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 October 15, 2013
   - semi-annual review of minutes of meetings lawfully closed under the Open Meetings Act
   - 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

AGENDA

Call to Order and Roll Call

Pledge of Allegiance

V  Approval of Minutes of October 15, 2013

Statement by the President

Report: Connected Communities: The Vision of Access, Equity, and Diversity at Oakton

Questions for the Board to consider for discussion:

1. What is, or what should be, the impact of our access, equity, and diversity efforts, and how do we know if we are successful?
2. How can we prepare ourselves to serve the changing demographics of our community?
Comments by the Chair

Public Participation

NEW BUSINESS

CONSENT AGENDA

11/13-1
   a. Approval of Adoption of Consent Agenda
   b. Approval of Consent Agenda Items 11/13-2 through 11/13-7

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

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

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

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

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

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

OTHER AGENDA ITEMS

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

   a. Braille Translation Services
   b. Travel Services for Summer 2014 Study Abroad Program in India
   c. Contracted Instructional Training (Two Year Contract)
   d. Cisco Networking Equipment
   e. Rescind and Purchase of Transportation Services for Athletic Teams

R 11/13-10 Approval of Rates and Dollar Amounts for Natural Gas Purchase

11/13-11 Preview and Information Regarding December 2013 Purchases

R 11/13-12 Authorization to Adjust the President’s Salary

R 11/13-13 Approval of New Unit of Instruction

V 11/13-14 Acceptance of a Grant

V 11/13-15 First Read of Policies

ADJOURNMENT
Minutes of the Oakton Community College Board Meeting
October 15, 2013

The 681st meeting of the Board of Trustees of Community College District 535 was held on Tuesday, October 15, 2013 at the Oakton Community College Des Plaines campus.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. DiLeonardi</td>
<td>Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Vice Chair</td>
<td>Absent</td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Mr. Frank</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Mr. Wadhwa</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Mr. Nwosu</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. DiLeonardi</td>
<td>Present</td>
</tr>
<tr>
<td>Mr. Stafford</td>
<td>Absent</td>
</tr>
<tr>
<td>Ms. Harada</td>
<td>Present</td>
</tr>
<tr>
<td>Ms. Bashiri-Remetio</td>
<td>Present</td>
</tr>
<tr>
<td>Mr. Frank</td>
<td>Present</td>
</tr>
<tr>
<td>Ms. Tennes</td>
<td>Present</td>
</tr>
<tr>
<td>Mr. Wadhwa</td>
<td>Present</td>
</tr>
<tr>
<td>Mr. Nwosu</td>
<td>Present</td>
</tr>
</tbody>
</table>
Pledge of Allegiance

Approval of the Minutes
Dr. DiLeonardi asked for a motion for the approval of the minutes of the September 17, 2013 meetings. Ms. Tennes made the motion which was seconded by Ms. Bashiri-Remetio. A voice vote was called and the minutes were unanimously approved.

Statement by the President
Dr. Lee welcomed everyone to the Board meeting. Dr. Lee recognized Dr. Michael Anthony, Assistant Vice President, Office of Access, Equity and Diversity, who has been sending to the college community via email, a monthly list of secular and sacred holidays that may be observed by members of our Oakton community. It is the intention that this information will help us all learn and celebrate the diversity of our campus together.

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

Katherine Schuster, Professor of Education, and Full-time Faculty Union President, presented the full-time faculty in attendance: Melodie Graber, Associate Professor, Chemistry; Virginia Gibbons, Professor, English; Rose Novil, Professor, Library Services; Lynne Steele, Professor, Medical Laboratory Technology; Chris Williams, Professor, Biology; Safa Hamed, Professor, Mathematics; and Lynn Woodbury, Professor, English.

Jason Nwosu, Student trustee, introduced student Shawn Liu.

Barbara Dayton, Adjunct Faculty President presented the adjunct faculty in attendance: Barry Dayton, Lecturer, Mathematics; and Keith Johnson, Lecturer, Sociology.

Classified Staff in attendance: Philip Cronin, Media Services; Elena Couto, Alumni Relations and Development; Eileen Cukierski, President’s Office; and Jamie Peterson, Student Financial Assistance.

Administrators present included: Michael Anthony, Assistant Vice President, Access, Equity and Diversity; Trudy Bers, Executive Director, Institutional Research, Curriculum and Strategic Planning; Michele Brown, Director, Student Recruitment and Outreach; Michael Carr, Assistant Dean, Academic Affairs; Carlee Drummer, Executive Director, Educational Foundation and College Advancement; Karen Epps, Director, Budget and Accounting; Maya Evans, Director, Research and Planning; Collette Hands, Director of Workforce Development and Corporate Training; Linda Korbel, Dean, Languages, Humanities and the Arts; Roxann Marshburn, Director, Grants and Alternative Funding; Mum Martens, Executive Director, Human Resources; Doreen Schwartz, Director, Business Services; Bob Sompolski, Dean, Mathematics and Technology; Leah Swanquist, Director, Facilities; and Brad Wooten, Dean, Social Sciences and Business.

Guests: Visiting Professor Viviana Yang and Alumni Council members.

Dr. Lee asked the audience to recognize Dr. Trudy Bers, who is attending her last official Board meeting. Dr. Bers is retiring as of October 31, 2013 after forty-three years of service to the College. Dr. Lee gave a special welcome to Dr. Viviana Yang who is an instructor of Foreign Language College at Xi’an International University. Professor Yang is visiting from China for the next two weeks and is the exchange partner of Beth Wrobel, Language Lab Coordinator, who will be going to China in May 2014 to complete this professional exchange, which is through the Illinois Consortium for International Studies and Programs.

Dr. Lee offered condolences to retired administrator Carl Costanza and his family on the passing of his mother; to retired staff June Garland who worked in the Foundation Office, on the passing of her husband; to the family of Ernest Wentcher who passed away at the age of ninety-nine. Through the generosity of the Ernest C. Wentcher Educational Foundation, numerous Oakton students have received scholarship funding. Congratulations to
Matt Kooi, Assistant Technical Director of the Performing Arts Center, who is the proud new father of Baby Isaac. There has been some local press coverage about Oakton student Mike Buffo-Genyk who discovered a Mississippi grass shrimp in the Des Plaines River during an aquatic sampling in his Introduction to Environmental Science class. Dr. Lee thanked Marvin Bornschlegl and the Habitat for Humanity students, on the building of the 2013 Shantytown project at the Skokie campus earlier this month. Dr. Lee asked Dr. Michael Carr, Assistant Dean, Academic Affairs, to give the Board an update on what has been happening since Dr. David Hartleb spoke to the Board last month about the ‘Achieving the Dream’ initiative. Dr. Carr told the Board that since the coaches were on campus last month, time has been spent laying the foundation into broad engagement for the College. Dr. Carr said he and Sebastian Contreras, Director, Student Success, have met with staff in a number of departments to talk about student success. These have been good meetings with rich discussions and wonderful interaction, and the hope is to help these areas to visualize where they fit and how critical they are for student success.

Dr. Lee announced that the Educational Foundation is hosting renowned pianist Doug Montgomery on November 2 at 7:00 p.m. in the Footlik Theatre. Tickets are $25 and include a post-performance reception, with proceeds to benefit student scholarships. The exhibition featured in the Koehnline Museum of Art, ‘Bodies by Design: Modification, Coercion, and Resistance’, continues through October 25. Also, located outside the Library, the annual student ceramic art competition exhibit is on display; the theme this year is birds. The Oakton Follies is back. Students, faculty, staff, and administrators demonstrate their talents on October 31 and November 1. Tickets are $5, with proceeds going towards student scholarships.

Dr. Carlee Drummer, Executive Director of College Advancement, began the evenings’ first presentation sharing with the Board what has been happening with the new Alumni Relations program. Dr. Drummer acknowledged the members of the Alumni Council who were in attendance: Theresa Bashiri-Remetio, 2009, who is also a member of Oakton’s Board of Trustees; Patrick Dunne, 2008, who is an Oakton faculty member in Health Information Technology; Alex Jablonski, 1988; Ed McGrath, 2008; Tim Panfil, 1988; Dayani Pieri, 2009; and Doreen Schwartz, 1982, who is also Oakton’s Director of Business Services. Additional Alumni Council members who were not present, Tony Churchill, 1997; Leona Davis, 1981; Paul Johnson, 1994; and Riddhi Wagadia, 2011. Dr. Drummer explained that when community colleges first opened their doors in the 1960’s and 70’s, few made investments in staffing and resources to start alumni relations programs. We know that more community colleges are getting on the bandwagon to bring alumni relations to the front and center.

Dr. Drummer stated that alumni relations are incredibly valuable to an organization. For a number of years, Oakton has recognized the need to have an alumni relations program, and at the same time mindful that there would be a certain amount of resources necessary in order to have an effective program in place, and that included having a full-time staff member to oversee the function. Dr. Drummer introduced Elena Couto, Manager, Alumni Relations and Development. Ms. Couto has hit the ground running with incredible energy and enthusiasm. Ms. Couto began by addressing a misconception regarding alumni relations at community colleges, that community college alumni, who transfer to a four year institution, are only loyal to that institution. Ms. Couto said that she has met and spoken to many alumni who even after graduating from a four year institution or attending graduate school, still credit Oakton and their time here for many of their professional, academic, and personal achievements. Good news on the horizon is that the average alumni gifts to community colleges are increasing. Between 2009 and 2010, the average alumni gift to four year institutions declined by 3.3 percent. At community colleges, contributions have risen by 480 percent. That is an impressive number and it shows that alumni are indeed loyal to their two year institutions, and they have the potential to bridge that divide between the four year and two year arenas in higher education. With time, we would like to support more of our students through alumni contributions to our foundation.

Ms. Couto noted some accomplishments to date: for outreach purposes there was a need to define what an alumnus/a is at a community college; we have created a database of over eight thousand alumni; we created an online presence through Oakton’s Web page, Facebook and LinkedIn. Also, we launched an alumni newsletter with over three hundred subscribers. In the spring the Alumni Advisory Committee was formed which included administrators, faculty, staff, students, and alumni to help create a survey. The results of the survey showed that
alumni want to be involved with Oakton but they have not had the avenues to do so. That is promising and shows that there are opportunities out there to connect with alumni. Ms. Couto concluded by saying that there is a strategic plan for the Alumni Association and the Alumni Relations Program in the works. The guiding principles are alumni enrichment, student success, and community relations. As long as we continue listening to our alumni and keep our students and alumni in mind, there are many opportunities for growth and advancement together. Members of the Board thanked the alumni for attending. Chair DiLeonardi said it is a very positive thing for the Board to see how well the alums are doing and how much they have done with their lives since they left Oakton. It is great to think that Oakton had a small part in helping them become the successful people that they are, including her colleagues on the Board, Trustees Tennes and Bashiri-Remetio Dr. Lee thanked Dr. Drummer and Ms. Couto for their presentation.

Next, Mr. Robert Nowak, Vice President, Business and Finance, introduced Mr. Fred Lantz, CPA from Sikich, LLP, who discussed the results of the College’s audit as of the end of fiscal year June 30, 2013. Mr. Lantz relayed that he met with the Board’s Finance Committee on October 3rd, and discussed in detail the results of that audit process. Mr. Lantz congratulated the College for preparing and publishing a Comprehensive Annual Financial Report (CAFR). The CAFR goes above and beyond the minimum requirements of generally accepted accounting principles and the requirements of the Illinois Community College Board fiscal management manual. This document provides full accountability back to the students, back to the constituency, and back to the taxpayers of the district, and demonstrates to them the College’s financial position, changes in financial position, and the stewardship the College maintains over scarce public resources. In addition, a copy of this document has been posted on the website in the spirit of full transparency to provide anyone in the district the opportunity to peruse those financial statements and see for themselves how the College is doing from an overall financial position. Mr. Lantz said that his firm has issued a clean unmodified report on the College’s financial statements as of June 30, 2012. This is viewed very positively by the rating agencies as is demonstrated by the fact that Oakton is one of only three triple Aaa rated community colleges in the state of Illinois.

Mr. Lantz indicated that the College also received clean unmodified opinions on the overall internal control over financial reporting and spending in compliance with major programs related to overall federal programs. This is important to note as Sikich tested approximately ninety percent of our overall federal dollars. To receive a clean unmodified opinion with no findings or question costs is really quite an accomplishment for the institution, and most importantly for the Student Financial Assistance department. Mr. Lantz commended that department, as it is obvious they work very hard on behalf of the students, and do a very good job in terms of making sure the students receive as much financial aid as they are eligible for. More importantly, the staff helps students monitor their overall finances as they embark on their college education.

In summary, Mr. Lantz congratulated the College for being in such a good financial position during these challenging times. Dr. Lee thanked Mr. Nowak and Ms. Karen Epps, Director of Budget and Accounting, who in the wake of the audit found themselves down an administrator. Sikich worked with Mr. Nowak and Ms. Epps, who performed yeoman service in completing the audit. Dr. Lee also thanked Cheryl Warmann, Director of Enrollment Services, and Ms. Jamie Peterson, Manager, Student Financial Assistance, for their wonderful work with students, and for the College during the long and arduous financial aid process.

**Public Participation** – none

**New Business**

10/13-1a Approval of Adoption of Consent Agenda

Mr. Frank offered:

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

Mr. Wadhwa seconded the motion. A voice vote was called and the resolution passed unanimously.
Approval of Consent Agenda Items 10/13-2 through 10/13-8
Mr. Frank offered:
“Be it resolved that the Board of Trustees of Community College District 535 approves the following items 10/13-2 through 10/13-8 as listed in the Consent Agenda.”

Ratification of Payment of Bills for September 2013
“Be it resolved that the Board of Trustees of Community College District 535 hereby ratifies expenditures and release of checks by the Treasurer of Community College District 535 in the amount of $7,516,961.25 for all check amounts as listed and for all purposes as appearing on a report dated September 2013.”

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

Acceptance of Quarterly Report on Investments
“Be it resolved that the Board of Trustees of Community College District 535 authorize the acceptance of the Quarterly Report on Investments filing.”

Authorization to Transfer Working Cash Funds
“Be it resolved that the Board of Trustees of Community College District 535 directs the Treasurer of Oakton Community College to transfer $14,500,000 from the Working Cash Fund to the Education Fund to be repaid from the December 2012 levy revenues collected in 2013 as approved and the December 2013 levy revenues collected in 2014 as anticipated.”

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 and b and hereby approves the expenditures in the amount not to exceed $114,994.61 for all funds listed in item a.”

a. Salary payments in the amount of $114,994.61 for part-time teaching services for the Alliance for Lifelong Learning Fall 2013.

b. Salary rescinds in the amount of $10,539.25 for part-time teaching services for the Alliance for Lifelong Learning Fall 2013.

Supplemental Authorization to Pay Professional Personnel – Fall 2013
1. "Be it resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of part-time faculty 2013 fall semester salaries in the amount of $611,196.57 resulting in a revised total of $4,141,537.02."

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2013 fall semester salaries in the amount of $39,003.90, resulting in a revised total of $310,286.50."

3. "Be it further resolved that the Board of Trustees of Community College District 535 authorizes the payment of stipends, not to exceed $1,095.00."

Approval and Ratification 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
Gottlieb Memorial Hospital – Melrose Park
Mercy Hospital and Medical Center – Chicago
Seasons Hospice and Palliative Care, Inc. – Des Plaines
For the Substance Abuse Counseling Program
Leyden Family Services and Mental Health Center, Leyden Aftercare Program,
The SHARE Program – Franklin Park
Victory Vision Counseling – Mount Prospect.”
“Be it further resolved that the Board of Trustees of Community College District 535 ratifies the following cooperative agreement:

For the Health Information Technology, Nursing, and Physical Therapist Assistant Programs
Northwestern Memorial Hospital, Northwestern Lake Forest Hospital – Chicago.”

Ms. Tennes seconded the motion; Ms. Harada called the roll:

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

The motion carried; Student Trustee Nwosu favored the resolution.

10/13-9  Acceptance of Comprehensive Annual Financial Report (with Auditor’s Opinion)  
Ms. Bashiri-Remetio offered:
“Be it resolved that the Board of Trustees of Community College District 535 accepts the Fiscal Year 2013 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2013.”

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

10/13-10  Approval of Estimate of Levy for 2013 and Announcement Thereof  
Mr. Frank offered:
“Be it resolved that the Board of Trustees of Community College District 535 estimates the amount of the tax levy needed for 2013 to be collected in calendar year 2014 as follows: the sum of $38,449,800 to be levied as a tax for educational purposes; and the sum of $7,700,000 to be levied as a tax for operations and maintenance purposes; and the sum of $100 to be levied for tort liability, protection and settlement purposes to include liability insurance, workers’ compensation, unemployment insurance, property insurance, and occupational diseases insurance; and the sum of $100 to be levied as a special tax for social security and Medicare insurance purposes; and the sum of $100,000 to be levied as a special tax for financial audit purposes.”

“Be it further resolved that the Board of Trustees of Oakton Community College District 535 as part of its regularly scheduled December 10, 2013, Board of Trustees meeting, will have on its agenda the adoption of a resolution setting forth its tax levy for 2013. The above estimated amounts for the 2013 tax levy may be changed by the Board in adopting the final 2013 levy, subject to statutory notice and publication requirements.”

Ms. Tennes seconded the motion; Ms. Harada called the roll:

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

**10/13-11**

**Authorization to Approve October Purchases**

Ms. Tennes offered:

<table>
<thead>
<tr>
<th>Item</th>
<th>Page(s)</th>
<th>Agenda Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13-11a</td>
<td>1 - 3</td>
<td>Projectors</td>
<td>Troxell Communications, Inc.</td>
<td>$101,953.00</td>
</tr>
<tr>
<td>10/13-11b</td>
<td>1 &amp; 2</td>
<td>Grounds Equipment</td>
<td>Shorewood Home and Auto, Inc.</td>
<td>$34,329.90</td>
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<tr>
<td>10/13-11c</td>
<td>1 &amp; 2</td>
<td>Grant Funded</td>
<td>Nanoscience Instruments, Inc.</td>
<td>$129,513.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nanotechnology</td>
<td>iZon Science USA, Ltd.</td>
<td>$26,100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment</td>
<td>Lukas Microscope Service, Inc.</td>
<td>$21,867.00</td>
</tr>
</tbody>
</table>

**Grand Total** $313,762.90

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

Mr. Wadhwa  
Ms. Tennes  
Dr. DiLeonardi  
Mr. Frank  
Mr. Stafford  
Ms. Harada  
Mr. Stafford

The motion carried; Student Trustee Nwosu favored the resolution.

**10/13-12**

**Preview and Information Regarding November 2013 Purchases**

The following purchases will be presented for approval at the November 2013 Board of Trustees meeting: Braille Translation Services; Field Study Courses; Contracted Instructional Training (two year contract); and Cisco Networking Equipment.

**10/13-13**

**Acceptance of a Grant**

Ms. Bashiri-Remetio offered:

“Be it resolved that the Board of Trustees of Community College District 535 accept $94,640 from the Illinois Green Economy Network in support of the installation of photovoltaic panels on the Oakton Science and Health Careers Center.”

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

Ms. Tennes asked if the Board could get an aggregate of the amount of grants, the outside funding, that has come into the College this fiscal year to date, specifically the last 18-24 months. Ms. Tennes expects this would be an impressive amount. Dr. Lee asked Roxann Marshburn, Director of Grants and Alternative Funding, to take on this assignment, collecting the grouping of sources from the state and from the private sector.
Adjournment
Chair DiLeonardi announced that the next regularly scheduled meeting of the Board of Trustees of Oakton Community College, District 535, will be Tuesday, November 19, 2013 beginning at 7:30 p.m. at the College’sDes Plaines campus located at 1600 E. Golf Road, Des Plaines, Illinois, in room 1506.

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

____________________
Joan W. DiLeonardi, Chair

________________
Patricia N. Harada, Secretary

cc
10/2013

A video recording of the October 15, 2013 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 11/13-2 through 11/13-7

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

11/13-2  Ratification of Payment of Bills for October 2013
11/13-3  Acceptance of Treasurer's Report for October 2013
11/13-4  Compliance with Open Meetings Act, Closed Session Minutes
11/13-5  Authorization for Destruction of Verbatim Records of Closed Session Meetings
11/13-6  Ratification of Actions of Alliance for Lifelong Learning Executive Board
11/13-7  Supplemental Authorization to Pay Professional Personnel – Fall 2013.”
Ratification of Payment of Bills for October 2013

The check register detailing the regular monthly bills for October, 2013 was sent out on November 15, 2013. The totals by fund are on page 2.

___________________________________________
Board Chairman

___________________________________________
Board Secretary

RJN:vb

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

That the Board adopt the following resolution:

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

OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535

I hereby certify that materials and/or services for the Education Fund, Operations, Building and Maintenance Fund, Operations, Building and Maintenance Fund (Restricted), Auxiliary Enterprise Fund, and Restricted Purposes, Working Cash, Trust/Agency, Audit, Liability, Protection & Settlement, and Social Security Medicare Fund represented by checks on pages 1-113 numbered 96043-96066, 96068-96094, 96096-96135, 96137-96145, 96147-96251, 96253, 96255-96265, 96267-96298, 96300-96306, 96308-96317, 96320-96329, 96331-96332, 96334-96374, 96376-96379, 96381-96382, 96384-96385, 96387-96412, 96414-96455, 96457, 96459-96494, 96496-96499, 96501-96522, 96524-96581, 96583-96662, 96665-96722, 96725-96730, 96733-96747, 96750-96754, 96756-96763, 96765-96782, 96784-96809, 96811-96812, 96815-96860, 96862-96891, 96893, 96895-96896, 96898-96935, 96937-96940, 96942-96944 and 96946-96970 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

<table>
<thead>
<tr>
<th>RECAPITULATION</th>
<th>Gross Checks Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Gross Payroll</td>
</tr>
<tr>
<td>Education</td>
<td>$3,295,928.89</td>
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<tr>
<td>Operations, Building and Maintenance Fund</td>
<td>284,926.48</td>
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<tr>
<td>Maintenance Fund (Restricted)</td>
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<td>Bond Interest</td>
<td>400.00</td>
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<td>Auxiliary Enterprise</td>
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<td>Restricted Purposes</td>
<td>176,775.61</td>
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<td>Working Cash</td>
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<td>Trust/Agency</td>
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<td>Audit</td>
<td>3,474.41</td>
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<td>Social Security/Medicare Loan</td>
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<td>TOTALS</td>
<td>$4,315,295.86</td>
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<tr>
<td>Student Government</td>
<td>3,474.41</td>
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<tr>
<td>TOTAL PER REPORT</td>
<td>$4,318,770.27</td>
</tr>
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</table>
CERTIFICATION OF TREASURER

I hereby certify that materials and/or services represented by checks on pages 1-113 numbered 96067, 96095, 96136, 96146, 96252, 96254, 96266, 96299, 96307, 96318, 96319, 96330, 96333, 96375, 96380, 96383, 96386, 96413, 96456, 96458, 96495, 96500, 96523, 96582, 96663, 96664, 96723, 96724, 96731, 96732, 96748, 96749, 96755, 96764, 96783, 96810, 96813, 96814 96861, 96892, 96894, 96897, 96936, 96941, and 96945 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 $22,551.11 for student activities as listed, and ratifies release of these checks as listed above by the Treasurer of Community College District 535 for all purposes as appearing on a report dated November, 2013.

[Signature]

Student Government Association
Acceptance of Treasurer’s Report for October 2013

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

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 October 2013.”
OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 535
TREASURER'S REPORT

October 2013

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

Page 4. Financial Position Statement

Cash and investments
The net cash and investments decreased by $7.7 million from the previous month. The monthly collections include $440 thousand in state funding, $174 thousand in auxiliary revenues from the bookstore, ITFS lease, Early Childhood Centers and rental income, and $335 thousand in property and personal property replacement taxes.

State funding referred to above represents the first installment of the Base Operating Grant received from the State for fiscal year 2014. In October, Oakton drew down $2.8 million of Pell monies. Of those monies, $1.4 million was disbursed directly to students after the Pell aid was applied to outstanding tuition and fee balances.

The change in net cash and investments is attributable to more than $4 million of expenditures related to Master Plan projects combined with the impact of ongoing annual salary and operating costs in a month of relatively smaller property tax and tuition and fee collections.

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

Revenues
At the end of October, revenues were $29.1 million or 99% of the pro-rata budget, compared to the $28.4 million, or 98% for the previous year. Property taxes (recorded on an accrual basis) were $14.6 million or 102% of the pro-rata budget. Tuition and fees totaled $13.4 million year to date, or 99% of the pro-rata budget. Revenues from tuition and fees are recorded as billed; other revenue includes interest income and fair market value adjustments to our investments. The year-to-date interest income (excluding fair market value adjustments) in the operating funds is $249 thousand, or 57% of the budget.

Expenditures
The current year's total actual operating expenditures of $20.2 million are attributed to expected operating costs. The operating expenditures are below prior year's actual expenditures of $20.6 million for the same period. Current year's operating expenditures are in line with the budget with a reported 89% of the pro-rata budget spent.
# Oakton Community College

**Financial Position of Funds as of October 31, 2013**

**(In Thousands)**

<table>
<thead>
<tr>
<th>Assets</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 Restricted</th>
<th>Investment in Plant</th>
<th>Social Security Medicare Audit Tort</th>
<th>Total All Funds</th>
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<tr>
<td>Cash</td>
<td>$3,049</td>
<td>$276</td>
<td>$65</td>
<td>$1,387</td>
<td>$-</td>
<td>$2,039</td>
<td>$-</td>
<td>$327</td>
<td>$-</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5</td>
<td>1,168</td>
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<tr>
<td>Student Tuition Receivable</td>
<td>1,656</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>132</td>
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<td>-</td>
<td>-</td>
<td>826</td>
<td>-</td>
<td>-</td>
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<td>Accrued Interest</td>
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<td>35</td>
<td>3</td>
<td>-</td>
<td>42</td>
<td>-</td>
<td>2</td>
<td>340</td>
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<td>Other Receivables</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>197</td>
<td>-</td>
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<td>-</td>
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<td>Investments</td>
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<td>10,594</td>
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<td>699</td>
<td>-</td>
<td>9,396</td>
<td>-</td>
<td>511</td>
<td>82,165</td>
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<td>Long-term</td>
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<td>-</td>
<td>3,900</td>
<td>-</td>
<td>196</td>
<td>-</td>
<td>34,753</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>14,500</td>
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<td>Inventories - Prepaids</td>
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<td>Total Current Assets</td>
<td>72,601</td>
<td>15,592</td>
<td>7,185</td>
<td>2,612</td>
<td>-</td>
<td>32,461</td>
<td>-</td>
<td>1,041</td>
<td>-</td>
<td>131,492</td>
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<td>Net Investment in Plant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>82,052</td>
<td>-</td>
<td>-</td>
<td>82,052</td>
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<tr>
<td>TOTAL ASSETS</td>
<td>$72,601</td>
<td>$15,592</td>
<td>$7,185</td>
<td>$2,612</td>
<td>$32,461</td>
<td>$82,052</td>
<td>$1,041</td>
<td>$213,544</td>
<td>$213,544</td>
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<table>
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<tr>
<th>Liabilities and Net Position</th>
<th>Payables</th>
<th>$267</th>
<th>$3</th>
<th>$-</th>
<th>$-</th>
<th>$87</th>
<th>$-</th>
<th>$-</th>
<th>$-</th>
<th>$-</th>
<th>$357</th>
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<td>Accruals</td>
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<td>570</td>
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<td>7,737</td>
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<td>1,028</td>
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<td>Debt Service</td>
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<td>-</td>
<td>1,735</td>
<td>(28,289)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(26,554)</td>
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<tr>
<td>Plant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>82,052</td>
<td>-</td>
<td>-</td>
<td>82,052</td>
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</tr>
<tr>
<td>Total Net Position</td>
<td>58,944</td>
<td>14,093</td>
<td>5,130</td>
<td>1,735</td>
<td>(28,289)</td>
<td>31,832</td>
<td>82,052</td>
<td>-</td>
<td>-</td>
<td>166,545</td>
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<tr>
<td>TOTAL LIABILITIES &amp; NET POSITION</td>
<td>$72,601</td>
<td>$15,592</td>
<td>$7,185</td>
<td>$2,612</td>
<td>$32,461</td>
<td>$82,052</td>
<td>$1,041</td>
<td>$213,544</td>
<td>$213,544</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVENUES (cash and accrual basis)</td>
<td>Operating Budget (000)</td>
<td>Prorated Budget (000)</td>
<td>Actual (000)</td>
<td>As a % of Prorated Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>---------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
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<td>Property Taxes (accrual basis)</td>
<td>$43,027</td>
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<td>102%</td>
<td>100%</td>
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<td>Replacement Tax</td>
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<td>341</td>
<td>357</td>
<td>105%</td>
<td>110%</td>
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<tr>
<td>Chargebacks</td>
<td>103</td>
<td>34</td>
<td>35</td>
<td>102%</td>
<td>125%</td>
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<td></td>
<td></td>
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<tr>
<td>State Revenue</td>
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<td>571</td>
<td>47%</td>
<td>0%</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tuition and Fees</td>
<td>21,128</td>
<td>13,457</td>
<td>13,359</td>
<td>99%</td>
<td>101%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>453</td>
<td>151</td>
<td>159</td>
<td>106%</td>
<td>158%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>69,408</td>
<td>29,551</td>
<td>29,119</td>
<td>99%</td>
<td>98%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| EXPENDITURES (accrual basis)     |                        |                       |              |
|----------------------------------|------------------------|-----------------------|--------------|---------------------------|
| Instructional                    | 34,633                 | 11,544                | 11,685       | 101%                      | 94%                       |
| Academic Support                 | 10,306                 | 3,435                 | 2,744        | 80%                       | 171%                      |
| Student Services                 | 6,797                  | 2,266                 | 1,994        | 88%                       | 88%                       |
| Public Services                  | 596                    | 199                   | 163          | 82%                       | 58%                       |
| Operations and Maintenance       | 7,760                  | 2,587                 | 1,942        | 75%                       | 80%                       |
| General Administration           | 5,252                  | 1,751                 | 1,602        | 92%                       | 88%                       |
| General Institutional            | 1,710                  | 570                   | 58           | 10%                       | 42%                       |
| Contingency                      | 1,089                  | 363                   | -            | 0%                        | 0%                        |
| Chargebacks                      | 150                    | 50                    | 15           | 30%                       | 16%                       |
| TOTAL EXPENDITURES               | 68,293                 | 22,764                | 20,203       | 89%                       | 93%                       |

Revenues over (under) expenditures

Net Fund transfers

| To Operation & Maintenance (Rest.) Fund | (7,150) | (2,383) | (2,383) |
| To Auxiliary Fund and ALLiance         | (284)   | (95)    | (95)    |
| From Restricted Fund                   | 360     | 120     | 120     |
| From Working Cash Fund                 | 32      | 11      | 11      |
| To Liability, Protection & Settlement Fund | (400) | (133)  | (133)  |
| To Social Security/Medicare Fund       | (780)   | (260)   | (260)   |
| TOTAL Transfers                        | (8,222) | (2,741) | (2,741) |

Net Revenue over (under) expenditures

$ (7,107) $ 4,046 $ 6,175
# Agenda Item 11/13-3

## Oakton Community College
### Revenues and Expenditures
#### Four Months Ended October 31, 2013

### Operations and Maintenance

<table>
<thead>
<tr>
<th>Fund (Restricted)</th>
<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as % of Budget</th>
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<tbody>
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<td><strong>Revenues</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Construction Fee</td>
<td>$ 632</td>
<td>$ 207</td>
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</tr>
<tr>
<td>Interest and Investments Gain/Loss</td>
<td>40</td>
<td>27</td>
<td>68%</td>
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<td>Other Revenues</td>
<td>$10,000</td>
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<td><strong>Total Revenues</strong></td>
<td>$10,472</td>
<td>$234</td>
<td>2%</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science &amp; Careers Building</td>
<td>$27,466</td>
<td>7,838</td>
<td>29%</td>
</tr>
<tr>
<td>HVAC Upgrades</td>
<td>$5,700</td>
<td>652</td>
<td>11%</td>
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<tr>
<td>Phone Upgrades</td>
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<td>39</td>
<td>13%</td>
</tr>
<tr>
<td>Relocate NWMC</td>
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<td>268</td>
<td>57%</td>
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<tr>
<td>Classroom Remodeling</td>
<td>982</td>
<td>836</td>
<td>85%</td>
</tr>
<tr>
<td>Cell Phone WiFi</td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>Enrollment Center (DP)</td>
<td>2,371</td>
<td>41</td>
<td>2%</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>166</td>
<td>36</td>
<td>22%</td>
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<tr>
<td>Lavatory Remodeling</td>
<td>1,141</td>
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<tr>
<td>Parking Lot Improvements</td>
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</tr>
<tr>
<td>MP-Building Automation Sys</td>
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<td>MP-Electrical Delivery Sys Upgrades</td>
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<td>Site and Construction</td>
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<tr>
<td>Office and Other Remodeling</td>
<td>821</td>
<td>6</td>
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</tr>
<tr>
<td>Other Projects</td>
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<td>955</td>
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<td><strong>Total Expenditures</strong></td>
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<td>10,057</td>
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<td>State Capital Contribution</td>
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<tr>
<td>Transfer In</td>
<td>7,150</td>
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<tr>
<td><strong>Net</strong></td>
<td>$27,755</td>
<td>($7,480)</td>
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### Auxiliary Enterprise Fund

(excluding Alliance)

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<th>Budget (000)</th>
<th>Actual (000)</th>
<th>Actual as % of Budget</th>
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<tbody>
<tr>
<td><strong>Revenues</strong></td>
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<tr>
<td>Bookstore Sales</td>
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<td>Travel</td>
<td>68</td>
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<td>19</td>
<td>50</td>
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<tr>
<td>Child Care</td>
<td>508</td>
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<tr>
<td>PAC Operations</td>
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<td>Other</td>
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<td>Interest and Investments Gain/Loss</td>
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<tr>
<td><strong>Net</strong></td>
<td>($2,510)</td>
<td>($112)</td>
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# Alliance for Lifelong Learning

## Summary of Revenues and Expenditures

### Four Months Ended October 31, 2013

<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>
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<td><strong>REVENUES</strong></td>
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<td>State Revenue</td>
<td>$ 483</td>
<td>$ 161</td>
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<td>Tuition and Fees</td>
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<td>372</td>
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<td>Sale of Materials</td>
<td>59</td>
<td>20</td>
<td>33</td>
<td>56%</td>
<td>53%</td>
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<td>Institutional Support</td>
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<tr>
<td>Oakton Contribution</td>
<td>222</td>
<td>74</td>
<td>74</td>
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<td>33%</td>
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<tr>
<td>Evening High School</td>
<td>100</td>
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<td>-</td>
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<td>0%</td>
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<td>Interest</td>
<td>13</td>
<td>4</td>
<td>5</td>
<td>38%</td>
<td>32%</td>
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<td>84</td>
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<td>13</td>
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<tr>
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<td>571</td>
<td>553</td>
<td>32%</td>
<td>26%</td>
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<td>Allied Health</td>
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<td>173</td>
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<td>36%</td>
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<td>Job-related</td>
<td>232</td>
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<td>31%</td>
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<td>23</td>
<td>8</td>
<td>5</td>
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<tr>
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<td>31</td>
<td>31%</td>
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<td>Physical Fitness</td>
<td>15</td>
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<td>4</td>
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<td>26%</td>
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<td>Community Service</td>
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<td>23</td>
<td>22%</td>
<td>19%</td>
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<td>NIPSTA</td>
<td>37</td>
<td>12</td>
<td>12</td>
<td>32%</td>
<td>35%</td>
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<td>Other Programs</td>
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<td>30%</td>
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<tr>
<td><strong>Total Programs</strong></td>
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<td>659</td>
<td>558</td>
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<td>31%</td>
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<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>Total expenditures</strong></td>
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<td>907</td>
<td>648</td>
<td>24%</td>
<td>37%</td>
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<td>Revenue over (under) expenditures</td>
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<td>$ (336)</td>
<td>(95)</td>
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<td>Net Position 6/30/13</td>
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<td>$ 69,706</td>
<td>(29,555)</td>
<td>$ 40,151</td>
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<td>----------</td>
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<tr>
<td>Interest income</td>
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<tr>
<td>Sub total revenues</td>
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<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Fav (Unfav)</th>
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<tbody>
<tr>
<td>369901 Student Government Association</td>
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<td>$ -</td>
<td>$ 69,706</td>
<td>(29,555)</td>
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<td>369910 Occurrence</td>
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<td>3,799</td>
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<td>(10,031)</td>
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<td>369919 Skokie Student Leaders</td>
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<td>369920 SGA College Program Board</td>
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<td>54,710</td>
<td>(10,323)</td>
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<td>369923 Students Helping Honduras</td>
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<td>369924 Hawaiian Music Club</td>
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<td>-</td>
<td>(22)</td>
</tr>
<tr>
<td>369925 Otakn Society</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(22)</td>
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<td>369926 Seeds</td>
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<td>1,429</td>
<td>(120)</td>
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<td>369927 Cheer &amp; Dance Team</td>
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<td>253</td>
<td>253</td>
<td>-</td>
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<td>369928 AITP</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>369929 India Club</td>
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<td>-</td>
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<td>369930 Early Childhood Education Club</td>
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<td>369931 Students for Social Justice</td>
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<td>67</td>
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<td>369934 Hillel</td>
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<td>369935 Hooors Student Organization</td>
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<td>369936 Ultra</td>
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<td>369938 Table Tennis Club</td>
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<td>369939 French Club</td>
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<td>369941 Avanti Tutta</td>
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<td>369942 Astronomy Club</td>
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<td>369943 Japan Club</td>
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<td>369944 South East Asian (SEA) Club</td>
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<td>(4,200)</td>
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<td>369946 Phi Theta Kappa (PTK)</td>
<td>4,320</td>
<td>15,885</td>
<td>20,205</td>
<td>(3,551)</td>
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<td>369947 Oakton Pride</td>
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<td>369948 Campus Crusade For Christ</td>
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<td>369949 Mission Bible Club</td>
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<td>369950 Hispanic Club</td>
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<td>(361)</td>
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<tr>
<td>369952 Student Nurses May 2012</td>
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<td>369954 Stem Club</td>
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<td>369955 Ecology Club</td>
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<td>369956 Doctor Clown Club</td>
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<td>369957 Student Nurses Dec. 2012</td>
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<td>369959 Black Student Union</td>
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<td>369960 Muslim Student Association</td>
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<td>369961 Engineering &amp; Physics Club</td>
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<td>369963 Art Club</td>
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<td>369964 Oakton Helping Others</td>
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<td>369966 Oakton's Economic Club</td>
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<tr>
<td>369968 Medical Lab Tech Club</td>
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### OAKTON COMMUNITY COLLEGE
### STUDENT ACTIVITIES FUND
### SUMMARY OF REVENUES AND EXPENDITURES (Continued)
### FOUR MONTHS ENDED OCTOBER 31, 2013

<table>
<thead>
<tr>
<th>Program Generated Revenue</th>
<th>Revenue Allocated to Programs</th>
<th>Total Revenue and Allocation</th>
<th>Expenditures</th>
<th>Program Net Favor (Unfavor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>369970 Fit Club</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>369971 Habitat for Humanity</td>
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<td>867</td>
<td>1,023</td>
<td>1,023</td>
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<td>369972 PAYO</td>
<td>197</td>
<td>1,205</td>
<td>1,403</td>
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<td>1,351</td>
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<td>369975 Indo-Pak Club</td>
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<td>369977 Chess Club</td>
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<td>200</td>
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<td>369981 Chicago Computer Society</td>
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<td>369992 Performing Arts Society</td>
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<tr>
<td><strong>Sub Totals</strong></td>
<td><strong>$ 79,049</strong></td>
<td><strong>$ 88,091</strong></td>
<td><strong>$ 167,140</strong></td>
<td><strong>$ (77,349)</strong></td>
</tr>
</tbody>
</table>

### Fund Summary
- **Total Revenues**: $411,816
- **Total Expenditures**: (77,249)
- **Total Transfers to other funds**: (273,350)
- **Excess revenue over expenditures**: 60,617
- **Net Position 6/30/13**: 275,397
- **Net Position, end of period**: $336,014
# OAKTON COMMUNITY COLLEGE
# AUTOMATIC CLEARING HOUSE (ACH) WIRE TRANSFERS & PAYMENTS
# OCTOBER, 2013

## 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>MISC</th>
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<tbody>
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<td>10/9/2013</td>
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<td>$1,029,000.00</td>
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</tr>
<tr>
<td>10/9/2013</td>
<td></td>
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</tr>
<tr>
<td>10/21/2013</td>
<td>18,416.00</td>
<td>98,218.52</td>
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<tr>
<td>10/23/2013</td>
<td>569,040.41</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,714,674.93</strong></td>
<td><strong>-$</strong></td>
<td><strong>$1,127,218.52</strong></td>
<td><strong>$18,416.00</strong></td>
<td><strong>$569,040.41</strong></td>
<td><strong>-$</strong></td>
</tr>
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## PAYROLL TAXES - TRANSFERS/PAYMENTS

<table>
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<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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</thead>
<tbody>
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<td>10/11/2013</td>
<td>$288,154.28</td>
<td>$288,154.28</td>
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<td>$88,880.00</td>
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<td>10/11/2013</td>
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</tr>
<tr>
<td>10/11/2013</td>
<td>75,451.52</td>
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<td>$75,451.52</td>
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<tr>
<td>10/25/2013</td>
<td>301,106.55</td>
<td>301,106.55</td>
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<tr>
<td>10/25/2013</td>
<td>92,809.66</td>
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<tr>
<td>10/25/2013</td>
<td>180,077.86</td>
<td></td>
<td></td>
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<tr>
<td>10/25/2013</td>
<td>74,839.30</td>
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<td></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,275,006.92</strong></td>
<td><strong>$589,260.83</strong></td>
<td><strong>$181,669.66</strong></td>
<td><strong>$353,785.61</strong></td>
<td><strong>$150,290.82</strong></td>
</tr>
</tbody>
</table>
Compliance with Open Meetings Act, Closed Session Minutes

In accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 5, Act 120, Section 2.06 (d), each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.


RN:ec
11/2013

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

That the Board adopt the following resolution:

“Whereas, the Board has received the above report from Patricia Harada, Board Secretary, and the administration 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 report.”

11, 2012, January 15, 2013, February 19, 2013, March 19, 2013, and April 16, 2013 therefore these minutes should not be made available for public inspection at this time.”

Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

Section 2.06(c) of the Open Meetings Act, as amended 5 ILCS 120/2.06(c), the verbatim record of a closed meeting may be destroyed no less than 18 months after the completion of the meeting recorded, but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves the minutes of the closed meeting that meet the written minute requirements of 5 ILCS 120/2.06 (a).

In accordance with these provisions, Board Secretary Patricia Harada has identified tape recordings of closed meetings that meet the following criteria:

1. At least 18 months have passed since the date of the meetings involved;
2. The Board of Trustees has approved written minutes of the closed meetings; and
3. There is no lawsuit pending regarding the legality of the closed sessions involved.

RN/ec
11/2013

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

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535, authorize the destruction of the verbatim audiotapes of its closed meetings held on March 15, 2011, April 26, 2011, May 24, 2011, and June 28, 2011.”
Ratification of Actions of the Alliance for Lifelong Learning (ALL) Executive Board

The salary payments and rescinds include the following:

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

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

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

c. Payment for Summer 2013 Space Utilization and Facilities Services and Classroom Rental as follows:

<table>
<thead>
<tr>
<th>District</th>
<th>Services</th>
<th>Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 535 (Oakton)</td>
<td>$3,104.33</td>
<td>$916.86</td>
</tr>
<tr>
<td>District 202 (Evanston)</td>
<td>0.00</td>
<td>188.55</td>
</tr>
<tr>
<td>Total Payment</td>
<td>$3,104.33</td>
<td>$1,105.41</td>
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</table>

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 to c as stipulated above, and hereby approves the expenditures in the amount not to exceed $10,501.49 for all funds listed in items a and c.”
Supplemental Authorization to Pay Professional Personnel - Fall 2013

Comparative figures:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013 Part-Time</th>
<th>Fall 2013 Overload</th>
<th>Fall 2012 Part-Time</th>
<th>Fall 2012 Overload</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$ 4,343,990.14</td>
<td>$ 334,332.70</td>
<td>$ 4,498,382.23</td>
<td>$ 363,467.00</td>
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<tr>
<td>November 2013 Stipends</td>
<td>None</td>
<td></td>
<td>$ 12,770.00</td>
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</table>

TPH/vag
11/2013

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

That the following resolution be approved:

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

2. "Be it further resolved that the Board of Trustees of Community College District 535 approves the attached adjustments of overload faculty 2013 fall semester salaries in the amount of $24,046.20, resulting in a revised total of $334,332.70."

3. There are no stipends to report this month.
Appointment of Members to Career Program Advisory Committees for 2013-2014

In accordance with State of Illinois recommendations regarding curricular advisory committees and to ensure collaboration among Oakton and business partners in developing and maintaining high quality education and training for employment, each Oakton career program has an advisory committee. Program chairpersons and appropriate administrators have reviewed these committee memberships. The appointments are for 2013-2014 academic year; it is understood that as advisory committees meet during the year, some changes might be made in membership.

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 authorize the appointment of members on the attached lists to the below named career program advisory committees for 2013-2014.”
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2013-2014

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**Page 16 of 37**

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2013-2014

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AGENDA ITEM 11/13-8
Page 37 of 37

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Authorization to Approve November Purchases

Any purchase exceeding $25,000 requires Board approval. The following purchases meet that criteria. If the Board so desires, this resolution will enable the Board to approve all of the following purchases in a single resolution.

All items were previewed at the September 17 and October 15, 2013 Board of Trustees meetings.

DS:ws
11/4/2013

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the 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>
</tr>
</thead>
<tbody>
<tr>
<td>11/13-9a</td>
<td>1 - 3</td>
<td>Braille Translation Services</td>
<td>Horizons for the Blind, Inc. Paula Byrne</td>
<td>$ 30,000.00 $ 60,000.00</td>
</tr>
<tr>
<td>11/13-9b</td>
<td>1 &amp; 2</td>
<td>Travel Services for Summer 2014 Study Abroad Program in India</td>
<td>English &amp; Foreign Languages University Air India/Golden Eagle Travel</td>
<td>$ 25,200.00 $ 37,683.18</td>
</tr>
<tr>
<td>11/13-9c</td>
<td>1</td>
<td>Contracted Instructional Training (Two Year Contract)</td>
<td>Advocate Lutheran General Hospital</td>
<td>$171,500.00</td>
</tr>
<tr>
<td>11/13-9d</td>
<td>1 &amp; 2</td>
<td>Cisco Networking Equipment</td>
<td>Sentinel Technologies</td>
<td>$ 80,476.40</td>
</tr>
<tr>
<td>11/13-9e</td>
<td>1 &amp; 2</td>
<td>Transportation Services for Athletic Teams Rescind Purchase</td>
<td>Acrosstown Charter, Inc. Olson Transportation, Inc.</td>
<td>$ (22,265.00) $ 26,118.00</td>
</tr>
</tbody>
</table>

GRAND TOTAL $ 408,712.58.”
Authorization to Purchase Braille Translation Services

In order to support the success of all students and to be in compliance with the Americans with Disabilities Act Amendment Act (ADAAA), the College is required by law to provide accommodations to students with documented disabilities to ensure their full access to course materials and activities. The extent of services provided depends on the number of students who attend at a given time and the extent of their participation in credit and non credit courses. The College currently provides on-going sign language interpreter services which were approved by the Board of Trustees at the March 2013 Board meeting. The College currently has a blind student enrolled in a math course which requires the use of Nemeth Braille which is a special translation for math, science, and technology textbooks.

It is estimated that one regular college textbook costs approximately $8,000 to translate in standard Braille. Since math, science, and technology textbooks include very detailed information, Nemeth Braille is estimated at $24,000 and $29,000 per book, depending on the number of pages. For both standard and Nemeth services, tests, quizzes, instructor notes, and other class materials are translated, in addition to the textbooks.

The Purchasing department issued a Request for Proposal (RFP) to secure services for both standard and Nemeth Braille translation services. Because the amount/frequency of translation services required is currently unknown, the College requested pricing per page of standard Braille translation and price per page of Nemeth translation. The current prices are effective for a one year period beginning December 1, 2013 and ending November 30, 2014. The College is reserving the right to renew for two additional one year periods based upon mutual written agreement with the providers.

The RFP was sent to eleven vendors (none in district). Seven proposals were submitted. The costs for the standard Braille ranged from $1.87 to $5.50 per page. The low cost of $1.87 was submitted by Horizons for the Blind, Inc. from Crystal Lake, IL. The costs for the Nemeth Braille ranged from $3.00 to $7.50 per page. The low cost of $3.00 was submitted by Paula Byrne from Bradenton, FL.

Horizons for the Blind, Inc. is a 501(c) (3) not for profit organization dedicated to improving the quality of life for people who are blind or visually impaired. Incorporated in 1977, Horizons for the Blind, Inc. currently has 55 employees in one location in Crystal Lake, IL.

Paula Byrne is an independent contractor who has been translating since 2008. She completed the Nemeth Coursework through the Braille Authority of North America (BANA). Her Literary Braille Certification is through the Library of Congress.
Both Horizons for the Blind, Inc. and Paula Byrne have provided Oakton with translation services in the past. The Administration has been very satisfied with the exceptional service provided by both vendors and is confident they will continue to meet the needs of the College.

Since the amount/frequency of translation services required is currently unknown, the Administration is requesting a total of $90,000 to be used only if requested by qualifying students. This amount may increase if more services are requested and/or more students are served. If this happens, the Administration will request additional funds at a future Board meeting.

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 Braille Translation Services from Horizons for the Blind, Inc., 125 Erick Street, A103, Crystal Lake, IL 60014 for an amount not to exceed $30,000 and Paula Byrne, 932 Preservation St., Bradenton, FL 34208 for an amount not to exceed $60,000, for a total not to exceed $90,000 in accordance with their responses to Request for Proposal #4.”
## Standard Braille and Nemeth Braille

### Request for Proposal #4

<table>
<thead>
<tr>
<th>Company</th>
<th>Standard Braille Cost/Page</th>
<th>Company</th>
<th>Nemeth Braille Cost/Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizons for the Blind, Inc.</td>
<td>$1.87</td>
<td>Paula Byrne</td>
<td>$3.00</td>
</tr>
<tr>
<td>Crystal Lake, IL</td>
<td></td>
<td>Bradenton, FL</td>
<td></td>
</tr>
<tr>
<td>Paula Byrne</td>
<td>$2.00</td>
<td>American Language Services</td>
<td>$5.34</td>
</tr>
<tr>
<td>Bradenton, FL</td>
<td></td>
<td>Los Angele, CA</td>
<td></td>
</tr>
<tr>
<td>American Language Services</td>
<td>$2.67</td>
<td>Braille Jymico Inc.</td>
<td>$5.65</td>
</tr>
<tr>
<td>Los Angele, CA</td>
<td></td>
<td>Quebec, Canada</td>
<td></td>
</tr>
<tr>
<td>National Braille Press</td>
<td>$2.00 – $4.00</td>
<td>Educational Service Center, Region 20</td>
<td>$6.50</td>
</tr>
<tr>
<td>Boston, MA</td>
<td></td>
<td>San Antonio, TX</td>
<td></td>
</tr>
<tr>
<td>Braille Jymico Inc.</td>
<td>$3.80</td>
<td>National Braille Press</td>
<td>$4.00 - $7.00</td>
</tr>
<tr>
<td>Quebec, Canada</td>
<td></td>
<td>Boston, MA</td>
<td></td>
</tr>
<tr>
<td>T-Base Communications USA, Inc.</td>
<td>$5.00</td>
<td>T-Base Communications USA, Inc.</td>
<td>$7.50</td>
</tr>
<tr>
<td>Ogdensburg, NY</td>
<td></td>
<td>Ogdensburg, NY</td>
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</tr>
<tr>
<td>Educational Service Center, Region 20</td>
<td>$5.50</td>
<td>Horizons for the Blind, Inc.</td>
<td>No Bid</td>
</tr>
<tr>
<td>San Antonio, TX</td>
<td></td>
<td>Crystal Lake, IL</td>
<td></td>
</tr>
</tbody>
</table>
Authorization to Purchase Travel Services for Summer 2014 Study Abroad Program in India

Oakton is offering, for the fourth time, a summer study abroad program in conjunction with our partner institution, the English and Foreign Languages University (EFLU) in Hyderabad, India. Though the study abroad program did not run in the summer 2013 due to low enrollment, the College has confidence that there will be a full enrollment (at least ten students) in the program this year. As a sustained outcome of Pathways to South Asia, Oakton’s Title VI-A grant from the U.S. 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 Hrishikesh Ingle, Ph.D., 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 and 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 EFLU 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. Based on the maximum of eighteen students, the Administration is requesting an amount not to exceed $25,200 for the services provided by EFLU. Students will pay for their insurance which will be purchased from HTH Worldwide at an average cost of $70 per student for a total of $1,260. The actual costs depend on the age of the student. HTH Worldwide specializes in providing health insurance for students engaged in international educational activities in study abroad programs.

The Purchasing department obtained competitive airfare prices from three travel agents for flights from Chicago to Hyderabad. Golden Eagle Travel, Four Seasons Travel, and Travel Leaders submitted a total of nine options to choose from. The prices ranged from $1,862.41 to $2,576 per traveler. After reviewing all nine options with regard to the airline companies, departure and return dates, number of stops, destinations of the stops, and the College’s travel time frame, the Coordinator of the Global Studies Program chose a $2,093.51 flight on Air India from Golden Eagle Travel as the best fit for the College and the travelers. Based on the maximum of eighteen students, the Administration is requesting an amount not to exceed $37,683.18 for the airfare. Golden Eagle Travel has provided travel services for the College in the past, and the Administration is confident they can meet the traveler’s needs for this trip.
Students must also pay for a three credit hour Oakton course, a portion of the travel fees for the faculty leader, and “incidents” such as local transportation during the month long trip which is scheduled for July, 2014.

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
- $2,094  Airfare
- $286  Three credit hours of Oakton tuition (all fees are waived)
- $540  Faculty leader fees and incidentals
- $4,540  Total

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

dls
11/4/13

**President’s Recommendation:**

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Travel Services for Summer 2014 Study Abroad Program in India from English and Foreign Languages University, Osmania University Road, Ravindra Nagar, Osmania University, Hyderabad 04027098141 for a total not to exceed $25,200 and Air India/Golden Eagle Travel, 7700 Leesburg Pike, Suite 107, Falls Church, VA 22043 for a total not to exceed $37,683.18 per their price quote dated November 4, 2013 for a grand total not to exceed $62,883.18.”
Authorization to Purchase Contracted Instructional Training (Two Year Contract)

During the 2011-2012 academic year, Oakton’s Fire Science Program was approached by Advocate Lutheran General Hospital (ALGH) to provide emergency medical technician paramedic classes. On June 1, 2012 ALGH was approved by the Illinois Department of Public Health (IDPH) as a Resource Hospital in EMS Region IX. These classes are held in conjunction with the hospital regional Fire/EMS alliance with the area fire departments, specifically with the Glenview Fire Department, Morton Grove Fire Department, Niles Fire Department, North Maine Fire Protection District, and Park Ridge Fire Department. The first contract was signed between ALGH and the College on March 27, 2013 to provide EMS (paramedic) training. The first ALGH paramedic class started on April 29, 2013. ALGH students will benefit from this partnership by receiving college credit, which can be applied to Oakton’s certificate and degree programs in Fire Science.

Acceptance into this program is based upon fire department recommendations, private ambulance service recommendations, or assessment tests resulting in the most qualified students being selected. Enrollments for this year and next year are:

<table>
<thead>
<tr>
<th>College Year</th>
<th>Students</th>
<th>Projected</th>
<th>Tuition</th>
<th>Total</th>
</tr>
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<tr>
<td>2012-2013</td>
<td>12</td>
<td>12</td>
<td>$4,500</td>
<td>$54,000</td>
</tr>
<tr>
<td>2013-2014</td>
<td>25</td>
<td>25</td>
<td>$4,700</td>
<td>$117,500</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$171,500</td>
</tr>
</tbody>
</table>

Proposed ALGH instruction financial information includes:

EMT-Paramedic Training - Enrolled 37 students in 888 reimbursable credit hours.

Revenues: $171,500 Expenses: $167,800 Net to Oakton: $3,700

The Administration is requesting payment of up to $171,500 to ALGH for this two year contract, which will be completely offset by student tuition and fees.

RS:ws
11/4/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Contracted Instructional Training (Two Year Contract) from Advocate Lutheran General Hospital, 1775 Dempster Street, Park Ridge, IL 60068 for a total not to exceed $171,500.”
Authorization to Purchase Cisco Networking Equipment

To support the opening of the new Science and Health Careers Center in 2014, the College will be purchasing twelve Cisco gigabit Ethernet switches. These switches will provide network connectivity for all computers, phones, security cameras, and the building automation systems. This is part of the Master Plan budget.

The College’s Information Technology and Purchasing Departments worked together to issue an Invitation to Bid which was sent to 42 vendors (none in district). The College received fourteen responses ranging from $80,476.40 to $100,881.21. The low bid of $80,476.40 was submitted by Sentinel Technologies of Downers Grove, IL. This cost represents an approximate 49% discount off of list price. Sentinel Technologies is an authorized Cisco reseller whose customers include Chicago Public Schools, Schaumburg School District 54, and Township High School District 214. The College has purchased Cisco equipment from Sentinel Technologies in the past, and the Administration is confident that they will continue to meet the College’s needs.

Delivery of this equipment will occur in early December. The cost includes the standard manufacturer’s enhanced limited lifetime warranty.

JMW:ws
11/4/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Cisco Networking Equipment from Sentinel Technologies, 2550 Warrenville Road, Downers Grove, IL 60515 for a total of $80,476.40 per their low bid in response to Invitation to Bid #01017-13-04.”
<table>
<thead>
<tr>
<th>Responding Bidders (City &amp; State)</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Sentinel Technologies, Downers Grove, IL</td>
<td>$ 80,476.40</td>
</tr>
<tr>
<td>SHI International Corp., Somerset, NJ</td>
<td>$ 81,470.55</td>
</tr>
<tr>
<td>SAI Computers, Greenville, NC</td>
<td>$ 81,797.25</td>
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<tr>
<td>Global Gov/Ed Solutions, Inc., Fletcher, OH</td>
<td>$ 84,210.57</td>
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<tr>
<td>MTM Technologies, Arlington Heights, IL</td>
<td>$ 84,990.69</td>
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<td>OM Office Supply, Inc., Mechanicsburg, PA</td>
<td>$ 86,352.75</td>
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<tr>
<td>Netrix, LLC, Bannockburn, IL</td>
<td>$ 87,043.95</td>
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<tr>
<td>Southern Computer Warehouse, Inc., Marietta, GA</td>
<td>$ 87,706.56</td>
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<tr>
<td>Insight Public Sector, Tempe, AZ</td>
<td>$ 88,660.56</td>
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<tr>
<td>En Pointe Technologies Sales, Inc., Gardena, CA</td>
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<tr>
<td>New Tech Solutions, Fremont, CA</td>
<td>$ 94,800.00</td>
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<tr>
<td>Howard Technology Solutions, Laurel, MS</td>
<td>$ 96,714.00</td>
</tr>
<tr>
<td>Sigmanet, Inc., Ontario, CA</td>
<td>$100,881.21</td>
</tr>
<tr>
<td>Gentra Technologies, LLC, Dallas, TX</td>
<td>Did Not Meet Specification</td>
</tr>
</tbody>
</table>
Authorization to Rescind and Purchase Transportation Services for Athletic Teams

On June 25, 2013, the Board of Trustees authorized the purchase of transportation services for athletic teams for fiscal year 2014 from Acrosstown Charter Transportation, Inc. for an amount not to exceed $27,955.

In early October, the College noticed some inconsistencies with the Acrosstown services. A conference call between representatives from the College and Acrosstown was made to discuss the issues. Acrosstown acknowledged the issues and assured the College that they were working to resolve them. The same issues continued, and no further information was ever received from Acrosstown.

The College’s Request for Proposal #17 for Transportation Services for Athletic Teams states that if continued unresolved issues arise regarding drivers, condition of equipment, meeting agreed upon schedules for departure, or any other unforeseen problems, the College reserves the right to terminate the agreement.

Due to Acrosstown’s ongoing issues and lack of communication regarding these issues, it has been decided that it is in the best interests of the College to no longer continue to purchase transportation services from Acrosstown. On October 25, 2013, a letter was sent notifying Acrosstown of the College’s intent to terminate the agreement. To date, there has been no response from Acrosstown.

The College contacted the second lowest transportation provider, Olson Transportation, Inc, in Gurnee, IL, to inquire if they were interested in providing Oakton’s transportation needs, if they had enough open schedule time, and if they were able to still offer the pricing from the original proposal opened on June 5, 2013. Olson Transportation, Inc. has confirmed they are able to meet the College’s needs at the prices quoted in their proposal.

The Administration is first seeking Board authorization to rescind $22,265, the remaining amount from the original Board approval awarded to Acrosstown Charter Transportation Inc. The Administration is also seeking authorization to purchase Travel Services for Athletic Teams in the amount of $26,118, the amount required for the remainder of fiscal year 2014, from Olson Transportation, Inc. based on their costs submitted for Request for Proposal #17.

The College has purchased transportation services from Olson Transportation, Inc. in the past. Some of their customers include City Colleges of Chicago District 508, Lake Forest High School, and Deerfield School District 109. The Administration is confident that Olson Transportation, Inc. will meet the needs of the College.

ws
11/4/13
President’s Recommendation:

That the Board adopt the following resolutions:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the rescinding of Transportation Services for Athletic Teams for the remainder of the fiscal year 2014 agreement awarded to Acrosstown Charter Transportation, Inc., 1440 Renaissance Dr., Suite 120, Park Ridge, IL for a total of $22,265.”

“Be it further resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Transportation Services for Athletic Teams for the remainder of fiscal year 2014 from Olson Transportation, Inc., PO Box 514, Gurnee, IL for a total of $26,118 in accordance with their response to Request for Proposal #17.”
Approval of Rates and Dollar Amount for Natural Gas Purchase

The Board of Trustees has agreed to a two step process concerning the purchase of electricity and natural gas (Electricity will be purchased in the spring of 2014; therefore, this resolution only addresses natural gas). The first step is the approval of a rate and dollar amount for the purchase of the commodity. The second step is the approval of a vendor for this commodity and the estimated dollar amount that will be paid to the vendor. This resolution is the first step in the process. The Business Office is requesting to purchase 550,000 therms of natural gas at a cost not to exceed 50 cents per therm for an estimated price of $275,000 for the next 24 months. This is a significant increase in natural gas usage as the Des Plaines Campus will no longer be using its electric boilers to heat the building and its domestic hot water. This switch to natural gas is estimated to save approximately $200,000 per year.

Board approval of this resolution and market conditions will then trigger the second step of this process. The Business Office will secure pricing from multiple vendors for natural gas future contracts with Board approval at a future meeting including the specific vendor and the dollar amount.

DS:vb
11/15/13

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 approves the Business Office to contract 550,000 therms of natural gas at an estimated cost of 50 cents per therm (natural gas only) for an estimated total of $275,000 for the period January 1, 2014 to December 31, 2015.”
Preview and Information Regarding December 2013 Purchases

The following purchases will be presented for approval at the December 2013 Board of Trustees meeting:

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

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

The Purchasing department is preparing an Invitation to Bid for the Smart Podiums. The estimated cost is $2,600 each for a total not to exceed $67,600.

b) **Engineering Services for HVAC at Skokie** - The College has the need to purchase Mechanical, Electrical, and Plumbing Engineering services to evaluate the HVAC problems at the Ray Hartstein campus.

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

Due to design problems that did not become apparent until after the building was opened and operational, the system does not operate as it was designed. The system was designed to move both heated or cooled air (depending on the season) from the air handling units through duct work and then underneath a raised floor system. There are approximately 449 actuator motors located in the flooring system which open and close the dampers to bring heated or cooled air into the spaces as needed. The command to open or close the dampers is given from a sensor located in the walls and under the floors. Since the system has not functioned properly throughout its life, the six air handling units run continually seriously impacting their originally anticipated useful lives.
A major design deficiency is that the system allows the air from the duct work to be pushed up in between walls and through the ceiling. This bypasses the temperature sensors. The sensors are not able to read that the temperature is satisfied and therefore turn off the air handling units. Hence, the systems run continuously, putting conditioned air (heating/cooling) into the interior building cavities instead of solely to the classrooms and offices. The run time increases energy costs to the College as well as wearing on the mechanical components of the equipment. Additionally, building occupants frequently complain of being too hot or too cold.

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

In the fall of 2012, the College qualified three Mechanical, Electrical, and Plumbing Engineering firms. Two of these firms have been asked to interview and write a proposal presenting their fee structure. The third firm was not invited for an interview due to frequent personnel changes on the College’s current construction projects.

The College will evaluate the proposals and have a recommendation at the December Board of Trustees meeting. The budget for this project has not yet been finalized.

c) Parking Lot D Improvements - The College has completed improvement and rehabilitation of Parking Lots A and C. Parking Lot D will be fully rehabilitated in the summer of 2014. Work is planned to start in May and be completed before students arrive for the fall semester.

The work will be phased to allow for student parking during the summer session. The parking lot will include 937 spaces, the creation of bio-swales, new light poles and fixtures, restriping, and roadway improvement work from Central Road past the construction site of the Science and Health Careers Center. The roadway has sustained damage from heavy semi truck traffic from the construction. This was expected and was included as part of the parking lot project.

The College is expecting construction drawings to be completed this month with the project bidding shortly thereafter. Since asphalt work is a seasonal activity, the College
is expecting better pricing by bidding during the winter months. The budget for this project has not yet been finalized.

d) Grant Funded Nanotechnology Equipment - The College was recently awarded the Illinois Science and Technology Institute grant. Over the next few months, the College will be purchasing various pieces of nanotechnology equipment for the nanotechnology lab which is located at the Illinois Science and Technology Park in Skokie. Some of this equipment duplicates some existing nanotechnology equipment that was also purchased with grant funds. The following three new pieces of equipment are currently being planned for purchase:

**Hitachi TM3000 Tabletop Scanning Electron Microscope (SEM)**
This is a second unit to enable instructors to more efficiently teach scanning electron microscopy to larger groups of students, decreasing the student per device ratio, and engaging more students while in the lab. A second SEM also allows for providing remote access to one unit while the other is being used hands-on in the lab. The Administration has chosen the same SEM as previously purchased to ensure consistency and avoid the confusion that could result with different interfaces. This device will be used in the second and third semesters of the proposed certificate. This sole source purchase, estimated at $183,578, includes an elemental x-ray analysis system, a motorized stage, and a 3D view package.

**DektakXT Surface Profile Measuring System**
This instrument is used to perform an industry standard process that uses a contact technique for measuring surface roughness of samples such as thin films, to ensure smoothness, paper, to ensure ink adherence, and adhesives, to inspect uniformity. This instrument is also commonly used in industry to investigate surface wear on electrical switches and other devices where surfaces make repeated contact. This sole source system, estimated at $51,225, includes an environmental enclosure to prevent acoustic interferences from distorting the data collection and various application packages such as stitching, 3d mapping, 2d stress measurement, and measurement collection.

**Variable Angle Stokes Ellipsometer**
This instrument is used to perform an industry standard process that uses light to measure transparent thin film thickness and refractive index. This instrument uses a non-contact technique that relies on changes in polarization of reflected light. Transparent thin films are used in fields such as optics, where the films are applied to camera and eyeglass lenses to reduce unwanted reflections and to provide protective coatings. Knowledge of film thickness and refractive index is critical to designing the correct thin film for a given application. This will be a sole source purchase estimated at $39,950.
e) Lecture Capture System - Lecture Capture is a set of technologies that allows for the recording of classroom based activities in a digital format for subsequent distribution on the web. Lecture Capture covers numerous software, hardware, and systems options such as Powerpoint slides, white board drawings, and document images. The system may also include audio and video recordings of an instructor and students, which may be streamed live or archived for retrieval and playback at a later time.

Lecture capture technology is not intended to be used as a replacement for attending class but as a supplement to the classroom instruction. Captured lectures can be reviewed multiple times so that students have more opportunity to absorb complex content. The captured lectures are often used as an adjunct to online instruction. They can also allow for innovative pedagogy, where faculty can have students watch the lectures outside of the classroom as homework and use in class time for more in depth discussion and analysis. This concept is often referred to as the “flipped classroom”.

A committee of full time faculty, part time faculty, staff, and Administrators developed a list of criteria to use in the evaluation process for a Lecture Capture system. A Request for Proposal (RFP) was issued in July, and proposals were received in August. Over the summer, the committee scheduled vendor presentations, and all faculties were invited to review the vendor products. The submitted proposals have been evaluated against the College’s functional requirements, and have been analyzed to understand the real costs of each implementation, as pricing and function varies widely among the products, but all are commonly used at other colleges and universities.

At this point, two full time Nursing faculties are completing a pilot test with selected software. The committee expects to have their evaluation completed and a recommendation to the Board at the December meeting. The roll out of the software in pilot courses will begin during the spring 2014 semester. Funds have been allocated for this project in the FY14 Information Technology budget. The Administration is planning on a three year contract estimated at $175,000.

f) Computer Servers - The College relies on 73 Intel processor based servers and 192 virtual machines that provide services to the 2,300 computers and 12,000 network computer users on both campuses. The 2013-2014 capital equipment budgets and the Facilities Master Plan Internet Protocol (IP) Telephony project include funds to replace a subset of these servers.

This purchase includes a total of sixteen servers that will be used to upgrade the core VMware hosts at the Des Plaines and Skokie campuses, which are currently using six
year old equipment that is starting to fail. Together, these servers currently support 125 virtual machines that provide authentication, file storage, application delivery, web, database, and print services. These servers will also be used to support the College’s new IP Telephony system at the Skokie campus.

The College has been evaluating servers from a number of vendors and has narrowed the selection down to blade server solutions either from Cisco or Dell. In order to obtain competitive pricing, the College is issuing a Request for Proposal (RFP) for the servers and should have the final vendor decision and pricing results for the December Board meeting. Estimated cost is $140,000.

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

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

Twenty five furniture dealers were invited to respond to the College’s detailed Request for Proposal (RFP) for more than 1000 pieces of Steelcase, Coalesse, and Herman Miller
furniture. Responses are due by December 3rd. Delivery and complete installation is scheduled for March 2014. The estimated cost for this project has not yet been finalized.

**h) Equipment for the Science and Health Careers Center** - For the past two years, the Science and Health Careers faculty, lab managers, staff, and Dean have been developing the equipment plan for the Science and Health Careers (SHC) Center. Careful consideration was given to evaluating the condition of current lab and classroom equipment to determine if it could be moved to and used in the new SHC Center rather than buying all new equipment. Everyone involved should be applauded for their financial stewardship. Once the evaluation was complete, the team, in conjunction with Legat Architects, developed a comprehensive list of new equipment that needs to be purchased. The list includes a variety of free standing pieces and other units that need to be built in and installed in specific locations by Turner Construction.

Items to be purchased include:

- Nursing equipment for classrooms which includes hospital beds, IV poles, computer carts on wheels, a birthing simulator, and several manikins
- Physical Therapy equipment which includes orthopedic hospital beds, treatment tables, wall pulley system, traction table, whirlpool tank, mixing valve, storage racks, and carts
- Blood draw chairs, carts, and hospital beds for Medical Lab Technologies.
- Chemistry equipment which includes a digital polarimeter, flammable material storage cabinets, refrigerator, gas cabinet, glass washer, and dionizing units
- Biology equipment which includes a freezer, ice maker, explosion proof refrigerators/freezers, under counter refrigerators, flammable material storage cabinets, dryer, reverse osmosis unit, glass washer, autoclave, carts, incubators, and a deionizing unit

The detailed Request for Proposal (RFP) is in the final stages of preparation. The Administration is hoping to have the built in equipment approved at the December Board Meeting. The remaining equipment is scheduled for approval at the January Board meeting. All equipment should be installed and operational by the first day of classes in summer 2014. The estimated cost for this project has not yet been finalized.

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

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

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

Oakton’s claims experience has been excellent for the period from July 1, 2012 through the most recently available month of claims experience which is through September 30, 2013. Through the end of this fifteen month period, Oakton’s loss ratio (aggregate of claims and fees divided by budget) is a very favorable 86.3%. Utilizing this claims information, CCHC’s insurance consultant, Gallagher, has prepared projections for the 2014 renewal that include trends in medical and prescription costs (9.8% for medical
costs and 8.5% for prescription costs for 2014), changes in fees, and, new for 2014, the financial impact of the Affordable Car Act (ACA). As a result of the favorable claims experience, even considering trend, fee increases, and ACA, premiums for both the PPO and HMO plans will remain unchanged for 2014. Total premiums projected by Gallagher for 2014 based on an employee total of 433 are $2,394,775 (PPO) and $4,091,637 (HMO).
Authorization to Adjust the President’s Salary

On December 11, 2012 the Board of Trustees of Oakton Community College District 535 last adjusted the salary of President Margaret B. Lee by 2.9% from $244,689 to $251,764. The Board and the President are committed to fiscal responsibility and institutional equity. The Board desires to reflect that commitment in the following resolution to raise the President’s salary by 2.9%.

Recommendation:

“NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 535, COUNTY OF COOK AND STATE OF ILLINOIS, THAT

For the 2013-2014 academic year, President Margaret B. Lee’s salary be increased by 2.9% from $251,764 to $259,066.

ADOPTED this 19th day of November 2013.

Ayes: ____________
Nays: ____________
Absent: ____________

ATTEST:

_________________________________
Joan DiLeonardi, Chair

_________________________________
Patricia Harada, Secretary
Approval of New Unit of Instruction

Illinois Community College Board (ICCB) rules require the College to submit extensive documentation, including Board of Trustees approval, when a “new unit of instruction” is proposed. Oakton Community College is requesting approval for a 60-credit-hour degree in Mechatronics Technology.

The Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant initiative created a consortium of 21 Illinois community colleges that are sharing curricula in mechatronics, CNC precision machining, machine maintenance, welding, green manufacturing and certified professional technicians. Oakton's Manufacturing Technology faculty led the initiative to formulate degrees and certificates in mechatronics for the Illinois Network for Advanced Manufacturing (INAM).

The Mechatronics Technology A.A.S. degree is designed to train students for positions in today’s fast-growing industrial automation and product distribution businesses. Mechatronics combines the many different skills needed in mechanical design, electronics design, and control systems to prepare the student for design and maintenance positions in today’s computer-controlled production equipment as well as warehousing and distribution applications. Courses cover electronic circuit design, control system design, robotics, and the mechanical motion components that make up an industrial automation system. Some of the industrial applications included are: packaging, filling, assembly, painting, conveyors, sorting, palletizing, and product testing. Job applications include: automation equipment design, equipment maintenance, and high-tech equipment sales and marketing.
Mechatronics Technology
Associate in Applied Science Degree
60 Semester Credit Hours; Curriculum: VOTEC 0253

General Education Requirements

Area A  Communications
        EGL 101  3
        One course from EGL 102, EGL 111, EGL 212, SPE 103  3
        (EGL 111 or EGL 212 recommended)
Area B  Mathematics
        One course from Area B (Mathematics)
        (MAT 110 or MAT 114 recommended)
Area C  Science
        (PHY 101 or PHY 131 recommended)
Area D  Social and Behavioral Sciences
        One course from a social or behavioral science discipline
Area E  Humanities/Fine Arts
        One course from a humanities or fine arts discipline
Area F  Contemporary Global Studies*
        One course that satisfies Contemporary Global Studies requirement 0-3
Other General Education credits 0-3
Additional credits from Areas B, C, D, E or F if needed to meet 18-credit-hour minimum

Total General Education Requirements: 18

Major Requirements:
CAD 116 Basic AutoCAD  3
ELT 101 Introduction to Electronics  5
ELT 106 Semiconductor Theory  3
ELT 221 Digital Circuit Fundamentals  3
ELT 223 Integrated Circuits  3
ENG 120 Engineering Graphics  3
MFG 135 Hydraulics, Pneumatics and Controls  3
MFG 140 Introduction to Robotics and Vision Systems  4
MFG 240 Programmable Controllers (PLC)  4
MFG 250 Advanced PLC/Automation Applications  4
At least seven credits from the following: 7
CAD 210 Industrial Design Engineering Techniques  4
CAD 230 Introduction to SolidWorks  3
CIS 103 Computer Software and Concepts  4
ELT 110 Electronic Drafting Using CAD  4
ELT 231 Fundamentals of Microprocessors  3
MFG 102 Basic Print Reading and Shop Theory  4

Total Major Requirements: 42

Total Semester Credit Hours for Associate in Applied Science Degree: 60

*Students may take a Contemporary Global Studies course that satisfies both Area F and another Area requirement.

NP:pt
11/2013

President’s Recommendation:

“Be it resolved that the Board of Trustees of Community College District 535 approve the Associate in Applied Science degree in Mechatronics Technology as a New Unit of Instruction.”
Acceptance of Grant from the Illinois Community College Board

The Illinois Community College Board has awarded Oakton Community College a grant in the amount of $9,948 under its new Dual Credit Enhancement Grant program for fiscal year 2014. The grant’s purpose is “to support the development, enhanced delivery and evaluation of local dual credit programs and to expand student access to higher education while maintaining high academic standards.” Oakton will work with Niles Township high schools on a summer dual credit program in mathematics, and also conduct workshops with all dual credit faculty at the district’s nine public high schools. The grant, which ends June 30, 2014, will be administered by Michael Carr, Assistant Vice President for Academic Affairs.

RM:al
11/8/2013

President’s Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 accept $9,948 from the Illinois Community College Board fiscal year 2014 Dual Credit Enhancement Grant program to support dual credit initiatives in the district.”
First Read of Policies

Policy 1118 is a new policy that is responsive to the 2013 Illinois Firearm Concealed Carry Act. The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, this policy establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College’s authority to promulgate rules and regulations under the Act.

Policies 4401 and 5123 describe Oakton’s Student Employment Program. We are recommending revisions to the eligibility requirements for student employment in an effort to align the College’s Student Employment Program with the College’s goals for Student Success.

In accordance with College policy, action on the proposed policies will take place at the next regularly scheduled meeting of the Board of Trustees.

JLS
11/08/2013

President’s Recommendation:

That the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 535 hereby accepts for review the proposed policies 1118, 4401, and 5123, attached hereto, with action to take place at the next regularly scheduled Board meeting, December 10, 2013.”
COLLEGE WIDE POLICY

I. Statement of Purpose

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

II. Persons Covered by this Policy

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

III. Prohibited Activities

A. Weapons or Firearms

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

It is the Policy of the College to prohibit:

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

B. Exceptions

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

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

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

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

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

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

IV. Signage that Concealed Firearms are Prohibited

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

V. Parking and Firearm Storage

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

VI. Enforcement

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

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

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

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

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

B. The term "weapon" is defined as:

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

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

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

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

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

VIII. College Department of Public Safety

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

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

**IX. College Vice President of Student Affairs**

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

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

**X. Delegation**

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

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

Student Employment

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

Student Employee Definition

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

Authorization to Employ

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

Eligibility for Student Employment

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

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

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

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

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

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

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

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

Student Employment

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

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