

**The 802<sup>nd</sup> Meeting  
of  
The Board of Trustees  
September 17, 2024**



## Mission, Vision, and Values Statements

### Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

### Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving the equity in student outcomes.

### Values

*A focus on Oakton students is at the core of each of these values.*

- We exercise **responsibility** through accountability to each other, our community, and the environment.
- We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.
- We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.
- We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.
- We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

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

### Land Acknowledgment for Oakton

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

*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 August 20, 2024
  - Consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and pending litigation
3. Consideration of a motion for adjournment
4. Adjournment

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

Individuals who wish to address the Board of Trustees during the Public Participation portion of the meeting should send an email to [bsparks@oakton.edu](mailto:bsparks@oakton.edu) including their name, town/affiliation, and the item they wish to address to the Board, no later than 6 p.m. on September 17, 2024.

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

### Agenda

- Call to Order and Roll Call
- Pledge of Allegiance
- Land Acknowledgement
- V Approval of minutes of the August 20, 2024 Regular Meeting of the Board of Trustees
- Statement by the President
- Educational Foundation Liaison Report
- ICCTA Liaison Report
- Student Trustee Report
- Student Spotlight
- Comments by the Chair

Trustee Comments

Public Participation

Board Report: Vision 2030 – Building Just & Thriving Communities

## **New Business**

### **Discussion:** Honoring Long-Serving Former Trustees

#### Consent Agenda

- |   |         |   |
|---|---------|---|
| V | 9/24-1a | Approval of Adoption of Consent Agenda                        |
| R | 9/24-1b | Approval of Consent Agenda Items 9/24-2 through 9/24-5        |
|   | 9/24-2  | Ratification of Payment of Bills for July 2024                |
|   | 9/24-3  | Acceptance of Treasurer's Report for July 2024                |
|   | 9/24-4  | Ratification of Payment of Professional Personnel – Fall 2024 |
|   | 9/24-5  | Approval of Clinical Practice Agreements                      |

#### Other Items

- |   |         |  |
|---|---------|--|
| R | 9/24-6  | Affirmation of Mission, Vision, and Values   |
| R | 9/24-7  | Ratification of Board of Trustees Scholarships for 2024-2025   |
| R | 9/24-8  | Authorization to Approve September Purchases <ul style="list-style-type: none"> <li>a. AMSA S.A.F.E Solution – Three-Year Renewal</li> <li>b. Ad Astra Software Maintenance and Support – Three-Year Renewal</li> <li>c. Destiny Solutions System – Five-Year Renewal</li> <li>d. Diploma Services – Three-Year Renewal</li> <li>e. Thomson Reuters – Westlaw Digital Subscription for Paralegal Studies Program – Three-Year Renewal</li> <li>f. Ventrac Snow Machine</li> <li>g. Body-Worn Camera Services – Five-Year Contract</li> </ul> |
|   | 9/24-9  | Preview and Initial Discussion of Upcoming Purchases   |
| R | 9/24-10 | Resolution to Transfer Funds for Restricted O&M Construction Costs   |
| R | 9/24-11 | Authorization to Hire Dean of Curriculum, Instruction and Assessment   |
| R | 9/24-12 | Authorization to Hire Associate Chief Information Officer – Software Services and Strategic Projects   |
| V | 9/24-13 | Acceptance of Faculty Retirements  |
| V | 2/24-14 | First Read of Policy   |
|   | 9/24-15 | Notification of Award of Grants  |

## **Adjournment**



**Minutes of the August 20, 2024 Regular Meeting of the Board of Trustees of Community College District 535**

The 801<sup>st</sup> meeting of the Board of Trustees of Community College District 535 was conducted on August 20, 2024 at the Des Plaines campus of Oakton College, 1600 East Golf Road, Des Plaines, Illinois.

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

Chair Toussaint called the meeting to order at 5:29 p.m. in room 1502. Trustee Bashiri-Remetio called the roll:

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

Chair Toussaint asked for a motion to go into closed session under the exceptions to the Illinois Open Meetings Act, with the purpose of reviewing closed session minutes of June 25, 2024; and considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and pending litigation.

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

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

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

At 5:55 p.m., Chair Toussaint asked for a motion to adjourn the closed session meeting. Trustee Yanow made the motion which was seconded by Trustee Salzberg. A voice vote was called and the closed session was adjourned.

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

Chair Toussaint called the regular meeting of the Board of Trustees to order at 6:06 p.m. in room 1506.

Trustee Bashiri-Remetio called the roll:

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

Also present in room 1506:

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

Administrators: Robyn Bailey, Director of Operations; Marc Battista, Associate Vice President for Academic Affairs; Dr. Karl Brooks, Vice President for Student Affairs; Steve Butera, Director of Communications and External Relations; Dr. Rick Daniels, Director of Institutional Equity and Inclusion; Johanna Fine, Chief Human Resources Officer; Dr. Mia Hardy, Dean of Liberal Arts; Dr. Ruben Howard II, Dean of Business and Career Technologies; Matthew Huber, Dean of Enrollment Management; Dr. Jesse Ivory, Assistant Vice President for Workforce Innovation and Strategic Partnerships; Jake Jeremiah, Dean of Library; Dr. Andrea Lehmacher, Director of Marketing; Dr. Ileo Lott, Provost and Vice President for Academic Affairs; Dr. Alauna McGee, Assistant Vice President for Academic Affairs and College Transitions; Christine Paciero, Director of Oakton Athletics; Dr. Jim Rabchuk, Dean of STEM; Michele Roberts, Vice President for Administrative Affairs; Delia Rodriguez, Dean of Adult and Continuing Education; Katherine Sawyer, Chief Advancement Officer; Dan Weber, Registrar and Director of Registrar Services; Ella Whitehead, Assistant Director of Enrollment for Equity Outreach; and Andy Williams, Controller.

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

Faculty: Olabisi Adenekan, English; Brittany Coleman, Library; Carla Ferguson, Nursing; Chris Hirst, Air Conditioning Heating and Refrigeration Technology; Camille Harrison, Modern Languages; Khursheed Ichhaporia, Biology; Paula Jenkins, Management; Mary Johannesen-Schmidt, Psychology; Matthew Lee, Mathematics; David Lewis, Management and Marketing; Richard Lyon, Human Services; Kate Magnusson, English; Gary Mines, Chemistry; Patrick O'Donnell, Philosophy; Katherine Schuster, Education and Global Studies; William Strond, Biology; and Leslie Van Wolvelaar, Accounting.

Staff: Philip Cronin, Campus Technologies; Chris Dentamaro, Access and Disability Resource Center; John Donoghue, Facilities; Ernest Gest, Facilities; Julia Gray, Information Technology; Lea Hartono, Academic Affairs; Thomas Hicks Jr., Learning and Testing; Janeen Jackson, BLACK Student Success; Ewa Lyczewska, Marketing and Communications; Gabrielle O'Connor, Student Life and Campus Inclusion; Vinita Shah, Campus Technologies; Linda Sloan, Payroll; Beatriz Sparks, President's Office; Evelyn Tsai, Health and Counseling Services; and Kristin Wirth, Procurement.

Students: Eddie Larios and Margo Mattenson.

Guests: Dr. Judy Mitchell.

**Pledge of Allegiance** – Trustee Salzberg led the pledge.

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

### **Approval of Minutes**

Chair Toussaint asked a motion for the approval of the minutes of the June 25, 2024 regular meeting of the Board of Trustees, and the June 25, 2024 committee of the whole 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 Leslie Dubin (business) who passed away on June 30. Leslie was the recipient of the Ray Hartstein Teaching Excellence Award in 2014.
- To the family of Mary Reinke, former executive assistant in the President's Office, who passed away on August 2.
- To Katherine Schuster, Distinguished Professor on the passing of her mother in law Adeline Schuster on August 11.

- To the family of English tutor Clay Cooper who passed away on August 11.

#### Congratulations

- To Juleya Woodson, Project Manager of the Workforce Equity Initiative on the birth of daughter, Kaley Amore, on June 28.
- The Oakton College Educational Foundation Board of Directors received the John W. Nason Award for Board Leadership by the Association of Governing Boards of Universities and Colleges (AGB). The Nason Award is presented to higher education governing boards that demonstrate exceptional leadership and initiative.

#### Employee Recognitions

- NISOD (National Institute for Staff and Organizational Development) recognizes faculty and staff who have demonstrated an outstanding commitment and contribution to their students and colleagues. Oakton's honorees this year are:
  - Olabisi Adenekan, Professor of English
  - Chris Dentamaro, Accessibility Specialist
  - Thomas Hicks Jr., Manager of the Learning Center and Interim Director of Student Engagement
  - Paula Jenkins, Lecturer in Business
  - Matthew Lee, Associate Professor Mathematics
  - Richard Lyon, Lecturer in Business and Career Technologies
  - Cynthia Mckeag-Tsukamoto, Senior Lecturer in Liberal Arts
  - Kristi Zenchak, Professor of Biology
- The following full-time faculty members have achieved Distinguished Professor Status: Tom Bowen, Tina Fahkrid-Deen, Megan Klein, Nizar Handzic, Ivan Temesvari, Donna Dickson, Jhosa Pagulayan, and Suzi Ziegenhorn.
- The following adjunct faculty members have earned the Senior Lecturer designation demonstrated by over 22 semesters of service, consistent professional development, and strong classroom performance: Danielle Dickerson, Michael Durso, Avis Gibons, Mary Hope Griffin, Kristine Lefebber, Rondell Merrill, Mary Obernesser, Teresa Parod, Soraya Salmasi, Rebecca Sedam, Sebastian Szczepanski, Jack Taha, and Ruth Whitney
- CIS adjunct professor Marc Buslik, received two awards including the American Society of Criminology, 2023 Innovation in Policing and the Academy of Criminal Justice Sciences, 2024 Leadership and Innovation. Marc, a retired police officer, received these awards based on the police mental health response program that he created for people in crisis during his last assignment as commander of the police district on the northside of the city.

#### Athletic Recognitions

- Nikhil Thomas (Men's Tennis) received the Dick Durrant Academic Award.
- The men's golf team received the NJCAA Academic Team Award.
- There were 26 ISCC All-Conference Academic Award winners and 20 NJCAA All-American Academic Award winners. Check the Oakton Owls website.

#### Happenings

- Last week was the kick off to the new academic year. President Smith thanked everyone who helped to coordinate a meaningful week including the all-college opening day event followed by orientation week professional development sessions.
- Yesterday was the first day of the fall semester. It is wonderful to have classrooms and hallways bustling with students!
- First Generation Student Welcome on August 27 at 1 p.m. in Room 1610. The goal of the event is to inspire a welcoming environment for students and offer resources for the semester.

- Fall Fest on August 28 (Skokie) and August 29 (Des Plaines). Enjoy fun games, giveaways, music and food, and learn more about student clubs, organizations, campus services and programs that support student success at Oakton College. Bring your Student ID to grab food and participate in activities.

### **Educational Foundation Liaison Report**

The Foundation held a Nason Award Celebration on July 26 with Board leaders and close friends of the foundation to receive the award from the Association of Governing Board's COO, Dr. Mary Papazian. During the event, Foundation Board President Julie Fenton announced a \$100,000 gift challenge to grow the endowment of the General Scholarship fund so it is available to support students of today and tomorrow. Contributions to the General Scholarship endowment will be doubled through this gift throughout this academic year.

The Board's Leadership Giving campaign is in full swing, with over 60% participation and gift commitments to date. The Foundation Board expects 100% participation by their Board Directors and invites the Board of Trustees to join them by contributing to the Educational Foundation to set the pace of giving for the new year.

The Foundation is off to an excellent year from a fundraising standpoint having already reached 18% of their contributions goal in the first 45 days of the fiscal year. In addition to the \$100,000 gift from an anonymous donor to serve as a match challenge for the General Scholarship Endowment, other notable commitments since the last update to the Trustees include:

- A \$10,500 gift from Foundation Board Director Scott Hurwitz and his wife Kelly to launch a scholarship that provides resources for students from at-risk communities with preference for Evanston residents,
- A \$10,000 gift from Robbins Schwartz to sponsor Foundation events throughout the new fiscal year,
- A \$10,000 gift from the estate of Frank Chulay, a former mayor of Lincolnwood and adjunct faculty member, to grow the endowment of the scholarship in his name for students who participate in student government or are pursuing a degree in political science,
- A \$6,000 gift from Dr. Tom TenHoeve, Oakton's second president, to grow the endowment of the scholarship in his name,
- And a \$2,000 contribution for the Consulate General of Mexico in Chicago that is being matched by the Educational Foundation to provide scholarship support to traditional-age students of Mexican heritage or nationality.

The Foundation welcomed new Board Director Stefan Johnson in July. Stefan is the Manager of Human Resources and Director of Security at Abt Electronics in Glenview.

The Board's next quarterly meeting will take place on September 4 and the annual Joint meeting between the Foundation Board and Board of Trustees is scheduled for Tuesday, September 17 at 4 p.m.

### **Student Trustee Report**

Mr. Franklin Ocaña II shared that the fall 2024 semester has started, and there are different activities planned on campus to welcome students. Fall Fest is scheduled for August 28 at the Skokie campus, and August 29 at the Des Plaines campus; he invited everyone to attend. He thanked faculty, staff and students for their attendance today's meeting.

### **Student Spotlight**

Margot Mattenson is a United States Navy Veteran, and a Naval Sea Cadet Volunteer Instructor. She is currently serving as the Student Government Association Vice President. After her service, Margot knew she would attend Oakton College, as she had been taking classes while stationed overseas, and she was hired as a student employee in the Office of Student Life and Campus Inclusion. However, Margot shared that transitioning to civilian life was challenging after a PTSD diagnosis, which made her feel alone and isolated. Fortunately, she had the support of people like Professor Bob Gynn, Victoria Przybyl in Student Affairs, and her friends. Oakton provided Margot with a safe environment to acclimate to civilian life, and helped her regain her purpose thanks to the encouragement of Oakton faculty and staff members. Her goal is to obtain a Ph.D. and become a professor of English.

Trustee Toussaint thanked Margot for her service.



**Comments by the Chair**

Chair Toussaint welcomed everyone to the new academic year, and indicated that she is looking forward to another year of excellence. As an immigrant, she knows many people who attended Oakton, and realizes the importance of community colleges as institutions that provide a key opportunity for education.

**Trustee Comments**

Trustee Yanow thanked Dr. Rick Daniels and Oakton for developing the 2024-2026 Equity Plan. She said that she is looking forward to opportunities to engage in equity work.

Trustee Burns echoed Trustee Yanow’s comments, and indicated that she participated in a meeting where a mandated equity plan was discussed, and is glad to see the document finalized at Oakton to solidify the work that has been done for years. She also shared positive comments about Oakton’s current marketing efforts to highlight students’ experiences.

**Public Participation – None**

**Board Report: Strategic Workforce Partnership Update**

Dr. Jesse Ivory, Assistant Vice President for Workforce Innovation and College Partnerships

Commitment to Partnership for Impact & Vision 2030 Alignment

At Oakton College, strategic partnerships are vital to our mission of transforming lives through education and workforce development. With over **100 partnerships/connections**, these collaborations help us:

- Drive employment outcomes for students
- Enhance student recruitment
- Provide comprehensive student support

Together, they keep Oakton at the forefront, creating meaningful opportunities for our students.

Strategic Partnerships

<b>Partner</b>	<b>Initiative</b>
City of Evanston	Evanston Responders Program
Infant Welfare Society of Evanston	Childcare Worker Pathways
D219/Residence Inn	Hospitality Pathways for Neurodiverse Learners
LRS Management	Mechanics and Drivers Training
Pacific Northwest National Laboratory	DEWWIND Project
Louis Gunz	Regis Manufacturing Workforce Development
Northwestern Pathway	BNAT Completers to Medical Assistants
Evanston Latinos/IWSE	ESL and ECE Bilingual Pathway
Youth Job Center	Ongoing Partnership Expanding to Training Services
City of Evanston Human and Health Services	Workforce Development Collaboration
Evanston Cradle to Career	Educational and Career Development
Trade Collective	Traded Skilled Labor Development
Moran Center	Legal and Social Support Services for Students
Evanston Public Library	Community Education Partnership
UIC	Equipment Distribution for Cannabis Program

Small Business Development Center

- **120 Clients Served:** We have supported 120 local businesses, helping them grow and succeed.
- **Advancing Equity:** 25% of the businesses are minority-owned, and 65% are women-owned, demonstrating our commitment to diversity, inclusion, and gender equity.

The Illinois SBDC at Oakton College is doing the work to ensure successful collaborations. Through the partnership with Kellogg School of Management, clients have access to advisors who are industry experts in data

analysis, business and financial planning, website and social media design and cyber security. Clients are able to work 1:1 with the advisor and are able to transition through the advisors based on need.

#### Workforce Equity Initiative (WEI) Partnerships

Our Workforce Equity Initiative has partnered with over 90 employers to create valuable job opportunities for our students. Key hires include:

- Advocate Health: 12 students
- Endeavor Health: 8 students
- Schneider National: 7 students
- Western Express: 6 students
- Roehl Transport: 3 students

#### WEI Impact and Achievements

- Employment Rate: Over 140 students employed (81+% employment rate overall and 83% employment rate for BIPOC students)
- \$5.6 million in combined total salaries

#### Highlights

- **Northwestern Medicine Partnership**
  - CNA To MA Apprenticeship preparing students for Medical Assistant role. Part of a larger future pathway.
  - Future Growth: Anticipating more students next year, including ETHS BNAT students and Adult Ed ICAP completers.
- **D219 Partnership**
  - Collaborating with D219 and Residence Inn to provide pathways into hospitality careers for neurodiverse learners.
  - Impact:
    - Eight (8) initial students. Two (2) hired at the Residence Inn.
    - Expansion of new partners to include Walsh Academy in Niles and Orchard Academy in Skokie as well as Chicago Marriott Suites, O'Hare
- **Evanston Latinos ECE Pathway**
  - Combining ESL and ECE classes to create a seamless educational pathway for ESL/bilingual students.
  - **Impact:** Starting a cohort of 17 workforce-ready students for Gateways Level 1, leading into opportunities for employment

### **NEW BUSINESS**

#### **8/24-1a Approval of Consent Agenda**

Trustee Stafford 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.

#### **8/24-1b Approval of Consent Agenda Items 8/24-2 through 8/24-8**

Trustee Yanow offered: "Be it resolved that the Board of Trustees of Community College District 535 approves the following items 8/24-2 through 8/24-8 as listed in the Consent Agenda."

#### **8/24-2 Ratification of Payment of Bills for June 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 \$10,808,082.85 for all check amounts as listed and for all purposes as appearing on a report dated June 2024.”

**8/24-3 Acceptance of Treasurer’s Report for June 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 June 2024.”

**8/24-4 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.”

**8/24-5 Approval of Budget Transfers**

“Be it resolved that the Board of Trustees of Community College District 535 approves budget transfers in accordance with Illinois Compiled Statutes 110 ILCS 805/3-20.1, as listed originally in the FY2024 Budget approved by the Board in June 2023:

Education Fund-01:	\$ 1,369,749
to and from 01 accounts as listed on pages 3-13 of item 8/24-5 in the August 2024 agenda book	
Operations & Maintenance Fund-02:	316,548
to and from 02 accounts as listed on pages 13-14 of item 8/24-5 in the August 2024 agenda book	
O & M Fund (Restricted)-03:	281,974
to and from 03 accounts as listed on page 15 of item 8/24-5 in the August 2024 agenda book	
Auxiliary Enterprises Fund-05:	267,779
to and from 05 accounts as listed on pages 15-17 of item 8/24-5 in the August 2024 agenda book.	
Total:	\$ 2,236,050.”

**8/24-6 Supplemental Payment of Professional Pay – Summer 2024**

“Be it resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$294,768.30 to the total amount of part-time teaching salaries paid during the summer 2024 semester. The revised, total payment amount is \$1,675,012.58.”

“Be if further resolved that the Board of Trustees of Community College District 535 approves an adjustment of \$42,947.95 to the total amount of faculty overload salaries paid during the summer 2024 semester. The revised, total payment amount is \$2,109,258.74.”

**8/24-7 Approval of Clinical Practice Agreements**

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

- Fire Science Program (1)
- Medical Assistant Program (1)
- Nursing (1).”

**8/24-8 Approval of Memorandum of Understanding between YWCA Evanston/North Shore and Oakton College**

“Be it resolved that the Board of Trustees of Community College District 535 approves the Memorandum of Understanding between Oakton College and YWCA Evanston/North Shore.”

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

- Ms. Bashiri-Remetio     Aye
- Ms. Burns                     Aye

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

The motion carried. Student Trustee Ocaña favored the resolution.

**8/24-9 Authorization to Approve August 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>
8/24-9a	1	Illinois Community College Risk Management Consortium (ICRMC) – One-Year Renewal	Illinois Community College Risk Management Consortium c/o Nugent Consulting Group Northbrook, IL	\$967,752.00
8/24-9b	1	Splunk Software License, Updates and Support – One-Year Renewal	Optiv Security, Inc. Denver, CO	\$34,876.80
8/24-9c	1	Adobe Creative Cloud Software Lease and Support – One-Year Renewal	JensenIT, Inc. Des Plaines, IL	\$56,160.00
8/24-9d	2	Information Technology Services Management (ITSM) System – Five-Year Contract	TeamDynamix Columbus, OH	\$556,943.36
8/24-9e	2	Plagiarism Prevention Software – Three-Year Contract	Turnitin, LLC Oakland, CA	\$95,725.00
8/24-9f	1	Temporary Staffing Services for Interim Chief of Police	MGT of America Consulting, LLC Northfield, IL	\$125,000.00
<b>GRAND TOTAL</b>				<b>\$1,836,457.16.”</b>

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

**8/24-10 Ratification for the Purchase of Radio Frequency Identification (RFID) Security Tag Conversion for the Learning Commons Collection**

Trustee Bush offered: “Be it resolved that the Board of Trustees of Community College District 535 authorizes the Ratification for the purchase of the RFID Tag Conversion for the Learning

Commons Collection with Bibliotheca, LLC, 3169 Holcomb Bridge Rd, Suite 206, Norcross, GA 30071, for a total not to exceed \$30,093.73.”

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

#### **8/24-11 Preview and Initial Discussion of Upcoming Purchases**

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

- a. Diploma Services – Three-Year Contract
- b. Oakton College Health Career Equipment Purchases
- c. Thomas Reuters – Westlaw Digital Subscription for Paralegal Studies Program
- d. Ad Astra Software Maintenance and Support
- e. AMSA S.A.F.E
- f. Modern Campus Destiny Solutions – Five-Year Renewal
- g. Ventrac Snow Machine
- h. ABI Force Z-23 Infield Machine

#### **8/24-12 Authorization to Approve Tentative Collective Bargaining Agreement between the Oakton College Board of Trustees and the Oakton Community College Faculty Association**

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the tentative agreement with the Oakton Community College Faculty Association (OCCFA-IEA-NEA), effective August 20, 2024 through August 19, 2028.”

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

#### **8/24-13 Resolution Designating Date, Time, and Place for Filing Board of Trustees Nominating Petitions**

Trustee Stafford offered:

“WHEREAS, an election is to be held in Community College District No. 535 on April 1, 2025, for the election of two members of the Board of Trustees, each to serve for a term of six years; and,

WHEREAS, the Election Code and the Public Community College Act direct the Board Secretary to perform certain functions with respect to the receipt and filing of nominating petitions and statements of candidacy, or to designate a representative to perform such functions; and,

WHEREAS, the Board finds it convenient and necessary to designate a member of the College staff to represent the Board Secretary in the performance of such functions, and at the request of

and with the concurrence of the Board Secretary, the Board desires to designate the Special Assistant to the Board of Trustees as such representative;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 535, COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

Section 1. The place for receiving and filing nominating petitions and statements of candidacy for the election to be held on April 1, 2025 is hereby designated as Room 1500, Oakton College, 1600 East Golf Road, Des Plaines, Illinois 60016.

Section 2. Pursuant to the authority conferred by the Public Community College Act, the Board hereby designates the Special Assistant to the Board of Trustees to represent the Board Secretary in the performance of the Board Secretary's duties with respect to the receipt and filing of nominating petitions and statements of candidacy.

Section 3. The first day for filing petitions for positions on the Board of Trustees of Oakton College is Tuesday, November 12, 2024. The designated representative's office will be open for the receipt and filing of nominating petitions, and statements of candidacy between 8 a.m. and 5 p.m., Tuesday, November 12 through Friday, November 15, 2024, and between 8 a.m. and 5 p.m. on Monday, November 18, 2024, the last day to file nominating petitions.

Section 4. The procedure to be followed by the designated representative of the Board Secretary for the receipt and filing of nominating petitions and statements of candidacy shall be substantially as follows:

- a) The designated representative of the Board Secretary shall receive petitions in the order presented. The designated representative will mark upon each the date and hour received and the numerical order in which they were received. All petitions filed by persons waiting in line as of 8 a.m. on November 12, 2024, shall be deemed filed as of 8 a.m. Petitions filed by mail and received after midnight on November 12, 2024, and in the first mail delivery to Oakton College on November 12, 2024 shall be deemed filed as of 8 a.m. on November 12, 2024. All petitions received thereafter shall be deemed filed in the order of actual receipt.
- b) Where two or more petitions are received simultaneously at the opening hour of the filing period, the designated representative of the Board Secretary shall break ties and determine the order of filing by means of a lottery, as provided by the Election Code.
- c) Where two or more petitions are received simultaneously at the last hour of the filing period, the designated representative of the Board Secretary shall break ties and determine the order of filing by means of a lottery, as provided by the Election Code."

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

#### 8/24-14

#### Acceptance of Faculty Retirement

Trustee Burns offered: "Be it resolved that the Board of Trustees of Community College District 535 accepts the retirement of Sheila Zabin."

Trustee Bashiri-Remetio seconded the motion. A voice vote was called and the motion passed unanimously.

**8/24-15 Acceptance of a Full-Time Faculty Resignation**

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 accepts the resignation of Jeffrey Cabay effective August 5, 2024.”

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

**8/24-16 Authorization to Hire a Full-Time, Tenure-Track Faculty Member**

Trustee Toussaint offered: “Be it resolved that the Board of Trustees of Community College District 535 hereby authorizes the employment of Ms. Emily Egan-Rowe for the 2024-2025 academic year, beginning August 2024:

<u>Name</u>	<u>Academic Rank and Assignment</u>	<u>Lane-Step, Base Salary</u>
Emily Eagan-Rowe	Instructor, Engineering	A-3, \$56,555.”

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

**8/24-17 Approval of Policy Revision**

Trustee Bashiri-Remetio offered: “Be it resolved that the Board of Trustees of Community College District 535 approves the proposed revisions to policy 5130, attached hereto.”

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

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

The motion carried. Student Trustee Ocaña favored the resolution.

**8/24-18 Notification of Award of Grants**

Funding totaling \$1,368,634.00 has been made available to Oakton College:

- a. Illinois Community College Board Workforce Equity Initiative FY24 Amendment ..... \$140,100.00  
(Managed by Juleya Woodson / Administered by Dr. Jesse Ivory)
- b. U.S. Department of Education TRIO SSS Year 5 of 5 ..... \$362,503.00  
(Managed by Esperanza Salgado-Rodriguez / Administered by Dr. Leana Cuellar)
- c. American Society for Clinical Pathology (ASCP) Medical Lab Science Grant ..... \$10,000.00  
(Managed by Penny Salgado / Administered by May Alimboyoguen)

- d. Illinois Community College Board Pipeline for the Advancement of the Healthcare Workforce Program (PATH) FY25 ..... \$502,500.00  
(Managed by Anca Dobocan / Administered by May Alimboyoguen)
  - e. U.S. Department of Education AANAPISI Grant Year 5 of 5 ..... \$300,000.00  
(Managed by Dear Aunaetitrakul / Administered by Dr. Kelly Iwanaga Becker)
  - f. Illinois Board of Higher Education Illinois Cooperative Work Study Grant ..... \$45,080.00  
(Managed by Dr. Shannon McKenzie / Administered by Dr. Ruben Howard II)
  - g. National Science Foundation Robert Noyce Teacher Scholarship Program sub-contract with Roosevelt University ..... \$8,451.00  
(Managed by Dr. Katherine Schuster / Administered by Dr. Mia Hardy)
- TOTAL:..... \$1,368,634.00**

**Adjournment**

Chair Toussaint announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be held at 6 p.m. on Tuesday, September 17, 2024 at the Des Plaines Campus.

Trustee Toussaint made a motion to adjourn the meeting, which was seconded by Student Trustee Ocaña. A voice vote was called and the meeting was adjourned at 7:20 p.m.

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

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

Minutes recorded by:  
Beatriz Sparks  
8/2024



**Approval of Adoption of Consent Agenda**

“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”

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

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

- 9/24-2           Ratification of Payment of Bills for July 2024
- 9/24-3           Acceptance of Treasurer’s Report for July 2024
- 9/24-4           Ratification of Payment of Professional Personnel – Fall 2024
- 9/24-5           Approval of Clinical Practice Agreements.”

**Ratification of Payment of Bills for July 2024**

The check register detailing the regular monthly bills for July 2024 was sent out September 13, 2024. The totals by fund are on page 2. This includes approval of travel reimbursements for July 2024.

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Board Chair

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Board Secretary

MR:js  
9/2024

**President's Recommendation:**

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

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

OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund; Operation and Maintenance Fund; Operation and Maintenance Fund (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 for June 2024, represented by checks on pages 1-19 numbered !0003940 - !0003970, !0003972 - !0003994, !0003996 - !0004031, !0004033 - !0004062, !0004064 - !0004067, A0167047 - A0167064, A0167066 - A0167105, A0167107 - A0167190, A0167192 - A0167423, A0167425 - A0167440, A0167442 - A0167469, A0167471 - A0167478, A0167480 - A0167511 and A0167513 - A0167546 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.

*Michèle C Roberts*

Treasurer, Community College District 535

RECAPITULATION	<b>Gross Checks Issued</b>				
Fund	Payroll	Accounts Payable	Sub-Total	Voided Checks	Total
Education	\$ 2,185,147.62	\$ 1,683,877.28	\$ 3,869,024.90	\$ (28,661.93)	\$ 3,840,362.97
Operation and Maintenance	\$ 165,740.23	\$ 283,438.72	\$ 449,178.95	\$ -	\$ 449,178.95
Operation and Maintenance (Restricted)		\$ 2,219,866.25	\$ 2,219,866.25	\$ -	\$ 2,219,866.25
Bond and Interest		\$ 300.00	\$ 300.00	\$ -	\$ 300.00
Auxiliary Enterprises	\$ 111,061.74	\$ 213,925.13	\$ 324,986.87	\$ (244.50)	\$ 324,742.37
Restricted Purposes	\$ 125,360.26	\$ 267,089.74	\$ 392,450.00	\$ (18,826.34)	\$ 373,623.66
Working Cash			\$ -	\$ -	\$ -
Trust and Agency		\$ 5,619.27	\$ 5,619.27	\$ -	\$ 5,619.27
Audit		\$ 4,000.00	\$ 4,000.00		\$ 4,000.00
Liability, Protection and Settlement		\$ -	\$ -	\$ -	\$ -
Social Security/Medicare		\$ -	\$ -	\$ -	\$ -
Loan		\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 2,587,309.85</b>	<b>\$ 4,678,116.39</b>	<b>\$ 7,265,426.24</b>	<b>\$ (47,732.77)</b>	<b>\$ 7,217,693.47</b>
STUDENT GOVERNMENT	\$ -	\$ 9,654.43	\$ 9,654.43	\$ -	\$ 9,654.43
<b>TOTAL PER REPORT</b>	<b>\$ 2,587,309.85</b>	<b>\$ 4,687,770.82</b>	<b>\$ 7,275,080.67</b>	<b>\$ (47,732.77)</b>	<b>\$ 7,227,347.90</b>

STUDENT GOVERNMENT AFFIDAVIT  
OAKTON COLLEGE  
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-19 numbered !0004095, !0004123, !0004203, A0167088, A0167088, A0167152, A0167174, A0167193, A0167206, A0167231, A0167285 and A0167471 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 \$9,654.43 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 July 2024.

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

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

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

MR:js  
9/2024

**President's Recommendation:**

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

"Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College's official records, the report of the Treasurer for the month of July 2024."

**OAKTON COLLEGE**  
**COMMUNITY COLLEGE DISTRICT 535**  
**TREASURER'S REPORT**

July 2024

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

Treasurer's Comments on July 2024 Financial Statements

Page 4. Financial Position Statement

**Cash and investments**

Monthly collections included \$15.4 million in property taxes, \$2.0 million in tuition and fees, \$947,000 in interest earnings, \$796,000 for the credit hour grant, \$353,000 in replacement taxes, and \$51,000 for the ECACE grant.

Net cash and investments increased \$9.5 million from the previous month, as expected.

The Annual Comprehensive Financial Report as of June 30, 2024 with audited financial data will be available in October.

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

**Revenues**

At the end of July, revenues were \$26.5 million or 114% of the prorated budget, compared to \$17.2 million, or 102% for the previous year. Effective July 1<sup>st</sup>, property taxes are being recorded on a cash basis instead of an accrual basis for monthly reporting. Property taxes will be adjusted to accrual basis for fiscal year-end reporting. Tuition and fees totaled \$10.5 million year to date, or 95% of the prorated budget. Last year, tuition and fees totaled \$10.7 million or 96% of the prorated budget. Revenues from tuition and fees are recorded as billed.

**Expenditures**

The current year's total actual operating expenditures were \$3.7 million. The operating expenditures are \$2.0 million (3.5%) below prior year's actual expenditures of \$5.7 million for the same period. Net transfers total \$550,000 as budgeted.



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

	Education	Operations & Maintenance	Operations & Maintenance (Restricted)	Bond And Interest	General Long term Debt	Working Cash Auxiliary Agency Restricted	Investment In Plant	Social Security Medicare Audit Tort	Retiree Health Ins.	Total All Funds
<b>ASSETS</b>										
Cash	\$ 25,846	\$ 1,340	\$ (1,857)	\$ 996	\$ -	\$ (13,355)	\$ -	\$ 407	\$ 400	\$ 13,777
Taxes Receivable	27,610	3,878	-	1,918	-	-	-	50	-	33,456
Student Tuition Receivable	6,025	1	5	-	-	845	-	-	-	6,876
Government Funds Receivable	3	-	-	-	-	1,543	-	7	-	1,553
Lease Receivable	12,938	-	-	-	-	-	-	-	-	12,938
Accrued Interest	568	88	224	-	-	18	-	5	208	1,111
Other Receivables	307	1	14,000	-	-	218	-	-	-	14,526
Investments										
Short-term	68,767	11,628	36,427	3,755	(2,094)	17,512	-	1,092	34,672	171,759
Long-term	22,906	3,149	4,053	-	-	376	-	128	7,567	38,179
Due from (to) Other Funds	(27,900)	(600)	-	-	-	14,500	-	-	-	(14,000)
Inventories - Prepays	3,075	(1)	-	-	(419)	104	-	-	-	2,759
Total Current Assets	<u>140,145</u>	<u>19,484</u>	<u>52,852</u>	<u>6,669</u>	<u>(2,513)</u>	<u>21,761</u>	<u>-</u>	<u>1,689</u>	<u>42,847</u>	<u>282,934</u>
Net Investment in Plant	-	-	-	-	-	-	101,014	-	-	101,014
Intangible Assets	-	-	-	-	-	-	558	-	-	558
Total Assets	<u>\$ 140,145</u>	<u>\$ 19,484</u>	<u>\$ 52,852</u>	<u>\$ 6,669</u>	<u>\$ (2,513)</u>	<u>\$ 21,761</u>	<u>\$ 101,572</u>	<u>\$ 1,689</u>	<u>\$ 42,847</u>	<u>\$ 384,506</u>
Deferred Outflows - CIP and College Plan	-	-	-	-	-	-	-	-	940	940
Total Assets and Deferred Outflows of Resources	<u>\$ 140,145</u>	<u>\$ 19,484</u>	<u>\$ 52,852</u>	<u>\$ 6,669</u>	<u>\$ (2,513)</u>	<u>\$ 21,761</u>	<u>\$ 101,572</u>	<u>\$ 1,689</u>	<u>\$ 43,787</u>	<u>\$ 385,446</u>
<b>LIABILITIES AND NET POSITION</b>										
Payables	\$ 329	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 429
Accrued Interest Payable	-	-	-	-	186	-	-	-	-	186
Deferred Tuition Revenue	-	-	-	-	-	2	-	-	-	2
Accruals	2,814	488	881	-	-	280	-	12	-	4,475
Bonds Payable	-	-	-	-	57,974	-	-	-	-	57,974
Lease Liability	-	-	-	-	154	-	-	-	-	154
Subscriptions Liability	-	-	-	-	2,257	-	-	-	-	2,257
OPEB Liability	-	-	-	-	-	-	-	-	15,817	15,817
Total Liabilities	<u>3,143</u>	<u>488</u>	<u>881</u>	<u>-</u>	<u>60,571</u>	<u>382</u>	<u>-</u>	<u>12</u>	<u>15,817</u>	<u>81,294</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>44,843</u>	<u>4,490</u>	<u>881</u>	<u>1,945</u>	<u>60,571</u>	<u>382</u>	<u>-</u>	<u>60</u>	<u>37,277</u>	<u>150,449</u>
Net Position										
Unrestricted	95,301	14,994	51,971	-	-	3,689	-	-	6,510	172,465
Restricted	-	-	-	-	-	17,690	-	1,629	-	19,319
Debt Service	-	-	-	4,723	(63,084)	-	-	-	-	(58,361)
Plant	-	-	-	-	-	-	101,572	-	-	101,572
Total Net Position	<u>95,301</u>	<u>14,994</u>	<u>51,971</u>	<u>4,723</u>	<u>(63,084)</u>	<u>21,379</u>	<u>101,572</u>	<u>1,629</u>	<u>6,510</u>	<u>234,995</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 140,144</u>	<u>\$ 19,484</u>	<u>\$ 52,852</u>	<u>\$ 6,668</u>	<u>\$ (2,513)</u>	<u>\$ 21,761</u>	<u>\$ 101,572</u>	<u>\$ 1,689</u>	<u>\$ 43,787</u>	<u>\$ 385,444</u>

**OAKTON COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
ONE MONTH ENDED JULY 31, 2024**

	Operating Budget (000)	Prorated Budget (000)	Actual (000)	As a % of Prorated Budget	
				Current	Last Year
<b>REVENUES (cash and accrual basis)</b>					
Property Taxes	\$ 62,753	\$ 11,274	\$ 14,455	128%	96%
Replacement Tax	2,000	167	353	212%	327%
State Revenue	5,270	439	722	164%	199%
Tuition and Fees	20,621	11,009	10,471	95%	96%
Other	3,160	263	493	187%	179%
<b>TOTAL REVENUES</b>	<b>\$ 93,804</b>	<b>\$ 23,152</b>	<b>\$ 26,494</b>	<b>114%</b>	<b>102%</b>
<b>EXPENDITURES (accrual basis)</b>					
Instructional	\$ 32,314	\$ 2,693	\$ 1,597	59%	108%
Academic Support	21,912	1,826	1,292	71%	90%
Student Services	9,300	775	251	32%	49%
Public Services	1,455	121	49	40%	35%
Operations and Maintenance	9,130	761	216	28%	41%
General Administration	9,142	762	277	36%	52%
General Institutional	664	55	26	47%	643%
Contingency	2,146	179	-	0%	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,063</b>	<b>\$ 7,172</b>	<b>\$ 3,708</b>	<b>52%</b>	<b>84%</b>
Revenues over (under) expenditures	7,741	15,980	22,786		
Net Fund transfers					
To O & M Fund (Restricted)	(2,500)	(208)	(208)		
To Auxiliary Fund and Alliance	(2,500)	(208)	(208)		
To Restricted Purpose Fund	(100)	(8)	(8)		
To Liability, Protection & Settlement Fund	(880)	(73)	(73)		
To Social Security/Medicare Fund	(904)	(75)	(75)		
From Working Cash Fund: Interest	290	24	24		
<b>Total Transfers</b>	<b>\$ (6,594)</b>	<b>\$ (550)</b>	<b>\$ (550)</b>		
<b>Net Revenue over (under) expenditures</b>	<b>\$ 1,147</b>	<b>\$ 15,431</b>	<b>\$ 22,237</b>		

**OAKTON COLLEGE  
REVENUES AND EXPENDITURES  
ONE MONTH ENDED JULY 31, 2024**

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

<b>OPERATIONS AND MAINTENANCE FUND (Restricted)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>
<b>REVENUES</b>			
Construction Fee	295	121	41%
Interest and Investments Gain/Loss	25	171	684%
<b>Total revenues</b>	<b>320</b>	<b>292</b>	<b>91%</b>
<b>EXPENDITURES</b>			
Project Management Service	-	-	0%
Learning Commons RHC	750	-	0%
Boiler Replacement	150	-	0%
Des Plaines Workplace - Critical Adjacencies	2,305	-	0%
Learning Commons DP - Enabling Project	-	10	0%
TenHoeve Wing Remodeling	-	-	0%
Oakton College Health Education Center	350	-	0%
Exterior Lighting Project	900	-	0%
Learning Commons - Des Plaines	2,700	-	0%
Baseball Parking Lot	250	-	0%
Capital Equipment	633	-	0%
Hardware Replacement/Master Keying	500	-	0%
Landscape Improvement	715	-	0%
Pedestrian Path	250	-	0%
Camera Replacement	150	30	20%
Washroom Upgrades Phase I	1,306	-	0%
Baseball Complex Renovation	1,145	-	0%
Courtyards	16	-	0%
Site and Construction	200	-	0%
Contingency	-	-	0%
<b>Total expenditures</b>	<b>12,320</b>	<b>40</b>	<b>0%</b>
Transfer in	5,000	417	8%
<b>Net</b>	<b>\$ (7,000)</b>	<b>\$ 669</b>	<b>(10%)</b>

<b>AUXILIARY ENTERPRISE FUND (excluding Alliance)</b>	<b>Budget (000)</b>	<b>Actual (000)</b>	<b>Actual as a % of Budget</b>	
			<b>Current</b>	<b>Last Year</b>
<b>REVENUES</b>				
Bookstore Sales	\$ 1,332	\$ 729	55%	8%
Workforce Development	210	7	3%	0%
Copy Center	110	3	3%	6%
Athletics	42	4	10%	35%
Child Care	397	86	22%	8%
PAC Operations	-	-	0%	0%
Other	69	49	71%	75%
Interest and Investments Gain/Loss	188	8	4%	0%
<b>Total revenues</b>	<b>2,348</b>	<b>886</b>	<b>38%</b>	<b>90%</b>
<b>EXPENDITURES</b>				
Bookstore Operating Expenses	\$ 1,772	\$ 12	1%	2%
Workforce Development	200	4	2%	3%
Copy Center	431	21	5%	6%
Athletics	1,302	70	5%	3%
Child Care	570	15	3%	4%
PAC Operations	105	3	3%	4%
Auxiliary Services Administration	341	13	4%	5%
Other	479	-	0%	2%
<b>Total expenditures</b>	<b>5,200</b>	<b>138</b>	<b>3%</b>	<b>3%</b>
Transfers in (out)	2,272	189		
<b>Net</b>	<b>\$ (580)</b>	<b>\$ 937</b>		

**ALLIANCE FOR LIFELONG LEARNING  
SUMMARY OF REVENUES AND EXPENDITURES  
ONE MONTH ENDED JULY 31, 2024**

	<b>Operating Budget (000)</b>	<b>Prorata Budget (000)</b>	<b>Actual (000)</b>	<b>Actual As a% Budget</b>	<b>Last Year</b>
<b><u>REVENUES</u></b>					
State Revenue	\$ 584	\$ 49	\$ 74	13%	0%
Tuition and Fees	2,934	245	200	7%	49%
Sale of Materials	1	0	-	0%	0%
Institutional Support					
Evening High School	133	11	-	0%	0%
Other Revenues	45	4	2	4%	7%
Total revenues	<u>3,697</u>	<u>308</u>	<u>276</u>	<u>7%</u>	<u>3%</u>
<b><u>EXPENDITURES</u></b>					
Administrative Support	\$ 1,428	119	\$ 62	4%	4%
Instructional Programs					
Allied Health	192	16	5	3%	2%
Job-related	1,692	141	(19)	(1%)	0%
Personal	28	2	-	0%	0%
Emeritus Programs	63	5	3	5%	30%
High School Programs	133	11	-	0%	1%
ESL Programs	63	5	2	3%	4%
Total Programs	<u>2,171</u>	<u>181</u>	<u>(9)</u>	<u>(0%)</u>	<u>3%</u>
Total expenditures	<u>3,599</u>	<u>300</u>	<u>53</u>	<u>1%</u>	<u>4%</u>
Revenue over (under) expenditures	<u>\$ 98</u>	<u>\$ 8</u>	<u>\$ 223</u>		
Transfer in	53	4	4		
Net	151	13	227		

**OAKTON COLLEGE**  
**STUDENT ACTIVITIES FUND**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
**ONE MONTH ENDED JULY 31, 2024**

		<u>Program Generated Revenue</u>	<u>Revenue Allocated to Programs</u>	<u>Total Revenue and Allocation</u>	<u>Expenditures</u>	<u>Program Net Fav (Unfav)</u>
	Activity fees	\$ 179,360				
	Interest income	-				
	Sub total revenues	<u>179,360</u>				
369901	Student Government Association	1,290	-	1,290	(156)	1,134
369919	Campus Activities Board	-	-	-	(3,291)	(3,291)
369946	Phi Theta Kappa (PTK)	-	-	-	(175)	(175)
369955	Environmental Club	-	-	-	(27)	(27)
	Sub Totals	<u>1,290</u>	<u>-</u>	<u>-</u>	<u>(3,650)</u>	<u>(2,360)</u>
 <b><u>Fund Summary</u></b>						
	Total Revenues	\$ 180,650				
	Total Expenditures	(3,650)				
	Total Transfers to other funds	-				
	Excess revenues over expenditures	<u>177,000</u>				
	Net Position 6/30/24	<u>1,600,187</u>				
	Net Position, end of period	<u>\$ 1,777,187</u>				

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

**GENERAL FUND TRANSFERS/PAYMENTS**

<u>DATE</u>	<u>AMOUNT</u>	<u>REFUNDS/ STUDENT- DISBURSEMENTS</u>	<u>ILLINOIS SALES TAX</u>	<u>EMPLOYEE HEALTH INSURANCE CCHC</u>	<u>CHASE CREDIT CARD</u>	<u>BOND HOLDER &amp; MISC</u>
	\$ -					
7/14/2024	\$ 857,187.23			\$ 857,187.23		
	\$ -					
7/15/2024	\$ 1,886.00		\$ 1,886.00			
	\$ -					
<b>TOTAL</b>	<b>\$ 859,073.23</b>	<b>\$ -</b>	<b>\$ 1,886.00</b>	<b>\$ 857,187.23</b>	<b>\$ -</b>	<b>\$ -</b>

**PAYROLL TAXES - TRANSFERS/PAYMENTS**

<u>DATE</u>	<u>AMOUNT</u>	<u>FEDERAL PAYROLL TAXES</u>	<u>STATE PAYROLL TAXES</u>	<u>SURS</u>	<u>CREDIT UNION AND TAX SHELTERS</u>
7/5/2024	\$ 863,471.45	\$ 401,313.57	\$ 120,114.48	\$ 270,543.12	\$ 71,500.28
	\$ -				
7/19/2024	\$ 797,539.80	\$ 356,640.32	\$ 111,643.86	\$ 256,812.67	\$ 72,442.95
	\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -				
	\$ -				
<b>TOTAL</b>	<b>\$ 1,661,011.25</b>	<b>\$ 757,953.89</b>	<b>\$ 231,758.34</b>	<b>\$ 527,355.79</b>	<b>\$ 143,943.23</b>

**Ratification of Payment of Professional Personnel – Fall 2024**

Comparative figures:

<b>Fall 2024 Part-Time</b>	<b>Fall 2023 Part-Time</b>
<b>\$2,550,529.28</b>	<b>\$2,586,115.75</b>
<b>Fall 2024 Overload</b>	<b>Fall 2023 Overload</b>
<b>\$491,605.90</b>	<b>\$448,153.20</b>

IL:jg  
9/2024

**President’s Recommendation:**

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

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

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

**Approval of Clinical Practice Agreements**

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

**Basic Nursing Assistant**

Renewal: This is a renewal agreement for the Basic Nursing Assistant Program. It has been reviewed and approved by the College faculty and administration. This is a five-year agreement which commences on January 1, 2025 and terminates on January 1, 2030.

**Pharmacy Technician**

New: This is a new agreement for the Pharmacy Technician Program. It has been approved by the College faculty and administration. This is a five-year agreement which commences on September 17, 2024 and terminates on September 17, 2029.

New: This is a new agreement for the Pharmacy Technician Program. It has been approved by the College faculty and administration. This is a five-year agreement which commences on September 17, 2024 and terminates on September 17, 2029.

New: This is a new agreement for the Pharmacy Technician Program. It has been approved by the College faculty and administration. This is a five-year agreement which commences on September 17, 2024 and terminates on September 17, 2029.

Renewal: This is a renewal agreement for the Pharmacy Technician Program. It has been approved by the College faculty and administration. This is a two-year agreement which commences on September 17, 2024 and terminates on September 17, 2026.

Renewal: This is a renewal agreement for the Pharmacy Technician Program. It has been approved by the College faculty and administration. This is a two-year agreement which commences on September 17, 2024 and terminates on September 17, 2026.

Renewal: This is a new agreement for the Pharmacy Technician Program. It has been approved by the College faculty and administration. This is a five-year agreement which commences on September 17, 2024 and terminates on September 17, 2029.

IL:ds  
9/2024

**President's Recommendation:**

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

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

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



**Reaffirmation of Mission, Vision and Values**

In March 2017, the Board of Trustees approved a revised Mission, Vision and Values Statement that was developed as part of the 2018-2022 strategic planning process. Oakton's Mission, Vision, and Values serve as the foundation for the college's identity, purpose and work. As a first step in the development of the next strategic plan, the SPARC team (Strategic Planning, Accountability and Resource Committee) surveyed stakeholders to assess whether the mission, vision and values remain relevant. There was broad agreement that the Mission, Vision and Values reflect the work that the College is doing and should continue to be doing.

It is both best practice and a requirement of the Higher Learning Commission to reaffirm an institution's Mission, Vision, and Values statement annually.

JLS:bs  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby reaffirms the Mission, Vision, and Values Statement attached hereto."

## Mission, Vision, and Values Statements

### Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

### Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving the equity in student outcomes.

### Values

*A focus on Oakton students is at the core of each of these values.*

- We exercise **responsibility** through accountability to each other, our community, and the environment.
- We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.
- We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.
- We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.
- We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

*Approved by the Board of Trustees, March 21, 2017*

**Ratification of Board of Trustees' Scholarships for 2024-2025**

The Board of Trustees established the Trustees' Scholarships in 1988 to recognize academic excellence and demonstrated leadership. The scholarships of \$2,574 are awarded to Oakton College students enrolled at least part time who completed 30 hours of Oakton coursework with a minimum 3.5 GPA.

The following students were selected to receive the scholarships:

<u>Student Name</u>	<u>Academic Program of Study</u>
Sonia Avalos	Graphic Design AAS
Jhann Princess Cadaoas	Associate in Arts
Nimra Deivassagayame	Associate in Science
Diana Tulchinsky	Computer Networking & Systems AAS
Jacob Weingardt	Network Security Administration AAS

KB:jp  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 ratifies the Board of Trustees' Scholarships for the academic year 2024-2025 to Sonia Avalos, Jhann Princess Cadaoas, Nimra Deivassagayame, Diana Tulchinsky, and Jacob Weingardt."

**Authorization to Approve September 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 – f” were previewed at the August 2024 Board of Trustees Meeting. Item “g” has not been previewed.

MR:tt  
9/2024

**President’s Recommendation:**

That the Board adopts the following resolution:

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

<u>Item</u>	<u>Pages</u>	<u>Description</u>	<u>Vendor / Location</u>	<u>Amount</u>
9/24-8a	1	AMSA S.A.F.E Solution – Three-Year Renewal	AMSimpkins & Associates Dacula, GA	\$80,456.55
9/24-8b	2	Ad Astra Software Maintenance and Support – Three-Year Renewal	Ad Astra Information Systems, LLC Overland Park, KS	\$82,752.39
9/24-8c	2	Destiny Solutions System – Five-Year Renewal	Modern Campus, Inc Toronto, Ontario Canada	\$350,000.00
9/24-8d	1	Diploma Services – Three-Year Renewal	Parchment, LLC Scottsdale, AZ	\$65,029.77
9/24-8e	1	Thomson Reuters – Westlaw Digital Subscription for Paralegal Studies Program – Three-Year Renewal	Thomson Reuters Eagan, MN	\$69,161.98
9/24-8f	1	Ventrac Snow Machine	Reinders, Inc Sussex, WI	\$29,998.85
9/24-8g	2	Body-Worn Camera Services – Five-Year Contract	Axon Enterprise, Inc Scottsdale, AZ	\$145,522.53
<b>GRAND TOTAL</b>				<b>\$822,922.07.”</b>

IN DISTRICT	\$0.00
CONSORTIUM	\$29,998.85
BID	\$0.00
BID EXEMPT	\$792,923.22
QBS	\$0.00
CERT. MBE	\$0.00
CERT. WBE	\$0.00
NON-CERT. MBE	\$80,456.55
NON-CERT. WBE	\$0.00

**Authorization to Purchase AMSA S.A.F.E Solution – Three-Year Renewal**

The number of fraudulent admission applications submitted to Oakton has increased steadily over the past several years. In the past twelve months alone, Oakton received approximately 9879 fraudulent applications.

A manual process to detect fraudulent admission applications, deactivate accounts in Banner ERP, and stop further processing is labor- and time-intensive. It is estimated that it can take up to two hours a day to perform these tasks repetitively throughout the year.

In partnership with Enrollment Management, Information Technology implemented the AMSA S.A.F.E. solution, which can automatically detect fraudulent admission applications. Its algorithms detect fraudulent applications based on several parameters, such as residential address, email address, and phone number.

After implementing AMSA S.A.F.E, the Enrollment Management team is very satisfied with the results and outcomes and feels that the solution has increased productivity and improved the efficiency of the team members. Based on these findings, the College seeks approval to renew the contract with AMSA S.A.F.E. for three additional years. The cost breakdown is as follows:

<b>Term</b>	<b>Cost</b>
Year 1 ( Nov 1, 2024 – Oct 31, 2025)	\$25,936.00
Year 2 ( Nov 1, 2025 – Oct 31, 2026)	\$26,899.05
Year 3 ( Nov 1, 2026 – Oct 31, 2027)	\$27,621.50
<b>Grand Total</b>	<b>\$80,456.55</b>

AMSA S.A.F.E Solution is provided by AMSimpkins & Associates, a minority-owned and woman-owned business. The Administration is confident that the vendor will continue to meet the College's expectations.

This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

PS:tt  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of AMSA S.A.F.E Solution – Three-Year Renewal, from AMSimpkins & Associates, 929 Pathview Court, Dacula, GA, 30019, for a total amount of \$80,456.55."

**Authorization to Purchase Ad Astra Software Maintenance and Support – Three-Year Renewal**

In 2004, Oakton purchased Ad Astra software to support course and event scheduling. Ad Astra Schedule is an integrated campus-wide scheduling system. The software offers real-time integration with our Banner System and allows employees to schedule courses, events, meetings, and labs throughout the year. An organized, timely, accurate schedule enables the College to align academic spaces to best meet student needs. In addition, campus enrollment reports available within Ad Astra give the College clear insight into all available resources.

Ad Astra offers a comprehensive room scheduling solution for higher education institutions called Astra Schedule. It is designed to streamline the process of scheduling academic courses, events, and other activities across campus, both Des Plaines and Skokie.

Here are some key features of Ad Astra's room scheduling solution:

- Scheduling Grid: provides a visual calendar view of all campus activities, allowing users to see room availability
- Room Optimization: Uses customizable rules and preferences to assign rooms to sections based on capacity, equipment needs, and instructor preference
- Event Management: Simplifies the process of creating, modifying, and managing events on campus, ensuring smooth transitions between activities and maximizing space utilization.
- Mobile Accessibility: Offers a mobile-first design, enabling users to access and manage schedules from anywhere and anytime.
- Integration: Integrates with other Ad Astra solutions, such as academic planning and student information systems, to provide a seamless user experience.

The Administration seeks approval to renew the contract for an additional three years. The cost breakdown is as follows:

<b>Term</b>	<b>Cost</b>
Year 1 ( Nov 1, 2024 – Oct 31, 2025)	\$26,509.61
Year 2 ( Nov 1, 2025 – Oct 31, 2026)	\$27,569.99
Year 3 ( Nov 1, 2026 – Oct 31, 2027)	\$28,672.79
<b>Grand Total</b>	<b>\$82,752.39</b>

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

PS:tt  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Purchase Ad Astra Software Maintenance and Support – Three-Year Renewal, from Ad Astra Information Systems, LLC, 6900 W 80<sup>th</sup> Street, Overland Park, KS 66204, for a total amount of \$82,752.39."



## **Authorization to Purchase Destiny Solutions System – Five-Year Renewal**

Oakton College implemented Destiny Solutions as a student enrollment and registration solution for Continuing Education in 2019. It was officially rolled out in November 2020 as a replacement for the FlexReg solution from Ellucian.

Destiny Solutions is a comprehensive student lifecycle management system designed specifically for higher education institutions serving non-traditional learners. It has allowed the College to streamline processes, enhance student engagement, and improve overall efficiency in offering continuing education and lifelong learning programs.

Some of the features that Oakton has implemented within Destiny Solutions are as follows:

- Student Lifecycle Management:
  - Enrollment and registration
  - Course and program management
  - Student records and transcripts
- Marketing:
  - Customizable website and course catalog
- Business Intelligence and Reporting:
  - Real-time data analytics and reporting
  - Customizable dashboards and visualizations
  - Data-driven decision-making
- Integrations:
  - Seamless integration with learning management systems (LMS)
  - Integration with student information systems (SIS)
  - Payment gateway integrations
  - Single sign-on (SSO)

Destiny Solutions has greatly improved the student experience, and the number of students using it has grown tremendously. It is compatible with multiple operating systems, such as Windows, Apple, and Chrome, and it is responsive on mobile devices.

The College seeks approval to renew the contract with Modern Campus for its Destiny Solutions product for five additional years for a total not to exceed \$350,000.00.

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

PS:tt  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Destiny Solutions System – Five-Year Renewal, from Modern Campus, Inc., 40 Holly Street, Suite 800, Toronto, ON, Canada, for a total not to exceed \$350,000.00."

**Authorization to Purchase Diploma Services – Three-Year Renewal**

The College had been using Diplomas on Demand, our Diploma printing vendor, to print diplomas for students who successfully completed a certificate or associate’s degree program. Recently, Diplomas on Demand was acquired by Parchment, LLC, which terminated Diplomas on Demand operations. In its place, Parchment, LLC began to offer their own diploma services. The new services provided by Parchment, LLC allow the College to issue printed and electronic diplomas to students. The new electronic diploma functionality enables students to display their electronic diplomas on social media, among other online platforms. The College currently has a one-year contract with Parchment, LLC. The Administration seeks approval to renew the contract for an additional three years.

The breakdown is as follows:

<b>Term</b>	<b>Cost</b>
Year 1 ( Dec 1, 2024 – Nov 30, 2025)	\$20,628.00
Year 2 ( Dec 1, 2025 – Nov 30, 2026)	\$21,659.40
Year 3 ( Dec 1, 2026 – Nov 30, 2027)	\$22,742.37
<b>Grand Total</b>	<b>\$65,029.77</b>

Parchment, LLC is the only vendor awarded a U.S. Patent for developing the compact Portable Document Format (cPDF). They are the only vendor to offer a complete exchange service to enable the sending and receiving of credentials in any format.

This purchase is both a sole source and bid-exempt purchase according to ILCS-805/3-27.1 item f, “purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process” and ILCS-805/3-27.1 item l, ILCS-805/3-27.1 “goods or services which are economically procurable from only one source.”

DW:tt  
9/2024

**President’s Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Diploma Services – Three-Year Renewal from Parchment, LLC, 7001 N Scottsdale Road, Suite 1050, Scottsdale, AZ 85253, for a total of \$65,029.77.”

**Authorization to Purchase Westlaw Digital Subscription for Paralegal Studies Program – Three-Year Renewal**

Westlaw is an industry-leading legal research platform that enables students in the paralegal studies (PAR) program to access case law, state/federal statutes, administrative codes, public records, and more to accurately find and access relevant legal information needed to complete assignments as a paralegal. This digital subscription allows access to one of the most comprehensive collections of legal resources. It will enable students to train and use Westlaw while engaged in their PAR courses, giving them hands-on and direct experience that will be used in the field as a practicing paralegal.

In addition, as an American Bar Association (ABA) Approved Paralegal Program, the Westlaw subscription satisfies the ABA guidelines for paralegal education programs' requirement for adequate library resources.

The digital Westlaw subscription is a renewal of an existing contract with Thomson Reuters, with an annual increase of 3%. The Administration requests approval to renew the contract for an additional three years for a total cost of \$69,161.98.

The breakdown is as follows:

<b>Term</b>	<b>Cost</b>
Year 1 ( Oct 1, 2024 – Sept 30, 2025)	\$22,376.00
Year 2 ( Oct 1, 2025 – Sept 30, 2026)	\$23,047.28
Year 3 ( Oct 1, 2026 – Sept 30, 2027)	\$23,738.70
<b>Grand Total</b>	<b>\$69,161.98</b>

RH:tt  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Westlaw Digital Subscription for Paralegal Studies Program – Three-Year Renewal from Thomson Reuters, 610 Opperman Drive, Eagan, MN 55123, for a total of \$69,161.98."

**Authorization to Purchase Ventrac Snow Machine**

The Grounds department needs to replace the current Gator unit used year-round for different purposes. It is over 11 years old and in poor condition, with significant rust on the underbody. To prepare for the upcoming winter season, we need a snow machine that allows us to be more efficient at snow-clearing in smaller spaces and sidewalks. The College identified the Ventrac Snow Machine as the machine that would best fit the College's needs. The Ventrac Snow Machine is built for commercial snow-clearing operations of sidewalks, driveways, and other areas. The machine will allow us to throw the snow away from the sidewalk rather than piling it at the edges.

The Procurement department researched contracts awarded for the Ventrac Snow Machine from various local and state purchasing consortia. The Sourcewell consortium offers the most favorable pricing. The College seeks approval to purchase the Ventrac Snow Machine through the Sourcewell consortium contract for \$29,998.85. The vendor is Reinders, Inc.

Reinders, Inc., is a family-owned, regional distribution company headquartered in Sussex, Wisconsin. The company has been in business for over 150 years and serves ten states. Reinders has local knowledge of national product lines and carries professional-grade products, including many different types.

JD:tt  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Ventrac Snow Machine from Reinders, Inc, W227 N6225 Sussex Road, Sussex, WI 53089, for a total of \$29,998.85."

### **Authorization to Purchase Body-Worn Camera Services – Five-Year Contract**

The Law Enforcement Officer-Worn Body Camera Act, 50 ILCS 706/10-1, mandates that all law enforcement officers use body-worn cameras. These cameras will serve as a tool to collect evidence, improve transparency, and enhance accountability. The legislation was introduced as part of the Illinois Safety, Accountability, Fairness, and Equity-Today (SAFE-T) Act. The Oakton Police Department must comply with the statute by January 1, 2025.

The Police and Information Technology departments researched three different body-worn camera systems: Axon, I-Pro, and Axis. In addition to meeting the minimum standards identified by the statute, several operational necessities were identified as necessary for a system to meet the department's needs. The selected system allows for remote live-view with GPS location services, works seamlessly with department weapon systems, and has supervisory auditing enhancements. It is automated to the greatest possible extent to reduce human error. The Axon system was the sole system capable of meeting all the requirements.

Our chosen solution, the Axon system, not only meets the mandated 10 hours of recording time, but also includes pre-event recording. This system is designed to mitigate the impact on resources when implementing body-worn cameras, providing a comprehensive and efficient solution that will benefit our officers and the College community.

- **Auto-Activation:** The Axon Body-Worn Camera will automatically activate and record whenever a police officer removes a gun or Taser from its holster. This will ensure recording during dynamic encounters where human error and uncontrollable conditions could result in delayed or no activation of a body-worn camera.
- **Audio Transcription:** This improves officers' efficiency when reviewing body-worn camera footage for report writing and court testimony.
- **Data Sharing:** Community Request improves efficiency by allowing victims or witnesses to add audio or video files directly into the video management system Evidence.com. This is convenient for all parties and avoids loading electronic files onto the College network.
- **Supervisory Audit:** Provides a user-friendly platform for supervisory review and audit of recordings to ensure professional conduct, policy compliance, and quality control. The platform allows searching for keywords, phrases, and events, such as weapon draws and provides an employee performance dashboard.
- **Auto-Identification Redaction:** It is essential to redact uninvolved persons recorded during police services. The redaction software will significantly improve the efficiency of recording reviews and redacting them prior to use in court or responding to Freedom of Information Act requests.
- **Taser Data Management:** The Axon system integrates information from the Taser electronic control device. It tracks usage, logs pulses, and catalogs evidence related to Taser use. The Axon system package includes updating the department's current inventory of discontinued Taser X26s.
- **Live Stream/GPS:** The Axon system provides GPS tracking and Live View remote viewing of body cameras with Respond Plus. These features will enhance officer safety and supply vital information to command personnel during critical incidents.

The five-year service contract for the Axon system costs \$145,522.53. This includes all leased physical equipment, which will be replaced at no cost when damaged or malfunctioning. The equipment will also be refreshed in the third year. This expenditure would ensure the College complies with all applicable laws and supports the College's values.

Axon Enterprise Inc. has been a leader in police technology for over a decade. Their body-worn camera system has been tested and placed into service in more than 2,000 law enforcement agencies worldwide. This level of industry validation is essential for operational confidence and ensuring the legislative goals of greater transparency and accountability in law enforcement. Approval of this request will ensure the College remains compliant with state law and continues its mission of providing professional police services to the campus community.

This purchase is bid-exempt in accordance with ILCS-805/3-27.1 item f, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services: are exempt from the bidding process."

WM:tt  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Body-Worn Camera Services – Five-Year Contract from Axon Enterprise, Inc, 17800 N 85th Street, Scottsdale, AZ 85255, for a total amount not to exceed \$145,522.53."

## Preview and Initial Discussion of Upcoming Purchases

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

- a. **Tabletop Mechatronics System** – A Tabletop Mechatronics trainer built by Amatrol is a comprehensive industrial automation training system designed to teach students about Programmable Logic Controllers (PLC) and electrical, Mechanical, and Pneumatic applications.

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

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

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

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

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

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

- b. **Des Plaines 1st and 2nd floor Office and Division Suites Remodeling (ADRC, Testing Center, and IT Computer Labs)** – As part of the approved Master Plan, multiple enabling projects must be completed in preparation for the Learning Commons at Des Plaines. These include (i) ADRC and Testing Center on the 1st floor and (ii) IT Computer Labs on the 2nd floor.

A public bid will be issued in September, and the result will be presented to the Board at the November 2024 meeting.

- c. **Ceiling Microphone Arrays** — Information Technology will purchase ten ceiling microphone arrays for classroom use based on positive faculty feedback after using the two pilot HyFlex classrooms. This will significantly improve the audio for remote student learning experiences in classes taught using HyFlex methods.

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



- d. **Computer Alegria Software – Mathematica – Three-Year Contract** – In support of Oakton’s vision as a student-centered college dedicated to education, where academic rigor and high standards are essential, the College seeks to contract with Wolfram, Inc. for the purchase of Mathematica, a computer-based algebra system. This system will allow faculty members to illustrate and visualize complex mathematical concepts and procedures and help students gain experience using a tool that is an industry standard across many disciplines.

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

- e. **Software Rationalization** – In today’s dynamic business landscape, organizations such as Oakton College face the constant challenge of managing increasingly complex IT environments. Software rationalization emerges as a critical process to optimize software portfolios, drive operational efficiency, and mitigate risks.

Critical Drivers for Software Rationalization:

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

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

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

The College intends to partner with Moran Technology Consulting (MTC) to perform software rationalization. MTC performed an IT Assessment and assisted the College in developing a long-range technology master plan in 2021. As such, MTC is aware of the processes and systems in use. The estimated cost of the project will not exceed \$35,000.00.

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

- f. **Duplo DC-618 Slitter/Cutter/Creaser for Copy Center** – The Copy Center needs a new machine to help produce business cards, books, booklets, pamphlets, posters, flyers, or other products requiring cutting or creasing. The current machine used to create these products is twenty years old and is not as precise as it once was. It requires frequent maintenance and constant manual

adjustments and does not offer the customization options that a modern machine is capable of. The Copy Center needs a machine that can produce more consistent quality with less maintenance than the current machine can provide.

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

**g. Degree Works Implementation** – Ellucian Degree Works is a comprehensive degree audit and planning tool that helps students and advisors track progress toward graduation. Key features include:

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

Ellucian Degree Works streamlines the degree planning and completion process, promoting student success and empowering advisors to provide personalized guidance.

The College has licenses for Degree Works solutions as part of the Ellucian Modernization Plan signed in December 2021.

This request is for consulting services to implement and configure the Degree Works solution, add three catalogs to the solution, integrate with Ellucian Experience, and train Oakton employees to maintain the solution in the future. The professional services to implement the Degree Works solution are expected to cost approximately \$200,000.00. The College has requested proposals from Ellucian and Strata Information Group (SIG).

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

**h. Engineering/Design Services for Exterior Lighting Upgrades** – Previously, the College contracted with an outside engineering firm to conduct an exterior lighting survey at the Des Plaines and Skokie campuses. The survey study included parking lots, pedestrian walkways, roadways, and building entrance lighting. The survey study results indicate that current lighting levels and placement need upgrades to comply with current lighting requirements.

The College has received an engineering/design services proposal from Kluber Engineers, one of our QBS engineering firms, to provide a complete bidding and construction documents and specifications package for \$184,000.00.

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

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

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

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

**Resolution to Transfer Funds for Restricted O&M Construction Costs**

The Administration is proposing to transfer a total of \$14 million, comprised of \$13.4 million from the Education Fund and \$600,000 from the Operations & Maintenance (O&M) Fund, to the Operations & Maintenance (O&M) Restricted Fund. These transfers will set aside funds for the future payment of approved Master Plan construction projects.

Authorization by the Board for these transfers will provide a mechanism to ensure that these resources only be used for the specific purpose stipulated in this resolution.

AW:js  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

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

**Authorization to Hire Dean of Curriculum, Instruction and Assessment**

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

There were thirty-six (36) applicants for the Dean of Curriculum, Instruction and Assessment position. The search committee conducted five (5) semi-finalist interviews and selected three (3) for on campus interviews with a number of employee groups, including President's Council, Council of Deans, the Assistant Vice Presidents, the Associate Vice President for Academic Affairs, as well as an open forum session for college administrators, faculty, and staff.

Dr. Mendes currently holds the position of Professor and Co-Chair of Biology at Oakton. She also serves as Co-Chair of the Curriculum Committee and Chair of the Transfer Team for Oakton's Program of Assessment of Learning (OPAL). Dr. Mendes earned her Ph.D. in Microbiology and Molecular Genetics at Oklahoma State University.

JF:vb  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

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



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

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

**WITNESSETH:**

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

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

1. The Administrator is appointed Dean of Curriculum, Instruction and Assessment of the Board's College from December 29, 2024 to June 30, 2025. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board policy and the job classification manual, as revised from time to time, and such other related duties as are assigned from time to time by or at the direction of the Board of Trustees and the President. In consideration for services rendered by the Administrator, the Board shall pay the Administrator a salary at an annual salary of \$122,000 in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. This salary shall be for the period December 29, 2024 through June 30, 2025.
2. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
3. This contract and services rendered are subject to all applicable Constitutional provisions and the Illinois Revised Statutes, and any provisions contrary to these documents may be considered void without invalidating the remainder of the contract.
4. This contract guarantees the administrator the rights of procedural due process.
5. This agreement shall not be effective unless it is signed and returned to the President within ten days of its issuance.

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

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on September 17, 2024.  
(Agenda Item 9/24-11)

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

\_\_\_\_\_  
President

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

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

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

The administration is recommending the hire of Ms. Sarah George for the Associate Chief Information Officer – Software Services and Strategic Projects position. The search began on April 5, 2024. There were postings on the Oakton College website, *LinkedIn*, Historically Black Colleges and Universities (*hbcuconnect.com*), Hispanic Association of Colleges and Universities (*hacu.net*), Diverse Jobs (*diversejobs.net*), Inside Higher Education (*insidehighered.com*), Higher Education Jobs (*higheredjobs.com*), Illinois Unemployment (*illinoisjoblink.illinois.gov*), in NACUBO (National Association of College & University Business Officers), and the Chronicle of Higher Education (*jobs.chronicle.com*).

There were thirty-one (31) applicants for the Associate Chief Information Officer – Software Services and Strategic Projects. The search committee conducted five (5) semi-finalist interviews and selected four (4) for on campus interviews with a number of employee groups, including President’s Council, the Enterprise Business Systems Team, the Director of Systems and Network Services, the Director of Campus Technologies, the Chief Information Officer, and Vice President for Administrative Affairs; as well as an open forum session for college administrators, faculty, and staff.

Ms. George is currently the Senior Director at Kynetec where she spearheaded the Product Management Office and established an Agile PMO, enhancing operational efficiency by 30% and introduced advanced DevOps processes. Ms. George holds an MBA from the University of Madras and several industry certifications, including PMP®, ITIL®, and Certified SAFe® Agilist.

JF:vb  
9/2024

**President’s Recommendation:**

That the Board adopts the following resolution:

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



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

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

**WITNESSETH:**

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

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

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

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

\_\_\_\_\_  
Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on September 17, 2024.  
(Agenda Item 9/24-12)

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

\_\_\_\_\_  
President

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

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



**Acceptance of 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>
Carlos Briones	Professor, Philosophy & Humanities Division of Liberal Arts	July 31, 2026
Dorota Zak	Professor, Mathematics Division of STEM	July 31, 2026
Kristi Zenchak	Professor, Biology Division of STEM	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 Briones, Professor Zak and Professor Zenchak for their many years of exemplary service to the College and wish them well in their future endeavors.

JF:nmi  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accepts the retirements of Carlos Briones, Dorota Zak, and Kristi Zenchak.”

**First Read of Policy**

In compliance with the University Religious Observances Act (110 ILCS 110/), Oakton is committed to accommodating students' religious practices and observances. Students who observe religious holidays or practices that require absence from classes or academic activities are entitled to reasonable accommodations.

RD:bs  
9/2024

**President's Recommendation:**

That the Board adopts the following resolution:

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

## **STUDENTS**

### **Religious Observances**

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

**Notification of Award of Grants**

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

- a. Secretary of State Volunteers in Teaching Adults FY25 Grant ..... \$100,000.00  
*(Managed by E. Smoukova and E. Tharp / Administered by Delia Rodriguez)*
  - b. Illinois Community College Board Carl D. Perkins FY25 Grant..... \$252,040.00  
*(Managed by Dr. Shannon McKenzie / Administered by Dr. Ruben Howard II)*
  - c. National Science Foundation Improving Undergraduate STEM Education (IUSE) Innovation in Two-Year College STEM Education (ITYC)..... \$441,059.00  
*(Managed by K. Zenchak, S. Blumer, and M. Graber / Administered by Dr. James Rabchuk)*
- TOTAL:..... \$793,099.00**

**a. Illinois Secretary of State/Illinois State Library Literacy Office Adult Literacy Volunteers in Teaching Adults Grant**

The Illinois Secretary of State/Illinois State Library Literacy Office awarded Oakton College the FY25 Volunteers in Teaching Adults Grant in the amount of \$100,000 for the grant period 7/1/2024 - 6/30/2025. Oakton will continue to provide instruction to help adults who read below the ninth-grade level, OR speak English at a beginning level, to improve their basic reading, writing, math, or English language proficiency. Oakton AVL Services are provided through the use of trained, unpaid volunteer tutors.

Elena Smoukova, Senior Manager of Adult Education and Elizabeth Tharp, the VITA/Literacy Program Manager will manage the grant, and Delia Rodriguez, Dean of Adult and Continuing Education will serve as Administrator.

**b. Illinois Community College Board Carl D. Perkins Grant**

Oakton College was awarded the Perkins CTE Grant for the period 7/1/2024 - 6/30/2025, in the amount of \$252,040.00. The purpose of this grant is to develop more fully the academic knowledge and technical and employability skills of students who elect to enroll in CTE programs and programs of study. Perkins V places emphasis on comprehensive stakeholder engagement and collaborative planning; equity and accountability; and alignment with other education and workforce programs. Perkins V requires community colleges to develop and implement a four-year local application and annual work plan that is comprised of elements from the comprehensive local needs' assessment, data analysis and performance improvement, and reported activities in work-based learning, career exploration and development, supporting special populations students, early college credit, enhanced curriculum and instruction, and recruitment, retention, and professional development of CTE educators.

Shannon McKenzie, Workforce Compliance and Career Initiatives Manager, will manage the grant and Ruben Howard /Dean of Business and Career Technologies, will administer the grant.

**c. National Science Foundation Improving Undergraduate STEM Education (IUSE) Innovation in Two-Year College STEM Education (ITYC)**

The National Science Foundation has awarded Oakton College an Improving Undergraduate STEM Education (IUSE) Innovation in Two-Year College STEM Education (ITYC) Grant in the amount of \$441,059.00. Funds will support a 3-years project to boost Black and Latinx student success in STEM by combining leadership development with the Learning Assistant model, using Tara Yosso's cultural wealth framework. This approach will enhance the sense of belonging, identity, and achievement of all STEM students through Learning Assistant peer support and leadership as well as faculty professional development.

The grant period is September 1, 2024 through August 31, 2027. Melodie Graber, Kristi Zenchak, and Dr. Stephanie Blumer will serve as co-Principal Investigators with Dr. Jim Rabchuk as the Principal Investigator and Grant Administrator.