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 18, 2014
   - 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 18, 2014

Statement by the President
Report: The Economic Impact of Oakton Community College
Comments by the Chairman
Public Participation
NEW BUSINESS

CONSENT AGENDA

12/14-1
a. Approval of Adoption of Consent Agenda
b. Approval of Consent Agenda, Items 12/14-2 through 12/14-6

12/14-2 Ratification of Payment of Bills for November 2014

12/14-3 Acceptance of Treasurer’s Report for November 2014

12/14-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board

12/14-5 Supplemental Authorization to Pay Professional Personnel – Fall 2014

12/14-6 Approval of Clinical Practice Agreements

OTHER AGENDA ITEMS

R 12/14-7 Approval of Board Meeting Schedule for Calendar Year 2015

R 12/14-8 Adoption of Resolution Setting Forth Tax Levies for 2014

R 12/14-9 Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

R 12/14-10 Authorization to Approve December 2014 Purchases
a. Public Safety Vehicle
b. Travel Services for Summer 2015 Study Abroad Program in India
c. Field Study Course – Ireland
d. Desktop Servers
e. Continuation of Employee Health Insurance
f. Copier Lease and Maintenance Contract

12/14-11 Preview and Initial Discussion of January 2015 Purchases

R 12/14-12 Authorization to Hire Full-time, Tenure-track Faculty Member

R 12/14-13 Approval of Policy Revisions

R 12/14-14 Authorization to Purchase Contracted Instruction

V 12/14-15 Acceptance of a Grant

V 12/14-16 First Read of Policy Revisions

ADJOURNMENT
The 693rd meeting of the Board of Trustees of Community College District 535 was held on Tuesday, November 18, 2014 at the Oakton Community College Des Plaines campus.

**Call to Order and Roll Call**
Chairman Bill Stafford called the meeting to order at 6:30 p.m. in room 1502; Secretary Ann Tennes called the roll:

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

**Closed Session**
Immediately after the roll call, Ms. Bashiri-Remetio made a motion to go into Closed Session for the purpose of considering the appointment, employment, compensation, discipline, performance, dismissal of employees, pending litigation, and collective negotiating matters. Ms. Tennes seconded the motion and called the roll:

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

Also present: Mr. Arnie Oudenhoven, Presidential Search Consultant.

At 7:30 p.m. Dr. DiLeonardi made a motion to adjourn the session, seconded by Mr. Frank. A voice vote was called, and the meeting was adjourned.

**Call to Order and Roll Call**
Mr. Stafford called the open session to order at 7:35 p.m. in room 1506; Ms. Tennes called the roll:

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

Because of the number of people in attendance, many of them standing at the back of the room, George Carpenter, Interim Director of Public Safety, announced that room 1625, was available with seating and a live video stream of the meeting to accommodate the overflow crowd. Chairman Stafford said he appreciated everyone’s cooperation, as the number of people in the room exceeded what the fire code permits.

Approval of Minutes

Mr. Stafford asked for a motion for the approval of the minutes of the October 21, 2014 meetings. Ms. Tennes made the motion which was seconded by Ms. Harada. A voice vote was called and the minutes were unanimously approved.

Statement by the President

Given the number of people in the room and the possible length of the proceedings, President Lee dispensed with the usual introductions of those in attendance.

President Lee offered condolences to Joe Hanafee, Academic Advisor, on the passing of his mother; to the family, friends, and colleagues of Oakton employee Jeff Moro who passed away on November 15. President Lee extended congratulations to Mary Johannesen-Schmidt and her family who welcomed Catherine Elaine on October 31. The Illinois Green Governments Coordinating Council recognized Oakton for achieving the bronze standard recognition level of sustainability goals in higher education, as established by the Illinois Campus Sustainability Compact. Also, Oakton received a certificate from the National Wildlife Federation, recognizing the establishment and maintenance of an official wildlife habitat. Renee Kozimor, Oakton’s Director of Sustainability, accepted the plaques and thanked the Board for their support of all of the College’s green activities. President Lee thanked Dr. Katherine Schuster and the Global Studies group, for organizing a full schedule of events at the Des Plaines and Skokie campuses for International Education Week. The Foundation’s Donor Recognition Banquet was held November 13 at Allgauer’s Restaurant. President Lee thanked Jesse Wallace, Media Services Video Engineer, for producing a fabulous video showcasing students and donors. Trustee Theresa Bashiri-Remetio was the guest speaker at the event.

Oakton’s chapter of the American Association for Women in Community Colleges held their annual Renew, Reuse, and Regift Sale on November 13, which raised over $500 to be used to support their annual scholarship. The annual Empty Bowls event will take place on Saturday, December 6, in the TenHoeve Center at the Des Plaines campus from 10:30 a.m. – 2:00 p.m. The Ceramics Club Holiday Sale will be held on December 10 and 11 from 9:00 a.m.-4:00 p.m., at the Des Plaines campus; ten percent of all proceeds will be donated to the Marge Whitman Scholarship Fund. Gratitude and thanks to all of the Oakton student groups on both campuses who have organized food and clothing drives for the needy in our community for the upcoming holiday season. President Lee wished everyone a very happy Thanksgiving, a day we should step back and give thanks for all the things that we are blessed with.

President Lee turned the floor over to Michael Carr, Assistant Vice President of Academic Affairs, and Sebastian Contreras, Jr., Director of Student Success, for the evenings report on Student Success and Achieving the Dream. Dr. Carr provided the Board with an update on the Student Success Team (SST). Dr. Carr talked about the principles that the SST has been following, which were adopted from Achieving the Dream (ATD) initiative. Those principles are: Committed Leadership; Use of Evidence to Improve Programs and Services; Broad Engagement; Systemic Institutional Improvement; and Equity. Dr. Carr went into detail regarding the five principles. He also talked at length about Longitudinal Tracking of students from 2008-2010, and how this type of tracking provides a good indication on what can happen to a students’ academic pathway.
Dr. Carr noted that Oakton serves many different populations of students. We serve students who are interested in transferring; students who want to obtain a credential; students who are taking a couple of classes for retraining; and so forth. It can be difficult to measure student success when you are talking about a community college because there are so many different academic goals. Dr. Carr singled out Maya Evans, Director of Research and Planning, for the wonderful job she has been doing in collecting the data and putting together focus groups of students, faculty, and staff, in an effort to understand what the data that is being collected means for the students and the College community. Dr. Carr relayed that there are three different subcommittees within the SST. Those are Persistence; Placement; and Developmental Education. The Placement subcommittee takes a look at students when they walk onto our campus. What are their academic skills; what we can do to identify those skills; and what measures we can use to identify students who may need some additional academic support. The Developmental Education subcommittee looks at those students who have been identified as needing that additional academic support, providing appropriate support to those students.

Next, Mr. Contreras, talked about the existing programs that the Persistence subcommittee is looking at. He discussed some of the success data that has resulted from the New Student Orientation program. Mr. Contreras praised Anthony Ramos, the Coordinator for Student Orientation and Retention, who has directed the redesign of the curriculum for orientation. Major points for this particular program are to connect with our new students and provide them a sense of community and connectedness to the campus, to their peers, to staff, and faculty. The program focuses on helping new students create and develop an educational plan, individual goals, and a pathway to helping them achieve their desired educational outcome. As a part of the New Student Orientation, we want to introduce students and familiarize them with all of the student support services on campus; encourage them to get involved in co-curricular activities, and help engage them in what it is to be at a college. In looking at our persistence rate, students who enrolled in Fall semester classes, and participated in the New Student Orientation, had a higher rate of continuing into the Spring semester. Those students also successfully completed more credit hours over the course of the Fall term as compared to students who did not attend New Student Orientation; and finally, the average GPA for students who attended the orientation was higher than those students who did not attend. Because of these data, we will propose that we mandate New Student Orientation for all new students.

Mr. Contreras introduced David Hartleb, Leadership Coach from Achieving the Dream (ATD), who said that although he and Data Coach, Brad Phillips are official representatives of ATD, they are here to coach, advise, and help, not specifically with ATD, Inc, but with the Student Success agenda; that is the priority. Dr. Hartleb said that as coaches, they want to help move the needle so that our students can have more success than they are having now. Dr. Hartleb commended the College for having completed year one. He thanked President Lee for her incredible leadership and the great legacy that she has started. Dr. Hartleb said that the College is in the early stages of developing our Student Success agenda. Dr. Hartleb said that he is very impressed with the remarkable progress that has already been made. He congratulated the College on a great job.

In conclusion, Data Coach Brad Phillips asked that we continue to collect the cohort data. Dr. Phillips noted that we need to move beyond the numbers and think about the faces and the people that the data represent. Dr. Phillips also thanked Dr. Evans as she has done an extraordinary job of collecting the data and reporting it in a way that is clear, concise, and allows the College community to make decisions based on data. He urged that the data continue to be collected with the fidelity that is has been collected over the last year. While the numbers tell you what is happening, talking to students and understanding their perspectives and their experiences, is the why it is happening. Finally, Dr. Phillips noted that ATD wants to improve student success for all students, with a particular emphasis on underrepresented students. When data is reported and it has been disaggregated by age, ethnicity, gender, and poverty status, the College will be able to focus on achievement gaps with those groups, and try and close those gaps. Dr. Phillips thanked President Lee for her leadership, and the members of the Board for their support of the initiative, and noted that the College is off to an amazing start.

**Public Participation**

Chairman Stafford next moved on to the Public Participation portion of the meeting. Mr. Stafford welcomed the speakers and reminded them to please restrict their comments, per Board policy, to three minutes.
Student Jason Nwosu, President of Students for Social Justice, announced that the group is holding a book drive for women in Chicago prisons. The group is also collecting food donations for the Northfield township food pantry through November 26. The books and non-perishable food items can be dropped off at the office of Student Life.

The following individuals addressed the Board: Darlene Adelman, Lisa Bassett, Barbara Dayton, Linda Berendsen, Keith Johnson, Jim Krauss, Donald Krzyzak, Chester Kulis, James Owens, Katherine Schuster, John Spaletto, Cheryl Thayer, and Tom Witte, regarding the decision not to rehire any retired annuitants as of July 1, 2015.

At the conclusion of the speakers, Chairman Stafford said that as is the Boards practice, the Board does not respond to comments made during Public Participation, but they do appreciate the comments and will take them into consideration.

New Business

11/14-1a 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.”

Ms. Bashiri-Remetio seconded the motion; a voice vote was called and the motion passed unanimously.

11/14-1b Approval of Consent Agenda Items 11/14-2 through 11/14-8
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 11/14-2 through 11/14-8 as listed in the Consent Agenda.”

11/14-2 Ratification of Payment of Bills for October 2014
"Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $6,901,776.65 for all check amounts as listed and for all purposes as appearing on a report dated October 2014.”

11/14-3 Acceptance of Treasurer’s Report for October 2014
“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 2014.”

11/14-4 Compliance with Open Meetings Act, Closed Session Minutes
“Whereas, the Board has received the above recommendation from Ann E. Tennes and Robert Nowak, concerning their review of the minutes of closed meetings of the Board or a committee of the Board, and desires to act on those minutes in light of such recommendation.”
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 audio recordings of its closed meetings held on August 16, 2011, September 20, 2011, October 18, 2011, November 15, 2011, and December 13, 2011.”

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 $19,650.05 for all funds listed in items a and c.”

1. Salary payments in the amount of $14,907.12 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.

2. Salary rescinds in the amount of $8,032.63 for part-time teaching services for the Alliance for Lifelong Learning Fall 2014.

Also approved by the Alliance for Lifelong Learning Executive Board were the following items:

3. Payment for Summer 2014 Space Utilization and Facilities Services and Classroom Rental.

Supplemental Authorization to Pay Professional Personnel – Fall 2014

1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2014 fall semester salaries in the amount of $248,337.04, resulting in a revised total of $4,522,589.72."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2014 fall semester salaries in the amount of $11,914.00, resulting in a revised total of $330,580.00."

Approval of Clinical Practice Agreements

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

For the Nursing Program
In Home Health LLC d/b/a Heartland Home Health Care and Hospice – Northbrook
Morton Grove Living and Rehab LLC d/b/a Bethany Terrace – Morton Grove

For the Physical Therapist Assistant Program
Board of Trustees of the University of Illinois, for and on behalf of its University of Illinois Hospital and Health Sciences System – Chicago.”

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

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

The motion carried; Student Trustee Alferes favored the resolution.
Mr. Alferes offered:
“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members to the Career Program Advisory Committees for 2014-2015.”

Ms. Harada seconded the motion. Trustee DiLeonardi asked how often the committees meet. Dr. Hamel responded that the committees generally meet twice a year.

A voice vote was called and the motion passed unanimously.

11/14-10  Authorization to Approve November Purchases
Ms. Tennes offered:
“Be it resolved that the Board of Trustees of Community College District 535 authorizes the approval of the attached resolutions, as stipulated in the following agenda items, for the purchase of the following:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
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</thead>
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<tr>
<td>11/14-10a</td>
<td>1</td>
<td>Grant Funded Mechatronic Equipment</td>
<td>JBH Technologies, Inc.</td>
<td>$35,760.00</td>
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<td>11/14-10b</td>
<td>1</td>
<td>Video/Audio Capture System</td>
<td>Laerdal Medical Corporation</td>
<td>$35,871.82</td>
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<tr>
<td>11/14-10c</td>
<td>1</td>
<td>Trash Disposal and Recycle Services</td>
<td>Waste Management</td>
<td>$177,634.00</td>
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<td>11/14-10d</td>
<td>1 &amp; 2</td>
<td>Architectural Services - West End Remodeling and Locker Rooms Repair and Renovation</td>
<td>Legat Architects</td>
<td>$825,000.00</td>
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<td>11/14-10e</td>
<td>1 &amp; 2</td>
<td>Lab Stools for the Science and Health Careers Center</td>
<td>VWR International</td>
<td>$63,584.45</td>
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<tr>
<td>11/14-10f</td>
<td>1 &amp; 2</td>
<td>Field Study Course-Germany</td>
<td>Seminars International, Inc.</td>
<td>$51,450.00</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>$1,189,300.27</td>
</tr>
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</table>

Dr. DiLeonardi seconded the motion. Trustee Tennes noted that agenda item 10C, Trash Disposal and Recycle Services, did not have a competitive proposal process, and she was curious as to why. Doreen Schwartz, Director of Business Services, replied that the initial proposal given in 2009 was for a five year contract with the option to renew for additional years. Ms. Schwartz said that it was found that dealing and continuing with Waste Management was in the Colleges’ best interest. Ms. Tennes appreciated the explanation, but would expect that when this contract is finished, there will be a competitive proposal process the next time around.

Ms. Tennes called the roll:

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

The motion carried; Student Trustee Alferes favored the resolution.
11/14-11  Preview and Information Regarding December 2014 Purchases
The following purchases will be presented for approval at the December 9, 2014 Board of Trustees meeting: Desktop Servers; Continuation of Employee Health Insurance; and Copier Lease and Maintenance Contract.

11/14-12  Acceptance of a Grant
Mr. Alferes offered:
“Be it resolved that the Board of Trustees of Community College District 535 accept a $16,650 sub-award from the Midwest Regional Center for Nanotechnology Education, also known as Nano-Link, under Grant Award Number 1204918 awarded to Nano-Link by the National Science Foundation.”

Ms. Bashiri-Remetio seconded the motion; a voice vote was called and the motion passed unanimously.

11/14-13  First Read of Policy Revisions
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed review and revisions of the 4300, 4400, 5100, 6100 and 8000 Series, as presented, with action to take place at the next regularly scheduled meeting of the Board of Trustees on December 9, 2014.

Ms. Tennes seconded the motion. Trustee Frank asked that the following “as in compliance with the United States Constitution” be added to the end of the first paragraph on page 96, item 8002. President Lee said that it would have to be a Board decision to add to the text. Chairman Stafford told Trustee Frank that because this is a first read, he would ask that staff check this language to see if it is appropriate or not to add, before the final approval on December 9.

A voice vote was called and the motion passed unanimously.

Adjournment
Mr. Stafford announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, December 9, 2014 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, Mr. Stafford asked for a motion to adjourn the meeting. Ms. Bashiri-Remetio made the motion, which was seconded by Ms. Tennes. A voice vote was called and the meeting was adjourned at 8:55 p.m.

________________
William Stafford, Chairman

Ann E. Tennes, Secretary

cc
11/2014

A video recording of the November 18, 2014 meeting was made and may be viewed by calling the Library and Instructional Media Services office at (847) 635-1640.
Approval of Adoption of Consent Agenda

“Be it resolved that the Board of Trustees of Community College District 535 approves adoption of the Consent Agenda.”
Approval of Consent Agenda Items 12/14-2 through 12/14-6

“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 12/14-2 through 12/14-6 as listed in the Consent Agenda.

12/14-2 Ratification of Payment of Bills for November 2014
12/14-3 Acceptance of Treasurer's Report for November 2014
12/14-4 Ratification of Actions of Alliance for Lifelong Learning Executive Board
12/14-5 Supplemental Authorization to Pay Professional Personnel – Fall 2014
12/14-6 Approval of Clinical Practice Agreements
Ratification of Payment of Bills for November 2014

The check register detailing the regular monthly bills for November, 2014 was sent out on December 5, 2014. 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 $6,065,689.81 or all check amounts as listed and for all purposes as appearing on a report dated November 2014."
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 1-73 numbered, 105627-105651, 105653-105654, 105656-105659, 105661-105664, 105666-105694, 150696-105703, 105705-105711, 105714-105716, 105718-105727, 105729-105736, 105738-105750, 105752-105755, 105757-105762, 105764-105772, 105775-105837, 105839-105870, 105872-105876, 105878-106040, 106043-106046, 106048-106051, 106053-106056, 106058-106066, 106068-106112, 106114-106141, and 106143-106199 on the check register, have been received, supporting invoices audited and that these checks were in order for issuance and are hereby listed for ratification by the Board of Trustees.

Treasurer, Oakton Community College District 535

### RECAPITULATION

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<th>Fund</th>
<th>Gross Payroll</th>
<th>Accounts Payable</th>
<th>Sub-Total</th>
<th>Voided Checks</th>
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<td>TOTALS</td>
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<td>(2,047.38)</td>
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<td>TOTAL PER REPORT</td>
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<td>$1,673,382.36</td>
<td>$6,065,689.81</td>
<td>(2,047.38)</td>
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</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 1-73 numbered 105652, 105655, 105660, 105665, 105695, 105704, 105712, 105713, 105717, 105728, 105737, 105751, 105756, 105763, 105774, 105838, 105871, 105877, 106042, 106047, 106052, 106057, 106067, 106113 and 106142 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 $77,705.60 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 2014.

[Signature]
Student Government Association
Acceptance of Treasurer's Report for November 2014

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.

RJN: 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 2014.”
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER’S REPORT

November 2014

Robert J. Nowak
Vice President for Business and Finance
Karen J. Epps
Director of Budget and Accounting Services
Treasurer’s Comments on November 2014 Financial Statements

Page 4. Financial Position Statement

Cash and investments
The net cash and investments decreased by $8.1 million from the previous month. The monthly collections include $881 thousand in student tuition and fees, $41 thousand from the federal Perkins grant, $193 thousand in auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income, and $112 thousand in property taxes.

The November 2014 cash disbursements included $622 thousand for Master Plan Projects, $6.0 million for operating expenses, $594 thousand for interest payments on the 2011 and 2014 bonds, and $2.1 million for the principal payment on the 2011 bonds.

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

Revenues
At the end of November, revenues were $39.3 million or 97% of the pro-rata budget, compared to the $38.3 million, or 98% for the previous year. Property taxes (recorded on an accrual basis) were $18.7 million or 100% of the pro-rata budget. Tuition and fees totaled $19.1 million year to date, or 97% 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 yearto-date interest income (excluding fair market value adjustments) in the operating funds is $295 thousand, or 60% of the budget.

Expenditures
The current year’s total actual operating expenditures of $25.3 million are attributed to expected operating costs. The operating expenditures are above prior year’s actual expenditures of $25.1 million for the same period. Current year’s operating expenditures are in line with the budget with a reported 88% of the pro-rata budget spent.
### OAKTON COMMUNITY COLLEGE
FINANCIAL POSITION OF FUNDS AS OF
NOVEMBER 30, 2014
(IN THOUSANDS)

<table>
<thead>
<tr>
<th></th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
<th>General Long-term Debt</th>
<th>Working Cash</th>
<th>Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare Audit</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 5,239</td>
<td>$ 384</td>
<td>$ 83</td>
<td>$ 987</td>
<td>$ -</td>
<td>$ 1,677</td>
<td>$ -</td>
<td>$ 367</td>
<td>$ 379</td>
<td>$ 8,749</td>
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<tr>
<td>Taxes Receivable</td>
<td>890</td>
<td>203</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,212</td>
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<tr>
<td>Student Tuition Receivable</td>
<td>5,880</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>611</td>
<td>-</td>
<td>6,097</td>
</tr>
<tr>
<td>Government Funds Receivable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>611</td>
<td>-</td>
<td>195</td>
</tr>
<tr>
<td>Accrued Interest</td>
<td>138</td>
<td>20</td>
<td>16</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20</td>
<td>-</td>
<td>526</td>
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<tr>
<td>Other Receivables</td>
<td>358</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>168</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term</td>
<td>61,918</td>
<td>9,533</td>
<td>5,239</td>
<td>-</td>
<td>-</td>
<td>8,694</td>
<td>-</td>
<td>509</td>
<td>85,893</td>
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<tr>
<td>Long-term</td>
<td>17,977</td>
<td>3,099</td>
<td>2,301</td>
<td>-</td>
<td>-</td>
<td>3,089</td>
<td>-</td>
<td>204</td>
<td>26,670</td>
<td></td>
</tr>
<tr>
<td>Due from (to) Other Funds</td>
<td>(14,500)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>14,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Inventories - Prepaid</td>
<td>102</td>
<td>162</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,664</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>78,002</td>
<td>13,244</td>
<td>7,801</td>
<td>1,071</td>
<td>-</td>
<td>30,371</td>
<td>-</td>
<td>1,096</td>
<td>131,585</td>
<td></td>
</tr>
<tr>
<td>Net Investment in Plant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105,905</td>
<td>-</td>
<td>105,905</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 78,002</td>
<td>$ 13,244</td>
<td>$ 7,801</td>
<td>$ 1,071</td>
<td>$ -</td>
<td>$ 30,371</td>
<td>$ -</td>
<td>$ 105,905</td>
<td>$ 1,096</td>
<td>$ 237,490</td>
</tr>
</tbody>
</table>

### LIABILITIES AND NET POSITION

<table>
<thead>
<tr>
<th></th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
<th>General Long-term Debt</th>
<th>Working Cash</th>
<th>Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare Audit</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables</td>
<td>$ 350</td>
<td>$ 18</td>
<td>-</td>
<td>$ 86</td>
<td>$ 120</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$ 574</td>
</tr>
<tr>
<td>Accrued Interest Payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deferred Tuition Revenue</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>21</td>
<td>-</td>
<td>22</td>
</tr>
<tr>
<td>Accruals</td>
<td>7,702</td>
<td>216</td>
<td>1,947</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>617</td>
<td>-</td>
<td>10,482</td>
</tr>
<tr>
<td>Bond Payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>41,540</td>
<td>-</td>
<td>41,540</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>8,053</td>
<td>234</td>
<td>1,947</td>
<td>-</td>
<td>41,626</td>
<td>758</td>
<td>8</td>
<td>52,618</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Deferred Inflows of Resources - Property Taxes</td>
<td>3,033</td>
<td>648</td>
<td>-</td>
<td>264</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,953</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities and Deferred Inflows of Resources</strong></td>
<td>11,086</td>
<td>882</td>
<td>1,947</td>
<td>264</td>
<td>41,626</td>
<td>758</td>
<td>8</td>
<td>56,571</td>
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</table>

**Net Position**

<table>
<thead>
<tr>
<th></th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
<th>General Long-term Debt</th>
<th>Working Cash</th>
<th>Auxiliary Agency</th>
<th>Investment in Plant</th>
<th>Social Security Medicare Audit</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>66,916</td>
<td>12,362</td>
<td>5,854</td>
<td>-</td>
<td>13,768</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>98,900</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>15,845</td>
<td>-</td>
<td>-</td>
<td>1,088</td>
<td>-</td>
<td>16,933</td>
</tr>
<tr>
<td>Debt Service</td>
<td>-</td>
<td>-</td>
<td>807</td>
<td>(41,626)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105,905</td>
<td>-</td>
<td>105,905</td>
</tr>
<tr>
<td>Plant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>66,916</td>
<td>12,362</td>
<td>5,854</td>
<td>807</td>
<td>(41,626)</td>
<td>29,613</td>
<td>105,905</td>
<td>105,905</td>
<td>1,088</td>
<td>180,919</td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & NET POSITION**

<table>
<thead>
<tr>
<th></th>
<th>Education</th>
<th>Operations &amp; Maintenance</th>
<th>Operations &amp; Maintenance (Restricted)</th>
<th>Bond and Interest</th>
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<tr>
<td>$ 78,002</td>
<td>$ 13,244</td>
<td>$ 7,801</td>
<td>$ 1,071</td>
<td>$ -</td>
<td>$ 30,371</td>
<td>$ 105,905</td>
<td>$ 1,096</td>
<td>$ 237,490</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
# Oakton Community College
## Education and Operations and Maintenance Funds
### Summary of Revenues and Expenditures
FIVE MONTHS ENDED NOVEMBER 30, 2014

#### Revenues (Cash and Accrual Basis)

<table>
<thead>
<tr>
<th></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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$44,606</td>
<td>$18,586</td>
<td>$18,656</td>
<td>100%</td>
</tr>
<tr>
<td>(accrual basis)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement Tax</td>
<td>1,070</td>
<td>446</td>
<td>364</td>
<td>82%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>75</td>
<td>31</td>
<td>37</td>
<td>118%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>3,677</td>
<td>1,532</td>
<td>948</td>
<td>62%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>22,210</td>
<td>19,757</td>
<td>19,101</td>
<td>97%</td>
</tr>
<tr>
<td>Other</td>
<td>508</td>
<td>212</td>
<td>168</td>
<td>79%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>72,146</strong></td>
<td><strong>40,564</strong></td>
<td><strong>39,274</strong></td>
<td><strong>97%</strong></td>
</tr>
</tbody>
</table>

#### Expenditures (Accrual Basis)

<table>
<thead>
<tr>
<th></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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional</td>
<td>34,847</td>
<td>14,520</td>
<td>14,364</td>
<td>99%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>10,198</td>
<td>4,249</td>
<td>3,351</td>
<td>79%</td>
</tr>
<tr>
<td>Student Services</td>
<td>6,904</td>
<td>2,877</td>
<td>2,543</td>
<td>88%</td>
</tr>
<tr>
<td>Public Services</td>
<td>536</td>
<td>223</td>
<td>196</td>
<td>88%</td>
</tr>
<tr>
<td>Operations and</td>
<td>8,767</td>
<td>3,653</td>
<td>2,731</td>
<td>75%</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration</td>
<td>5,030</td>
<td>2,096</td>
<td>1,831</td>
<td>87%</td>
</tr>
<tr>
<td>General Institutional</td>
<td>1,822</td>
<td>759</td>
<td>293</td>
<td>39%</td>
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<tr>
<td>Contingency</td>
<td>1,090</td>
<td>454</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>135</td>
<td>56</td>
<td>14</td>
<td>25%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>69,329</strong></td>
<td><strong>28,887</strong></td>
<td><strong>25,323</strong></td>
<td><strong>88%</strong></td>
</tr>
</tbody>
</table>

Revenues over (under) expenditures

|                      |                        |                       |              |                          |
|                      | 2,817                  | 11,677                | 13,951       |                          |

Net Fund transfers

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Operation &amp; Maintenance (Rest.) Fund</td>
<td>(4,850)</td>
<td>(2,021)</td>
<td>(2,021)</td>
</tr>
<tr>
<td>To Auxiliary Fund and ALLiance</td>
<td>(946)</td>
<td>(394)</td>
<td>(394)</td>
</tr>
<tr>
<td>To Restricted Fund</td>
<td>(100)</td>
<td>(42)</td>
<td>(42)</td>
</tr>
<tr>
<td>From Working Cash Fund</td>
<td>29</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>To Liability, Protection &amp; Settlement Fund</td>
<td>(510)</td>
<td>(213)</td>
<td>(213)</td>
</tr>
<tr>
<td>To Social Security/Medicare Fund</td>
<td>(940)</td>
<td>(392)</td>
<td>(392)</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td><strong>(7,317)</strong></td>
<td><strong>(3,049)</strong></td>
<td><strong>(3,049)</strong></td>
</tr>
</tbody>
</table>

Net Revenue over (under) expenditures

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget (000)</th>
<th>Prorated Budget (000)</th>
<th>Actual (000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ (4,500)</td>
<td>$ 8,628</td>
<td>$ 10,902</td>
</tr>
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**AGENDA ITEM 12/14-3**

**OAKTON COMMUNITY COLLEGE**

**REVENUES AND EXPENDITURES**

**FIVE MONTHS ENDED NOVEMBER 30, 2014**

### OPERATIONS AND MAINTENANCE

<table>
<thead>
<tr>
<th></th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND (Restricted)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Fee</td>
<td>$ 394</td>
<td>$ 303</td>
<td>77%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>45</td>
<td>21</td>
<td>47%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Total revenues</td>
<td>439</td>
<td>324</td>
<td>74%</td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Health Careers Building</td>
<td>9,445</td>
<td>2,364</td>
<td>25%</td>
</tr>
<tr>
<td>HVAC Upgrades</td>
<td>695</td>
<td>39</td>
<td>6%</td>
</tr>
<tr>
<td>Enrollment Center (DP)</td>
<td>2,670</td>
<td>1,052</td>
<td>39%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>139</td>
<td>46</td>
<td>33%</td>
</tr>
<tr>
<td>Lavatory Remodeling</td>
<td>1,141</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Parking Lot Improvements</td>
<td>1,450</td>
<td>1,203</td>
<td>83%</td>
</tr>
<tr>
<td>MP-Building Automation Sys</td>
<td>1,000</td>
<td>98</td>
<td>10%</td>
</tr>
<tr>
<td>Site and Construction</td>
<td>531</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>West End Remodeling</td>
<td>1,250</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other Projects</td>
<td>923</td>
<td>16</td>
<td>2%</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>19,244</td>
<td>4,818</td>
<td>25%</td>
</tr>
<tr>
<td>State capital contribution</td>
<td>1,241</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Transfer in</td>
<td>4,850</td>
<td>2,021</td>
<td>42%</td>
</tr>
<tr>
<td>Net</td>
<td>$ (12,714)</td>
<td>$ (2,473)</td>
<td>19%</td>
</tr>
</tbody>
</table>

### AUXILIARY ENTERPRISE FUND

(excluding Alliance)

<table>
<thead>
<tr>
<th></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>Bookstore Sales</td>
<td>$ 3,097</td>
<td>$ 1,191</td>
<td>38%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>5,653</td>
<td>2,214</td>
<td>39%</td>
</tr>
<tr>
<td>ITPS Lease</td>
<td>433</td>
<td>215</td>
<td>50%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>298</td>
<td>29</td>
<td>10%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>312</td>
<td>47</td>
<td>15%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>455</td>
<td>189</td>
<td>42%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>42</td>
<td>70%</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
<td>64</td>
<td>337%</td>
</tr>
<tr>
<td>Child Care</td>
<td>511</td>
<td>269</td>
<td>53%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>16</td>
<td>3</td>
<td>19%</td>
</tr>
<tr>
<td>Other</td>
<td>269</td>
<td>305</td>
<td>113%</td>
</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>75</td>
<td>16</td>
<td>21%</td>
</tr>
<tr>
<td>Total revenues</td>
<td>11,198</td>
<td>4,584</td>
<td>41%</td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Operating Expenses</td>
<td>3,286</td>
<td>1,215</td>
<td>37%</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>6,870</td>
<td>3,050</td>
<td>44%</td>
</tr>
<tr>
<td>ITPS Lease</td>
<td>150</td>
<td>24</td>
<td>16%</td>
</tr>
<tr>
<td>Business Inst./Career Training</td>
<td>384</td>
<td>60</td>
<td>16%</td>
</tr>
<tr>
<td>Copy Center</td>
<td>458</td>
<td>131</td>
<td>29%</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>321</td>
<td>115</td>
<td>36%</td>
</tr>
<tr>
<td>Travel</td>
<td>60</td>
<td>32</td>
<td>53%</td>
</tr>
<tr>
<td>Athletics</td>
<td>2,368</td>
<td>526</td>
<td>22%</td>
</tr>
<tr>
<td>Child Care</td>
<td>812</td>
<td>289</td>
<td>36%</td>
</tr>
<tr>
<td>PAC Operations</td>
<td>105</td>
<td>25</td>
<td>24%</td>
</tr>
<tr>
<td>Contingency</td>
<td>755</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>409</td>
<td>93</td>
<td>23%</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>15,978</td>
<td>5,560</td>
<td>35%</td>
</tr>
<tr>
<td>Transfers in (out)</td>
<td>642</td>
<td>267</td>
<td></td>
</tr>
<tr>
<td>Net</td>
<td>$(4,138)</td>
<td>$(709)</td>
<td></td>
</tr>
</tbody>
</table>
## 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>$426</td>
<td>$178</td>
<td>$103</td>
<td>24%</td>
<td>23%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>860</td>
<td>358</td>
<td>469</td>
<td>55%</td>
<td>57%</td>
</tr>
<tr>
<td>Sale of Materials</td>
<td>58</td>
<td>24</td>
<td>33</td>
<td>57%</td>
<td>61%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oakton Contribution</td>
<td>304</td>
<td>127</td>
<td>127</td>
<td>42%</td>
<td>42%</td>
</tr>
<tr>
<td>Evening High School</td>
<td>100</td>
<td>42</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>11</td>
<td>5</td>
<td>5</td>
<td>45%</td>
<td>46%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>75</td>
<td>31</td>
<td>26</td>
<td>35%</td>
<td>23%</td>
</tr>
<tr>
<td>Total revenues</td>
<td>1,834</td>
<td>764</td>
<td>763</td>
<td>42%</td>
<td>41%</td>
</tr>
</tbody>
</table>

## EXPENDITURES

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>680</td>
<td>283</td>
<td>24</td>
<td>4%</td>
<td>18%</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Health</td>
<td>652</td>
<td>272</td>
<td>262</td>
<td>40%</td>
<td>40%</td>
</tr>
<tr>
<td>Job-related</td>
<td>262</td>
<td>109</td>
<td>111</td>
<td>42%</td>
<td>31%</td>
</tr>
<tr>
<td>Home Related</td>
<td>21</td>
<td>9</td>
<td>10</td>
<td>48%</td>
<td>30%</td>
</tr>
<tr>
<td>Personal</td>
<td>109</td>
<td>45</td>
<td>46</td>
<td>42%</td>
<td>38%</td>
</tr>
<tr>
<td>Physical Fitness</td>
<td>16</td>
<td>7</td>
<td>6</td>
<td>38%</td>
<td>33%</td>
</tr>
<tr>
<td>Community Service</td>
<td>47</td>
<td>20</td>
<td>6</td>
<td>13%</td>
<td>28%</td>
</tr>
<tr>
<td>NIPSTA</td>
<td>42</td>
<td>18</td>
<td>16</td>
<td>38%</td>
<td>43%</td>
</tr>
<tr>
<td>High School Programs</td>
<td>319</td>
<td>133</td>
<td>110</td>
<td>34%</td>
<td>34%</td>
</tr>
<tr>
<td>GED Programs</td>
<td>18</td>
<td>8</td>
<td>9</td>
<td>50%</td>
<td>31%</td>
</tr>
<tr>
<td>* Kids/Youth Program</td>
<td>15</td>
<td>6</td>
<td>3</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>ESL Programs</td>
<td>656</td>
<td>273</td>
<td>274</td>
<td>42%</td>
<td>37%</td>
</tr>
<tr>
<td>Total Programs</td>
<td>2,157</td>
<td>899</td>
<td>853</td>
<td>40%</td>
<td>36%</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>2,837</td>
<td>1,182</td>
<td>877</td>
<td>31%</td>
<td>31%</td>
</tr>
</tbody>
</table>

Revenue over (under) expenditures: $ (1,003) $ (418) (114)

Net Position 6/30/14: 2,318

Net Position end of period: **$2,204**

* No previous year data for comparison on new cost center.
### OAKTON COMMUNITY COLLEGE
### STUDENT ACTIVITIES FUND
### SUMMARY OF REVENUES AND EXPENDITURES
### FIVE MONTHS ENDED NOVEMBER 30, 2014

<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 Favor (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity fees</td>
<td>$443,958</td>
<td>$131,100</td>
<td>$167,226</td>
<td>$(88,253)</td>
</tr>
<tr>
<td>Interest income</td>
<td>298</td>
<td></td>
<td></td>
<td>(6,401)</td>
</tr>
<tr>
<td>Sub total revenues</td>
<td>$444,256</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>369901 Student Government Association</td>
<td>$36,126</td>
<td>$131,100</td>
<td>$167,226</td>
<td>$(88,253)</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>9,181</td>
<td>9,181</td>
<td>16,317</td>
<td>42,160</td>
</tr>
<tr>
<td>369919 Skokie Student Leaders</td>
<td>-</td>
<td>56,519</td>
<td>56,519</td>
<td>(14,359)</td>
</tr>
<tr>
<td>369920 SGA College Program Board</td>
<td>-</td>
<td>57,167</td>
<td>57,167</td>
<td>(22,045)</td>
</tr>
<tr>
<td>369922 Lunabot NASA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369923 Students Helping Honduras</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369924 Hawaiian Music Club</td>
<td>-</td>
<td>203</td>
<td>203</td>
<td>(9)</td>
</tr>
<tr>
<td>369925 Otaku Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369926 Seeds</td>
<td>-</td>
<td>1,046</td>
<td>1,046</td>
<td>66</td>
</tr>
<tr>
<td>369927 Cheer &amp; Dance Team</td>
<td>573</td>
<td>2,059</td>
<td>2,632</td>
<td>(176)</td>
</tr>
<tr>
<td>369928 African Student Club</td>
<td>270</td>
<td>665</td>
<td>935</td>
<td>-</td>
</tr>
<tr>
<td>369929 Electronic Music Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369930 Early Childhood Education Club</td>
<td>-</td>
<td>1,641</td>
<td>1,641</td>
<td>(19)</td>
</tr>
<tr>
<td>369931 Students for Social Justice</td>
<td>75</td>
<td>2,639</td>
<td>2,714</td>
<td>-</td>
</tr>
<tr>
<td>369932 Ceramics Club</td>
<td>125</td>
<td>1,085</td>
<td>1,210</td>
<td>(106)</td>
</tr>
<tr>
<td>369933 UNICEF</td>
<td>600</td>
<td>3,825</td>
<td>4,425</td>
<td>(147)</td>
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<tr>
<td>369934 Hillel</td>
<td>-</td>
<td>1,473</td>
<td>1,473</td>
<td>(401)</td>
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<tr>
<td>369935 Honors Student Organization</td>
<td>150</td>
<td>1,351</td>
<td>1,501</td>
<td>-</td>
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<tr>
<td>369936 Ultra</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>-</td>
<td>618</td>
<td>618</td>
<td>-</td>
</tr>
<tr>
<td>369940 Trading Card Game Club</td>
<td>-</td>
<td>402</td>
<td>402</td>
<td>-</td>
</tr>
<tr>
<td>369941 Mongolian Club</td>
<td>75</td>
<td>200</td>
<td>275</td>
<td>-</td>
</tr>
<tr>
<td>369942 Astronomy Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369943 Japan Club</td>
<td>-</td>
<td>2,095</td>
<td>2,095</td>
<td>-</td>
</tr>
<tr>
<td>369944 South East Asian (SEA) Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369945 Physical Therapy</td>
<td>1,804</td>
<td>1,777</td>
<td>3,581</td>
<td>(2,279)</td>
</tr>
<tr>
<td>369946 Phi Theta Kappa (PTK)</td>
<td>4,700</td>
<td>6,691</td>
<td>11,291</td>
<td>(2,279)</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>150</td>
<td>-</td>
<td>150</td>
<td>-</td>
</tr>
<tr>
<td>369949 Mission Bible Club</td>
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<td>249</td>
<td>249</td>
<td>-</td>
</tr>
<tr>
<td>369950 Hispanic Club</td>
<td>150</td>
<td>463</td>
<td>613</td>
<td>(404)</td>
</tr>
<tr>
<td>369952 Student Nurses May 2012</td>
<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369953 Polish Club</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369954 Stern Club</td>
<td>150</td>
<td>200</td>
<td>350</td>
<td>(88)</td>
</tr>
<tr>
<td>369955 Ecology Club</td>
<td>134</td>
<td>2,160</td>
<td>2,294</td>
<td>(29)</td>
</tr>
<tr>
<td>369956 Doctor Clown Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369957 Student Nurses Dec. 2014</td>
<td>1,582</td>
<td>2,043</td>
<td>3,625</td>
<td>(2,034)</td>
</tr>
<tr>
<td>369959 Black Student Union</td>
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<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369960 Muslim Student Association</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369961 Engineering &amp; Physics Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369962 Nurses Dec 2013</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369963 Art Club</td>
<td>-</td>
<td>243</td>
<td>243</td>
<td>-</td>
</tr>
<tr>
<td>369964 Oakton Helping Others</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>-</td>
</tr>
<tr>
<td>369966 Oakton's Economic Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369967 Student Nurses May 2015</td>
<td>455</td>
<td>843</td>
<td>1,298</td>
<td>-</td>
</tr>
</tbody>
</table>
### OAKTON COMMUNITY COLLEGE
### STUDENT ACTIVITIES FUND
### SUMMARY OF REVENUES AND EXPENDITURES (Continued)
### FIVE MONTHS ENDED NOVEMBER 30, 2014

<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 Favor (Unfavor)</th>
</tr>
</thead>
<tbody>
<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>369970 Fit Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369971 Habitat for Humanity</td>
<td>1,898</td>
<td>1,834</td>
<td>3,732</td>
<td>(2,561)</td>
</tr>
<tr>
<td>369972 PAYO</td>
<td>200</td>
<td>2,109</td>
<td>2,309</td>
<td>-</td>
</tr>
<tr>
<td>369973 Korean Campus Crusade For Christ</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369974 Student Veterans Club</td>
<td>-</td>
<td>526</td>
<td>526</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>-</td>
<td>474</td>
<td>474</td>
<td>-</td>
</tr>
<tr>
<td>369980 Go Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>410</td>
<td>410</td>
<td>-</td>
</tr>
<tr>
<td>369983 Korean Student Club</td>
<td>-</td>
<td>350</td>
<td>350</td>
<td>-</td>
</tr>
<tr>
<td>369989 Entrepreneur Club</td>
<td>-</td>
<td>425</td>
<td>425</td>
<td>(36)</td>
</tr>
<tr>
<td>369990 Improv Club</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>369991 Poetry Club</td>
<td>-</td>
<td>435</td>
<td>435</td>
<td>(7)</td>
</tr>
<tr>
<td>369992 Performing Arts Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub Totals</strong></td>
<td><strong>58,398</strong></td>
<td><strong>286,770</strong></td>
<td><strong>345,168</strong></td>
<td><strong>(155,737)</strong></td>
</tr>
</tbody>
</table>

### Fund Summary
- **Total Revenues**: $502,654
- **Total Expenditures**: $(155,737)
- **Total Transfers to other funds**: $(303,067)
- **Excess revenue over expenditures**: 43,850
- **Net Position 6/30/14**: 337,446
- **Net Position, end of period**: $381,295
# OAKTON COMMUNITY COLLEGE

## AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS

### NOVEMBER, 2014

#### GENERAL FUND TRANSFERS/PAYMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
<th>SELF-INSURANCE</th>
<th>REFUNDS/STUDENT-DISBURSEMENTS</th>
<th>ILLINOIS SALES TAX</th>
<th>EMPLOYEE HEALTH INSURANCE CCHC</th>
<th>BOND HOLDER &amp; MISC</th>
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**TOTAL**

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<th>ILLINOIS SALES TAX</th>
<th>EMPLOYEE HEALTH INSURANCE CCHC</th>
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<tr>
<td>$3,335,830.40</td>
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<td>$7,123.00</td>
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<td>$2,703,694.43</td>
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*Paid from PMA Debt Service Account for Capitalized Interest on 2014 Bonds*

#### 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>
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<tr>
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<td>$305,083.02</td>
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**TOTAL**

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<th>AMOUNT</th>
<th>FEDERAL PAYROLL TAXES</th>
<th>STATE PAYROLL TAXES</th>
<th>SURS</th>
<th>CREDIT UNION AND TAX SHELTERS</th>
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<td>$1,290,080.94</td>
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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 $6,588.50 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2014.

b. Salary rescinds in the amount of $730.14 for part-time teaching services for the Alliance for Lifelong Learning, Fall 2014.

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 and b as stipulated above, and hereby approves the expenditures in the amount not to exceed $6,588.50 for all funds listed in items a and b.”
Supplemental Authorization to Pay Professional Personnel - Fall 2014

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014 Part-Time</th>
<th>Fall 2013 Part-Time</th>
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<tr>
<td>$</td>
<td>4,580,320.52</td>
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<td>Fall 2014 Overload</td>
<td>334,410.24</td>
<td>337,216.20</td>
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<td>$</td>
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</table>

TPH/vg
12/2014

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 Communtiy College District 535 approves the attached adjustments of part-time faculty 2014 fall semester salaries in the amount of $57,730.80 resulting in a revised total of $4,580,320.52."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2014 fall semester salaries in the amount of $3,830.24 resulting in a revised total of $334,410.24"
Approval of Clinical Practice Agreements

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

- **Basic Nurse Assistant Training**
  Renewal: **Bethany Terrace** – This is the College’s standard agreement for a four-year, seven-month period, with changes reviewed and approved by the College administration and faculty.

- **Nursing**
  New: **Lieberman Center for Health & Rehabilitation** – This is the College’s standard agreement for a four-year, seven-month period.

- **Substance Abuse Counseling**
  New: **The Child, Adolescent and Family Recovery Center** – This is the College’s standard agreement for a four-year, seven-month period.

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 agreements:

For the Basic Nurse Assistant Training Program
Morton Grove Living and Rehab LLC d/b/a Bethany Terrace – Morton Grove

For the Nursing Program
Lieberman Center for Health & Rehabilitation – Skokie

For the Substance Abuse Counseling Program
The Child, Adolescent and Family Recovery Center, LLC – Lake Bluff.”
Approval of Board Meeting Schedule for Calendar Year 2015

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
12/2014

**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 2015 calendar year for public notice as follows:

January 20, February 17, March 17, April 28, May 26, June 23, August 18, September 15, October 20, November 17, and December 15.”

“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 2014

This Resolution sets forth the levy recommended at the October 21, 2014, Board meeting and represents a 4.82% increase over the extended 2013 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 2014 (to be collected in 2015) 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-Nine Million and Three Hundred Forty-Nine Thousand Eight Hundred Dollars ($39,349,800) as a tax for Educational purposes; and the sum of Seven Million Nine Hundred Thousand Dollars ($7,900,000) 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 2014.

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 9th day of December A.D. 2014

AYES:

NAYS:

ABSENT:

William Stafford  
Chairman, Board of Trustees  
Community College District No. 535  
County of Cook, State of Illinois

ATTEST:

Ann E. Tennes  
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 $39,349,800.00 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of $7,900,000.00 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 2014.

Signed this 9th day of December 2014.

____________________________________________________                         ______________________________________________
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: Two (2).

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 2014 was filed in the office of the County Clerk of this county on ______________________, 2014.

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 2014 is $______________________________.

____________________________________________________
County Clerk

Date  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 2014” at a regularly convened meeting held on the 21st day of October, 2014, 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 2014, and the aggregate levy of the district for 2014 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 2013, 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 2014 aggregate levy.

DATED this 9th day of December 2014.

______________________________
William Stafford
Chairman, Board of Trustees
Community College District No. 535
County of Cook and State of Illinois
Adoption of Resolution Setting Forth Property Tax Extension Limitation Law (PTELL) Reduction Designation

This Resolution sets forth the College’s designation for any reduction in the tax levy for 2014 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 9, 2014, the Board of Trustees ("Board") of Community College District No. 535, Cook County, Illinois ("College District") did adopt its 2014 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 2014 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 2014 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 9th day of December 2014.

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

By: ______________________________________

Chairman

ATTEST:

_______________________________________

Secretary
STATE OF ILLINOIS )
)SS:
COUNTY OF COOK )

CERTIFICATE OF BOARD SECRETARY

I, Ann E. Tennes, 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 9th day of December 2014.

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 9th day of December 2014.

____________________________________
Ann E. Tennes
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 reviewed with the members of the Trustee Finance, Facilities, and Technology Committee and were previewed at the October 21, 2014 and November 18, 2014 Board of Trustees meetings.

DLS:ws
12/2/2014

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:

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<thead>
<tr>
<th>Agenda Item</th>
<th>Page(s)</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
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<td>12/14-10a</td>
<td>1 &amp; 2</td>
<td>Public Safety Vehicle</td>
<td>Currie Motors</td>
<td>$ 25,100.00</td>
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<tr>
<td>12/14-10b</td>
<td>1 &amp; 2</td>
<td>Travel Services for Summer 2015 Study Abroad Program in India</td>
<td>English and Foreign Language University Golden Eagle Travel</td>
<td>$ 25,200.00 $ 34,162.00</td>
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<tr>
<td>12/14-10c</td>
<td>1 &amp; 2</td>
<td>Field Study Course - Ireland</td>
<td>Four Seasons Travel University College Dublin</td>
<td>$ 27,027.00 $ 14,742.00</td>
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<td>Description</td>
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<td>12/14-10d</td>
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<td>Desktop Servers</td>
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<tr>
<td>12/14-10f</td>
<td>1 &amp; 2</td>
<td>Copier Lease and Maintenance Contract</td>
<td>Ricoh USA, Inc.</td>
<td>$ 625,375.40</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

$ 8,041,769.23.”
Authorization to Purchase Public Safety Vehicle

Public Safety has one marked police vehicle that is used on the Des Plaines campus. A recent survey of attitudes toward Public Safety among faculty and staff revealed a strong desire for more presence in the parking lots of both campuses. The FY2014-15 budget includes the purchase of a patrol vehicle; a 2015 Ford Utility AWD Police Interceptor. The new vehicle will enable greater visibility at both campuses. While the new Public Safety vehicle will be used primarily on the Des Plaines campus, it will also be used on a regular basis at Skokie. There is currently no Public Safety vehicle at Skokie.

The College participates in eight purchasing consortia. Purchasing consortia combine the purchasing power of multiple governmental units and not-for-profit entities to receive advantageous contract terms for a wide variety of items. The purchasing consortia’s bid acts in lieu of each individual member’s bid process and the members are then able to place orders based on favorable contracted pricing. The Purchasing department researched the available contracts from these consortia and found that two had already issued a bid and awarded contracts for the exact vehicle the College wants to purchase. In addition, the State of Iowa Department of Administration Services (DAS), who allows neighboring states to purchase from their contracts, also bid and awarded a contract for this vehicle. Also, while attending a Public Safety trade show, Public Safety personnel obtained a quote from Rizza Ford. The prices are:

- Suburban Purchasing Cooperative (SPC) $25,100
- State of Iowa Department of Administrative Services (DAS) $25,581
- State of Illinois Department of Central Management Services (CMS) $25,820
- Rizza Ford $32,040

The low contract price is from the Suburban Purchasing Cooperative (SPC) which is a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors and Managers Conference (DMMC), South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). Together, the SPC represents 140 municipalities and townships in northeastern Illinois.

The Administration believes it is in the College’s best interests to purchase this vehicle via the SPC contract from Currie Motors of Frankfort, Illinois, the dealer awarded the contract. Delivery is expected in March, 2015.

GEC:ws
12/2/2014
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 a Public Safety Vehicle from Currie Motors, 9423 W. Lincoln Highway, Frankfort, IL 60423 for a total of $25,100 per their quote dated 11/24/14 per Suburban Purchasing Cooperative Contract #122.”
Authorization to Purchase Travel Services for Summer 2015 Study Abroad Program in India

Oakton is offering, for the fifth time, a month long, summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India. As a sustained outcome of Pathways to South Asia, Oakton’s Title VI-A grant from the US Department of Education, the continuation of the program is a central component to our on-going collaboration with our partner institution, EFLU. Students will be accompanied by an Oakton professor who will teach one course; the second course will be taught by a faculty member at EFLU. Room and board is provided in student housing at the university, where students from many countries come to study English and other languages each year. Students are responsible for all costs associated with their academic program and travel, so the expenditures to be authorized are pass-through transactions, as students will pay Oakton. Oakton will disburse the funds to the appropriate entities. The Oakton Educational Foundation has approved the funding of $1,000 scholarships to twelve eligible students.

All of the in-country arrangements for the study abroad program will be provided by the English and Foreign Languages University in Hyderabad, including double occupancy accommodations, three meals per day, tuition for three credit hours, fees for tours, admission to cultural sites, educational field trips, and airport transfers at a cost of $1,400 per student, the same price as last year’s trip. Based on the maximum of eighteen students, the Administration is requesting an amount not to exceed $25,200 for the services to be provided by the English and Foreign Languages University.

The airfare for previous student trips to India was coordinated by Golden Eagle Travel; they provided excellent service and affordable prices. Based on the positive past experiences, the Business Office contacted Golden Eagle Travel to obtain current airfare prices for the July 2015 trip:

- Chicago to Delhi to Hyderabad via Air India $1,638
- Chicago to Abu Dhabi to Hyderabad via Etihad Airways $1,735
- Chicago to London to Hyderabad via British Airways $1,798

Flight reservations, departure times, and the exact cost per ticket will be confirmed by Golden Eagle Travel once the students have paid their travel deposits and provided the proper identification, including their passport information. The Administration is requesting approval for nineteen tickets (eighteen student travelers plus one faculty) at a price of $1,798 per ticket for a total of $34,162. The Administration is confident that Golden Eagle Travel will meet the travel service needs of the program participants.
AGENDA ITEM 12/14-10b

Students must also pay for a three credit hour Oakton course, a portion of the travel fees for the faculty leader, insurance, and “incidentals” such as local transportation during the month long trip. The estimated cost per student is:

- $1,400  Program fees/tuition from the English and Foreign Languages University
- $  150  Local transport and incidentals budget
- $   70  Insurance
- $1,798  Airfare
- $  310  Three credit hours of Oakton tuition (all fees are waived)
- $  540  Faculty leader fees and incidentals (currently based on the minimum enrollment of 8 students)

$4,268  Total

The Global Studies program coordinator and faculty are actively recruiting students for this study abroad program.

DLS:ws
12/2/2014
Authorization to Purchase Field Study Course – Ireland

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 2015, there are two courses whose costs each total more than $25,000, thereby requiring Board approval. The field study course to Germany was approved at the November 2014 Board meeting. The Administration is now seeking Board of Trustees approval for the trip to Ireland. Summer 2015 will mark the third consecutive year for this popular field study course. In all cases, the students pay all costs associated with their travel, so these expenditures are pass-through transactions.

Professor Sue Cisco and affiliated adjunct instructor Brendan Kelly will, once again, conduct the field study visit to Ireland 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 leaving in late May 2015 to study leadership styles and practices in business and/or law enforcement in a global environment. This is a two week study combining classroom activities and site visits. Students will have the opportunity to visit top American and Irish companies located in Ireland as well as government offices. Students and faculty will live on the campus of the University College Dublin (UCD) and will be using public transportation.

The Business Office contacted Four Seasons Travel, a local travel service company, to obtain pricing for airfare. Nonstop flights from Chicago to Dublin, Ireland currently cost $997.80 on American Airlines and $1001 on Aer Lingus Airlines. Flight reservations, departure times, and the exact cost per ticket will be confirmed by Four Seasons Travel once the students have paid their travel deposits and provided the proper identification, including their passport information. The Administration is requesting approval for 27 tickets (25 student travelers plus two faculty) at a price of $1001 per ticket for a total of $27,027. In addition, the College will be contracting directly with UCD for the on campus accommodations; $42 per night for thirteen nights for 27 travelers for a total of $14,742. Students will also pay for tours, site visits, insurance, ground transportation, and a portion of the faculty travel expenses; all yet to be determined. The cost per traveler is estimated at $2,900, plus regular class tuition and fees. As mentioned earlier, the students will pay all costs associated with the field study course and will receive a refund if total expenses per traveler are less than the $2,900 travel fee.

Four Seasons Travel of Des Plaines has provided travel services for past field study courses. According to their website, “A savvy travel professional assists their clients in finding the best possible deals and options to best fit their budget while providing exceptional service.” Their dedication to providing quality services and budget conscience prices makes them the right choice as the airfare provider for this field study course. University College Dublin’s Summer at UCD program has provided affordable, friendly accommodations for the past two trips. The Administration is confident that the student’s travel needs will be met by Four Seasons Travel and UCD. Faculty have already started promoting and recruiting students for this trip.
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 Course – Ireland from Four Seasons Travel, 1167 E. Algonquin Road, Des Plaines, IL 60016 for a total not to exceed $27,027 per their price quote dated December 1, 2014 and University College Dublin, Summer at UCD Program, Ardmore House, Belfield, Dublin 4, Ireland for a total not to exceed $14,742, for a grand total not to exceed $41,769.”
Authorization to Purchase Desktop Servers

The College uses desktop server computers to teach system administration and configuration in the Computer Networking & Systems (CNS) program. The various CNS courses provide knowledge and hands-on skills to install and configure a Windows Server Local Area Network (LAN) as well as provide knowledge and training necessary to implement, configure, manage, and maintain Windows-based computers to operate in a Microsoft Windows Server network infrastructure.

As part of the College’s standard computer replacement cycle, 63 Intel desktop servers were included in the academic capital equipment request for FY2014-15. These will be used in three separate classrooms at the Skokie campus.

The College issued a Request for Proposal (RFP) which was sent to 43 vendors (one vendor in district). The College received proposals from five vendors from which the College requested evaluation units. After extensive testing and assessing the evaluation units, the staff of the Information Technology department along with the faculty of the Computer Networking & Systems, recommends the purchase of the 63 desktop servers from Ace Computers for a total cost of $48,220.83. While this is not the lowest cost submitted, the upgrade to the 3.3GHz, and additional features included in this unit make it the choice that is in the College’s best interest.

Ace Computers is located in Elk Grove Village. They have been in business providing computer equipment since 1983 and have supplied equipment to the College in the past. The purchase includes a three year warranty. Delivery is scheduled for early January.

JMW:ws
12/2/2014

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 Desktop Servers from Ace Computers, 575 Lively Blvd., Elk Grove Village, Il 60007 for a total of $48,220.83 in accordance with their response to Request for Proposal #6.”
## Intel Xeon Processor Based Desktop Servers

<table>
<thead>
<tr>
<th>Responding Bidders</th>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ace Computer</td>
<td>Ace PowerWorks T1815</td>
<td>$46,645.83</td>
</tr>
<tr>
<td>Elk Grove Village, IL</td>
<td>E3-1220 (3.1 GHz)</td>
<td></td>
</tr>
<tr>
<td>Ace Computer</td>
<td>Ace PowerWorks T1815</td>
<td>$48,220.83</td>
</tr>
<tr>
<td>Elk Grove Village, IL</td>
<td>E3-1226V3 (3.3 GHz)</td>
<td></td>
</tr>
<tr>
<td>ITsavvy, LLC</td>
<td>Dell Power Edge T110VII</td>
<td>$48,597.51</td>
</tr>
<tr>
<td>Addison, IL</td>
<td>E3-1220 (3.1 GHz)</td>
<td></td>
</tr>
<tr>
<td>DSN Group, Inc.</td>
<td>Lenovo ThinkServer TS140</td>
<td>$48,729.87</td>
</tr>
<tr>
<td>Lake Zurich, IL</td>
<td>E3-1225V3 (3.2GHz)</td>
<td></td>
</tr>
<tr>
<td>Ace Computers</td>
<td>Ace PowerWorks T1815</td>
<td>$49,733.46</td>
</tr>
<tr>
<td>Elk Grove Village, IL</td>
<td>E3-1230 (3.2GHz)</td>
<td></td>
</tr>
<tr>
<td>GHA Technologies</td>
<td>Lenovo ThinkServer TS140</td>
<td>$50,789.97</td>
</tr>
<tr>
<td>Bartlett, IL</td>
<td>E3-1225V3 (3.2GHz)</td>
<td></td>
</tr>
<tr>
<td>Dell Marketing L.P.</td>
<td>Dell Power Edge T110VII</td>
<td>$52,778.88</td>
</tr>
<tr>
<td>Round Rock, TX</td>
<td>E3-1220 (3.1 GHz)</td>
<td></td>
</tr>
</tbody>
</table>
Authorization to Purchase Continuation of Employee Health Insurance

Oakton is a member of the Community College Health Consortium (CCHC). The College’s PPO and HMO plans are administered through CCHC. Premiums are typically evaluated on a twelve month basis and are set annually for the next calendar year.

One component of premium evaluation is trend (i.e., inflation). For 2015, the trend factor for medical costs is 9.5% and the trend factor for prescriptions is 7.9%. Claims experience is, however, the main component of the premium establishment process. The period used for this year’s evaluation was from August 1, 2013 through July 31, 2014. Due to the actual claims experience among the College’s two plans during this period, each is discussed separately below beginning with a brief explanation of a measure of claim activity called the loss ratio.

The loss ratio is calculated based on the aggregate of claims and fees which are then divided by the budget. A loss ratio of 100% indicates that premiums were sufficient to cover all claims and expenses. A loss ratio in excess of 100% indicates that expenses exceeded premiums. Finally, a loss ratio less than 100% indicates that expenses were less than premiums. The goal of any plan is to have a loss ratio equal to or less than 100%.

During the aforementioned period, Oakton’s loss ratio for the PPO Plan was a very favorable 70.0%. As a result, the College will be able to keep PPO premiums the same for 2015 as they were in 2014. This will be the second consecutive year without a premium increase in the PPO. Based on enrollment, the cost for the PPO Plan for calendar 2015 is projected to be $2,706,203.

Claims experience for the HMO Plan was much different than the PPO with a loss ratio of 109.6% during this same period. As a result, the HMO plan’s premiums will increase 7.4% for 2015. Based on enrollment, the cost for the HMO Plan for calendar 2015 is projected to be $4,535,739.

The total costs for the College’s PPO and HMO Plans for calendar 2015 are projected to be $7,241,942, which will be partially offset by the contributions of the 463 enrolled employees, in the amount of approximately $1,008,000.

RJN:vb
12/2/2014

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, 2015 to December 31, 2015 for a total of $7,241,942."
Authorization to Purchase Copier Lease and Maintenance Contract

Back in 2007, the College entered into a multi-year contract with IKON Office Solutions for the lease and maintenance of our office copiers and Copy Center high production copiers. The contract included 33 Ricoh office copiers that were located throughout both campuses, the Copy Center equipment consisting of a Canon 110 copy per minute high production unit, and a Minolta 105 copy per minute unit used for smaller, more complicated print jobs. The quarterly fee for all units was $32,187, which included the lease, all maintenance/service, all parts, all supplies (except paper), and a four hour call back response time to our requests for service. These digital copiers were a dramatic improvement over the outdated analog copiers the College previously had. In August 2008, Ricoh USA acquired IKON and took over the contract. Since that time, Ricoh has been an exceptional partner by providing quality customer service and innovative solutions. It was the Ricoh team that helped to implement the fax, scan, and print capabilities on the office copiers. These features increased the functionality and versatility of the copiers while increasing efficiency. These multi-function devices reduced, and in many cases, eliminated the need for standalone fax machines, scanners, and printers. Over the course of the contract, Ricoh has provided dedicated service and a collaborative working relationship with the College’s Business Services, Copy Center, and IT staff. As needs changed, the College has been able to amend the contract to add extra copiers and upgrade features on some of the highly used units. The current quarterly fee is $34,950.

With the opening of the new Enrollment Center and the upcoming opening of the Science and Health Careers Center, the College has a need to add three new units. As the Administration looked to amend the contract, Ricoh took a higher level overview of the entire contract and recommended that, in addition to the three new units, the College replace the Canon and Minolta production units in the Copy Center. These units have performed well but are now experiencing technical and mechanical issues due to their high volume/usage over the years. Repair parts for these units are also becoming increasingly difficult to find. By replacing the Canon and Minolta units with two brand new Ricoh 110 copy per minute high volume production units, the quarterly fee will actually be lowered to $31,268.77. This turns out to be a win-win for both the College and for Ricoh. The College will be getting three new office copiers, two new high production units, and a lower quarterly fee and Ricoh will no longer be required to service the Canon and Minolta equipment that was part of the original IKON contract.

The Administration is recommending approval of a new five year agreement with Ricoh at a quarterly rate of $31,268.77, for a five year total of $625,375.40. As mentioned earlier, Ricoh has been a quality partner for many years and their new contract offer shows their commitment to their goals of helping their customers succeed and reducing the total cost of ownership for their partners.
In addition to the lower quarterly fee and new equipment, other advantages of this new contract include:

- A continuing partnership with Ricoh, the #1 leader in global market share for multifunction devices.
- Special pricing as part of the US Communities purchasing consortium.
- All leases, payments, and transactions through Ricoh and not a third party lease/finance company.
- A dedicated higher education sales and service team that continues to bring best practices to the College. This is especially important as the College looks to automate the Copy Center job submission and chargeback systems.
- A commitment for planned replacement of the remaining office copiers.

The Administration believes that this new contract is truly in the best overall interests of the College. It should be noted that Illinois Compiled Statute 110 ILCS 805/3-27.1, item “g” lists contracts for duplicating machines and supplies as exempt from bidding.

DLS:ws
12/2/2014

**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 Copier Lease and Maintenance Contract from Ricoh USA, Inc., 70 Valley Stream Parkway, Malvern, PA 19355 for a total of $625,375.40 per their price quote dated October 22, 2014.”
Preview and Initial Discussion of January 2015 Purchase

The following purchase will be presented for approval at the January 2015 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.

This season, 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 twelve games during the trip with additional time for practice and team skill building activities.

Under current plans, the Oakton Men’s Baseball Team would leave on Thursday March 12th and return on Sunday March 22nd, 2015. 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, Kobussen Trailways</td>
<td>$11,000</td>
<td>Bus transportation to and from Florida along with on-site ground transportation</td>
</tr>
<tr>
<td>1500 Forward Dr Sun Prairie, WI 53590 608 825-8700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Room for Bus Driver, Westgate Town Center Resorts</td>
<td>$ 700</td>
<td>Hotel for bus drivers</td>
</tr>
<tr>
<td>4000 Westgate Blvd Kissimmee, FL 53590</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westgate Town Center Resorts</td>
<td>$8,000</td>
<td>Rental of condo facilities for player housing</td>
</tr>
<tr>
<td>4000 Westgate Blvd Kissimmee, FL 53590</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enterprise Rental</td>
<td>$1,300</td>
<td>On-site travel</td>
</tr>
<tr>
<td>Food</td>
<td>$6,500</td>
<td>Grocery purchase for on-site food preparation and limited dine out</td>
</tr>
<tr>
<td>Russ Matt Baseball</td>
<td>$2,100</td>
<td>Game Fees</td>
</tr>
<tr>
<td>Russ Matt Baseball</td>
<td>$ 300</td>
<td>Team Registration</td>
</tr>
<tr>
<td>Total</td>
<td>$29,900</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 February 15, 2015 to cover these costs, the trip will be cancelled.
Authorization to Hire a Full-time, Tenure-track Faculty Member

The recommendation to hire Boguslaw Zapal to a full-time, tenure-track faculty position in Manufacturing for the 2014-15 academic year, beginning in January 2015, was made after reviewing the College’s need for faculty in the Manufacturing 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 five print publications including the Chicago Tribune, the Chronicle of Higher Education, and three diversity publications. The position was posted on twenty-one websites, including the Chicago Tribune’s careerbuilder.com website; three recruitment websites for Manufacturing were utilized, and eleven for diversity recruitment.

There were six applicants for the Manufacturing position. The search committee conducted three on campus interviews for this search and selected two finalists to bring to campus for interviews with Dr. Robert Sompolski, Dean of the Mathematics and Technologies division, and Dr. Thomas Hamel, Vice President for Academic Affairs, before a recommendation of hire was made for Mr. Boguslaw Zapal to the full-time, tenure-track Manufacturing position.

Mr. Boguslaw Zapal earned his Bachelor’s and Master’s degrees in Technical Education and Physical Education from the University of Rzeszow in Poland. After moving to this country, Mr. Zapal earned three Associate in Applied Sciences degrees (Machine Technology, Mechanical Design/CAD, and Computer Information Systems) and eleven certificates from Oakton Community College. He also earned Certificates in Die Design and Tool and Die Maker from the Tooling and Manufacturing Association. He is currently a Tool Design Engineer with Diemasters Manufacturing, and has another fifteen years of manufacturing experience with Flextronics International and Parkview Metal products. Mr. Zapal has also served as a substitute teacher for Township High School District 214 for three years and a Technology Education and Physical Education teacher with the Special Education Center in Ropczyce, Poland. Mr. Zapal comes highly recommended to the Manufacturing position.

TPH:ca
12/02/2014

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 Boguslaw Zapal for the 2014-15 academic year, beginning on January 12, 2015. He will receive the prorated salary associated with the lane and step described as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank and Assignment</th>
<th>Lane, Step, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boguslaw Zapal</td>
<td>Assistant Professor of Manufacturing</td>
<td>E 5 $63,463</td>
</tr>
</tbody>
</table>
Approval of Policy Revisions

At the November 18, 2014 meeting of the Board of Trustees, draft revisions to the 4300, 4400, 5100, 6100 and 8000 series of Board policies were accepted for review. In accordance with Policy 1000, the Board should act on the proposals at this time, the regularly scheduled meeting of the Board.

MBL:ec
12/2014

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the revisions to the Policies in the form attached.”
Series 4300
Personnel - Administration
PERSONNEL - ADMINISTRATION

Administrative Staffing

An administrator is recommended by the President and approved by the Board of Trustees to provide administrative services and will receive an administrative contract. The President will determine the need for administrative personnel and direct the recruitment and selection of suitable candidates after a position has been approved by the Board. It is also the responsibility of the President to discuss with the Board and recommend for their approval the deletion or addition of positions.

Human Resources will coordinate the administrative staffing process.
PERSONNEL - ADMINISTRATION

Administrative Policy Review

All administrative policies will be reviewed at regular intervals, but ordinarily not more than 7 years from the previous review by the Board in cooperation with and input by a committee appointed by the President.

Board members must be involved at the origin of discussions for revision of a policy or formulation of new policy. Prior to adopting any new policy, or changing any existing policy that directly affects the conditions of employment for administrators, the Board will seek suggestions from administrators. The Board will notify administrators sixty days prior to the date upon which the Board contemplates taking action to add to, delete from, or amend existing policies. During said 60-day period, the Board will consider comments by any administrator concerning the Board proposed changes.

In an emergency, the Board of Trustees may act within a shorter time. In the event of such action, the Board will undertake to reconsider its action at a regularly scheduled meeting within ninety days after notification as specified in the preceding paragraph.
PERSONNEL - ADMINISTRATION

Moving Allowance

An administrative appointee whose place of residence prior to appointment is beyond 50 miles commuting distance to the College, and who is therefore required to move his or her residence in order to accept appointment, will be entitled to payment by the College of all reasonable expenses of moving.

Vendor selection will be based on estimates from at least two bids.
PERSONNEL - ADMINISTRATION

Appointment

After a search to identify the most suitable candidate and following completion of the appropriate application and eligibility forms, filing all credentials, and being interviewed by appropriate staff members designated for this purpose by the President of the College, the candidate will be recommended to the Board by the President for appointment to an administrative position.
PERSONNEL - ADMINISTRATION

Contracts

Contracts for administrative personnel will be issued in accordance with the laws of the State of Illinois and will serve the purpose of delineation of the terms and conditions of administrative employment. An administrator will be granted a contract terminating at the end of each fiscal year in which it was issued. Administrators will receive a three-month notice for non-renewal.

The President will be responsible for establishing and maintaining a system of evaluating the annual performance of administrators.

After having completed three years administrative service, should an administrator be terminated, he/she will receive a severance payment of two weeks for each year of service.
PERSONNEL - ADMINISTRATION

Orientation

The President and Vice Presidents will provide for the proper orientation of all administrators, both at the beginning of their respective periods of employment and from time to time thereafter.
PERSONNEL - ADMINISTRATION

Summer Work Week

The four day summer work week will be in effect each summer as determined by the academic calendar.

The normal four day summer work week will consist of four nine and one-quarter (9 1/4) hour days, i.e., Monday through Thursday.
PERSONNEL - ADMINISTRATION

Ethical Conduct

Gifts to Administrators

Administrators will not accept gifts of value from vendors or from other persons having an interest in influencing official actions of the College.

Gifts include but are not limited to: money in any amount, consumer goods (other than samples) travel, and services of any kind.

Travel to Inspect Vendors' Goods and Services

Administrators will not accept from a vendor or the vendor’s representative the offer of free travel and/or living expenses for the purpose of viewing a product or service considered or proposed for purchase by the College. Approved travel to visit installations for the purpose cited above, if undertaken by administrators, will be paid for out of College funds.

Use of College Time and/or College Facilities

Administrators may use College time and/or College facilities for public and community service consistent with college goals and objectives. Administrators will not use College time and/or College facilities, including mailing lists, for personal activity or personal gain.

Other Ethical Conduct and Behavior

Administrators will maintain the highest code of ethical conduct that reflects well on the institution. In addition, Administrators should set an example for exemplary ethical conduct and provide guidance and direction for faculty, classified staff, and students.

In the event any of the provisions of this policy conflict with or contradict the College’s Policy 4002 (Ethics and Gift Ban), the provisions of Policy 4002 shall prevail.
PERSONNEL - ADMINISTRATION

Termination

Discharge of Administrators

The Board may terminate an administrator's employment during the term of employment for the following:

1. Evaluation as unsatisfactory in performance of administrative duties.
2. Violation of Board policy or procedure.
3. Conduct that constitutes just cause for dismissal.

If it should become necessary to terminate the employment of an administrator for reasons other than unsatisfactory evaluation in performance of administrative duties, the individual will be given due process and an opportunity to present his/her position at a hearing. The administrative hearing will be conducted by the President or his/her designee. The administrator shall be informed of his/her rights to an advocate and the opportunity to rebut or clarify the reason(s) given for the termination. Upon conclusion of the hearing, the President will determine whether or not the dismissal is warranted, and if warranted will recommend dismissal to the board. The Board will review the President’s recommendation and take such action as it deems advisable.

Outplacement

If the Board determines that it is necessary to reorganize, decrease the number of administrative positions, or terminate an administrator, it may provide for the use of an outplacement service up to an amount determined by the Board.
PERSONNEL - ADMINISTRATION

Professional Development Expenses

The Board recognizes the importance of continued professional growth of administrators. Therefore it will, within budgetary limits, provide for expenses for any professional development including the attendance at such workshops and professional meetings as his/her supervisor and the President determines will further the goals of the college.

Cross reference Policy # 4324, Temporary Leaves - Professional Development Purposes.
PERSONNEL - ADMINISTRATION

Tuition Reimbursement

The purpose of the tuition reimbursement plan is to assist full-time administrators in performing their duties more effectively. In general, approved courses must contribute to professional development, provide administrative job-related information, or develop the job-related skills of administrators. For those reasons, the College will provide tuition reimbursement for administrators enrolled in pre-approved regionally accredited, credit-bearing programs of study and for fees associated with credit coursework. In addition, the College will provide fees for pre-approved non-credit workshops and seminars.

Rates of reimbursement are subject to budget limitations without requiring separate formal policy action by the Board of Trustees.
PERSONNEL - ADMINISTRATION

Grievances

A grievance is any complaint of an administrator regarding the application of practices, policies, procedures or performance evaluation. An administrator may utilize the grievance process to present his/her dispute.

The Board recognizes that administrators may wish to seek formal resolution of grievances, if informal efforts fail. The President is responsible for such a formal grievance procedure, including specific steps and time limits by which an administrator may seek resolution of his/her grievance. The steps should proceed from first, giving the immediate supervisor an opportunity to settle the grievance, to last, giving the President the opportunity. If the grievance is not resolved by the President, the Board will make a decision on the grievance which will be final, binding and not precedent-setting.
PERSONNEL - ADMINISTRATION

Salary Guides - Job Classifications/Reclassification - Salary Grades

All administrative job classifications and salary grades will be subject to the approval of the Board. The President will make recommendations to the Board as required.
PERSONNEL - ADMINISTRATION

Compensation

Both salary ranges and administrative salaries will be reviewed annually by the President who may recommend changes to the Board.
PERSONNEL - ADMINISTRATION

Fringe Benefits

The Board of Trustees has provided benefits in addition to salary, and may from time to time modify these benefits. The benefits currently provided are as follows:

Health Care Insurance (including family coverage)

Dental Insurance (including family coverage)

Life insurance, including available Optional Term Life and Accidental Death and Dismemberment Insurance at two times the base fiscal year salary

State Universities Retirement System and College Senior Service Program - Cross reference Police #4318

Paid Employee Physical Examinations up to the budgeted amount per year

Paid Holidays, as approved - Cross reference Policy #4328

Paid Leaves - Cross reference Policy #4321, 4322, 4323, 4324, 4325, 4326

Vacation Days - Cross reference Policy #4327

Tuition Waiver (including immediate family) - Cross reference Policy #4320

Tuition Reimbursement - Cross reference Policy #4311
Memberships and Subscriptions

Benefits will be reviewed on an annual basis. The President will recommend changes to the Board as required.
PERSONNEL - ADMINISTRATION

Reclassification and Reassignment

Reclassification

Reclassification is defined as a formal change in responsibilities of the current position which may or may not result in a change in the salary grade and which does not result in a change in the title of the position. Reclassifications are a normal part of any compensation system and fall within the following categories:

Revised: No change in the salary grade resulting from the change in responsibilities and revised job description. Salary is not adjusted.

Upgraded: Change to a higher salary grade resulting from the change in responsibilities and revised job description. Salary will be increased over current salary to fall within the new salary range.

Downgraded: Change to a lower salary grade resulting from the change in responsibilities and revised job description. Salary will remain unchanged if current salary is below the maximum of the new range. If current salary is above the maximum of the new range, the salary will be reduced to a point not above the maximum.

The reclassification of an administrative position and the revised job description reflecting the change in responsibilities will be recommended to the Board by the President of the College. Any salary adjustment will be made effective upon Board approval.

Reassignment

Reassignment is defined as movement of any employee to a different position. Reassignments are a normal part of the effective use of personnel made at the discretion of the College, and fall within the following categories:

Transfer (A): Movement to a different position in the same salary grade. Salary is not adjusted.
Transfer (B): Movement to a different position in a lower grade because of changes in the College's employment requirements, college funding, or desire of an individual to leave Administration for a faculty or other non-supervisory position. If the current salary is above the maximum of the new range, the salary will be adjusted by the new supervisor and President with the cooperation of Human Resources to an appropriate place within the new salary range based upon the person's past performance, experience, and college record. In no case will the new salary exceed the maximum of the new salary range.

Promotion (C): Movement to a different position in a higher salary grade. The salary will be adjusted based upon the recommendations of the new supervisor and President with the cooperation of Human Resources to an appropriate place within the new salary range based upon the person's past performance, experience and college record. In no case will the new salary exceed the maximum of the new salary range.

Demotion (D): Movement to a different position in a lower salary grade because of administrator's inadequate performance. Salary will be decreased to a point within the new salary range.

Reassignment of administrative personnel will be recommended to the Board by the President of the College. Any salary adjustment will be made effective upon Board approval.
PERSONNEL - ADMINISTRATION

Retirement Contributions

Each administrator shall participate in the State Universities Retirement System (SURS).

An administrator may elect to take a SURS contribution each year in lieu of a salary increase in an amount not to exceed the amount of the recommended increase for that year and a total not to exceed the amount set by SURS.

Senior Administrator Program (SAP): The College will offer a pre-retirement and post-retirement Senior Administrator Program.

Under the pre-retirement Senior Administrator Program, a senior member of the administration may be released from his/her full time administrative obligations to pursue scholarly and professional activities associated with the College. Prior to acquiring Senior Administrator Status (SAS), an administrator must enter into a written agreement with the College that provides an appointment as a Senior Administrator for a fixed term of service with specified duties and responsibilities. After the SAS term, the administrator may not return to full time administrative duties; at the end of the SAS term, the administrator must retire.

Under the post-retirement Senior Administrator Program, a senior member of the Administration shall provide professional services to the College after retiring, based on a written agreement with the College.

The Board establishes a Senior Administrator Program with the following specifications:

A. General Provisions

An application for the Senior Administrator Program approved by the Board will be irrevocable.
B. **Eligibility Requirements**

1. An administrator must have completed 15 consecutive years of service to Oakton Community College at the date of retirement either as a full-time administrator or as a full-time faculty and/or staff and administrator.

2. An administrator must be eligible to retire under the provisions of the SURS.

3. An administrator must notify the President of his/her intention to participate in the Senior Administrator Program no later than thirteen (13) months prior to the effective date of retirement nor sooner than 24 months. Notice shall include the effective date of retirement (month, day, and year) and must be accompanied by a Professional Services Plan (PSP).

C. **Service Requirements and Compensation**

1. Pre-retirement SAS Plan: An administrator who meets the eligibility requirements shall be eligible to participate in the College Senior Administrator Program. In this program the administrator shall provide professional services to the College as his/her assigned workload. Seventy five percent of the administrator’s assigned workload for the last six months of the year of employment will be devoted to a Professional Service Plan (PSP). Areas of services may include, but are not limited to, teaching, program development, mentoring new College administrators, preparation of an administrative procedures handbook; policy modification, development, research, and analysis. The PSP shall be presented for approval to the president jointly by the eligible administrator and his/her vice president. Direct reports to the president shall present his/her PSP directly to the president. The PSP will be developed and submitted with the application for participation in the SAS program. The vice president/president may accept the proposed activities plan or will work with the administrator to develop a mutually acceptable plan. At any time the vice president/president and the administrator holding SAS may mutually agree to revise the duties and responsibilities set forth in the plan. Compensation will be at the administrator’s base salary rate for the contract year. When the SAS term spans multiple fiscal years the SAS administrator shall receive an increase equal to the average percentage increase of the entire administrative staff for the new fiscal year effective July 1st of the SAS term.

2. Post-Retirement SAS Plan: In this program the administrator shall provide professional services to the College after retiring. Each Professional Services Plan (PSP) must contain suggested duties and obligations equivalent to one quarter of a full time administrative assignment (10 hours per week) for a four month period immediately following the date of retirement. Areas of services may include, but are not limited to, teaching, program
development, mentoring new College administrators, preparation of a administrative procedures handbook; policy modification, development, research, and analysis. The PSP shall be presented for approval to the president jointly by the eligible administrator and his/her vice president. Direct reports to the president shall present his/her PSP directly to the president. The PSP will be developed and submitted with the application for participation in the SAS program. The vice president/president may accept the proposed activities plan or will work with the administrator to develop a mutually acceptable plan. At any time the vice president/president and the administrator holding SAS may mutually agree to revise the duties and responsibilities set forth in the plan.

In exchange for the SAS post-retirement duties and obligations, the administrator will receive a payment equal to thirty five (35%) percent of his/her base salary at the time of retirement. The payment will be made in two equal installments. The first payment will be made after two (2) months of the date of retirement and the second no earlier than four months from the date of retirement. Payments provided under a Post-Retirement SAS professional services plan shall be payable as an independent contractor and not as an employee of the Board.

Retirement Benefits for Administrators

A. Retiree Health Insurance: All retiree health benefits will be administered by the State of Illinois College Insurance Plan. For a period of five years immediately following the effective date of retirement, retirees will be reimbursed for the individual premium cost of the State of Illinois College Insurance Plan or receive a onetime lump sum payment of $10,000, payable within 60 days of the effective date of retirement. This payment constitutes a final settlement of the health insurance premium reimbursement for the subsequent five year period. An administrator who at the date of retirement retires with 30 or more years of full time service (or its equivalent) to the College may elect to be reimbursed for the premium cost until Medicare age.

B. Cessation of State-Sponsored Plan: In the event that the College Insurance Plan or a comparable state sponsored successor retiree insurance plan ceases to be available, the College will allow administrators who retired after January 1, 2000 while employed in a College administrative staff position and who were enrolled in the CIP or its comparable successor at the time the plan ended to be eligible to enroll in any of the HMO plans available to the active administrative employees of the college at that time. If the retiree’s permanent residence is located outside of a HMO service area or an HMO is no longer offered by the College, the retiree and any eligible dependent(s) would have the option to enroll in any health insurance plan available to the College’s active employees. Retirees
enrolled either on an individual or family basis would participate in the plan at the full premium cost paid on a monthly basis. Enrollment and payment procedures will be identical to those in place at that time for COBRA benefit participants. If the retiree and/or dependents are Medicare eligible or eligible for other government funded health insurance programs, they must be enrolled in those programs to be eligible to participate in the college plans.

C. The employee assumes responsibility for the tax and SURS treatment of all compensation received under this Policy.
PERSONNEL - ADMINISTRATION

Tax Sheltered Annuities

Administrators may participate in any tax-sheltered annuity program that is approved by the Board. The Board will facilitate such programs through authorization of automatic deductions.
PERSONNEL - ADMINISTRATION

Tuition Waiver for Administrators and Members of their Immediate Families

Members of the administration and their immediate families (spouse or children) may enroll in Oakton credit courses at no cost for tuition. This privilege does not include Alliance for Lifelong Learning and other noncredit courses, seminars, and workshops. All fees are to be paid by the administrator.

The Executive Director of Human Resources will administer tuition waiver procedures.
PERSONNEL - ADMINISTRATION

Leaves

Leaves for personal reasons may be approved by the respective Vice President or the President. Personal leaves of absence may be charged to any accrued vacation, personal or holiday time, or if none available, are unpaid.
PERSONNEL - ADMINISTRATION

Temporary Leaves - Illness

At the beginning of each fiscal year, a bank of twenty (20) working days of paid leave for illness or personal use will be granted to each administrator. Personal leave will be restricted to five (5) days per fiscal year. Additionally, an administrator who has exhausted the accumulated days may be advanced up to forty (40) working days of additional leave for illness with the provision that the administrator who leaves employment at Oakton while owing advanced leave for illness will repay the College for such leave or have the cost deducted from the final paycheck. Illness/personal days will be charged at one day per work day.

At retirement, an administrator may elect to either have his/her accrued sick time reported to SURS for inclusion as service credit or receive a onetime prorata payment not to exceed 15% of the retiring administrator’s annual base salary on the date of retirement.

Extended leave for illness is available only for emergencies. Any administrator who is absent or on leave frequently or for an extended period may be required to submit verification.

During any period of administrative absence, the Board may approve assignment of another person to perform the administrator's duties.

Personal leave will be granted at the discretion of the employee's administrative supervisor.
PERSONNEL - ADMINISTRATION

Temporary Leaves - Bereavement

In the event of a death of a family member, an administrator may be entitled up to five (5) work days leave without loss of salary. The leave will be determined in consultation with the appropriate supervisor. If additional time is needed, the immediate supervisor and the Chief Human Resources Officer may allow an administrator to use accumulated illness or vacation leave.
PERSONNEL - ADMINISTRATION

Temporary Leaves - Professional Development Purposes

The Board recognizes the importance of the continued professional growth of administrators. Therefore it may, within budgetary limits, provide for paid leaves of absence for any professional development including attendance at appropriate workshops and professional meetings.

The granting or denial of any such leave will be at the discretion of his/her supervisor.

Cross reference Policy #4310 -- Professional Development Expenses
PERSONNEL - ADMINISTRATION

Temporary Leaves - Witness and Jury Duty

An administrator may be absent to appear in court as a jury member or as a witness in a court action. Any compensation received will not be deducted from the administrator's compensation.

An administrator who anticipates such an absence will inform the appropriate administrator immediately, and while on leave, keep the College informed as to the possible length of absence.
PERSONNEL -- ADMINISTRATION

Sabbatical Leaves

At any time after the sixth consecutive year as an administrator at the College, any administrator may apply for a sabbatical leave. Such a leave may be requested for up to six months. An administrator may receive up to three months at full pay during the sabbatical. The Board may set aside funds to provide for sabbatical leaves, subject to budgetary considerations.

The purpose of a sabbatical is to improve the quality of services of the individual so that both the administrator and the institution benefit from the sabbatical experience. Such leave is not intended to prove opportunities for financial gain. Thus, if an administrator receives income in connection with the work for which he or she is granted the sabbatical leave, Oakton's contribution will be reduced or required to be refunded, if outside income coupled with sabbatical leave pay exceeds, his or her contracted salary for that period.

The purpose of a sabbatical may be accomplished in any number of ways, singly or in combination, including but not limited to advanced study at any accredited institution in a major or cognate field, professional research or writing, or both; professional development of materials pertinent to a field of study; or academic or job related, research-based travel.

The benefit of granted sabbaticals should extend to all areas of the College--its procedures and organization, its students, and the community it serves.

Any administrator who received a sabbatical leave will:

A. Return to the College for at least one year or repay the school the money received while on sabbatical leave.

B. Retain all rights and privileges of an administrator, including retirement contributions and insurance, and salary increments; and

C. Submit a report within sixty calendar days of returning to work, verifying full compliance with the terms of the sabbatical contract to the President. If the report is accepted by the President, salary increments will be awarded.
A proposal for sabbatical leave may be submitted to the President at any time during the fiscal years.

**PERSONNEL - ADMINISTRATION**

The following criteria will be used to rate proposals:

A. Benefit to the institution;

B. Benefit to the professional development of the administrator;

C. Completeness and thoroughness of proposal development, including appropriate support from within or outside Oakton, or both. If the proposal requires administrative commitment, (e.g. large expenditures, new programs, etc.), support from the appropriate administrator must accompany the proposal; and

D. Realistic possibility for completion of stated goals.

The President will report his or her final decision to the applicant within thirty calendar days. If the President supports the proposal he or she may seek Trustee approval at the next scheduled Board Meeting.

Within a period of sixty calendar days after returning to the College, the administrator will submit to the President a report verifying full compliance with the terms of the sabbatical contract and will submit a duplicate of this report to the library for inclusion in the professional collection.

Only one administrator may be absent on sabbatical leave at any point in time. Vacation and personal temporary leave time will not accrue during a sabbatical leave.
PERSONNEL - ADMINISTRATION

Vacation Days

At the beginning of each fiscal year, administrators are granted twenty (20) vacation days (160 vacation hours). Vacation days will be prorated for any service less than the full fiscal year.

On January 1 of each year, any vacation days (hours) in excess of 56 vacation days (448) hours will be converted to sick days.

An administrator is required to obtain the prior approval of his or her immediate supervisor prior to taking any vacation days.
PERSONNEL - ADMINISTRATION

Holidays

The following days are established as College holidays for Community College District 535, and are designated as paid days off for administrators:

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- Presidents' Day - Third Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans Day - November 11
- Thanksgiving Recess - Fourth Thursday and subsequent Friday in November
- Day of Christmas Eve - December 24
- Christmas Day - December 25
- Holiday Recess - Days between December 25 and January 1

Administrators will also receive two (2) floating holiday per fiscal year.

In the event that a legal holiday falls on Saturday, it will be observed on the preceding Friday, and in the event that a legal holiday falls on Sunday, it will be observed on the following Monday. During the summer term, when a holiday falls on a Friday or Saturday, a floating holiday shall be granted.
4400 Series
Personnel – Student Employee
PERSONNEL – STUDENT EMPLOYEE

Personnel – 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.
PERSONNEL - STUDENT EMPLOYEE

Student Employee

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

He or she meets the enrollment requirement. The student can show proof of eligibility to work in the United States. At time of hire the student has a minimum cumulative GPA of 2.0 or first semester enrolled at Oakton. 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.
Series 5100
Students
Policy Series 5100: Subject, Scope and Purpose

The policies in the 5100 series have as their focus students and their relationships to Oakton Community College. Policies which pertain to academic issues are cross-referenced to the 6000 series. Those polices which pertain to both students and employees are cross-referenced to the 4000 series.

Oakton Community College was founded on and upholds the principle of providing opportunities for students to develop their fullest potential. The College community reflects the larger community which it serves with respect to needs, values, and diversity. One aspect of the mission of the College is to explore those communal values and needs with our students, while recognizing that the diversity of age, ethnic background, life experience, opportunity, and beliefs will make for a changing and rich learning environment.

The purpose of the following policies is to ensure that students have access to the rights and privileges that accrue as members of an academic community and of the larger community while ensuring an environment in which learning can occur. These policies also define the reciprocal rights and responsibilities of the institution and its students.
STUDENTS

Academic Honors

In recognition of academic excellence, the Board of Trustees establishes categories to honor students for their academic performances.

The following standards will apply after a student has completed 12 credit hours (excluding developmental courses) with a grade point average of 2.0 or better at Oakton. Determination of eligibility for honors for students who receive an I indicator will be deferred until the I indicator is replaced with a grade.

Term Honors

Term honors are awarded to students who meet standards of academic progress at the end of both the fall and spring terms, and who meet the following criteria:

For students enrolled in 6 or more credits at the 100-level or above

1. President's Scholars - term grade point average of 4.0
2. High Honors - term grade point average between 3.75 and 3.99
3. Honors - term grade point average between 3.50 and 3.74

For students enrolled for 1 - 5 credits at the 100-level or above

Commendation - term grade point average of 3.50 - 4.00

Graduation Honors

Students receive graduation honors when they receive an associate degree or certificate, and when their cumulative grade point average for all courses taken at Oakton meets the following criteria:

1. President's Scholars - cumulative grade point average of 4.0
2. High Honors - cumulative grade point average between 3.75 and 3.99
3. Honors - cumulative grade point average between 3.50 and 3.74

See also Policy 6100
Standards of Academic Progress (SOAP)

Oakton Community College requires that students make satisfactory progress toward achieving their educational goals. The fundamental standard of academic progress will be the attainment of a 2.0 cumulative grade point average. The following standard will apply after a student has attempted 9 credit hours (including developmental courses):

A minimum grade point average of 2.0 will be required of all students each semester and cumulatively. This GPA will be computed using A, B, C, D, and F grades. Indicators of N, W, P, I, IR, FR, IP, and Q will not be used in the calculation. F grades and the I indicator for developmental classes will not be calculated into the GPA or for determining the Standard of Academic Progress (SOAP). The GPA and academic standing will be recalculated when the I has been converted to a grade.

Students who fail to maintain the above standards will be subject to the following progressive sanctions:

A. **Academic Probation:** Students in this category will be restricted in one or more of the following ways:
   a. the number of hours for which they may enroll;
   b. specific courses for which they may enroll;
   c. enrollment only with the approval of appropriate college personnel.

   A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains above a 2.0 will remain on Academic Probation.

   A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Suspension.
A student who is on Academic Probation and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Academic Probation.

A student who is on Academic Probation and who successfully meets the GPA standard in that semester and whose cumulative GPA is 2.0 or above will be returned to good standing.

B. **Academic Suspension:** A student who falls below the GPA standard of progress for a second consecutive semester * will be suspended for one semester (Fall, Spring, or Summer). After the suspension, the student may re-enroll with an academic status of Suspension Return. *Suspension Return requirements are the same as Academic Probation.*

A student who is on Suspension Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Dismissal.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Suspension Return.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

C. **Academic Dismissal:** Students who have returned after being on Academic suspension, and who fail to meet the standard of progress as outlined in the suspension rules, will be dismissed from the College for a period of 12 consecutive months. Readmission after this period is by petition to the Vice President for Student Affairs at least four weeks prior to the start of the term for which they are seeking readmission. Students re-entering after Academic Dismissal will be placed on academic status of Dismissal Return. *Dismissal Return requirements are the same as Academic Probation.*

A student who is on Dismissal Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Subsequent Academic Dismissal.

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Dismissal Return.
A student who is on Dismissal Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

* Consecutive semesters means terms in which a student is enrolled regardless of whether or not there were intervening terms on non-enrollment.
STUDENTS

Student Academic Integrity

Statement of Principles

Students and faculty members at Oakton Community College enjoy a shared commitment to the integrity of their learning environment and to well established rights and responsibilities in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor and openness to constructive criticism characterize the change and growth that result from academic endeavors at Oakton. Academic honesty is vital to these endeavors; it is essential to the life and meaning of any academic community. In the absence of acknowledged standards of honesty, faculty members, students and our community cannot have confidence in either the intellectual achievement and knowledge or the implicit promise of potential for continued growth that college education implies. All members of the Oakton community are responsible, therefore, for maintaining the College's standards of integrity. Students, faculty members, and staff members share the responsibility and authority for making known acts of apparent academic dishonesty.1

Even though all members of the College community share the mutual obligation of maintaining our academic integrity, Oakton's faculty members, as they seek and transmit knowledge and present information about the methods by which it is acquired and properly demonstrated, are primarily responsible for maintaining our standards. As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. In so doing, faculty members must be able to examine work that students submit for academic credit in confidence that it is original. Academic evaluation, therefore, incorporates a trust as well as a responsibility. The trust includes the fundamental expectation that a student's work is free from academic dishonesty of any type; the responsibility includes the obligation to challenge any dishonesty encountered.

1 Oakton Community College is intellectually indebted to the following institutions, whose policies on academic integrity influenced this policy: College of DuPage; College of Lake County; Dartmouth College; Illinois State University; Joliet Junior College; Miami University of Ohio; Moraine Valley Community College; Northwestern University; Pennsylvania State University; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; Indiana University; University of Iowa; University of Maryland at College Park; University of Michigan; University of North Carolina, Charlotte; University of Wisconsin at LaCrosse; University of Wisconsin at Madison; William Rainey Harper College.
What students learn at Oakton goes beyond the acquisition of knowledge or skill; it involves commitment to the principles of scholarship, acceptance of a sense of mutual obligation in inquiry, adherence to standards of honesty and acknowledgement, and participation in relationships of trust in the life-long pursuit of wisdom. The virtues associated with these values develop in an environment of freedom and personal responsibility. In such an environment, mistakes of judgment by students that faculty members deem to be based on ignorance of the established standards of scholarship can be corrected immediately and informally by faculty members in cooperation with their students, and nothing that follows in this policy (or related procedures P6102, P5102) is meant to prohibit this proper resolution of such learning opportunities for students.

**The Code of Academic Conduct**

Faculty members and students have mutual responsibility for establishing clear understanding about Oakton's values-expressed in part in the Statement of Principles and in part in the Code of Academic Conduct-concerning academic evaluation activities.

The Code of Academic Conduct prohibits such violations of academic integrity as: cheating; plagiarism; falsification and fabrication; abuse of academic materials; complicity in academic dishonesty; falsification of records and official documents; personal misrepresentation and proxy; and bribes, favor, and threats.

**Violations and Penalties**

Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity (P6102, P5102). Penalties for violations of the Code will be based upon the nature of the violation and may include any of the sanctions described in the procedures relating to academic integrity (P6102, P5102).

See also Policy 6102
STUDENTS

Grade Reporting System

Faculty members are responsible--in accordance with course requirements and through a fair, professional application of reasonable academic standards--for determining and reporting grades (or indicators) for students enrolled in credit courses at Oakton Community College.

The grade reporting system at Oakton will consist of 20 letter symbols. Eight symbols are grades, six of which are passing; 13 symbols are indicators of a student's status or activity in a course.

Grades:
- A - Excellent
- B - Good
- C - Satisfactory
- D - Minimal passing
- F - Failure
- FR - Failure (Developmental Classes Only)
- P - Successful Completion (Developmental Classes Only)
- T - Successful Completion (Developmental Classes Only) (NOT USED AFTER AUGUST 1988)

Indicators:
- V - Audit
- I - Incomplete (by student request and faculty agreement)
- IR - Incomplete (Developmental Classes Only)
- IP - Course in Progress
- J - Course Drop (Student initiated course drop during the zero percent refund period.)
- N - Nonattendance (reported at mid-term)
- Q - No grade submitted by instructor
- O - Withdrawal (withdrawal from course after mid-term to the end of the 10th week of the regular term); (NOT USED AFTER AUGUST 1996)
- W - Withdrawal
- FZ - Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)
X - Course Still in Progress (NOT USED AFTER AUGUST 1984)
R - Repeat (NOT USED AFTER AUGUST 1984)
Z - Forgiveness (an “F” grade forgiven for satisfactory performance – no penalty internal only (NOT USED AFTER AUGUST, 2006)

**Grade Appeals**

A student wishing to appeal a final grade must follow the defined procedure (P5103).

**Transcript Appeals (Forgiveness)**

A student wishing to appeal a transcript (request forgiveness) must follow procedures established according to Policy 5104.
STUDENTS

Forgiveness of Failing Grades

Students may petition for application of the Forgiveness Policy to have F grades removed from use in calculating the cumulative grade point average. Students should contact the Enrollment Center requesting application of the Forgiveness Policy. A student may petition to have “F” and “FR” grades removed from the official (external) transcript under one of the following circumstances:

1. The student has earned 15 hours or fewer of "F" or “FR” grades and in subsequent terms has earned 15 consecutive hours with no grades of "D," "F," or “FR.”

2. The student has earned more than 15 hours of "F" or “FR” and has earned in subsequent terms a consecutive number of credit hours, with no grade of "D," "F" or “FR” equal to the number of hours of "F" or “FR.”

Credits earned at other colleges or universities cannot be applied to expunge F grades. When F grades are assigned as a result of a finding of academic dishonesty, the Forgiveness Policy will not apply to the “F” or “FR” assigned grade(s).

The forgiveness policy cannot be invoked before the necessary credits are earned.

When the forgiveness policy is applied, a student's cumulative grade point average will be recalculated with "F" grades expunged from the calculation. If this new GPA is 2.0 or above and the student has met all other degree requirements, the student will be eligible for graduation. An indicator of FZ will be placed on the official transcript indicating that an “F” grade has been forgiven.

A student may have the forgiveness policy invoked only once.
STUDENTS

Attendance

There are no college-wide requirements on class attendance at Oakton Community College. Individual instructors, however, may set class attendance requirements consistent with the objectives of their courses. Students are responsible for meeting the requirements of courses, including those governing attendance.
STUDENTS

Admission to the College

All graduates of accredited high schools, holders of General Education Development (GED) certification or persons eighteen years or older are eligible for admission.

Oakton Community College reserves the right to limit enrollment or participation in any of its classes, programs, or services to qualified individuals who are able to meet fundamental program requirements (as determined by the College) and whose participation would not impede the performance of other students, or cause undue disruption to the conduct of College business.

The College reserves the right to establish special requirements and admission procedures for designated categories of students or for designated academic programs or courses. The College also reserves the right to establish special admission requirements for individuals who are not high school graduates or who do not possess the General Education Development (GED) certification.
STUDENTS

Student Classification

**Full-time Students**
Students taking twelve semester hours of course work or more during the fall or spring semester will be considered full-time. Students receiving benefits under various financial assistance programs should contact the Office of Student Financial Assistance for specific requirements of those particular programs requiring full-time status.

Students taking six semester hours of course work or more during the summer term will be considered full-time.

**Part-time Students**
Students taking less than twelve semester hours of course work during the fall or spring semesters, or less than six semester hours of course work during the summer term will be considered part-time.
STUDENTS

Financial Aid

At Oakton Community College, the primary objective of the Office of Student Financial Assistance is to provide financial assistance to qualified students who, without such assistance, would be unable to attend the College. In meeting this objective, the Office of Student Financial Assistance coordinates federal, state, and institutional programs. Assistance may be offered to students in the form of gift aid (grants and scholarships) and self-help (loans and part-time employment).

To assure equality of access to higher education in accordance with federal and state regulations, the College, in selecting financial aid recipients, places emphasis upon family and student financial need. Both the student and the parents of dependent are expected to make a reasonable effort to pay all College expenses. Student financial aid at Oakton should be reviewed only as supplemental to the efforts of the student and the student's family.
STUDENTS

Payment Policy

Due Dates
Payment deadlines are published in the Schedule of Classes and on tuition bills.

Payments not received by the due date may result in the student being dropped from all courses for which he/she is registered. If full payment has not been received and the student drops class(es) or is dropped by the College, the student’s obligation for the outstanding bill remains.

Credit Cards
Oakton Community College accepts certain bank credit cards for payment of tuition, fees, and other purchases.

Payment Plan
Oakton Community College has a tuition installment payment plan to assist students. Information regarding the payment plan is available at the cashier’s office.
STUDENTS

Fees

Fees are established by the President in consultation with the Board of Trustees and are subject to change without prior notice. All fees except course fees are nonrefundable. Refunds of course fees are based on the tuition refund schedule.

All fees will be published in the catalog and Schedule of Classes.

Application Fee
An application fee is charged each new student (except for district residents sixty years of age or over) applying for admission. This is a one-time non-refundable fee which covers the cost of processing the application for admission.

Registration Fee
A registration fee will be charged once each term/session (except for district residents sixty years of age or over). The fee will be refunded if the student withdraws from all courses during the first week of the term.

Late Registration Fee
An additional fee is charged to any student who registers for a class after the first class meeting day of the semester.

Course Fees
Certain courses require additional fees. These are indicated in the class schedules for each semester/session.

Student Activities Fee
All registered students (except for district residents sixty years of age or over) are assessed an activities fee based on semester hours of enrollment. Student Activities fees are managed and distributed by the Student Government Association.
**Reinstatement Fee**
A fee is charged to any student who is dropped due to nonpayment and who requests to be re-registered for the same semester/session.

**Returned Check**
A service fee will be added to a student's account for any check returned by the bank.

**Graduation Processing Fee**
A graduation fee is charged each student who submits a request to have his/her credentials evaluated for graduation. This is used to defray the cost of transcript evaluation and production of diplomas. All eligible students can participate free in the Commencement ceremony.

**Audit Fee**
Students electing to audit will pay an audit fee to help offset lost revenue from state apportionment. Employees and their dependents who are eligible for free tuition are exempt from audit fees.

**Transcript Fee**
Students will be charged a transcript fee to offset the cost of processing official transcript requests.
STUDENTS

Tuition

Tuition rates are recommended by College administrators in accordance with ICCB guidelines, approved by the Board of Trustees and are subject to change without notice.

In-District Tuition
Students who are legal residents of Oakton Community College District 535 for at least 30 days immediately prior to the date classes begin for the term they are attending will pay tuition and fees as established by the Board of Trustees. Distance learning courses are charged the in-district tuition rate.

Out-of-District Tuition
Students who are legal residents of Illinois but who live outside of the Oakton Community College district pay tuition rates higher than in-district residents. This tuition rate is established by the College administrators. Distance learning courses are charged the in-district tuition rate.

Out-of-State Tuition
All students who do not maintain a legal residence in the state of Illinois pay tuition rates higher than out-of-district residents. This tuition rate is established by the College administrators. Distance learning courses are charged the in-district tuition rate.

Exemptions

Business Service Agreement
In recognition of the contribution of eligible in-district business and industry, the College has established a program for their non-district resident employees who are employed full time (usually 35 or more hours each week). These students may be allowed to pay in-district tuition rates. Tuition charges may either be paid by the employee or billed directly to the company.

United States Military Personnel
Military personnel who are stationed within the Oakton Community College district will pay in-district tuition and fees as established by the Board of Trustees.
**Senior Citizens**
District residents sixty years of age or over prior to the date classes begin for the term for which they are registering, are exempt from paying fifty percent of the tuition rate established for in-district residents. Resident adults sixty-five years of age or over who demonstrate financial need can have all in-district tuition waived.

**Agreements**

**Oakton District Residents Attending Other Community Colleges**
Residents of Oakton Community College District 535 who wish to enroll in a curriculum not available at Oakton may apply for a chargeback or joint agreement to attend another community college in Illinois that offers that curriculum. Through a chargeback or joint agreement, a district resident will be entitled to pay that college’s in-district tuition rate.

Residents of other community college districts who wish to enroll at Oakton in a program not offered in their area community college should apply for a chargeback to their local community college.

Terms, conditions and deadlines for these programs vary greatly from college to college and are defined in their equivalent of our Schedule of Classes, or catalog.

**In-District Schools**
The in-district tuition rate applies for Oakton courses taught in the district school for their employees or currently enrolled students. The College may impose additional fees to cover extraordinary costs.
STUDENTS

Refunds

The amount of refund allowed when a student drops a class(es) will be calculated according to the published refund schedule. Course drops may be done in-person or by written notice to the Office of Registration and Records or by using the On-Line Registration System. The Schedule of Classes, published for each term, will specify the dates withdrawals are accepted and the percentage of refund allowed.
STUDENTS

Residency

Proof of Residency
The following will govern the determination of residency of a student not only for tuition, but to validate residency for the purpose of state funding and/or grants.

The College will require that a student show evidence, as reasonably may be required, to demonstrate where he or she is "domiciled"—the place where the student lives and intends to maintain a true and permanent home. Such evidence is to be presented to either the Office of Admission and Enrollment Management or the Office of Registration and Records by the date designated for each semester or term. Students who do not present proof of residency or other evidence entitling them to in-district tuition by the deadline will be charged out-of-district tuition for that term.

In-District Student
A student whose legal residence is within the boundaries of Community College District 535 for at least 30 days immediately prior to the date classes begin for the term they are attending will be classified as an in-district student and will be so identified for the purpose of state funding.

Out-of-District Student
A student whose legal residence is outside of the boundaries of Community College District 535 but within the state of Illinois will be classified as an out-of-district student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between an eligible in-district business or another community college, their place of residency will remain out-of-district and be so identified for the purpose of state funding.

Out-of-State Student
A student whose legal residence is outside the boundaries of the state of Illinois will be classified as an out-of-state student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between industry or other educational institutions, their place of residency will remain out-of-state and be so identified for the purpose of state funding.
Appeal of Residency Determination
Once the residency status of a student has been determined, he or she may appeal this decision if the student thinks the determination is incorrect. To appeal the decision of the Director of Registration and Records the student must write the Vice President for Student Affairs. The Vice President will review this petition and render a final decision.

Change of Address
Students will notify the Registration and Records or the Office of Admission and Enrollment Management of changes in permanent address. The student must make such notification in writing, stating both the old and the new address. If the student does not inform the College of a change in address or if the College becomes aware that an address given by the student is incorrect, the student must demonstrate again proof of residence for the correct address. Changes in tuition rates resulting from changes in the place of residence will primarily be made at the beginning of the semester/term following the change of residence.
STUDENTS

Chargebacks

Chargebacks for Oakton District Residents Attending Other Community Colleges

Residents of Community College District 535 who wish to enroll in a curriculum not available at Oakton may apply for tuition assistance (chargebacks) to attend another community college in Illinois which offers that curriculum. Tuition assistance is granted only to those individuals who are pursuing a degree or certificate program. Tuition assistance will not be issued for enrollment in individual courses or for courses that are outside of the curriculum required for a particular degree or certificate.

Application for tuition assistance must be made to the Oakton Registration and Records Office at least thirty days prior to the beginning of the semester, session, or quarter of the college the student desires to attend.
STUDENTS

Withdrawal from Classes

It is the responsibility of the student to notify the College when dropping or withdrawing from class(es). Notice can be given in-person, in writing or, when available, through the On-Line Registration System. Failure to attend class or to pay tuition and fees does not constitute withdrawal.

Failure to drop a course within the refund period will result in tuition and fees being due in full. Students who officially drop a class(es) through the official drop date will not have the class(es) listed on their transcript. Students who withdraw from a class after the drop period has ended up to the withdrawal deadline will have the class(es) listed on their transcript with a grade of “W.” See the Schedule of Classes for specific refund, drop, and withdrawal dates. Although the W indicator will appear on the external transcript, it will not be counted in the calculation of the grade point average or in determining academic status.

An N indicator will be assigned at mid-term by the instructor to a student who registers for class(es) but then fails to attend or attends only for a few days or weeks but does not formally withdraw. The N is an indicator used to determine if state apportionment can be claimed.

The Vice President for Student Affairs may withdraw a student at anytime as a result of disciplinary action. In addition, the Vice President or administrative designee may permit a student to withdraw at anytime during the school term by petition under special circumstances, e.g. medical emergencies.
STUDENTS

Auditing a Class

A student wishing to audit a class(es) must apply, register and pay all tuition and fees in the same manner as students who wish to take the course for credit. The faculty member may elect to limit the extent of evaluation made available to the audit student.

A change from "credit" to "audit" must be completed within the first four weeks of the semester (pro-rated for classes of less than 16 weeks in length). Students electing to audit will pay an audit fee. Employees and their dependents are exempt from audit fees.

Once a student has changed to audit status, he/she cannot return to credit status later in that semester in that course. To receive credit for a class which has been audited, a student must repeat the course for credit.

A student auditing a course will not be considered enrolled in that course for purposes of financial aid, standards of academic progress, or athletic eligibility. The final grade for the class will be shown on the official transcript as an audit with the letter grade of V.
STUDENTS

Co-Curricular and Extra-Curricular Programs

Oakton Community College, in cooperation with the Student Government Association, will establish co-curricular and extra-curricular programs designed to reflect and meet the needs of the student body.

These programs may include student publications, social activities, intramural athletics, intercollegiate club sports, clubs, cultural and fine arts programs, forensics, and any other activities which have value for the student body.
STUDENTS

Intercollegiate Athletics

A program of intercollegiate athletics will be maintained by Oakton Community College. The College will abide by the eligibility bylaws of the Illinois Skyway Collegiate Conference and the National Junior College Athletic Association.
STUDENTS

Student Records - Confidentiality

Student records are confidential and may be disclosed only in accordance with the federal Family Educational Rights and Privacy Act (Public Law 93-380, 20 U.S.C. Sec. 1232g, et seq.).
STUDENTS

Board of Trustees Scholarships

The Board of Trustees will authorize scholarship awards to cover Oakton Community College tuition and fees up to the budgeted amount each academic year. These awards will be presented on an annual basis. These awards are presented to recognize academic excellence and demonstrated leadership by Oakton students. Recipients of the awards will be selected by a designated scholarship committee representing faculty, students, and administration.
STUDENTS

Military Service Policy

If a student withdraws from Oakton Community College after the mid-point of the semester or session because of induction into or extended active duty with the armed services of the United States, the student may be awarded full academic credit for each course for which the student is still registered, provided that the instructor is able to evaluate the student's attainment of the objectives of the course, at the time, and award an appropriate grade.

If this evaluation is not possible, or if the student withdraws from the College prior to the mid-point of the semester or session, the student will be given a complete refund of all tuition and fees paid and no academic credit.

A student who wishes to benefit from this policy must submit a copy of the induction notice and/or orders calling for extended active duty. Members of a National Guard unit or a reserve unit must be called to active duty in lieu of induction to be eligible.
STUDENTS

Code of Student Conduct

It is the responsibility of Oakton Community College to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment.

To that end, the Board of Trustees, recognizing both the rights and responsibilities of students that accrue to them as citizens or residents and guests of the United States, the State of Illinois, and Community College District 535, authorizes the President to develop a Code of Student Conduct and Procedures to implement it.

The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College. Sanctions imposed for violating the Code may range from warning through expulsion.
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 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

Recognition of Student Organizations

Oakton Community College recognizes that students benefit from participation in co-curricular activities. Leadership opportunities and the educational opportunities that are provided through involvement in student organizations are an integral part of the educational process.

The Student Government Association (SGA) is empowered to recognize organizations at Oakton Community College with the approval of the Director of Student Life. The SGA will be responsible for developing procedures outlining the recognition process including: expectations for organizations, rights of organizations and the process for the withdrawal or suspension of recognition. The procedure must be submitted for the approval of the Director and the Vice President for Student Affairs, each year, by April 1 and will be implemented the following academic year.

All organizations must have an advisor who is a member of the faculty, staff or administration of the College. The advisor's role is to lend experience and knowledge to the student organization in an advisory capacity. In order to ensure that student leaders are aware of College policies and procedures, the advisor will encourage student leaders to attend officer training workshops and leadership opportunities. Advisors also will serve as the liaison between the College and the students with the primary purpose of sharing information.

Students, regardless of age, are presumed to be adults who will behave in a mature and responsible manner. It is understood that students will follow all applicable laws and College policies, procedures, rules and regulations and will seek the advice of the advisor when planning and conducting organization events. No organization leader or member may obligate the College in any way. Contractual obligations and purchases require the prior approval of the Director and appropriate College administrators.

Recognized student organizations will have the privilege of using College facilities according to College procedures. They will have the right to publicize activities on College bulletin boards, in student publications and on the campus in general. Recognized organizations also have the support of the SGA and the support and services of the Student Life program.
STUDENTS

Administration of Student Life Fees

On or before April 1 of each year, the Student Government Association will recommend procedures to allocate student fees (under the supervision and with the approval of the Director of Student Life) to be applied in the upcoming fiscal year. The procedures then will be submitted for approval to the Director of Student Life and the Vice President for Student Affairs.

Student Life fees may be used to support co-curricular programs except:

1. An activity that is illegal;

2. An activity that is in violation of policies of the Board of Trustees of Oakton Community College;

3. Specific partisan political events;

4. Any activity or program which fosters and/or perpetuates an interest in a specific Religion;

5. An activity that is determined by the Director of Student Life, in conjunction with the Vice President for Student Affairs and the Vice President for Business and Finance, that may expose the College to excessive liability for which it is imprudent for the College to take responsibility.
STUDENTS

Course Repetitions

Students may repeat courses previously taken an unlimited number of times unless restricted. (See College catalog for courses that have a restriction on the number of times that a course can be repeated). Each course attempt will be reflected on the student’s academic record with only the highest grade counted in GPA calculation. Courses that are designated as repeatable up to a certain number of attempts or credit hours will have each course attempt reflected on the student’s academic record with the credit hours and grades earned up to the limit counted in GPA calculation.
STUDENTS

Enrollment Restrictions

In order to help students benefit from instruction and achieve success at Oakton, the College will place the following restrictions on enrollment:

1. All students are encouraged to take Oakton placement tests in reading, writing and mathematics prior to registration and must do so in order to register for certain courses.

2. In compliance with the state of Illinois and Illinois Board of Higher Education (IBHE) baccalaureate admissions requirements, students seeking the A.A. or A.S. degree must successfully have met high school course requirements or make up these deficiencies.

3. Students may be placed on an enrollment restriction at the discretion of an administrator and may be required to meet with a designated College employee prior to registration.
STUDENTS

Chronic Communicable Diseases

Students with chronic communicable diseases may attend Oakton Community College whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from College. The determination of whether a student with a chronic communicable disease may attend College will be made in accordance with the criteria in P5128.
STUDENTS

Annual Student Leadership Awards

The Board of Trustees of Oakton Community College wishes to acknowledge and reward the contributions made to the College by student leaders. Therefore, the Board has established a series of annual Student Leadership Awards. The awards will consist of five monetary awards which can be used by the student for any college-related or other appropriate expenses. In addition to the grant, the student will receive a symbolic representation of the award.

The Board delegates to the Director of Student Life the responsibility for developing the criteria and procedure for selecting recipients of the award and may have a member on the selection committee.

These awards will be presented at the annual SGA Leadership Banquet, the College Commencement or another suitable event.
Series 6100
Instruction
INSTRUCTION

Academic Honors

In recognition of academic excellence, the Board of Trustees establishes categories to honor students for their academic performances.

The following standards will apply after a student has completed 12 credit hours (excluding developmental courses) with a grade point average of 2.0 or better at Oakton. Determination of eligibility for honors for students who receive an I indicator will be deferred until the I indicator is replaced with a grade.

Term Honors -- Fall and Spring Semesters

Term honors are awarded to students who meet standards of academic progress at the end of both the fall and spring terms, and who meet the following criteria:

For students enrolled in 6 or more credits at the 100-level or above

1. President's Scholars - term grade point average of 4.0
2. High Honors - term grade point average between 3.75 and 3.99
3. Honors - term grade point average between 3.50 and 3.74

For students enrolled for 1-5 credits at the 100-level or above

   Commendation - term grade point average of 3.50 - 4.00

Graduation Honors

Students receive graduation honors when they receive an associate degree or certificate, and when their cumulative grade point averages for all courses taken at Oakton meet the following criteria:

1. President's Scholars - cumulative grade point average of 4.0
2. High Honors - cumulative grade point average between 3.75 and 3.99
3. Honors - cumulative grade point average between 3.50 and 3.74

See also Policy 5100
INSTRUCTION

Standards of Academic Progress (SOAP)

See also Policy 5101
INSTRUCTION

Student Academic Integrity

Statement of Principles

Students and faculty members at Oakton Community College enjoy a shared commitment to the integrity of their learning environment and to well established rights and responsibilities in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor and openness to constructive criticism characterize the change and growth that result from academic endeavors at Oakton. Academic honesty is vital to these endeavors; it is essential to the life and meaning of any academic community. In the absence of acknowledged standards of honesty, faculty members, students and our community cannot have confidence in either the intellectual achievement and knowledge or the implicit promise of potential for continued growth that college education implies. All members of the Oakton community are responsible, therefore, for maintaining the College's standards of integrity. Students, faculty members, and staff members share the responsibility and authority for making known acts of apparent academic dishonesty. \(^2\)

Even though all members of the College community share the mutual obligation of maintaining our academic integrity, Oakton's faculty members, as they seek and transmit knowledge and present information about the methods by which it is acquired and properly demonstrated, are primarily responsible for maintaining our standards. As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. In so doing, faculty members must be able to examine work that students submit for academic credit in confidence that it is original. Academic evaluation, therefore, incorporates a trust as well as a responsibility. The trust includes the fundamental expectation that a student's work is free from academic dishonesty of any type; the responsibility includes the obligation to challenge any dishonesty encountered.

\(^2\) Oakton Community College is intellectually indebted to the following institutions, whose policies on academic integrity influenced this policy: College of DuPage; College of Lake County; Dartmouth College; Illinois State University; Joliet Junior College; Miami University of Ohio; Moraine Valley Community College; Northwestern University; Pennsylvania State University; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; Indiana University; University of Iowa; University of Maryland at College Park; University of Michigan; University of North Carolina, charlotte; University of Wisconsin at LaCrosse; University of Wisconsin at Madison; William Rainey Harper College.
What students learn at Oakton goes beyond the acquisition of knowledge or skill; it involves commitment to the principles of scholarship, acceptance of a sense of mutual obligation in inquiry, adherence to standards of honesty and acknowledgement, and participation in relationships of trust in the life-long pursuit of wisdom. The virtues associated with these values develop in an environment of freedom and personal responsibility. In such an environment, mistakes of judgment by students that faculty members deem to be based on ignorance of the established standards of scholarship can be corrected immediately and informally by faculty members in cooperation with their students, and nothing that follows in this policy (or related procedures P6102, P5102) is meant to prohibit this proper resolution of such learning opportunities for students.

The Code of Academic Conduct

Faculty members and students have mutual responsibility for establishing clear understanding about Oakton's values-expressed in part in the Statement of Principles and in part in the Code of Academic Conduct-concerning academic evaluation activities.

The Code of Academic Conduct prohibits such violations of academic integrity as: cheating; plagiarism; falsification and fabrication; abuse of academic materials; complicity in academic dishonesty; falsification of records and official documents; personal misrepresentation and proxy; and bribes, favor, and threats.

Violations and Penalties

Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity (P6102, P5102). Penalties for violations of the Code will be based upon the nature of the violation and may include any of the sanctions described in the procedures relating to academic integrity (P6102, P5102).

See also Policy 5102
INSTRUCTION

Grade Reporting System

See also Policy 5103
INSTRUCTION

Forgiveness of Failing Grades

See also Policy 5104
INSTRUCTION

Curriculum--Faculty Participation

The Board of Trustees recognizes that the Oakton Community College curriculum is appropriately of central concern to the faculty, and therefore encourages all faculty members to propose the addition of courses and programs as well as the revision of existing courses and programs. The approval process for such additions and revisions will include review by the affected departments or programs and the Faculty Curriculum Committee as well as the administration.
INSTRUCTION

Curriculum Design--Occupational Program Advisory Committees

When a new occupational curriculum is to be considered, an advisory committee consisting of professionals or specialists in the field will be formed to determine the feasibility of offering the curriculum, and to assist in planning before it is developed for recommendation to the Board of Trustees. Each occupational program will maintain a standing advisory committee, which will meet a minimum of twice each academic year to advise the college about the program and to review curriculum proposals and capital equipment requests. No changes in curriculum or purchases of capital equipment will be considered without the advisory committee's review.
INSTRUCTION

Class Size

Class size will be determined within a general framework of such sound educational practices as instructional goals or curricular objectives, transfer or certificate requirements and student need; and by the reasonable capacities of the facility, consistent with legal restrictions and safety regulations.
INSTRUCTION

Field Trips

The Board of Trustees recognizes that field trips promote student learning and are a valuable component of particular Oakton Community College courses. Therefore, it encourages such field trips and provides funds for them within the annual division budgets.

Faculty members must submit all field trip requests to the division dean for approval.
INSTRUCTION

Student Credit for Learning Experiences

The Board of Trustees recognizes that college-equivalent learning can result from a variety of experiences. Therefore, provision is made for students with wide varieties of educational experiences to convert their experience into college credit. Credit shall be based on demonstrated evidence of having achieved learning outcome knowledge and skills equivalent to those expected of a student successfully completing the equivalent course at Oakton. Normally “successful completion” is equivalent to a grade of C or higher. Credits for learning experiences shall be applied for no more than one-half the credits required for any degree or certificate program. The evaluation of evidence and awarding of credit will be undertaken according to procedures set forth in P6109.
INSTRUCTION

Policy to Extend College Services

Oakton Community College will extend services beyond its permanent facilities as a need of its programs is identified, as facilities and resources are available, and as programs can be conducted economically. Extended services may be offered under the following circumstances:

1. Courses offered by the Alliance for Lifelong Learning program in local high schools and college facilities.

2. Courses offered by contractual arrangements in colleges, career institutes, and private industrial facilities.

3. Courses offered in leased or donated facilities.

4. Courses offered in out-of-state or overseas facilities.

5. Courses offered in online, hybrid, or other virtual formats.
Series 8000
Community Relations
COMMUNITY RELATIONS

General Statement

The Board of Trustees believes that good community relations are essential for the success of Oakton Community College and will ensure that there are vehicles which encourage and support such relations between the College and the community.
COMMUNITY RELATIONS

Communication with the Public

The Board of Trustees recognizes the importance of keeping the community informed about the College and will ensure a continuous planned program of public information.
COMMUNITY RELATIONS

Communications from Outside the College

The Board recognizes that individuals or organizations from the college or community at large may wish to publicly speak and/or disseminate or collect information on campus; such material must not be contrary to local, state or federal laws. Should such individuals or organizations wish to distribute materials on campus, the administration of the College (complying with the provisions of the First Amendment) reserves the right to control the place, time and manner such printed material is to be distributed and must have prior approval from the President or his or her designee.

The administration of surveys, questionnaires and requests for information by non-College-connected organizations will be permitted when deemed appropriate by the Administration.

Posting and display of all non-College material on College premises will be governed by the procedures and regulations established by Policy 3027 (Dissemination of Information, Posting of Notices, Signs and Advertisements).

Any group or organization not satisfied with the administrative decision as herein set forth may present a written complaint to the President of the College. If the response is not satisfactory, a written complaint may be presented to the Board of Trustees.
COMMUNITY RELATIONS

Public Participation at Stated Board Meetings

In accordance with the Illinois Open Meetings Act, the Board of Trustees encourages the public's attendance at stated Board meetings. The Board provides an opportunity for public participation at each regularly scheduled meeting.
COMMUNITY RELATIONS

Responsibilities of the Board of Trustees

As a member of the local community and as an elected official of such community, the trustee represents the community to the College. The trustee also may represent the College at the local, district, state, regional and national levels. Therefore, Board members need to:

1. Become familiar with the Open Meetings Act and Freedom of Information Act, both which foster openness in communications and the transaction of the business of the College in an open, ethical and legal manner.

2. Become familiar with the various media and be fully informed on College matters.

3. Be able to help people understand official Board actions.

4. Be in the position to explain operations and conduct at the College and clarify misunderstandings.

5. Listen to individuals in the community and community groups who wish to address the Board and who have suggestions for the College.

6. Be able to confer intelligently with all governmental officials, including state legislators and members of Congress, on College issues.

An individual Board member should not commit the Board to a position in answer to any inquiry or in public statements unless Board policy is already established or the questions addressed to him/her require factual information about the College.

In community relations, as in all other matters, the Board has both governing authority and responsibility for the College.
COMMUNITY RELATIONS

Citizens' Advisory Committees

The Board of Trustees recognizes the value of citizens' advisory committees and approves the appointment of Program Advisory Committees on an annual basis.
COMMUNITY RELATIONS

Concerns and Complaints

The Board of Trustees welcomes constructive comments about the College from the community.

Complaints should be submitted in writing and handled by the appropriate supervisors and administrators. The administration has established procedures for handling complaints when they are received. The President is expected to keep the Board appropriately apprised. Any concerns or complaints made directly to the Board will be channeled through the President for study, and the President will report back to the Board if action is required.
COMMUNITY RELATIONS

Soliciting Funds on the Campuses

The solicitation of funds and the sale of products and/or services within the College by outside groups require prior approval from the President or his or her designee.

Internal organizations may sponsor outside groups when the product, service or cause is beneficial to students and consistent with the mission of the College. Prior approval for sponsorship must be obtained from the College President or his or her designee.
COMMUNITY RELATIONS

Use of College Facilities

Oakton Community College provides educational services to the residents of Community College District 535 to the extent that facilities and resources permit. The buildings and grounds of the College (hereafter referred to as "facilities") are available for educational, cultural, civic, and business or industrial activities in the public interest so long as these activities do not interfere with the regular College program. The College reserves the right to reject a request for facility use by any person or organization.

Persons or organizations requesting the use of the College facilities for other than the delivery of instruction and programs in support of the College mission must assume rental and service fees as required and furnish adequate insurance for the protection of the College when requested. The College will not be responsible for any damage, loss, or injuries to persons or property sustained by users or patrons participating in or attending any program held on College premises under these circumstances.
COMMUNITY RELATIONS

Use of Library Resources

Oakton Community College will make its library resources available to the community when such use does not adversely affect the College educational program.

Library cards may be issued to non-students providing such persons are residents of Community College District 535. All rules and regulations governing the control of the Library and circulation of materials will apply. Since the primary function of the Library is to serve the needs of enrolled students, restrictions for non-students may be placed on services and on the circulation of special materials.
COMMUNITY RELATIONS

Continuing Education/Community Services

The Board of Trustees supports the efforts of the College to offer continuing education and community service programs for residents of the community who do not desire formal college-level instruction.

In meeting these mandates of the Illinois Community College Board, the College is encouraged to continue the extensive cooperative efforts with local high school districts, most notably Alliance for Lifelong Learning.
COMMUNITY RELATIONS

Business and Government Relations/Economic Development

The Board of Trustees recognizes that business and governmental organizations are a vital part of the Oakton community, and good relations with business, industry, and government are important to the continued success of Oakton Community College.
Authorization to Purchase Contracted Instruction

Over the last ten years, the Fire Science Program has been working with the Northeastern Illinois Public Safety Training Academy (NIPSTA) in Glenview on credit-based instruction, with Oakton offering some of the College’s courses at NIPSTA’s site. As has been the case in the past, Oakton’s Fire Science Department has found NIPSTA’s instruction and training in keeping with the academic standards of its program. NIPSTA students will continue to benefit from college credit, which can be applied to Oakton’s certificate and degree programs in Fire Science. The College is asking to renew this contractual agreement for two more years. Fall 2013-Spring 2014 offerings included:

1. Fire Officer I & II Training
   Enrolled 379 students in 1137 reimbursable credit hours
   Revenues: $115,427  Expenses: $105,952  Net to Oakton: $9,475

2. Firefighter II & III Training
   Enrolled 237 students in 1062 reimbursable credit hours
   Revenues: $122,278  Expenses: $116,353  Net to Oakton: $5,925

3. Other Oakton Courses
   Enrolled 61 students in 183 reimbursable credit hours
   Revenues: $18,461  Expenses: $16,936  Net to Oakton: $1,525

In addition, the College will receive an apportionment payment from the state in two years. At today’s apportionment rate, the 2,382 credits will net the College an additional $76,817. The College proposes to continue to offer Fire Officer, Fire Fighter, and other fire related training for the 2015-2016 calendar years. The administration is requesting $350,000 for each year of this two-year contract which will be completely offset by student tuition and fees, consistent with past practices.

RS:rs
12/2/2014

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 Contracted Instructional Training from Northeastern Illinois Public Safety Training Academy, 2300 Patriot Boulevard, Glenview, Illinois, 60025, for a total not to exceed $350,000.”
Acceptance of Skokie Community Fund Grant

Oakton Community College, in partnership with The Talking Farm, is the recipient of a $5,000 grant from the Skokie Community Fund’s inaugural grant cycle. The grant will enable the partners to develop a curriculum and paid internship program during the growing season that will promote urban agriculture through farm-to-table education. The period of the grant is one year, beginning January 1, 2015. Andrew Roach, Professor of Mathematics, will serve as the project director and Robert Sompolski, Dean of Mathematics and Technologies, will be the project administrator.

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept a $5,000 grant from the Skokie Community Fund to partner with The Talking Farm and develop a curriculum and paid internship program.”
First Read of Policy Revisions

This resolution presents the 2000, 4000, 4100 and 4200 series of Board policies for the first reading in December 2014 with Board action to be taken in January 2015. In anticipation of accreditation review, it is imperative that we demonstrate a timely, comprehensive review of all policies. While there are many policies that do not require changes, there are others that must be revised in order to come into compliance with legal and legislative mandates. All policies will be presented, including those that are reviewed as well as revised.

MBL:ec
12/2014

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts the proposed review and revisions of the 2000, 4000, 4100 and 4200 Series, as presented, with action to take place at the next regularly scheduled meeting of the Board of Trustees on January 20, 2015.”
Series 2000
Administrative Organization
ADMINISTRATIVE ORGANIZATION

Chief Administrative Officer – President

In fulfillment of the provision of the Illinois Public Community College Act (Illinois Compiled Statutes, 110 ILCS 805/1-1 through 110 ILCS 805/8-2), the Board of Trustees makes the appointment and considers the entire compensation package for the President. The provision for establishing additional administrative positions is set forth in Policy 2001.
ADMINISTRATIVE ORGANIZATION

Additional Administrative Positions

The Board may, from time to time, upon the recommendation of the President, establish additional administrative positions, which are necessary to implement the policies of the Board, the regulations of the Administration, and the demands of the College programs. The President or his or her designee will be responsible for seeing that a job description, including a statement of qualifications for each such position, is developed and maintained and that existing positions meet current needs.
ADMINISTRATION

Administrative Positions Organizational Structure

A set of organizational charts for the College has been developed and maintained will be developed and kept current, so that titles reflect duties and responsibilities, which are reconfigured from time to time, as indicated in Policy 2001. The charts represent positions as approved by the Board. The Board of Trustees has established the following positions:

President

Executive Director of Human Resources (effective 09/01/2013)
Executive Director of College Advancement

Vice President for Academic Affairs

Associate Vice President for Continuing Education, Training, and Workforce—Development

Director of Community and Adult Education
Director of Workforce Development and Corporate Training
Director of Operations and Administration
Assistant Vice President for Academic Affairs/Dean, RHC
Dean, Languages, Humanities and the Arts
Dean, Library and Online Learning
Dean, Mathematics and Technology
Dean, Science and Health Careers
Dean, Social Sciences and Business
Assistant Vice President of Academic Affairs (effective 11/01/13)
Director of Grants and Alternative Funding
Vice-President for Student Affairs
   Assistant Vice President for Access, Equity and Diversity
   Director of Student Recruitment and Outreach
   Director of Athletics and Registrar Services
   Director of Student Life
   Director of Enrollment Services
   Director of Counseling (part-time)
   Director of Student Success
      Assistant Director of Student Success

Vice-President for Business and Finance
   Director of Accounting Services
   Director of Business Services
   Director of Facilities

Vice-President for Technology and Data Analytics
   Director of Software and User Services
   Director of Systems and Network Services
   Director of Research and Planning
ADMINISTRATIVE ORGANIZATION

Temporary and Part-Time Administrative and Supervisory Personnel

The Board may, from time to time, upon the recommendation of the President, and without establishing a job description or list of qualifications, such as would be required for a permanent position, employ administrative or supervisory interns, on a temporary or part-time basis, or may employ consultants in planning, research, accreditation, or other areas of importance to the College, as temporary or part-time adjuncts to the regular administrative personnel of the College.
ADMINISTRATIVE ORGANIZATION

Administrative Operations

The Board will determine the policies to guide the decision-making process governing all activities of the College. In setting these policies, it will seek the advice and assistance of the faculty, staff, and student body of the College, and of other relevant persons, through the President.

The President is responsible to the Board for the administration of the College under the applicable laws and the policies of the Board. In addition, the President, in cooperation with the administrative staff, shall prepare, in detail, where applicable, the rules and regulations procedures for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the President or his designee is empowered to make the decision deemed best, later reporting to the Board.

Policies and procedures are adopted to govern the various constituencies within the College. All members of the College community are governed by the applicable policies and procedures.

The President shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. That is, a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.
ADMINISTRATIVE ORGANIZATION

Line of Responsibility

The President in administering this policy shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the framework of direct responsibility. Nothing provided herein is intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Each employee of the College, except the Treasurer of the Board, the auditor, and legal counsel, shall be responsible to the Board of Trustees through the President.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board President.
ADMINISTRATIVE ORGANIZATION

Channels of Communication

In the development of plans and procedures the President shall include in the discussion preceding implementation, whenever feasible, representatives of the persons and groups likely to be affected by such plans and procedures.

The President will provide channels within the institution for the prompt communication of ideas and feelings regarding Oakton Community College and its operations. The President is expected to give careful consideration to counsel given by subordinate executives, other administrators, faculty, exempt and non-exempt classified personnel, and students especially that given by persons or groups designated to represent large constituencies, and to include reports of all such counsel in reporting administrative action and in recommending actions to the Board of Trustees.

In addition, the President will consult with such committees of the faculty, staff, administration, student body, or any combination of these groups, as may be organized from time to time, either as standing committees or ad hoc committees or task forces.
ADMINISTRATIVE ORGANIZATION

The President's Council

In order to be of assistance in making decisions and administering the policies of the Board, the President has designated an advisory group known as the President's Council. The Council is a deliberative, not a voting body.

The President’s Council consists of the President, and the Vice Presidents, other administrators as determined by the President and other persons may be invited to attend and participate in the meetings of the Council from time to time.
ADMINISTRATIVE ORGANIZATION

Oakton Community College Faculty Association, IEA-NEA

The Administration and Board of Trustees recognize the existence of the Oakton Community College Faculty Association, IEA-NEA, elected by the full-time faculty to represent them. The Board of Trustees recognizes the President of the Oakton Community College Faculty Association, IEA-NEA, as the faculty’s designated delegate during the term of office. As such, the Board provides a place for the President of the Oakton Community College Faculty Association, IEA-NEA, at all public meetings, and invites contributions to the deliberations or the Board at whatever point the interests of the faculty require these interests be voiced.
ADMINISTRATIVE ORGANIZATION

**Classified Staff Association, a chapter of the Cook County College Teachers Union Local 1600, American Federation of Teachers**

The President and Board of Trustees recognize the existence of the Classified Staff Association, a chapter of the Cook County College Teachers Union, Local 1600, American Federation of Teachers (hereinafter Classified Staff Association) as the staff group elected by the members of the classified employees of the college to represent them and speak for them in discussions with the administration and Board of Trustees.

The Board of Trustees recognizes the President of the Classified Staff Association as the classified staff’s designated delegate during the term of office. As such, the Board provides a place for the President of the Classified Staff Association at all public meetings, and invites contributions to the deliberations of the Board at whatever point it is believed the interests of the classified staff require these interest to be voiced.
ADMINISTRATIVE ORGANIZATION

Adjunct Faculty Association/ Illinois Education Association/National Education Association at Oakton Community College

The President and Board of Trustees recognize the existence of the Adjunct Faculty Association/ Illinois Education Association/National Education Association at Oakton Community College as the group elected by the members of the adjunct faculty to represent them and speak for them in discussions with the administration and Board of Trustees.

The Board of Trustees recognizes the President of the Adjunct Faculty Association/Illinois Education Association/National Education Association at Oakton Community College as the adjunct faculty’s designated delegate during the term of office. As such, the Board provides a place for a President of the Adjunct Faculty Association/Illinois Education Association/National Education Association at Oakton Community College at all public meetings, and invites contributions to the deliberations of the Board at whatever point it is believed the interests of the adjunct faculty require these interest be voiced.
ADMINISTRATIVE ORGANIZATION

Oakton Community College Public Safety Department/Fraternal Order of Police

Oakton Community College police officers are appointed by the Board of Trustees as “conservators of peace.” Within the intent of the Illinois Community College Act (Chapter 110, Illinois Compiled Statutes, Section 805/3-42.1), members of Oakton Community College Public Safety Department shall be conservators of the peace and as such shall have all the powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrest on view or warrants of violations of state statutes and city or county ordinances of the county in which Oakton is located. Campus police shall be appropriately trained and equipped as required to insure for the protection of the college properties and interests, and its students and personnel. Public Safety Department Personnel cooperate with all law enforcement agencies and investigate crime reports from members of the college community.

The President and Board of Trustees recognize the existence of the Illinois Fraternal Order of Police Labor Council/Oakton Community College Public Safety Officers as the group elected by the members of the public safety officers to represent them and speak for them in discussions with the administration and Board of Trustees.
ADMINISTRATIVE ORGANIZATION

Board of Student Affairs

The Administration and Board of Trustees recognize the existence of the Board of Student Affairs as the student group elected by the student body at large to represent them and provide general leadership from among their peers. The Board of Trustees recognizes the President of the Board of Student Affairs as the Board of Student Affairs' leader.
ADMINISTRATIVE ORGANIZATION

Control and Communications Systems

The President of the College is responsible for the establishment of control and communication systems for the dissemination of policy information and for any other information of benefit and interest to the employees of the College.
ADMINISTRATIVE ORGANIZATION

Policy and Regulations Systems

The President of the College is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend to all who seek information on these matters.
ADMINISTRATIVE ORGANIZATION

Memberships and Subscriptions

The Board encourages the President and the other administrators of the College to participate in appropriate professional organizations such as the American Association of Community Colleges, the Council of North Central Two Year Colleges, the Higher Learning Commission and other associations related to the work of the College on a local, state, regional, national, or international level. The College assumes the cost of appropriate institutional memberships.
ADMINISTRATIVE ORGANIZATION

In-Service Development and Training

The President is responsible for the establishment and maintenance of a system of in-service development and training.
This 4000 series of Oakton Community College Policies incorporates all policies that apply to every employee of Oakton Community College, regardless of his/her status as administrator, faculty, staff, or student employee. The re-codification index at the end of this manual indicates which policies have been placed in this Series 4000.
ALL PERSONNEL

General Personnel Policy Statement

Through its personnel policies, the Board of Trustees wishes to establish conditions that will attract and retain the best qualified people for all positions throughout Oakton Community College. The Board expects that they will devote themselves to the education and welfare of Oakton Students.

The Board directs the administration to establish necessary procedures to keep the College's personnel policies--and corresponding administrative regulations--in the highest state of effectiveness to achieve these purposes.
ALL PERSONNEL

Employment of Related Persons or Spouses

The Board expects the President to ensure the most demonstrably qualified candidate is appointed to fill each open position at the College. In support of its mission as the community’s college and in keeping with its stated values and commitment to anti-bias policies and practices, the Board discourages any preferential consideration or favoritism based on existing familial relationships.

Due to Because of the potential for perceived or actual conflicts of interest, however, the following restrictions apply to the hiring of an immediate relative:

- No person shall be hired, transferred or promoted to a position under the direct supervisory responsibility of an immediate relative; neither shall any individual who enters into a marriage or domestic partner relationship while in the employ of the College remain in a position which involves supervising or being supervised by an immediate such a relative.
- No employee shall participate in the appointment, compensation, evaluation, promotion, discipline, or other employment decisions involving an immediate relative.

For the purposes of this policy, “immediate relative” includes, but is not necessarily limited to the following: refers to: spouse (includes common-law spouse and domestic partner); parent; child; brother; sister; mother in-law; father in-law; son in-law; daughter in-law; sister in-law; brother in-law; grandparent; grandchild; aunt; uncle; niece; or nephew. The same considerations shall apply to step-relationships, those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, cousin, nephew, niece, husband, wife, domestic partner, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse, domestic partner, and the individual’s fiancé or fiancée.

The President may recommend to the Board of Trustees the hiring of a relative when there are no alternatives to a relative hire or when a relative hire is in the best interest of the College.
ALL PERSONNEL

Ethics and Gift Ban

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF OAKTON COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1: This Ordinance hereby amends the Ethics and Gift Ban policies of the College with the addition of the following provisions:
DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employer" means the Board of Trustees of Oakton Community College.

"Employee" means a person employed by the Board of Trustees of Oakton Community College, whether on a full time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Board of Trustees of Oakton Community College.
"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Oakton Community College in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.
ARTICLE 3

GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse, domestic partner, and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid
for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to
the actual knowledge of the recipient the individual who gave the gift also at the same time gave
the same or similar gifts to other officers or employees, or their spouses or immediate family
members.

(8) Food or refreshments not exceeding $75 per person in value on a single calendar day;
provided that the food or refreshments are (i) consumed on the premises from which they were
purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or
refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside
business or employment activities (or outside activities that are not connected to the official duties
of an officer or employee), if the benefits have not been offered or enhanced because of the
official position or employment of the officer or employee, and are customarily provided to others
in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-
governmental gift" means any gift given to an officer or employee from another officer or
employee, and "inter-governmental gift" means any gift given to an officer or employee by an
officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a
cumulative total value of less than $100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate
family member living with the officer or employee, does not violate this Ordinance if the
recipient promptly takes reasonable action to return a gift from a prohibited source to its source or
gives the gift or an amount equal to its value to an appropriate charity that is exempt from income
taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter
amended, renumbered, or succeeded.
ARTICLE 4

PENALTIES

Section 4-1. Penalties.

(a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than $1,001 and not more than $5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the College by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(e) A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the College.

(f) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.
ALL PERSONNEL

Family Medical Leave Act (FMLA)

Oakton Community College will grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under The Support for Injured Service members Act of 2007, and any amendments to those Acts. The leave is unpaid, however an employee may use any accumulated paid leave (sick, vacation, floating holiday) or a combination of paid and unpaid leave depending on the circumstances of the leave and as specified in this policy. An employee in an unpaid status on a FMLA leave does not accrue sick or vacation time while on leave.

Use of Paid Leave

An employee who is using the Family Medical Leave Act (FMLA) as described above may use all paid leave prior to using unpaid leave. Vacation and/or sick time will accrue when an employee maintains a minimum of half pay status while on FMLA.

Victims Economic Safety and Security Act (VESSA)

In accordance with Illinois Public Act 93-590, the college does not discriminate against employees who are victims of domestic or sexual violence or who are “perceived” as victims of domestic or sexual violence.

Illinois Public Act 93-590 requires an employer of 50 or more employees to provide up to 12 weeks of unpaid intermittent leave for employees who are victims of domestic or sexual violence, or have family members that are victims of domestic or sexual violence.
Uniformed Services Employment and Reemployment Rights Act (USERRA)

Oakton Community College provides employees who are members of the uniformed services of the United States of America granted leaves of absence in accordance with the Federal Uniformed Services Employment And Reemployment Rights Act of 1994 (USERRA), and any amendments to that act.

The primary purpose of USERRA is to assist employees with re-entry into the workforce after up to five years of voluntary or involuntary “service in the uniformed services.” It also grants to eligible employees certain rights in connection with pensions and other employee benefit plans.

Oakton Community College provides that employees who are spouses/partners or parents of a person called to military service shall be eligible for a protected leave of absence in specific situations, in accordance with Public Act 094-0589 of the State of Illinois (see Family Medical Leave Act). This leave provision shall apply to all Oakton employees, regardless of state of residence.
Personnel – Faculty
Series 4100
PERSONNEL - FACULTY

Contracted Personnel

The administration is responsible for determining personnel needs and for locating suitable candidates for employment. An interview will be required before any person may be employed in a full-time position at Oakton Community College. The President will include an estimate of the cost of recruitment and selection in the annual budget.

The College will not discriminate against any employee or applicant for employment by reason of race, color, creed, religion, national origin, disability, age, sex, sexual orientation or marital status.

The President will ascertain that all persons nominated for employment meet all qualifications for the position as established by law and by the Board of Trustees.
PERSONNEL - FACULTY

Appointment

The Board of Oakton Community College will consider recommendations for appointment to full-time faculty positions when the appointee has complied with the College's application requirements and has been recommended by the appropriate dean/director to the appropriate vice president.
PERSONNEL - FACULTY

Contracts

The Board hires full-time and part-time/adjunct faculty in accordance with the terms specified in the current contract negotiated between the Board and the Oakton Community College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Personnel Records (Confidentiality of Personnel Records)

Personnel records are intended solely for the use of the Board and the administration and are accessible to no one but the Board, the administration and the individual faculty member, except as stipulated in the contracts between the Oakton Community College Faculty Association/IEA-NEA, the Adjunct Faculty Association/OCC-IEA-NEA and the Board.
PERSONNEL - FACULTY

Oral Language Proficiency for Classroom Instruction

In compliance with Section 3-29.2 of the Illinois Public Community College Act, which requires colleges "to ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students," all faculty members at Oakton Community College must be able to demonstrate proficiency adequate to communicate clearly and fluently with their students.

As a condition of employment, applicants for full- and part-time faculty positions must demonstrate their proficiency in interviews during the hiring process.
PERSONNEL - FACULTY

Professional Development Activities

The College will arrange and conduct appropriate professional development activities sessions for all new and returning faculty within each academic year. Costs will be included in each annual budget.
PERSONNEL - FACULTY

Health Examinations

The Board or the President may require a health examination for any full- or part-time faculty member if there is reason to believe that the health of the faculty member is inimical constitutes a danger or threat to the individual employee or to the welfare of students or other employees. The Board will assume the expense not covered by the faculty member's insurance.
PERSONNEL - FACULTY

Workload - Full-Time Faculty

Refer to Workload Policy which is part of the Contract between the Oakton Community College Faculty Association and the Board of Trustees of Community College District 535.

Workload – Adjunct Faculty Members

Workload provisions for adjunct faculty members are contained in the contract negotiated between the Board and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Academic Rank

The Board is responsible for designation of academic rank for new faculty members and for promotion of current faculty members. The Board will use Professional Advancement Credit (PAC) units to determine rank in accordance with terms contained in the academic rank questionnaire.
PERSONNEL - FACULTY

Academic Freedom and Responsibility

Academic freedom and responsibility are defined in the contracts negotiated between the Board of Trustees and the Oakton Community College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Ethical Standards

General Statement

The Board of Trustees affirms a commitment to maintain the highest ethical standards at Oakton Community College to the student, the public, and the educational profession:

Commitment to the Student

The faculty of the College should measure its success by the progress of each student toward realization of the student's full potential. Faculty members should therefore work to stimulate the spirit of inquiry, and the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling their obligation to the student, faculty members:

1. Will not, without just cause, restrain the student from independent action in the pursuit of learning and will not, without just cause, deny the student access to varying points of view.
2. Will not deliberately suppress or distort their subject matter.
3. Will conduct professional business in such a way that they do not expose the student to unnecessary embarrassment or disparagement.
4. Will not on the grounds of race, color, creed, religion, national origin, disability, age, sex, marital status, military status, socioeconomic status, gender, gender identity or sexual orientation or marital status exclude any student from participation in or deny the student benefits under any program, nor grant any discriminatory consideration or advantage.
5. Will keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
6. Will not tutor for remuneration students assigned to their classes.
Commitment to the Public

In fulfilling their obligation to the public, faculty members:

1. Will not deliberately misrepresent the College and will take adequate precautions to distinguish between their personal views and those of the College.
2. Will not knowingly violate standards of academic honesty in public expressions.
3. Will not interfere with a colleague's exercise of civil rights and responsibilities.
4. Will accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or things of value to obtain special advantage.

See also Policy on Standards of Ethical Conduct, 4112, and Policy on Gift Ban Act, 1951.

Commitment to the Profession

Faculty members should recognize that the quality of the educator's professional service directly influences the public. They, therefore, should exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, faculty members should contribute actively to the support, planning, and programs of professional organizations.

In fulfilling their obligation to the profession, faculty members:

1. Will not deny membership in professional organizations on the grounds of race, color, creed, religion, national origin, disability, age, sex, sexual orientation, or marital status, nor interfere with the free participation of colleagues in the affairs of their association.
2. Will accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Will not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
4. Will withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.
5. Will not misrepresent their professional qualifications.
6. Will not knowingly distort evaluations of colleagues.
PERSONNEL - FACULTY

Standards of Ethical Conduct

The Board require that faculty members refrain from gaining through employment at Oakton Community College in ways that reflect, or might appear to reflect negatively upon the faculty member's or the College's standards of ethical conduct. Faculty members, in their capacity as Board employees, will not:

1. Receive gifts of significant monetary value from students, citizens, or vendors. Such gifts include money, services of any kind, or consumer goods other than samples and texts proposed for adoption, but exclude collective gifts from classes or teams or other groups when reported to the Vice President for Business and Finance.
2. Use the College's time, facilities, or mailing lists in connection with any activity for profit or gain outside the regular College program.
3. Accept reimbursement from vendors for travel or other expenses incurred in the process of inspecting the vendors' goods or services, but will in all cases apply for travel authorization from the College.
PERSONNEL - FACULTY

Evaluation

All full-time faculty members, both non-tenured and tenured, will be evaluated periodically in accordance with the established evaluation procedure.
PERSONNEL - FACULTY

Attendance Accountability

Attendance requirements are stipulated in the Agreements negotiated between the Board and Oakton Community College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Tenure, Probation, and Non-Retention for Full-Time Faculty

I. Purpose and Definition of Terms

Two types of probation, non-tenured faculty probation and tenured faculty probation, and the conditions relating to both, are described in this policy. Also described are the consequences of faculty performance that is judged by the administration to be less than satisfactory. The intent of the Board in adopting the policy is to ensure that full-time faculty offered continuing employment are current in their qualifications and are performing satisfactorily, and to assure fair treatment and full due process to all full-time faculty employed by the Board. The word “faculty” in this policy refers to the full-time faculty.

II. Preservation of Federal and State Constitutional and Statutory Rights

Nothing in this Policy constitutes a waiver of any Federal or State of Illinois laws entitling members of the faculty or the Employer to due process of law or fair and just cause in matters of discipline and/or discharge; nor shall any provision of this Policy be construed as a bar to the assertion of any of those rights. Nothing contained in this Policy shall be construed to be in conflict with the Illinois law.

III. Non-tenured Faculty

A. Legal and Institutional Context of Tenure Decisions

Oakton Community College follows the provisions for awarding tenure described in Sec. 3B-2 of the Public Community College Act (110 ILCS 805/).

All faculty in their first three years of employment at Oakton Community College are considered to be on non-tenured faculty probation. During this period their performance will be evaluated by their supervisors on an ongoing basis in accordance with Procedure P4113, Faculty Evaluation Procedure. If, in accordance with that evaluation procedure, the administration deems a faculty member unsuitable for continued employment, he/she will not be rehired as a full-time faculty member for the subsequent year.
In each of these first three years of employment, the faculty member will be notified by the President by March 1 if he/she will not be rehired for the subsequent year. If he/she is not rehired, no internal appeal procedure will be available to him/her, except as specified in the OCCFA collective bargaining agreement. Termination of employment for non-tenured faculty members is subject to approval by the Board of Trustees. If, by March 1 of their third year of employment, a faculty member has not been notified that their employment is terminated, or that the Board has extended the probation period for one additional year, as specified in the Public Community College Act (110 ILCS 805/), the faculty member will enter upon tenure.

In accord with Section 3B-3 of the Public Community College Act, Oakton Community College Procedure P4113 specifies the process to be used to evaluate non-tenured faculty members.

Tenure recommendations are normally approved by the Board at their February meeting.

B. Dismissal of Non-Tenured Faculty

Non-tenured faculty are subject to non-reemployment or termination for the following reasons:

1. Completion of a full-time temporary appointment.

2. Layoff pursuant to a reduction in the number of faculty members employed by the Board, or a discontinuance of some particular type of teaching service or program, as provided in the OCCFA Collective Bargaining Agreement.

3. Non-reemployment based upon the Administration’s recommendation pursuant to Faculty Evaluation Procedure P4113.

4. Discharge for unprofessional, unsatisfactory, or insubordinate conduct that constitutes cause for dismissal. (Note: This only applies to mid-year terminations and not contract renewals.) If the Administration recommends termination of a non-tenured faculty member during the academic year for cause, he/she will be afforded appropriate procedural due process rights in a hearing conducted by the President or his/her designee. The faculty member shall be informed of his/her right to have
an OCCFA representative at the hearing and will be given the opportunity to rebut the dismissal charges. Upon conclusion of the hearing, the President will determine whether or not there is cause for termination, and, if so, will recommend dismissal to the Board. A faculty member may be suspended with pay prior to Board action. The Board will review the President’s recommendation and take such action as it deems advisable.

C. Unsatisfactory Performance or Conduct by Non-Tenured Faculty

If a faculty member fails to comply with Board policy, standards of professional behavior, or contractual requirements, as described in IV. D, the dean will follow procedures described in Procedure P4115.

IV. Tenured Faculty

A. Reasons for Termination of Employment

A tenured faculty member shall have a vested contract right in continued employment as a faculty member, subject to possible termination only upon occurrence of one or more of the following:

1. Cause for dismissal. (This includes conviction of a felony that involves a violation of the College’s mission and values.)
2. Substantive violation of terms of the collective bargaining agreement, which remains un-remedied after the probation process.
3. A reduction in the number of faculty members employed by the board, or a discontinuance of some particular type of teaching service or program, as provided in the OCCFA collective bargaining agreement.

All provisions of Board Policy (4110) on Academic Freedom shall apply. Evaluation and performance review will be conducted for all full-time faculty following the provisions of Procedure P4113, Faculty Evaluation Procedure.

B. Termination of Employment Because of Reduction in Faculty

Termination of employment for reason 3. above may occur in instances where the Board of Trustees determines a need for reduction in faculty. Such reductions may be for reasons of financial exigency or cutbacks in college discipline(s). See the OCCFA contract for the procedure to be followed in these circumstances.
C. **Termination of Employment for Cause**

Before recommending to the Board of Trustees the termination of a full-time faculty member’s employment for cause, the College will conduct a hearing to review charges and to hear a response, if possible, from the faculty member. The purpose of the hearing is to investigate the charge and determine whether there is a basis for recommending that there is cause for such termination of employment.

The President of the College, or designee, will schedule the hearing, to which the College and the faculty member may bring representation, advisors, and/or witnesses. A faculty member may be suspended with pay prior to Board action. Procedures and timelines for termination of employment, should the Board approve such action, are described in Procedure P4115.

D. **Unsatisfactory Performance and Probation for Tenured Faculty**

1. **Basis of Evaluation**

   As a means of maintaining quality within Oakton’s instructional program, evaluation of all full-time faculty will be carried out using as a basis Procedure P4113, Faculty Evaluation Procedure. Administrators will, on an ongoing basis, evaluate each faculty member’s performance, paying particular attention to instructional effectiveness. If administrators believe that a faculty member may be failing to effectively deliver classroom instruction, failing to meet other generally accepted standards of professional behavior, or otherwise failing to abide by contractual requirements, they may intervene at any time.

2. **Unsatisfactory Performance of Tenured Faculty**

   Unsatisfactory performance that involves teaching or subject-knowledge skills, professional, or contractual responsibilities, and administrative intervention to remedy such performance, will be dealt with according to the process for “Administrative Interventions” specified in the OCCFA contract (section 6.7 A. in the 2005-2008 contract). This involves the development of a remediation plan with timetable, as described in the contract.

   If the faculty member exercises his or her right to refuse the remediation plan, or if subsequent evaluation reveals continuing deficiency, the Dean may initiate probation procedures, as described in Procedure P4115.
3. Unsatisfactory Performance Consequences for Tenured Faculty

A tenured faculty member who has not yet achieved satisfactory performance at the end of the remediation plan referred to in part a. above will be recommended for Tenured Probation. This process is described in Procedure P4115.

V. Board Dismissal of a Tenured Faculty Member for Cause

Oakton Community College follows the provisions for dismissal of a tenured faculty member for cause described in Sec. 3B-4 of the Public Community College Act (110 ILCS 805/) and cited in Procedure P4115.
PERSONNEL - FACULTY

Substitute Teachers

Terms for substitute teachers are contained in the Agreement negotiated between the Board and Oakton Community College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Part-Time/Adjunct Faculty

The Board recognizes that professionals who assume part-time/adjunct teaching responsibilities are important elements in the instructional program. In order to provide part-time/adjunct faculty members with an appropriate designation to be used as a professional title, the designation “Lecturer” has been established. This title is applicable to all part-time/adjunct professionals assigned to teach courses for credit.
PERSONNEL - FACULTY

Professionals in Clinical Settings

The Board recognizes the contribution to the College and its programs made by professionals employed in clinical facilities and responsible for the supervision and training of students assigned there for laboratory experience as part of an occupational program. In recognition of that educational contribution, the designation “Clinical Instructor” is established. This title is applicable to professionals in clinical facilities who, ordinarily without compensation by the College, provide students with supervised training in laboratory settings and are responsible to the respective program coordinators for instructional liaison between the required clinical experiences and the College curriculum.
PERSONNEL - FACULTY

Professional Development

Provisions for professional growth are contained in the Agreement negotiated between the Board and Oakton Community College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Tuition Reimbursement

Because the Board is committed to supporting a faculty member’s efforts to remain current and academically vital and to maintain the high quality of instruction at the College, and because the Board is also interested in supporting the efforts of a faculty member who wishes to earn an advanced degree, the College will provide tuition reimbursement for full-time faculty members enrolled in regionally accredited, credit-bearing programs of study and pre-approved non-credit seminars, workshops and programs of study. In addition, the College will provide registration fees for pre-approved non-credit workshops and seminars according to the terms specified in P4131.31.
PERSONNEL - FACULTY

Tuition Waiver for Faculty Members and Immediate Relatives

Members of the faculty (full-time and adjunct) and their immediate families--spouse or child(ren)--may enroll in Oakton credit courses at no tuition charge, in accordance with the provisions of the contract between the Board and the Oakton Community College Faculty Association or the Adjunct Faculty Association of Oakton Community College, respectively. This privilege does not include Alliance for Lifelong Learning and other noncredit courses, seminars, and workshops. All fees are to be paid by the faculty member.

Terms of tuition waiver for adjunct/part-time faculty are included in the contract between the Board and Adjunct Faculty Association/OCC-IEA-NEA (see 4132)

The Office of Human Resources will administer tuition waiver procedures.
PERSONNEL - FACULTY

Travel (Attendance at Professional Meetings)

Within budgetary limits, the Board will reimburse faculty members for reasonable and necessary expenses incurred while attending authorized conferences or other activities related to the faculty member’s assignment.
PERSONNEL - FACULTY

Grievances

The grievance procedure is contained in the Agreements negotiated between the Board and Oakton Community College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Fringe Benefits

Fringe benefits for faculty members will be provided by the Board as set forth in the agreements between the Board and the Oakton Community College Faculty Association and the Adjunct Faculty Association of Oakton Community College.
PERSONNEL - FACULTY

Salary

Salary schedules will reflect pay scales that are competitive within the field of education and within the geographical region of Oakton Community College and, in accordance with the contracts between the Board and the Oakton Community College Faculty Association, and the Adjunct Faculty Association of Oakton Community College.

Salary schedules will be found in the current contracts between the Board and the Oakton Community College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Faculty Compensation: Payment for Summer, Overload, and Substitute Teaching

Summer and overload teaching pay for full-time faculty members will be determined in accordance with the provisions in the contract between the Board and the Oakton Community College Faculty Association/IEA-NEA.

Substitute teaching pay will be determined in accordance with the provisions of the contracts between the Board and the Oakton Community College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA, respectively.
PERSONNEL - FACULTY

Non-appointed Faculty Compensation: Substitute Teaching

Substitute teaching by professionals not appointed to the full-time or part-time faculty will be paid at the rates agreed upon between the Board and the Adjunct Faculty Association of Oakton Community College.
PERSONNEL - FACULTY

Retirement Compensation

Each full-time faculty member will participate, according to its provisions, in the State Universities Retirement System (SURS) under terms defined in the contract between the Board and Oakton Community College Faculty Association/IEA-NEA. Part-time/adjunct faculty members will participate in the SURS according to the terms defined by SURS and held binding upon the institution.
PERSONNEL - FACULTY

Early Retirement

All full-time faculty early-retirement requests will be processed in accordance with the agreement between the Board and the Oakton Community College Faculty Association/IEA-NEA, and will be subject to the provisions of the State Universities Retirement System (SURS).

Supplemental early retirement benefits in addition to those provided by SURS will be available as agreed upon by the Board and the association.
PERSONNEL - FACULTY

Tax Sheltered Annuities

Faculty members may participate in any tax-sheltered annuity program that may be approved by the Board. The Board shall service such programs through authorized automatic payroll deductions.

A list of approved annuities may be obtained from the Vice President for Business and Finance.
PERSONNEL - FACULTY

Employment-Related Accommodations

Employment related supports will be offered in accordance with the Agreement negotiated between the Board and Oakton Community College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA/NEA.
PERSONNEL - FACULTY

Leaves

Recognizing that a full-time faculty member might need to request a leave of absence, the Board or its designated administrative representative will consider any grant leave requests in accordance with provisions in the Board contract with the Oakton Community College Faculty Association.

Authorized leaves of absence may be any of the types dealt with in separate policies and the Board’s contract with the association.
PERSONNEL - FACULTY

Paid Leave – Illness

Full time faculty members will earn and accumulate sick leave in accordance with the provisions of the contract between the Board and the Oakton Community College Faculty Association.
PERSONNEL - FACULTY

Paid Leave – Bereavement

In the case of a death in a faculty member’s family, the faculty member will be entitled to leave without loss of salary as provided in the contract between the Board and the Oakton Community College Faculty Association/IEA-NEA.
PERSONNEL - FACULTY

Paid Leave - Professional Purposes

The Board may provide for substitute teachers, expenses, and paid leaves of absence for attendance at workshops and professional meetings by faculty members in accordance with the provisions in the contracts between the Board and the Oakton Community College Faculty Association, and the Adjunct Faculty Association/OCC-IEA-NEA.
PERSONNEL - FACULTY

Paid Leave – Personal

A full-time faculty member may request personal leave in accordance with the provisions of the contract between the Board and the Oakton Community College Faculty Association.
PERSONNEL - FACULTY

Paid Leave – Sabbatical

The Board may grant full-time faculty members paid leaves in accordance with the provisions of the contract between the Board and the Oakton Community College Faculty Association.
PERSONNEL - FACULTY

Unpaid Long Term Leave - Personal or Professional

The Board may grant full-time faculty members unpaid long term personal or professional leaves of absence, in accordance with the provisions of the contract between the Board and the Oakton Community College Faculty Association.
PERSONNEL - FACULTY

Health Benefits for Retirees

Health benefits for retirees will be accorded as defined in the current Agreement negotiated between the Board and Oakton Community College Faculty Association/IEA-NEA.
Personnel - Classified Staff
Series 4200
PERSONNEL – CLASSIFIED STAFF

Definitions

**Classified Personnel; Classified Employee(s); Classified Staff:** Person(s) employed in non-faculty, non-administrative positions with Oakton Community College.

**The Association:** The Oakton Community College Classified Staff Association, a chapter of the Cook County College Teachers Union Local 1600, American Federation of Teachers.

**The Agreement:** The agreement currently in effect between Community College District 535 and the Association.

**Association Employees:** Members of the Association.

**Confidential Employees:** Supervisory and/or confidential employees who are not members of the Association.

**Full-time Employees:** Classified Personnel who regularly work 40 hours per week, 12 months per fiscal year.

**Part-time Employees:** Classified Personnel who regularly work less than 40 hours per week.

**20 Hour Employees:** Classified Personnel who work 20 hours per week.

**Other Continuing Employees:** Classified Personnel who regularly work less than 20 hours per week.

**Contingent Employees:** Employment in which the employee is not a regular college employee. These employees do not have an implicit or explicit contract for ongoing employment. There are three types of contingent employees: casual, short term temporary, and college temporary term.

**Grant Employees:** Grant employees who are hired to fulfill grants, contracts and other needs of the College, working hourly, at will, in a position created with budgeted funds for a period of one year or less, but may be renewed. Grant positions are recommended by the area Vice President to the Associate Vice President for Human Resources and approved by the Chief Human Resources Officer and approved by the President.

**Tutors:** Working hourly, at will, on an as-needed basis. Tutors are hired by the Learning Center Director within a salary range approved by the Associate Vice President for Human Resources and Chief Human Resources Officer.

**The College:** Oakton Community College District 535. Officers of the College include the President and Vice Presidents.

**The Board:** The Board of Trustees of the College.
PERSONNEL – CLASSIFIED STAFF

Philosophy–Policy Statement

The Board seeks competent and qualified Classified Staff as a vital and contributing population of the College.

The Board will compensate Classified Employees at salary rates of prevailing community wage levels and benefits for similar types of work.

The Board expects Classified Employees to be competent in the performance of their assigned duties. The Board expects Classified Employees to work the prescribed hours, and to comply with College policies, rules and regulations as herein and may otherwise be set forth by proper authority.

Grant and contingent positions are approved by the President. Grant positions are temporary in nature and carry no expectation of continuity. Any Classified Staff positions funded in whole or in part by grant funds remain Classified Staff positions which are subject to approval by the Board.
PERSONNEL – CLASSIFIED STAFF

Filling Positions

All employees of the College are eligible to apply for any open positions within the College.

Association positions will be filled in accordance with the Agreement.
PERSONNEL – CLASSIFIED STAFF

Abolition of Job Classifications

The Board reserves the right to eliminate a position in instances where the Board determines such a need.

Association Employees are subject to the terms of the Agreement. Confidential Employees shall be given consideration for open positions they are qualified to hold.
PERSONNEL – CLASSIFIED STAFF

Personnel Records

A. Accessibility of Personnel Records
Personnel records are intended solely for the use of the Board and the Administration. Unless obligated by law, personnel records are accessible to no one but the Board, the Administration, the Classified Employee, or a designated representative (if the Classified Employee has given written consent for the representative to review his/her file).

B. Location and Content of Personnel File
One official personnel file shall be kept in the Human Resources Office for each Classified Employee. No other official file will be kept on Classified Employees except records relating to grievances, discrimination complaints, or affirmative action complaints. The materials in this file will be the only personnel records that can be used in any proceedings that affect the discipline of a Classified Employee.

C. Placing Materials in the Personnel File
No material may become a part of a Classified Employee's record until the Classified Employee has received a copy of the material and has had an opportunity to acknowledge receipt of same. Derogatory materials may be placed in the file by the appropriate supervisor whose name shall be noted on the material.

The Classified Employee has the right, at any time, to insert in his/her personnel file information pertinent to employment.

D. Viewing the Personnel File
A Classified Employee has the right to inspect his/her personnel file, by appointment, at any reasonable time. A Board representative may be present during such inspection.

Nothing shall be permanently removed from a personnel file except by mutual consent of the Board and the Classified Employee.

Classified Employees will be able to copy materials from their personnel file.
PERSONNEL – CLASSIFIED STAFF

Employee Health and Safety

The College places the highest emphasis on the safety of its employees and endeavors to make working areas throughout the College as safe as possible. Therefore, the College agrees to comply with applicable federal, state and local laws concerning the safety and health of employees.

Association Employees have specific rights under the Agreement.
PERSONNEL – CLASSIFIED STAFF

Health Examinations and Fitness for Duty

The Board or the President may require a health examination for any Classified Employee when there is reason to believe that the health of the Classified Employee is harmful to the welfare of students, other employees, or to the Classified Employee. When such examinations are deemed appropriate, the Classified Employee may select the physician with the President's approval. In the event that the Classified Employee and the President cannot agree on the selection, the President will designate three physicians from whom the Classified Employee will select one.

Should the physician determine that a health disability impairs the satisfactory performance of essential duties, or is harmful to the welfare of students, other employees, or to the Classified Employee, the Classified Employee may be allowed to use accumulated sick and vacation time. Upon exhaustion of all accumulated time, if the Classified Employee is still unable to return to regular duties, the provisions of College policy relating to permanent disability shall apply.
PERSONNEL – CLASSIFIED STAFF

Hours of Work

The typical workday shall be 8¾ hours, including a ¾-hour unpaid lunch period.

Beginning on the Monday of the week preceding the first day of the summer session until Friday of the week preceding fall Orientation Week, During the summer session, as defined by the Classified Staff Contract, the College will adopt a four (4) day week, Monday through Thursday. The normal workday shall be 9¼ hours, including a ¾-hour unpaid lunch period.

Except as the needs of the College otherwise require, the normal workweek for employees is five consecutive days.
PERSONNEL – CLASSIFIED STAFF

Transfers

Classified Employees may be transferred at the convenience of the College to another position in the same job title, with five (5) days notice. No base salary adjustment shall be made as a result of such transfers.
PERSONNEL – CLASSIFIED STAFF

Classification Review

Classification review for Association Employees is subject to the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees except:

If the Confidential Employee requesting reclassification or salary grade change is not satisfied with the recommendation of the Director of Human Resources Chief Human Resources Officer, the Confidential Employee may submit his/her rationale to his/her area's Vice President. If the area Vice President supports the appeal, it shall be submitted to a review committee consisting of a Personnel Specialist, the Chief Human Resources Officer, and an administrator designated by the President. The decision of the committee, including the reasons therefore, shall be forwarded to the President who will act on the committee's determination. The President's decision will be in his/her sole discretion, non-precedential and final.
PERSONNEL – CLASSIFIED STAFF

Training

The Board recognizes the need for training and development of Classified Employees to provide more efficient and effective services and to give Classified Employees the opportunity to develop their skills and potentials. In recognition of this principle, the Board shall endeavor to provide Classified Employees with reasonable orientation and training with respect to current procedures, forms, methods, techniques, materials equipment and periodic changes thereof, including, where applicable, procedural manuals normally used in Classified Employees’ work assignments.

When operational changes occur, due to technological innovations, the Board shall consider the training of affected Classified Employees a priority.
PERSONNEL – CLASSIFIED STAFF

Probation, Evaluation and Re-Employment

A. Probation for Association Employees

Probation and evaluation of Association Employees shall be subject to the terms of the Agreement.

B. Probation for New Confidential Employees

All new Confidential Employees shall be considered probationary employees until they complete a probationary period of sixty-five workdays. Days worked during the summer shall be credited as one and one-quarter days toward completion of the probationary period. Upon completion of the probationary period, the Confidential Employee will advance one step in the appropriate pay grade. At the discretion of the area administrator, the probationary period may be extended an additional twenty workdays.

C. Probation for Promoted Confidential Employees

A probationary period of not more than twenty workdays shall be served by a post-probationary Confidential Employee receiving a promotion. Days worked during the summer workweek shall be credited as one and one-quarter days toward completion of the probationary period. If the promoted Confidential Employee fails to satisfactorily complete the probationary period in the promoted position because of inability to perform the required work, the Board shall place the Confidential Employee in his/her previous position. If the Confidential Employee's previous position is unavailable, the Confidential Employee shall be placed in the most comparable, non-bargaining unit position available for which the Confidential Employee is qualified, at a salary level commensurate with the salary range and placement prior to promotion. In the case whereby no comparable position is available at the time, the Confidential Employee shall be given the first opportunity to apply for other available, non-bargaining unit positions for which he/she is qualified.
D. **Re-Employment of Classified Employees**

If a former Classified Employee is re-employed in the same or similar position within thirty work days of resignation or termination of employment, the returning Classified Employee shall not be subject to a probationary period and service shall be continuous. If a former Classified Employee is re-employed more than thirty work days after resignation or termination of employment, the returning Classified Employee shall be in an initial probationary status. There shall be no bridge of service.
PERSONNEL – CLASSIFIED STAFF

Disciplinary Action

Disciplinary action(s) shall be corrective rather than punitive to the extent possible. A series of timely and progressive disciplinary actions, however, shall result in suspension and eventual dismissal in accordance with the following guidelines. These guidelines apply to non-probationary Classified Personnel. Classified Employees with probationary status or on a nonpermanent basis may be dismissed without recourse to the following guidelines or the established grievance procedure.

A. Just Cause for Dismissal

Dismissal of non-probationary Classified Employees shall be for just cause. Just cause shall mean and include, but not be limited to, the following:

1. Insubordination
   - Refusal to perform work assignment.
   - Abusive altercation with supervisor/administrator.
   - Refusal or negligence to follow the established rules and regulations of the College and/or the functional area to which he/she is assigned.
2. Acts which prove detrimental to the general welfare of the College.
3. Falsification of employee or financial records, or theft of College property.
4. Use of public office for private gain.
5. Performance below acceptable standards
6. Excessive absence and/or tardiness

Because of their serious nature, causes listed in items 1 through 4, shall constitute reasons for immediate dismissal. For items 5 and 6, the progressive discipline concept shall apply. There shall be no more than one year between the steps taken for items 5 and 6.

B. Steps for Disciplinary Action(s), Suspension and Dismissal

1. Verbal Warning

   Upon first offense the Supervisor/Administrator shall discuss the problem(s) with the Classified Employee in private and alert the Classified Employee that improvement is necessary or further disciplinary action shall be taken.
2. **Written Reprimand**

Upon second offense, the responsible administrator shall issue to the Classified Employee a formal warning, in writing, stating the extent of the problem(s) with suggested courses for corrective action within a specified time period, or the Classified Employee shall face further disciplinary action. The Classified Employee shall be notified that a copy of the reprimand will be filed with the Office of Human Resources. Any written warning shall be removed from the Classified Employee’s personnel file after one year if the Classified Employee has received no other discipline for the same offense.

3. **Discipline Other than Oral or Written Warnings**

For discipline other than oral or written warnings, the Board shall notify the Classified Employee and schedule a pre-disciplinary meeting with the Classified Employee. At this meeting, the Board shall inform the Classified Employee of the reason(s) for the contemplated discipline. The Classified Employee shall have the right to rebut or to clarify the reasons for such discipline.

Guidelines for discipline beyond oral or written warnings shall be as follows:

a. **One-Day Suspension**
   
   Upon third offense, the Classified Employee shall be given a one-day suspension from work without pay by the Director of Human Resources at the recommendation of the responsible administrator.

b. **Three-Day Suspension**
   
   Upon fourth offense, the Classified Employee shall be given a three-day suspension without pay by the Director of Human Resources at the recommendation of the responsible administrator.

c. **Recommendation for Dismissal**
   
   Upon fifth offense, the Classified Employee shall be given a ten-day suspension from work without pay. The Director of Human Resources shall proceed immediately to recommend dismissal to the President, or the President’s designee, in writing, with a summary of events leading to the recommendation.
d. Notification of Dismissal

Upon formal approval by the President, or the President’s designee, the Director of Human Resources **Chief Human Resources Officer** shall issue a letter to the Classified Employee notifying the Classified Employee of the College's decision of terminating his/her employment and the reason(s) therefore.

Association Employees have additional rights pursuant to the terms of the Agreement with respect to disciplinary action.
PERSONNEL – CLASSIFIED STAFF

Separation - Resignation

A Classified Employee wishing to resign in good standing shall file with the appropriate supervisor and the Director of Human Resources, Chief Human Resources Officer, a written resignation giving not less than ten working days notice of intention to leave. If the Classified Employee fails to give at least ten days notice, the Classified Employee's file shall be so noted.
PERSONNEL – CLASSIFIED STAFF

Professional Development

Within budgetary limits, the Board may reimburse Classified Employees for authorized expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences or other activities, the purpose of which is related to training or operations within the assigned duties of the Classified Employee.

No additional salary shall accrue because of this policy.
PERSONNEL – CLASSIFIED STAFF

Grievances – Association Employees

The grievance procedure steps for Association Employees are found in the *Collective Bargaining* Agreement *with Classified Staff.*
PERSONNEL – CLASSIFIED STAFF

Grievances - Confidential Employees

A grievance by a Confidential Employee is defined as a complaint that there has been a violation, misinterpretation or misapplication of the Board policies.

Step 1. A Confidential Employee, having tried and failed to resolve his/her complaint, may initiate a grievance by submitting it in writing to his/her immediate supervisor, who shall thoroughly investigate all aspects of the grievance. If the grievance is not within the sphere of authority of the immediate supervisor, or the grievance is not resolved in a satisfactory manner, the grievance shall be appealed to the Director of Human Resources in writing within five working days, with a copy to the Confidential Employee's immediate supervisor.

Step 2. The immediate supervisor, the Confidential Employee, and the Director of Human Resources shall review the grievance, and the Director of Human Resources shall make a written finding to all parties involved within ten working days of the completion of Step 1. If this finding is not satisfactory to the aggrieved, a written appeal should be made to the President within three working days of the receipt of the decision of Step 2.

Step 3. The President shall appoint an impartial group of one College Administrator and a Vice President, not in a supervisory position over the Confidential Employee, and one Classified Employee to sit as a committee and inquire into the grievance.

The Vice President shall chair the meeting and make a written recommendation to the President. The President shall review the grievance and the findings to this point and may conduct further inquiries in order to reach a decision in the case. The President’s decision shall be in his/her sole discretion, non-precedential and final.

This step should be accomplished within twenty working days.
PERSONNEL – CLASSIFIED STAFF

Standards of Ethical Conduct

The Board requires that Classified Employees refrain from gaining through employment at the College in ways that reflect negatively upon the standards of ethical conduct of the Classified Employee or the College. Thus, Classified Employees:

1. Shall not receive gifts or benefits of value from students, citizens, or vendors. Such gifts include but are not limited to money, services of any kind, or consumer goods other than samples.

2. Shall not use the College's time, facilities, or mailing lists in connection with any activity not associated with the College.

3. Shall not accept reimbursement from vendors for travel or other expenses incurred in the process of inspecting the vendor's goods or services.
PERSONNEL – CLASSIFIED STAFF

Compensation

Salary Guides

Salary schedules shall reflect pay scales that are competitive with those of employers within the geographical region of the College and in accordance with the contract between the Board and the Association.

Classified Employees shall be paid in accordance with the salary schedules found in the Agreement, or in an auxiliary schedule for grade classifications not listed in the Agreement.

Salary Checks and Deductions

Paydays shall be biweekly.

Deductions at prevailing rates shall be made for federal withholding tax, Illinois income tax, and the State Universities Retirement System (SURS), if required. Medicare tax shall also be withheld for employees hired after March 31, 1986.

Association dues or fair share deductions shall be withheld for Association Employees.

Overtime Pay

Overtime for Association Employees shall be paid in accordance with the terms of the Agreement. Non-exempt Confidential Employees are entitled to the same rights and privileges afforded Association Employees with respect to overtime pay.

Call-Back Pay

An Association Employee called back to work on any day after completing his/her work shift shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee called back to work on any day after completing his/her work shift is entitled to the same rights and privileges afforded Association Employees.
**Stand-By Pay**

An Association Employee who is placed on stand-by shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee who is placed on stand-by is entitled to the same rights and privileges afforded Association Employees.

**Temporary Assignment**

When a Classified Employee is assigned to work temporarily for at least twenty (20) calendar days in a higher paying classification, the Classified Employee shall be paid at his/her current step in the higher classification.

The Vice President for Business and Finance and Chief Human Resources Officer shall authorize the compensation for temporary assignment upon the recommendation of the appropriate Vice President and the Director of Human Resources.
PERSONNEL – CLASSIFIED STAFF

Benefits

Insurance

Association Employees shall receive health, dental and life insurance benefits in accordance with the terms of the Agreement. Confidential Employees shall receive the same health, dental and life insurance benefits offered Association Employees. All Classified Employees are covered under Workers’ Compensation laws.

Retirement Compensation

Each Classified Employee shall participate in the State Universities Retirement System (SURS). Payments to SURS shall be made by payroll deduction on a before-tax basis. In the event of an Internal Revenue Service ruling disallowing this method of payment, the Classified Employee shall indemnify and hold harmless the College from loss or liability as a result of implementation of this policy.

Tax-Sheltered Annuities

Classified Employees may participate in the tax-sheltered annuity programs approved by the Board. The Board shall service such programs through payroll deductions. A list of approved annuities may be obtained from the Accounting Department.

Tuition Waiver for Classified Personnel and Members of Their Immediate Families

Association Employees shall be entitled to tuition waivers for College credit courses in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees. Tuition waivers are not available for courses, seminars or workshops offered by Alliance for Lifelong Learning (ALL).

Temporary Leaves

Temporary leaves include leaves for bereavement, jury duty, military, election, parental, sick and personal (including religious observances) and as approved pursuant to the Family Medical Leave Act. Temporary leaves shall be granted to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
**Vacations**

Paid vacations shall be granted to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges as Association Employees.

**Holidays**

Established holidays for Association Employees are set forth in the Agreement. Confidential Employees shall be entitled to the same rights and privileges as Association Employees.

**Benefits for Temporary Employees**

Temporary Employees are not entitled to health benefits. Full-time Temporary Employees shall be entitled to the paid holidays listed in the Agreement after one year of service, and to pro-rated vacation of ten days after two years of service. Temporary Employees working 20-25 hours per week shall be entitled to pro-rated paid holidays after one year of service, and to pro-rated vacation after two years of service. Temporary Employees shall not advance beyond the first step on the salary schedule except in unusual circumstances upon the recommendation of the Director of Human Resources and as approved by the President. Temporary Employees who terminate employment shall be paid for all accrued vacation leave. All accrued vacation time not used within three months of the end of the fiscal year shall be forfeited.

**Benefits for Grant Employees**

Full-time Grant Employees are entitled to the same benefits received by Full-time Classified Employees, including salary increases as provided for in the Agreement, when the applicable grant has sufficient funds to support full-time benefits. The Executive Director of College Development shall inform the Director of Human Resources and the grant administrator of any budget limitations, and the Director of Human Resources shall inform the affected Grant Employee of the resulting limited benefits.
PERSONNEL – CLASSIFIED STAFF

Tuition Reimbursement

The Board supports a Classified Employee’s efforts to upgrade current job skills, enrich personal and occupational development, and to acquire job-related abilities that will qualify them for future opportunities at the College; therefore, the College will provide tuition reimbursement for full-time Classified Employees in pre-approved regionally accredited, credit-bearing programs of study. In addition, the College shall provide registration fees for pre-approved non-credit workshops and seminars.

Rates of reimbursement are subject to budget limitations without requiring separate formal policy action by the Board.
PERSONNEL – CLASSIFIED STAFF

Occupational Disability Leave

All accidents or occurrences sustained while employed will be reported at the time of the incident, but no later than the morning of the following working day. It shall be the Classified Employee's responsibility, if reporting to work the next day, to report such incidents to his or her immediate supervisor. If the Classified Employee does not report to work the next day, then it shall be the supervisor's responsibility to report the incident on the College’s Supervisor’s Report of Injury or Accident form.

Where compensation for such disability leave may originate from more than one source, the total amount of compensation for salary should not exceed the Classified Employee's normal salary.
PERSONNEL – CLASSIFIED STAFF

Permanent Disability

An Association Employee who has exhausted all accumulated sick leave and vacation time and is unable to return to regular duties as a consequence of illness or disability shall be granted leave in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Other Long-Term Leaves

Association Employees may be granted other unpaid long-term leaves in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Parental Leave

Association Employees shall be entitled to parental leave in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Early Retirement

Early retirement benefits shall be available to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.
PERSONNEL – CLASSIFIED STAFF

Health Benefits for Retirees

Effective July 1, 1999, all retiree health benefits shall be administered by the State of Illinois Plan. Until then, retiree health benefits for Association Employees are covered by the Agreement, and Confidential Employees are afforded the same rights and privileges.