OUR VISION, MISSION AND VALUES

We are the community’s college.

- We are dedicated, first, to excellence in teaching and learning.
- We challenge our students to experience the hard work and satisfaction of learning that leads to intellectual growth and support them academically, emotionally and socially.
- We encourage them to entertain and question ideas, think critically, solve problems, and engage with other cultures, with one another, and with us.
- We expect our students to assume responsibility for their own learning, to exercise leadership and to apply ethical principles in their academic, work, and personal lives.
- We demand from ourselves and our students tolerance, fairness, responsibility, compassion and integrity.

We are a community of learners.

- We provide education and training for and throughout a lifetime.
- We seek to improve and expand the services we offer in support of the people in the communities we serve.
- We promote a caring community of staff and faculty members, students, administrators, and trustees who, in keeping with our values, work together to fulfill our mission.

We are a changing community.

- We recognize that change is inevitable and that education must be for the future.
- We respond to change informed by our values and our responsibility to our students and our communities.
- We challenge our students to be capable global citizens, guided by knowledge and ethical principles, who will shape the future.

Ratified by the Board of Trustees, October 20, 1998
AGENDA

1. Call to Order and Roll Call in Room 1502
2. Consideration of a motion to close the meeting to the public for the purpose of the following:
   ▪ review closed session minutes of November 19, 2013
   ▪ consider the appointment, employment, compensation, discipline, performance or dismissal of employees
   ▪ pending litigation
   ▪ collective negotiating matters
3. Consideration of a motion for adjournment
4. Adjournment

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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V Approval of Minutes of November 19, 2013

Statement by the President

Report: Cleats in the Classroom
Questions for the Board to consider for discussion:

1. What is or what should be the role of Intercollegiate Athletics?

2. How best can we prepare ourselves for the ever changing regulatory and financial demands to operate a safe, competitive, and student focused athletic program?
Comments by the Chair

Public Participation

NEW BUSINESS

CONSENT AGENDA

12/13-1  
  a. Approval of Adoption of Consent Agenda  
  b. Approval of Consent Agenda, Items 12/13-2 through 12/13-6

12/13-2  Ratification of Payment of Bills for November 2013

12/13-3  Acceptance of Treasurer’s Report for November 2013

12/13-4  Ratification of Actions of Alliance for Lifelong Learning Executive Board

12/13-5  Supplemental Authorization to Pay Professional Personnel – Fall 2013

12/13-6  Approval of a Clinical Practice Agreement

OTHER AGENDA ITEMS

R 12/13-7  Approval of Board Meeting Schedule for Calendar Year 2014

R 12/13-8  Adoption of Resolution Setting Forth Tax Levies for 2013

R 12/13-9  Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

R 12/13-10  Authorization to Approve December Purchases 12/13-10a through 10h  
  a. Smart Podiums for the Science and Health Careers Center  
  b. HVAC Engineering Services for the Skokie Campus  
  c. Grant Funded Nanotechnology Equipment  
  d. Furniture for the Science and Health Careers Center  
  e. Architectural Programming Fees for West End Remodeling  
  f. Continuation of Employee Health Insurance  
  g. Field Study Courses  
  h. Equipment for the Science and Health Careers Center

12/13-11  Preview and Initial Discussion of January 2014 Purchases

R 12/13-12  Authorization to Hire Full-Time, Tenure-Track Faculty Member

R 12/13-13  Acceptance of Nomination for Director, Oakton Community College Educational Foundation
V 12/13-14 Acceptance of a Grant
R 12/13-15 Approval of Policy Revisions
V 12/13-16 First Read of Policies

ADJOURNMENT
Minutes of the Oakton Community College Board Meeting  
November 19, 2013

The 682nd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, November 19, 2013 at the Oakton Community College Des Plaines campus.

Call to Order and Roll Call
Chair Joan DiLeonardi called the meeting to order at 6:55 p.m. in room 1502; Secretary Patricia Harada called the roll:

Dr. DiLeonardi Chair Present
Mr. Stafford Vice Chair Present
Ms. Harada Secretary Present
Ms. Bashiri-Remetio Present
Mr. Frank Present
Ms. Tennes Present
Mr. Wadhwa Present
Mr. Nwosu Present

Closed Session
Mr. Wadhwa moved for a motion to go into closed session for the purpose of considering the appointment, employment, compensation, discipline, performance, or dismissal of employees; pending litigation; and collective negotiating matters. Ms. Tennes seconded the motion; Ms. Harada called the roll:

Dr. DiLeonardi Aye
Mr. Stafford Aye
Ms. Harada Aye
Ms. Tennes Aye
Ms. Bashiri-Remetio Aye
Mr. Frank Aye
Mr. Wadhwa Aye
Mr. Nwosu Aye

Also present: Dr. Margaret Lee, President; Dr. Thomas Hamel, Vice President, Academic Affairs; Dr. Joianne Smith, Vice President, Student Affairs; Ms. Bonnie Lucas, Vice President, Information Technology; Mr. Robert Nowak, Vice President, Business and Finance; and Ms. Mum Martens, Executive Director, Human Resources.

At 7:30 p.m., Mr. Wadhwa made a motion to adjourn the session, seconded by Ms. Tennes.

Call to Order and Roll Call
Chair DiLeonardi called the open session to order at 7:35 p.m. in room 1506; Secretary Harada called the roll:

Dr. DiLeonardi Chair Present
Mr. Stafford Vice Chair Present
Ms. Harada Secretary Present
Ms. Bashiri-Remetio Present
Mr. Frank Present
Ms. Tennes Present
Mr. Wadhwa Present
Mr. Nwosu Present
Pledge of Allegiance

Approval of the Minutes
Dr. DiLeonardi asked for a motion for the approval of the minutes of the October 15, 2013 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

Statement by the President
Dr. Lee welcomed and wished everyone a wonderful upcoming Thanksgiving and Chanukah holidays. Dr. Lee asked Dr. Michael Anthony to introduce Dr. Terrance Roberts, who in 1957 was one of nine students who integrated Central High School in Little Rock, Arkansas. Dr. Roberts visited the campus to share the story of the Little Rock Nine. Dr. Roberts thanked everyone for the warm welcome he received at Oakton.

At this time, Dr. Lee asked for introductions of those in attendance:

Kathleen DeCourcey, College Advancement, and Classified Staff Union President, presented the classified staff in attendance: Karishma Brownlee, Office of Access, Equity and Diversity; Philip Cronin, Media Services; Eileen Cukierski, President’s Office; and John Curtis, Media Services.

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented the full-time faculty in attendance: Carlos Briones, Professor, Humanities and Philosophy; Majid Ghadiri, Professor, Electronics; Michelle James, Professor, Student Development and Psychology; Stanley Kimura, Professor, Fire Science; Jane Malik, Associate Professor, Library Services; Luanne Olson, Professor, Physical Therapist Assistant; Ciaran O’Sullivan, Professor, Nursing; and Lee Resurreccion, Associate Professor, Nursing.

Jason Nwosu, Student trustee, introduced student Shawn Liu.

Barbara Dayton, Adjunct Faculty President, presented the adjunct faculty in attendance: Cheryl Brown, Lecturer, Business; Barry Dayton, Lecturer, Mathematics; Leslie Dubin, Lecturer, Business; Keith Johnson, Lecturer, Sociology; and Rabhi Sahi, Lecturer, Political Science.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity and Diversity; Michele Brown, Director, Student Recruitment and Outreach; Michael Carr, Assistant Vice President, Academic Affairs; Leana Cuellar, Assistant Director, Student Success; Maya Evans, Director, Research and Planning; Adam Hayashi, Dean, Science and Health Careers; Merrill Irving, Associate Vice President, Workforce Education; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Mum Martens, Executive Director, Human Resources; Gary Newhouse, Dean, Library and On-line Learning; Bruce Oates, Director of Athletics and Registrar Services; Nancy Prendergast, Assistant Vice President, Academic Affairs and Dean, Skokie campus; Bob Sompolski, Dean, Mathematics and Technology; Leah Swanquist, Director, Facilities; Cheryl Warmann, Director, Enrollment Services; and Brad Wooten, Dean, Social Sciences and Business.

Guests: Stuart Dubin, Margaret McGowan, and Dante Orfei.

Dr. Lee offered condolences to faculty member Bincy Reginold on the passing of her father; Merrill Irving on the passing of his uncle; Doreen Schwartz, Business Services, on the passing of her father-in-law; and Gary Newhouse on the passing of his brother-in-law.

Dr. Lee thanked Mum Martens, Gwen Crockran, and all those in Human Resources who helped host the Employee Appreciation and Recognition dinner on November 12th. Trustees DiLeonardi, Wadhwa, Harada, and Frank attended as we recognized 1,860 years of service. Dr. Lee thanked all those from College Advancement and Student Affairs who organized the Donor Recognition dinner on November 14th. It was a very inspiring
evening and stirred gratitude on the part of all who observed the generosity of donors who make education possible for our students. Dr. Lee also thanked Professor Katherine Schuster and everyone who worked with her on the International Education Week programming that was held November 12-15th. Dr. Lee expressed her gratitude to Steven Amari, Doreen Schwartz, and Stella Pillay, from Business Services, who on November 18th, offered morning refreshments to students who were waiting in line to be the first to register for classes for the upcoming spring 2014 semester. Dr. Lee conveyed her thanks to Oakton’s chapter of the AAWCC (American Association for Women in Community Colleges) for their annual Renew, Reuse and Regift Sale on November 13th, which raised over $450 to be used to support their annual scholarship. Dr. Lee expressed her appreciation to all of the Oakton groups who organized food and clothing drives for the needy during this holiday season. Lastly, a reminder was given that the Empty Bowls event will take place on December 7th at the Des Plaines campus. For a fourteen dollar donation, you will receive a handcrafted bowl with soup and bread, with all proceeds going to local food pantries.

Dr. Lee introduced Dr. Maya Evans, who updated the Board regarding the status of Achieving the Dream (ATD). Dr. Evans stated that the Student Success Working Group is currently in the process of reviewing data. Per Dr. Evans, the College submitted data to the ATD national data base which will allow the College to compare several indicators of student success to other ATD colleges. Our goal as an ATD institution is to improve student success and address any achievement gaps across different populations. This is a data driven effort, and we are culling through the data to develop a common understanding of the performance of our students in order to determine the ways in which we can increase student success.

Dr. Joianne Smith introduced Dr. Michael Anthony, Assistant Vice President, Access, Equity and Diversity, and Ms. Mum Martens, Executive Director of Human Resources, who presented to the Board the College’s goals for Connected Communities, and how we are striving to create a welcoming and supportive environment for all members of our community. Dr. Anthony began by stating that the Achieving the Dream focus on student success, especially for students from historically underrepresented groups and low income students, is a part of the Connected Communities goal. Dr. Anthony gave an overview of the functions and the vision of the Office of Access, Equity, and Diversity (OAED). The vision of the office and the work that is being done is foundational in creating an environment that will produce a successful student at the end of their journey at Oakton. Part of the vision and mission is to help the campus be resilient in the face of experiences that will naturally happen in the free marketplace of ideas. We want to not only act in compliance with the legal regulations that direct how we operate, but actually transcend what people are expecting of us and lead in the areas of accessibility, inclusion and access.

The Office of Access, Equity and Diversity has seen notable growth. The office formally known as Assist has been renamed and is now known as the Access and Disability Resource Center (ADRC), which serves our students with disabilities, and also provides guidance and training to our faculty and staff on how to best serve those students. As of Fall 2013, we had approximately 800 students register with the ADRC. The Diversity Council has been restructured and redesigned to better serve our campus community as an advocate and a voice for our populations on campus. Dr. Anthony introduced Karishma Brownlee, Coordinator, Access, Equity and Student Rights, who is part of students rights and responsibilities work on campus. Dr. Anthony noted that the Andale; TRiO; the Anti-racism team; Human Resources; and STEM programs are all doing effective work across the campus. One of the many jobs of the office of AED is to capture and show how these programs are impacting the environment and how this leads to student success. We want our students to see themselves reflected in the faculty and staff, the way they see themselves reflected in the student body.

Next, Ms. Mum Martens began by stating that in improving the diversity of the College’s workforce, we have to take into consideration our Affirmative Action (AA) program, as well as the hiring and the programming that occurs in the Human Resources office, in addition to other components of the institution. The major employee groups at the College include administrators, full-time faculty, part-time faculty and classified staff. Those are the areas where we track our AA numbers. In terms of hiring, we look at the agenda of the AA program and hiring practices. We always set goals for the future years based on what we anticipate hiring will be for each one of those mentioned employee groups. Over the course of the last five years, we are not just identifying the
anticipated openings and the number of people that we want to hire that are considered members of underrepresented groups, but we look even further at individual departments where gender and/or people of color are underrepresented. We are being intentional and looking at professional staff positions and making sure that we have individuals that reflect the diversity of our students at all levels and not just in one particular department.

Ms. Martens mentioned that data from the 2012 census shows that the overall percentage of Oakton employees (22.16%) from underrepresented groups has increased .18% from the previous year, but remains below the percentage of District 535 residents from underrepresented groups (28.2%). To summarize, the recruitment and retention of employees from diverse populations will continue to be an area of focus. Human Resources provides training to various committees, both full-time faculty search committees, as well as professional staff committees, where specifically related to them are our AA goals and programs, as well as talking about cultural competencies. We also offer workshops and programs that are inclusive and focus on anti-bias and inclusion efforts. Over the past six years there have been increases in the hiring of underrepresented groups. However, an overall gap exists between the number of employees from underrepresented groups and the district’s population. These are areas to which special efforts will continue to be dedicated.

Trustee Stafford commented that he thinks the College does a good job at recruitment, but thinks that recruitment in some of our underrepresented communities needs to be at the forefront. In the changing world that we live in, with more certifications and professional accreditations being required, and that we can provide, is going to put us in the wheelhouse for many of the underrepresented, especially minority students that we serve. Mr. Stafford feels that community colleges in general do not do a good job in getting the message out in terms of going out to those communities and talking about job related issues. We tend to talk more in degrees and certifications as opposed to jobs. Mr. Stafford stressed that this is not an Oakton criticism; more like a world is changing observation. There are many communities, especially an emerging Hispanic community where there are first and second generations, who are just not aware of what the job market is and what certifications and accreditations are going to be required. Mr. Stafford emphasized that he sees a lot of opportunities in those communities that are missed because effective communication has not taken place.

Ms. Martens responded that we have had an opportunity in our Careers Services area where restructuring has taken place and a job developer position has been created. Ms. Martens said that we can focus and work with Career Services and Outreach and Recruitment to partner up and talk about what businesses are looking for and market those fields, and let our students know how they can come to Oakton, be successful, attain those needed skills, and the go out and move forward with their lives.

Dr. Merrill Irving told the Board that Oakton recently led an initiative at Evanston Township High School which brought in the Youth Job Center and the City of Evanston, area employers and companies such as CVS, Amtrak, Comcast and Haggarty Consulting to name a few, to talk to over one hundred high schools students. The purpose of which was for them to learn what they need to know to get into the types of occupations that were showcased. Representatives from Maine Township High School district were in attendance as well, and have asked our assistance in hosting a similar event for their students.

In conclusion, Chair DiLeonardi stated that we are all concerned about student success. She thanked the presenters for showing the Board the various ways that are being implemented that exhibits to our current and potential students, the ways to achieve that success.

Public Participation - none

New Business

11/13-1a Approval of Adoption of Consent Agenda
Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”
Mr. Stafford seconded the motion. A voice vote was called and the resolution passed unanimously.

11/13-1b  
**Approval of Consent Agenda Items 11/13-2 through 11/13-7**

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/13-2 through 11/13-7 as listed in the Consent Agenda.”

11/13-2  
**Ratification of Payment of Bills for October 2013**

“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $9,599,172.96 for all check amounts as listed and for all purposes as appearing on a report dated October 2013.”

11/13-3  
**Acceptance of Treasurer’s Report for October 2013**

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the college’s official records, the report of the Treasurer for the month of October 2013.”

11/13-4  
**Compliance with Open Meetings Act, Closed Session Minutes**


11/13-5  
**Authorization for Destruction of Verbatim Recordings of Closed Session Meetings**

“Be it resolved that the Board of Trustees of Community College District 535, authorize the destruction of the verbatim audiotapes of its closed meetings held on March 15, 2011, April 26, 2011, May 24, 2011, and June 28, 2011.”

11/13-6  
**Ratification of Actions of Alliance for Lifelong Learning Executive Board**

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a to c and hereby approves the expenditures in the amount not to exceed $10,501.49 for all funds listed in items a and c.”

a. Salary payments in the amount of $6,291.75 for part-time teaching services for the Alliance for Lifelong Learning Fall 2013.

b. Salary rescinds in the amount of $7,748.48 for part-time teaching services for the Alliance for Lifelong Learning Fall 2013.

c. Payment for Summer 2013 Space Utilization and Facilities Services, $3,104.33 and Classroom Rental, $1,105.41.”

11/13-7  
**Supplemental Authorization to Pay Professional Personnel – Fall 2013**

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2013 fall semester salaries in the amount of $202,453.12, resulting in a revised total of $4,343,990.14."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2013 fall semester salaries in the amount of $24,046.20, resulting in a revised total of $334,332.70."
Ms. Bashiri-Remetio seconded the motion; Ms. Harada called the roll:

Ms. Tennes  Aye
Mr. Frank  Aye
Ms. Bashiri-Remetio  Aye
Mr. Wadhwa  Aye
Mr. Stafford  Aye
Dr. DiLeonardi  Aye
Ms. Harada  Aye

The motion carried; Student Trustee Nwosu favored the resolution.

11/13-8  Appointment of Members to Career Program Advisory Committees for 2013-2014

Mr. Stafford offered:
“Be it resolved that the Board of Trustees of Community College District 535 authorize the
appointment of members named career program advisory committees for 2013-2014.”

Ms. Tennes seconded the motion. Dr. DiLeonardi noted that Oakton’s Career Program Advisory
Committees are incredibly important in helping us make sure that the job training, certificates,
and curricula, which lead to actual jobs in the community.

A voice vote was called and the resolution passed unanimously.

11/13-9  Authorization to Approve November Purchases

Ms. Tennes offered:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13-9a</td>
<td>1 - 3</td>
<td>Braille Translation Services</td>
<td>Horizons for the Blind, Inc.</td>
<td>$30,000.00</td>
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<tr>
<td>11/13-9b</td>
<td>1 &amp; 2</td>
<td>Travel Services for Summer 2014 Study Abroad</td>
<td>English &amp; Foreign Languages University</td>
<td>$25,200.00</td>
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<tr>
<td></td>
<td></td>
<td>Program in India</td>
<td>Air India/Golden Eagle Travel</td>
<td>$37,683.18</td>
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<tr>
<td>11/13-9c</td>
<td>1</td>
<td>Contracted Instructional Training (Two Year Contract)</td>
<td>Advocate Lutheran General Hospital</td>
<td>$171,500.00</td>
</tr>
<tr>
<td>11/13-9d</td>
<td>1 &amp; 2</td>
<td>Cisco Networking Equipment</td>
<td>Sentinel Technologies</td>
<td>$80,476.40</td>
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<tr>
<td>11/13-9e</td>
<td>1 &amp; 2</td>
<td>Transportation Services for Athletic Teams</td>
<td>Rescind</td>
<td>$ (22,265.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Purchase</td>
<td>Acrosstown Charter, Inc.</td>
<td>$26,118.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Olson Transportation, Inc.</td>
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<td>$408,712.58</td>
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</tbody>
</table>

Mr. Frank seconded the motion; Ms. Harada called the roll:

Ms. Tennes  Aye
Mr. Frank  Aye
Dr. DiLeonardi  Aye
Mr. Wadhwa  Aye
Mr. Stafford  Aye
Ms. Harada  Aye
Ms. Bashiri-Remetio  Aye
The motion carried; Student Trustee Nwosu favored the resolution.

11/13-10  
**Approval of Rates and Dollar Amounts for Natural Gas Purchase**
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the Business Office to contract 550,000 therms of natural gas at an estimated cost of 50 cents per therm (natural gas only) for an estimated total of $275,000 for the period January 1, 2014 to December 31, 2015.”

Ms. Tennes seconded the motion. Mr. Stafford commented that this is a great idea, might even consider doing more of this. There are historically low prices, great idea and I would encourage more of it.

Ms. Harada called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Frank</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Aye</td>
</tr>
</tbody>
</table>

The motion carried; Student Trustee Nwosu favored the resolution.

11/13-11  
**Preview and Information Regarding December 2013 Purchases**
The following purchases will be presented for approval at the December 2013 Board of Trustees meeting: Smart Podiums for Science and Health Careers Center; Engineering Services for HVAC at Skokie; Parking Lot D Improvements; Grant Funded Nanotechnology Equipment; Lecture Capture System; Computer Servers; Furniture for the Science and Health Careers Center; Equipment for the Science and Health Careers Center; Architectural Programming Fees for West End Remodeling; and Continuation of Employee Health Insurance.

11/13-12  
**Authorization to Adjust the President’s Salary**
Ms. Tennes offered:
“Now, therefore, be it resolved by the Board of Trustees of Community College District 535, County of Cook and State of Illinois, that for the 2013-2014 academic year, President Margaret B. Lee’s salary be increased by 2.9% from $251,764 to $259,066.”

Ms. Bashiri-Remetio seconded the motion; Ms. Harada called the roll:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. DiLeonardi</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Frank</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Aye</td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Aye</td>
</tr>
<tr>
<td>Mr. Wadhwa</td>
<td>Aye</td>
</tr>
</tbody>
</table>

The motion carried; Student Trustee Nwosu favored the resolution.
11/13-13 Approval of New Unit of Instruction
Mr. Stafford offered:
“Be it resolved that the Board of Trustees of Community College District 535 approve
the Associate in Applied Science degree in Mechatronics Technology as a New Unit of
Instruction.”

Ms. Bashiri-Remetio seconded the motion. There was enthusiastic discussion between the Board,
Dean Sompolski, and Professor Ghidiri about this degree. Trustee Wadhwa asked if it will be
difficult to find qualified instructors to teach certain courses of this degree. Professor Ghadiri
replied that we are fortunate to have in our district, qualified people with mechanical and
electrical engineering degrees, and the experience and expertise to teach the course material.

Ms. Harada called the roll:

Ms. Bashiri-Remetio   Aye
Ms. Tennes         Aye
Dr. DiLeonardi     Aye
Mr. Frank         Aye
Mr. Wadhwa        Aye
Ms. Harada        Aye
Mr. Stafford      Aye

The motion carried; Student Trustee Nwosu favored the resolution.

11/13-14 Acceptance of a Grant
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 accept $9,948
from the Illinois Community College Board fiscal year 2014 Dual Credit Enhancement Grant
program to support dual credit initiatives in the district.”

Ms. Tennes seconded the motion. A voice vote was called and the resolution passed
unanimously.

11/13-15 First Read of Policies
Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for
review the proposed policies 1118, 4401, and 5123, with action to take place at the next
regularly scheduled Board meeting, December 10, 2013.”

Ms. Bashiri-Remetio seconded the motion. Trustee Frank had some concerns about banning
certain types of weapons, specifically, BB, pellet, and paint ball guns. Mr. Bob Nowak replied
that the College worked with our attorneys from Robbins Schwartz on this policy, and they were
working in accordance with the 2013 Illinois Firearm Concealed Carry Act. We are adopting the
definitions that were provided in order to provide a safe environment for our students and staff.

A voice vote was called. There were six votes in favor; Mr. Frank was opposed; Student Trustee
Nwosu was in favor as well, the motion carried. Polices are attached to the end of the minutes.
Adjournment
Chair DiLeonardi announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, December 10, 2013 beginning at 7:30 p.m. at the College’s Des Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

There being no further business before the Board, Dr. DiLeonardi asked for a motion to adjourn the meeting. Ms. Bashiri-Remetio made the motion which was seconded by Mr. Frank. A voice vote was called and the meeting was adjourned at 8:45 p.m.

Joan W. DiLeonardi, Chair

Patricia N. Harada, Secretary

cc
11/2013

A video recording of the November 19, 2013 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.
COLLEGE WIDE POLICY

I. Statement of Purpose

Oakton Community College (“College”) hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/5 et seq.). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College’s authority to promulgate rules and regulations under the 2013 Illinois Firearm Concealed Carry Act.

II. Persons Covered by this Policy

This Policy applies to all employees, students, persons conducting business, or individuals visiting the College campus, as the term “campus” is defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their representatives.

III. Prohibited Activities

A. Weapons or Firearms

The College maintains a weapons and firearms-free Campus. "Campus" means the College's campus locations at 7701 North Lincoln Avenue, Skokie, Illinois and 1600 East Golf Road, Des Plaines, Illinois and includes all sites, whether owned, leased or controlled by the College where College programs, activities and classes are held. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or College regulation, is authorized to possess a weapon or firearm while on campus whether or not they are engaged in College-related business or activities. The term “campus” also means any satellite campuses now existing or that may hereafter be established.

It is the Policy of the College to prohibit:

1. Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm. Property owned, leased, or controlled by the College includes any vehicle, building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, or entertainment venue whether owned, leased, or operated by the College, and any real property, sidewalks, and common areas under the control of the College. This Policy also applies to all College-related organization property whether leased or owned by the College and all College-officially-recognized organization property whether leased or owned by the College.
2. Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

B. Exceptions

The provisions of this Policy do not apply to the possession of weapons or firearms in College vehicles, College buildings, on College grounds, or at any College-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

1. The weapon or firearm is used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.

2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the Chief of the College Department of Public Safety.

3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).

4. The use of simulated weapons or firearms in connection with College-related theatrical productions.

The possessor of a weapon(s) or firearm(s) that meets one or more of the exceptions allowed pursuant to this Section B shall register with the Public Safety Office. The registrant shall provide Public Safety with their name, address, telephone number, and a description of the weapon(s) or firearm(s). They shall also indicate which of the four aforementioned exceptions applies to their circumstance. In addition, if the possessor is a full-time law enforcement officer, the registrant shall indicate the name of their law enforcement agency and their badge number.

IV. Signage that Concealed Firearms are Prohibited

The College’s Facilities Department in consultation with the College’s Department of Public Safety shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.
The College’s Facilities Department in consultation with the College’s Department of Public Safety shall be responsible for the placement and maintenance of signage at building and restricted parking area entrances where vehicles containing weapons or firearms are prohibited.

V. Parking and Firearm Storage

Storage of a weapon or firearm and its ammunition in plain view within a parked vehicle is prohibited. A weapon or firearm and its ammunition must remain locked in a separate and distinct case out of plain view within parked vehicles. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. The weapon or firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must be and remain unloaded at all times.

VI. Enforcement

Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the College Campus.

Any student found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.

Any employee found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or be carrying or have carried a weapon under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.
VII. Definitions

A. The term "firearm" is defined as a loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

B. The term "weapon" is defined as:

Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.

Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives and daggers.

C. The term "clear and present danger" has the same meaning as in Section 105 of the Firearm Concealed Act, as amended. Accordingly “clear and present danger” means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

VIII. College Department of Public Safety

The College Department of Public Safety, in consultation with the College President and Board of Trustees, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons.

The College Department of Public Safety, in consultation with the College President and Board of Trustees, shall be responsible for determining the clear and conspicuous posting of

signage at all building entrances and restricted parking area entrances where vehicles containing weapons or firearms are prohibited, stating that concealed firearms are prohibited, and signs shall be in accordance with the design approved by the Illinois Department of State Police and posting shall comply with any other administrative rules or procedures that may be promulgated from time to time by the Illinois Department of State Police.
The College Chief of the Department of Public Safety, in consultation with the College President and Board of Trustees, shall promulgate policies and procedures to be used in determining whether any exceptions to this Policy are necessary.

IX. College Vice President of Student Affairs

Pursuant to the Firearm Concealed Carry Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Vice President of Student Affairs shall be the designee of the College President responsible for reporting to the Department of State Police any student or visitor who is determined to pose a clear and present danger.

X. Delegation

The College’s Board of Trustees hereby delegates to the President of the College the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Illinois Firearm Concealed Carry Act and other relevant laws and regulations.

The President of the College shall from time to time report to the College’s Board of Trustees any additional policies, regulations or procedures needed and the status of implementation of this Policy.
PERSONNEL - STUDENT EMPLOYEE

Student Employment

Oakton Community College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner.

Student Employee Definition

Student employees are employees who are students of District 535 employed in non-classified personnel positions. Students are eligible to work in the summer if they were enrolled the preceding spring, during the current summer term, or for the following fall. (Moved – now under Eligibility for Student Employment)

Authorization to Employ

The administration is authorized to employ those students needed in accordance with the budgeted amounts in the various programs. All student employees must satisfy employment eligibility verification requirements.

Eligibility for Student Employment

1. He or she meets the enrollment requirement.
2. The student can show proof of eligibility to work in the United States.
3. At time of hire the student has a minimum cumulate GPA of 2.0 or first semester enrolled at Oakton.
4. He or she is making satisfactory progress toward achieving their educational goals. Satisfactory progress mirrors Oakton’s SOAP policy.

Students are eligible to work as a student employee in any given fall or spring semester if he or she is registered in a minimum of 3 credit hours for that semester. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.

Students are eligible to work in the summer if they were enrolled in the preceding spring, during the current summer term, or for the following fall.
Work Hour Limitations
The number of hours a student may work should be mutually agreed upon by the student and the supervisor based on institutional need and the student’s schedule and other constraints. However, at no time may a student be required to work more than 35 hours a week.

Student employee work assignments range from 1 to 25 hours per week and from one month to one year in length.

Any exceptions are subject to review by and approval of the area Vice President and Career Services.

Employment Priority
Where applicable, students attending full-time will be given priority over students attending less than full-time.

Multiple Student Employee Assignments
A student employee can be active in a maximum of 2 student employee assignments at any given time.

Limitation in Semesters Employed
Normally, A student will not work as a student employee more than 12 semesters (excluding summer). Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Business and Finance.
STUDENTS

Student Employment

Oakton Community College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner.

Student Employee Definition

Student employees are employees who are students of District 535 employed in non-classified personnel positions. Students are eligible to work in the summer if they were enrolled the preceding spring, during the current summer term, or for the following fall. (Moved – now under Eligibility for Student Employment)

Authorization to Employ

The administration is authorized to employ those students needed in accordance with the budgeted amounts in the various programs. All student employees must satisfy employment eligibility verification requirements.

Eligibility for Student Employment

5. He or she meets the enrollment requirement.
6. The student can show proof of eligibility to work in the United States.
7. At time of hire the student has a minimum cumulate GPA of 2.0 or first semester enrolled at Oakton.
8. He or she is making satisfactory progress toward achieving their educational goals. Satisfactory progress mirrors Oakton’s SOAP policy.

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Normally, a student will not work as a student employee more than 12 semesters (excluding summer). Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Business and Finance.
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.”
AGENDA ITEM 12/13-1b
1 of 1

Approval of Consent Agenda Items 12/13-2 through 12/13-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/13-2 through 12/13-6 as listed in the Consent Agenda.

12/13-2 Ratification of Payment of Bills for November 2013
12/13-3 Acceptance of Treasurer's Report for November 2013
12/13-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board
12/13-5 Supplemental Authorization to Pay Professional Personnel – Fall 2013
12/13-6 Approval of a Clinical Practice Agreement.”
Ratification of Payment of Bills for November 2013

The check register detailing the regular monthly bills for November, 2013 was sent out on December 6, 2013. The totals by fund are on page 2.

________________________________________
Board Chairman

________________________________________
Board Secretary

RJN:vb

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

That the Board adopt the following resolution:

"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $7,562,037.42 or all check amounts as listed and for all purposes as appearing on a report dated November, 2013."
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1-69 numbered 96971-97046, 97048-97057, 97059-97098, 97100-97122, 97124-97183, 97187-97195, 97198-97217, 97219-97221, 97223-97225, 97227, 97229-97257, 97259-97275, 97277-97294, 97296-97355, 97357, 97360-97370, 97372-97393, 97395-97397, 97399-97402, 97404-97410, 97412-97413, 97416-97430, 97432-97459, 97461-97490, 97492-97508, 97510-97521, and 97523-97568 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.

Treasurer, Oakton Community College District 535

12/4/17

RECAPITULATION

<table>
<thead>
<tr>
<th>Fund</th>
<th>Gross Payroll</th>
<th>Accounts Payable</th>
<th>Sub-Total</th>
<th>Voided Checks</th>
<th>Total</th>
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<td>$3,641,253.81</td>
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<td>2,390,969.69</td>
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<td>Bond &amp; Interest</td>
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<td>Restricted Purposes</td>
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<td>41,582.95</td>
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<td>Working Cash</td>
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<td>Audit</td>
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<td>13,000.00</td>
<td>13,000.00</td>
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<td>13,000.00</td>
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<tr>
<td>Liability, Protection &amp; Settlement</td>
<td></td>
<td>11,967.00</td>
<td>11,967.00</td>
<td></td>
<td>11,967.00</td>
</tr>
<tr>
<td>Social Security/Medicare Loan</td>
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<td>TOTALS</td>
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<td>$7,473,084.35</td>
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<td>$7,473,084.35</td>
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<td>Student Government</td>
<td>3,138.72</td>
<td>85,814.35</td>
<td>88,953.07</td>
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<td>88,953.07</td>
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<td>TOTAL PER REPORT</td>
<td>$4,371,173.15</td>
<td>$3,190,864.27</td>
<td>$7,562,037.42</td>
<td></td>
<td>$7,562,037.42</td>
</tr>
</tbody>
</table>
STUDENT GOVERNMENT AFFIDAVIT
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

Certification of Treasurer

I hereby certify that materials and/or services represented by checks on pages 1-69 numbered 97047, 97058, 97099, 97123, 97186, 97196, 97197, 97218, 97222, 97226, 97228, 97258, 97276, 97295, 97356, 97358, 97359, 97371, 97394, 97398, 97403, 97411, 97414, 97415, 97431, 97460, 97491, 97509 and 97522 have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Student Government.

[Signature]
Treasurer, Community College District 535

Approval of Expenditures

The Student Government of Community College District 535 hereby ratifies expenditures in the amount of $88,953.07 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 November, 2013.

[Signature]
Student Government Association
Acceptance of Treasurer’s Report for November 2013

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

RIN: vb

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

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 receives for filing as a part of the College’s official records, the report of the Treasurer for the month of November 2013.”
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER’S REPORT

November 2013

Robert J. Nowak
Vice President for Business and Finance
Karen J. Epps
Director of Budget and Accounting Services
Treasurer’s Comments on November 2013 Financial Statements

Page 4. Financial Position Statement

Cash and investments
The net cash and investments decreased by $8.5 million from the previous month. The monthly collections include $440 thousand in state funding, and $109 thousand in auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income. Registration opened November 18th, and monies collected also include initial payments for the Spring 2014 semester.

State funding referred to above represents the second installment of the Base Operating Grant received from the State for fiscal year 2014. If paid timely, the College would have received five installments as of November 30, 2013.

The decrease in net cash and investments is attributable to $2.4 million of expenditures related to Master Plan projects, $2.5 million paid for bond principal and interest, and $5.7 million of ongoing annual salary and operating costs in a month of no property collections.

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

Revenues
At the end of November, revenues were $38.3 million or 98% of the pro-rata budget, compared to the $37 million, or 96% for the previous year. Property taxes (recorded on an accrual basis) were $18.2 million or 102% of the pro-rata budget. Tuition and fees totaled $18.5 million year to date, or 99% of the pro-rata budget. Revenues from tuition and fees are recorded as billed; other revenue includes interest income and fair market value adjustments to our investments. The year-to-date interest income (excluding fair market value adjustments) in the operating funds is $311 thousand, or 69% of the budget.

Expenditures
The current year’s total actual operating expenditures of $25.1 million are attributed to expected operating costs. The operating expenditures are below prior year’s actual expenditures of $25.8 million for the same period. Current year’s operating expenditures are generally in line with the budget with a reported 88% of the pro-rata budget spent. As budgeted purchases of equipment and supplies, particularly for the Science and Health Careers Building are made in the next few months, the ratio of actual expenditures to pro-rata budget will narrow.
# OAKTON COMMUNITY COLLEGE

## FINANCIAL POSITION OF FUNDS AS OF NOVEMBER 30, 2013

### (IN THOUSANDS)

<table>
<thead>
<tr>
<th></th>
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<td><strong>ASSETS</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 5,394</td>
<td>$ 208</td>
<td>$ 370</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,308</td>
<td>$ -</td>
<td>$ 8,624</td>
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<td>Taxes Receivable</td>
<td>421</td>
<td>488</td>
<td>-</td>
<td>254</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,168</td>
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<tr>
<td>Student Tuition Receivable</td>
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<td>5</td>
<td>-</td>
<td>-</td>
<td>122</td>
<td>-</td>
<td>-</td>
<td>5,939</td>
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<tr>
<td>Government Funds Receivable</td>
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<td>-</td>
<td>-</td>
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<td>Accrued Interest</td>
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<td>27</td>
<td>2</td>
<td>36</td>
<td>-</td>
<td>-</td>
<td>291</td>
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<tr>
<td>Other Receivables</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>675</td>
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<tr>
<td>Investments</td>
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<tr>
<td>Short-term</td>
<td>52,238</td>
<td>9,903</td>
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<td>8,776</td>
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<td>74,098</td>
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<td>Long-term</td>
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<td>1,073</td>
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<td>3,804</td>
<td>-</td>
<td>32,889</td>
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<tr>
<td>Due from (to) Other Funds</td>
<td>(14,500)</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Inventories - Prepaid</td>
<td>99</td>
<td>-</td>
<td>1,334</td>
<td>-</td>
<td>1,668</td>
<td>-</td>
<td>-</td>
<td>3,101</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>73,570</td>
<td>14,828</td>
<td>5,475</td>
<td>256</td>
<td>-</td>
<td>32,434</td>
<td>-</td>
<td>127,620</td>
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<tr>
<td><strong>Net Investment in Plant</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>82,073</td>
<td>-</td>
<td>82,073</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 73,570</td>
<td>$ 14,828</td>
<td>$ 5,475</td>
<td>$ 256</td>
<td>$ -</td>
<td>$ 32,434</td>
<td>$ 82,073</td>
<td>$ 209,693</td>
</tr>
</tbody>
</table>

| **LIABILITIES AND NET POSITION** |                          |                                      |                  |                        |                                          |                     |                                  |               |
| Payables | $ 304                    | $ 6                                 | $ 15             | $ 110                  | $ 87                                      | $ 166               | $ -                              | $ 688         |
| Accrued Interest Payable | -                      | -                                  | -                | -                      | -                                        | -                   | -                                | -             |
| Accruals | 7,642                   | 201                                | 2,055            | -                      | -                                        | -                   | -                                | -             |
| Bond Payable | -                      | -                                  | -                | -                      | -                                        | -                   | -                                | -             |
| **Total Liabilities** | 7,946                   | 207                                | 2,070            | 110                    | 28,183                                    | 732                 | -                                | 39,335        |
| Deferred Inflows of Resources - Property Taxes | 2,931                 | 648                                | -                | 264                    | -                                        | -                   | -                                | 6,386         |
| **Total Liabilities and Deferred Inflows of Resources** | 10,877                 | 855                                | 2,070            | 374                    | 28,270                                    | 749                 | -                                | 45,721        |
| Net Position |                        |                                      |                  |                        |                                          |                     |                                  |               |
| Unrestricted | 62,693                 | 13,973                             | 3,405            | -                      | -                                        | 15,621              | -                                | 95,692        |
| Restricted | -                      | -                                  | -                | -                      | 16,064                                    | -                   | 1,051                            | 17,115        |
| Debt Service | -                      | -                                  | -                | (118)                  | (28,270)                                  | -                   | -                                | (28,388)      |
| Plant | -                      | -                                  | -                | 28,270                 | -                                        | -                   | 82,073                           | 82,073        |
| **Total Net Position** | 62,693                 | 13,973                             | 3,405            | (118)                  | (28,270)                                  | 31,685              | 82,073                           | 166,492       |

**TOTAL LIABILITIES & NET POSITION** | $ 73,570               | $ 14,828                           | $ 5,475          | $ 256                  | $ -                                      | $ 32,434            | $ 82,073                         | $ 209,693     |
OAKTON COMMUNITY COLLEGE  
EDUCATION AND OPERATIONS AND MAINTENANCE FUNDS  
SUMMARY OF REVENUES AND EXPENDITURES  
FIVE MONTHS ENDED NOVEMBER 30, 2013

<table>
<thead>
<tr>
<th>REVENUES (cash and accrual basis)</th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
<th>As a % of Prorated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes (accrual basis)</td>
<td>$43,027</td>
<td>$17,928</td>
<td>$18,216</td>
<td>102% 100%</td>
</tr>
<tr>
<td>Replacement Tax</td>
<td>1,024</td>
<td>427</td>
<td>357</td>
<td>84% 88%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>103</td>
<td>43</td>
<td>40</td>
<td>93% 121%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>3,673</td>
<td>1,530</td>
<td>955</td>
<td>62% 0%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>21,128</td>
<td>18,795</td>
<td>18,523</td>
<td>99% 100%</td>
</tr>
<tr>
<td>Other</td>
<td>453</td>
<td>189</td>
<td>217</td>
<td>116% 178%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>69,408</td>
<td>38,912</td>
<td>38,308</td>
<td>98% 96%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES (accrual basis)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional</td>
<td>34,633</td>
<td>14,430</td>
<td>14,462</td>
<td>100% 110%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>10,306</td>
<td>4,294</td>
<td>3,396</td>
<td>79% 126%</td>
</tr>
<tr>
<td>Student Services</td>
<td>6,797</td>
<td>2,832</td>
<td>2,473</td>
<td>87% 89%</td>
</tr>
<tr>
<td>Public Services</td>
<td>596</td>
<td>248</td>
<td>196</td>
<td>79% 56%</td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>7,760</td>
<td>3,233</td>
<td>2,469</td>
<td>76% 82%</td>
</tr>
<tr>
<td>General Administration</td>
<td>5,252</td>
<td>2,188</td>
<td>1,996</td>
<td>91% 90%</td>
</tr>
<tr>
<td>General Institutional</td>
<td>1,710</td>
<td>713</td>
<td>69</td>
<td>10% 25%</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,089</td>
<td>454</td>
<td>-</td>
<td>0% 0%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>150</td>
<td>63</td>
<td>18</td>
<td>25% 12%</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>68,293</td>
<td>28,455</td>
<td>25,079</td>
<td>88% 100%</td>
</tr>
</tbody>
</table>

Revenues over (under) expenditures $1,115 10,456 13,229

Net Fund transfers

| To Operation & Maintenance (Rest.) Fund | (7,150) | (2,979) | (2,979) |
| To Auxiliary Fund and ALLiance         | (284)   | (118)   | (118)   |
| From Restricted Fund                   | 360     | 150     | 150     |
| From Working Cash Fund                 | 32      | 13      | 13      |
| To Liability, Protection & Settlement Fund | (400) | (167) | (167) |
| To Social Security/Medicare Fund       | (780)   | (325)   | (325)   |
| TOTAL TRANSFERS                        | (8,222) | (3,426) | (3,426) |

Net Revenue over (under) expenditures $7,107 7,030 9,803
### OPERATIONS AND MAINTENANCE

<table>
<thead>
<tr>
<th>FUND (Restricted)</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction fee</td>
<td>$ 432</td>
<td>$ 292</td>
<td>68%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>40</td>
<td>34</td>
<td>85%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$ 10,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Total revenues</td>
<td>$ 10,472</td>
<td>$ 326</td>
<td>3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Careers Building</td>
<td>27,466</td>
<td>10,050</td>
<td>37%</td>
</tr>
<tr>
<td>HVAC Upgrades</td>
<td>5,700</td>
<td>235</td>
<td>4%</td>
</tr>
<tr>
<td>Phone Upgrades</td>
<td>300</td>
<td>53</td>
<td>18%</td>
</tr>
<tr>
<td>Relocate NWMC</td>
<td>470</td>
<td>268</td>
<td>57%</td>
</tr>
<tr>
<td>Classroom Remodeling</td>
<td>982</td>
<td>837</td>
<td>85%</td>
</tr>
<tr>
<td>Cell Phone WiFi</td>
<td>500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Enrollment Center (DP)</td>
<td>2,371</td>
<td>57</td>
<td>2%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>166</td>
<td>45</td>
<td>27%</td>
</tr>
<tr>
<td>Latory Remodeling</td>
<td>1,141</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Parking Lot Improvements</td>
<td>1,575</td>
<td>37</td>
<td>2%</td>
</tr>
<tr>
<td>MP-Building Automation Sys</td>
<td>2,800</td>
<td>855</td>
<td>31%</td>
</tr>
<tr>
<td>MP-Electrical Delivery Sys Upgrades</td>
<td>370</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Site and Construction</td>
<td>541</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Office and Other Remodeling</td>
<td>821</td>
<td>6</td>
<td>1%</td>
</tr>
<tr>
<td>Other Projects</td>
<td>955</td>
<td>46</td>
<td>5%</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>$ 46,158</td>
<td>$ 12,309</td>
<td>27%</td>
</tr>
<tr>
<td>State capital contribution</td>
<td>741</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Transfer in</td>
<td>$ 7,150</td>
<td>$ 2,979</td>
<td>42%</td>
</tr>
<tr>
<td>Net</td>
<td>$ (27,795)</td>
<td>$ (5,204)</td>
<td>33%</td>
</tr>
</tbody>
</table>

### AUXILIARY ENTERPRISE FUND

(excluding Alliance)

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Sales</td>
<td>$ 3,103</td>
<td>$ 1,209</td>
<td>39%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>5,653</td>
<td>2,457</td>
<td>43%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>920</td>
<td>709</td>
<td>77%</td>
</tr>
<tr>
<td>Business Inst./Conference Center</td>
<td>80</td>
<td>12</td>
<td>15%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>312</td>
<td>111</td>
<td>36%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>518</td>
<td>216</td>
<td>42%</td>
</tr>
<tr>
<td>Travel</td>
<td>68</td>
<td>15</td>
<td>22%</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
<td>5</td>
<td>263%</td>
</tr>
<tr>
<td>Child Care</td>
<td>508</td>
<td>238</td>
<td>47%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>16</td>
<td>5</td>
<td>31%</td>
</tr>
<tr>
<td>Other</td>
<td>252</td>
<td>314</td>
<td>125%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>56</td>
<td>30</td>
<td>31%</td>
</tr>
<tr>
<td>Total revenues</td>
<td>$ 11,545</td>
<td>$ 5,366</td>
<td>46%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Operating Expenses</td>
<td>3,324</td>
<td>1,232</td>
<td>37%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>6,490</td>
<td>2,990</td>
<td>46%</td>
</tr>
<tr>
<td>ITFS Lease</td>
<td>142</td>
<td>10</td>
<td>7%</td>
</tr>
<tr>
<td>Business Inst./Conference Center</td>
<td>181</td>
<td>73</td>
<td>40%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>446</td>
<td>132</td>
<td>30%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>325</td>
<td>103</td>
<td>32%</td>
</tr>
<tr>
<td>Travel</td>
<td>68</td>
<td>2</td>
<td>3%</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,015</td>
<td>423</td>
<td>42%</td>
</tr>
<tr>
<td>Child Care</td>
<td>832</td>
<td>284</td>
<td>34%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>101</td>
<td>32</td>
<td>32%</td>
</tr>
<tr>
<td>Contingency</td>
<td>755</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>438</td>
<td>143</td>
<td>33%</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>$ 14,117</td>
<td>$ 5,424</td>
<td>38%</td>
</tr>
<tr>
<td>Transfers in (out)</td>
<td>62</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Net</td>
<td>$ (2,510)</td>
<td>$ (32)</td>
<td></td>
</tr>
</tbody>
</table>
# Summary of Revenues and Expenditures

## Five Months Ended November 30, 2013

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Revenue</td>
<td>$483</td>
<td>$201</td>
<td>$113</td>
<td>23%</td>
<td>0%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>752</td>
<td>313</td>
<td>432</td>
<td>57%</td>
<td>55%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>59</td>
<td>25</td>
<td>36</td>
<td>61%</td>
<td>60%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>222</td>
<td>93</td>
<td>93</td>
<td>42%</td>
<td>42%</td>
</tr>
<tr>
<td>Oakton Contribution</td>
<td>160</td>
<td>42</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Evening High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>13</td>
<td>5</td>
<td>6</td>
<td>46%</td>
<td>42%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>84</td>
<td>35</td>
<td>19</td>
<td>23%</td>
<td>32%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>1,713</strong></td>
<td><strong>714</strong></td>
<td><strong>699</strong></td>
<td><strong>41%</strong></td>
<td><strong>30%</strong></td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>743</td>
<td>310</td>
<td>134</td>
<td>18%</td>
<td>24%</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Health</td>
<td>566</td>
<td>236</td>
<td>224</td>
<td>40%</td>
<td>37%</td>
</tr>
<tr>
<td>Job-related</td>
<td>232</td>
<td>97</td>
<td>71</td>
<td>31%</td>
<td>40%</td>
</tr>
<tr>
<td>Home Related</td>
<td>23</td>
<td>10</td>
<td>7</td>
<td>30%</td>
<td>38%</td>
</tr>
<tr>
<td>Personal</td>
<td>100</td>
<td>42</td>
<td>38</td>
<td>38%</td>
<td>34%</td>
</tr>
<tr>
<td>Physical Fitness</td>
<td>15</td>
<td>6</td>
<td>5</td>
<td>33%</td>
<td>32%</td>
</tr>
<tr>
<td>Community Service</td>
<td>104</td>
<td>43</td>
<td>29</td>
<td>28%</td>
<td>24%</td>
</tr>
<tr>
<td>NIPSTA</td>
<td>37</td>
<td>15</td>
<td>16</td>
<td>43%</td>
<td>37%</td>
</tr>
<tr>
<td>Other Programs</td>
<td>899</td>
<td>375</td>
<td>323</td>
<td>36%</td>
<td>32%</td>
</tr>
<tr>
<td><strong>Total Programs</strong></td>
<td><strong>1,976</strong></td>
<td><strong>823</strong></td>
<td><strong>713</strong></td>
<td><strong>36%</strong></td>
<td><strong>34%</strong></td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>2,719</strong></td>
<td><strong>1,134</strong></td>
<td><strong>847</strong></td>
<td><strong>31%</strong></td>
<td><strong>31%</strong></td>
</tr>
</tbody>
</table>

Revenue over (under) expenditures

<table>
<thead>
<tr>
<th>Revenue over (under) expenditures</th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ (1,006)</td>
<td>$ (420)</td>
<td>(148)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Net Position 6/30/13

<table>
<thead>
<tr>
<th>Net Position 6/30/13</th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,888</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Net Position end of period

<table>
<thead>
<tr>
<th>Net Position end of period</th>
<th>Operating Budget (000)</th>
<th>Prorata Budget (000)</th>
<th>Actual (000)</th>
<th>Actual As a% Budget</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 2,740</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# OAKTON COMMUNITY COLLEGE

## STUDENT ACTIVITIES FUND

### SUMMARY OF REVENUES AND EXPENDITURES

**FIVE MONTHS ENDED NOVEMBER 30, 2013**

<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Fav (Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity fees</td>
<td>$459,053</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest income</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub total revenues</td>
<td></td>
<td>$459,053</td>
<td></td>
<td></td>
</tr>
<tr>
<td>369901 Student Government Association</td>
<td>$86,072</td>
<td>$130,000</td>
<td>$216,072</td>
<td>$(102,935)</td>
</tr>
<tr>
<td>369902 SGA Special Allocations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369903 SGA Computer Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369910 Occurrence</td>
<td>7,644</td>
<td>-</td>
<td>7,644</td>
<td>$(18,869)</td>
</tr>
<tr>
<td>369919 Skokie Student Leaders</td>
<td>80</td>
<td>53,306</td>
<td>53,386</td>
<td>$(13,253)</td>
</tr>
<tr>
<td>369920 SGA College Program Board</td>
<td>-</td>
<td>54,710</td>
<td>54,710</td>
<td>$(17,553)</td>
</tr>
<tr>
<td>369923 Students Helping Honduras.</td>
<td>-</td>
<td>530</td>
<td>530</td>
<td>-</td>
</tr>
<tr>
<td>369924 Hawaiian Music Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>$(53)</td>
</tr>
<tr>
<td>369925 Otaku Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$(22)</td>
</tr>
<tr>
<td>369926 Seeds</td>
<td>150</td>
<td>1,429</td>
<td>1,579</td>
<td>$(120)</td>
</tr>
<tr>
<td>369927 Cheer &amp; Dance Team</td>
<td>403</td>
<td>1,575</td>
<td>1,978</td>
<td>-</td>
</tr>
<tr>
<td>369928 African Student Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369929 India Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369930 Early Childhood Education Club</td>
<td>150</td>
<td>1,003</td>
<td>1,153</td>
<td>-</td>
</tr>
<tr>
<td>369931 Students for Social Justice</td>
<td>-</td>
<td>4,209</td>
<td>4,209</td>
<td>$(29)</td>
</tr>
<tr>
<td>369932 Ceramic Club</td>
<td>150</td>
<td>912</td>
<td>1,062</td>
<td>-</td>
</tr>
<tr>
<td>369933 UNICEF</td>
<td>196</td>
<td>4,639</td>
<td>4,835</td>
<td>$(680)</td>
</tr>
<tr>
<td>369934 Hillel</td>
<td>270</td>
<td>953</td>
<td>1,223</td>
<td>-</td>
</tr>
<tr>
<td>369935 Honors Student Organization</td>
<td>910</td>
<td>678</td>
<td>1,588</td>
<td>(43)</td>
</tr>
<tr>
<td>369936 Ultra</td>
<td>-</td>
<td>225</td>
<td>225</td>
<td>(204)</td>
</tr>
<tr>
<td>369938 Table Tennis Club</td>
<td>-</td>
<td>950</td>
<td>950</td>
<td>-</td>
</tr>
<tr>
<td>369939 French Club</td>
<td>150</td>
<td>519</td>
<td>669</td>
<td>-</td>
</tr>
<tr>
<td>369940 Trading Card Game Club</td>
<td>120</td>
<td>483</td>
<td>603</td>
<td>(230)</td>
</tr>
<tr>
<td>369941 Avanti Tutta</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369942 Astronomy Club</td>
<td>75</td>
<td>425</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>369943 Japan Club</td>
<td>-</td>
<td>1,931</td>
<td>1,931</td>
<td>(69)</td>
</tr>
<tr>
<td>369944 South East Asian (SEA) Club</td>
<td>-</td>
<td>1,459</td>
<td>1,459</td>
<td>-</td>
</tr>
<tr>
<td>369945 Physical Therapy</td>
<td>516</td>
<td>337</td>
<td>853</td>
<td>(4,200)</td>
</tr>
<tr>
<td>369946 Phi Theta Kappa (PTK)</td>
<td>5,103</td>
<td>16,085</td>
<td>21,188</td>
<td>(4,887)</td>
</tr>
<tr>
<td>369947 Oakton Pride</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369948 Campus Crusade For Christ</td>
<td>224</td>
<td>970</td>
<td>1,204</td>
<td>(321)</td>
</tr>
<tr>
<td>369949 Mission Bible Club</td>
<td>-</td>
<td>224</td>
<td>224</td>
<td>-</td>
</tr>
<tr>
<td>369950 Hispanic Club</td>
<td>150</td>
<td>504</td>
<td>654</td>
<td>(437)</td>
</tr>
<tr>
<td>369952 Student Nurses May 2012</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369954 Stem Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369955 Ecology Club</td>
<td>150</td>
<td>2,558</td>
<td>2,708</td>
<td>(188)</td>
</tr>
<tr>
<td>369956 Doctor Clown Club</td>
<td>107</td>
<td>1,139</td>
<td>1,246</td>
<td>-</td>
</tr>
<tr>
<td>369957 Student Nurses Dec. 2012</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369959 Black Student Union</td>
<td>353</td>
<td>1,167</td>
<td>1,520</td>
<td>(200)</td>
</tr>
<tr>
<td>369960 Muslim Student Association</td>
<td>-</td>
<td>2,087</td>
<td>2,087</td>
<td>(230)</td>
</tr>
<tr>
<td>369961 Engineering &amp; Physics Club</td>
<td>-</td>
<td>400</td>
<td>400</td>
<td>-</td>
</tr>
<tr>
<td>369962 Nurses Dec 2013</td>
<td>2,031</td>
<td>822</td>
<td>2,853</td>
<td>(268)</td>
</tr>
<tr>
<td>369963 Art Club</td>
<td>-</td>
<td>203</td>
<td>203</td>
<td>-</td>
</tr>
<tr>
<td>369964 Oakton Helping Others</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369966 Oakton's Economic Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369968 Medical Lab Tech Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369969 European Culture Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Program Generated Revenue</td>
<td>Revenue Allocated to Programs</td>
<td>Total Revenue and Allocation</td>
<td>Expenditures</td>
<td>Program Net Fav (Unfav)</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------</td>
<td>--------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>369970 Fit Club</td>
<td>-</td>
<td>$ -</td>
<td>-</td>
<td>$ -</td>
</tr>
<tr>
<td>369971 Habitat for Humanity</td>
<td>374</td>
<td>867</td>
<td>1,241</td>
<td>-</td>
</tr>
<tr>
<td>369972 PAYO</td>
<td>272</td>
<td>1,206</td>
<td>1,478</td>
<td>(52)</td>
</tr>
<tr>
<td>369973 Korean Campus Crusade For Christ</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369975 Indo-Pak Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369977 Chess Club</td>
<td>150</td>
<td>200</td>
<td>350</td>
<td>(51)</td>
</tr>
<tr>
<td>369981 Chicago Computer Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369982 Graphic Design Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369989 Entrepreneur Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369990 Improv Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369992 Performing Arts Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Sub Totals

|                        |                       | $ 105,810                 | $ 290,105    | $ 395,915              | $(171,350)             | $ 224,565              |

**Fund Summary**

- Total Revenues: $564,863
- Total Expenditures: $(171,350)
- Total Transfers to other funds: $(273,950)
- Excess revenue over expenditures: $119,563
- Net Position 6/30/13: $275,397
- Net Position, end of period: $394,960
OAKTON COMMUNITY COLLEGE
AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
NOVEMBER, 2013

GENERAL FUND TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>BOND INTEREST AND PRINCIPAL</th>
<th>REFUNDS/STUDENT-DISBURSEMENTS</th>
<th>ILLINOIS SALES TAX</th>
<th>EMPLOYEE HEALTH INSURANCE CCHC</th>
<th>MISC</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2013</td>
<td>$334,647.32</td>
<td>$334,647.32</td>
<td></td>
<td>$6,233.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/20/2013</td>
<td>6,233.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22/2013</td>
<td>501,006.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22/2013</td>
<td>2,553,317.50</td>
<td>$2,553,317.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,395,204.57</td>
<td>$2,553,317.50</td>
<td>$334,647.32</td>
<td>$6,233.00</td>
<td>$501,006.75</td>
<td>$</td>
</tr>
</tbody>
</table>

PAYROLL TAXES - TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>FEDERAL PAYROLL TAXES</th>
<th>STATE PAYROLL TAXES</th>
<th>SURS</th>
<th>CREDIT UNION AND TAX SHELTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/8/2013</td>
<td>$307,902.82</td>
<td>$307,902.82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/8/2013</td>
<td>93,088.60</td>
<td></td>
<td>$93,088.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/8/2013</td>
<td>177,170.89</td>
<td></td>
<td></td>
<td>$177,170.89</td>
<td></td>
</tr>
<tr>
<td>11/8/2013</td>
<td>71,636.68</td>
<td></td>
<td></td>
<td></td>
<td>$71,636.68</td>
</tr>
<tr>
<td>11/22/2013</td>
<td>301,559.09</td>
<td>301,559.09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22/2013</td>
<td>91,510.94</td>
<td></td>
<td></td>
<td></td>
<td>$91,510.94</td>
</tr>
<tr>
<td>11/22/2013</td>
<td>174,811.20</td>
<td></td>
<td></td>
<td></td>
<td>$174,811.20</td>
</tr>
<tr>
<td>11/22/2013</td>
<td>92,710.86</td>
<td></td>
<td></td>
<td></td>
<td>$92,710.86</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,310,391.08</td>
<td>$609,461.91</td>
<td>$184,599.54</td>
<td>$351,982.09</td>
<td>$164,347.54</td>
</tr>
</tbody>
</table>
Ratification of Actions of the Alliance for Lifelong Learning Executive Board

The salary payments and rescinds include the following:

a. Salary payments in the amount of $3,764.00 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2013.

b. Salary rescinds in the amount of $1,032.63 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2013.

c. Salary payments in the amount of $178,901.36 for part-time teaching services for the Alliance for Lifelong Learning, Spring 2014.

MLI:sk
11/26/2013

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

“Be it resolved that the Board of Trustees of Community College District 535, in its capacity as governing board of the administrative district of the Alliance for Lifelong Learning Program, ratifies and approves the actions of the Executive Board in items a, b and c as stipulated above, and hereby approves the expenditures in the amount not to exceed $182,665.36 for all funds listed in item a and c.”
Supplemental Authorization to Pay Professional Personnel - Fall 2013

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013 Part-Time</th>
<th>Fall 2012 Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 4,418,434.37</td>
<td>$ 4,498,382.23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013 Overload</th>
<th>Fall 2012 Overload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 337,216.20</td>
<td>$ 363,467.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>December 2013 Stipends</th>
<th>December 2012 Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td>$12,770.00</td>
</tr>
</tbody>
</table>

TPH/vag
12/2013

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

That the following resolution be approved:

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2013 fall semester salaries in the amount of $74,444.23 resulting in a revised total of $4,418,434.37."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2013 fall semester salaries in the amount of $2,883.50, resulting in a revised total of $337,216.20"

3. There are no stipends to report this month.
Approval of a Clinical Practice Agreement

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

- **Early Childhood Education**
  
  **Renewal:** Children’s Choice Learning Center at Holy Family Medical Center
  
  (affiliation) – This is the College’s standard agreement for a five-year, two-month period.

TH/md
12/05/2013

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

That the Board adopt the following resolution:

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

For the Early Childhood Education Program
Children’s Choice Learning Center at Holy Family Medical Center – Des Plaines.”
Approval of Board Meeting Schedule for Calendar Year 2014

As per the Public Community College Act, 110 ILCS 805/3-8, public notice of the schedule of regular meetings of the Board of Trustees for the next calendar year as set at the organizational meeting must be given at the beginning of the calendar year.

MBL:ec
12/2013

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves the established calendar of meetings of the Board for the 2014 calendar year for public notice as follows:

January 21, February 18, March 18, April 22, May 13, June 24, August 19, September 16, October 21, November 18, and December 9, 2014.”

“All meetings will begin at 7:30 p.m. in room 1506 at Oakton Community College, 1600 E. Golf Road, Des Plaines, Illinois, except where otherwise posted as required by law.”
Adoption of Resolution Setting Forth Tax Levies for 2013

This Resolution sets forth the levy recommended at the October 15, 2013, Board meeting and represents a 4.87% increase over the extended 2012 tax levy.

President's Recommendation:

That the Board adopt the following resolution:

"Be it resolved by the Board of Trustees of Community College District No. 535, County of Cook and State of Illinois, as follows:

SECTION 1: That the following sums be and hereby are levied as taxes for the year 2013 (to be collected in 2014) for the purposes set forth below, on the equalized assessed value of the taxable property of Community College District No. 535: the sum of Thirty-Eight Million and Four Hundred Forty-Nine Thousand and Eight Hundred Dollars ($38,449,800) as a tax for Educational purposes; and the sum of Seven Million Seven Hundred Thousand Dollars ($7,700,000) as a tax for Operations and Maintenance purposes; and the sum of One Hundred Dollars ($100) as a special tax for Local Governmental and Governmental Employees Tort Immunity Act purposes; and the sum of One Hundred Dollars ($100) as a special tax for Social Security and Medicare purposes; and the sum of One Hundred Thousand Dollars ($100,000) as a special tax for Financial Audit purposes.

SECTION 2: That the Secretary of the Board of Trustees of Community College District 535, County of Cook and State of Illinois, is hereby authorized and directed to file a Certificate of Tax Levy in substantially the form that is attached hereto with the County Clerk of Cook County, Illinois, before the last Tuesday of December 2013.

SECTION 3: That this resolution shall be in full force and effect from and after its passage, approval and filing, as provided by law.

SECTION 4: That the Chairman is authorized to execute the attached Certificate of Compliance with the Truth in Taxation Law."
Adopted this 10th day of December, A.D. 2013

AYES: _______________________________________

_______________________________________

_______________________________________

_______________________________________

_______________________________________

NAYS: _______________________________________

_______________________________________

_______________________________________

_______________________________________

ABSENT: _______________________________________

_______________________________________

_______________________________________

Joan W. DiLeonardi
Chairman, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois

ATTEST:

Patricia N. Harada
Secretary, Board of Trustees
Community College District No. 535
County of Cook, State of Illinois
CERTIFICATE OF TAX LEVY
Community College District Number 535, County of Cook and State of Illinois
Community College District Name: OAKTON COMMUNITY COLLEGE

We hereby certify that we require:
the sum of $38,449,800.00 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of $7,700,000.00 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of $100.00 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of $100.00 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of $100,000.00 to be levied as a special tax for financial audit purposes (50 ILCS 310/9),
on the equalized assessed value of the taxable property of Community College District No. 535 for the year 2013.
Signed this 10th day of December 2013.

______________________________                         ______________________________
Secretary of the Board of Said Community College District  Chair of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college which have not been paid in full: One (1).

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)
This is to certify that the Certificate of Tax Levy for Community College District Number 535, County of Cook and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 2013 was filed in the office of the County Clerk of this county on ________________, 2013.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension will be made, as authorized by resolutions on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution, for said purpose for the year 2013 is $______________________________.

______________________________                         ______________________________
County Clerk  County
CERTIFICATE OF COMPLIANCE
WITH THE
TRUTH IN TAXATION LAW

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of Oakton Community College District Number 535, County of Cook and State of Illinois; and

I do further certify that the Board of Trustees of said district adopted an “Approval of Estimate of Levy for 2013” at a regularly convened meeting held on the 15th day of October, 2013, said date being at least 20 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2013, and the aggregate levy of the district for 2013 as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, and including any amount abated prior to such extension, upon the levy of the district for 2012, such that the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law were not applicable to the adoption of said 2013 aggregate levy.

DATED this 10th day of December, 2013.

Joan W. DiLeonardi
Chairman, Board of Trustees
Community College District No. 535
County of Cook and State of Illinois
Adoption of Resolution Setting Forth PTELL Reduction Designation

This Resolution sets forth the College’s designation for any reduction in the tax levy for 2013 due to the Property Tax Extension Limitation Law (PTELL). The Office of the County Clerk requires a separate resolution for this designation.

President's Recommendation:

That the Board adopt the following resolution:

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

“WHEREAS, on December 10, 2013, the Board of Trustees (“Board”) of Community College District No. 535, Cook County, Illinois (“College District”) did adopt its 2013 tax levy; and

WHEREAS, the County Clerk has notified each Cook County taxing district subject to the Property Tax Extension Limitation Law (PTELL) that it may direct the County Clerk’s Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2013 levy year in accordance with the requirement of Section 18-195 of the PTELL, 35 ILCS 200/18-195;

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

Section 1. That if the County Clerk is required to reduce the aggregate extension of the College District’s 2013 tax levy to meet PTELL requirements, the Board hereby authorizes and directs the County Clerk to make the necessary reductions, as follows:

100% of such reductions shall be made from the levy for Educational purposes
0% of such reductions shall be made from the levy for Operations and Maintenance purposes
0% of such reductions shall be made from the levy for Local Governmental and Governmental Employees Tort Immunity Act purposes
0% of such reductions shall be made from the levy for Social Security and Medicare purposes
0% of such reductions shall be made from the levy for Financial Audit purposes

Section 2. That the Chairman and Secretary of the Board be and are hereby authorized and directed to sign the Resolution on behalf of the Board of Trustees.

Section 3. That the President of the College District is hereby directed to file a certified copy of this Resolution with the County Clerk on or before the last Tuesday in December.

Section 4. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its passage.”

AYES: _______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________

NAYS: _______________________________________
ABSENT: ______________________________________
_______________________________________
_______________________________________

ADOPTED this 10th day of December, 2013.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 535
COUNTY OF COOK, STATE OF ILLINOIS

By: ______________________________________
Chairman

ATTEST:

________________________
Secretary
CERTIFICATE OF BOARD SECRETARY

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

I do further certify that the foregoing “Resolution Directing County Clerk Regarding Tax Levy Extension Subject To The Property Tax Extension Limitation Law” is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 10th day of December 2013.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly published in local newspapers; and that the meeting was called and held in strict compliance with the provisions of the Open Meetings Act, as amended, and the applicable provisions of the Public Community College Act, and that the Board of Trustees in adopting said Resolution has complied with all of the applicable provisions of said Acts, of the Property Tax Code, and procedural rules of the Board of Trustees.

IN WITNESS WHEREOF, I hereto affix my official signature, this 10th day of December, 2013.

____________________________________
Patricia N. Harada
Secretary, Board of Trustees
Community College District No. 535
Authorization to Approve December 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.

All items were previewed at the October 15 and November 19, 2013 Board of Trustees meetings.

DLS:ws
12/2/13

President’s Recommendation:

That the Board adopt the following resolution:

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

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
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<tr>
<td>12/13-10a</td>
<td>1 &amp; 2</td>
<td>Smart Podiums for the Science and Health Careers Center</td>
<td>Chicago Office Technology Group</td>
<td>$ 50,899.42</td>
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<td>12/13-10b</td>
<td>1 &amp; 2</td>
<td>HVAC Engineering Services for the Skokie Campus</td>
<td>Kluber, Inc.</td>
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<td>12/13-10c</td>
<td>1 - 3</td>
<td>Grant Funded Nanotechnology Equipment</td>
<td>Angstrom Scientific, Inc. Brucker Nano, Inc. Gaertner Scientific Corp.</td>
<td>$ 184,078.00 $ 71,375.82 $ 39,950.00</td>
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<td>12/13-10d</td>
<td>1 - 3</td>
<td>Furniture for the Science and Health Careers Center</td>
<td>Office Concepts Interior Investments</td>
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<td>Architectural Programming Fees for West End Remodeling</td>
<td>Legat Architects</td>
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<td>Continuation of Employee Health Insurance</td>
<td>Community College Health Consortium</td>
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<td>12/13-10g</td>
<td>1 &amp; 2</td>
<td>Field Study Courses</td>
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<td>Paris/Amsterdam Ireland</td>
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**GRAND TOTAL**  
$ 7,706,959.97"
Authorization to Purchase Smart Podiums for the Science and Health Careers Center

Smart Podium 524 interactive pen displays function as both a standard computer monitor and an interactive display controller. Instructors are able to interact with whatever is projected on screen, highlight a sentence, go to a web site and circle vital pieces of information, diagram formulae and calculations in mathematics, save all information for future student review and reinforcement, as well as meeting future technological needs.

As part of the construction of the Science and Health Careers Center, the College will be furnishing 26 classrooms with new Smart Podiums.

The Purchasing department issued an Invitation to Bid for the Smart Podiums which was sent to sixteen authorized Smart resellers (none in district). Five bids were received (none in district) with the cost ranging from $50,899.42 to $95,004.52. The low bid of $50,899.42 was submitted by Chicago Office Technology Group of Bolingbrook. Chicago Office Technology Group is a subsidiary of the Xerox Corporation. Their Education/AV Division is a Tier 1 Smart dealer and is the largest dealer in North America. They work with K-12 and higher education entities to provide classroom technology solutions. They have over 120 field technicians and six Master Certified Trainers. Their customers include Triton College, School District 300 – Carpentersville, and School District 88 – Bellwood. The Administration is confident that they will supply the product on time and meet the service quality required by the College. The cost includes a two year warranty. Delivery will be early January.

JW:ws
12/2/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Smart Podiums for the Science and Health Careers Center from Chicago Office Technology Group, 3 Territorial Ct., Bolingbrook, IL 60440, for a total of $50,899.42 in accordance with their low bid in response to Invitation to Bid #1120-13-05.”
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<td>Tech Depot</td>
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<td>$95,004.52</td>
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<td>Trumbull, CT</td>
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Authorization to Purchase HVAC Engineering Services for the Skokie Campus

The College has the need to purchase Mechanical, Electrical, and Plumbing Engineering services to evaluate the HVAC problems at the Skokie campus.

The Pavilion opened in 2005. As part of that construction, an Underfloor Pressurized System was installed. This system was considered state of the art at the time and was designed and installed believing it would provide both comfort for building occupants and lower utility costs through an energy efficiency design.

Due to design problems that did not become apparent until after the building was opened and operational, the system does not operate as it was designed. The system was designed to move both heated or cooled air (depending on the season) from the air handling units, through duct work, and then underneath a raised floor system. There are approximately 449 actuator motors located in the flooring system which open and close the dampers to bring heated or cooled air into the spaces as needed. The command to open or close the dampers is given from a sensor located in the walls and under the floors. Since the system has not functioned properly throughout its life, the six air handling units run continually seriously impacting their originally anticipated useful lives.

A major design deficiency is that the system allows the air from the duct work to be pushed up in between walls and through the ceiling. This bypasses the temperature sensors. The sensors are not able to read that the temperature is satisfied and therefore, turn off the air handling units. Hence, the systems run continuously, putting conditioned air (heating/cooling) into the interior building cavities instead of solely to the classrooms and offices. The run time increases energy costs to the College as well as wearing on the mechanical components of the equipment. Additionally, building occupants frequently complain of being too hot or too cold.

The building has six roof top units and six air handling units. The life expectancy of these units is fifteen to twenty years. Six of the units were installed in 1995, and six of the units were installed in 2005. The newer units have experienced the most wear and tear as these are the units that operate the Pavilion. The 449 actuators located in the Pavilion are no longer being manufactured, and replacement parts are not available. Considerations need to be made for replacement of the various mechanical components in addition to determining the best solution to correct the problems with the Underfloor Pressurized System.

In the fall of 2012, the Administration pre-qualified three Mechanical, Electrical, and Plumbing Engineering firms using a quality based selection process. Two of these were asked to interview and write a proposal presenting their fee structure.
The construction team members, Leah Swanquist, Rich Schwass, Tony Schimel, and Larry Wilson met with two engineering firms; Kluber, Inc. and KJWW Engineering Consultants. Kluber has presented the best solution that meets the needs of the College. Their solution addresses the aging roof tops, the Underfloor Pressurized System design issues, and provides opportunities for the College to save on future energy costs.

Construction costs requiring engineering services are estimated at $2.8 million dollars. These costs include engineering to replace twelve roof top units, sub zoning separation to match individual air handling unit to an under floor plenum in the Pavilion wing, replacing all Pavilion wing actuator motors, Pavilion wing common area corridor sub partitioning, improved cooling for the IT/Phone room, and owner’s design and construction contingency.

Construction costs not requiring engineering are estimated between $100,000 - $150,000. These include building automation system connection, test and balancing, and commissioning.

The College anticipates cost savings due to a reduction in energy costs achieved with a more efficient operating system. These savings are estimated to be between 15 to 25 percent. These savings will be better calculated once the design development stage of this project is completed. Additionally, grant money may be available from the Public Sector Energy Efficiency Program. The Program is currently offering $100/ton rebate if the new equipment meets or exceeds published efficiency. If qualified, the College could receive up to $53,000 in rebates.

Kluber’s engineering fee for this work is $236,600 or 8.45% of the anticipated construction cost. The cost for this project is included in the current year's Capital Improvement budget. The design development meetings with Kluber will begin in January.

LS:ws
12/2/2013

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of HVAC Engineering Services for the Skokie Campus from Kluber, Inc., 10 S. Shumway Avenue, Batavia, IL 60510 for a total not to exceed $236,600.”
Authorization to Purchase Grant Funded Nanotechnology Equipment

The College was recently awarded the Illinois Science and Technology Institute grant. Over the next few months, the College will be purchasing various pieces of nanotechnology equipment for the nanotechnology lab which is located at the Illinois Science and Technology Park in Skokie. Some of this equipment duplicates some existing nanotechnology equipment that was also purchased with grant funds. The following four new pieces of equipment are included for this purchase:

1) Hitachi TM3000 Tabletop Scanning Electron Microscope (SEM)

This is a second unit to enable instructors to more efficiently teach scanning electron microscopy to larger groups of students, decreasing the student per device ratio, and engaging more students while in the lab. A second SEM also allows for providing remote access to one unit while the other is being used hands-on in the lab. The Administration has chosen the same SEM as previously purchased to ensure consistency and avoid the confusion that could result with different interfaces. This device will be used in the second and third semesters of the proposed certificate. This sole source purchase, for $184,078, includes an elemental x-ray analysis system, a motorized stage, and a 3D view package. According to manufacturer, Hitachi High Technologies America, this microscope is only available through their authorized distributor for the Northeast and Mid-Atlantic states, Angstrom Scientific, Inc. of New Jersey. This will be the second SEM unit purchased from Angstrom. Angstrom has sold and serviced more than 150 of the TM3000 microscopes including those at the University of Wisconsin, Northern Illinois University, and Harper College. The cost includes a service contract. Delivery is expected in late February.

2) DektakXT Surface Profile Measuring System

This instrument is used to perform an industry standard process that uses a contact technique for measuring surface roughness of samples such as thin films, to ensure smoothness, paper, to ensure ink adherence, and adhesives, to inspect uniformity. This instrument is also commonly used in industry to investigate surface wear on electrical switches and other devices where surfaces make repeated contact. This sole source purchase of $51,225 includes an environmental enclosure to prevent acoustic interferences from distorting the data collection and various application packages such as stitching, 3d mapping, 2d stress measurement, and measurement collection. The sole source vendor for this purchase is Brucker Nano, Inc. of Tucson Arizona. Brucker Nano, Inc. has been in business since 1965. They have 6,000 employees in ninety locations on all continents. They have sold this same product to Arizona State University, Georgia Institute of Technology, and the University of Wisconsin. This purchase includes a one year warranty. Delivery is expected in late January.
3) Variable Angle Stokes Ellipsometer
This instrument is used to perform an industry standard process that uses light to measure transparent thin film thickness and refractive index. This instrument uses a non-contact technique that relies on changes in polarization of reflected light. Transparent thin films are used in fields such as optics, where the films are applied to camera and eyeglass lenses to reduce unwanted reflections and to provide protective coatings. Knowledge of film thickness and refractive index is critical to designing the correct thin film for a given application. This is a sole source purchase for $39,950 from Gaertner Scientific Corp. of Skokie. Gaertner, established in 1896, is the sole manufacturer and supplier of Stokes Ellipsometers. They have sold Stokes Ellipsometers to numerous schools including Loyola University Chicago, University of Chicago, Harvard, Princeton, IIT, and Notre Dame University. This purchase includes a one year warranty and a no charge on-site installation and set up. Delivery is expected in late January.

4) ALPHA FT-IR Spectrometer
This instrument is used for infrared spectroscopy to obtain a spectrum of absorption, emission or photoconductivity of a solid, liquid or gas. An FT-IR spectrometer supports applications in areas of forensic analysis, aspects of polymer manufacturing, and semiconductor microelectronics. This sole source purchase of $20,150.82 includes OPUS/MENTOR spectroscopy software, desiccant, a set of tools, and a sampling module with a single bounce diamond crystal that enables the FT-IR analysis of solids and liquids without sample preparation. The vendor for this purchase is Brucker Nano, Inc. of Tucson, Arizona, the same company that will be supplying the surface profile measuring system noted in item #2. This purchase includes a ten year warranty. Delivery is expected in late January.

RS:ws
12/2/13
President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Grant Funded Nanotechnology Equipment from:

1) Angstrom Scientific, Inc., 120 N. Central Avenue, Suite 3, Ramsey, NJ 07446 for a total of $184,078 per their quote #N1106JL-TM3-Oakton dated November 6, 2013,

2&4) Brucker Nano, Inc., 3400 E. Britannia Dr., Suite 150, Tucson, AZ 85706 for a total of $71,375.82 per their quotes #20067461 dated October 23, 2013, and #1220019291 dated March 12, 2013,

3) Gaertner Scientific Corp., 3650 Jarvis Ave., Skokie, IL 60076 for a total of $39,950 per their quote #130513.RK1 dated May 13, 2013,

for a grand total of $295,403.82.”
Authorization to Purchase Furniture for the Science and Health Careers Center

As the Science and Health Careers (SHC) Center moves toward completion, it’s time to purchase all of the items that are needed for the various labs, classrooms, lecture spaces, offices, and student spaces. The Board of Trustees recently approved a purchase for the lab and classroom video projectors. The Administration is now seeking approval for a majority of the furniture for this new space. For more than eighteen months, a variety of College employees have been working with the interior design team at Legat Architects to determine the furniture needs for the entire building. Furniture styles and function, fabric textures and colors, the placement of the furniture, and the proper number of pieces to order were all taken into consideration as the team designed a comprehensive furniture plan that will complement the design and style of our unique new building. The list includes:

- Tables and chairs for classrooms, labs, lecture spaces, and student study areas
- Lounge chairs, benches, tables, chairs, and modular seating for student gathering areas
- Lobby area/student gathering seating
- Waiting area chairs, conference room tables and chairs, desk chairs, guest chairs, file cabinets, and workstations for the Division of Science and Health Careers office suite
- Bookcases, file cabinets, bookcase/file combination units, desk chairs, guest chairs, and workstations for the faculty and staff offices
- Bedside tables and mobile overbed tables for the Nursing Skills Labs and patient rooms

Twenty five furniture dealers (one in district) were invited to respond to the College’s detailed Request for Proposal (RFP) for more than 1000 pieces furniture. The College received nine responses (none in district). The RFP is divided into four sections;

Section 1 - Workstations for faculty and staff - A total of 53 workstations, in a variety of configurations, will be purchased from Office Concepts for a total of $110,114.58.

Section 2 - Herman Miller brand tables - A total of 171 tables, including crank adjustable ADA tables, will be purchased from Interior Investments for a total of $66,986.84.

Section 3 - Coalesse brand furniture - Includes benches, lounge chairs, conference tables, student stools, and side tables that will be located throughout the building. These items will be purchased from Office Concepts for a total of $57,704.47.
Section 4 - Steelcase brand furniture – Includes conference room chairs, office guest chairs, bookcases, file cabinets, bookcase/file combo units, bedside tables, overbed tables, lounge seating, teacher stools, teacher tables, student classroom chairs, conference tables, and desk chairs. These items will be purchased from Office Concepts for a total of $197,804.61.

All prices include delivery and a complete installation which is scheduled for March 2014.

Office Concepts is the College’s long time furniture partner. They are very familiar with the work required on this project. The Administration is extremely confident they can provide all of the logistical, order processing, order fulfillment, delivery, and installation services needed to complete this project within the College’s time frame.

Interior Investments provided the Herman Miller classroom tables for the classroom remodeling projects over the past two summers. The Administration is confident they can provide the same high quality services needed for this project.

As mentioned earlier, this purchase represents a large majority of the furniture needed for the SHC Center. In the coming months, the Administration will seek Board approval for the purchase of lecterns, computer lab tables, and science lab stools.

dls
12/2/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Furniture for the Science and Health Careers Center from Office Concepts, Inc., 1142 N. North Branch, Chicago, IL 60642 for a total of $365,623.66 and Interior Investments, LLC, 550 Bond St., Lincolnshire, IL 60069 for a total of $66,986.84, for a grand total of $432,610.50 in accordance with their responses to Request for Proposal #5.”
# Furniture for the Science and Health Careers Center

## RFP #5

### Section 1  Workstations

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Authorization to Purchase Architectural Programming Fees for West End Remodeling

The labs, faculty offices, and division office for the Science and Health Careers department are currently located at the west end of the Des Plaines campus building. When these labs and offices move to the new Science and Health Careers (SHC) Center in summer 2014, a majority of the west end will be vacated. Additionally, Student Services space in the west end of the building will be vacated when the various offices move to the new Enrollment Center in October 2014. It is estimated that approximately 34,000 square feet of space will be available. In order to plan for this space, the College formed the Vacated Space Working Group (VSWG) to gather information and feedback from various College departments and groups. After consolidating and reviewing the information, two primary needs emerged; 1) the creation of ten to twelve large classrooms that could accommodate 35 to 44 students and 2) the consolidation of the Business Offices to include the Vice President of Business and Finance, Accounting Services, Business Services and Purchasing, Human Resources, and the Center for Professional Development. Other needs (in no particular order) include; flexible meeting spaces, Health Services expansion, Ceramics Studio space, Art storage, employee gathering space, Access and Disabilities Resource Center, Testing Center, faculty and Instructional Technology (IT) collaboration space, consolidation of IT office spaces, Photo Lab storage space, and informal learning spaces.

In order to determine the most efficient use of the space and figure out “what fits where,” the Administration has contracted with Legat Architects to review the VSWG’s recommendations, develop a space utilization plan, and recommend a design that will best meet the needs of the College’s. These programming/development fees are estimated at $100,000. Legat has already begun to meet with the Business Offices and Human Resources to start the programming process. Once a plan is developed and approved, the Administration will then return to the Board with a request for the construction, remodeling, and architectural services needed to complete West End Remodeling project. It is estimated that at least half of the 34,000 square feet will be used for student related needs.

DLS/LS:ws 12/2/13

President’s Recommendation:

That the Board adopt the following resolution:

“As it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Architectural Programming Fees for West End Remodeling from Legat Architects, 651 W. Washington Avenue, Chicago, IL 60661 for a total not to exceed $100,000.”
Authorization to Purchase Continuation of Employee Health Insurance

In June 2012, the Board approved health insurance rates through the Community College Health Consortium (CCHC) for an eighteen month period (July 1, 2012 to December 31, 2013) for both the PPO and HMO plans. The eighteen month period exceeded the typical twelve month premium period because CCHC was a newly formed organization that needed to establish a track record for claims experience. Beginning with calendar 2014, premiums will be evaluated on a twelve month basis.

Oakton’s claims experience has been excellent for the period from July 1, 2012 through the most recently available month of claims experience which is through October 31, 2013. Through the end of this sixteen month period, Oakton’s loss ratio (aggregate of claims and fees divided by budget) is a very favorable 86.3%.

Utilizing the aforementioned claims data, CCHC’s insurance consultant, Gallagher, has prepared projections for the 2014 renewal that include trends in medical and prescription costs for 2014 (9.8% for medical costs and 8.5% for prescription), changes in fees, and, new for 2014, the financial impact of the Affordable Care Act (ACA). The increase in cost attributable to the ACA is projected to be $93,095 for 2014. As a result of the favorable claims experience, even considering trend, fee increases, and the newly added cost of ACA, premiums for both the PPO and HMO plans will remain unchanged for 2014. Total premiums projected by Gallagher for 2014 based on an employee total of 433 are $2,394,775 (PPO) and $4,091,637 (HMO).

RN:ws
12/2/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Continuation of Employee Health Insurance from the Community College Health Consortium (CCHC) for twelve months from January 1, 2014 to December 31, 2014 for a total of $6,486,412.”
Authorization to Purchase Field Study Courses

Each year, Oakton offers students a number of credit courses that provide field experiences, often during the summer or interim periods. Students attend class sessions on campus prior to and after the field experience to fulfill all of the requirements of standard, on-campus courses. In 2014, there will be four options available to our students. The two courses being presented to the Board involve field study courses whose costs may each total more than $25,000, thereby requiring Board approval. In all cases, the students pay all costs associated with their travel, so these expenditures are pass-through transactions.

Paris/Amsterdam – Landscape Photography
Professor Jeremi Bialowas will conduct a study visit in which students are eligible to earn three credit hours in Photography. The group will travel to Paris and Amsterdam in May 2014 to practice the principles of landscape photography, including the logistics associated with travel photography, in order to produce a meaningful body of photographic work. The Purchasing department worked with three travel agents to obtain pricing for airfare, hotels, grounds transportation, and other travel related expenses. Golden Eagle Travel, Four Seasons Travel, and Travel Leaders submitted a total of four options to choose from. The prices ranged from $3,111.01 to $4,263.25. After reviewing the options with regard to the airline companies, departure and return dates, hotels, ground transportation, and the College’s travel time frame, a package for a direct flight to Amsterdam, hotel for three nights in Amsterdam, five nights in Paris, and train from Amsterdam to Paris for $3,318.94 from Golden Eagle Travel was chosen as the best fit for the College and the travelers. Based on the maximum of ten students and one instructor, the Administration is requesting an amount not to exceed $36,508.34 for the trip. Golden Eagle Travel has provided travel services for the College in the past, and the Administration is confident they can meet the traveler’s needs for this trip. The students will pay all costs associated with the field study course.

Ireland - Global Studies/Management/Law Enforcement
Professor Sue Cisco and Affiliated Adjunct instructor Brendan Kelly will conduct a field study visit in which students are eligible to earn three credit hours in Global Studies and three credit hours in either Management or Law Enforcement. The group will travel to Ireland in June 2014 to study leadership styles and practices in business or law enforcement in an overseas environment.

The Purchasing Department obtained competitive airfare prices from three travel agents for flights from Chicago to Dublin. Golden Eagle Travel, Four Seasons Travel, and Travel Leaders submitted a total of five options to choose from. The prices ranged from $1,022 to $1,099 per traveler. After reviewing the options with regard to the airline companies, departure and return dates, and the College’s travel time frame, a $1,067.97 flight on Aer Lingus from Travel Leaders was chosen as the best fit for the College and
the travelers. Based on the maximum of twenty students and two instructors, the Administration is requesting an amount not to exceed $23,495.34 for the airfare. Travel Leaders has provided travel services for the College in the past, and the Administration is confident they can meet the traveler’s needs for this trip. The students will pay all costs associated with the field study course.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Field Study Courses from Golden Eagle Travel, 7700 Leesburg Pike, Suite 107, Falls Church, VA 22043 for a total not to exceed $36,508.34 per their quote of November 20, 2013; and Travel Leaders, 10202-D Coldwater Rd., Fort Wayne, IN 46825 for a total not to exceed $23,495.34 per their quote of November 9, 2013.”
Authorization to Purchase Equipment for the Science and Health Careers Center

For the past two years, the Science and Health Careers faculty, lab managers, staff, and Dean have been developing the equipment plan for the Science and Health Careers (SHC) Center, in conjunction with Legat Architects. A comprehensive Request for Proposal (RFP) for a variety of science and health equipment was recently issued. The results of the RFP will be presented at the January Board meeting.

With this agenda item, the Administration is seeking approval for a Getinge autoclave and reverse osmosis system. These sole source items need to be purchased now so they can be installed as part of the construction.

The autoclave/sterilizer is used to sterilize materials used in nearly all Biology courses. It is essential in preparing media for seven Microbiology courses as well as processing lab waste and experimental materials. The nursing labs and nurse's office also utilize the autoclave to dispose of their biohazard waste. Without the autoclave, the College would not be able to provide for Microbiology courses, or be able to support the Biology and Bioresearch courses. The alternative of purchasing time-sensitive materials, storing biohazard waste in the labs, and paying for a disposal service would be costly and prevent providing various spontaneous needs.

The Reverse Osmosis System (RO) treats the hard water at the College and prevents the boiler for the autoclave from forming mineral deposits. Due to the heavy use of the autoclave, without this system, constant care and maintenance is required resulting in down time, increased maintenance cost, and the inability to conduct labs.

This sole source purchase, for $45,030.55 from Getinge USA, Inc., includes both pieces of equipment, delivery, installation, operator training, and a one year warranty. The College has a long history of using Getinge equipment and services. Their service technician is local and is familiar with the College’s procedures and staff. The Administration is confident that Getinge will continue to supply quality equipment and service to meet the needs of the College. Delivery is expected in mid-January.

AH:ws 12/2/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Equipment for the Science and Health Careers Center from Getinge USA, Inc., 1150 Emma Oaks Trail, Lake Mary, FL 32746 for a total of $45,030.55 per their quote dated November 25, 2013.”
Preview and Information Regarding January 2014 Purchases

The following purchases will be presented for approval at the January 2014 Board of Trustees meeting:

a) Travel for Baseball Team - Each year, the Oakton Men’s Baseball program schedules a spring training team trip to Florida. This trip is an integral part of the baseball program and provides opportunities for team building activities and competition with many of the best community college baseball programs in the country.

Once again, the baseball team is planning to travel to Auburndale, Florida and participate in the Russ Matt Baseball program. This organization is the largest operator of college baseball spring break tournaments in the United States with over 230 college baseball teams participating in three locations. Oakton will be scheduled to play fourteen games during the trip with additional time for practice and team and skill building activities.

Under current plans, the Oakton Men’s Baseball Team would leave Chicago on Thursday, March 7 and return on Sunday, March 17, 2014. The cost of the trip breaks down as follows:

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Bus Transportation, TBD</td>
<td>$12,000</td>
<td>Bus transportation to and from Florida along with on-site ground transportation</td>
</tr>
<tr>
<td>Hotel Room for Bus Driver, TBD</td>
<td>$800</td>
<td>Hotel for bus drivers</td>
</tr>
<tr>
<td>Condos at Sunsplash Vacation Homes</td>
<td>$3,500</td>
<td>Rental of condo facilities for player housing</td>
</tr>
<tr>
<td>Hilton Bayfront</td>
<td>$6,000</td>
<td>Rental of condo facilities for player housing</td>
</tr>
<tr>
<td>Enterprise Rent-A-Car</td>
<td>$1,200</td>
<td>On-site travel</td>
</tr>
<tr>
<td>Food</td>
<td>$5,000</td>
<td>Grocery purchase for on-site food preparation and limited dine out</td>
</tr>
<tr>
<td>Russ Matt Baseball</td>
<td>$2,100</td>
<td>Game Fees</td>
</tr>
<tr>
<td>Russ Matt Baseball</td>
<td>$250</td>
<td>Team Registration</td>
</tr>
<tr>
<td>Total</td>
<td>$30,850</td>
<td>Total estimated cost of trip</td>
</tr>
</tbody>
</table>
The cost of the trip will be paid for through fundraising efforts by the baseball team so this is pass-through money. If adequate funds are not raised by January 15, 2014 to cover these costs, the trip will be canceled.

**b) Contracted Instructional Training** - The College offers an Associate of Applied Science in Radiologic Technology through a unique partnership with St. Francis School of Radiography. Students enrolled in the program complete general education courses at Oakton before completing their specialized coursework in radiologic technology at St. Francis School of Radiography. Oakton charges students enrolled in the program tuition and fees for the courses at St. Francis, and, in return, Oakton pays fees to St. Francis to cover St. Francis’ cost of instruction. The estimated cost for twenty students enrolled for three trimesters in the program (fall, spring, and summer) is $78,000. The radiologic technology curriculum offered at St. Francis consists of 60 credit hours of instruction. In addition, the College may receive State apportionment for these classes.

c) **Diesel Engine Tools** - Last year, Oakton’s Automotive Technology program approved two courses to expand the program into diesel engines. Diesel I (ATA 118) is being offered during the spring 2014 semester, and the program is planning to offer Diesel II (ATA 218) during the fall 2014 semester.

The tools are required for certification by the National Automotive Technicians Education Foundation (NATEF), which the program will pursue in the near future. These tools will allow students to perform laboratory exercises such as the removal of injectors from diesel systems and diagnosing semi-tractor problems using hand held scanners that communicate with software diagnostic systems.

Snap-on is a leader in this industry, offers a life time warranty on its products, provides discounted sales to students, and has a history of doing business with the College. Beyond the Diesel I and II classes, these tools can be used in other ATA classes including:

- Introduction to Automotive Technology (ATA 102)
- Electrical Systems (ATA 111)
- Steering, Balancing & Alignment (ATA 114)
- Basic Automotive Engines (ATA 204)
- Advanced Automotive Engines (ATA 205)
- Clutches, Transmissions & Differentials (ATA 206)
- Automotive Heating and Air Conditioning (ATA 207)

Enrollment in these courses is approximately 130 students per semester.

The estimated cost is $49,000, which was approved in this year’s budget.
d) Computers for Science and Health Careers Center – The Science and Health Careers Center will have 173 desktop computers in classrooms and offices. Current plans are to move 89 computers from the main Des Plaines campus building and to purchase 84 new computers with LCD monitors.

In May 2013, the College’s Information Technology and Purchasing Departments worked together to create a Request for Proposal (RFP) for the regularly scheduled computer replacement. The RFP was sent out to 45 (three in district), computer vendors and resellers. After reviewing the proposals, Dell Computers was awarded the purchase in June 2013, and 468 computers were ordered and delivered in July and August. Dell’s RFP response was the lowest price proposal received.

For the 84 computers and monitors for the Science and Health Careers Center, Dell has extended the competitive RFP pricing from June 2013.

Based on Dell’s low price, high level product engineering and design, compatibility with existing equipment/procedures and technician training, and warranty repair service reimbursement, the Administration believes that purchasing the Dell systems would result in the lowest total cost of ownership. The Administration is confident that Dell will continue to meet the College’s sales, service and delivery needs.

The purchase will be brought to the January 2014 Board meeting for approval. Delivery of the systems has been targeted for February of 2014. The College anticipates the final cost of 84 computers and monitors at $69,552.

e) Environmental Services (Terracon) - At the March 2013 Board meeting, the Board authorized the College to contract with Terracon Consultants, the College’s Asbestos Program Manager, for a total of $50,000.

As the Asbestos Program Manager, Terracon Consultants oversees planned asbestos related activities including performing inspections, conducting surveillance, performing condition assessments, taking bulk samples, reviewing work orders, performing site visits, assisting with record keeping, providing training, managing accidental fiber release episodes, and providing advice and consulting services for abatement work. Terracon has also assisted the College with mold assessment and mold remediation work. They have also provided the College with an assessment of the former Business Conference Center space, managed lead and asbestos abatement, and mold remediation on the College’s behalf.
Terracon reviewed potential environmental hazards for the eighteen classrooms that were remodeled during the summer of 2013. They also managed the asbestos abatement of 1,900 square feet of the basement of the Skokie campus.

Terracon has started reviewing potential environmental hazards for the Enrollment Center remodel starting in December with an anticipated asbestos abatement. This work and other unanticipated work, disposal of asbestos classroom rock samples, coring work in the athletic shower rooms, review of environmental hazards at both campuses prior to the start of the building automation system installation, and asbestos testing of RHC room A231 has expended the previously approved amount.

The Administration is requesting the Board to authorize an additional $50,000 for continued environmental services work that will result from our various construction projects and unforeseen environmental circumstances that may arise.

f) Inspection of Loading Dock Walls - During the flood of April 2013, the College experienced multiple areas of water infiltration in the basement of the Des Plaines campus. At the request of President Lee, the Facilities Department was asked to study these areas and determine what corrective actions were required to prevent future water infiltration. Legat Architects was hired for the first phase of a two phase process. Legat was asked to identify both the locations and types of water infiltration. They were instructed to compile data, coordinate, and produce a Water Infiltration Study. Phase II consisted of planning and budgeting for the recommendations that came forth from the study.

An investigative team was formed with various consultants under the direction of Legat Architects as well as members of the Facilities Department. Manhard Engineering, as the Civil Engineer, reviewed flood water elevations, storm drainage and underground utilities. Henneman Engineering, as the Mechanical, Electrical and Plumbing Engineer, reviewed plumbing, interior ejector pits, pumps, and pipe sizes. Larson Engineering, as the Structural Engineer, reviewed foundation walls, slabs, infiltration location and observed settlement. Facilities staff members were responsible for the inspection and dye testing of drain tiles, drain pipes, ejector pit pipes, roof drains, and storm water discharge locations. Facilities staff were also responsible for the inspection of the buildings’ plumbing systems as these relate to storm water discharge.

A draft of the water infiltration report has been provided to the College by Legat. During the initial review of the draft, the College noted a complex matter involving the loading dock retaining walls at the Des Plaines campus. Larson Engineering has assured the College, in writing, that there is no immediate danger, however, the flood of April 2013 and likely future flooding will continue to exacerbate problems requiring action by the College.
The complexity of the problem is highlighted by two main factors. First, the TenHoeve Center’s roof was designed so that rain water drains from the roof to perforated drain tiles in the Early Childhood Center playground. The water was then to drain, via gravity, into the drainage ditch which runs along Circle Drive and from there into the Des Plaines River. It is believed that the elevation required to achieve proper drainage has changed over time resulting in back-up into the playground. As a result, the walls of the loading dock are deteriorating as is evidenced by cracks, exposed rebar, and seepage due to water pressure building behind the wall.

A second factor is the underground utilities that run beneath the TenHoeve Center slab. As water backs up in the playground area, it is believed that water is following the underground utility lines into the gravel bed beneath the TenHoeve Center. From there, the water moves under the slab toward Parking Lot B which places pressure on the exterior foundation walls near entrance #42. This results in water leaking into the lower level library, the electrical transformer courtyard, and the Facilities Office.

Larson Engineering has advised the College that a physical inspection of the below grade loading dock retaining walls is necessary requiring excavation in a number of areas in the Early Childhood Center playground. The College will attempt to perform this work with minimal disruption to the playground by utilizing less invasive methods of excavation. Initially estimated to cost approximately $50,000 using standard excavation methods, it is believed that the less invasive methods will cost less but most likely exceed $25,000.

The required work must be performed before the ground freezes this winter. Thus, it may not be possible to bring the final contract to the Board for approval in the normal course of the College’s regularly scheduled Board meetings. However, if this is not possible, at the May 21, 2013 Board meeting, the Board approved an emergency fund of not to exceed $200,000 for purchasing matters relating to the flood of April 2013. The Administration believes that the above matter meets the criteria established in May for the avoidance or mitigation of additional damage to the College relating to flooding. If weather conditions permit, the Administration will bring this purchase to the Board in January 2014.
Authorization to Hire New Full-Time, Tenure-Track Faculty Member

The recommendation to hire Carrie Kelly to a full-time, tenure-track faculty position in Nursing beginning with the Spring 2014 semester was made after reviewing the College’s need for faculty in the Nursing program.

The position was posted on the Oakton Community College website and on Oakton job boards around the Des Plaines and Ray Hartstein campuses. The position was advertised in 6 print publications including the Chicago Tribune, Nursing Spectrum, and three diversity publications. It was posted on twenty websites including the Chicago Tribune’s careerbuilder.com, five Nursing recruitment websites, and eleven diversity recruitment websites.

There were nine applicants for the Nursing faculty position. The search committee conducted four on campus interviews. Two finalists were brought to campus for interviews with Dr. Adam Hayashi, Dean of the Science and Health Careers division and Dr. Thomas Hamel, Vice President for Academic Affairs before recommending the appointment of Ms. Carrie Kelly to the full-time, tenure-track Nursing position.

Ms. Carrie Kelly earned her Bachelor of Science in Nursing degree at Loyola University of Chicago and her Master of Science in Nursing degree at DePaul University. Ms. Kelly began her Oakton Community College employment as a Nursing Advisor in 2007 and has also been an adjunct Clinical Instructor for Oakton. She also has been a School Nurse at Metropolitan Behavioral School and a Clinical Nurse Manager for Northwestern Memorial Hospital. In addition, Ms. Kelly has been a Clinical Instructor for North Park University. Ms. Kelly comes highly recommended for this position.

MRM/ca
12/3/2013

President’s Recommendation:
That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approve the full time, tenure track faculty hire of Carrie Kelly beginning with the Spring 2014 semester as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank and Assignment</th>
<th>Lane, Step, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Kelly</td>
<td>Associate Professor of Nursing</td>
<td>E-5 $63,328.</td>
</tr>
</tbody>
</table>

Acceptance of Nomination for Director, Oakton Community College Educational Foundation

A Director/Candidate for the Oakton Community College Educational Foundation has been nominated for membership to the Board. The Foundation Membership Committee is presenting Cindy Rawlings, of North Shore Community Bank and Trust, Wilmette. The Membership Committee has carefully screened the candidate and ensures the College that she will be a valuable asset to the Foundation Board.

CD:mm
12/2013

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 affirm the nomination of the following individual as Director of the Oakton Community College Foundation:

Cindy Rawlings
Vice President for Community Development
North Shore Community Bank and Trust
Wilmette, Illinois 60091.”
Acceptance of Grant from the American Association of Community Colleges

The American Association of Community Colleges has awarded Oakton Community College a grant in the amount of $15,000 from the AACC Plus 50 Program. The Plus 50 initiative provides financial support and program resources to train older adults and prepare them for work in the fields of health care, education, and social services. Oakton will use the grant funds to develop a 10-week Spanish course for healthcare and human services professionals, targeted to older incumbent workers who need to enhance their skill sets to remain competitive in the marketplace. Dr. Colette Hands, Oakton’s Director of Workforce Development and Corporate Training, will administer the two-year grant.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept $15,000 from the American Association of Community Colleges’ Plus 50 Program to provide job training for older adults.”
Approval of Policy Revisions

At the November 19, 2013 meeting of the Board of Trustees, policies 1118, 4401, and 5123 were accepted for review. In accordance with Policy 1000, the Board should act on the proposals at this time, the next regularly scheduled meeting of the Board.

JLS
12/3/2013

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby approves and adopts the revisions to the Policies in the form attached hereto.”
COLLEGE WIDE - CONCEALED CARRY POLICY

I. Statement of Purpose

Oakton Community College ("College") hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/5 et seq.). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College’s authority to promulgate rules and regulations under the 2013 Illinois Firearm Concealed Carry Act.

II. Persons Covered by this Policy

This Policy applies to all employees, students, persons conducting business, or individuals visiting the College campus, as the term “campus” is defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their representatives.

III. Prohibited Activities

A. Weapons or Firearms

The College maintains a weapons and firearms-free Campus. "Campus" means the College’s campus locations at 7701 North Lincoln Avenue, Skokie, Illinois and 1600 East Golf Road, Des Plaines, Illinois and includes all sites, whether owned, leased or controlled by the College where College programs, activities and classes are held. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or College regulation, is authorized to possess a weapon or firearm while on campus whether or not they are engaged in College-related business or activities. The term “campus” also means any satellite campuses now existing or that may hereafter be established.

It is the Policy of the College to prohibit:

1. Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm. Property owned, leased, or controlled by the College includes any vehicle, building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, or entertainment venue whether owned, leased, or operated by the College, and any real property, sidewalks, and common areas under the control of the College. This Policy also applies to all College-related organization property whether leased or owned by the College and all College-officially-recognized organization property whether leased or owned by the College.
2. Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

B. Exceptions

The provisions of this Policy do not apply to the possession of weapons or firearms in College vehicles, College buildings, on College grounds, or at any College-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

1. The weapon or firearm is used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.

2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the Chief of the College Department of Public Safety.

3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).

4. The use of simulated weapons or firearms in connection with College-related theatrical productions.

The possessor of a weapon(s) or firearm(s) that meets one or more of the exceptions allowed pursuant to this Section B shall register with the Public Safety Office. The registrant shall provide Public Safety with their name, address, telephone number, and a description of the weapon(s) or firearm(s). They shall also indicate which of the four aforementioned exceptions applies to their circumstance. In addition, if the possessor is a full-time law enforcement officer, the registrant shall indicate the name of their law enforcement agency and their badge number.
IV. Signage that Concealed Firearms are Prohibited

The College’s Facilities Department in consultation with the College’s Department of Public Safety shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.

The College’s Facilities Department in consultation with the College’s Department of Public Safety shall be responsible for the placement and maintenance of signage at building and restricted parking area entrances where vehicles containing weapons or firearms are prohibited.

V. Parking and Firearm Storage

Storage of a weapon or firearm and its ammunition in plain view within a parked vehicle is prohibited. A weapon or firearm and its ammunition must remain locked in a separate and distinct case out of plain view within parked vehicles. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. The weapon or firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must be and remain unloaded at all times.

VI. Enforcement

Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the College Campus.

Any student found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.

Any employee found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or be carrying or have carried a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.
Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

VII. Definitions

A. The term "firearm" is defined as a loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

B. The term "weapon" is defined as:

Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.

Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives and daggers.

C. The term "clear and present danger" has the same meaning as in Section 105 of the Firearm Concealed Act, as amended. Accordingly “clear and present danger” means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

VIII. College Department of Public Safety

The College Department of Public Safety, in consultation with the College President and Board of Trustees, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons.
The College Department of Public Safety, in consultation with the College President and Board of Trustees, shall be responsible for determining the clear and conspicuous posting of signage at all building entrances and restricted parking area entrances where vehicles containing weapons or firearms are prohibited, stating that concealed firearms are prohibited, and signs shall be in accordance with the design approved by the Illinois Department of State Police and posting shall comply with any other administrative rules or procedures that may be promulgated from time to time by the Illinois Department of State Police.

The College Chief of the Department of Public Safety, in consultation with the College President and Board of Trustees, shall promulgate policies and procedures to be used in determining whether any exceptions to this Policy are necessary.

IX. College Vice President of Student Affairs

Pursuant to the Firearm Concealed Carry Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Vice President of Student Affairs shall be the designee of the College President responsible for reporting to the Department of State Police any student or visitor who is determined to pose a clear and present danger.

X. Delegation

The College’s Board of Trustees hereby delegates to the President of the College the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Illinois Firearm Concealed Carry Act and other relevant laws and regulations.

The President of the College shall from time to time report to the College’s Board of Trustees any additional policies, regulations or procedures needed and the status of implementation of this Policy.
PERSONNEL - STUDENT EMPLOYEE

Student Employment

Oakton Community College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner.

Student Employee Definition

Student employees are employees who are students of District 535 employed in non-classified personnel positions.

Authorization to Employ

The administration is authorized to employ those students needed in accordance with the budgeted amounts in the various programs. All student employees must satisfy employment eligibility requirements.

Eligibility for Student Employment

1. He or she meets the enrollment requirement.
2. The student can show proof of eligibility to work in the United States.
3. At time of hire the student has a minimum cumulative GPA of 2.0 or first semester enrolled at Oakton.
4. He or she is making satisfactory progress toward achieving their educational goals. Satisfactory progress mirrors Oakton’s SOAP policy.

Students are eligible to work as a student employee in any given fall or spring semester if he or she is registered in a minimum of 3 credit hours for that semester. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.

Students are eligible to work in the summer if they were enrolled in the preceding spring, during the current summer term, or for the following fall.
Work Hour Limitations

Student employee work assignments range from 1 to 25 hours per week and from one month to one year in length.

Any exceptions are subject to review by and approval of the area Vice President and Career Services.

Multiple Student Employee Assignments

A student employee can be active in a maximum of 2 student employee assignments at any given time.

Limitation in Semesters Employed

A student will not work as a student employee more than 12 semesters (excluding summer). Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Business and Finance.
STUDENTS

Student Employment

Oakton Community College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner.

Student Employee Definition

Student employees are employees who are students of District 535 employed in non-classified personnel positions.

Authorization to Employ

The administration is authorized to employ those students needed in accordance with the budgeted amounts in the various programs. All student employees must satisfy employment eligibility requirements.

Eligibility for Student Employment

1. He or she meets the enrollment requirement.
2. The student can show proof of eligibility to work in the United States.
3. At time of hire the student has a minimum cumulate GPA of 2.0 or first semester enrolled at Oakton.
4. He or she is making satisfactory progress toward achieving their educational goals. Satisfactory progress mirrors Oakton’s SOAP policy.

Students are eligible to work as a student employee in any given fall or spring semester if he or she is registered in a minimum of 3 credit hours for that semester. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.

Students are eligible to work in the summer if they were enrolled in the preceding spring, during the current summer term, or for the following fall.
Work Hour Limitations

Student employee work assignments range from 1 to 25 hours per week and from one month to one year in length.

Any exceptions are subject to review by and approval of the area Vice President and Career Services.

Multiple Student Employee Assignments
A student employee can be active in a maximum of 2 student employee assignments at any given time.

Limitation in Semesters Employed

A student will not work as a student employee more than 12 semesters (excluding summer). Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Business and Finance.
First Read of Policies

On August 1, 2013, Gov. Pat Quinn signed HB 1, which will create a medical marijuana pilot program for the state of Illinois. Entitled, “the Compassionate Use of Medical Cannabis Pilot Program Act”, the law allows physicians to recommend the therapeutic use of medical marijuana to patients who are under the doctors’ care for at least one of the 33 qualifying medical conditions. The law goes into effect on January 1, 2014.

Attached are draft revisions to three existing College Policies: 1103 Substance Abuse, 1104 Drug-Free Workplace, and 1105 Drug-Free Schools and Communities Act Rules. These policies have been amended to reflect provisions of this new law.

JLS
12/03/2013

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed policies 1103, 1104, and 1105, attached hereto, with action to take place at the next regularly scheduled Board meeting, January 21, 2014.”
COLLEGE WIDE POLICIES

Substance Abuse

As an educational institution, the College has an obligation to encourage those responsible behaviors which enable individuals to participate in learning opportunities. In recognition of the magnitude and seriousness of substance abuse in society, and of the harmful effects on individuals, families, and the community, this policy has as its purposes to influence attitudes through education, and to prohibit substance abuse. To condone abuse of alcohol and the use, possession, or distribution of controlled substances, and the consumption of alcohol on campus (except where specifically permitted by law) are prohibited because of concern for the health and welfare of members of the College community, and about behavior which may violate the rights of others. While it is not the intent of this policy to regulate the conduct of persons not under the College's control, it is the intent of this policy to regulate the conduct of all persons on campus or attending College-sponsored functions.

It is the College’s policy to prohibit the unlawful use, possession or distribution of legally controlled substances, or the consumption of alcohol (except as provided by law), by persons on campus or at College-sponsored activities. It is also College policy to provide information to the College community about the detrimental effects of the use of drugs and the consumption of alcohol.

Unlawful use, possession, or distribution of any controlled substance is prohibited on campus or at any College-sponsored activity.

The consumption of any alcohol is prohibited on campus. Any exception to this policy must be authorized in advance in writing by the President. When authorized, the consumption of alcoholic beverages is restricted to active participants in an educational or cultural conference held on campus. Furthermore, the College representative in charge of any such activity on campus, or any College-sponsored activity held off campus, may deny the right of any or all persons to consume alcohol at such an activity when, in the discretion of such representative, the consumption of alcohol has become unreasonable. Violation of this policy is subject to disciplinary sanction.

This policy does not regulate the use of medication taken under the direction of a physician. In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the College will not discriminate against a person based solely on their status as a registered qualifying patient. The College will continue to enforce its Substance Abuse policy in a non-discriminatory manner.
COLLEGE WIDE POLICIES

Drug-Free Workplace

The College prohibits employees to use, possess, dispense, distribute or manufacture any controlled substances or drugs in the workplace. This is prohibited on campus, including any worksite designated for the performance of work, or at College-sponsored activities. Employees are, as a condition of employment, required to abide by this policy.

All employees will receive a copy of this policy and will abide by this drug-free workplace policy as a condition of employment. Failure of an employee to receive a copy of this policy will not constitute defense to violations of the College's policy.

Any employee who is convicted of unlawfully possessing, using, dispensing, distributing, or manufacturing any controlled substances or drugs within the workplace, as a condition of employment, must notify the Executive Director of Human Resources in writing within five (5) calendar days of the conviction.

If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction.

Within thirty days after receiving notice of a conviction, the College shall take appropriate disciplinary or referral action. Discipline for violating the Drug-Free Workplace Policy or Rules shall be governed by the College disciplinary and termination policies. Nothing contained herein limits the right of the College under federal, state or local law, to discipline the employee, up to and including termination, for violation of any College policy or rule.

In place of any disciplinary sanctions for violation of the Drug-Free Workplace Policy or Rules, the College in its discretion may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program designated by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
The College shall maintain a drug awareness program to inform all employees about: a) the risks of drug abuse in the workplace; b) the College's intent to maintain a drug-free workplace; c) any available drug counseling rehabilitation and employee assistance program; and d) the penalties that may be imposed for violation of this policy.

*In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the College will not discriminate against a person based solely on their status as a registered qualifying patient. The College will continue to enforce its drug free workplace policies in a non-discriminatory manner.*

The College shall make a good faith effort to continue and maintain a drug-free workplace and to implement the provisions of this policy.
COLLEGE WIDE POLICIES

Drug-Free Schools and Communities Act Rules

I. Definitions
   A. The term "employee" is defined as any full- or part-time employee of the College.
   B. The term "controlled substance" or "drugs" is defined in Schedules I-V of Section 202 of the Federal Controlled Substances Act (21 U.S.C. Section 812).
   C. The term "College property" shall include the College's buildings and grounds and off-campus sites leased or controlled by the College.
   D. The term "College activities" shall include all on-campus functions and College-sponsored off-campus functions such as officially sanctioned field trips, social activities and professional meetings attended by employees.
   E. The term "illicit alcohol" is defined as alcohol which is possessed, used or distributed in violation of federal, state or local law.

II. Standards of Conduct
No employee shall possess, use or distribute illicit drugs or illicit alcohol on College property or as part of any College activity nor violate the College's Substance Abuse policy. In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the College will not discriminate against a person based solely on their status as a registered qualifying patient. The College will continue to enforce its drug free Schools and Communities Act Rules in a non-discriminatory manner.

III. Statement of Sanctions
Employees: Discipline for violating the standards of conduct, set out in Section II, shall be governed by College disciplinary and termination policies and appropriate contracts. Consistent with local, state and federal law, the College shall impose sanctions on employees who violate the standards of conduct, up to and including, termination and referral for prosecution.
IV. Possible Legal Sanctions
Employees who are prosecuted and convicted of drug or alcohol related offenses are subject to the sanctions set forth in attached Exhibit A (sanctions under federal law for drug related offenses), Exhibit B (sanctions under state law for drug related offenses), and Exhibit C (sanctions under state law for alcohol related offenses).

V. Health Risks
Drug and alcohol abuse pose great health risks to employees. Attached as Exhibit D is a description of the health hazards associated with drug abuse. Attached as Exhibit E is a description of the health hazards associated with the use of alcohol.

VI. Available Drug and Alcohol Rehabilitation Programs
Names, addresses and telephone numbers of local drug and alcohol counseling, treatment, or rehabilitation or re-entry programs are available to employees.

The College publishes a resource directory of names, addresses and telephone numbers of local drug and alcohol counseling, treatment or rehabilitation programs. The directory is available in the College library, Association Offices and the Student Services Centers on both campuses. Student Development faculty members may provide assistance with community or agency referral information.

VII. Distribution of Information
Each year the College shall prepare and distribute to every employee a brochure containing the College's standards of conduct, the College's statement of sanctions, a description of the possible legal sanctions for violation of drug and alcohol statutes, a description of the health risks associated with drug and alcohol use and abuse, and information on available local drug and alcohol rehabilitation programs. The brochure shall also notify employees that compliance with the College's drug and alcohol policy is mandatory.

VIII. Biennial Review
The College shall conduct a biennial review of its Drug-Free Schools and Committee policy to (a) determine its effectiveness and implement changes to the policy or program if they are needed; and (b) insure that the sanctions required under the policy and rules are consistently enforced.