileo Lott, Provost and Vice President for Academic Affairs, and Ms. Maribel Alimboyoguen, Dean of Health Careers before a recommendation of hire was made to Ms. Mary Ellen Girgis for a full-time, tenure-track faculty position.

Ms. Girgis is currently a Certified Surgical Technologist at Elmhurst Memorial Hospital; she is responsible for various tasks such as preparing, sanitizing, and sterilizing trays with required instruments or surgeries, and handles instruments, supplies and equipment during all surgical procedures. Ms. Girgis received her B.S. in Interdisciplinary Studies and certifications and licensures from the National Board of Surgical Technology and Surgical Assisting.

JF:vb
2/2025

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Mary Ellen Girgis for the 2025-2026 academic year, effective May 19, 2025:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step</u>	<u>Base Salary</u>
Ms. Mary Ellen Girgis	Assistant Professor Surgical Technology	A-7	\$72,223."

Authorization to Hire a Full-time, Tenure-track Faculty Member

The recommendation to hire Mr. Vijay Shankar to a full-time, tenure-track faculty position for the 2025-2026 academic year was made after reviewing the College's need for faculty in the Cardiac Sonography department.

The search began on March 29, 2024 with 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), and in NACUBO (National Association of College & University Business Officers), and the Chronicle of Higher Education (jobs.chronicle.com).

There were four applicants for the Cardiac Sonography faculty position. The search committee conducted one virtual interview for this search and selected one finalist to interview with Dr. Ileo Lott, Provost and Vice President for Academic Affairs, and Ms. Maribel Alimboyoguen, Dean of Health Careers before a recommendation of hire was made to Mr. Vijay Shankar for a full-time, tenure-track faculty position.

Mr. Shankar is presently a clinical instructor at Laurel Institute of Technology where he teaches a variety of courses related to Cardiac Sonography, Anatomy and Physiology & Hemodynamics. Mr. Shankar received his B.A. in Sociology from the University of North Carolina at Chapel Hill as well as certifications and licensures including Registered Diagnostic Cardiac Sonographer.

President's Recommendation:

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Mr. Vijay Shankar for the 2025-2026 academic year, effective March 24, 2025:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step</u>	<u>Base Salary</u>
Mr. Vijay Shankar	Assistant Professor Cardiac Sonography	B-5	\$69,458."

Acceptance of Faculty Retirements

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

<u>Faculty Member</u>	<u>Discipline</u>	<u>Retirement Date</u>
Carrie Kelly	Professor, Nursing Division of Health Careers	June 1, 2025
Michelle James	Distinguished Professor, Psychology Division of Liberal Arts	July 31, 2026

These faculty members have met all requirements for retirement under the Oakton Community College Faculty Association contract, Article 15.2. Additionally, these faculty members have met the requirements for retirement under the Oakton Community College Full-Time Faculty Association Incentivized Retirement Program.

We congratulate Professor Kelly and Professor James for their many years of exemplary service to the College and wish them well in their future endeavors.

JF:nmi
2/2025

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 retirements of Carrie Kelly and Michelle James.”

Approval of Award of Tenure

The granting of tenure is a positive act of the College and the Board of Trustees. Illinois Public Community College Act 805, Chapter 110, Section 3B-2 provides that faculty members who are employed for three consecutive years shall be tenured, unless notice is received sixty (60) days before the end of the school year.

The College has five (5) faculty members who will complete their third consecutive year at the end of the spring 2025 semester:

Jayne Blacker	Associate Professor, Mathematics
Christy Carter	Associate Professor, Speech and Theatre
Michelle Oh	Associate Professor, Library
Toni Surdo	Associate Professor of Psychology
George Vail	Assistant Professor, Automotive Technology

IL:sa
2/2025

President's Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, by the authority vested in it by the State of Illinois, hereby grants tenure, effective after the completion of the spring 2025 semester, to the following faculty:

Jayne Blacker, Associate Professor, Mathematics
Christy Carter, Associate Professor, Speech and Theatre
Michelle Oh, Associate Professor, Library
Toni Surdo, Associate Professor of Psychology
George Vail, Assistant Professor, Automotive Technology.”

Acceptance of Administrator Resignation

Director of Campus Technologies, LeVon McAllister provided notice of his intent to resign from his position at the College effective March 7, 2025.

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

JF:nmi
2/2025

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 Mr. LeVon McAllister effective March 7, 2025."

First Read of Policy Revisions

At a Board retreat in November 2024, the Board discussed the importance of clarifying the policy and procedure for succession planning for board leadership roles. Attached is a revised policy and corresponding procedure discussed at a committee of the whole on February 5, 2025.

JLS:bs
2/2025

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 review the proposed revisions to Policy 1011 attached hereto with action to take place at the next regularly scheduled Board meeting.”

Deleted Text = ~~strikeout~~
New Text = ***Bold italics***

Policy No. 1011
Revised 9/21/1993
Revised 8/18/1998
Renumbered 7/1/2001
Revised 11/15/2005
Reviewed 2/17/2015
Revised 12/15/2020
Reviewed 1/17/2023
Revised 3/18/2025

BOARD OF TRUSTEES

Board Organization

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 28th day after the new Board members are seated. During non-election years, the Board will organize during its regular Board meeting in April. (110 ILCS 805/3-8)

At the organizational meeting, the Board will elect its officers comprised of a Chair, Vice Chair and Secretary from the membership, and designate a Treasurer, not a member of the Board. ***Trustees will be chosen to serve as officers on a rotational basis, ensuring equal leadership opportunities and broad participation in governance if they so choose.***

Each officer shall be elected for a term of one (1) year.

In addition to the election of officers, the Board will fix the time and place for the regular meetings scheduled for the ensuing year.

BOARD OF TRUSTEES OFFICER ROTATION PROCEDURE

1. Rotation Guidelines:

- Trustees will normally rotate through officer roles in a structured order to ensure fair distribution. For example:
 - Year 1: Trustee A - Chair, Trustee B - Vice Chair, Trustee C - Secretary
 - Year 2: Trustee B - Chair, Trustee C - Vice Chair, Trustee D - Secretary
 - Year 3: Trustee C - Chair, Trustee D - Vice Chair, Trustee E - Secretary
- The rotation will allow for each trustee to hold leadership positions and ensure continuity in Board governance.

2. Nomination and Selection:

- A Committee of the Whole meeting will be scheduled prior to the organizational meeting allowing the Committee of the Whole, consisting of all trustees, to oversee the nomination process for the officer positions.
- If a trustee is unable to attend the Committee of the Whole meeting, the presiding chair, or a designee of their choosing, may discuss the outcome of the meeting upon its conclusion.

3. Exceptions and Special Circumstances:

- If a trustee is unable to serve in their officer role due to unforeseen circumstances, the Board will review and adjust the rotation schedule, and assess the impact to future rotations, as necessary to maintain effective leadership.

4. Treasurer Role:

- The Treasurer will continue to be designated as a non-member of the Board, in accordance with current policy. The rotation procedure applies only to the elected positions of Chair, Vice Chair, and Secretary.

5. Evaluation and Review:

- The Board will review this policy, and the officer rotation system, in accordance to the established policy review cadence, at which time it will assess its effectiveness and make any necessary adjustments to improve its functioning.

Notification of Award of Grants

Funding has been made available to Oakton College:

- a. ICCB Noncredit Workforce Training Initiative Grant..... \$105,000.00
(Manager: Eilish McDonagh Hermer and Leah Kintner / Administrator: Delia Rodriguez)
- b. Illinois Community College Board Integrated English Literacy and Civics Education
Supplemental (IELCE Supplemental) \$52,947.00
(Manager: Elena Smoukova / Administrator: Delia Rodriguez)
- TOTAL:..... \$157,947.00**

a. ICCB Noncredit Workforce Training Initiative Grant

The Illinois Community College Board has awarded Oakton College a \$105,000.00 Noncredit Workforce Training Initiative (NWTI) grant. Funds will support the creation and implementation of three noncredit courses and a noncredit program. They are the Hazard Analysis Critical Control Point (HACCP) course, Preventive Controls Qualified Individuals (PCQI) course, a Spanish for Managers course, and a Hospitality Certificate for individuals with learning disabilities. The grant period is from January 1, 2025 through December 31, 2025.

Grant Manager: Eilish McDonagh Hermer, Senior Manager of Workforce Solutions
Grant Manager: Leah Kintner, Senior Workforce and Community Education Program Developer
Grant Administrator: Delia Rodriguez, Dean of Adult and Continuing Education

b. Illinois Community College Board Integrated English Literacy and Civics Education Supplemental (IELCE Supplemental) Grant Funds

The Illinois Community College Board has awarded Oakton a supplemental award allocation of \$52,947 for federal Integrated English Literacy and Civics Education (IELCE) funding for fiscal year 2025. These funds provide educational opportunities for adult learners who participate in Citizenship Education classes. The Components of an IELCE program include Literacy/English Language Acquisition, Civics Education, Workforce Preparation, and Integrated Education and Training / Integrated Career and Academic Preparation System (ICAPS). This funding is for the period July 1, 2024 to June 30, 2025.

Grant Manager: Elena Smoukova, Senior Manager of Adult Education
Grant Administrator: Delia Rodriguez, Dean of Adult and Continuing Education